



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING AND TECHNOLOGY, NAGPUR
• Name of the Head of the institution	DR. SURENDRA VINAYAK GOLE
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09823086221
• Mobile no	9423683433
• Registered e-mail	principal@stvincentngp.edu.in
• Alternate e-mail	iqac@stvincentngp.edu.in
• Address	GAVASI MANAPUR, OFF WARDHA ROAD, NH - 7, NAGPUR
• City/Town	NAGPUR
• State/UT	Maharashtra
• Pin Code	441108
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur				
• Name of the IQAC Coordinator	Dr. Nitin Dhote				
• Phone No.	9881711759				
• Alternate phone No.	9028423758				
• Mobile	9881711759				
• IQAC e-mail address	iqac@stvincentngp.edu.in				
• Alternate Email address	ndhote@stvincentngp.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://stvincentngp.edu.in/docum ents/pages/ssvp cet_1641553094.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://stvincentngp.edu.in/docum ents/academics/academic_calendar 2020_21_even_semester_1641804230. pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.19	2019	28/03/2019	27/03/2024
6.Date of Establishment of IQAC			02/07/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Electrical Engineering Department	STTP	AICTE	August 2020	398000
Electrical Engineering Department	MODROBS	AICTE	JULY 2020	1308627
Electrical Engineering Department	Conference	AICTE	April 2021	316700
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		02		
<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?		Yes		
<ul style="list-style-type: none"> If yes, mention the amount 		30000		
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
1. Standardization of academic formats 2. Standardization of the Co-curricular activities format 3. Formation of SOP for online teaching learning process 4. Formation of project policy 5. Conduction of academic, energy and green audit				
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
1. To conduct workshop on NAAC awareness	Improved awareness of OBE
2. To conduct workshop on NEP 2020	Awareness about sunrise domain areas of NEP
3. To conduct GB, CDC & IQAC meetings	To improve the quality of institute processes

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	06/08/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	06/01/2022

Extended Profile

1. Programme

1.1 08

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

File Description	Documents
Data Template	View File

2. Student

2.1 2161

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

0

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

507

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

115

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

106

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	08
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2161
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	507
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	115
File Description	Documents
Data Template	View File

3.2	106
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	39
Total number of Classrooms and Seminar halls	
4.2	366.07141
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	954
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 Rashtrasant Tukdoji Maharaj Nagpur University and approved by AICTE. Faculty members contribute in framing of syllabus by participating in various bodies of University. The Institution ensures effective curriculum delivery through a well-planned academic calendar which adheres to the University schedule. Heads of Department and academic coordinators are responsible for planning and monitoring of overall academic activities and its functioning. The Institute's Core Committee provides objectives and guidelines for effective curriculum delivery. Internal Quality Assurance Cell (IQAC) prepare the academic calendar in line with University academic calendar. Each Department prepares their objectives in alignment with the institute's objectives. Head of each Department allocates the theory and laboratory courses to faculty members according to their choice, area of specialization, experience and time table is prepared accordingly. Faculty members plan course delivery and accordingly prepare Course File which includes University

Syllabus, Course Outcomes, PO-PSO Co-relation, Level of attainment, Teaching Plan, Tutorial Plan, Tutorial Sheets, Assignment Sheets, Sessional Question Paper with Marking Scheme, University Question Papers, Question Bank, Result Analysis (Sessional), Result analysis (University), CO-PO-PSO Attainment, List of Reference Books, NPTEL Videos, Beyond Syllabus Details. Faculty Members maintain students' attendance and ensures effective course conduction through continuous assessment. Continuous assessment tools consist of tutorials, assignments, mid and end semester examinations, practical performance, presentations and viva-voce. To improve the effectiveness of teaching-learning process, students' feedback is taken regularly. HOD shares this feedback with faculty members; counsel them wherever necessary and corrective actions are taken. Course Faculty discusses sessional performance with students. Remedial classes are conducted for the failed students to improve their results. Students get an opportunity to improve their sessional performance through the improvement examination. Overall professional development of students is achieved with the help of Industry Visits, Internships, Mini and Major Projects. IQAC conducts an academic audit at the end of the semester/year to ensure the quality of academic delivery. Parents Teacher Interaction (PTI) is conducted to discuss their ward's performance. The teachers and mentors/class counselors take efforts for the over-all development of the students. The Institute has developed in-house software, Management Information System (MIS), to monitor students' attendance, students' feedback and syllabus coverage. To improve students' employability, the Department/ Skill Development Cell/Training and Placement Department organizes various training and certification programs including Campus Recruitment Training(CRT). Seminars, webinars, guest lectures and industrial visits are arranged to keep the students updated with current developments. Self-learning and Life-long learning abilities of students are developed by promoting the use of various learning platforms like SWAYAM, NPTEL, MOOCs (Edx, Coursera, Udacity, Udemy), Spoken Tutorials, Virtual Labs, E-Yantra. Views on the curriculum are taken from industry experts, academia experts, parents and alumni to improve teaching-learning process and academics. The staff members are constantly encouraged to attend refresher courses, conferences, workshops and seminars to update their knowledge. Institute is Remote Centre for ICT courses of IIT Bombay which empowers faculty members to use modern digital tools like Moodle, WordPress and Google Classroom.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.stvincentngp.edu.in/documents/NAAC/1/1.1.pdf

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

The institute makes every effort for the academic calendar adherence with

respect to the conduct of continuous internal evaluation (CIE). The institute IQAC prepares the academic calendar by the university academic calendar. The Institute's academic calendar is shared with the students and faculty members. The Institutes academic calendar indicates dates for commencement of classes, student feedback, sessional examinations, improvement examinations, final year project seminar, last day of teaching, course end survey, remedial classes, university examinations, co-curricular activities.

The IQAC also defines the Continuous Internal Evaluation policy. Faculty Members plan execution as per policy with the help of a teaching plan, tutorial plan, tutorial sheets, sessional question papers, CO-PO attainment record, and result in analysis. Students' performance in theory courses is evaluated based on two sessional examinations. The evaluation of the answer books is carried out within 3 days after the examination. The students are allowed to improve sessional performance through improvement examinations, conducted one/two weeks after sessional examinations. Tutorial lectures are also used for continuous evaluation of theory courses to evaluate students' performance through presentations, assignments, technical quizzes, crosswords, and alike. Tutorial lectures are conducted regularly as defined in the timetable. The internal practical evaluation is done through regular journal assessment, the performance of experiments, obtained results, graphs, and viva voce. Project groups maintain a project diary that contains a detailed record of the project progress and its evaluation. Individual students' performances in group projects are evaluated twice a semester.

Continuous Internal Evaluation System: The institute emphasizes on

continuous evaluation of students throughout the academic session. The evaluation scheme is drafted and presented by IQAC and approved by the institute's Core Committee which consists of Management Representatives, Principal, Vice Principal, and Heads of all the departments. Formal and informal feedback collected from various stakeholders helps in reforming internal evaluation.

Theory Evaluation: Pre-University Examination: The institute conducted PreUniversity theory examinations for the academic session 2020-21 as a practice for writing university examinations.

Class-Test: The institute conducted a class test for the academic session 2020-21 on partial content for continuous evaluation of students.

Sessional Examination: The institute conducts two sessional examinations in mid and at the end of every semester. This helps students to practice attempting the theory paper as per the university examination pattern. The sessional question papers are reviewed by the departmental quality assurance cell (DQAC) to ensure quality. The improvement examination is also conducted to facilitate students in improving their performance.

Tutorials/Assignment: Students are continuously assessed throughout the semester to ensure problem-solving and self-learning ability.

Online Test: Multiple choice online examinations are conducted to gain hands-on experience of online examinations like GATE, Campus Recruitment Examinations, etc

Practical Evaluation: Continuous evaluation contributes to 15 marks which are awarded to every experiment based on performance and viva voce. End semester internal practical evaluation contributes to 10 marks. The case study/mini project/ technical seminars are continuously evaluated based on the guidelines provided by the respective departments.

Project Evaluation: Projects are evaluated on predefined Rubrics and shared with the students. Periodic evaluation of projects is carried out by the Project Review Committee (comprising of three faculty members including the project guide) and suggestions/comments are recorded in the project diary. The final evaluation is carried out by mentors/industry experts/alumni along with Project Review Committee and guide.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum A. All of the above

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

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

1.2 - Academic Flexibility

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

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

5

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

11

File Description	Documents
Any additional information	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

795

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

Gender Issues: The Institute follows a co-education system and has established an environment that is free of gender inequality and discrimination. Every stakeholder of the institute feels safe and comfortable in campus. To ensure an atmosphere that is free of gender violence and gender discrimination, the Institute has a well-established Grievance Redressal Mechanism which includes an Internal Complaints Committee & Women's Grievance Cell. Internal Complaints Committee conducts various awareness programs such as Awareness on Sexual Harassment of Women, International Women's day, and Health Check-up Camps. The Institute follows rules and regulations as directed by the statutory regulating bodies.

Environment and Sustainability: The institute has a lush green campus spread over an area of 15.97 acres and works consistently towards maintaining a clean and eco-friendly environment. The Institute has got the recognition of being one among the top 35 institutes of India for having a Clean and Green Campus, by AICTE in 2017-18. The various initiatives taken for environment and sustainability are: In-house Rain Water Harvesting system(60 lakh liter/year) Kitchen waste biogas plant having a capacity of 16 Cubic meters per day, for utilization of waste food in the hostel

mess. Drip irrigation system. Rooftop solar power generation plant of 96 kW. Sewage water treatment plant in girl's hostel(40 KLD). Paper shredding machine.

E-waste Management system. Tree Plantation, NSS Special Camp, Swachhata Abhiyan, Unnat Bharat Abhiyan. Green Audit. Human Values and Professional Ethics: Human Dignity, Social Responsibility, Fulfilling Commitments, Professional Leadership, Mutual Trust are Core Tech-Pallottine Values practiced right from the inception.

The institute has an anti-ragging cell chaired by the Principal. The institute takes additional efforts through National Social Service (NSS) to sensitize students on human values. NSS unit organizes various events like Blood Donation Camp, Yoga Day and Youth Day. The institute celebrates various national days like Teachers Day, Engineers Day, Republic Day and Independence Day to inculcate nationalism and integrity. The institute takes efforts to inculcate professional ethics among students and faculty members through different Personality Development and Awareness Programs on Road Safety. In addition to this, the curriculum of RTM Nagpur University offers the following courses: Ethical Science: To inculcate knowledge of Culture and Civilization along with Socio-Legal Awareness and Professional Ethics. Communication Skills: To enhance verbal and written communication. Basics of Civil Engineering: To study Environment & Natural Resource Management, Role of Engineers in Sustainable Development. Environmental Engineering: To understand the impact of engineering solutions in a global, economic, environmental, and societal context. Environmental Studies: To create awareness about basic, scientific & social issues related to the environment. Non-Conventional Energy Sources: To study various sources of Non-conventional energy such as solar, wind, small hydro, ocean & wave energy. Ethics in Information Technology: To understand the legal, ethical, and societal implications of information technology. Industrial Economics and Entrepreneurship Development: To create awareness about economics terminology and business organization, entrepreneurship, and the relationship between business, market & society. Engineering Economics & Industrial Management: This subject helps students to understand the material, production, personnel, finance, and marketing management

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

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

8

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

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

318

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **A. All of the above**

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.stvincentngp.edu.in/documents/NAAC/1/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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	No File Uploaded
URL for feedback report	https://www.stvincentngp.edu.in/documents/NAAC/1/1.4.1.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 students admitted during the year

463

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

312

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

Assessment Process: The learning levels of the students are assessed through the following activities: Prerequisite classes for first-year students to brush up on knowledge of basic sciences followed by a diagnostic test. Students' performance in Sessional Examinations. University Examination Results. Continuous assessment through assignments, tutorials, and lab work. Based on the analysis of these activities students are categorized as Advanced (bright) / Slow (weak) learners. Various activities are conducted to address the issues of these students. Activities for slow learners: Provision of difficulty solving sessions in the timetable. Exam-oriented remedial/difficulty solving classes. Subject-wise revision classes for first-year students. Mentoring/Counselling. Special attention towards slow learners during tutorial hours. Provision of post sessional improvement examination. Exclusive classes for Lateral Entry (direct second year) students, to overcome the loss due to late admission. Sharing the academic performance with their parents. Input to enhance communication skills. Activities for Advanced Learners: Provision of several platforms to showcase their talents: Society of Automotive Engineers (SAE). Indian Society for Heating Refrigeration and Air-conditioning Engineers (ISHRAE). Institution of Engineers (India) (IE(I)). Computer Society of India (CSI). Institution of Electronics and Telecommunication Engineers (IETE). Indian Society for Technical Education (ISTE). e-Yantra in collaboration with IIT Bombay.

Organization of technical competitions like:

Training programs/workshops like CAD, PLC/SCADA, CNC programming, IoT, Embedded Systems, Oracle, LINUX, Android, Ethical Hacking, Robotics, and Gaming. Encouragement for participation in national-level technical competitions. Mentoring for career counseling to qualify in competitive examinations and to pursue higher

education. Interaction of academic toppers of the higher semester with lower semester students to guide them in their studies. Appreciation of academic toppers by certificates and cash prizes. Academic toppers are selected as Student Representative Council (SRC) members and are involved in Departmental Advisory Board, Internal Quality Assurance Cell (IQAC), and College Development Committee (CDC).

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

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

Number of Students	Number of Teachers
Nil	Nil

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

With the conventional teaching-learning method in place, the institute is committed to enhancing students' experiential learning, participative learning, and problem-solving abilities by adopting various methods. Experiential Learning: Hands-on experience of theoretical knowledge through the performance of practical in well-equipped laboratories. Learning with the help of simulators (MATLAB, Lab-View, PSIM, Packet Tracer, MASM, Multisim, Umberello), Video Presentation, Virtual Lab (IIT Bombay), and Mobile Apps. Self-Learning through Massive Online Open Courses (MOOCs) platforms like edX by Harvard, Coursera by Stanford, Udacity, Udemy, SWAYAM, NPTEL. Knowledge acquisition through CAD course, Insight to Renewable Energy, Introduction to MATLAB, CNC training workshop, workshop on PLC and SCADA, e-Yantra projects, Linux workshop, and Oracle training, etc. 90 % of students undergo Industry Internship for 4to 6weeks during the semester break. Participative Learning: Knowledge enhancement through program-specific case studies carried out by a group of 5 to 7 students in

the industry. Mini projects are assigned to the students in groups to enhance their ability to tackle specific engineering problems and to develop their team working ability. Industrial visits/tours are conducted to provide Industry Exposure. In the final year during the major project, students get an opportunity to work in a team of 4-5 members under the supervision of a project guide. This develops their ability to work in a team and solve complex engineering problems. This also enhances their communication & presentation skills. Various Inter-collegiate events like Technex (Annual Technical Fest), Insight (Annual Cultural Fest), and departmental technical events such as Inventomania, Mechmerise, Infinity, Festrnix, Infotsav are organized for participative learning and teamwork. Co-curricular, Extracurricular, and Sports activities are conducted throughout the year which leads to the holistic development of students. Problem Solving Methodologies: Knowledge enhancement through program-specific case studies in industry. Mini projects are assigned to the students to enhance their ability to tackle specific engineering problems. Industrial visits/tours are conducted to provide Industry Exposure. In the final year during the major project, students get an opportunity to work in a team under the supervision of a project guide. This develops their ability to work in a team and solve complex engineering problems. Various Intercollegiate events like Technex (Annual Technical Fest), Insight (Annual Cultural Fest), and departmental technical events such as Inventomania, Mechmerise, Infinity, Festrnix, Infotsav are organized for students to get an opportunity to showcase their technical skills to solve complex engineering problems and enhance their technical knowledge.

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

The institute gives due credit for innovation and creativity in teaching-learning. Proactive use of recent technology and teaching aids along with practical aspects for teaching is a regular practice of faculty members. The effective teaching is carried out by using Moodle / WordPress Website, Animated PPT, Google form, self-made YouTube Video, YouTube Video, YouTube channel. Learning Management Systems (LMS) like Moodle, Google Class Room and

teaching methodologies like Flipped Classroom, Crossword, puzzles, and Think-Pair-Share are also adopted. Participative teaching and learning through effective conduction of tutorials. Subject-wise e-resources are compiled by faculty members and are made available on the intranet for easy access. To facilitate the students' for their examination preparation, course materials are made available through various mediums such as the reprographic facility center and also e-resources available on the intranet. Faculty members encourage students the use of NPTEL videos, SWAYAM courses, MOOCs etc. for a better understanding of various topics. Guest lectures/webinars by Industry/Academia experts are a regular practice at the Institute. Practical conduction through various Simulation Software (MATLAB, Lab-View, PSIM, Packet Tracer, MASM, Multisim, Umbrello) Use of Mobile Applications for information sharing and effective & timely communication. Students get self-learning opportunities through Virtual Labs (IIT Bombay), Spoken Tutorials (IIT Bombay), Technical seminars, case studies, mini-project, Industry Visits/Industry Tours, and internships.

Assistance from industry experts and alumni for Industry-based projects. The institute has all classrooms ICT enabled with LCD Projector and Internet facility to enrich the teaching-learning experience. The Wi-Fi campus along with an internet (110 Mbps) facility available at each computer in every department enables learners and teachers to enhance their knowledge and gain exposure of the latest technologies The institute organizes different faculty development programs for the knowledge up-gradation of faculty members on regular basis. 80 % of faculty members have successfully completed ICT 101X and 201X workshops organized by IIT Bombay. The institute is the authorized remote center of IIT Bombay

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

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

2.3.3.1 - Number of mentors

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

2.4 - Teacher Profile and Quality

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

115

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

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

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

39

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

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

2.4.3.1 - Total experience of full-time teachers

1222

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

2.5 - Evaluation Process and Reforms

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

The institute practice a well-defined continuous internal assessment process. It includes theory course assessment for 20 marks, laboratory work assessment for 25 marks, and project assessment for 75 marks as per the university marking scheme. Once the core committee approves the evaluation scheme framed by IQAC, the same is shared with students. The assessment mechanism for theory courses: The internal assessment contributes to 20% of total course marks. Sessional - I and Sessional - II contributes 10 marks (5 marks each), out of a total weightage of 20 internal marks. Sessional examinations are conducted on 50 % of course content. Marking scheme/model answer papers are displayed on the notice boards for the students after the sessional examination of each subject. The answer books evaluation is done within 3 days after the sessional examination. A course teacher shows the answer books to students and discusses their performance and scope of improvement. Every course teacher takes the signature of students on answer sheets. Tutorials/assignments, viva voce contributes to the remaining 10 marks of the theory assessment.

The assessment mechanism for Laboratory work:

Students' laboratory experiment performances are continuously assessed. The assessment is based on experiment performance, viva voce, and end semester internal examination

Assessment for technical seminars, mini-project, and case studies are defined by respective departments due to the varied nature of

evaluation aspects at various departments. To assess students' performance in activities such as internships and aptitude courses, incentive marks are awarded over and above the regular assessment. Department QAC keeps quality checks of assessment processes periodically. Semester/year-wise academic assessment of students makes the assessment mechanism robust and transparent.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The Institute is affiliated with RTM Nagpur University and follows the examination scheme provided by the university. The university has a well-defined examination grievances redressal mechanism. The Institute focuses primarily on avoidance of examination-related grievances. The following mechanism provides easily accessible machinery for the settlement of grievances. The sessional examination schedules and evaluation parameters are defined in advance and shared with faculty members and students. Faculty members share the Marking Scheme/Model Answer Sheet of their subjects with the students and evaluate answer books within 3days after the sessional examination. The valued answer books are shown to students for grievances related to evaluation, discussion on the scope of improvement, and they are required to sign on the answer book.

Unresolved issues if any are brought to the Head of the Department. Improvement examination helps students to improve their performances in the sessional examinations. Course wise internal marks scored by students are compiled at the end of a semester. Students can see their marks and sign the internal marks sheet. Subject teacher and if required Head of the Department resolves any grievances related to internal marks. If the grievances are not resolved by the head of the department then the grievances are discussed with Vice-Principal, Principal, and Director. The students can always bring their grievances to authorities with the help of an online feedback mechanism. Student feedback is collected twice a semester.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The Institute has stated learning outcomes for its program to nurture students for employment skills, higher education, and entrepreneurship. These outcomes are primarily based on Engineering Graduate Attributes' requirements. The Program Outcomes, Program Specific Outcomes are published in various sections of the Institute College website, Corridors, HOD Cabins, Laboratories, Prospectus, an Orientation program for newly appointed faculty members Department level, workshops & guest lectures, Events with involvement of stakeholders viz. Alumni meet, Parents meet, Advisory Board meetings, etc. Orientation Programs for first and second-year students, Practical records. To define course outcomes, faculty members are divided into groups as per their area of interest. These groups draft the course outcomes by considering the opinions of concerned stakeholders and finalize them in consultation with respective HOD. The course teachers discuss course outcomes with students at the start of the course and during the lectures. COs are also incorporated in-session examination question papers of respective subjects. Course outcomes for laboratory courses are circulated to all the students and are included in journals which lead to a proper understanding of COs for all the students.

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

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

The attainment of Program Outcomes(POs), Program Specific Outcomes(PSOs), and Course Outcomes(COs) are measured regularly.

PO and PSO are mapped to CO and assessment tools for measuring the attainment of Course Outcomes are as follows:

1. Direct Assessment Tools: The assessment tools for CO are broadly categorized into internal and external assessments. Internal assessment tools comprise sessional examinations, assignments, online examinations, class tests, practicals, viva, subject seminars, and project presentations. External assessment tools comprise of University Theory Examination, Practical Examination, and Project Dissertation.

2. Indirect Assessment Tools: The Indirect assessment tools are used to measure the attainment of PO and PSO. **Alumni Feedback:** Collected to know the recent trends in the fields and the knowledge to be provided beyond the syllabus. **Employers Feedback:** Collected to know their requirements and expectations and to initiate actions to meet the current industry requirements. **Industry Personnel Feedback:** Suggestions and opinions of the industry experts help to make appropriate modifications/addition in the curriculum to prepare the student to work in the industry. **Group Activities:** Observations and feedback are collected from the various Co-curricular & Extra Curricular activities conducted during the session **Exit Surveys:** The graduating students provide feedback based on the overall observations in the department/institute during their course.

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

507

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

2.7 - Student Satisfaction Survey

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

<https://www.stvincentngp.edu.in/documents/NAAC/2/2.7.1.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)

26.1

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

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

3.1.2.1 - Number of teachers recognized as research guides

27

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

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

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

4

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	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution is setting up an Incubation Centre to promote innovation by creating an ecosystem that is conducive to the growth of start-ups and nurturing entrepreneurship in those people who have a passion for knowledge generation and mentoring. The objectives of setting up the Incubation Centre are: 1. To create physical infrastructure and support systems necessary for business incubation activities. 2. To facilitate networking with professional resources, which include mentors, experts, consultants, and advisors for incubated companies. 3. To link higher education resources. 4. To promote and facilitate knowledge creation, innovation, and entrepreneurship activities.

Thrust Areas of Proposed Incubation Centre

- Mobile and Information Technology
- Internet of Things(IoT)
- E-commerce

- Electronics Design and VLSI Design
- CAD/CAM Applications
- Software-based Simulation and Optimization

Although the Incubation center development is in process, the institute had already sowed the seeds of the Management Information System (MIS) in the year 2008-09 with a view to helping students to gain experience in software development. Many passed out students were involved in the development of MIS.

MIS has the following objectives: To relocate from the existing Manual System to a Software-based (online) system. To enhance system effectiveness. To provide easy access to the system with a local subsystem facility. To enrich student knowledge in the MIS domain. The MIS development started with the view of implementing independent modules and adding new modules subsequently.

In Session 2008-2009, an Intranet Portal is developed, various formats are kept for downloading. The major advancement is achieved in the year 2010-11 with the development of an online attendance system and online student feedback system. Other modules are implemented in subsequent years T&P, Library, Admission, Wi-Fi, and others

In 2015-16 all the independent modules were integrated into one software MIS and many more modules were built in subsequent years.

The institute supported the creation and transfer of knowledge by opening the Tech Pallottine Development Center (TPDC) in the year 2012-13. Thereafter, TPDC took MIS development responsibility. TPDC also has a goal of promoting research and development activities. The institute has also rendered consultancy services to CRE Simulations, Nagpur and N.T.P.C., Dadri (U.P.) The institute has also established Entrepreneurship Development Cell (EDC). EDC works to develop Entrepreneurship qualities in students to launch their startups. EDC conducts many activities nurturing an innovative spirit. Throughout the year, different programs such as Entrepreneurship & Innovation Program and Entrepreneurship Meet are carried out to provide industrial exposure to the students. Institute has signed a Memorandum of Understanding (MoU) with the National Entrepreneurship Network (NEN) under which various programs and Entrepreneurial courses are run on the campus for experiential learning. The institute is also associated with Lemon School of Entrepreneurship for various Entrepreneurial workshops and activities. The students are encouraged to participate in various innovations and Entrepreneurial competitions like:

- TECH TOP-National Innovation Challenge"
- "Transform Maharashtra"
- "Innopreneurs 2021"-National Level Competition on Innovative Start-Up Idea
- "Entrepreneurship Educators Program"- By WadhvaniFoundation
- Participation in national level competitions - TEXAS INSTRUMENTS & 9th India Innovation Initiative 21
- Start-Up Mela

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

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

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

11

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

3.3 - Research Publications and Awards

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

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

3

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

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

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

24

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

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

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

47

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

3.4 - Extension Activities

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

Human Dignity, Social Responsibility, Fulfilling Commitments, Professional Leadership, and Mutual Trust are the Tech Pallottine Values. The institute believes that talents, skills, and knowledge

are the assets to make positive change in society across caste, creed, gender, and religion. Therefore, the institute encourages its staff and students to participate in various social activities for social and holistic development. The institute through National Service Scheme (NSS) unit makes every effort to live up to Tech Pallottine Values.

The objectives of the unit are as follows:

- Understand themselves; identify needs and problems along with their solutions in relation to the community in which they work.
- Develop competence required for group living among themselves along with a sense of social and sharing of civic responsibility.
- Acquire leadership qualities, democratic attitudes, capacity to meet emergencies and natural disasters by developing national integration and social harmony.

The activities reflect the essence of democratic living and uphold the need for self-less service. The institute helps the students to develop a sense of appreciation for other person's points of view and also show consideration to a community. Ultimately, the welfare of an individual depends on the welfare of society as a whole, and therefore, the students strive for the well-being of society.

The programs "Me for My Nation" and "Kargil Vijay Diwas" are conducted to cultivate patriotism in students. Tree Plantation for a better and greener tomorrow, Felicitation of Housekeeping staff, Eco-Friendly Ganesh Idol Immersion, students' visit to nearby schools, Street play on "Position of Women in Indian Society", Swachhata Abhiyan in nearby villages, blood donation camp, AIDS Relief Drive, and Eye donation awareness programs are conducted to sensitize students to social issues and holistic development.

The institute has also organized seminars on Green Technology and Road Safety for the students. The Management and staff members of the institution extend financial help to non-teaching staff and students for their medical treatments. The institution's Tech Pallottine Social Forum organizes a Donation Drive of clothes and things of basic needs, to help underprivileged people in society. This helps to create awareness of social responsibility amongst the students.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/clubs/view/nss
Upload any additional information	No File Uploaded

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

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

0

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

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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

8

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

440

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

3.5 - Collaboration

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

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

318

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

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

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

28

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute has a well-maintained infrastructure consisting of ICT-enabled classrooms, tutorial rooms, laboratories, computing facilities, a library, and workshops for an effective learning environment. Considering the adequacy of these facilities, AICTE approval is received every year with zero deficiency reports. To keep pace with the growing demands of engineering education, the college has significantly enhanced its infrastructure. The physical infrastructure consists of 30 classrooms, 9 tutorial rooms, 65 laboratories, and 5 seminar halls. Library:

- The Central Library of the institution is spread over 824 Sq.m.
- The Central Library of the College is well furnished by the AICTE norms. It is well equipped and computerized, rendering services for effective and efficient operational use.
- Digital Library with e-books and e-journals facilities.
- Printed National and International journals.
- Library has a high-end server. Faculty members and students can access learning material through it.
- All departments have a departmental library.

Laboratory:

- Well-equipped laboratories are available in the institution for effective conduction of laboratory courses.
- Virtual lab facility of IIT Bombay is available in the institution.
- All departments have their specialized software in their laboratories and the institute is promoting more use of open-

source software.

- The central workshop has additional space and facilities for the fabrication of students' projects.
- Language lab is available to enhance the communication skills of students.

Computing facilities:

- The institute has a sufficient number of computers as per AICTE norms.
- Each department is provided with a computing facility to meet the requirements.
- Personal Computers are provided to all the faculty members.
- Laptops are made available to the heads of the departments and senior faculty members.
- Internet facility of 150 Mbps bandwidth is available.
- Additional software such as MATLAB, Multisim, Ultiboard, Oracle 10 g, Autocad, Turbo c++, P-sim, Labview, Creo-Elements-7, Hypermesh10, Simulation CNC Lathe & Milling machine, Tally 9, Coral Draw, Adobe premier, Adobe Pagemaker, Thing-Worx, LocalG (NPTEL video streaming software) and Orell Language lab software.

The institute has developed E-Yantra (Embedded and Robotics) lab sponsored by IIT Bombay where students can do research & project work in addition to the regular curriculum. These facilities are utilized during and beyond college hours, to conduct certificate courses, co-curricular activities / extra-curricular activities, T&P(Training and Placement) activities, and preparation for various competitions. The IIT Bombay Remote Center for outreach program is developed to conduct various workshops on Technical Skills, Financial Literacy, Machine Learning, and Foundation programs in ICT for Education. For the physically impaired (Divyangjan) students, the institute provides ramps and elevators, and other facilities. For identifying malicious activities on the campus, the Electronic Surveillance System has been installed. Separate housekeeping and security services are outsourced for the security and cleanliness of the Institute.

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 Institute is proactively involved in the overall development of the students. Due importance is given to grooming students in sports and cultural activities. A group of faculty members is assigned the task of meticulous scheduling sports and cultural activities. Adequate facilities are provided for extra-curricular activities. Sports facilities for Indoor & Outdoor sports are made available. Table-Tennis & Badminton courts are available for Indoor games. Outdoor game facilities like Basketball, Volleyball, Football, Cricket, Badminton, Table-tennis, Kabaddi, Kho-Kho, Chess, Athletics, Handball, Throw-ball are made available.

National Service Scheme (NSS) unit of the Institute is instrumental in organizing various social activities. Students participate in different inter-department sports competitions & national level competitions. Students are also members of the NCC open unit. In addition to this a well-equipped Gymnasium, Expert coaching in a few games is also made available to the students. Institute has tied up with SureTech hospital and Research Center, which is located 0.5 km away from the college.

Yoga & Meditation hall is available with recreational facilities. Students are prepared physically and mentally for the integration of their physical, mental and spiritual growth. Yoga day is celebrated on 21st June every year. Institute has a holistic development cell that is proactive in various cultural activities. Different events are organized under a holistic development cell. Students participate in various cultural activities in intercollegiate competitions. Open space is available in between Academic Block-A & Block-B for the cultural activities.

Annual cultural fest INSIGHT is organized every year to groom students' organizational skills and talents. The event consists of Inter-Collegiate competitions. Student Activity Center is available for the students where all the required facilities are made available.

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.

39

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

37711266

File Description	Documents
Upload any additional information	No File Uploaded
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 institute has a well-equipped library with a carpet area of 824 Sq.m which includes a reading room with a seating capacity for 180 learners. A Digital library is also available. Book bank facility is available for everyone and a special book bank facility is also available for economically backward students. It has a total of 5355 titles, 29299 numbers of books, 369 hardbound journals, 794 project reports, 82 Journals, 22 magazines, and 85 e-books. After college hours also Library facility is made available for the students.

Apart from the central library, a small library as a departmental library is also established in each department. Library offers Open Access System for students and staff members to access the reading materials of the library. Remote access to the library is also provided to all the students & staff members of the Institute through their login outside the campus.

The institution has Integrated Library Management System software "LibSoft" (In house developed software & maintained by Tech Pallottine Development Center (TPDC)) which is barcode enabled and serves the purpose of partial automation. It helps the library to give quick service to the users and administer library functions easily.

Features of Libsoft :

- Ease of Library administration
- Bibliographical details of the library collection and their availability.
- Online Public Access Catalogue (OPAC) can be searched from anywhere on the campus.
- University Question Papers (both print & e-format)
- Syllabus (both print and e-format)
- Project Reports (both print and e-format)
- e-resources : e-journals, e-books, e-list, e-contents
- e-Log book
- E-List
- Digital library - syllabus, university question paper, newspaper clippings, project report
- E-resources: e-books, e-journals, NPTEL, NDL.
- Log-in creation and updating of user accounts.
- Shows transaction of issue return of the day.
- Maintaining the history of access by all the users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.stvincentngp.edu.in/pages/library

4.2.2 - The institution has subscription for the following e-resources e-journals e- B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

6.85

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

29

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 Institute has an affluent IT Infrastructure with a Wi-Fi campus and 954 networked computers. Centralized Computer Center

manages procurement and maintenance of computer equipment. All Departments submit their IT facility-related requirements in the yearly budget. The Executive Committee approves the budget. IT facility-related, approved requirements are forwarded to the Computer Center for procurements.

Maintenance Procedure

- Students, Faculty members, and Lab-Incharges identify the faults.
- Lab-in charge registers a complaint with the help of a lab assistant.
- Complaint forwarded to Head of the Department.
- HOD forwards complaint to Computer Center In charge.
- Computer center in charge assigns the complaint to Hardware / Network Engineer.
- If the complaint can be resolved at the computer center then the complaint is addressed, else it is forwarded to outside agencies for further process.
- Complaint resolved at the outside agency.

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

4.3.2 - Number of Computers

954

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

26307752

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.

- The Institute has all requisite infrastructure like classrooms, faculty rooms, girls' common room, laboratories, and library. Few slots are exclusively reserved in the regular timetable to ensure effective utilization of the facilities. Concerned faculty members ensure the presence of students & conduction of activities.
- The Institute has an in-house maintenance team for maintenance of all Physical, Academic, and Support facilities such as building, electrical, plumbing, classrooms, laboratories, Sports complex, and Library.
- General maintenance team handles Electrical, plumbing, and building-related issues. Regular checkup of Electrical appliances is done by electrical maintenance staff and maintained with immediate action.
- Plumbing related issues such as leakages/blockages are managed on time by the Plumbing team.

- Regular infrastructure inspection helps to find repairs/paints requirements and the team arranges for the same.
- To keep the Diesel Generator operational, timely maintenance is outsourced.
- The Institute outsourced safety-related facilities maintenance that includes: Lift, Fire extinguisher & Diesel Generators (Back up 82.5 KVA and 235 KVA).
- The Institute gives utmost importance to cleanliness and hygiene on campus. A team of 2 non-teaching & 14 housekeeping staff takes care of hygiene and cleanliness to provide a congenial learning environment.
- Classrooms, Staff rooms, Seminar halls, Laboratories, etc are cleaned and maintained on daily basis. The maintenance officer conducts periodic checks to ensure the efficiency/working condition of the infrastructure.
- Periodic maintenance checks by staff keep all facilities operational.
- A centralized Computer Center team maintains all software/hardware, CCTV & IT infrastructure-related issues.
- Lab assistants under the supervision of the System Administrator maintain the efficiency of the college computers and accessories. The non-teaching staff is also trained in the maintenance of laboratory and computer equipment.
- Parking facility is well organized. The campus maintenance is monitored through surveillance cameras. Proper inspection is done and verification of stock takes place at the end of every year.
- Central library has its dedicated human resource and the departmental libraries are taken care of by the department office assistant and a faculty In-charge of the concerned department.
- Pest control of library books and records is done every year by the Maintenance Department.
- All the departments take care of timely maintenance of the laboratory equipment. Most of the maintenance work is completed during summer break and close monitoring of maintenance activities is a prime responsibility of the head of the departments.
- The Institute has separate centralized level maintenance functions for every repair of laboratory instruments and equipment. Special trained non-teaching staff functions as maintenance in-charge. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office.

- **Process for Repair/replacement complaints**
 - The dully Filled Complaint Form is forwarded to the Maintenance Coordinator.
 - The coordinator inspects the site & deputes a technical person / suitable person for maintenance.
 - If in-house repair is not possible then the work is outsourced
 - The signature of the complaining person is taken on the concerned form once the complaint is resolved

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

1480

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

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

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

60

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

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

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

140

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

140

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 mechanism for timely redressal of student

A. All of the above

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

276

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

8

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

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

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

14

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

5.3 - Student Participation and Activities

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

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

19

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

The Institute has an active Student Representative Council (SRC) of two top-rank students in every class. Equal opportunity is provided to other students as Class Representative (CR), who is an elected member of the class. The functional objectives of Class Representatives (CR) and Students Representative Council (SRC) members are to:

1. Represent the class as a leader in various administrative bodies.
2. Organize and promote various co-curricular and extracurricular activities.
3. Assist in organizing Annual Social Festival (INSIGHT).
4. Organize sports events.
5. Motivate students for the cultural activities at the institute level.
6. Organize Annual Technical Event (Technex).

Following committees have students' representation: IQAC Student members of IQAC help to propagate quality policies adopted by the institution among the student fraternity and also help in projecting the student viewpoint while taking any quality policy decision.

Students' Professional Societies Operations of these societies are managed primarily by the students under the guidance of a faculty

mentor. Professional Societies available are: ISTE (Indian Society for Technical Education), REC (Renewable Energy Club), SAE (Society of Automotive Engineers), ISHRAE (Indian Society For Heating Refrigeration Air Conditioning), IE(I) (Institution of Engineers(India)), CSI (Computer Society of India), IETE (Institution of Electronics Telecommunication Engineers)

Anti-Ragging Cell Student members assist the institution in implementing rigid anti-ragging measures to make ragging free campus. Grievance Redressal Cell The matters of harassment and suppression of any single individual are handled by the grievance redressal cell. Student members can help other students to present the grievance in case the sufferers want the representation in absentia.

Institute Events All the cultural sports activities (INSIGHT) and national-level technical events (TECHNEX) are meticulously planned, coordinated, and executed by this committee under the guidance of the faculty in charge. National Service Scheme (NSS) To inculcate awareness of social problems among the students, NSS activities are coordinated and conducted by the students every year. Together with these, the students are officially involved in - College Development Committee (CDC) Departmental Advisory Boards (DAB) These associations are formed in order to develop leadership qualities among the students and to provide every student a platform to enhance his/her skills. Student involvement in various Cells, Events Committees illuminates their profile and gives them an experience for a lifetime.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/pages/student-affairs-and-development-cell
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

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

5.4 - Alumni Engagement

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

The institution has registered Alumni Association Name of Alumni Association: Tech Pallottine Alumni Association Nagpur Alumni Association Registration No: F-0036374(NGP) Address: St.Vincent Pallotti College of Engineering amp Technology, Gavsi Manapur, Wardha Road, Nagpur-441108, India. Phone No: 07103-275951, 52, 203745

Website: <http://techpallottinealumni.stvincentngp.edu.in/> Email: alumni@stvincentngp.edu.in

OBJECTIVES: 1. To reinforce the sense of belonging towards the alma mater and spirit of fraternity among alumni by providing a common platform for social and intellectual interaction and establishing channels for effective communication.

2. To act as a facilitator in expanding the scope and reach of the alumni network through regional associations and activities thereby forging long-term relationships amongst alumni and Institute.

3. Promote the growth of the Institute through industry interaction (visits, guest lectures, projects) for curriculum enrichment and mentoring by alumni to aid in the holistic development of students.

4. To be the ambassadors of the College in the milieu in which they are, and to extend assistance in the research and development programs of the College

OUTCOMES: 1. To foster a culture of contribution among alumni in support of the college and its student by contributing to scholarships or supporting other philanthropic activities.

2. To enhance association with college in areas like interaction with students for academic and technical collaboration in projects, administrative, athletic, research, and other outreach programs.

3. To offer voluntary assistance to the college in the organization of events, meetings, and reunions.

4. To create a long-lasting legacy and strong bond between alumni, students, and college enabling them to with their alma mater.

5. To act as a bridge between college and the industries for interaction on new development in different disciplines of engineering.

File Description	Documents
Paste link for additional information	http://techpallottinealumni.stvincentngp.edu.in/Home
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institute is having a futuristic vision and mission to satisfy the need of today's competitive environment for the development of students, keeping societal values at the heart and professional ethos to uphold the spirit of learning. Vision: To develop a knowledge-based society with clarity of thoughts and charity at heart to serve humanity with integrity. Mission: To empower youth

to be the technocrats of tomorrow with absolute discipline, the quest for knowledge, and a strong ethos to uphold the spirit of professionalism. Nature of Governance: The institute is executing its governance through various decision-making bodies like Governing Body(GB), College Development Committee (CDC), Core Committee(CC), the Executive committee(EC), Internal Quality Assurance Cell (IQAC). These bodies ensure all activities are performed to meet the mission statement and fulfill the vision statement. Based on the recommendations of the GB, Institute objectives are defined every year and are used to formulate departmental objectives. The core committee meets regularly to ensure the implementation of institute / departmental objectives through various academic and non-academic activities. Principal / Vice-Principal conducts a meeting with HODs, to plan, implement and review effective knowledge delivery to students. Discipline coordinators ensure that students maintain discipline in campus. The institute conducts activities under various student forums to make them aware of professional ethics and values. The institute has also introduced different skilling programs for students in collaboration with industries to lead them towards excellence in technical education. The main focus is on the recent trends in technology with project-based learning, creativity, and technology transfer through Industry-Institute Interactions. Perspective Plan
The Institute has the following Perspective Plans

Short Term Goals (2020-2022):NBA Accreditation for the 3 branches. Institute Autonomy, Foreign University Collaborations, Research based system through training, collaboration programs Faculty and student development programs Project and problem-based learning environment in the institute Upgradation of Learning Management System
Medium Term Goals (2021-2024): To strengthen Industry-Institute Interaction. Introduce master and research programs in all programs. Incubation Centre and Centre of Excellence (in various domains)
Long Term Goals (2024-2028): Setting up Research Centre in each domain of engineering program
Participation of Teachers in decision making bodies
Institute has GB, CDC, EC, CC, Principal /Vice Principal & HOD's Committee, IQAC, Departmental Advisory Boards for the decision making in the institute. Institute appoints senior teachers as a part of these bodies to ensure transparency and effective implementation of institute policies. For the various programs to be conducted by the institute, staff members meet, discuss, share their opinion and plan for the event and form various committees involving students. Staff members are also involved in deciding academic activities and examinations to be conducted in Institute & in preparation of the annual budget for the Institute.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/documents/NAAC/6/6.1.1.pdf
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 institute supports decentralization and promotes the culture of participative management. Principal, HODs, faculty members, and students play an important role in the decision-making process. The Principal and HODs are responsible for the holistic and administrative activities of the institution and department respectively. Selected faculty members discuss and plan for the collection of various events and committees are formed to conduct the event smoothly. They actively participate in implementing the policies, procedures, and framework defined by the management. Students are actively involved in organizing activities of forums like IETE, IEDC, ISTE, IEI, CSI, SAE, E-Yantra, Technex- Technical fest, Insight-cultural fest, to bring their leadership qualities to the limelight under the guidance of faculty. The principal / Director along with the core team of the institute is responsible for all the major financial decisions of the institute with governing body approval.

The full-time appointed financial administrator looks into the execution of the approved projects. The Executive Committee consisting of the Principal and Director is the approving authority for the financial decisions. The Head of the department prepares a plan and submits it to the executive committee for approval. The department head is the signatory to all purchase orders of the respective department.

Case Study: BUDGET Submission of requirements by departments at the end of the financial year with an estimated value of the requirements in consultation with department faculty members' portfolio incharges. Verification of the documents by the executive committee and allocation of funds in consultation with HOD. Finalization of the budget as per the fund flow status of the institute in preparation of the institute budget. The final institute budget is approved with the sign and seal of the Principal. The institute budget is apportioned as per the fund flow of the institute and as per the need-based requirements of

the department. The year-wise allocation of the budget includes all departments: Electrical, Mechanical, Electronics Telecommunication, Computer, Information Technology, BS H, others considering various heads of allocation including equipment, software, maintenance, RD, library, infrastructure, travel, and miscellaneous.

Purchase procedures at departmental level/institute level include: Departmental financial plan as per allocated budget Identify key areas of investment Invite Quotations/estimates for identified items Shortlist and select vendors in the presence of Principal/Vice-principal, Head of Department, and the Financial Administrator. Issue of a purchase order with the sign of the HOD and Financial Administrator Material received is entered in Master Stock Book Issue of material by the store with the copy of the bill to the concerned department.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a perspective/strategic plan for most of the developments. One such development is discussed below: Approval for a new program - Civil Engineering The College Development Committee on August 20, 2015, resolved to establish a Civil Engineering department for further growth of the Institute. The same was shared by Director in the Governing Body on August 28, 2015, and was agreed upon by all members. On August 11, 2016 in the college development committee, Director updated the members about the status of the Civil Engineering branch. He informed us that the Institute will be qualified to apply for new courses after getting accreditation in 2 programs of the Institute. On July 10, 2017, in Core Committee, Vice-Principal discussed the proposal to start the new branch of Civil Engineering. On August 24, 2017, the same was shared by the Director of the college development committee. Director presented the idea of the additional branch in Civil Engineering in GB held on 2nd September 2017 and finalized. Institute's Civil Engineering faculty members visited prominent institutes and industry experts to prepare a plan containing details of progressive requirements in terms of

laboratory equipment, space, funds, and manpower. It was decided in the Core Committee meeting held on January 30, 2018, to apply for the civil engineering program as per the suggestion of Governing Body. On April 11, 2018 approval from AICTE was received to start the additional program in Civil Engineering with an intake of 60 from the next academic year 2018-19. The same was shared by Director in the GB meeting held on April 14, 2018. It is planned to start B. VOC. Courses in 3 disciplines in 2019-20.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

To ensure the effective implementation of the Institution's policies and plans, the institution formed its regulatory bodies like (1) Governing Body, (2) College Development Committee (CDC), (3) Internal Quality Assurance Cell (IQAC), and Offices of Principal, Head of the Department, with the support from Technical and Non-technical staff for the smooth functioning of the organization.

A. Governing Body:

Functions & Responsibility

The Institute's, Governing Body, is formed to function as a strategic planner to fulfill the Institute's vision and mission. It comprises of educationalists, academicians, nationally acclaimed industry professionals and social reformers.

Its responsibilities are:

1. To monitor and evaluate the teaching programs in the college and suggest measures to improve the academic performance to confirm to the standard of teaching and the progress of studies as lay down by the University.

2. To appoint the Principal/Director, the teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
3. To monitor faculty deployment, placement and industry-institute interaction activities in the institute and suggest measures wherever necessary.
4. To approve yearly budget and to sanction budgets for major purchases of the institute.
5. To accord approval for appointment of teaching and non-teaching staff
6. To give necessary approval for appointment of additional staff for value-added activities as per AICTE/DTE/RTMNU norms.

Frequency of meeting: Biannually

B. College Development Committee (CDC):

Functions & Responsibility

In the institute, the College Development Committee is responsible for executing the direction of the Governing Body. It comprises management members, staff, and local professionals.

Frequency of meeting: Biannually

C. Internal Quality Assurance Cell (IQAC):

Functions & Responsibility

1. Development and application of quality benchmarks
2. Identifying Parameters for various academic and administrative activities of the institution and

ensuring the timely, efficient, and progressive performance of academic, administrative and

financial tasks

1. Facilitating the creation of a learner-centric environment conducive to quality education and

faculty maturation to adopt the required knowledge and technology for participatory teaching

and learning process;

1. Collection and analysis of feedback from all stakeholders on quality-related institutional

processes

1. Dissemination of information on various quality parameters to all stakeholders;
2. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
3. Documentation of the various programs/activities leading to quality improvement
4. Acting as a nodal agency of the Institution for coordinating quality-related activities, including

adoption and dissemination of best practices;

1. Development and maintenance of institutional database through MIS formaintaining /enhancing the institutional quality;
2. Periodical conduct of Academic and Administrative Audit and its follow-up
3. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines

and parameters of NAAC.

Frequency of meeting: Quarterly

Service rules, procedures, recruitment and promotional policies

The Management of St. Vincent Pallotti College of Engineering & Technology (SVP CET) believes the staff, Management and students are equal stakeholders in promoting quality education. Thus the institute needs guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is pertinent that our policies are made up to date and the faculty and staff are kept abreast of them.

The college is governed by the GB, which is constituted as per AICTE/DTE/RTMNU/Society norms and is responsible for overseeing its activities, determining its future direction and fostering an environment where the institutional mission is achieved.

I. Classification of Employees

SVP CET employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

Figure 1: Classification of Employees

A. Teaching Faculty

It comprises persons involved in teaching/research at the institute on a full-time basis and whose salaries are paid on a monthly basis and are full-time faculty enrolled on the pay roll of the institute. They are also applicable for annual appraisal, increments and the statutory requirements required from time to time. The teaching faculty is categorized as:

i) Professor

1. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
2. Minimum of 10 years of experience in teaching/research/industry, out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
3. At least 6 research publications at the level of Associate Professor in SCI journals/ UGC/AICTE approved list of journals, and at least 2 successful PhD guided as Supervisor/Cosupervisor till the date of eligibility of promotion OR At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.
4. The Management can offer/promote eminent faculty as Professor, who has a large contribution in the area of:
 1. Research and Development.
 2. Academics
 3. Having industry experience with sound expertise.

ii) Associate Professor

1. PhD degree in the relevant field and First class or

equivalent at either Bachelor's or Master's level in the relevant branch

2. At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals
3. Minimum of 8 years of experience in teaching/research/industry, out of which at least 2 years shall be Post PhD experience

iii)Assistant Professor

B.E. and M.E./M.Tech./M.S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees for Engineering branches. The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science, and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July 2018 and UGC guidelines are issued from time to time.

The following are the institution-level classifications in the cadre of assistant professor.

1. University Regular

The faculty member is selected through a university-approved selection panel and approved by the University.

1. Management Regular

The faculty member is selected through Management approved selection panel and not approved by the university.

1. Visiting / Experts: A visiting faculty are appointed on a clock hour basis, and the remuneration is given as per the rate.

B.Non-Teaching Staff

The non-teaching staff in the institute are appointed in three categories, namely, regular, ad-hoc, and on contract employment.

i)Technical Staff

It comprises Technical assistants, Lab assistants, Lab attendants, Workshop Superintendent, instructors, Network System administrators, Computer programmers, librarians, Library Assistants, and Electricians.

ii)Administrative Staff

HR head, accounts and finance head, medical officers, head of administration, office assistants, and office attendants.

iii)Supporting Staff

It comprises peons, drivers, watchmen, sweepers, gardeners, plumbers and assistants.

II.Staff Benefits i)Contributory Provident Fund

The Contributory Provident Fund scheme is made available to all employees from the time of their appointment at the institute. The salary deduction will be made from the staff's salary each month and will be deposited to the designated provident fund accounts along with the contribution of the organization as per provisions of the act. Employees must comply with the statutory requirements like nomination and can avail benefits as prescribed by law.

ii)Gratuity

All regular staff on completion of five continuous years in service shall be eligible for gratuity. The gratuity amount of the staff members shall be deposited in the institute's gratuity account every year. Staff is eligible for gratuity on superannuation, retirement, resignation after having been employed for five years, and in case of death or disability.

iii)Accidental Insurance

All staff, teaching, non-teaching and contractual, are insured under the group personal accident insurance. The details of the policy are available at the accounts office.

iv) Medical Insurance

A contributory medical insurance policy is implemented for the non-teaching staff. The details of the policy are available at the accounts office.

iv)Staff Welfare Fund

The institute has constituted the staff welfare fund for helping needy staff members in medical and related emergencies. Each staff of the institute contributes a designated sum to the fund once a

year. The proceeds of the funds are used for the medical and other related needs of the staff that are economically weak. The staff welfare fund committee disburses the funds as per request after due scrutiny.

vi) Staff Performance Awards

The teaching and non-teaching staff of the institute is awarded each year on the basis of their performance in the annual staff appraisal report. The best two faculties of intake of 120 batches in an engineering department and basic sciences and humanities are awarded for their performance in the preceding academic year. Similarly, one faculty of 60 intake branch is awarded for the performance. The non-teaching staff is also awarded as per their cadre, after the due assessment each year. Besides, the outstanding achievers of the year if any would be awarded as per merit and the discretion of the Management.

vii) Festival Bonus

Christmas gift is given to consolidated salary holders whose gross salary is up to Rs. 15000 per month. It is given to the cleaning staff and attendants and maintenance staff as a festival bonus.

viii) Travel Concessions

Travel concession on commutation to college in the college bus is provided to the staff members whose gross salary is not above Rs. 20,000. Such staff members are given 70% concession on to and fro travel on a monthly basis by the institute. This policy is applicable to regular, ad-hoc and contractual non-teaching staff members.

III. Faculty Promotion Roadmap in the Institute

A faculty is promoted to a higher cadre depending upon their seniority in the institute, work experience, capability, initiatives and dedication. For each post, AICTE/DTE/University eligibility criteria are applicable. The post of Assistant Professor/Associate Professor/Professor will be filled up in the department as per the prescribed cadre ratio. The filling of Management regular post will be done by an internal selection committee set up by the Management. If the position of the selection is based on UGC, the process will be as per the norms of the UGC/University. For all promotions, experience in academics

and industry is given the same weightage.

SVP CET considers it imperative to assess the performance of each employee against planned results so that it can recognize and take necessary steps to enhance the quality of its workforce. The performance evaluation management consists of performance planning, feedback, assessment, counseling recognition and capacity enhancement mechanisms. Performance objectives shall be based on the following set objectives at the beginning of each academic year.

i) Self-assessment

It is the first step in the appraisal process. Each staff is asked to set individual objectives at the beginning of each academic year. The objective setting is done on defined parameters of professional development, industry connect, research, consultancy, curricular, extension activities, alumni and parent connect etc.

ii) Teaching-Learning Evaluation

Each staff of the institute is evaluated in a systematic manner each year. This evaluation is on the basis of the teaching plan, syllabus coverage, result analysis, innovation in teaching pedagogies and functional performance.

iii) Evaluation on Enrichment Activities

Enrichment activities refer to the professional development of the staff in the respective domain of expertise, enhancement of qualification and any other enrichment that enhances the professional development of the staff. It also refers to new initiatives taken by the faculty members in enriching one's career and improving the reputation of the institute.

iv) Parameters of Evaluation

Generally, teaching-learning activity has 50% weightage and 50% weightage for enrichment activities in the appraisal form. The HoD leads the performance appraisals, which are further reviewed by the Principal and the Management. The academic audit process of the appraisal is conducted by a senior faculty member of another department/institute, and the report of the same is submitted to the Principal and Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, the potential for future development, productivity,

capability, integrity, goals and efficiency. It is to be noted that the whole process of performance appraisal is intended for a positive and developmental assessment of individuals and are not to be used as a tool of personal vendetta/favour under any circumstances.

IV. Salary, Promotion, Allowance and Consultancy Policy i) Type and Fixation of Salary

In general, the type and fixation of initial salary are subject to statutory requirements like those of the government pay scales (Current is the 6th pay rule), RTMNU norms and AICTE. Salary fixation for teaching and non-teaching staff depends upon the post, qualifications, experience, and employee's service at the institute and at the discretion of the Management.

ii) Consolidated Salary

Usually, non-teaching staff is paid a consolidated salary at the time of joining till the regularization of salary on the basis of individual performance.

iii) Regular Salary

Teaching and Non-teaching staff who have been made into regular salary roll are eligible for getting salary as per pay scale, eligibility, experience, RTMNU approval and Management's discretion. Salary is fixed as per AICTE notification, dated 5th March 2010, F. No. 37-3/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC -2010/(34/10)/TE -2 , dated 20th August 2010.

iv) Salary Increments & Pay Roll

Every University approved regular employee is entitled to an annual increment in salary subject to the recommendations of the HoD and the recommendations based on the performance appraisal of the employee reviewed by the Principal/Management. Annual increments, in general, will be paid from the month of July of every calendar year.

v) Dearness Allowance

Every regular staff on a roll of the institute is entitled to get the dearness allowance as per the DA norms existing in the institute. Any upward/downward revision or freezing of dearness

allowance is at the discretion of the management.

vi) Payroll Schedules

Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account. All employees are advised to open a savings bank account in a designated bank and intimate the account number to the Accounts Department in writing within seven days from the date of joining.

vii) Debt Repayment and Monetary Responsibility

The institute is authorized to withhold paycheck or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, unpaid loans or other financial obligations to the institute or under the legal compliances and statutory obligations which are not met by the staff.

viii) Payroll Deductions

Income-tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and staff welfare fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency/bank/financial institution/co-operative society etc., without explicit written permission by the Management/Principal. It is mandatory that all staff must present their tax deduction scheme (investment declaration form) to the Accounts Department by the end of May and final proof of tax savings by the end of February of each calendar year in order to finalize tax deducted at the source for the respective financial year. The Management has the right to deduct the taxes as per statutory norms in cases of delay or non-submission of the documents in time on the part of the employees.

V. Leaves and Vacations Policy

SVP CET provides different kinds of leaves to meet the various eventualities of its staff. Availing of any leave should be with prior notice so that the work of the organization does not suffer. Leave sanctioning authorities to have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the institute. It is to be noted that the general

principle for granting leaves is to work in tandem with the RTMNU and AICTE guidelines. The Management maintains a permanent record of leaves granted and used by each employee. The institute functions on six days a weekly basis from Monday to Saturday.

1. Classification of Leaves A. Casual Leaves

1. All regular staff are entitled to 10 days of casual leave (CL), or part thereof, in a calendar year,

depending on the date of joining. CL is to be used at the discretion of the staff, subject to prior

approval of the HoD. Unused CL does not get carried over to the subsequent calendar year

under any circumstances. CL entitled to staff for the year can be availed proportionately in the

same calendar year.

1. Not more than 2 CLs can be availed in continuation. The holidays or weekend days that are

sandwiched in the CL duration are not counted as CL. It can be taken for half day also.

1. CL must not be pre-fixed or suffixed to vacation or any other type of leave, except for on-duty

leave.

1. It is necessary to get a prior sanction of CL by reporting to the authority.
2. In case of emergency, telephonic intimation is acceptable to reporting authority and not through

the subordinate. All CL forms must necessarily be sanctioned by the concerned HoD and

further submitted to the HR office. CL of HoD is sanctioned by the Principal/ Director. The

application of CL, if not submitted before due to unavoidable emergencies, it is to be submitted

within four days from the date of availing the CL.

1. It is to be noted that all staff members availing leave shall make alternative arrangements for

their academic and assigned duties on the day of leave. The consent of the staff member who

agrees to take up duties is to be obtained in writing on the leave application.

B. Half Pay Leave

1. All employees are entitled to 20 half pay leaves (10 days of full pay), or part thereof, in a

calendar year depending on the date of joining. A written request will be required for availing

half pay leave (HPL).

1. Unused HPL will be carried forward into the subsequent year[s].

C. On Duty Leave

On duty leave (OD) is granted to staff when the University/Principal/HoD/or any other competent authority assigns a duty that has to be carried out for the institute and University. The form must have suitable proof with the approval of the HoD/Principal and to be submitted to the HR office at least one day before the day of leave. In the case of the HoD, the same shall be approved by the Principal/Director. For RTMNU Examination valuation, a maximum of 20 half days/year per person can be availed.

D. Maternity Leave

Maternity leave (ML) may be granted to a female University approved faculty and regular non-teaching staff as per the existing norms of the Government of Maharashtra. In case of extension of ML, the lady staff may avail the existing HPL in her favour.

E. Compensatory Off

Only the administrative and supporting staff, who work on holidays, will be entitled to compensatory off (CO) for an equal number of days that they have worked. For faculty and department staff, if they are detained during their vacation period, CO will be provided in the ratio of 1: 2.5 (as per existing University norms). CO cannot be attached to CL and should not be availed when the academic session is in progress. Further, it cannot be carried over to the following calendar year.

F.Earned Leave

As per the RTMNU norms, the non-teaching staff is entitled to 30 days of earned leave (EL). If any staff is detained for completing a specific task assigned by his/her superior and is unable to avail of the vacation/holiday period that he/she is otherwise eligible for, adequate compensation shall be given in the form of EL. Staff should avail such EL during the non-active period of the semester.

G.Leave without Pay

Leave without pay (LWP) is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

2.Sanction of Leaves

HoD must sanction the leave application form of staff before forwarding the same to the HR office. All leaves except medical emergencies must be notified to the HR office at least one working day in advance, or else they will be treated as LWP. The approving authority of all types of leaves for the teaching and non-teaching staff shall be the HR head. The Principal/Vice-Principal shall get their leave sanctioned by the Director.

3.Absences A.Scheduled Absences

Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the HoD and Principal/Director.

B.Unscheduled Absences

Unplanned absences can be very detrimental to workplace

efficiency. In case of sudden illness or other unexpected circumstances, a staff should notify or arrange to notify his/her superior immediately. If this is not possible, a family member is expected to alert the HoD as soon as possible to explain the situation and indicate the expected date and time of return.

4. Vacation and Holidays All regular teaching faculties in the institute are entitled for vacation as per institute and RTMNU norms. However, the probationary and management regular staff may be given vacation as per the existing norms of the institute. The non-teaching, administrative and supporting staff are not eligible for vacations. The following are the norms of vacation in the institute.

1. Prefixed/sandwiched/suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/holidays.
2. Vacation/holidays may be taken in one/two slots. Only on the recommendations of the Principal/Director shall exceptions be allowed.
3. Vacation/holidays can be recommended by the HoD only and sanctioned by the Principal if all the departmental work, University work and other duties are completed. The concerned employee should hand over all the records and documents to the HoD before proceeding on vacation/holidays. HoD shall ensure that the regular functioning of the department is not hampered while approving the holiday/vacation.
4. The college authorities reserve the right to cancel the vacation for any important college-related work and the staff is not entitled for any compensation for these days. In case the work requires the involvement of a faculty for more than 1/3rd number of vacation days in one academic year, then the same will be treated as detention during vacation. For every 2.5 days of detention, one EL will be credited to the account of the faculty. As far as possible, faculty should avail such EL during non-active periods of the semester.
5. Vacation days cannot be clubbed with any other type of leave. All staff members must be present in the college on days adjacent to the vacation slot.
6. It is binding on staff to perform University examination duties that may fall in the vacation period. There will be no compensation by the college of any kind for such work. It is the responsibility of staff to keep in touch with the Examination in charge. Any change of duties for supervision

will be allowed only in genuine cases with prior written approval by the Principal.

7. Vacation slots, duration and the starting date of the semester are defined, decided and circulated to all staff through HoDs from the Principal's/ Director's office. Vacations /holidays, however, cannot be carried forward under any circumstances.

Any exceptions/relaxations of the above vacation policies can be carried out at the discretion of the Management.

1. Recruitment Procedures

1. Staff Recruitment Policy

1. Preamble

Faculty and staff members play a pivotal role in engineering and technical education and their knowledge and its percolation, competence and experience are crucial in imparting skill based learning. Therefore, a special attention is given in recruiting and providing opportunities for sustained intellectual activities and professional growth through proper service conditions. The policy for recruitment ensures that promoting, safeguarding and enhancing the welfare of the students are kept foremost in mind by all recruited staff members. Throughout the recruitment procedure, the institution follows the guidelines of the University Grants Commission (UGC) and AICTE along with the service rules laid out in the Tech Pallottine Staff Manual of the institute.

The governing body of the institution is responsible for prescribing and interpreting the service rules of the institution through the HR office of the institute. The same are revised from time to time as per the recommendations of the statutory bodies. The well devised staff policy and staff appraisal mechanism which ensures recognition and awards for excellent performers.

1. Guiding principles of Recruitment

1. Quality of Employment

The Institution is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work and employment for all concerned and one that encourages balancing work and personal commitments of its employees.

1. Compensation, Reward and Recognition

The Institution's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

1. Continuous Learning and Development

The Institution values and supports continuous learning, while understanding that continual learning is a core responsibility of each teaching staff member. To that end, it provides structured development that integrates institutional mission, organizational and individual needs and performance expectations.

1. Response to Change

The Institution is constantly preparing itself for the challenges of the future requirements of its students. In doing so, during periods of changing needs the institution creates opportunities for teaching staff members to acquire the needed skills to continue to advance the mission of the institution.

In support of these guiding principles, the institution commits adequate resources for the equitable support of employee development, compensation, reward and recognition across all levels and classification of employees.

B. Recruitment Procedure: Teaching Staff

This section deals with the recruitment procedures of staff in all cadre such as Assistant Professor/Associate Professor /Professor/Principal

1. Manpower Planning

Manpower planning is the first step in recruitment. This is to be carried out before the start of the new academic year. Staff employment during the semester will be avoided as far as possible. HoDs calculate the HR requirement and consolidation of subject wise teaching engagement calculation and plan the process for recruitment. The department will put up the requirement to the Management. The Management then determines if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for the new vacancy if they so

desire. Screening of the candidate for the advertised post is important. Definite guidelines are to be followed for calling the qualified candidate keeping in mind the student-teacher and cadre ratio approved by the competent authority from time to time.

2.Succession Plan

This involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process, Assistant Professor may be promoted as Associate, Associate may be promoted as a professor/Dean, a professor may be promoted as Vice-Principal/Principal as per the eligibility criteria laid down by AICTE/UGC from time to time.

3.Approval of Faculty by the University

The institute will ensure that within the best of its capacity and within the rules the RTMNU, the selection process for the faculties will be carried out as per the institute requirement.

4.Filling in of Temporary Vacancy

Where vacancy of a faculty is to be filled in temporarily for a period during a semester or an academic year, the HR office, on the recommendation of the Director/Principal, initiates the process of the temporary appointment.

5.Job Announcement

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. On the institute's website, list of new openings will be available from time to time.

6.Advertising

Once the job advertisement is ready, it is to be posted on the website and at least one of the National or local English newspapers. The advertisement will specify that all resumes or applications are to be sent to the HR office and all correspondence refers to the appropriate job position.

7.Selection Committee

Department's senior staff shall shortlist candidates as per AICTE/DTE/RTMNU norms

1. **University Committee:** A University Committee established for the selection of the post of Principal and University approved teachers under the Maharashtra University Act 1994 Chapter VIII-Committees, Preamble Section-78 and as per the provisions provided for the management of Minority Institutions.
2. **Institute Level Committee:** The institute level committee is made of three to five eminent/senior faculty members and management representatives. This type of committee is formed for the interviews of Adhoc staffing, emergency recruitment or any other at the discretion of the Management.

8. Interview Call Letter

1. Interview Call Letter is the process to call the shortlisted candidates through post/email.
2. The call letter comprises of candidate name, post for which he/she has been short listed, with the date and time for the interview at SVP CET.
3. A candidate must produce a copy of the call letter at the time of the interview.

9. Interview Guidelines

1. For every candidate, a technical as well as personal interview, are conducted by a panel already defined in the previous section.
2. Internal applicants are treated at par with external applicants in all respects, as far as selection process is concerned. The selection of candidates called for interview for regular posts advertised is through the Panel of Experts appointed and approved by RTMNU for all disciplines at SVP CET.

10. Interview Conduction

1. Conduction of interviews and Report of Selection Committee recommending names of candidates.
2. Eligible candidates should attend the interview with all necessary documents, educational testimonials and must produce when demanded by the interviewer.
3. The interview committee should submit interview reports with recommendations for appointment.

4. Preparation of a Consolidated Statement in detail in respect of recommended candidates.
5. HR office should submit interview selection committee report to University within 72 hours for further process if University approval is necessary.

11.Evaluation Criteria

The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

12.Job Offer

All selections are reviewed and approved by the Management prior to extending a job offer. Once the finalization is done, the job offer letter is given to the candidate from the HR office.

13.Appointment Process

1. Once the candidate confirms the job offer letter, the appointment order is processed.
2. Approval of the Management for issuing Appointment Order.
3. Preparation of appointment order by HR office.
4. Issue of appointment order by the Director.
5. Appointment against Adhoc post is valid for ten months only (academic section).
6. Acceptance Letter: Candidate should submit acceptance letter for appointment order.
7. Joining Report: At the time of joining, the candidate should submit a joining report to the HR office with the signature of the respective HoD and Principal.

14.Induction and Orientation

Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide the necessary information concerning the history, core values, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities etc. HoD, in coordination with the HR office, are responsible for providing each new faculty/staff member with the

necessary guidance on job orientation. HR office intimates all concerned whenever a new employee joins the Institution. HR office makes the newly joined staff aware of all the working procedures, leave rules, etc.

C. Recruitment Procedure: Non-Teaching Staff

1. Requirement Finalization

All HoDs present their requirement to Principal/Vice-Principal/HR in the department planning file.

2. Succession Plan

A process that involves the identification of a particular internal individual or employee as the possible successor to the key or senior position if it is vacant. In this process, peon may be promoted as clerk, laboratory assistant may be promoted as a technical assistant, clerk may be promoted as Head clerk & office superintendent, etc. The succession can be absolute if the identified candidate fulfills all conditions required for the appointment, and hence no special conditions are involved in the appointment.

3. Advertisement

Publish advertisement, if required.

4. Application

Eligible candidates for advertised posts should apply in the pro forma application, made available at the institute.

5. Scrutiny

1. Collection of application & preparation of its database.
2. Scrutiny of data and short listing of eligible candidates.

6. Selection Committee

The institute level committees are made of department wise eminent/ senior faculty members/Principal/Management. Further process followed as per the appointment procedures of the teaching faculty.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/pages/hr-policy
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 inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Human resource plays a vital role in the development of any institute. In order to keep the teaching and non-teaching staff members motivated, the institute provides support for activities required for their professional development. Following is the list of various welfare measures available for teaching and non-teaching staff members associated with the Institute. Welfare measures for teaching and non-teaching staff members: Faculty development programs are arranged for teaching and non-teaching staff with the intention to make them aware of the latest technology and skills used in the field. Support is provided in terms of financial assistance /duty leaves & others for Attending Faculty Development Programmes Attending and presenting research

papers in national and international conferences Publishing research papers in reputed journals Support to acquire professional qualification and higher studies Support to participate outstation conference/workshop Support to conduct a program to upgrade skills Filing Patents Recreation tour Gratuity Medical Insurance Scheme for non-teaching staff members Additional Retirement benefits Group Insurance Financial support(Assistance / Loan) Staff Welfare Fund Accident Insurance Scheme for all employees & students Security & Vigilance on-campus Counseling facility Grievance & Appeal Committee

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

65

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

75

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

The Institution has a Performance Appraisal System for teaching and non-teaching staff. The Performance Appraisal System for teaching staff is as follows: The Institute follows the recruitment and promotional norms of UGC/AICTE. In order to

encourage the faculty members by considering their performance with respect to deliverables, an appraisal system is implemented in the institute. The Process and Parameters considered for this are: Academic Feedback from students on the Teaching performance of every faculty is collected to judge the teaching ability and effectiveness. (Weightage 30%). Faculty academic audit of every faculty member is carried out to assess preparedness with respect to the teaching-learning process, outcomes, and related documents (Weightage 20%) . Faculty Enrichment activities Appraisal is carried out to validate the contributions of each faculty member which also includes an assessment of an individual's various behavioral factors. (Weightage 50%) The Performance Appraisal System for non-teaching staff is as follows: The Institute believes that performance appraisal of all non-teaching employees (except housekeeping staff and security guards) is essential for the achievement of its commitment to provide quality education for all the students in its care. The Institute also believes that the performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while

acknowledging and affirming the efforts, involvement and professional progression of its entire employee. Procedure: Performance appraisal will be carried out by the immediate reporting officer in the presence of the concerned employee. The filled form will be submitted to the HOD for his or her approval and remarks. After which the HOD will forward the same to HR. Every column needs to be filled with due diligence. The employee will sign the "Non-Teaching Appraisal Sheet" as evidence of having read it and discussed it with the immediate supervisor. In the final evaluation first, three main points average scores will be taken (out of 5). If the employee has been cautioned or reprimanded owing to any unacceptable behavior in relation to students, colleagues, or any stakeholder; notify them in the remark section

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 institution conducts internal and external audits regularly. An internal financial audit is carried out by college-appointed auditors. The accounts of the College are audited regularly as per the Government rules. The internal auditor checks fee receipts and payments with vouchers and necessary supporting documents and ensures that all payments are duly authorized. The external audit is carried out by Chartered Accountant Agency "R.B.Pethe Co." in accordance with the auditing standards by the Institute of Chartered Accountants of India every year. The external auditor conducts a statutory audit at the end of the financial year. The external audit has been completed in March 2020 for the FY 2019-20. Audit reports for the FY 2018-19, 2017-18, 2016-17, 2015-16, 2014-15 are also prepared by the same agency. According to the audit report the Balance Sheets, Statements of Income, and Expenditure comply with the accounting standards, generally accepted in India. Various accounting policies are followed in finance and accounts including general accounting policies including basic of preparation of financial statements, depreciation accounting policies, revenue recognition, Institutional level accounting policies including annual budgets, accounting of salaries, advance deduction, accounting of non-salary expenditure, accounting of Capital Expenditure, Tuition Fees, Stock / Assets verification, Quarterly Audits, Annual Accounts. The Audited Financial Statement of College is uploaded on the website as mandatory disclosure.

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

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

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

The Institutional fund mobilization strategies are as follows: The major part of the funds in the college is obtained from the tuition fees collected from the students. The concerned Lab in charge prepares a list of requirements to be purchased and serviced. Indents given by all the departments are evaluated and consolidated by the Management. Quotations are requested from various suppliers. Quotations of different suppliers are evaluated, the comparative statement is prepared, suppliers are called for personal discussion and after comparing all aspects from various suppliers, orders are placed by the Principal/Management which ensures the right equipment purchase, at the most competitive price. Every year the department submitsthe budget tothe Principal. The Principal presents the budget to management for approval. For resource mobilization, faculties and students are encouraged to submit research projects for getting the grant and to enhance the research facilities in the labs. As a part of the Outcome-Based Education system, the institution has given utmost importance to the generation and utilization of funds to meet the objectives of the institution. The institutional strategy to generate funds is primarily based on a Quality enhancement strategy. By providing quality enhancement, a better fee structure can be claimed by the college that can be sanctioned by the government. This also leads to improved funding. Hence, the quality enhancement of the institution is nurtured to generate funds from different sources. Optimal utilization of funds is ensured through the following: Adequate funds are allocated for effective teaching-learning practices that include the conduct of FDPs, orientation programs, workshops, interdisciplinary activities, training programs that ensure quality education. Adequate remuneration based on the performance quotient of the teaching professionals is provided. Funds are provided to meet day-to-day operational and administrative expenses and maintenance of the fixed assets. Funds are utilized for the purchase of advanced laboratories equipment to encourage

the research interest of the faculty and students. Enhancement of library facilities leads to novel learning practices and accordingly required funds are provided every year. Adequate funds are utilized for the development and maintenance of every good infrastructure for the institute. Online Examinations: Online Examinations for various Placement activities, Competitive examinations and Government examinations are undertaken every year in the college premises.

File Description	Documents
Paste link for additional information	Nil
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

The Institute has an Internal Quality Assurance Cell constituted and reformed from time to time. The sole objective of this committee is to improve the overall quality of academic and administrative functioning and activities of the Institute in accordance with its Vision and Mission. This committee periodically reviews the outcome of various academic and administrative activities. This committee has contributed significantly to strategizing, formulating, standardizing, and implementing various quality policies, initiatives and processes. Two practices institutionalized as a result of IQAC initiatives are the project evaluation Process and student feedback. 1. Project Evaluation Process: Project activity is carried out to motivate students to analyze, design & implement solutions for real-time/social problems with the help of industry experts which results in the following outcomes. Improvement in: Technical skills, Analytical abilities, Time management, Innovations, Project management, Teamwork, Communication, and presentation. A project coordinator schedules and executes all the activities related to the student project including project evaluation as suggested by IQAC. Process: Seventh Semester: Assessment point of view 1. Project defining seminar: Project defining seminar assessment is based on various parameters as a contribution to project formulation (10 marks), viva-voce by guides (05 marks), weekly review (05 marks) comprising to total 20 marks. 2. Continuous evaluation of the project: Suggestions given by IQAC and PRC are incorporated for continuous evaluation of the project

which is done by project guides weekly. Project guides assess project diary which has 5 marks allotted for evaluation. 3. Periodic evaluation by PRC: Suggestions given by IQAC is incorporated for continuous periodic evaluation of the project by the Project Review Committee (PRC) which is executed twice in semester. Various parameters considered for continuous periodic evaluation of the project include a contribution to the implementation of Hardware/ Simulation (15 marks), Viva (10 marks). These parameters are considered for mapping with the Programme Outcomes. 4. Evaluation by Mentor and outside experts: Suggestions given by IQAC is incorporated for evaluation by mentor and outside experts based on various parameters like literature review (05 marks), project definition (10 marks), project planning (10 marks), communication skills (05 marks), total marks comprising to 30 marks. 2. Student Feedback: IQAC suggested various feedback including student feedback on teaching, exit survey, etc. for improvement of quality. Student Feedback is collected using an online system at the mid and end of the semester to understand academic deliverables on various parameters. Various parameters considered for feedback include faculty course knowledge, preparation for class, oral communication, showing concern for student learning, interaction in class, the pace of teaching, class control & discipline, guidance beyond the syllabus, guidance for performing experiments, regular assessment, conceptual & innovative approach. The Head of the Department counsel faculty members based on the collected feedback and also share its analysis with them in line with feedback parameters. An action plan for improvement is finalized in mutual understanding between the head and concerned faculty. At the end of the semester-end course survey/feedback is collected from the students and actions are taken accordingly. Other activities carried out by IQAC are: 1. Conduction of GB, CDC, IQAC meet and Conduction of various feedback from different stakeholders, 2. Conduction of academic audit, Safety audit, utilization, and maintenance audit of the laboratories and Green audit. 3. Preparation of Standard Operating procedure for online Teaching- Learning System 4. Standardization of all Academic and Co-curricular activities formats 5. Standardization of the Project policy 6. Submission of yearly Annual Quality Assurance Report (AQAR) as per the requirement of NAAC 7. Coordination of National Board of Accreditation (NBA) experts visits and centralized documentation 8. Submission of NIRF data.

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

IQAC periodically reviews the institute's teaching-learning process, structures & methodologies using faculty academic audits, formal and informal feedback. It is responsible for directing, developing, providing, and implementing guidelines to review curricular, instructional, teaching, and learning materials. IQAC suggests modifications/changes and adoptions of the latest teaching aids, techniques, activities, assessment tools, and methodologies to enhance the quality of the teaching-learning process and achieve required learning outcomes.

Two review examples:

1. Learning Outcome Attainment: Targets are set for Learning outcomes at the beginning of the academic session. Outcomes are measured semester-wise for all students. Individual Student performance in course outcomes per course is measured which supports measuring program outcomes & program-specific outcomes. This attainment is used to analyze overall attainments and to plan the activities for bridging the gaps where attainments are not up to the mark. The course outcomes (CO) for courses are modified as suggested by IQAC (Formerly QAC). Also, it was suggested to add COs in-session question papers to increase awareness regarding COs among the students. Attainment levels are defined on a scale of 1 to 3 and are measured for each course through direct and indirect assessment tools. Direct assessment and indirect assessment contribute 80% and 20% respectively to overall attainment. Course outcome attainment helps to measure Program Outcomes and Program Specific Outcomes. At the end of every academic year, PO & PSO attainment is critically analyzed by comparing it to the set targets. If the attainment is low as compared to the target, an action plan is prepared to improve the attainment in the next academic year. In case of satisfactory attainments, targets are raised and maximum attainments levels are redefined to raise the benchmark. This way IQAC ensures continuous improvement in PO attainment.

2. Faculty Academic Audit: Faculty Academic Audit is an initiative to validate the academic deliverables of faculty members and to assess preparedness concerning the teaching-learning process, outcomes, and related documents. The regular assessment of academics helps Department/Institute to define new strategies for the improvement of the teaching learning process. Faculty academic audit is carried out at the end of the session on various parameters suggested by IQAC. The Audit parameters evolved over some time. At present, the Faculty Academic Audit is carried out on the following parameters: Academic engagement plan and execution for theory course, laboratory course, and project work, Course File Contents and timely updation, Personal File Contents and timely updation, ICT usage, Contributions in Publications, STTP / FDP, Department/Institute activities. Based on observations, the auditor shares the shortcomings with a faculty member and discusses various corrective measures that can be taken to improve the performance in terms of deliverables. The department-wise consolidated report is prepared by the team of auditors and submitted to the respective HOD through Vice-Principal. This report is considered in faculty appraisal with a 20% weightage.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All 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	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

Number of gender equity promotion Programs organized by the institution- 2020-21, link of website is provided below

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counseling
3. Common Room

1. Safety and Security

The institution provides facilities considering gender sensitivity. The details are

CCTV Surveillance camera

A surveillance camera on the main gate and Corridor has been mounted for surveillance and

Safety of students.

Gate pass scheme and visitors' diary

Gate pass scheme is available for the students to ensure record-keeping of students going outside the college campus during college hours. Visitors' diary is maintained at the girl's hostel which is checked monthly by women police for girl student's security. In case of medical / Gynecological problems of girl students, they report to senior ladies faculty and gate pass is issued to her and one girl student accompany her to hospital/home immediately. If the need arises ladies faculty accompany her to the nearest hospital

Anti-ragging cell for boys and girls

The anti-ragging cell has 6 faculty members including 2 lady faculty members to handle girls' complaints.

Boys & Girls Hostel on campus:

Our hostels are equipped with all the latest facilities to take care of the needs, safety & security of the outstation students. Boy's hostel is managed by Fathers and Girls hostel is managed by full-time Sisters who take care of all needs of boys and girls students respectively. Hostels have 24 hours security and a Doctor on-call facility. In case of a medical emergency, boys and girls students are admitted to SureTech / St. John Hospital.

Grievance Redressal Mechanism

Grievance Redressal Mechanism exists in the college to settle grievances of students and staff members (Teaching and Non-teaching) up to a satisfaction level to ensure effective solutions with an impartial and fair approach.

Internal Complaints Committee

Internal Complaints Committee has been constituted in the Institute by the guidelines issued by the Maharashtra State Commission for Women to consider complaints

related to any sexual discrimination/harassment of girl students and women in the institute. A Suggestion box / Complaint box is provided at the entrance of Academic Block- A, Academic Block-B, in the canteen & at the boys & girls hostel.

- Counseling

Counseling room

The counseling room is available on campus for students counseling (boys and girls).

General Counseling

Class counselor is assigned to every class to counsel students on academics / co & extra-curricular activities/ career guidance/ personal counseling. Record of students' counseling/mentoring is maintained. Students report to a class counselor for their difficulties.

A full-time counselor - A full-time lady professional counselor is on campus for student counseling. Girl students' special cases are diverted to her. She resolves the issue and calls family members if the need arises.

No. of Students availed counseling facility during the year 2020-21 were 11, in 2019-20 were 31 and in 2018-19 were 26.

- Common Room

Common rooms are available for relaxation purposes. Girls' common room has facilities like beds, sanitary napkin vending machines. Three common rooms for girls and one for boys are available on the campus.

Sanitary Napkin incinerator Machine :

Sanitary Napkin Vending Machine & incinerator Machine:

Sanitary Napkin Vending Machine is installed in girls' washrooms in both Academic Block A & B, to help girls with easy access to sanitary pads in case of emergency. Used sanitary napkins are disposed of in an incinerator Machine installed in girl's washroom in both Academic Block A & B

File Description	Documents
Annual gender sensitization action plan	https://www.stvincentngp.edu.in/documents/NAAC/7/7.1.1.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	https://www.stvincentngp.edu.in/pages/women-grievance-cell , https://www.stvincentngp.edu.in/pages/grievance-redressal-cell

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 **A. 4 or All of the above**

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

The institute puts in conscious efforts to enhance and nurture the eco-friendly environment on the campus by managing all types of waste. The institute has a waste management system in place.

1. Solid waste management :

Solid waste is managed by cleaning staff assigned at different locations in the institute. The dustbins are placed at various locations including classrooms and laboratories. The waste generated is segregated at each level and source. The institute has a contract with an authorized vendor who collects the waste from the designated place, segregates, recycles, and disposes at the landfills authorized by the government.

- Solid waste such as glass, plastic, and Iron waste is segregated and sold to vendors.
- Paper & plastic waste is shredded through shredding machines available in the institute and given to the vendor for further recycling.
- Used sanitary napkins are disposed of through an incinerator machine
- Concrete waste is used in landfills.
- Bio-degradable garden waste is decomposed in the pit and used as manure.

1. Liquid waste management (Sewage and Laboratory waste)

Sewage waste from the Girl's hostel is treated through Sewage Treatment Plant (STP), established in the year 2013-14 with a capacity of 40KLD (kiloliter per day). The treated water is utilized for gardening purposes.

The Boys Hostel wastewater is channeled to a storage tank and is utilized for watering the plants.

Laboratory waste:-

Chemistry Lab: Waste fluid from the chemistry lab is diluted acids & alkaline liquids. The quantity of wastewater is 50 liters per day and dilute chemical reagents are 5 liters per day. These waste liquids are collected in a tank & percolated in soak pits. There is no harm caused by these liquids to aquatic habitats or trees. However, this liquid waste is generated only during 1st Semester (only 3 months). Waste lubricating oils generated in the chemistry lab in the 2nd semester are used for the lubrication of machines in the workshop.

Fluid Mechanics Lab: This Lab in Mechanical Department utilizes 3000 liters of water. This water is reused through channels for lab work leading to no water wastage.

1. E-waste management :

The institute promotes the reuse of electronic equipment to avoid e-waste generation. Old models or projects are reused by the students in the institute for creating projects. The remaining E-waste is systematically discarded. The e-waste generated from hardware that cannot be reused or recycled is disposed of and UPS batteries are exchanged with the suppliers in the buyback scheme

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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 **A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

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

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

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

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

7.1.6.1 - The institutional environment and

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
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.

B. Any 3 of the above

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

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

Unnat Bharat Abhiyan: Under Unnat Bharat Abhiyan is a flagship program initiated by Govt. of India to develop, understand and work for a rural area with the help of Technical education. We, St. Vincent Pallotti College of Engineering and Technology got approval for the mission of Unnat Bharat Abhiyan on October 2, 2020. Under this mission, we adopted five villages named "GawasiManapur, PanjariLodhi, Khatmari, Khasarmari, and Dongargaon. Techno Economical development activities are being carried out through this mission. The activities such as Village Survey, House Hold Survey were carried out in the mentioned villages. Through these surveys, the needs of the villagers are identified. The Technological customization ideas and technology development ideas have been identified and uploaded on the Govt website through the institute portal.

Meantime some projects like "solar Street Light with Auto Cleaning arrangement, Sanitary Napkin Vending Machine, etc. Are being targeted for development.

Under Unnat Bharat Abhiyan Student Committees were formed for each department. Students are actively involved in all the activities including Visits to villages. Due to Covid-19 Pandemic, village visits were not possible. But Project works at college were going on.

A course on the German language was conducted, details are given below

Course Name: Basic German Language Course A-1

Aim: To provide basics of German spoken language

Target: Students

Starting: 1st of February 2021

Duration: Three Months (Three Hours in a Week (Total of 36 Hours of Class) with lot of homework during of the Week)

Mode of the Class: Online

Class Material: Made available during the Online Class

Professor: Rev. Dr. Fr. Joseph Polishetti (Qualified with Test DAF Certificate, 5 years of live experience in Germany)

Course Fee: 3,000 Rupees

This college is a center for conducting various online exams including JEE mains and GATE exams.

Insight: The college organizes an annual cultural event Insight for the students. The event was conducted for 2 days including various cultural events such as dance, singing, debates, skits, etc.

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

Human Dignity, Social Responsibility, Fulfilling Commitments, Professional Leadership, and Mutual Trust are the Tech Pallottine Values. The institute believes that talents, skills, and knowledge are the assets to make positive change in society across caste, creed, gender, and religion. Therefore, the institute encourages its staff and students to participate in various social activities for social and holistic development. The institute through National Service Scheme (NSS) unit makes every effort to live up to Tech Pallottine Values. The objectives of the unit are as follows: Understand themselves; identify needs and problems along with their solutions about the community in which they work. Develop competence required for group living among themselves along with a sense of social and sharing of civic responsibility.

Acquire leadership qualities, democratic attitudes, capacity to meet emergencies and natural disasters by developing national integration and social harmony. The activities reflect the essence of democratic living and uphold the need for self-less service. The institute helps the students to develop a sense of appreciation for other person's points of view and also show consideration to a community. Ultimately, the welfare of an individual depends on the welfare of society as a whole, and therefore, the students strive for the well-being of society. The programs "Me for My Nation" and "Kargil Vijay Diwas" are conducted to cultivate patriotism in students. Tree Plantation for a better

and greener tomorrow, Felicitation of Housekeeping staff, Eco-Friendly Ganesh Idol Immersion, students' visit to nearby schools, Street play on "Position of Women in Indian Society", Swachhata Abhiyan in nearby villages, blood donation camp, AIDS Relief Drive, and Eye donation awareness program are conducted to sensitize students to social issues and holistic development. The institute has also organized seminars on Green Technology and Road Safety for the students. The Management and staff members of the institution extend financial help to non-teaching staff and students for their medical treatments. The institution's Tech Pallottine Social Forum organizes a Donation Drive of clothes and things of basic needs, to help underprivileged people in society. This helps to create awareness of social responsibility amongst the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.stvincentngp.edu.in/documents/clubs/NSS%20Annual%20Report%202020-21.pdf
Any other relevant information	https://www.stvincentngp.edu.in/documents/NAAC/7/7.1.9.pdf

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

- **National Youth Day:** January 12, is celebrated as National Youth Day in the college campus with all ecstasy. An exhibit commemorating the birth anniversary of youth icon Swami Vivekananda is put up by the Holistic Development Cell
- **Republic Day** is celebrated every year on 26th January with a flag hoisting followed by National Anthem. Students present patriotic classical dance followed by Republic Day speech by the Principal. Every year Insight Prize Distribution is organized on this day. A Flash Mob by students concludes the event.

Martyr's Day: On 30th Jan Martyrs Day chosen as it marks the assassination of Mohandas Karamchand Gandhi in 1948, is observed in St. Vincent Pallotti College of Engineering & Technology to pay homage to the victims who fought for freedom, welfare, and progress of India and sacrificed their lives defending the

- sovereignty of the nation. Two (02) minutes of silence is observed to mark Martyr's Day. All Students and staff Members stand at their respective places to observe silence.
- **Women's Day:** Woman's day is celebrated every year under NSS to recognize the importance and responsibility that women carry in society. To recognize it, an event is organized on the 8th of March and various activities like poster competition, message wall, gift distribution to women in the institution, etc. are conducted.
- **International Yoga Day:** International Day of Yoga was celebrated in full enthusiasm on June 21, every year.

- KARGIL VIJAY DIWAS NSS volunteers of St. Vincent Pallotti College of Engineering, organized the 'Kargil Vijay Diwas' poster exhibition on 26th July.

The event was conducted in remembrance of the army personnel who sacrificed their lives during the Kargil war.

- Independence Day (15th August) is celebrated with Colours of Revolution, Flag hoisting, and a Chief Guest speech. Students also displayed their patriotism through a flash mob, a patriotic act, reciting patriotic songs, etc.
- 'National Renewable Energy Day (From REC): Akshay Urja Adivasis is an awareness campaign about the developments of renewable energy in India, celebrated on August 20 every year. The day commemorates the birthday of former Prime minister Rajiv Gandhi. Renewable Energy Club, SVP CET organized an intra-collegiate poster and oral presentation competition "Rejuvenate". The theme for the event is "Renewable and Green Manufacturing". The REC organizes this event to spread awareness about 'Rajiv Gandhi Akshay Urja Divas among budding engineers.
- Canonization of Mother Teresa: Tech Pallottines paid tribute to Mother Teresa, as the world celebrated her canonization on September 4, A glimpse of her life and work was exhibited in the academic block B by the Holistic Development Department with respect for mother Teresa.
- Teachers Day: Teachers Day is celebrated in remembrance of Dr. Sarvepalli Radhakrishnan on 5th September every year. Students organize various programs and games for faculty (department-wise) every year.
- Engineer's Day: Dr. Mokshgundam Visvesvaraya's birth anniversary, commemorated as engineers Day, was celebrated on 15th September. The Chief Guest on this occasion is an eminent personality who has contributed to the field of engineering. Various competitions are held for students to encourage their engineering knowledge.
- Swachh Bharat Abhiyan is organized in the institute every year on the 2nd of October 2018 as per the guidelines of the Government of India.

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	No File Uploaded

7.2 - Best Practices

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

1. Title of the Practice: Professional Skill Enhancements activities for Students.

1.1 Objectives of the Practice:

- To develop discipline-specific/ multidisciplinary technical skills, and enhance employability.
- To improve Presentation, Communication, Competitive skills. To build teamwork and leadership abilities.
- To provide hands-on experience and exposure to various technologies.
- To propose a structured and pragmatic solution to well-defined problems.
-

1.2 The Context:

The Institute emphasizes skill and employability enhancements. These are significant issues that emerged out of various surveys of Government/ non-government organizations. This focus of the Institute also falls in line with the Skill India initiative at the National level by Central Government to address the lack of relevant skills among the current and potential workforce of India. The Institute offers a self-learning environment by encouraging students to participate in MOOCs through NPTEL (Initiative by IIT Bombay). It encourages students to enroll in SWAYAM, (Study-Webs-of-ActiveLearning-for Young-Aspiring-Minds) and participate in Unnat Bharat Abhiyan, which are the Initiatives of the MHRD Government of India.

1.3 The Practice:

Students are encouraged to become members of various clubs operating at departments and institute levels. Office bearers, organizing teams, and teams to participate in competitions are formed based on the interest of students and personal interviews. Student members along with faculty coordinators plan various activities of respective clubs and are responsible for the successful conduction of those activities. Departments at the Institute organize Technical events and workshops for skill enhancements in association with various forums. In addition to this, regular practices at the institute are Participation in national competitions like SAE, BAJA, and Go-kart with financial support. Activities in Embedded System and Robotics Lab under e-Yantra, an initiative by IIT Bombay to create the next generation of embedded system engineers. Conduction of 'Technex', central India's largest national level technical festival with 1500 participation. Participation at IIT Techfest and similar competitions and training programs/ workshops. Participation at National Level Paper Presentation project Competition Participation at various regional and national level Robotics and model making competition like LIT Model United Nations, CISCO Security, Robomaker Blind C, Robo Race Robothon, Robosoccer, Robo_GP Participation at a various regional and national level technical fest like Compufest, Electrica Smart Grid Apathon", App-a-thon Xplore 9.0 Techsaga, Shikhar, Crank, Mechstroke, Hackathon, Spark Participation at Innovative Idea for Start-up conducted by Lemon School of Entrepreneurship To enhance the skills departments undertake various training programs/ workshops with the help of external agencies.

2. Title of the Practice: INDUSTRY CONNECT

2.1 Objectives of the Practice: To identify Industry requirements. To provide Industry exposure. To develop competency required for Industry. To bridge the gap between Industry and Academia To Enhance employability

2.2 The Context: Institute is aware of the increasing industry demand and the need for global competence. Institute is proactive in providing necessary industry exposure to students. An engineering student must know industry problems and propose a solution to them hence institute promotes and encourages industry-based projects. To gain insight regarding internal working of companies and give exposure to current work practices, industrial visits are organized by all the departments. As against the theoretical understanding, gaining knowledge through hands-on

practice and job execution is essential for an engineering student, the institute encourages Industry Internships. From the industrial training, the students develop skills in work ethics, communication, and management. This practical training program allows students to relate theoretical knowledge with its application. For awareness among students and faculty about the recent trends in the industry, the Institute organizes interaction programs with industry experts. It provides a platform to interact with industries and to get exposure to the industrial environment.

2.3 The Practice: Institute made the following platforms available for students for industry connect Institute Industry Interaction (III) Cell is in place (<http://www.stvincentngp.edu.in/iii-cell/>). It conducts and coordinates various activities that help to reduce the gap between industry expectations (practical) and academic deliverables (theory). The cell consists of faculty representatives from each department. The faculty members along with the student team conduct and organize various activities/events/visits in respective departments to build the industry association. Industry Internship is promoted right from the 2nd year of a degree course. Students undergo summer training in the department-specific prominent industry in the 2nd, 3rd, and 4th years. Industrial tour/visits for each semester, one industrial visit is carried out in the discipline-specific industry. For 4th and 3rd Year students industry visits/ visits to technical exhibitions of 3 to 5 days are arranged. Industry-based projects- students undertake industry-based projects. The project is monitored by an industry mentor and institute guide. Project Evaluation-In order to ensure the quality of projects, the evaluation is done through industry experts. Industry expert interaction session - various activities are conducted to involve industry

experts which include seminars, interaction sessions, and industry-institute meets. These are organized in view to gain awareness about the latest happenings in the industry, current industry trends, and expectations of industry from a fresh graduate. Faculty Industry Exposure: faculty industry training, Involvement of Industry Experts in decision making process-Advisory Board Visiting faculty from Industry Participation in AICTE CII survey

2.4 Evidence of Success:

Internship opportunity for students at various industries

Industries: IT ISRO, IIIT Hyderabad, Persistent Systems Ltd.,

HetaDatain, graph EE Morarji Industries, JSW Industries, UltraTech, Winwind ME PIX Transmissions Limited, Morarjee Textile Limited, JSW Steel Coated Products Ltd, Vidarbha Industries Power Limited, CE Persistent System Pvt. Ltd, G.R. Solutions, NMC, RMC, NEERI, Gruha App, Nagpur Industries, FIT, V.N. Technosoft, Royal Web, Harrier Solutions, Regional Remote Sensing Centre, Darron Chemical Industries Pvt. Ltd. ETC DRDO-Hydrabad, ISRO-Nagpur, BOSH-Banglore, BARCMumbai, BHEL-Bhopal, BHEL-Hydrabad, Mahindra Mahindra Memorandum of Understanding (MOU) - The year 2017-18 2016-17 2015-16 2014-15 2013-14 Number 25 11 8 4 2 Memberships at Industry Association - Confederation of Indian Industry (CII) Students getting placement opportunity through internship/industry-based projects in a company like Persistent Pvt. Ltd. Nagpur, HetaDatain, Infocepts, etc. Students are recognized for their outstanding performance in internship and live projects. No of industry visits

2.5 Problems Encountered and Resources Required:

A limited number of professionally managed industries in and around the region. Fewer credits for activities related to Industry in the curriculum of affiliated universities. The industry expects students to undergo internships for extended periods however because of the university curriculum an extension in the duration cannot be given. Students undergo training in their vacation slot. Duration of industrial visit needs to be planned considering the availability of the resource person and academic calendar so that academics of the students are not hampered.

File Description	Documents
Best practices in the Institutional website	https://www.stvincentngp.edu.in/documents/NAAC/7/7.2.1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

ACADEMIC EXCELLENCE-DISCIPLINE-CLEANLINESS The distinctiveness of

St. Vincent Pallotti College of Engineering and Technology is in its consistent academic excellence attainment, discipline culture, and cleanliness. The Institute takes lots of effort in the direction of achieving this. The institute has social recognition for its academic excellence and imparting discipline in terms of punctuality, uniformity, and professional code of behavior. In line with the Institute's vision "To develop a knowledge-based society with clarity of thoughts and charity at hearts to serve humanity with integrity." The Institute's recognition is the natural result of the following strengths: Academic Excellence

Emphasis on high-quality academic excellence through a dedicated teaching-learning process that can provide a value-added experience for the students. The institute has a legacy of producing university toppers every semester and in every program. Best Student awards and medals for exceptional performance in the University Examinations are regular practices by students. The institute has a practice of promoting excellence in academics by rewarding the achievers with a cash prize. The institute specifically rewarded the toppers of consecutive semesters (First Year) with a scholarship worth the complete tuition fees under Chairman's award. Technically sound students have brought laurels to the institute by winning Best Paper and Best Project awards. The innovative aspect of students is projected through their patents which they have to their credit. Premier organizations and industry have also recognized the potential of the institute by permitting students for internships. As an outcome of academic excellence, students got absorbed in various renowned industries through campus placement and higher studies. The positive outcomes of excellence in academics have been achieved to meet the global requirements. Discipline Standards Since its inception, the institute has emphasized punctuality in terms of reporting on time for staff and students. The four years of the disciplined environment have inculcated in students the qualities of being punctual, responsible, reliable, self-disciplined, time conscious, and elegant. Alumni have acknowledged that they have been valued at their workplace because of personality traits gained in a disciplined environment of the Institute during their four years of graduation. Cleanliness in the Institute The institute is known for its cleanliness in the region. The institute has received recognition for having a clean campus by AICTE (Participation certificate for AICTE CLEAN CAMPUS AWARD 2017). The institute puts in conscious efforts to enhance the cleanliness and beauty of campus through various initiatives such as Being particular about a clean surrounding and indulging in upholding it. Waste/litter generated in the institute is managed by the Cleanliness Staff assigned at different locations for cleaning activities. Mopping

of all floors twice a day. The dustbins, at all places including classroom and laboratories. Segregation of generated waste at each level and disposal of. Prohibition of plastic use on campus. The college administration encourages a "less paper" policy. The Paper & plastic shredding machine is operational. Disposition of used sanitary napkins in the incinerator machine in the girl's washroom. Use of Bio-degradable garden waste (decomposed in a dedicated pit) as manure. Use of the lawn grass (cut for its maintenance) to produce compost. Two Fixed Dome type Kitchen waste-based Biogas plant for methane generation is installed at the girls' hostel. Liquid waste generated by the institute is treated through Sewage Treatment Plants (STP) and the water is used for horticulture and flushing in toilets. Waste fluid from labs is collected in a tank & percolated in soak pits. Institute ensures optimum utilization of electronic equipment and devices. Most of the E-waste in the form of old models or projects are reused in the institute itself for making new projects by the students. The e-waste generated from hardware that cannot be reused or recycled is being disposed of centrally through authorized vendors. UPS batteries are exchanged with suppliers in a buyback scheme. Green Audit is conducted in the institute. Various Cleanliness Initiatives organized by the NSS Unit of the institute are Cleanliness Drive ([http://www.stvincentngp.edu.in/tree-plantation-under-vrikshayukta-shivir a-2-crore-tree-plantation-mission-by-government-of-Maharashtra-under-NSS/](http://www.stvincentngp.edu.in/tree-plantation-under-vrikshayukta-shivir-a-2-crore-tree-plantation-mission-by-government-of-Maharashtra-under-NSS/)) Swachchhata Abhiyan ([http://www.stvincentngp.edu.in/the-creation-of-a-thousand-forests-is-in-one acorn/](http://www.stvincentngp.edu.in/the-creation-of-a-thousand-forests-is-in-one-acorn/)) Swachchh Bharat Abhiyan organized in the Rui Village, Jamtha Seminar on Swachchh Bharat mission

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 Rashtrasant Tukdoji Maharaj Nagpur University and approved by AICTE. Faculty members contribute in framing of syllabus by participating in various bodies of University. The Institution ensures effective curriculum delivery through a well-planned academic calendar which adheres to the University schedule. Heads of Department and academic coordinators are responsible for planning and monitoring of overall academic activities and its functioning. The Institute's Core Committee provides objectives and guidelines for effective curriculum delivery. Internal Quality Assurance Cell (IQAC) prepare the academic calendar in line with University academic calendar. Each Department prepares their objectives in alignment with the institute's objectives. Head of each Department allocates the theory and laboratory courses to faculty members according to their choice, area of specialization, experience and time table is prepared accordingly. Faculty members plan course delivery and accordingly prepare Course File which includes University Syllabus, Course Outcomes, PO-PSO Co-relation, Level of attainment, Teaching Plan, Tutorial Plan, Tutorial Sheets, Assignment Sheets, Sessional Question Paper with Marking Scheme, University Question Papers, Question Bank, Result Analysis (Sessional), Result analysis (University), CO-PO-PSO Attainment, List of Reference Books, NPTEL Videos, Beyond Syllabus Details. Faculty Members maintain students' attendance and ensures effective course conduction through continuous assessment. Continuous assessment tools consist of tutorials, assignments, mid and end semester examinations, practical performance, presentations and viva-voce. To improve the effectiveness of teaching-learning process, students' feedback is taken regularly. HOD shares this feedback with faculty members; counsel them wherever necessary and corrective actions are taken. Course Faculty discusses sessional performance with students. Remedial classes are conducted for the failed students to improve their results. Students get an opportunity to improve their sessional performance through the improvement examination. Overall professional development of students is achieved with the help of Industry Visits, Internships, Mini

and Major Projects. IQAC conducts an academic audit at the end of the semester/year to ensure the quality of academic delivery. Parents Teacher Interaction (PTI) is conducted to discuss their ward's performance. The teachers and mentors/class counselors take efforts for the over-all development of the students. The Institute has developed in-house software, Management Information System (MIS), to monitor students' attendance, students' feedback and syllabus coverage. To improve students' employability, the Department/ Skill Development Cell/Training and Placement Department organizes various training and certification programs including Campus Recruitment Training(CRT). Seminars, webinars, guest lectures and industrial visits are arranged to keep the students updated with current developments. Self-learning and Life-long learning abilities of students are developed by promoting the use of various learning platforms like SWAYAM, NPTEL, MOOCs (Edx, Coursera, Udacity, Udemy), Spoken Tutorials, Virtual Labs, E-Yantra. Views on the curriculum are taken from industry experts, academia experts, parents and alumni to improve teaching-learning process and academics. The staff members are constantly encouraged to attend refresher courses, conferences, workshops and seminars to update their knowledge. Institute is Remote Centre for ICT courses of IIT Bombay which empowers faculty members to use modern digital tools like Moodle, WordPress and Google Classroom.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.stvincentngp.edu.in/documents/NAAC/1/1.1.pdf

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

The institute makes every effort for the academic calendar adherence with respect to the conduct of continuous internal evaluation (CIE). The institute IQAC prepares the academic calendar by the university academic calendar. The Institute's academic calendar is shared with the students and faculty members. The Institutes academic calendar indicates dates for commencement of classes, student feedback, sessional examinations, improvement

examinations, final year project seminar, last day of teaching, course end survey, remedial classes, university examinations, co-curricular activities.

The IQAC also defines the Continuous Internal Evaluation policy. Faculty Members plan execution as per policy with the help of a teaching plan, tutorial plan, tutorial sheets, sessional question papers, CO-PO attainment record, and result in analysis. Students' performance in theory courses is evaluated based on two sessional examinations. The evaluation of the answer books is carried out within 3 days after the examination. The students are allowed to improve sessional performance through improvement examinations, conducted one/two weeks after sessional examinations. Tutorial lectures are also used for continuous evaluation of theory courses to evaluate students' performance through presentations, assignments, technical quizzes, crosswords, and alike. Tutorial lectures are conducted regularly as defined in the timetable. The internal practical evaluation is done through regular journal assessment, the performance of experiments, obtained results, graphs, and viva voce. Project groups maintain a project diary that contains a detailed record of the project progress and its evaluation. Individual students' performances in group projects are evaluated twice a semester.

Continuous Internal Evaluation System: The institute emphasizes on continuous evaluation of students throughout the academic session. The evaluation scheme is drafted and presented by IQAC and approved by the institute's Core Committee which consists of Management Representatives, Principal, Vice Principal, and Heads of all the departments. Formal and informal feedback collected from various stakeholders helps in reforming internal evaluation.

Theory Evaluation: Pre-University Examination: The institute conducted PreUniversity theory examinations for the academic session 2020-21 as a practice for writing university examinations.

Class-Test: The institute conducted a class test for the academic session 2020-21 on partial content for continuous evaluation of students.

Sessional Examination: The institute conducts two sessional examinations in mid and at the end of every semester. This helps students to practice attempting the theory paper as per the university examination pattern. The sessional question papers are reviewed by the departmental quality assurance cell (DQAC) to ensure quality. The improvement examination is also conducted to facilitate students in improving their performance.

Tutorials/Assignment:

Students are continuously assessed throughout the semester to ensure problem-solving and self-learning ability. Online Test: Multiple choice online examinations are conducted to gain hands-on experience of online examinations like GATE, Campus Recruitment Examinations, etc Practical Evaluation: Continuous evaluation contributes to 15 marks which are awarded to every experiment based on performance and viva voce. End semester internal practical evaluation contributes to 10 marks. The case study/mini project/ technical seminars are continuously evaluated based on the guidelines provided by the respective departments. Project Evaluation: Projects are evaluated on predefined Rubrics and shared with the students. Periodic evaluation of projects is carried out by the Project Review Committee (comprising of three faculty members including the project guide) and suggestions/comments are recorded in the project diary. The final evaluation is carried out by mentors/industry experts/alumni along with Project Review Committee and guide.

File Description	Documents
Upload relevant supporting document	No File Uploaded
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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
11	
File Description	Documents
Any additional information	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	
795	
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

Gender Issues: The Institute follows a co-education system and has established an environment that is free of gender inequality and discrimination. Every stakeholder of the institute feels safe and comfortable in campus. To ensure an atmosphere that is free of gender violence and gender discrimination, the Institute has a well-established Grievance Redressal Mechanism which includes an Internal Complaints Committee & Women's Grievance Cell. Internal Complaints Committee conducts various awareness programs such as Awareness on Sexual Harassment of Women, International Women's day, and Health Check-up Camps. The Institute follows rules and regulations as directed by the statutory regulating bodies.

Environment and Sustainability: The institute has a lush green campus spread over an area of 15.97 acres and works consistently towards maintaining a clean and eco-friendly environment. The Institute has got the recognition of being one among the top 35 institutes of India for having a Clean and Green Campus, by AICTE in 2017-18. The various initiatives taken for environment and sustainability are: In-house Rain Water Harvesting system(60 lakh liter/year) Kitchen waste biogas plant having a capacity of 16 Cubic meters per day, for utilization of waste food in the hostel mess. Drip irrigation system. Rooftop solar power generation plant of 96 kW. Sewage water treatment plant in girl's hostel(40 KLD). Paper shredding machine.

E-waste Management system. Tree Plantation, NSS Special Camp, Swachhata Abhiyan, Unnat Bharat Abhiyan. Green Audit. Human Values and Professional Ethics: Human Dignity, Social Responsibility, Fulfilling Commitments, Professional Leadership, Mutual Trust are Core Tech-Pallottine Values practiced right from the inception.

The institute has an anti-ragging cell chaired by the Principal. The institute takes additional efforts through National Social Service (NSS) to sensitize students on human values. NSS unit organizes various events like Blood Donation Camp, Yoga Day and Youth Day. The institute celebrates various national days like Teachers Day, Engineers Day, Republic Day and Independence Day to inculcate nationalism and integrity. The institute takes efforts to inculcate professional ethics among students and faculty members through different

Personality Development and Awareness Programs on Road Safety. In addition to this, the curriculum of RTM Nagpur University offers the following courses: Ethical Science: To inculcate knowledge of Culture and Civilization along with Socio-Legal Awareness and Professional Ethics. Communication Skills: To enhance verbal and written communication. Basics of Civil Engineering: To study Environment & Natural Resource Management, Role of Engineers in Sustainable Development. Environmental Engineering: To understand the impact of engineering solutions in a global, economic, environmental, and societal context. Environmental Studies: To create awareness about basic, scientific & social issues related to the environment. Non-Conventional Energy Sources: To study various sources of Non-conventional energy such as solar, wind, small hydro, ocean & wave energy. Ethics in Information Technology: To understand the legal, ethical, and societal implications of information technology Industrial Economics and Entrepreneurship Development: To create awareness about economics terminology and business organization, entrepreneurship, and the relationship between business, market & society. Engineering Economics & Industrial Management: This subject helps students to understand the material, production, personnel, finance, and marketing management

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

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

8

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

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

318

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.stvincentngp.edu.in/documents/NAAC/1/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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	No File Uploaded
URL for feedback report	https://www.stvincentngp.edu.in/documents/NAAC/1/1.4.1.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 students admitted during the year

463

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

312

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

Assessment Process: The learning levels of the students are assessed through the following activities: Prerequisite classes for first-year students to brush up on knowledge of basic sciences followed by a diagnostic test. Students' performance in Sessional Examinations. University Examination Results. Continuous assessment through assignments, tutorials, and lab work. Based on the analysis of these activities students are categorized as Advanced (bright) / Slow (weak) learners. Various activities are conducted to address the issues of these students. Activities for slow learners: Provision of difficulty solving sessions in the timetable. Exam-oriented remedial/difficulty solving classes. Subject-wise revision classes for first-year students. Mentoring/Counselling. Special attention towards slow learners during tutorial hours. Provision of post sessional improvement examination. Exclusive classes for Lateral Entry (direct second year) students, to overcome the loss due to late admission. Sharing the academic performance with their parents. Input to enhance communication skills. Activities for Advanced Learners: Provision of several platforms to showcase their talents: Society of Automotive Engineers (SAE). Indian Society for Heating Refrigeration and Air-conditioning Engineers (ISHRAE). Institution of Engineers (India) (IE(I)). Computer Society of India (CSI). Institution of Electronics and Telecommunication Engineers (IETE). Indian Society for Technical Education (ISTE). e-Yantra in collaboration with IIT Bombay.

Organization of technical competitions like:

Training programs/workshops like CAD, PLC/SCADA, CNC programming, IoT, Embedded Systems, Oracle, LINUX, Android, Ethical Hacking, Robotics, and Gaming. Encouragement for participation in national-level technical competitions. Mentoring for career counseling to qualify in competitive examinations and to pursue higher education. Interaction of

academic toppers of the higher semester with lower semester students to guide them in their studies. Appreciation of academic toppers by certificates and cash prizes. Academic toppers are selected as Student Representative Council (SRC) members and are involved in Departmental Advisory Board, Internal Quality Assurance Cell (IQAC), and College Development Committee (CDC).

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

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

Number of Students	Number of Teachers
Nil	Nil

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

With the conventional teaching-learning method in place, the institute is committed to enhancing students' experiential learning, participative learning, and problem-solving abilities by adopting various methods. Experiential Learning: Hands-on experience of theoretical knowledge through the performance of practical in well-equipped laboratories. Learning with the help of simulators (MATLAB, Lab-View, PSIM, Packet Tracer, MASM, Multisim, Unerello), Video Presentation, Virtual Lab (IIT Bombay), and Mobile Apps. Self-Learning through Massive Online Open Courses (MOOCs) platforms like edX by Harvard, Coursera by Stanford, Udacity, Udemy, SWAYAM, NPTEL. Knowledge acquisition through CAD course, Insight to Renewable Energy, Introduction to MATLAB, CNC training workshop, workshop on PLC and SCADA, e-Yantra projects, Linux workshop, and Oracle training, etc. 90 % of students undergo Industry Internship for 4to 6weeks during the semester break. Participative Learning: Knowledge enhancement through program-specific case studies

carried out by a group of 5 to 7 students in the industry. Mini projects are assigned to the students in groups to enhance their ability to tackle specific engineering problems and to develop their team working ability. Industrial visits/tours are conducted to provide Industry Exposure. In the final year during the major project, students get an opportunity to work in a team of 4-5 members under the supervision of a project guide. This develops their ability to work in a team and solve complex engineering problems. This also enhances their communication & presentation skills. Various Inter-collegiate events like Technex (Annual Technical Fest), Insight (Annual Cultural Fest), and departmental technical events such as Inventomania, Mechmerise, Infinity, Festrnix, Infotsav are organized for participative learning and teamwork. Co-curricular, Extracurricular, and Sports activities are conducted throughout the year which leads to the holistic development of students. Problem Solving Methodologies: Knowledge enhancement through program-specific case studies in industry. Mini projects are assigned to the students to enhance their ability to tackle specific engineering problems. Industrial visits/tours are conducted to provide Industry Exposure. In the final year during the major project, students get an opportunity to work in a team under the supervision of a project guide. This develops their ability to work in a team and solve complex engineering problems. Various Intercollegiate events like Technex (Annual Technical Fest), Insight (Annual Cultural Fest), and departmental technical events such as Inventomania, Mechmerise, Infinity, Festrnix, Infotsav are organized for students to get an opportunity to showcase their technical skills to solve complex engineering problems and enhance their technical knowledge.

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

The institute gives due credit for innovation and creativity in teaching-learning. Proactive use of recent technology and teaching aids along with practical aspects for teaching is a regular practice of faculty members. The effective teaching is

carried out by using Moodle / WordPress Website, Animated PPT, Google form, self-made YouTube Video, YouTube Video, YouTube channel. Learning Management Systems (LMS) like Moodle, Google Class Room and teaching methodologies like Flipped Classroom, Crossword, puzzles, and Think-Pair-Share are also adopted. Participative teaching and learning through effective conduction of tutorials. Subject-wise e-resources are compiled by faculty members and are made available on the intranet for easy access. To facilitate the students' for their examination preparation, course materials are made available through various mediums such as the reprographic facility center and also e-resources available on the intranet. Faculty members encourage students the use of NPTEL videos, SWAYAM courses, MOOCs etc. for a better understanding of various topics. Guest lectures/webinars by Industry/Academia experts are a regular practice at the Institute. Practical conduction through various Simulation Software (MATLAB, Lab-View, PSIM, Packet Tracer, MASM, Multisim, Umbrello) Use of Mobile Applications for information sharing and effective & timely communication. Students get self-learning opportunities through Virtual Labs (IIT Bombay), Spoken Tutorials (IIT Bombay), Technical seminars, case studies, mini-project, Industry Visits/Industry Tours, and internships.

Assistance from industry experts and alumni for Industry-based projects. The institute has all classrooms ICT enabled with LCD Projector and Internet facility to enrich the teaching-learning experience. The Wi-Fi campus along with an internet (110 Mbps) facility available at each computer in every department enables learners and teachers to enhance their knowledge and gain exposure of the latest technologies The institute organizes different faculty development programs for the knowledge up-gradation of faculty members on regular basis. 80 % of faculty members have successfully completed ICT 101X and 201X workshops organized by IIT Bombay. The institute is the authorized remote center of IIT Bombay

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

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

2.3.3.1 - Number of mentors

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

2.4 - Teacher Profile and Quality

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

115

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

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

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

39

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

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

2.4.3.1 - Total experience of full-time teachers

1222

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

2.5 - Evaluation Process and Reforms

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

The institute practice a well-defined continuous internal assessment process. It includes theory course assessment for 20 marks, laboratory work assessment for 25 marks, and project assessment for 75 marks as per the university marking scheme. Once the core committee approves the evaluation scheme framed by IQAC, the same is shared with students. The assessment mechanism for theory courses: The internal assessment contributes to 20% of total course marks. Sessional - I and Sessional - II contributes 10 marks (5 marks each), out of a total weightage of 20 internal marks. Sessional examinations are conducted on 50 % of course content. Marking scheme/model answer papers are displayed on the notice boards for the students after the sessional examination of each subject. The answer books evaluation is done within 3 days after the sessional examination. A course teacher shows the answer books to students and discusses their performance and scope of

improvement. Every course teacher takes the signature of students on answer sheets. Tutorials/assignments, viva voce contributes to the remaining 10 marks of the theory assessment.

The assessment mechanism for Laboratory work:

Students' laboratory experiment performances are continuously assessed. The assessment is based on experiment performance, viva voce, and end semester internal examination

Assessment for technical seminars, mini-project, and case studies are defined by respective departments due to the varied nature of evaluation aspects at various departments. To assess students' performance in activities such as internships and aptitude courses, incentive marks are awarded over and above the regular assessment. Department QAC keeps quality checks of assessment processes periodically. Semester/year-wise academic assessment of students makes the assessment mechanism robust and transparent.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The Institute is affiliated with RTM Nagpur University and follows the examination scheme provided by the university. The university has a well-defined examination grievances redressal mechanism. The Institute focuses primarily on avoidance of examination-related grievances. The following mechanism provides easily accessible machinery for the settlement of grievances. The sessional examination schedules and evaluation parameters are defined in advance and shared with faculty members and students. Faculty members share the Marking Scheme/Model Answer Sheet of their subjects with the students and evaluate answer books within 3days after the sessional examination. The valued answer books are shown to students for grievances related to evaluation, discussion on the scope of improvement, and they are required to sign on the answer book.

Unresolved issues if any are brought to the Head of the Department. Improvement examination helps students to improve

their performances in the sessional examinations. Course wise internal marks scored by students are compiled at the end of a semester. Students can see their marks and sign the internal marks sheet. Subject teacher and if required Head of the Department resolves any grievances related to internal marks. If the grievances are not resolved by the head of the department then the grievances are discussed with Vice-Principal, Principal, and Director. The students can always bring their grievances to authorities with the help of an online feedback mechanism. Student feedback is collected twice a semester.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The Institute has stated learning outcomes for its program to nurture students for employment skills, higher education, and entrepreneurship. These outcomes are primarily based on Engineering Graduate Attributes' requirements. The Program Outcomes, Program Specific Outcomes are published in various sections of the Institute College website, Corridors, HOD Cabins, Laboratories, Prospectus, an Orientation program for newly appointed faculty members Department level, workshops & guest lectures, Events with involvement of stakeholders viz. Alumni meet, Parents meet, Advisory Board meetings, etc. Orientation Programs for first and second-year students, Practical records. To define course outcomes, faculty members are divided into groups as per their area of interest. These groups draft the course outcomes by considering the opinions of concerned stakeholders and finalize them in consultation with respective HOD. The course teachers discuss course outcomes with students at the start of the course and during the lectures. COs are also incorporated in-sessional examination question papers of respective subjects. Course outcomes for

laboratory courses are circulated to all the students and are included in journals which lead to a proper understanding of COs for all the students.

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

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

The attainment of Program Outcomes(POs), Program Specific Outcomes(PSOs), and Course Outcomes(COs) are measured regularly. PO and PSO are mapped to CO and assessment tools for measuring the attainment of Course Outcomes are as follows:

1. Direct Assessment Tools: The assessment tools for CO are broadly categorized into internal and external assessments. Internal assessment tools comprise sessional examinations, assignments, online examinations, class tests, practicals, viva, subject seminars, and project presentations. External assessment tools comprise of University Theory Examination, Practical Examination, and Project Dissertation.

2. Indirect Assessment Tools: The Indirect assessment tools are used to measure the attainment of PO and PSO. Alumni Feedback: Collected to know the recent trends in the fields and the knowledge to be provided beyond the syllabus. Employers Feedback: Collected to know their requirements and expectations and to initiate actions to meet the current industry requirements. Industry Personnel Feedback: Suggestions and opinions of the industry experts help to make appropriate modifications/addition in the curriculum to prepare the student to work in the industry. Group Activities: Observations and feedback are collected from the various Co-curricular & Extra Curricular activities conducted during the session Exit Surveys: The graduating students provide feedback based on the overall observations in the department/institute during their course.

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

507

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

2.7 - Student Satisfaction Survey

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

<https://www.stvincentngp.edu.in/documents/NAAC/2/2.7.1.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)

26.1

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

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

3.1.2.1 - Number of teachers recognized as research guides

27

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

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

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

4

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	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution is setting up an Incubation Centre to promote innovation by creating an ecosystem that is conducive to the growth of start-ups and nurturing entrepreneurship in those people who have a passion for knowledge generation and mentoring. The objectives of setting up the Incubation Centre are: 1. To create physical infrastructure and support systems necessary for business incubation activities. 2. To facilitate networking with professional resources, which include mentors, experts, consultants, and advisors for incubated companies. 3. To link higher education resources. 4. To promote and facilitate knowledge creation, innovation, and entrepreneurship activities.

Thrust Areas of Proposed Incubation Centre

- Mobile and Information Technology
- Internet of Things(IoT)
- E-commerce
- Electronics Design and VLSI Design
- CAD/CAM Applications
- Software-based Simulation and Optimization

Although the Incubation center development is in process, the institute had already sowed the seeds of the Management Information System (MIS) in the year 2008-09 with a view to helping students to gain experience in software development. Many passed out students were involved in the development of MIS.

MIS has the following objectives: To relocate from the existing Manual System to a Software-based (online) system. To enhance system effectiveness. To provide easy access to the system with a local subsystem facility. To enrich student knowledge in the MIS domain. The MIS development started with the view of implementing independent modules and adding new modules subsequently.

In Session 2008-2009, an Intranet Portal is developed, various formats are kept for downloading. The major advancement is achieved in the year 2010-11 with the development of an online attendance system and online student feedback system. Other modules are implemented in subsequent years T&P, Library, Admission, Wi-Fi, and others

In 2015-16 all the independent modules were integrated into one

software MIS and many more modules were built in subsequent years.

The institute supported the creation and transfer of knowledge by opening the Tech Pallottine Development Center (TPDC) in the year 2012-13. Thereafter, TPDC took MIS development responsibility. TPDC also has a goal of promoting research and development activities. The institute has also rendered consultancy services to CRE Simulations, Nagpur and N.T.P.C., Dadri (U.P.) The institute has also established Entrepreneurship Development Cell (EDC). EDC works to develop Entrepreneurship qualities in students to launch their startups. EDC conducts many activities nurturing an innovative spirit. Throughout the year, different programs such as Entrepreneurship & Innovation Program and Entrepreneurship Meet are carried out to provide industrial exposure to the students. Institute has signed a Memorandum of Understanding (MoU) with the National Entrepreneurship Network (NEN) under which various programs and Entrepreneurial courses are run on the campus for experiential learning. The institute is also associated with Lemon School of Entrepreneurship for various Entrepreneurial workshops and activities. The students are encouraged to participate in various innovations and Entrepreneurial competitions like:

- TECH TOP-National Innovation Challenge"
- "Transform Maharashtra"
- "Innopreneurs 2021"-National Level Competition on Innovative Start-Up Idea
- "Entrepreneurship Educators Program"- By WadhvaniFoundation
- Participation in national level competitions - TEXAS INSTRUMENTS & 9th India Innovation Initiative 21
- Start-Up Mela

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

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

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology,

Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

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

3.3 - Research Publications and Awards

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

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

3

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

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

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

24

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

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

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

47

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

3.4 - Extension Activities

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

Human Dignity, Social Responsibility, Fulfilling Commitments, Professional Leadership, and Mutual Trust are the Tech Pallottine Values. The institute believes that talents, skills, and knowledge are the assets to make positive change in society across caste, creed, gender, and religion. Therefore, the institute encourages its staff and students to participate in various social activities for social and holistic development. The institute through National Service Scheme (NSS) unit makes every effort to live up to Tech Pallottine Values.

The objectives of the unit are as follows:

- Understand themselves; identify needs and problems along with their solutions in relation to the community in which they work.
- Develop competence required for group living among themselves along with a sense of social and sharing of civic responsibility.
- Acquire leadership qualities, democratic attitudes, capacity to meet emergencies and natural disasters by developing national integration and social harmony.

The activities reflect the essence of democratic living and uphold the need for self-less service. The institute helps the students to develop a sense of appreciation for other person's points of view and also show consideration to a community. Ultimately, the welfare of an individual depends on the welfare of society as a whole, and therefore, the students strive for the well-being of society.

The programs "Me for My Nation" and "Kargil Vijay Diwas" are conducted to cultivate patriotism in students. Tree Plantation for a better and greener tomorrow, Felicitation of Housekeeping staff, Eco-Friendly Ganesh Idol Immersion, students' visit to nearby schools, Street play on "Position of Women in Indian Society", Swachhata Abhiyan in nearby villages, blood donation camp, AIDS Relief Drive, and Eye donation awareness programs are conducted to sensitize students to social issues and holistic development.

The institute has also organized seminars on Green Technology and Road Safety for the students. The Management and staff members of the institution extend financial help to non-teaching staff and students for their medical treatments. The institution's Tech Pallottine Social Forum organizes a Donation Drive of clothes and things of basic needs, to help underprivileged people in society. This helps to create awareness of social responsibility amongst the students.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/clubs/vie/w/nss
Upload any additional information	No File Uploaded

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

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

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

8

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

440

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

3.5 - Collaboration

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

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

318

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

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

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

28

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute has a well-maintained infrastructure consisting of ICT-enabled classrooms, tutorial rooms, laboratories, computing facilities, a library, and workshops for an effective learning environment. Considering the adequacy of these facilities, AICTE approval is received every year with zero deficiency reports. To keep pace with the growing demands of engineering education, the college has significantly enhanced its infrastructure. The physical infrastructure consists of 30 classrooms, 9 tutorial rooms, 65 laboratories, and 5 seminar halls. Library:

- The Central Library of the institution is spread over 824

Sq.m.

- The Central Library of the College is well furnished by the AICTE norms. It is well equipped and computerized, rendering services for effective and efficient operational use.
- Digital Library with e-books and e-journals facilities.
- Printed National and International journals.
- Library has a high-end server. Faculty members and students can access learning material through it.
- All departments have a departmental library.

Laboratory:

- Well-equipped laboratories are available in the institution for effective conduction of laboratory courses.
- Virtual lab facility of IIT Bombay is available in the institution.
- All departments have their specialized software in their laboratories and the institute is promoting more use of open-source software.
- The central workshop has additional space and facilities for the fabrication of students' projects.
- Language lab is available to enhance the communication skills of students.

Computing facilities:

- The institute has a sufficient number of computers as per AICTE norms.
- Each department is provided with a computing facility to meet the requirements.
- Personal Computers are provided to all the faculty members.
- Laptops are made available to the heads of the departments and senior faculty members.
- Internet facility of 150 Mbps bandwidth is available.
- Additional software such as MATLAB, Multisim, Ultiboard, Oracle 10 g, Autocad, Turbo c++, P-sim, Labview, Creo-Elements-7, Hypermesh10, Simulation CNC Lathe & Milling machine, Tally 9, Coral Draw, Adobe premier, Adobe Pagemaker, Thing-Worx, LocalG (NPTEL video streaming software) and Orell Language lab software.

The institute has developed E-Yantra (Embedded and Robotics) lab sponsored by IIT Bombay where students can do research &

project work in addition to the regular curriculum. These facilities are utilized during and beyond college hours, to conduct certificate courses, co-curricular activities / extra-curricular activities, T&P(Training and Placement) activities, and preparation for various competitions. The IIT Bombay Remote Center for outreach program is developed to conduct various workshops on Technical Skills, Financial Literacy, Machine Learning, and Foundation programs in ICT for Education. For the physically impaired (Divyangjan) students, the institute provides ramps and elevators, and other facilities. For identifying malicious activities on the campus, the Electronic Surveillance System has been installed. Separate housekeeping and security services are outsourced for the security and cleanliness of the Institute.

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 Institute is proactively involved in the overall development of the students. Due importance is given to grooming students in sports and cultural activities. A group of faculty members is assigned the task of meticulous scheduling sports and cultural activities. Adequate facilities are provided for extra-curricular activities. Sports facilities for Indoor & Outdoor sports are made available. Table-Tennis & Badminton courts are available for Indoor games. Outdoor game facilities like Basketball, Volleyball, Football, Cricket, Badminton, Table-tennis, Kabaddi, Kho-Kho, Chess, Athletics, Handball, Throw-ball are made available.

National Service Scheme (NSS) unit of the Institute is instrumental in organizing various social activities. Students participate in different inter-department sports competitions & national level competitions. Students are also members of the NCC open unit. In addition to this a well-equipped Gymnasium, Expert coaching in a few games is also made available to the students. Institute has tied up with SureTech hospital and Research Center, which is located 0.5 km away from the college.

Yoga & Meditation hall is available with recreational facilities. Students are prepared physically and mentally for the integration of their physical, mental and spiritual growth. Yoga day is celebrated on 21st June every year. Institute has a holistic development cell that is proactive in various cultural activities. Different events are organized under a holistic development cell. Students participate in various cultural activities in intercollegiate competitions. Open space is available in between Academic Block-A & Block-B for the cultural activities.

Annual cultural fest INSIGHT is organized every year to groom students' organizational skills and talents. The event consists of Inter-Collegiate competitions. Student Activity Center is available for the students where all the required facilities are made available.

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.

39

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

37711266

File Description	Documents
Upload any additional information	No File Uploaded
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 institute has a well-equipped library with a carpet area of 824 Sq.m which includes a reading room with a seating capacity for 180 learners. A Digital library is also available. Book bank facility is available for everyone and a special book bank facility is also available for economically backward students. It has a total of 5355 titles, 29299 numbers of books, 369 hardbound journals, 794 project reports, 82 Journals, 22 magazines, and 85 e-books. After college hours also Library facility is made available for the students.

Apart from the central library, a small library as a departmental library is also established in each department. Library offers Open Access System for students and staff members to access the reading materials of the library. Remote access to the library is also provided to all the students & staff members of the Institute through their login outside the campus.

The institution has Integrated Library Management System software "LibSoft" (In house developed software & maintained by Tech Pallottine Development Center (TPDC)) which is barcode enabled and serves the purpose of partial automation. It helps the library to give quick service to the users and administer library functions easily.

Features of Libsoft :

- Ease of Library administration
- Bibliographical details of the library collection and their availability.
- Online Public Access Catalogue (OPAC) can be searched from anywhere on the campus.

- University Question Papers (both print & e-format)
- Syllabus (both print and e-format)
- Project Reports (both print and e-format)
- e-resources : e-journals, e-books, e-list, e-contents
- e-Log book
- E-List
- Digital library - syllabus, university question paper, newspaper clippings, project report
- E-resources: e-books, e-journals, NPTEL, NDL.
- Log-in creation and updating of user accounts.
- Shows transaction of issue return of the day.
- Maintaining the history of access by all the users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.stvincentngp.edu.in/pages/library

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

B. Any 3 of the above

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

6.85

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

29

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 Institute has an affluent IT Infrastructure with a Wi-Fi campus and 954 networked computers. Centralized Computer Center manages procurement and maintenance of computer equipment. All Departments submit their IT facility-related requirements in the yearly budget. The Executive Committee approves the budget. IT facility-related, approved requirements are forwarded to the Computer Center for procurements.

Maintenance Procedure

- Students, Faculty members, and Lab-Incharges identify the faults.
- Lab-in charge registers a complaint with the help of a lab assistant.
- Complaint forwarded to Head of the Department.
- HOD forwards complaint to Computer Center In charge.
- Computer center in charge assigns the complaint to Hardware / Network Engineer.
- If the complaint can be resolved at the computer center then the complaint is addressed, else it is forwarded to outside agencies for further process.

- Complaint resolved at the outside agency.

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

4.3.2 - Number of Computers

954

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

26307752

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.

- The Institute has all requisite infrastructure like classrooms, faculty rooms, girls' common room, laboratories, and library. Few slots are exclusively reserved in the regular timetable to ensure effective utilization of the facilities. Concerned faculty members ensure the presence of students & conduction of activities.
- The Institute has an in-house maintenance team for maintenance of all Physical, Academic, and Support facilities such as building, electrical, plumbing, classrooms, laboratories, Sports complex, and Library.
- General maintenance team handles Electrical, plumbing, and building-related issues. Regular checkup of Electrical appliances is done by electrical maintenance staff and maintained with immediate action.
- Plumbing related issues such as leakages/blockages are managed on time by the Plumbing team.
- Regular infrastructure inspection helps to find repairs/paints requirements and the team arranges for the same.
- To keep the Diesel Generator operational, timely maintenance is outsourced.
- The Institute outsourced safety-related facilities maintenance that includes: Lift, Fire extinguisher & Diesel Generators (Back up 82.5 KVA and 235 KVA).
- The Institute gives utmost importance to cleanliness and hygiene on campus. A team of 2 non-teaching & 14 housekeeping staff takes care of hygiene and cleanliness to provide a congenial learning environment.
- Classrooms, Staff rooms, Seminar halls, Laboratories, etc are cleaned and maintained on daily basis. The maintenance officer conducts periodic checks to ensure

the efficiency/working condition of the infrastructure.

- Periodic maintenance checks by staff keep all facilities operational.
- A centralized Computer Center team maintains all software/hardware, CCTV & IT infrastructure-related issues.
- Lab assistants under the supervision of the System Administrator maintain the efficiency of the college computers and accessories. The non-teaching staff is also trained in the maintenance of laboratory and computer equipment.
- Parking facility is well organized. The campus maintenance is monitored through surveillance cameras. Proper inspection is done and verification of stock takes place at the end of every year.
- Central library has its dedicated human resource and the departmental libraries are taken care of by the department office assistant and a faculty In-charge of the concerned department.
- Pest control of library books and records is done every year by the Maintenance Department.
- All the departments take care of timely maintenance of the laboratory equipment. Most of the maintenance work is completed during summer break and close monitoring of maintenance activities is a prime responsibility of the head of the departments.
- The Institute has separate centralized level maintenance functions for every repair of laboratory instruments and equipment. Special trained non-teaching staff functions as maintenance in-charge. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office.
- Process for Repair/replacement complaints
 - The duly Filled Complaint Form is forwarded to the Maintenance Coordinator.
 - The coordinator inspects the site & deputed a technical person / suitable person for maintenance.
 - If in-house repair is not possible then the work is outsourced
 - The signature of the complaining person is taken on the concerned form once the complaint is resolved

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

1480

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

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

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

60

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

<p>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</p>	<p>A. All of the above</p>
--	-----------------------------------

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

140

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

140

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

276

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

8

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

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

government examinations)

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

14

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

5.3 - Student Participation and Activities

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

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

19

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

The Institute has an active Student Representative Council (SRC) of two top-rank students in every class. Equal

opportunity is provided to other students as Class Representative (CR), who is an elected member of the class. The functional objectives of Class Representatives (CR) and Students Representative Council (SRC) members are to:

1. Represent the class as a leader in various administrative bodies.
2. Organize and promote various co-curricular and extracurricular activities.
3. Assist in organizing Annual Social Festival (INSIGHT).
4. Organize sports events.
5. Motivate students for the cultural activities at the institute level.
6. Organize Annual Technical Event (Technex).

Following committees have students' representation: IQAC
Student members of IQAC help to propagate quality policies adopted by the institution among the student fraternity and also help in projecting the student viewpoint while taking any quality policy decision.

Students' Professional Societies Operations of these societies are managed primarily by the students under the guidance of a faculty mentor. Professional Societies available are: ISTE (Indian Society for Technical Education), REC (Renewable Energy Club), SAE (Society of Automotive Engineers), ISHRAE (Indian Society For Heating Refrigeration Air Conditioning), IE(I) (Institution of Engineers(India)), CSI (Computer Society of India), IETE (Institution of Electronics Telecommunication Engineers)

Anti-Ragging Cell Student members assist the institution in implementing rigid anti-ragging measures to make ragging free campus. Grievance Redressal Cell The matters of harassment and suppression of any single individual are handled by the grievance redressal cell. Student members can help other students to present the grievance in case the sufferers want the representation in absentia.

Institute Events All the cultural sports activities (INSIGHT) and national-level technical events (TECHNEX) are meticulously

planned, coordinated, and executed by this committee under the guidance of the faculty in charge. National Service Scheme (NSS) To inculcate awareness of social problems among the students, NSS activities are coordinated and conducted by the students every year. Together with these, the students are officially involved in - College Development Committee (CDC) Departmental Advisory Boards (DAB) These associations are formed in order to develop leadership qualities among the students and to provide every student a platform to enhance his/her skills. Student involvement in various Cells, Events Committees illuminates their profile and gives them an experience for a lifetime.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/pages/student-affairs-and-development-cell
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

19

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

5.4 - Alumni Engagement

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

The institution has registered Alumni Association Name of
Alumni Association: Tech Pallottine Alumni Association Nagpur
Alumni Association Registration No: F-0036374(NGP) Address:
St.Vincent Pallotti College of Engineering amp Technology,
Gavsi Manapur, Wardha Road, Nagpur-441108, India. Phone No:
07103-275951, 52, 203745

Website: <http://techpallottinealumni.stvincentngp.edu.in/>
Email: alumni@stvincentngp.edu.in

OBJECTIVES: 1. To reinforce the sense of belonging towards the
alma mater and spirit of fraternity among alumni by providing a
common platform for social and intellectual interaction and
establishing channels for effective communication.

2. To act as a facilitator in expanding the scope and reach of
the alumni network through regional associations and activities
thereby forging long-term relationships amongst alumni and
Institute.

3. Promote the growth of the Institute through industry
interaction (visits, guest lectures, projects) for curriculum
enrichment and mentoring by alumni to aid in the holistic
development of students.

4. To be the ambassadors of the College in the milieu in which
they are, and to extend assistance in the research and
development programs of the College

OUTCOMES: 1. To foster a culture of contribution among alumni
in support of the college and its student by contributing to
scholarships or supporting other philanthropic activities.

2. To enhance association with college in areas like
interaction with students for academic and technical
collaboration in projects, administrative, athletic, research,
and other outreach programs.

3. To offer voluntary assistance to the college in the
organization of events, meetings, and reunions.

4. To create a long-lasting legacy and strong bond between
alumni, students, and college enabling them to with their alma
mater.

5. To act as a bridge between college and the industries for interaction on new development in different disciplines of engineering.

File Description	Documents
Paste link for additional information	http://techpallottinealumni.stvincentngp.edu.in/Home
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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institute is having a futuristic vision and mission to satisfy the need of today's competitive environment for the development of students, keeping societal values at the heart and professional ethos to uphold the spirit of learning.

Vision: To develop a knowledge-based society with clarity of thoughts and charity at heart to serve humanity with integrity.

Mission: To empower youth to be the technocrats of tomorrow with absolute discipline, the quest for knowledge, and a strong ethos to uphold the spirit of professionalism.

Nature of Governance: The institute is executing its governance through various decision-making bodies like Governing Body(GB), College Development Committee (CDC), Core Committee(CC), the Executive committee(EC), Internal Quality Assurance Cell (IQAC). These bodies ensure all activities are performed to meet the mission statement and fulfill the vision statement. Based on the recommendations of the GB, Institute objectives are defined every year and are used to formulate departmental objectives. The core committee meets regularly to ensure the implementation of institute / departmental objectives through various academic and non-academic activities. Principal / Vice-Principal conducts a meeting with HODs, to plan, implement and review

effective knowledge delivery to students. Discipline coordinators ensure that students maintain discipline in campus. The institute conducts activities under various student forums to make them aware of professional ethics and values. The institute has also introduced different skilling programs for students in collaboration with industries to lead them towards excellence in technical education. The main focus is on the recent trends in technology with project-based learning, creativity, and technology transfer through Industry-Institute Interactions. Perspective Plan The Institute has the following Perspective Plans

Short Term Goals (2020-2022): NBA Accreditation for the 3 branches. Institute Autonomy, Foreign University Collaborations, Research based system through training, collaboration programs Faculty and student development programs Project and problem-based learning environment in the institute Upgradation of Learning Management System Medium Term Goals (2021-2024): To strengthen Industry-Institute Interaction. Introduce master and research programs in all programs. Incubation Centre and Centre of Excellence (in various domains) Long Term Goals (2024-2028): Setting up Research Centre in each domain of engineering program Participation of Teachers in decision making bodies Institute has GB, CDC, EC, CC, Principal /Vice Principal & HOD's Committee, IQAC, Departmental Advisory Boards for the decision making in the institute. Institute appoints senior teachers as a part of these bodies to ensure transparency and effective implementation of institute policies. For the various programs to be conducted by the institute, staff members meet, discuss, share their opinion and plan for the event and form various committees involving students. Staff members are also involved in deciding academic activities and examinations to be conducted in Institute & in preparation of the annual budget for the Institute.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/documents/NAAC/6/6.1.1.pdf
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 institute supports decentralization and promotes the culture of participative management. Principal, HODs, faculty members, and students play an important role in the decision-making process. The Principal and HODs are responsible for the holistic and administrative activities of the institution and department respectively. Selected faculty members discuss and plan for the collection of various events and committees are formed to conduct the event smoothly. They actively participate in implementing the policies, procedures, and framework defined by the management. Students are actively involved in organizing activities of forums like IETE, IEDC, ISTE, IEI, CSI, SAE, E-Yantra, Technex- Technical fest, Insight-cultural fest, to bring their leadership qualities to the limelight under the guidance of faculty. The principal / Director along with the core team of the institute is responsible for all the major financial decisions of the institute with governing body approval.

The full-time appointed financial administrator looks into the execution of the approved projects. The Executive Committee consisting of the Principal and Director is the approving authority for the financial decisions. The Head of the department prepares a plan and submits it to the executive committee for approval. The department head is the signatory to all purchase orders of the respective department.

Case Study: BUDGET Submission of requirements by departments at the end of the financial year with an estimated value of the requirements in consultation with department faculty members' portfolio incharges. Verification of the documents by the executive committee and allocation of funds in consultation with HOD. Finalization of the budget as per the fund flow status of the institute in preparation of the institute budget. The final institute budget is approved with the sign and seal of the Principal. The institute budget is apportioned as per the fund flow of the institute and as per the need-based requirements of the department. The year-wise allocation of the budget includes all departments: Electrical, Mechanical, Electronics Telecommunication, Computer, Information Technology, BS H, others considering various heads of allocation including equipment, software, maintenance, RD, library, infrastructure, travel, and miscellaneous.

Purchase procedures at departmental level/institute level include: Departmental financial plan as per allocated budget

Identify key areas of investment Invite Quotations/estimates for identified items Shortlist and select vendors in the presence of Principal/Vice-principal, Head of Department, and the Financial Administrator. Issue of a purchase order with the sign of the HOD and Financial Administrator Material received is entered in Master Stock Book Issue of material by the store with the copy of the bill to the concerned department.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a perspective/strategic plan for most of the developments. One such development is discussed below: Approval for a new program - Civil Engineering The College Development Committee on August 20, 2015, resolved to establish a Civil Engineering department for further growth of the Institute. The same was shared by Director in the Governing Body on August 28, 2015, and was agreed upon by all members. On August 11, 2016 in the college development committee, Director updated the members about the status of the Civil Engineering branch. He informed us that the Institute will be qualified to apply for new courses after getting accreditation in 2 programs of the Institute. On July 10, 2017, in Core Committee, Vice-Principal discussed the proposal to start the new branch of Civil Engineering. On August 24, 2017, the same was shared by the Director of the college development committee. Director presented the idea of the additional branch in Civil Engineering in GB held on 2nd September 2017 and finalized. Institute's Civil Engineering faculty members visited prominent institutes and industry experts to prepare a plan containing details of progressive requirements in terms of laboratory equipment, space, funds, and manpower. It was decided in the Core Committee meeting held on January 30, 2018, to apply for the civil engineering program as per the suggestion of Governing Body. On April 11, 2018 approval from AICTE was received to start the additional program in Civil Engineering with an intake of 60 from the next academic year 2018-19. The same was shared by Director in the GB meeting held on April 14, 2018. It is planned to start B. VOC. Courses in 3 disciplines in

2019-20.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

To ensure the effective implementation of the Institution's policies and plans, the institution formed its regulatory bodies like (1) Governing Body, (2) College Development Committee (CDC), (3) Internal Quality Assurance Cell (IQAC), and Offices of Principal, Head of the Department, with the support from Technical and Non-technical staff for the smooth functioning of the organization.

A. Governing Body:

Functions & Responsibility

The Institute's, Governing Body, is formed to function as a strategic planner to fulfill the Institute's vision and mission. It comprises of educationalists, academicians, nationally acclaimed industry professionals and social reformers.

Its responsibilities are:

1. To monitor and evaluate the teaching programs in the college and suggest measures to improve the academic performance to confirm to the standard of teaching and the progress of studies as lay down by the University.
2. To appoint the Principal/Director, the teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
3. To monitor faculty deployment, placement and industry-institute interaction activities in the institute and

suggest measures wherever necessary.

4. To approve yearly budget and to sanction budgets for major purchases of the institute.
5. To accord approval for appointment of teaching and non-teaching staff
6. To give necessary approval for appointment of additional staff for value-added activities as per AICTE/DTE/RTMNU norms.

Frequency of meeting: Biannually

B. College Development Committee (CDC):

Functions & Responsibility

In the institute, the College Development Committee is responsible for executing the direction of the Governing Body. It comprises management members, staff, and local professionals.

Frequency of meeting: Biannually

C. Internal Quality Assurance Cell (IQAC):

Functions & Responsibility

1. Development and application of quality benchmarks
2. Identifying Parameters for various academic and administrative activities of the institution and

ensuring the timely, efficient, and progressive performance of academic, administrative and

financial tasks

1. Facilitating the creation of a learner-centric environment conducive to quality education and

faculty maturation to adopt the required knowledge and technology for participatory teaching

and learning process;

1. Collection and analysis of feedback from all stakeholders on quality-related institutional

processes

1. Dissemination of information on various quality parameters to all stakeholders;
2. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
3. Documentation of the various programs/activities leading to quality improvement
4. Acting as a nodal agency of the Institution for coordinating quality-related activities, including

adoption and dissemination of best practices;

1. Development and maintenance of institutional database through MIS for maintaining /enhancing the institutional quality;
2. Periodical conduct of Academic and Administrative Audit and its follow-up
3. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines

and parameters of NAAC.

Frequency of meeting: Quarterly

Service rules, procedures, recruitment and promotional policies

The Management of St. Vincent Pallotti College of Engineering & Technology (SVP CET) believes the staff, Management and students are equal stakeholders in promoting quality education. Thus the institute needs guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is pertinent that our policies are made up to date and the faculty and staff are kept abreast of them.

The college is governed by the GB, which is constituted as per AICTE/DTE/RTMNU/Society norms and is responsible for overseeing its activities, determining its future direction and fostering an environment where the institutional mission is achieved.

I. Classification of Employees

SVP CET employees are classified on a functional basis to

optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

Figure 1: Classification of Employees

A. Teaching Faculty

It comprises persons involved in teaching/research at the institute on a full-time basis and whose salaries are paid on a monthly basis and are full-time faculty enrolled on the pay roll of the institute. They are also applicable for annual appraisal, increments and the statutory requirements required from time to time. The teaching faculty is categorized as:

i) Professor

1. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
2. Minimum of 10 years of experience in teaching/research/industry, out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
3. At least 6 research publications at the level of Associate Professor in SCI journals/ UGC/AICTE approved list of journals, and at least 2 successful PhD guided as Supervisor/Cosupervisor till the date of eligibility of promotion OR At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.
4. The Management can offer/promote eminent faculty as Professor, who has a large contribution in the area of:
 1. Research and Development.
 2. Academics
 3. Having industry experience with sound expertise.

ii) Associate Professor

1. PhD degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

2. At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals
3. Minimum of 8 years of experience in teaching/research/industry, out of which at least 2 years shall be Post PhD experience

iii)Assistant Professor

B.E. and M.E./M.Tech./M.S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees for Engineering branches. The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science, and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July 2018 and UGC guidelines are issued from time to time.

The following are the institution-level classifications in the cadre of assistant professor.

1. University Regular

The faculty member is selected through a university-approved selection panel and approved by the University.

1. Management Regular

The faculty member is selected through Management approved selection panel and not approved by the university.

1. Visiting / Experts: A visiting faculty are appointed on a clock hour basis, and the remuneration is given as per the rate.

B.Non-Teaching Staff

The non-teaching staff in the institute are appointed in three categories, namely, regular, ad-hoc, and on contract employment.

i)Technical Staff

It comprises Technical assistants, Lab assistants, Lab attendants, Workshop Superintendent, instructors, Network System administrators, Computer programmers, librarians, Library Assistants, and Electricians.

ii)Administrative Staff

HR head, accounts and finance head, medical officers, head of administration, office assistants, and office attendants.

iii)Supporting Staff

It comprises peons, drivers, watchmen, sweepers, gardeners, plumbers and assistants.

II.Staff Benefits i)Contributory Provident Fund

The Contributory Provident Fund scheme is made available to all employees from the time of their appointment at the institute. The salary deduction will be made from the staff's salary each month and will be deposited to the designated provident fund accounts along with the contribution of the organization as per provisions of the act. Employees must comply with the statutory requirements like nomination and can avail benefits as prescribed by law.

ii)Gratuity

All regular staff on completion of five continuous years in service shall be eligible for gratuity. The gratuity amount of the staff members shall be deposited in the institute's gratuity account every year. Staff is eligible for gratuity on superannuation, retirement, resignation after having been employed for five years, and in case of death or disability.

iii)Accidental Insurance

All staff, teaching, non-teaching and contractual, are insured under the group personal accident insurance. The details of the policy are available at the accounts office.

iv) Medical Insurance

A contributory medical insurance policy is implemented for the non-teaching staff. The details of the policy are available at the accounts office.

iv)Staff Welfare Fund

The institute has constituted the staff welfare fund for helping needy staff members in medical and related emergencies.

Each staff of the institute contributes a designated sum to the fund once a year. The proceeds of the funds are used for the medical and other related needs of the staff that are economically weak. The staff welfare fund committee disburses the funds as per request after due scrutiny.

vi) Staff Performance Awards

The teaching and non-teaching staff of the institute is awarded each year on the basis of their performance in the annual staff appraisal report. The best two faculties of intake of 120 batches in an engineering department and basic sciences and humanities are awarded for their performance in the preceding academic year. Similarly, one faculty of 60 intake branch is awarded for the performance. The non-teaching staff is also awarded as per their cadre, after the due assessment each year. Besides, the outstanding achievers of the year if any would be awarded as per merit and the discretion of the Management.

vii) Festival Bonus

Christmas gift is given to consolidated salary holders whose gross salary is up to Rs. 15000 per month. It is given to the cleaning staff and attendants and maintenance staff as a festival bonus.

viii) Travel Concessions

Travel concession on commutation to college in the college bus is provided to the staff members whose gross salary is not above Rs. 20,000. Such staff members are given 70% concession on to and fro travel on a monthly basis by the institute. This policy is applicable to regular, ad-hoc and contractual non-teaching staff members.

III. Faculty Promotion Roadmap in the Institute

A faculty is promoted to a higher cadre depending upon their seniority in the institute, work experience, capability, initiatives and dedication. For each post, AICTE/DTE/University eligibility criteria are applicable. The post of Assistant Professor/Associate Professor/Professor will be filled up in the department as per the prescribed cadre ratio. The filling of Management regular post will be done by an internal selection committee set up by the Management. If the position

of the selection is based on UGC, the process will be as per the norms of the UGC/University. For all promotions, experience in academics and industry is given the same weightage.

SVP CET considers it imperative to assess the performance of each employee against planned results so that it can recognize and take necessary steps to enhance the quality of its workforce. The performance evaluation management consists of performance planning, feedback, assessment, counseling recognition and capacity enhancement mechanisms. Performance objectives shall be based on the following set objectives at the beginning of each academic year.

i) Self-assessment

It is the first step in the appraisal process. Each staff is asked to set individual objectives at the beginning of each academic year. The objective setting is done on defined parameters of professional development, industry connect, research, consultancy, curricular, extension activities, alumni and parent connect etc.

ii) Teaching-Learning Evaluation

Each staff of the institute is evaluated in a systematic manner each year. This evaluation is on the basis of the teaching plan, syllabus coverage, result analysis, innovation in teaching pedagogies and functional performance.

iii) Evaluation on Enrichment Activities

Enrichment activities refer to the professional development of the staff in the respective domain of expertise, enhancement of qualification and any other enrichment that enhances the professional development of the staff. It also refers to new initiatives taken by the faculty members in enriching one's career and improving the reputation of the institute.

iv) Parameters of Evaluation

Generally, teaching-learning activity has 50% weightage and 50% weightage for enrichment activities in the appraisal form. The HoD leads the performance appraisals, which are further reviewed by the Principal and the Management. The academic audit process of the appraisal is conducted by a senior faculty member of another department/institute, and the report of the

same is submitted to the Principal and Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, the potential for future development, productivity, capability, integrity, goals and efficiency. It is to be noted that the whole process of performance appraisal is intended for a positive and developmental assessment of individuals and are not to be used as a tool of personal vendetta/favour under any circumstances.

IV. Salary, Promotion, Allowance and Consultancy Policy i) Type and Fixation of Salary

In general, the type and fixation of initial salary are subject to statutory requirements like those of the government pay scales (Current is the 6th pay rule), RTMNU norms and AICTE. Salary fixation for teaching and non-teaching staff depends upon the post, qualifications, experience, and employee's service at the institute and at the discretion of the Management.

ii) Consolidated Salary

Usually, non-teaching staff is paid a consolidated salary at the time of joining till the regularization of salary on the basis of individual performance.

iii) Regular Salary

Teaching and Non-teaching staff who have been made into regular salary roll are eligible for getting salary as per pay scale, eligibility, experience, RTMNU approval and Management's discretion. Salary is fixed as per AICTE notification, dated 5th March 2010, F. No. 37-3/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC -2010/(34/10)/TE -2 , dated 20th August 2010.

iv) Salary Increments & Pay Roll

Every University approved regular employee is entitled to an annual increment in salary subject to the recommendations of the HoD and the recommendations based on the performance appraisal of the employee reviewed by the Principal/Management. Annual increments, in general, will be paid from the month of July of every calendar year.

v) Dearness Allowance

Every regular staff on a roll of the institute is entitled to get the dearness allowance as per the DA norms existing in the institute. Any upward/downward revision or freezing of dearness allowance is at the discretion of the management.

vi) Payroll Schedules

Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account. All employees are advised to open a savings bank account in a designated bank and intimate the account number to the Accounts Department in writing within seven days from the date of joining.

vii) Debt Repayment and Monetary Responsibility

The institute is authorized to withhold paycheck or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, unpaid loans or other financial obligations to the institute or under the legal compliances and statutory obligations which are not met by the staff.

viii) Payroll Deductions

Income-tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and staff welfare fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency/bank/financial institution/co-operative society etc., without explicit written permission by the Management/Principal. It is mandatory that all staff must present their tax deduction scheme (investment declaration form) to the Accounts Department by the end of May and final proof of tax savings by the end of February of each calendar year in order to finalize tax deducted at the source for the respective financial year. The Management has the right to deduct the taxes as per statutory norms in cases of delay or non-submission of the documents in time on the part of the employees.

V. Leaves and Vacations Policy

SVP CET provides different kinds of leaves to meet the various eventualities of its staff. Availing of any leave should be with prior notice so that the work of the organization does not suffer. Leave sanctioning authorities to have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the institute. It is to be noted that the general principle for granting leaves is to work in tandem with the RTMNU and AICTE guidelines. The Management maintains a permanent record of leaves granted and used by each employee. The institute functions on six days a weekly basis from Monday to Saturday.

1. Classification of Leaves A. Casual Leaves

1. All regular staff are entitled to 10 days of casual leave (CL), or part thereof, in a calendar year,

depending on the date of joining. CL is to be used at the discretion of the staff, subject to prior

approval of the HoD. Unused CL does not get carried over to the subsequent calendar year

under any circumstances. CL entitled to staff for the year can be availed proportionately in the

same calendar year.

1. Not more than 2 CLs can be availed in continuation. The holidays or weekend days that are

sandwiched in the CL duration are not counted as CL. It can be taken for half day also.

1. CL must not be pre-fixed or suffixed to vacation or any other type of leave, except for on-duty

leave.

1. It is necessary to get a prior sanction of CL by reporting to the authority.
2. In case of emergency, telephonic intimation is acceptable to reporting authority and not through

the subordinate. All CL forms must necessarily be sanctioned by the concerned HoD and

further submitted to the HR office. CL of HoD is sanctioned by the Principal/ Director. The

application of CL, if not submitted before due to unavoidable emergencies, it is to be submitted

within four days from the date of availing the CL.

1. It is to be noted that all staff members availing leave shall make alternative arrangements for

their academic and assigned duties on the day of leave. The consent of the staff member who

agrees to take up duties is to be obtained in writing on the leave application.

B. Half Pay Leave

1. All employees are entitled to 20 half pay leaves (10 days of full pay), or part thereof, in a

calendar year depending on the date of joining. A written request will be required for availing

half pay leave (HPL).

1. Unused HPL will be carried forward into the subsequent year[s].

C. On Duty Leave

On duty leave (OD) is granted to staff when the University/Principal/HoD/or any other competent authority assigns a duty that has to be carried out for the institute and University. The form must have suitable proof with the approval of the HoD/Principal and to be submitted to the HR office at least one day before the day of leave. In the case of the HoD, the same shall be approved by the Principal/Director. For RTMNU Examination valuation, a maximum of 20 half days/year per person can be availed.

D. Maternity Leave

Maternity leave (ML) may be granted to a female University

approved faculty and regular non-teaching staff as per the existing norms of the Government of Maharashtra. In case of extension of ML, the lady staff may avail the existing HPL in her favour.

E. Compensatory Off

Only the administrative and supporting staff, who work on holidays, will be entitled to compensatory off (CO) for an equal number of days that they have worked. For faculty and department staff, if they are detained during their vacation period, CO will be provided in the ratio of 1: 2.5 (as per existing University norms). CO cannot be attached to CL and should not be availed when the academic session is in progress. Further, it cannot be carried over to the following calendar year.

F. Earned Leave

As per the RTMNU norms, the non-teaching staff is entitled to 30 days of earned leave (EL). If any staff is detained for completing a specific task assigned by his/her superior and is unable to avail of the vacation/holiday period that he/she is otherwise eligible for, adequate compensation shall be given in the form of EL. Staff should avail such EL during the non-active period of the semester.

G. Leave without Pay

Leave without pay (LWP) is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

2. Sanction of Leaves

HoD must sanction the leave application form of staff before forwarding the same to the HR office. All leaves except medical emergencies must be notified to the HR office at least one working day in advance, or else they will be treated as LWP. The approving authority of all types of leaves for the teaching and non-teaching staff shall be the HR head. The Principal/Vice-Principal shall get their leave sanctioned by the Director.

3. Absences A. Scheduled Absences

Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the HoD and Principal/Director.

B. Unscheduled Absences

Unplanned absences can be very detrimental to workplace efficiency. In case of sudden illness or other unexpected circumstances, a staff should notify or arrange to notify his/her superior immediately. If this is not possible, a family member is expected to alert the HoD as soon as possible to explain the situation and indicate the expected date and time of return.

4. Vacation and Holidays All regular teaching faculties in the institute are entitled for vacation as per institute and RTMNU norms. However, the probationary and management regular staff may be given vacation as per the existing norms of the institute. The non-teaching, administrative and supporting staff are not eligible for vacations. The following are the norms of vacation in the institute.

1. Prefixed/sandwiched/suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/holidays.
2. Vacation/holidays may be taken in one/two slots. Only on the recommendations of the Principal/Director shall exceptions be allowed.
3. Vacation/holidays can be recommended by the HoD only and sanctioned by the Principal if all the departmental work, University work and other duties are completed. The concerned employee should hand over all the records and documents to the HoD before proceeding on vacation/holidays. HoD shall ensure that the regular functioning of the department is not hampered while approving the holiday/vacation.
4. The college authorities reserve the right to cancel the vacation for any important college-related work and the staff is not entitled for any compensation for these days. In case the work requires the involvement of a faculty for more than 1/3rd number of vacation days in one academic year, then the same will be treated as detention during vacation. For every 2.5 days of detention, one EL will be credited to the account of the faculty. As far as possible, faculty should avail such EL

during non-active periods of the semester.

5. Vacation days cannot be clubbed with any other type of leave. All staff members must be present in the college on days adjacent to the vacation slot.
6. It is binding on staff to perform University examination duties that may fall in the vacation period. There will be no compensation by the college of any kind for such work. It is the responsibility of staff to keep in touch with the Examination in charge. Any change of duties for supervision will be allowed only in genuine cases with prior written approval by the Principal.
7. Vacation slots, duration and the starting date of the semester are defined, decided and circulated to all staff through HoDs from the Principal's/ Director's office. Vacations /holidays, however, cannot be carried forward under any circumstances.

Any exceptions/relaxations of the above vacation policies can be carried out at the discretion of the Management.

1. Recruitment Procedures

1. Staff Recruitment Policy

1. Preamble

Faculty and staff members play a pivotal role in engineering and technical education and their knowledge and its percolation, competence and experience are crucial in imparting skill based learning. Therefore, a special attention is given in recruiting and providing opportunities for sustained intellectual activities and professional growth through proper service conditions. The policy for recruitment ensures that promoting, safeguarding and enhancing the welfare of the students are kept foremost in mind by all recruited staff members. Throughout the recruitment procedure, the institution follows the guidelines of the University Grants Commission (UGC) and AICTE along with the service rules laid out in the Tech Pallottine Staff Manual of the institute.

The governing body of the institution is responsible for prescribing and interpreting the service rules of the institution through the HR office of the institute. The same are revised from time to time as per the recommendations of the statutory bodies. The well devised staff policy and staff appraisal mechanism which ensures recognition and awards for

excellent performers.

1. Guiding principles of Recruitment

1. Quality of Employment

The Institution is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work and employment for all concerned and one that encourages balancing work and personal commitments of its employees.

1. Compensation, Reward and Recognition

The Institution's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

1. Continuous Learning and Development

The Institution values and supports continuous learning, while understanding that continual learning is a core responsibility of each teaching staff member. To that end, it provides structured development that integrates institutional mission, organizational and individual needs and performance expectations.

1. Response to Change

The Institution is constantly preparing itself for the challenges of the future requirements of its students. In doing so, during periods of changing needs the institution creates opportunities for teaching staff members to acquire the needed skills to continue to advance the mission of the institution.

In support of these guiding principles, the institution commits adequate resources for the equitable support of employee development, compensation, reward and recognition across all levels and classification of employees.

B. Recruitment Procedure: Teaching Staff

This section deals with the recruitment procedures of staff in all cadre such as Assistant Professor/Associate Professor /Professor/Principal

1.Manpower Planning

Manpower planning is the first step in recruitment. This is to be carried out before the start of the new academic year. Staff employment during the semester will be avoided as far as possible. HoDs calculate the HR requirement and consolidation of subject wise teaching engagement calculation and plan the process for recruitment. The department will put up the requirement to the Management. The Management then determines if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for the new vacancy if they so desire. Screening of the candidate for the advertised post is important. Definite guidelines are to be followed for calling the qualified candidate keeping in mind the student-teacher and cadre ratio approved by the competent authority from time to time.

2.Succession Plan

This involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process, Assistant Professor may be promoted as Associate, Associate may be promoted as a professor/Dean, a professor may be promoted as Vice-Principal/Principal as per the eligibility criteria laid down by AICTE/UGC from time to time.

3.Approval of Faculty by the University

The institute will ensure that within the best of its capacity and within the rules the RTMNU, the selection process for the faculties will be carried out as per the institute requirement.

4.Filling in of Temporary Vacancy

Where vacancy of a faculty is to be filled in temporarily for a period during a semester or an academic year, the HR office, on the recommendation of the Director/Principal, initiates the process of the temporary appointment.

5.Job Announcement

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the

rarest of circumstances by the Management. On the institute's website, list of new openings will be available from time to time.

6. Advertising

Once the job advertisement is ready, it is to be posted on the website and at least one of the National or local English newspapers. The advertisement will specify that all resumes or applications are to be sent to the HR office and all correspondence refers to the appropriate job position.

7. Selection Committee

Department's senior staff shall shortlist candidates as per AICTE/DTE/RTMNU norms

1. University Committee: A University Committee established for the selection of the post of Principal and University approved teachers under the Maharashtra University Act 1994 Chapter VIII-Committees, Preamble Section-78 and as per the provisions provided for the management of Minority Institutions.
2. Institute Level Committee: The institute level committee is made of three to five eminent/senior faculty members and management representatives. This type of committee is formed for the interviews of Adhoc staffing, emergency recruitment or any other at the discretion of the Management.

8. Interview Call Letter

1. Interview Call Letter is the process to call the shortlisted candidates through post/email.
2. The call letter comprises of candidate name, post for which he/she has been short listed, with the date and time for the interview at SVP CET.
3. A candidate must produce a copy of the call letter at the time of the interview.

9. Interview Guidelines

1. For every candidate, a technical as well as personal interview, are conducted by a panel already defined in the previous section.
2. Internal applicants are treated at par with external

applicants in all respects, as far as selection process is concerned. The selection of candidates called for interview for regular posts advertised is through the Panel of Experts appointed and approved by RTMNU for all disciplines at SVP CET.

10. Interview Conduction

1. Conduction of interviews and Report of Selection Committee recommending names of candidates.
2. Eligible candidates should attend the interview with all necessary documents, educational testimonials and must produce when demanded by the interviewer.
3. The interview committee should submit interview reports with recommendations for appointment.
4. Preparation of a Consolidated Statement in detail in respect of recommended candidates.
5. HR office should submit interview selection committee report to University within 72 hours for further process if University approval is necessary.

11. Evaluation Criteria

The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

12. Job Offer

All selections are reviewed and approved by the Management prior to extending a job offer. Once the finalization is done, the job offer letter is given to the candidate from the HR office.

13. Appointment Process

1. Once the candidate confirms the job offer letter, the appointment order is processed.
2. Approval of the Management for issuing Appointment Order.
3. Preparation of appointment order by HR office.
4. Issue of appointment order by the Director.
5. Appointment against Adhoc post is valid for ten months

only (academic section).

6. Acceptance Letter: Candidate should submit acceptance letter for appointment order.
7. Joining Report: At the time of joining, the candidate should submit a joining report to the HR office with the signature of the respective HoD and Principal.

14. Induction and Orientation

Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide the necessary information concerning the history, core values, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities etc. HoD, in coordination with the HR office, are responsible for providing each new faculty/staff member with the necessary guidance on job orientation. HR office intimates all concerned whenever a new employee joins the Institution. HR office makes the newly joined staff aware of all the working procedures, leave rules, etc.

C. Recruitment Procedure: Non-Teaching Staff 1. Requirement Finalization

All HoDs present their requirement to Principal/Vice-Principal/HR in the department planning file.

2. Succession Plan

A process that involves the identification of a particular internal individual or employee as the possible successor to the key or senior position if it is vacant. In this process, peon may be promoted as clerk, laboratory assistant may be promoted as a technical assistant, clerk may be promoted as Head clerk & office superintendent, etc. The succession can be absolute if the identified candidate fulfills all conditions required for the appointment, and hence no special conditions are involved in the appointment.

3. Advertisement

Publish advertisement, if required.

4. Application

Eligible candidates for advertised posts should apply in the pro forma application, made available at the institute.

5. Scrutiny

1. Collection of application & preparation of its database.
2. Scrutiny of data and short listing of eligible candidates.

6. Selection Committee

The institute level committees are made of department wise eminent/ senior faculty members/Principal/Management. Further process followed as per the appointment procedures of the teaching faculty.

File Description	Documents
Paste link for additional information	https://www.stvincentngp.edu.in/pages/hr-policy
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 inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Human resource plays a vital role in the development of any institute. In order to keep the teaching and non-teaching staff members motivated, the institute provides support for activities required for their professional development. Following is the list of various welfare measures available for teaching and non-teaching staff members associated with the Institute. Welfare measures for teaching and non-teaching staff members: Faculty development programs are arranged for teaching and non-teaching staff with the intention to make them aware of the latest technology and skills used in the field. Support is provided in terms of financial assistance /duty leaves & others for Attending Faculty Development Programmes Attending and presenting research papers in national and international conferences Publishing research papers in reputed journals Support to acquire professional qualification and higher studies Support to participate outstation conference/workshop Support to conduct a program to upgrade skills Filing Patents Recreation tour Gratuity Medical Insurance Scheme for non-teaching staff members Additional Retirement benefits Group Insurance Financial support(Assistance / Loan) Staff Welfare Fund Accident Insurance Scheme for all employees & students Security & Vigilance on-campus Counseling facility Grievance & Appeal Committee

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

65

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

75

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

The Institution has a Performance Appraisal System for teaching and non-teaching staff. The Performance Appraisal System for teaching staff is as follows: The Institute follows the recruitment and promotional norms of UGC/AICTE. In order to encourage the faculty members by considering their performance with respect to deliverables, an appraisal system is implemented in the institute. The Process and Parameters considered for this are: Academic Feedback from students on the Teaching performance of every faculty is collected to judge the teaching ability and effectiveness. (Weightage 30%). Faculty academic audit of every faculty member is carried out to assess preparedness with respect to the teaching-learning process, outcomes, and related documents (Weightage 20%) . Faculty Enrichment activities Appraisal is carried out to validate the contributions of each faculty member which also includes an assessment of an individual's various behavioral factors. (Weightage 50%) The Performance Appraisal System for non-teaching staff is as follows: The Institute believes that performance appraisal of all non-teaching employees (except housekeeping staff and security guards) is essential for the achievement of its commitment to provide quality education for all the students in its care. The Institute also believes that the performance appraisal process provides opportunities for staff development and encourages the professional growth of

each staff member while

acknowledging and affirming the efforts, involvement and professional progression of its entire employee. Procedure: Performance appraisal will be carried out by the immediate reporting officer in the presence of the concerned employee. The filled form will be submitted to the HOD for his or her approval and remarks. After which the HOD will forward the same to HR. Every column needs to be filled with due diligence. The employee will sign the "Non-Teaching Appraisal Sheet" as evidence of having read it and discussed it with the immediate supervisor. In the final evaluation first, three main points average scores will be taken (out of 5). If the employee has been cautioned or reprimanded owing to any unacceptable behavior in relation to students, colleagues, or any stakeholder; notify them in the remark section

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 institution conducts internal and external audits regularly. An internal financial audit is carried out by college-appointed auditors. The accounts of the College are audited regularly as per the Government rules. The internal auditor checks fee receipts and payments with vouchers and necessary supporting documents and ensures that all payments are duly authorized. The external audit is carried out by Chartered Accountant Agency "R.B.Pethe Co." in accordance with the auditing standards by the Institute of Chartered Accountants of India every year. The external auditor conducts a statutory audit at the end of the financial year. The external audit has been completed in March 2020 for the FY 2019-20. Audit reports for the FY 2018-19, 2017-18, 2016-17, 2015-16, 2014-15 are also prepared by the same agency. According to the audit report the Balance Sheets, Statements of Income, and Expenditure comply with the accounting standards, generally accepted in India. Various accounting policies are

followed in finance and accounts including general accounting policies including basic of preparation of financial statements, depreciation accounting policies, revenue recognition, Institutional level accounting policies including annual budgets, accounting of salaries, advance deduction, accounting of non-salary expenditure, accounting of Capital Expenditure, Tuition Fees, Stock / Assets verification, Quarterly Audits, Annual Accounts. The Audited Financial Statement of College is uploaded on the website as mandatory disclosure.

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

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

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

The Institutional fund mobilization strategies are as follows: The major part of the funds in the college is obtained from the tuition fees collected from the students. The concerned Lab in charge prepares a list of requirements to be purchased and serviced. Indents given by all the departments are evaluated and consolidated by the Management. Quotations are requested from various suppliers. Quotations of different suppliers are evaluated, the comparative statement is prepared, suppliers are

called for personal discussion and after comparing all aspects from various suppliers, orders are placed by the Principal/Management which ensures the right equipment purchase, at the most competitive price. Every year the department submitsthe budget tothe Principal. The Principal presents the budget to management for approval. For resource mobilization, faculties and students are encouraged to submit research projects for getting the grant and to enhance the research facilities in the labs. As a part of the Outcome-Based Education system, the institution has given utmost importance to the generation and utilization of funds to meet the objectives of the institution. The institutional strategy to generate funds is primarily based on a Quality enhancement strategy. By providing quality enhancement, a better fee structure can be claimed by the college that can be sanctioned by the government. This also leads to improved funding. Hence, the quality enhancement of the institution is nurtured to generate funds from different sources. Optimal utilization of funds is ensured through the following: Adequate funds are allocated for effective teaching-learning practices that include the conduct of FDPs, orientation programs, workshops, interdisciplinary activities, training programs that ensure quality education. Adequate remuneration based on the performance quotient of the teaching professionals is provided. Funds are provided to meet day-to-day operational and administrative expenses and maintenance of the fixed assets. Funds are utilized for the purchase of advanced laboratories equipment to encourage the research interest of the faculty and students. Enhancement of library facilities leads to novel learning practices and accordingly required funds are provided every year. Adequate funds are utilized for the development and maintenance of every good infrastructure for the institute. Online Examinations: Online Examinations for various Placement activities, Competitive examinations and Government examinations are undertaken every year in the college premises.

File Description	Documents
Paste link for additional information	Nil
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

The Institute has an Internal Quality Assurance Cell constituted and reformed from time to time. The sole objective of this committee is to improve the overall quality of academic and administrative functioning and activities of the Institute in accordance with its Vision and Mission. This committee periodically reviews the outcome of various academic and administrative activities. This committee has contributed significantly to strategizing, formulating, standardizing, and implementing various quality policies, initiatives and processes. Two practices institutionalized as a result of IQAC initiatives are the project evaluation Process and student feedback.

1. Project Evaluation Process: Project activity is carried out to motivate students to analyze, design & implement solutions for real-time/social problems with the help of industry experts which results in the following outcomes. Improvement in: Technical skills, Analytical abilities, Time management, Innovations, Project management, Teamwork, Communication, and presentation. A project coordinator schedules and executes all the activities related to the student project including project evaluation as suggested by IQAC.

Process: Seventh Semester: Assessment point of view

1. Project defining seminar: Project defining seminar assessment is based on various parameters as a contribution to project formulation (10 marks), viva-voce by guides (05 marks), weekly review (05 marks) comprising to total 20 marks.

2. Continuous evaluation of the project: Suggestions given by IQAC and PRC are incorporated for continuous evaluation of the project which is done by project guides weekly. Project guides assess project diary which has 5 marks allotted for evaluation.

3. Periodic evaluation by PRC: Suggestions given by IQAC is incorporated for continuous periodic evaluation of the project by the Project Review Committee (PRC) which is executed twice in semester. Various parameters considered for continuous periodic evaluation of the project include a contribution to the implementation of Hardware/ Simulation (15 marks), Viva (10 marks). These parameters are considered for mapping with the Programme Outcomes.

4. Evaluation by Mentor and outside experts: Suggestions given by IQAC is incorporated for evaluation by mentor and outside experts based on various parameters like literature review (05 marks), project definition (10 marks), project planning (10 marks), communication skills (05 marks), total marks comprising to 30 marks.

2. Student Feedback: IQAC suggested various feedback including student feedback on teaching, exit survey, etc. for

improvement of quality. Student Feedback is collected using an online system at the mid and end of the semester to understand academic deliverables on various parameters. Various parameters considered for feedback include faculty course knowledge, preparation for class, oral communication, showing concern for student learning, interaction in class, the pace of teaching, class control & discipline, guidance beyond the syllabus, guidance for performing experiments, regular assessment, conceptual & innovative approach. The Head of the Department counsel faculty members based on the collected feedback and also share its analysis with them in line with feedback parameters. An action plan for improvement is finalized in mutual understanding between the head and concerned faculty. At the end of the semester-end course survey/feedback is collected from the students and actions are taken accordingly. Other activities carried out by IQAC are: 1. Conduction of GB, CDC, IQAC meet and Conduction of various feedback from different stakeholders, 2. Conduction of academic audit , Safety audit , utilization, and maintenance audit of the laboratories and Green audit. 3. Preparation of Standard Operating procedure for online Teaching- Learning System 4. Standardization of all Academic and Co-curricular activities formats 5. Standardization of the Project policy 6. Submission of yearly Annual Quality Assurance Report (AQAR) as per the requirement of NAAC 7. Coordination of National Board of Accreditation (NBA) experts visits and centralized documentation 8. Submission of NIRF data.

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

IQAC periodically reviews the institute's teaching-learning process, structures & methodologies using faculty academic audits, formal and informal feedback. It is responsible for directing, developing, providing, and implementing guidelines to review curricular, instructional, teaching, and learning

materials. IQAC suggests modifications/changes and adoptions of the latest teaching aids, techniques, activities, assessment tools, and methodologies to enhance the quality of the teaching-learning process and achieve required learning outcomes.

Two review examples:

1. Learning Outcome Attainment: Targets are set for Learning outcomes at the beginning of the academic session. Outcomes are measured semester-wise for all students. Individual Student performance in course outcomes per course is measured which supports measuring program outcomes & program-specific outcomes. This attainment is used to analyze overall attainments and to plan the activities for bridging the gaps where attainments are not up to the mark. The course outcomes (CO) for courses are modified as suggested by IQAC (Formerly QAC). Also, it was suggested to add COs in sessional question papers to increase awareness regarding COs among the students. Attainment levels are defined on a scale of 1 to 3 and are measured for each course through direct and indirect assessment tools. Direct assessment and indirect assessment contribute 80% and 20% respectively to overall attainment. Course outcome attainment helps to measure Program Outcomes and Program Specific Outcomes. At the end of every academic year, PO & PSO attainment is critically analyzed by comparing it to the set targets. If the attainment is low as compared to the target, an action plan is prepared to improve the attainment in the next academic year. In case of satisfactory attainments, targets are raised and maximum attainments levels are redefined to raise the benchmark. This way IQAC ensures continuous improvement in PO attainment.

2. Faculty Academic Audit: Faculty Academic Audit is an initiative to validate the academic deliverables of faculty members and to assess preparedness concerning the teaching-learning process, outcomes, and related documents. The regular assessment of academics helps Department/Institute to define new strategies for the improvement of the teaching learning process. Faculty academic audit is carried out at the end of the session on various parameters suggested by IQAC. The Audit parameters evolved over some time. At present, the Faculty Academic Audit is carried out on the following parameters: Academic engagement plan and execution for theory course, laboratory course, and project work, Course File Contents and timely updation, Personal File Contents and timely updation, ICT usage, Contributions in Publications, STTP / FDP,

Department/Institute activities. Based on observations, the auditor shares the shortcomings with a faculty member and discusses various corrective measures that can be taken to improve the performance in terms of deliverables. The department-wise consolidated report is prepared by the team of auditors and submitted to the respective HOD through Vice-Principal. This report is considered in faculty appraisal with a 20% weightage.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All 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	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

Number of gender equity promotion Programs organized by the

institution- 2020-21, link of website is provided below

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counseling
3. Common Room

1. Safety and Security

The institution provides facilities considering gender sensitivity. The details are

CCTV Surveillance camera

A surveillance camera on the main gate and Corridor has been mounted for surveillance and

Safety of students.

Gate pass scheme and visitors' diary

Gate pass scheme is available for the students to ensure record-keeping of students going outside the college campus during college hours. Visitors' diary is maintained at the girl's hostel which is checked monthly by women police for girl student's security. In case of medical / Gynecological problems of girl students, they report to senior ladies faculty and gate pass is issued to her and one girl student accompany her to hospital/home immediately. If the need arises ladies faculty accompany her to the nearest hospital

Anti-ragging cell for boys and girls

The anti-ragging cell has 6 faculty members including 2 lady faculty members to handle girls' complaints.

Boys & Girls Hostel on campus:

Our hostels are equipped with all the latest facilities to take care of the needs, safety & security of the outstation students. Boy's hostel is managed by Fathers and Girls hostel is managed by full-time Sisters who take care of all needs of boys and girls students respectively. Hostels have 24 hours security and a Doctor on-call facility. In case of a medical emergency, boys and girls students are admitted to SureTech / St. John Hospital.

Grievance Redressal Mechanism

Grievance Redressal Mechanism exists in the college to settle grievances of students and staff members (Teaching and Non-teaching) up to a satisfaction level to ensure effective solutions with an impartial and fair approach.

Internal Complaints Committee

Internal Complaints Committee has been constituted in the Institute by the guidelines issued by the Maharashtra State Commission for Women to consider complaints

related to any sexual discrimination/harassment of girl students and women in the institute. A Suggestion box / Complaint box is provided at the entrance of Academic Block- A, Academic Block-B, in the canteen & at the boys & girls hostel.

- Counseling

Counseling room

The counseling room is available on campus for students counseling (boys and girls).

General Counseling

Class counselor is assigned to every class to counsel students on academics / co & extra-curricular activities/ career guidance/ personal counseling. Record of students' counseling/mentoring is maintained. Students report to a class

counselor for their difficulties.

A full-time counselor - A full-time lady professional counselor is on campus for student counseling. Girl students' special cases are diverted to her. She resolves the issue and calls family members if the need arises.

No. of Students availed counseling facility during the year 2020-21 were 11, in 2019-20 were 31 and in 2018-19 were 26.

- Common Room

Common rooms are available for relaxation purposes. Girls' common room has facilities like beds, sanitary napkin vending machines. Three common rooms for girls and one for boys are available on the campus.

Sanitary Napkin incinerator Machine :

Sanitary Napkin Vending Machine & incinerator Machine:

Sanitary Napkin Vending Machine is installed in girls' washrooms in both Academic Block A & B, to help girls with easy access to sanitary pads in case of emergency. Used sanitary napkins are disposed of in an incinerator Machine installed in girl's washroom in both Academic Block A & B

File Description	Documents
Annual gender sensitization action plan	https://www.stvincentngp.edu.in/documents/NAAC/7/7.1.1.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	https://www.stvincentngp.edu.in/pages/womens-grievance-cell , https://www.stvincentngp.edu.in/pages/grievance-redressal-cell

7.1.2 - The Institution has facilities for

A. 4 or All 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

The institute puts in conscious efforts to enhance and nurture the eco-friendly environment on the campus by managing all types of waste. The institute has a waste management system in place.

1. Solid waste management :

Solid waste is managed by cleaning staff assigned at different locations in the institute. The dustbins are placed at various locations including classrooms and laboratories. The waste generated is segregated at each level and source. The institute has a contract with an authorized vendor who collects the waste from the designated place, segregates, recycles, and disposes at the landfills authorized by the government.

- Solid waste such as glass, plastic, and Iron waste is segregated and sold to vendors.
- Paper & plastic waste is shredded through shredding machines available in the institute and given to the vendor for further recycling.
- Used sanitary napkins are disposed of through an incinerator machine
- Concrete waste is used in landfills.
- Bio-degradable garden waste is decomposed in the pit and used as manure.

1. Liquid waste management (Sewage and Laboratory waste)

Sewage waste from the Girl's hostel is treated through Sewage

Treatment Plant (STP), established in the year 2013-14 with a capacity of 40KLD (kiloliter per day). The treated water is utilized for gardening purposes.

The Boys Hostel wastewater is channeled to a storage tank and is utilized for watering the plants.

Laboratory waste:-

Chemistry Lab: Waste fluid from the chemistry lab is diluted acids & alkaline liquids. The quantity of wastewater is 50 liters per day and dilute chemical reagents are 5 liters per day. These waste liquids are collected in a tank & percolated in soak pits. There is no harm caused by these liquids to aquatic habitats or trees. However, this liquid waste is generated only during 1st Semester (only 3 months). Waste lubricating oils generated in the chemistry lab in the 2nd semester are used for the lubrication of machines in the workshop.

Fluid Mechanics Lab: This Lab in Mechanical Department utilizes 3000 liters of water. This water is reused through channels for lab work leading to no water wastage.

1. E-waste management :

The institute promotes the reuse of electronic equipment to avoid e-waste generation. Old models or projects are reused by the students in the institute for creating projects. The remaining E-waste is systematically discarded. The e-waste generated from hardware that cannot be reused or recycled is disposed of and UPS batteries are exchanged with the suppliers in the buyback scheme

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	A. Any 4 or all of the above
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Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

<p>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</p>	
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
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, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

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

Unnat Bharat Abhiyan: Under Unnat Bharat Abhiyan is a flagship program initiated by Govt. of India to develop, understand and work for a rural area with the help of Technical education. We, St. Vincent Pallotti College of Engineering and Technology got

approval for the mission of Unnat Bharat Abhiyan on October 2, 2020. Under this mission, we adopted five villages named "GawasiManapur, PanjariLodhi, Khatmari, Khasarmari, and Dongargaon. Techno Economical development activities are being carried out through this mission. The activities such as Village Survey, House Hold Survey were carried out in the mentioned villages. Through these surveys, the needs of the villagers are identified. The Technological customization ideas and technology development ideas have been identified and uploaded on the Govt website through the institute portal.

Meantime some projects like "solar Street Light with Auto Cleaning arrangement, Sanitary Napkin Vending Machine, etc. Are being targeted for development.

Under Unnat Bharat Abhiyan Student Committees were formed for each department. Students are actively involved in all the activities including Visits to villages. Due to Covid-19 Pandemic, village visits were not possible. But Project works at college were going on.

A course on the German language was conducted, details are given below

Course Name: Basic German Language Course A-1

Aim: To provide basics of German spoken language

Target: Students

Starting: 1st of February 2021

Duration: Three Months (Three Hours in a Week (Total of 36 Hours of Class) with lot of homework during of the Week)

Mode of the Class: Online

Class Material: Made available during the Online Class

Professor: Rev. Dr. Fr. Joseph Polishetti (Qualified with Test DAF Certificate, 5 years of live experience in Germany)

Course Fee: 3,000 Rupees

This college is a center for conducting various online exams including JEE mains and GATE exams.

Insight: The college organizes an annual cultural event Insight for the students. The event was conducted for 2 days including various cultural events such as dance, singing, debates, skits, etc.

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

Human Dignity, Social Responsibility, Fulfilling Commitments, Professional Leadership, and Mutual Trust are the Tech Pallottine Values. The institute believes that talents, skills, and knowledge are the assets to make positive change in society across caste, creed, gender, and religion. Therefore, the institute encourages its staff and students to participate in various social activities for social and holistic development. The institute through National Service Scheme (NSS) unit makes every effort to live up to Tech Pallottine Values. The objectives of the unit are as follows: Understand themselves; identify needs and problems along with their solutions about the community in which they work. Develop competence required for group living among themselves along with a sense of social and sharing of civic responsibility.

Acquire leadership qualities, democratic attitudes, capacity to meet emergencies and natural disasters by developing national integration and social harmony. The activities reflect the essence of democratic living and uphold the need for self-less service. The institute helps the students to develop a sense of appreciation for other person's points of view and also show consideration to a community. Ultimately, the welfare of an individual depends on the welfare of society as a whole, and therefore, the students strive for the well-being of society. The programs "Me for My Nation" and "Kargil Vijay Diwas" are conducted to cultivate patriotism in students. Tree Plantation for a better and greener tomorrow, Felicitation of Housekeeping staff, Eco-Friendly Ganesh Idol Immersion, students' visit to nearby schools, Street play on "Position of Women in Indian Society", Swachchata Abhiyan in nearby villages, blood donation

camp, AIDS Relief Drive, and Eye donation awareness program are conducted to sensitize students to social issues and holistic development. The institute has also organized seminars on Green Technology and Road Safety for the students. The Management and staff members of the institution extend financial help to non-teaching staff and students for their medical treatments. The institution's Tech Pallottine Social Forum organizes a Donation Drive of clothes and things of basic needs, to help underprivileged people in society. This helps to create awareness of social responsibility amongst the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.stvincentngp.edu.in/documents/clubs/NSS%20Annual%20Report%202020-21.pdf
Any other relevant information	https://www.stvincentngp.edu.in/documents/NAAC/7/7.1.9.pdf

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

A. All of the above

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

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

- **National Youth Day:** January 12, is celebrated as National Youth Day in the college campus with all ecstasy. An exhibit commemorating the birth anniversary of youth icon Swami Vivekananda is put up by the Holistic Development Cell
- **Republic Day** is celebrated every year on 26th January with a flag hoisting followed by National Anthem. Students present patriotic classical dance followed by Republic Day speech by the Principal. Every year Insight Prize Distribution is organized on this day. A Flash Mob by students concludes the event.

Martyr's Day: On 30th Jan Martyrs Day chosen as it marks the assassination of Mohandas Karamchand Gandhi in 1948, is observed in St. Vincent Pallotti College of Engineering & Technology to pay homage to the victims who fought for freedom, welfare, and progress of India and sacrificed their lives defending the

- sovereignty of the nation. Two (02) minutes of silence is observed to mark Martyr's Day. All Students and staff Members stand at their respective places to observe silence.
- **Women's Day:** Woman's day is celebrated every year under NSS to recognize the importance and responsibility that women carry in society. To recognize it, an event is organized on the 8th of March and various activities like poster competition, message wall, gift distribution to women in the institution, etc. are conducted.

- International Yoga Day: International Day of Yoga was celebrated in full enthusiasm on June 21, every year.
- KARGIL VIJAY DIWAS NSS volunteers of St. Vincent Pallotti College of Engineering, organized the 'Kargil Vijay Diwas' poster exhibition on 26th July.

The event was conducted in remembrance of the army personnel who sacrificed their lives during the Kargil war.

- Independence Day (15th August) is celebrated with Colours of Revolution, Flag hoisting, and a Chief Guest speech. Students also displayed their patriotism through a flash mob, a patriotic act, reciting patriotic songs, etc.
- 'National Renewable Energy Day (From REC): Akshay Urja Adivasis is an awareness campaign about the developments of renewable energy in India, celebrated on August 20 every year. The day commemorates the birthday of former Prime minister Rajiv Gandhi. Renewable Energy Club, SVP CET organized an intra-collegiate poster and oral presentation competition "Rejuvenate". The theme for the event is "Renewable and Green Manufacturing". The REC organizes this event to spread awareness about 'Rajiv Gandhi Akshay Urja Divas among budding engineers.
- Canonization of Mother Teresa: Tech Pallottines paid tribute to Mother Teresa, as the world celebrated her canonization on September 4, A glimpse of her life and work was exhibited in the academic block B by the Holistic Development Department with respect for mother Teresa.
- Teachers Day: Teachers Day is celebrated in remembrance of Dr. Sarvepalli Radhakrishnan on 5th September every year. Students organize various programs and games for faculty (department-wise) every year.
- Engineer's Day: Dr. Mokshgundam Visvesvaraya's birth anniversary, commemorated as engineers Day, was celebrated on 15th September. The Chief Guest on this occasion is an eminent personality who has contributed to the field of engineering. Various competitions are held for students to encourage their engineering knowledge.
- Swatch Bharat Abhiyan is organized in the institute every year on the 2nd of October 2018 as per the guidelines of the Government of India.

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	No File Uploaded

7.2 - Best Practices

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

1. Title of the Practice: Professional Skill Enhancements activities for Students.

1.1 Objectives of the Practice:

- To develop discipline-specific/ multidisciplinary technical skills, and enhance employability.
- To improve Presentation, Communication, Competitive skills. To build teamwork and leadership abilities.
- To provide hands-on experience and exposure to various technologies.
- To propose a structured and pragmatic solution to well-defined problems.
-

1.2 The Context:

The Institute emphasizes skill and employability enhancements. These are significant issues that emerged out of various surveys of Government/ non-government organizations. This focus of the Institute also falls in line with the Skill India initiative at the National level by Central Government to address the lack of relevant skills among the current and potential workforce of India. The Institute offers a self-learning environment by encouraging students to participate in MOOCs through NPTEL (Initiative by IIT Bombay). It encourages students to enroll in SWAYAM, (Study-Webs-of-ActiveLearning-for Young-Aspiring-Minds) and participate in Unnat Bharat Abhiyan, which are the Initiatives of the MHRD Government of India.

1.3 The Practice:

Students are encouraged to become members of various clubs operating at departments and institute levels. Office bearers, organizing teams, and teams to participate in competitions are formed based on the interest of students and personal interviews. Student members along with faculty coordinators plan various activities of respective clubs and are responsible for the successful conduction of those activities. Departments at the Institute organize Technical events and workshops for skill enhancements in association with various forums. In addition to this, regular practices at the institute are Participation in national competitions like SAE, BAJA, and Go-kart with financial support. Activities in Embedded System and Robotics Lab under e-Yantra, an initiative by IIT Bombay to create the next generation of embedded system engineers. Conduction of 'Technex', central India's largest national level technical festival with 1500 participation. Participation at IIT Techfest and similar competitions and training programs/workshops. Participation at National Level Paper Presentation project Competition Participation at various regional and national level Robotics and model making competition like LIT Model United Nations, CISCO Security, Robomaker Blind C, Robo Race Robothon, Robosoccer, Robo_GP Participation at a various regional and national level technical fest like Compufest, Electrica Smart Grid Apathon", App-a-thon Xplore 9.0 Techsaga, Shikhar, Crank, Mechstroke, Hackathon, Spark Participation at Innovative Idea for Start-up conducted by Lemon School of Entrepreneurship To enhance the skills departments undertake various training programs/ workshops with the help of external agencies.

2. Title of the Practice: INDUSTRY CONNECT

2.1 Objectives of the Practice: To identify Industry requirements. To provide Industry exposure. To develop competency required for Industry. To bridge the gap between Industry and Academia To Enhance employability

2.2 The Context: Institute is aware of the increasing industry demand and the need for global competence. Institute is proactive in providing necessary industry exposure to students. An engineering student must know industry problems and propose a solution to them hence institute promotes and encourages industry-based projects. To gain insight regarding internal working of companies and give exposure to current work practices, industrial visits are organized by all the

departments. As against the theoretical understanding, gaining knowledge through hands-on practice and job execution is essential for an engineering student, the institute encourages Industry Internships. From the industrial training, the students develop skills in work ethics, communication, and management. This practical training program allows students to relate theoretical knowledge with its application. For awareness among students and faculty about the recent trends in the industry, the Institute organizes interaction programs with industry experts. It provides a platform to interact with industries and to get exposure to the industrial environment.

2.3 The Practice: Institute made the following platforms available for students for industry connect Institute Industry Interaction (III) Cell is in place (<http://www.stvincentngp.edu.in/iii-cell/>). It conducts and coordinates various activities that help to reduce the gap between industry expectations (practical) and academic deliverables (theory). The cell consists of faculty representatives from each department. The faculty members along with the student team conduct and organize various activities/events/visits in respective departments to build the industry association. Industry Internship is promoted right from the 2nd year of a degree course. Students undergo summer training in the department-specific prominent industry in the 2nd, 3rd, and 4th years. Industrial tour/visits for each semester, one industrial visit is carried out in the discipline-specific industry. For 4th and 3rd Year students industry visits/ visits to technical exhibitions of 3 to 5 days are arranged. Industry-based projects- students undertake industry-based projects. The project is monitored by an industry mentor and institute guide. Project Evaluation-In order to ensure the quality of projects, the evaluation is done through industry experts. Industry expert interaction session - various activities are conducted to involve industry

experts which include seminars, interaction sessions, and industry-institute meets. These are organized in view to gain awareness about the latest happenings in the industry, current industry trends, and expectations of industry from a fresh graduate. Faculty Industry Exposure: faculty industry training, Involvement of Industry Experts in decision making process- Advisory Board Visiting faculty from Industry Participation in AICTE CII survey

2.4 Evidence of Success:

Internship opportunity for students at various industries

Industries: IT ISRO, IIIT Hyderabad, Persistent Systems Ltd., HetaDatain, graph EE Morarji Industries, JSW Industries, UltraTech, Winwind ME PIX Transmissions Limited, Morarjee Textile Limited, JSW Steel Coated Products Ltd, Vidarbha Industries Power Limited, CE Persistent System Pvt. Ltd, G.R. Solutions, NMC, RMC, NEERI, Gruha App, Nagpur Industries, FIT, V.N. Technosoft, Royal Web, Harrier Solutions, Regional Remote Sensing Centre, Darron Chemical Industries Pvt. Ltd. ETC DRDO-Hydrabad, ISRO-Nagpur, BOSH-Banglore, BARCMumbai, BHEL-Bhopal, BHEL-Hydrabad, Mahindra Mahindra Memorandum of Understanding (MOU) - The year 2017-18 2016-17 2015-16 2014-15 2013-14 Number 25 11 8 4 2 Memberships at Industry Association - Confederation of Indian Industry (CII) Students getting placement opportunity through internship/industry-based projects in a company like Persistent Pvt. Ltd. Nagpur, HetaDatain, Infocepts, etc. Students are recognized for their outstanding performance in internship and live projects. No of industry visits

2.5 Problems Encountered and Resources Required:

A limited number of professionally managed industries in and around the region. Fewer credits for activities related to Industry in the curriculum of affiliated universities. The industry expects students to undergo internships for extended periods however because of the university curriculum an extension in the duration cannot be given. Students undergo training in their vacation slot. Duration of industrial visit needs to be planned considering the availability of the resource person and academic calendar so that academics of the students are not hampered.

File Description	Documents
Best practices in the Institutional website	https://www.stvincentngp.edu.in/documents/NAAC/7/7.2.1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

within 200 words

ACADEMIC EXCELLENCE-DISCIPLINE-CLEANLINESS The distinctiveness of St. Vincent Pallotti College of Engineering and Technology is in its consistent academic excellence attainment, discipline culture, and cleanliness. The Institute takes lots of effort in the direction of achieving this. The institute has social recognition for its academic excellence and imparting discipline in terms of punctuality, uniformity, and professional code of behavior. In line with the Institute's vision "To develop a knowledge-based society with clarity of thoughts and charity at hearts to serve humanity with integrity." The Institute's recognition is the natural result of the following strengths: Academic Excellence Emphasis on high-quality academic excellence through a dedicated teaching-learning process that can provide a value-added experience for the students. The institute has a legacy of producing university toppers every semester and in every program. Best Student awards and medals for exceptional performance in the University Examinations are regular practices by students. The institute has a practice of promoting excellence in academics by rewarding the achievers with a cash prize. The institute specifically rewarded the toppers of consecutive semesters (First Year) with a scholarship worth the complete tuition fees under Chairman's award. Technically sound students have brought laurels to the institute by winning Best Paper and Best Project awards. The innovative aspect of students is projected through their patents which they have to their credit. Premier organizations and industry have also recognized the potential of the institute by permitting students for internships. As an outcome of academic excellence, students got absorbed in various renowned industries through campus placement and higher studies. The positive outcomes of excellence in academics have been achieved to meet the global requirements. Discipline Standards Since its inception, the institute has emphasized punctuality in terms of reporting on time for staff and students. The four years of the disciplined environment have inculcated in students the qualities of being punctual, responsible, reliable, self-disciplined, time conscious, and elegant. Alumni have acknowledged that they have been valued at their workplace because of personality traits gained in a disciplined environment of the Institute during their four years of graduation. Cleanliness in the Institute The institute is known for its cleanliness in the region. The institute has received recognition for having a clean campus by AICTE (Participation certificate for AICTE CLEAN CAMPUS AWARD 2017).

The institute puts in conscious efforts to enhance the cleanliness and beauty of campus through various initiatives such as Being particular about a clean surrounding and indulging in upholding it. Waste/litter generated in the institute is managed by the Cleanliness Staff assigned at different locations for cleaning activities. Mopping of all floors twice a day. The dustbins, at all places including classroom and laboratories. Segregation of generated waste at each level and disposal of. Prohibition of plastic use on campus. The college administration encourages a "less paper" policy. The Paper & plastic shredding machine is operational. Disposition of used sanitary napkins in the incinerator machine in the girl's washroom. Use of Bio-degradable garden waste (decomposed in a dedicated pit) as manure. Use of the lawn grass (cut for its maintenance) to produce compost. Two Fixed Dome type Kitchen waste-based Biogas plant for methane generation is installed at the girls' hostel. Liquid waste generated by the institute is treated through Sewage Treatment Plants (STP) and the water is used for horticulture and flushing in toilets. Waste fluid from labs is collected in a tank & percolated in soak pits. Institute ensures optimum utilization of electronic equipment and devices. Most of the E-waste in the form of old models or projects are reused in the institute itself for making new projects by the students. The e-waste generated from hardware that cannot be reused or recycled is being disposed of centrally through authorized vendors. UPS batteries are exchanged with suppliers in a buyback scheme. Green Audit is conducted in the institute. Various Cleanliness Initiatives organized by the NSS Unit of the institute are Cleanliness Drive ([http://www.stvincentngp.edu.in/tree-plantation-under-vrikshayukta-shivir a-2-crore-tree-plantation-mission-by-government-of-Maharashtra-under-NSS/](http://www.stvincentngp.edu.in/tree-plantation-under-vrikshayukta-shivir-a-2-crore-tree-plantation-mission-by-government-of-Maharashtra-under-NSS/)) Swachchhata Abhiyan (<http://www.stvincentngp.edu.in/the-creation-of-a-thousand-forests-is-in-one acorn/>) Swachchh Bharat Abhiyan organized in the Rui Village, Jamtha Seminar on Swachchh Bharat mission

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

1) **Starting of New Programmes:** Institute is planning to start new courses

- 2) NBA accreditation of 3 branches
- 3) Autonomy of the institution
- 4) Smart Classrooms for all the students
- 5) To start new courses B. VOC. program

NAAC