



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	SINHGAD INSTITUTE OF TECHNOLOGY AND SCIENCE, NARHE, PUNE
• Name of the Head of the institution	Dr.Shriram D.Markande
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02066831702
• Mobile No:	8308816104
• Registered e-mail	sits@sinhgad.edu
• Alternate e-mail	principal_sits@sinhgad.edu
• Address	Sinhgad Institute of Technology and Science, (SITS) Narhe Technical Campus, 49/1, Opp. Mumbai Bengaluru Westerly Bypass, Narhe, Pune - 411041.
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411041
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Savitribai Phule Pune University, Pune				
• Name of the IQAC Coordinator	Dr. Kirankumar R.Jagtap				
• Phone No.	02066831761				
• Alternate phone No.	8888823262				
• Mobile	8888823262				
• IQAC e-mail address	iqac_sits@sinhgad.edu				
• Alternate e-mail address	principal_sits@sinhgad.edu				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sits.sinhgad.edu/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://cms.sinhgad.edu/sinhgad_engineering_institutes/sits_narhete_chnicalcampus/-sits_nt_academic_calendar.aspx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.38	2016	16/09/2016	15/09/2021
6.Date of Establishment of IQAC			26/12/2016		
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	
Savitribai phule pune university	research grant	SPPU	2019-2021	1,25000/	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
To improve academic performance IQAC committee works to add value to the academics by encouraging curricular, co-curricular and extracurricular activities such as workshops, technical exhibitions, seminars, sports and cultural activities and inter departmental visits.	
Regular Parent Teacher meetings are conducted in every department to take feedback from parents regarding teaching learning process and other facilities in the institute.	
As per guidelines of IQAC, student feed backs were conducted. Further, the necessary training and corrective measures has been suggested to the faculties for the AY 2020-21.	
Faculty and students are encouraged to participate in an online professional development program through Coursera, IIT spoken tutorial etc.	
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 conduct an Academic Audit of Departments in the mid of the semester	Academic audit was conducted. Two meetings were held to facilitate interaction between IQAC, Departments.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	05/06/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	03/01/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	169
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	2036
File Description	Documents
Data Template	View File
2.2	330

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3		654
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		104
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		114
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		32
Total number of Classrooms and Seminar halls		
4.2		237.19
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		605
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		

1.1 - Curricular Planning and Implementation

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

The institute is affiliated to Savitribai Phule Pune University (SPPU). So the institute implements the curriculum prescribed by SPPU. The SPPU provides the academic calendar for every semester. Subject choices are taken from faculty members and subject distribution is done ahead of time based on faculty choices. Every faculty prepares a course file consisting of a teaching plan and syllabus to be discussed during the sessions with respect to expected outcome. Content delivery is aligned in such a way to achieve expected course outcomes. The planning of the academic year and other programs is discussed in HoD meeting first and then in department meetings. The minutes of meeting are prepared for these meetings based on the points discussed and decisions made.

Timetable is prepared based on the discussions in the HoD meeting and thereafter faculty meeting. It includes the slots for STP sessions and TG meetings, etc. TG meeting records are kept by individual mentor faculty. The students are required to carry out mini projects, projects. Bridge courses and value addition programs are taken up through student training programs. (STP-I to STP-V). Students are undergoing various courses through NPTEL, Spoken Tutorials, IBM SkillsBuild, Coursera, etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The university academic calendar provides date of commencement of the academic session, duration of semester, period of examinations like university practical/oral examinations and final semester examinations etc. Based on the university academic calendar, college prepares the academic calendar which provides detailing of the curriculum implementation. At the outset, the meetings of all the department heads, IQAC coordinator along with Principal is conducted to develop strategies for effective implementation of the curriculum and accordingly academic calendar of institute gets prepared. It mentions dates of commencement of the academic session, duration of

semester, period of internal assessment tests like Unit tests, Prelim examination, mock practical/oral exam, mock online exams, final semester examinations etc.

Every department prepares their own calendar in line with the academic calendar of the institute, with the inclusion of co-curricular and extra-curricular activities. It includes guest lectures, workshops/trainings for students, industrial visits, seminars and Cultural Fest, Sports Events and Tech fest under the name Sinhgad Karandak. TG meetings are also planned and get executed accordingly.

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

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

5

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

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)

212

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

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

1841

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

1841

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

1.3 - Curriculum Enrichment

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

The institute offers courses in their curriculum which integrate

cross cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics. These cross cutting issues are integrated into mandatory and Humanities courses in the under graduate programs.

Professional Ethics:

Under SPPU, we at SITS are providing the courses such as STP, Business Communication Skills (SE Comp), Business Analytics (BE IT), Engineering Economics and Construction Management (TE Civil), etc.

Gender:

The Institute always tries to create awareness amongst students and faculty about the values of gender equality, and inclusive development. Institute provides equal opportunity for all to participate in administrative, co-curricular and extra-curricular activities. The Institute also deposes faculty for orientation courses. Faculty members are nominated in committees without any discrimination (gender, caste, religion).

Human Values:

At SITS, we have incorporated UHV-1 from AY 2020-21 and now for AY 2021-22, UHV-2 is offered for third semester engineering.

Environment and Sustainability:

Various subjects are included in the SPPU syllabus such as Environmental Issues and Disaster Management (Audit Course for all branches), Ability Enhancement Compulsory Course (AECC), Environmental Studies-1, and Environmental Studies-2, etc.

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	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

82

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

1647

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)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

540

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

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

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

119

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

2.2 - Catering to Student Diversity

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

The merit list of the admitted students is analyzed based on the marks obtained in 12th, CET and divisions of first year students are formed which will help the teachers while delivering the contents in the class and to frame the assignments.

Steps taken for advanced learners:

1. Toppers in SPPU examinations and winners of curricular and extracurricular activities are felicitated.
2. Encouraged to participate in hackathons, international/national conferences/seminars/workshops, project competitions
3. Issue recommendation letters for pursuing higher study.
4. Encouragement to pursue internships in companies to enhance their skills.
5. Inspired to write technical/nontechnical articles/poems.
6. Motivated to prepare for entrance/competitive examinations.
7. Topper of each class is appointed as the Class Representative and nominated for student council.

Steps taken for slow learners:

1. Slow learners are identified based on performance in SPPU examination and internal examination. If the performance is poor in SPPU examination, remedial classes are conducted and counselled accordingly.
2. The teacher guardian updates parents about performance in internal and SPPU examinations during Parent-Teacher Meeting.

3. Language barrier while public speaking is tried to bridge.

4. Parents are informed about the progress of their ward through telephone calls.

5. Encouraged to take part in departmental activities.

6. Counselling of students at the time of SPPU examination result declaration.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2036	104

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

Experiential Learning:

1. Students are learning through the seminars/mini projects/projects as a part of curriculum.

2. Students are encouraged to take internship.

3. Departments plan and organize the industrial/institutional visits, field visits for students to provide exposure to industrial work culture as well as a part of curriculum.

4. Students are encouraged to have online certifications like SWAYAM, Spoken Tutorial of IITB, Udemy, etc.

5. Students are inspired to write technical papers.

6.Few laboratory sessions are engaged by means of Virtual Laboratories.

7.Online tools such as Compilers/Tinkercad/Scilab are used to conduct various laboratory sessions.

8.Modelling and analysis of structural components using suitable tools.

Participative Learning :

1.Students learn through group activities in various workshops and seminars.

2.Students participate in groups to solve different problems through mini projects and projects.

3.Students are delivering presentations on various case studies involving technical topics.

4.Students are encouraged to learn through discussions with peers.

Problem solving methodologies

1.Students are motivated to participate in BAJA SAE/GoKart, in national level competition for the design of vehicles.

2.To develop problem solving ability, Project Based Learning has been included in the curriculum.

3.Students are learning through the mini projects/projects as a part of curriculum.

4.Students are motivated to participate in Hackathons/IoT challenges/problem solving competitions.

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

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

- 1.The faculty members are using the IT enabled learning tools such as PPT/Video clippings /Audio system/free online sources, to make learning more interesting for the students.
- 2.Classrooms/Laboratories are equipped with LCD projectors, computers and internet connectivity to promote independent learning.
- 3.Interactive methods such as research paper presentations/seminars/debates/group discussions/assignments and laboratory work are used.
- 4.Laboratory manuals are mailed to students well in advance at the start of semester.
- 5.Students are encouraged to use Overleaf, LaTeX editor for project report writing.
- 6.Teachers made a swift transition from classroom to online teaching during COVID-19 pandemic. Platforms such as Zoom/Google Classroom/Google Meet/Microsoft Teams were used to create virtual classrooms.
- 7.Recording of video lectures is made available to students in respective Google Classroom for long term learning.
- 8.Due to COVID-19 pandemic online modes like Email/Google Groups/Google Classrooms are used to collect assignments, conduct tests and practical examinations and for sharing notes, practice questions, other e-resources. Google forms are used to record attendance of students and to conduct quizzes/unit test/preliminary examinations.
- 9.Virtual laboratories and free online tools such as Compilers/Tinkercad/Scilab, are used for conducting laboratory sessions.
- 10.Teachers use social media platforms like WhatsApp to connect with the students.
- 11.Institute premises are Wi-Fi enabled.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

95

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

104

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

10

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

607

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.

Students and parents are made aware about the criteria for internal and continuous evaluation process through the orientation.

- At the commencement of every semester, students are notified about the criteria for evaluation of term work marks in the respective laboratory sessions/theory lectures and through the circulars/notices displayed on notice board.
- Performance in mini projects/project/seminar work is assessed by individual guides. At the start of the semester, respective coordinators inform the students about the assessment criteria for seminars/projects. To evaluate performance of the students in projects/seminars, presentations/reviews and report writing are conducted.

The institute uses following tools for internal assessment:

Internal Assessment Tools

Mode

Frequency

Unit Test

- To assess performance of students, and progress on a regular basis.

Once in semester

Theory Assignments

- To evaluate the understanding of a particular unit of the course, students solve the assignments.

Six assignments on 6 Units

Continuous Assessment

- Students' understanding is evaluated on each assignment during practical.

Once in a week

Preliminary Examination

- To assess overall progress in the course.

Once in semester

Mock Exam

- To prepare students for university practical/oral examination.

Term Work

- At the end of every semester, TW of individual students is calculated.

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

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

Institute to deal with internal examination related grievances adopts transparent and efficient mechanism in the following ways-

1. The department appoints an internal examination coordinator who plans and executes all exams inline with the academic calendar of department and institute.
2. Notifications and schedules are displayed prominently on the college notice boards to communicate information related to internal examination to students.
3. Performance of the students in unit test, prelim examination, mock oral/practical exam or seminar and project reviews is displayed on notice board.
4. After evaluation of the unit test and prelim examination, answer sheets are distributed to the students in the class for queries if any. They may raise their grievances orally regarding the marks awarded to them with the concerned faculty. Students are free to approach their mentor, or the teacher-in-charge for redressal.

In rare cases if discrepancies are noticed in the marks awarded to students by teachers then corrective actions are taken. These corrective actions are normally re-evaluation, re-checking of answer sheets.

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

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.

Yes, the Institute has well defined programme and course outcomes for each programme.

Teachers contribute in the process of framing of programme and course outcomes by following ways:

- Faculty from the various institutes discuss and develop POs and COs in each programme of courses during curriculum design workshops. These POs & COs along with curriculum are approved in the SPPU Board of Studies meeting.
- The curriculum along with POs & COs are then approved in the SPPU Academic Council.
- After approval from the SPPU Academic Council, the curriculum consisting of POs & COs is published on SPPU website.
- The course file of every teacher includes POs and COs.

Students are made aware about the stated programme and course outcomes by following ways:

- All the POs and COs are explained to students during the Orientation Day organised on the opening day of each academic semester.
- Students are made aware about all course objectives and COs during the first session of respective courses by the concerned faculty.
- POs and COs are displayed at prominent locations.

Communication:

POs and COs are published on the college website.

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

The direct attainments of course outcomes are calculated using internal and external assessment tools. The term work evaluation of laboratory work is used as internal tool. The in-semester and end

semester SPPU examination, and oral/practical examination are used as external assessment tools.

The correlation level for the attainment of POs & PSOs is 1 means low, 2 means moderate , 3 means high.

Overall PO attainment :

Direct Assessment Methodologies

The internal assessment and external assessment have weightages 30% and 70% respectively. Following guidelines were followed to calculate course outcome attainment levels-

If percentage of students score above the threshold level of marks is in between 40-60%, then attainment level is 1, 61-80 %, then attainment level is 2, above 80%, then attainment level is 3.

Calculation of CO attainment -

CO Attainment = $0.7 * \text{Attainment Level of External Assessment} + 0.3 * \text{Attainment Level of Internal Assessment}$

Indirect Assessment Methodologies

The graduate exit survey, alumni feedback and employer feedback are used to assess indirect attainment of the POs and PSOs.

Overall Attainment of POs & PSOs = $0.8 * \text{attainment through direct assessments} + 0.2 * \text{attainment through indirect assessment.}$

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****634**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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

<http://sits.sinhgad.edu/NAAC/SITS/SITS%20Student%20Satisfaction%20Survey%202020-21.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)****0.35**

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

3.1.2 - Number of 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****1**

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

3.1.3 - 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****42**

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

3.2 - 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****44**

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

3.2.2 - 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

11

File Description	Documents
Any additional information	No File Uploaded
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 vision of the Institute is to produce not only good engineers but good human beings also.

Therefore, we are taking efforts to add values of good citizenship in our students by the teachers and student peer groups. The Institute organizes various activities through which students are equipped with appropriate skills for their holistic development. In the Institute, the extension activities for social causes are carried out through the National Service Scheme (NSS) and Student Council. Faculty coordinators inspire and support while conducting such activities.

The NSS unit and Student Council in particular organizes various activities to contribute to the development of the society. The major activities are - Blood donation camp, tree plantation, Nirbhay Kanya Abhiyan, Swachh Bharat Abhiyan, NSS camp for rural development, Celebration of Days-Yoga Day, International Youth day, Independence Day, Engineers day, NSS day, , National Unity Day,

Sadbhavana day etc. Also various activities are conducted for students such as chill zone activities like gaming, competitions, Robo-racing, treasure hunting etc. The number of extension activities for this academic year is less because of Covid- 19 pandemic situation.

All the above activities lead towards overall development of the students.

File Description	Documents
Paste link for additional information	http://sits.sinhgad.edu/NAAC/SITS/3.3.3_2020-21%20Extension%20Activities.pdf
Upload any additional information	No File Uploaded

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

7

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

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

18

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the 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

1231

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

3.4 - 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

2173

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Sinhgad Institute of Technology and Science, Narhe has a beautiful landscape, aesthetic architecture, eco-friendly environment, spacious classrooms, well equipped laboratories and adequate infrastructure for teaching-learning process to facilitate the curricular and co-curricular activities of the students.

Classrooms and Seminar Hall: The classrooms and seminar Halls are well equipped with adequate furniture, LCD projectors, power backup and LAN / Wi-Fi connectivity.

Laboratories/Workshops: The institute has 48 laboratories and workshops in various departments with all the equipment and machinery are in place to carry out practical sessions, projects.

Computing Equipment: The campus has internet connectivity for 645 computers through a leased line with bandwidth of 100 Mbps (1:1) with wired as well as Wi-Fi mode.

Computer Center:

Institute has a computer center of area 211.44 sqm with 32 numbers of computers.

Amenities:

- **Boys' and Girls' Common Room:** Girls' and Boys' common rooms are available with an attached rest room.

- **Security:** 24-hours security with CCTV installation at strategic locations.
- **Other facilities:** Cafeteria, Juice center, coffee corner, stationary shop, photocopy center, laundries, potable water with UV/RO etc are available in the campus.

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

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

The college accords high importance to the physical well-being and cultural expression of the students. The institute encourages and provides facilities for students to participate in various extra-curricular activities in order to build team spirit and leadership qualities.

Sports: The institute has playground for various sports events. Few central facilities like cricket ground, cultural centre are available in the other campus of Sinhgad Institutes.

Cultural Activities:

- Under the banner of Sinhgad Karandak, Cultural fest-NEON and Techfest-Techtonic are arranged every year. It is organized for inter-campus, inter-collegiate and international students.
- Cultural center is available in the other campus of Sinhgad Institutes as a central facility.

Gymnasium :

A Gymnasium facility for boys and girls is provided in the institute campus with adequate equipment.

Yoga: Yoga and meditation sessions are conducted for the students and staff in the premises through NSS.

Medical Facility: Institute having a clinic in the campus for regular medical examination and treatment.

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

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

32

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

32

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

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

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

0.12

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)

Name of ILMS Software: Auto Lib Library Management Software

Nature of Automation: Partially

Version: Auto Lib NG

Year of Automation: 2010

- Master Setup : Following are the features of the Master Setup :
 - New material, Sub Material, Subjects, Departments & publishers can be defined.
 - New Vendors can be defined.
- Members :It includes following features :
 - Member's information (Text data like name, address, class etc.)
 - Photograph incorporation and Members.
- Catalogue :

Catalogue module is used for retrospective conversion of library resources. The strong features of catalogue module are:

- Accession Number system user definable.
- No limitations on the statement of responsibility.
- User can add multiple material type like books, CD, Video, Cassettes etc.
- List of Missing Accession Number.

On line Public Access Catalogue (OPAC) :

Auto Lib OPAC offers very easy online search facilities to search through library data like title, author, keyword, publisher etc.

- Tools: Photo ID card generation and printing.
- Reports: It includes purchase list / Accession Register/Library status/ year wise purchase Details/ Stock Status/Stock summery, Title and Volume summary, Issue list/ Fine Due.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	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)	
8.75	
File Description	Documents
Any additional information	No File Uploaded
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	
71	

File Description	Documents
Any additional information	No File Uploaded
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

The IT & ICT facilities required for the Academic, Research & Extension activities of this institute are continuously monitored and periodically upgraded, based on the requirement and needs.

- 605 computers (desktop) are available for the students.
- At present, the campus has internet connectivity through a leased line with bandwidth of 100 Mbps (1:1). This upgrading was done on 13th June 2019.
- In 2016 upgradation with two leased line of 70 Mbps and 2 Mbps was done from 45 Mbps.
- From 2014 to 2016 internet connectivity through two leased lines of 45 Mbps and 2 Mbps was available.
- Server Room has Rack server with adequate power backup and network is secured by firewall integrated in router.
- Free and Open Source Software and licensed software as per the requirements are available.
- The digital library is available to all the students and faculty members.
- The college has a unique website that provides all the necessary information needed.
- The IT infrastructure in the institute is utilized for online feedback, online examinations etc. Also online examinations of different government services, Banks etc are conducted.

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

4.3.2 - Number of Computers

605

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	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

52.47

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

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

SITS has a well-established system and procedure for maintaining its physical, academic and other facilities by various team members.

1. Civil Maintenance:

- Regular maintenance of all buildings is carried out under head

civil maintenance at the institute level.

- The maintenance issues and action taken are entered in the maintenance record register. The estate supervisor checks the problem and maintenance work is carried out with prior basis sanctioned by the Principal.

1. Electrical Maintenance:

- All electrical work is carried in-house by an electrician appointed by the institute and maintenance of lift and AC is carried through AMC.

1. Water and Plumbing Maintenance:

- Estate supervisor takes care of storage and distribution of water. All plumbing work in the campus is done in-house by an appointed plumber.

1. Laboratory Equipment Maintenance:

- Laboratory In-charge and Technical Assistant (TA) ensures proper working of all equipment and machineries

2. Housekeeping:

- Housekeeping is done daily by appointed peons, wet sweepers and maid sweepers. Garbage disposal is done every day under AMC.

1. I.T. Maintenance:

- The routine repair, maintenance and updation of computers and peripherals are taken care of by a dedicated full time team of system administrators.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1452

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

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

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

9

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	Nil
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	
271	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
271	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

255

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**

16

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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**

11

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	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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)

At the beginning of every academic year, the institute constitutes the Student Council/Activity Cell by following the norms laid down by the university. The student members elect University Representative, General Secretary, Technical, Cultural , Sports Secretary, and Ladies (Girls) Representative for a term of one year. It aims at the all-round development of students and organizes several academic, co-curricular, and extracurricular events throughout the year in association with the university and other organizations. Meetings of the Student Council are conducted at least once in each term.

The functions and events conducted by various committees under the Student Council are as follows:

1. 1. Students' Council/Activity Cell: Under section 99 (1, 2 a-f) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), this council is established every year for performing prescribed duties.

2. Internal Quality Assurance Cell (IQAC): IQAS is responsible for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute. It continuously strives to maintain quality in all domains.

3. Internal Complaints Committee (ICC): This committee has student representation which addresses complaints and effectively resolves the grievances of students. It maintains discipline among the

students and empowers them to look into matters of harassment.

4. College Development Committee (CDC): The CDC of the institute plays a significant role in planning, designing and implementing its quality policy. The management also ensures that the opinions and suggestions made by staff, student members are included in decisions implemented for the college development.

5. Anti-Ragging Committee: This committee monitors frequently and thus ensures zero ragging incidents in the institute and also spreads awareness among students against any type of ragging activities.

6. Cultural Committees: "Sinhgad Karandak -Neon" is a national level fest and an annual social gathering which showcases the cultural talents of students of Sinhgad Institutes. Our students participate in prestigious intercollegiate competitions such as Firodiya Karandak and Purushottam Karandak every year and bag prizes.

7. Sports Committee: This committee organizes various sports events under 'Sinhgad Sports Karandak'.

8. Magazine Committee: 'Juvenilia' is our annual magazine which is the creation of the students. Students express their talents in the form of articles, poetry, interviews of eminent personalities, etc.

9. Technical Activities: The institute facilitates students to explore various co-curricular activities. Annually, a techfest 'Tectonic' is arranged under which competitions, seminars, quizzes etc are arranged in which involvement of students is very large. Also, in the national level technical competitions such as SAE-BAJA, SUPRA, GO-KART, students have been participating, making remarkable impact and achieving huge success in these events.

Thus, students are encouraged to actively participate in various administrative, co-curricular and extracurricular activities. The objective is to foster holistic and all round development of students.

File Description	Documents
Paste link for additional information	Nil
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

4

File Description	Documents
Report of the event	No File Uploaded
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

The alumni association of the institute was established in the academic year 2012-13, Reg. No. Mah 1928/2012/Pune. The number of registered alumni is 6116.

Objectives:

- To develop a liaison between the old students, present students and the institute.
- To promote and nurture the close relationship between alumni and the institute for the mutual benefit of both.
- To maintain an updated directory of alumni with contact details, current position and organization and their achievements on various fronts.
- To arrange for alumni interaction with present students for sharing their experiences in the corporate world, current & future trends in the technology. Also, guide the students about the career opportunities in different fields and interview tips as well as about higher education.

- To arrange programs on entrepreneurship development, industrial visits with the help of alumni.
- To keep informed the alumni about the happenings in the alma mater through mails, newsletters etc.

In line with the above objectives, the Alumni Association contributes in many ways for the development and betterment of our institute. Every year the alumni are invited by respective departments to interact with students through various guest lecture sessions. Few prominent alumni are invited as judges for events under techfest 'Tectonic' in the institute.

The Alumni Association of SITS is also in touch with past students through social media like LinkedIn, Facebook. Through these connections also, the association has been doing well in building the network of alumni and the alma mater.

File Description	Documents
Paste link for additional information	http://sits.sinhgad.edu/media/496566/1_5.4.1_report_2016_21.pdf
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

We are committed to produce not only good engineers but good human beings, also.

Mission

'Holistic development of students and teachers is what we believe in and work for. We strive to achieve this by imbibing a unique value system, transparent work culture, excellent academic and physical environment conducive to learning, creativity, and technology transfer. Our mandate is to generate, preserve, and share knowledge for developing a vibrant Society.'

In adherence to the above vision and mission, and the norms of AICTE and UGC, college management constituted a Governing Body, the members of the Governing Body participates actively to contribute for growth and development of the institution.

Engineering students to be successful will need strong technical, analytical skills, practical ingenuity, creativity, good communication skills, ethical standards, professionalism and the pursuit of lifelong learning. Holistic student development encompasses not only learning through curriculum to acquire knowledge and skills but also through co-curricular and extra-curricular activities.

The institute has a decentralized approach to quality management where all the faculty and staff are responsible and accountable for quality assurance and enhancement. The various quality standards are monitored by IQAC which also comprises different stakeholders of the institute.

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

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

Institute promotes a culture of participative management. Therefore, the committees are set up to execute predefined strategies. This emphasize active stakeholder involvement as mentioned below,

- Governing Council
- College Development Committee
- Principal and Vice Principal
- IQAC
- HoDs and Registrar
- Faculty and Staff
- Students Council

Case Study: Students Council

The case study of the students council is presented here to portray the decentralization and participative management.

Purpose of Student Council:

Student Council is an organization conducted by students and supervised by faculties. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out institute activities. Any student that is interested in leadership, organizational behaviour, event planning or becoming more involved in the institute are welcomed and encouraged.

Posts of the Student Council:

1. University Representative:
2. General Secretary:
3. Ladies Representative:
4. Cultural Secretary:
5. Technical Secretary:
6. Sports Secretary:
7. Social Activity In-Charge:
8. Magazine Coordinator:

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

On the basis of AQAR of 2016-17 and 17-18 along with the previous NAAC report, it was observed that there is scope for improvement for research and development activities. Therefore during the IQAC meeting/ institutional meeting we planned for the activities motivating faculty and students for the research. Decision was taken to arrange National, International conference which would provide a platform to inculcate a research environment among faculty and students.

Case Study: International Conference

The institutional Strategic/ perspective plan is effectively deployed and it is seen from the case study of the International Conference 'Sinhgad Institute of Technology and Science Future Intelligence in Science and Technology' (SITSFIST) organised by the institute on 31st May 2020. Institute had initiated planning for it at the beginning of the academic year 2019-20.

Total 280 papers were received, out of which 216 papers were accepted for the conference. Number of participants present for the conference were 308. All the papers were presented and selected papers were published in journals listed under Scopus/Web of Science/ UGC CARE. This conference gave exposure to the recent trends in science and technology to the faculty and students of this institute.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Governing Body of the College is the supreme administrative body. It is constituted as per the norms of the regulatory bodies. The Governing Body is ambitious and converts aspirations into outcomes with a rigorous framework of governance. The Governing Body approves the Vision and Mission of the Institution, short term and long term plans and annual budgets to meet the interests of the stakeholders. The Governing Body monitors the institution's

performance against the plans approved.

Involvement of each and everyone in the decision-making at their respective levels is ensured through decentralization and delegation of powers. Hence, there are various institutional committees consisting of faculty and staff members. Transparency associated therein also forms an important feature of the work culture.

The parent organization Sinhgad Technical Education Society (STES) has defined policies and framed service rules and procedures as per the norms of the regulatory bodies. The institute follows the same. The copy of the service rule book is available in the Establishment Section, Library which can be referred by the faculty/staff whenever necessary. The same is also available on the college website

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Institute understands that faculty is the backbone of the

educational system. So the Institute has effective welfare schemes for the benefit of its teaching and non-teaching staff.

Employee Provident Fund (EPF): Implemented for teaching and non-teaching staff members.

Gratuity: The institute has a gratuity scheme for all faculty and staff members.

Employee Benevolent Fund (EMBF): This fund is created for the benefit of employees
Leaves: The faculty and staff can avail different types of permissible leaves as per institute service rules.

Staff Quarters: staff quarters facility is provided within the campus.

Campus Clinic: Preliminary health issues of the students, faculty, staff are taken care of by the Campus Clinic.

Hospital Facilities: Students, faculty, staff can avail the services of Smt. Kashibai Navale Medical College and General Hospital (SKN-MCGH) under the umbrella of STES, available 24x7. Also free dental checkup and treatment is available at Sinhgad Dental College and Hospital.

Support for attending STTPs / Workshops/ Trainings, etc:

The institute encourages faculty and staff members to acquire new skills by supporting them to attend various STTPs / Workshops/ Trainings.

Salary Advances: Institute sanctions salary advances to faculty/staff for their needs like medical emergency, educational needs, marriage, etc. wherever necessary.

File Description	Documents
Paste link for additional information	Nil
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

5

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**

6

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	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

48

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

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

Performance appraisal is done by submission of self-appraisal reports and annual activity reports. It is mandatory for every faculty, staff member and supporting staff. This makes them get involved continuously in self-development and improvement of institutional activities.

The parameters of the performance appraisal system of HOD, faculty and staff are used to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal. In support of each assessment parameter, appropriate proofs are to be attached.

File Description	Documents
Paste link for additional information	Nil
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

The financial health of any institution is determined by its financial discipline. The parent body of the institution appoints internal and external auditors annually. Each department creates its own budget and the budgets of all departments are consolidated at

the college level in consultation with the finance officer and governing body of the institution. Auditing processes of the institute take place in two stages namely, Internal Audit and External Audit. The Internal Audit Department of Society does the Internal Audit within the organisation under the supervision of Director (Finance). External Auditors are appointed by the institution as per the statutory requirement.

The External Auditor conducts audits and draw conclusions on the Financial Statements. Their main role is examination of the validity of financial records of the company to find out if there are any discrepancies in the records because of fraud, error or embezzlement. It increases the authenticity and credibility of financial statements. It also reviews the entities accounts to show that they are accurate and complete. Another objective is to confirm that the accounting records follow standard practices. An external audit also reviews financial statements, such as balance sheets to certify that they present the entities of finances accurately.

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

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

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

0.05

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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 institute has strategies for mobilisation of funds and its optimal utilisation of resources through the following mechanism.

- The annual requirements of non-recurring and recurring expenditure are prepared by the HODs with the help of senior faculty and laboratory in-charges. The details are given to the Principal in prescribed format for each financial year.
- The departmental budget is discussed with the Principal and gets finalized to put into the institutional budget to be recommended by LMC/CDC and approved by GB.
- Comprehensive institute budget proposal is prepared and presented by the Principal to LMC/CDC for recommendation and approval from GB.
- Principal and HODs can utilize the budgeted amount through proper procedure (comparative statements & analysis of vendors) with specific approval of the President/ Vice-President.
- Principal can make a decision for an emergency purchase within the approved budget.
- Regular procedure of quotations, comparative analysis, delivery, payment after commissioning is carried out for effective and efficient use of available budget by purchase committee.
- Principal and HODs conduct periodic reviews with the accounts section of the institute to make sure that the funds are utilized effectively.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

On the recommendations of NAAC, Bangalore, the Internal Quality Assurance Cell (IQAC) was formed on 26th December 2016 with the responsibility of implementation of post-accreditation initiatives added. Prior to this was being addressed through AMC constituted by STES. Since quality enhancement is a nonstop process, the IQAC becomes a part of the institution system and works towards

realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic enhancement in the overall performance of institutions. For this, during the post-accreditation period, it has channelized all efforts and measures of the college towards promoting its holistic academic excellence.

The IQAC Cell was set up in the year 2016 in the institute after becoming accredited. The main purpose of this Cell is to assure internal quality in all the activities of the institute in terms of academics, administration and other allied areas.

Some of the practices instituted even before the formation of the Cell are:

- Student Attendance monitoring
- Remedial coaching
- Encouragement towards research and publications
- Regular auditing of academics

File Description	Documents
Paste link for additional information	Nil
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

Teaching-learning processes, methodologies and learning outcomes are periodically reviewed by the IQAC. The effectiveness of the implementation of these initiatives is monitored periodically by conducting academic audits. Various reforms and quality initiatives undertaken post first cycle of accreditation and during the last five years by IQAC are as follows:

1. Enhancement in the usage of ICT tools:

The IQAC periodically takes the review of ICT tools usage by the faculty and also ensures the adequacy of ICT infrastructure for the teaching-learning process.

2. Implementation of Outcome Based Education (OBE), periodic review

of learning outcomes/course outcomes and their attainments:

IQAC has contributed significantly to the implementation of Outcome Based Education (OBE). IQAC monitors and undertakes periodic review of program outcomes, course outcomes and their attainments.

3. Academic Audit and Monitoring:

The academic planning is done before the start of semester. This includes subject allotment, time table and academic calendar of department and institute. The teachers prepare the course plan and course file and these are checked by respective HoDs

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institute always tries to create awareness amongst students and faculty about the values of gender equality, inclusive development and environmental conditions. This is carried out in following ways:

- Institute provides equal opportunity for all to participate in administrative, co-curricular and extracurricular activities.
- The institute gives equal opportunities to boys and girls in leading various students' activities and allows them to become members of the students council.
- Women grievances cell is formed and it functions separately for the benefit of the women employees and girl students.
- At present 41.75%, staff-members are women employees and 34.66 %students are girl students in the institute.
- Girl students are encouraged to apply to different schemes/ scholarships from various regulatory bodies, corporate and NGOs, etc.
- Out of six Head of Departments, two are ladies.
- In the administrative office, 77% of staff are ladies.
- Average 41.91% of the final project groups are mixed gender for the last 5 years.
- The institute has various security measures on campus.
- There are separate common rooms for girls and boys.
- Number of gender equity promotion programs organized by the institution year-wise during the last five years.

File Description	Documents
Annual gender sensitization action plan	http://sits.sinhgad.edu/media/498478/10_7.1.1_common%20rooms.pdf
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	http://sits.sinhgad.edu/media/498475/9_7.1.1_safety%20and%20security%20on%20campus.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

- 1. Solid waste management:** The solid waste is separated into two types, degradable and non-degradable. Degradable waste includes papers, journals, files, dry tree leaves, raw kitchen waste (canteen, mess) and hostel waste. Whereas non-biodegradable includes glass, metals, and E waste. After collection, these are disposed-off through the mechanism set by the Narhe Gram Panchayat.
- 2. Liquid waste management:** The liquid waste is generated at hostels, Cafeteria, Canteen, Mess and college wash rooms. All these sources are connected to sewage drains. These drains are provided with Inspection Chambers (IC) & Man-Holes (MH) where a main collecting drain changes direction or gradient.
- 3. Biomedical waste management:** Biomedical waste collected in the campus is disposed-off through the mechanism set by Shrimati Kashibai Navale Medical College & General Hospital (SKNMC & GH) located near the campus.
- 4. E-waste management:**

The different types of e-waste generated in the institute like damaged batteries, cells, CDs, hard disk, monitors, keyboards, cables, cartridges etc. are collected together and handed over to an external e-waste recycling agency.

5. Hazardous waste management: Hazardous waste such as battery, cells, bulbs and tube lights are collected separately and handed over to an external recycling agency.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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:

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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

A. Any 4 or all of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	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, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

Institute is undertaking various initiatives in the form of celebration of days of eminent personalities National Festivals, NSS

and other such activities to provide for an inclusive environment by bringing students and teachers with diverse backgrounds on a single platform for creating an inclusive environment. These functions help in developing tolerance harmony towards culture, region and linguistics and also communal, social, economic and other diversities.

Cultural Programs:

Institute organizes cultural programs for all students and its planning and execution is done by students with the guidance of teaching faculties. The students are encouraged to participate in various cultural events and competitions of a national event called Sinhgad Karandak. The students in SITS participate in Singing, Dancing, Fashion Show, Street Play, Mr and Miss Sinhgad.

Regional Programs:

SITS celebrates regional events such as Dandia during Navratri. It's open for all the students of STES. All students participate in it and get to know the culture of Gujarat.

SITS celebrates the birth anniversary of Chatrapati Shivaji Maharaj as 'Shivjayanti' in a traditional way. This gives knowledge of the great Shivaji Maharaj and his work in building Maharashtra (Swarajya) to all the students.

Linguistic:

The following programs were organised to emphasise the importance of National Language, Hindi and Regional Language, Marathi.

A. Hindi Day:

Hindi Day is celebrated at the Institute to know our National Language and its use.

B. Marathi Bhasha Day:

Initiative taken to create awareness and encourage speaking, reading and writing of the mother tongue Marathi. All the Marathi books were collected and an exhibition was held in the library. Librarian, Mrs. K. V. Thube delivered a lecture on the importance of Marathi Bhasha.

C. Days of national importance:

Republic Day and Independence Day are celebrated every year. All teaching, non-teaching staff and students participate for the cause of the nation. Inspiring speeches are delivered on the occasion by the chief guest.

D. Communal & Socioeconomic activities:

Students have a Socio-cultural club called Mukkam Post Pune (MPP). MPP plans cultural activities such as street play during Ganesh Festival, earn funds from it and donate it to one of the orphanages 'Snehavan'.

E. World Environment Day:

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

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

SITS undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens.

- Constitution Day is celebrated on 26th November at the institute. The librarian narrates the fundamental rights, Duties, Values and responsibilities of citizens as stated in the Constitution of India. She appeals to all to remember the struggle for freedom and respect the National Flag and National Anthem.
- Electoral literacy and voters' registration and awareness camp was conducted as a part of strengthening the democratic values by NSS volunteers, which helped to educate the students and the general public about Democracy.
- Voters pledge online programme was organized 24th Jan 2020 for students and faculties. Earlier activities relating to this task were undertaken by our NSS.
- Republic Day is celebrated every year by organizing activities

highlighting the importance of the Indian Constitution.

- Independence Day is celebrated every year to highlight the struggle of freedom fighters.

Universal Human Values (UHV) play an important role in the life of humans at various stages including education and career.

- Tree Plantation by students was done as a part of SIP to inculcate responsibility of nature conservation amongst students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

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

A. All of the above

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

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

SITS is committed to promote ethics and values amongst students and

faculty to encourage the same. SITS organizes National festivals as well as Anniversaries for the great Indian Personalities.

Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programs conducted on these days. The institution practices a pluralist approach towards all religious functions and encourages the students and faculty to showcase the same. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in particular.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

Title of the Practice 1: Student Training Program (STP)

Employability of engineering graduates in our country is a matter of concern. Therefore, engineering education is required to focus on enhancing employability skills of the students. Also, a gap exists between expectations of the corporate world and the skill-sets of the fresh engineering graduates.

In order to bridge this gap a dedicated Student Training Program (STP) is thought of and implemented.

Best Practices II - Train the Trainer

The teaching process should be effectively implemented so that the students have better learning experience. For this, the teachers need to be trained before the start of semester and prepare them in a better way to tackle the challenges while teaching a particular subject either for the first time or introduced newly. This needs to be done on a regular basis.

The aim of 'Train the Trainer' (TTT) program is to carry out the induction for the newly recruited young faculty members. It prepares them in a better way before they begin the actual classroom teaching. Also, it benefits teachers dealing with the subject for the first time. With the emergence of upcoming technologies, new subjects are incorporated in the curriculum. Through TTT, brainstorming sessions happen which help the teachers to deliver the contents effectively.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Holistic development of students and teachers is what we believe in work for. We strive to achieve this through following thrust areas.

1. Unique Value System:
2. Transparent Work Culture:
3. Excellent Academic Environment:
4. Enhancing creativity through co-curricular and extra-curricular activities:
5. Conducive Physical Facilities:

The institute would like to highlight enhancing creativity through co-curricular and extra-curricular activities as one area distinctive to its priority and thrust.

The vision and mission statement defines the institute's distinctive features in addressing the interests of the stakeholders involved. In adherence to the vision and mission, various activities entrust our students with the required skills to command in a dynamic and challenging global environment. SITS organises various technical, co-curricular, social and cultural activities on campus. Students of SITS are encouraged to participate and organise such activities to inculcate leadership quality, equalness amongst each other, constitutional obligations, values, rights, duties and responsibilities of citizens. Efforts are taken to promote gender equity, importance of alternate sources of energy and energy conservation measures, to provide an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities.

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

7.3.2 - Plan of action for the next academic year

To enhance quality of UG projects.

To strengthen institute industry interaction.

To strengthen Alumni Interaction.

To apply to NAAC for assessment in cycle -II.