SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ST.MARTIN'S ENGINEERING COLLEGE

ST.MARTIN S ENGINEERING COLLEGE SY. NO. 98 AND 100, DHULAPALLY
ROAD, DHULAPALLY, NEAR KOMPALLY, SECUNDERABAD - 500100.
TELANGANA.
500100
www.smec.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

St. Martin's Engineering College (SMEC) is promoted and managed under St. Martin's Children Education Society (SMCES) that was founded in 1982. SMCES was started with a school at Balanagar having modest student strength of 42, and a unique vision to build a brilliant generation next. As of today, the society has grown in size and is spread into four branches of schools and an Engineering College from where more than 7,000 students receive quality education.

The success backed by continuous support of parents and students has driven the society to foray into the domain of professional and technical education. Thus SMEC made its advent in the year 2002. SMEC is approved by AICTE New Delhi, affiliated to JNTU, Hyderabad and is accredited by NAAC and NBA. The Institute is multidisciplinary in nature and is offering Under Graduate program in Engineering and Post Graduate program in Management. At present, six UG Engineering Programs; Civil, Computer Science, Information Technology, Mechanical, Electrical and Electronics, Electronics and Communication Engineering are offered.

SMEC perches on a spacious 17 acres campus, aesthetically designed with lush green landscape. It is located in a pollution free ambience at Dhulapally, Secunderabad at a distance that is just right to shut out the urban pollution while ensuring easy access to the city. SMEC has a student strength of 3910 and faculty strength of 341during the academic year (2017 - 18).

The Institute abides by all requirements of statutory bodies enunciated by the law of land. It has made information available as per general and mandatory disclosure on college website www.smec.ac.in. As per mandate of Right to Information (RTI) Act 2005,Institution provides all information to the stakeholders in response to Institutional disclosure to students, parents and staff. RTI related information disclosures are published on the web by various Department Authorities.

- The Institute got accredited by NAAC with "B+" grade.

- Out of six, five UG Engineering programs have been accredited by National Board of Accreditation (NBA). The result of one program is awaited.

- SMEC is ISO 9001:2008 and SIRO certified.

Vision

To become an Institute of Excellence by creating high quality and innovating engineering professionals who would take the world into their stride through sustainable growth in technology.

Mission

To instill moral values and promote technological, intellectual and ethical environment to the students with an in-depth and exceptional education that makes them employment ready as per the emerging trends in industry and to invoke the desire of innovation as a process of life-long learning for a successful career in engineering.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Strong foundation established by Entrepreneurs and Philanthropists
- Recognized by AICTE New Delhi and Affiliated to State University – JNTU, Hyderabad
- Transparent and Proactive management
- Located in the heart of the city and surrounded by Industrial hub
- Highly experienced and committed faculty and staff members
- Library - a store house of knowledge; it houses text-books authored by eminent academicians and researchers and an Information Centre with access to e-journals.
- Strong liaison with Industry and Institution
- Good encouragement for Extra and Co-curricular activities
- Value Added Courses beyond curriculum
- Multidisciplinary programs offered in UG.
- Sprawling beautiful campus in 17 Acres lush green landscape
- Excellent infrastructure with state-of-the-art facilities with 23,968 square meters of built-up area
- Hostel facility with all amenities are provided at reasonable cost
- Effective Teaching-learning processes with good use of ICT.
- E-governance with ERP
- Strong research culture with significant output and also in collaboration with JNTU offered valuable Research and Development program named 'Mission-R&D'
- Stellar Placement Record through placement opportunities generated by Training and Placement Cell, and other platforms like Internshala, Telangana Academy for Skill and Knowledge (TASK), AMCAT and CoCubes, etc.
- Welfare measures for all stakeholders
- Faculty Development Programs (FDPs) on Emerging Trends
- Comprehensive Development Programs for Students and Staff
- Committed to rendering social service by NSS, Street-Cause and Helping-Hand Volunteers

Institutional Weakness

- Limited number of Interdisciplinary Projects
- Inadequate training of faculty in industry

- Required to create virtual laboratories
- Institution is having good number of faculty with Ph.D qualification, but still there is a scope of increasing the number of Doctorates in some of the Departments. Quality Improvement Programme (QIP) for faculty to pursue Ph.D needs to be improved.
- The level of research activities and funded projects in various Departments of the Institution to be enhanced.
- Lack of autonomy to introduce new courses.

Institutional Opportunity

- Impetus for Research and Consultancy Initiatives
- Faculty and student exchange programs with Foreign Organizations
- To develop as an Autonomous Knowledge Hub
- Development of contiguous rural community
- Offering Holistic Education at an Inexpensive Cost
- Providing students the platform and prospects to become Global Players and Entrepreneurs by utilizing the Incubation and Startup Unit (Srishti) optimally
- Fulfilling the necessities of society through Applied Research and Innovation
- Enabling the students to secure higher package placements.
- As most of the Departments are accredited by NBA there is an ample opportunity to get the grants from funding agencies.
- Availability of access to e-Journals, Project Laboratories and Video Courses like NPTEL etc.
-
- To conduct more number of National and International conferences in the emerging trends of Engineering and Management.
- Revenue generation through Resource Sharing
- To emerge as a role model in the field of engineering education adapting best pedagogic practices
- To become autonomous Institution for introduction of new courses and revision of curriculum to suit to the requirement of industry.

Institutional Challenge

- Increase placements in core industries
- Establishment of collaboration with foreign Institutions
- To keep pace with emerging technologies
- Non-availability of teachers with Ph.D in the job market.
- To invite more industries for placements, internships and projects
- To inspire faculty towards purposeful society oriented research by getting research grants, increasing the number of paper and book publications, and registering patents
- To inspire students to view education as a lifelong process, and shaping their careers accordingly.
- Converting the student developed products into merchandise.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

St. Martin's Engineering College (SMEC) is affiliated to Jawaharlal Nehru Technological University, Hyderabad. However, the curriculum planning and development is taken care of to subtly integrate the values enunciated by national goals, vision and mission of the college and societal concerns like gender equity, concern for ecology and environment, and need to sustain good citizenry. Academic flexibility is provided with a medley of certificate courses, add-on courses, and value addition courses and programs.

Affiliating University has also provided Choice Based Credit System and Elective Courses which have helped the institution in providing academic flexibility to the students. College is equipped with ICT tools and 7 smart classrooms to make Teaching-learning process more innovative and interactive. All Department Heads prescribe deadlines for preparing Lesson-Plans, Question-Bank, Exam Objectives and Assignments before commencement of semester. Adequate learning materials are prepared and course-files with 19 parameters, as a part of planned schedule of topics, are maintained. Mentor-Mentee system is in practice to know students' requirements and to uplift them. The process is reviewed by the Principal assisted by IQAC at regular intervals. Guest lectures, seminars and industrial visits enable students to update their knowledge and practical approach. Refresher courses, workshops and FDPs are in practice to upgrade faculty's skills in respective domains. 27% of teachers have participated as members in Board of Studies (BOS).

Students' benefits

- 25 value-added courses conducted for imparting transferable and life skills

- 26 certificate courses imparted to enhance core skills

- 57.96% of students have undertaken field-projects and internships in academic year 2017-18.

Efforts made for integrating cross cutting issues into the Curriculum:

- Equal opportunities in terms of admissions, employment, sports activities etc.

- Curriculum includes courses on 'Gender Sensitization', 'Environmental Science', and 'Human Values and Professional Ethics'.

- Apart from the courses in curriculum, various activities are organized to focus on socio-cultural issues.

Feedback System:

- Structured feedback is received from students, teachers, employers, alumni and parents for the plan and review of syllabus. It is analyzed and appropriate measures are taken.

Teaching-learning and Evaluation

Student community from diverse geographical regions/ethnicity are provided enrollment and the institution has created an ecosystem to cater to learning requirements of various stakeholders by providing infrastructure,

congenial learning ambience, technology support and equal opportunities are ensured to people of all walks of life without distinction of caste, class, creed or gender. Admission process is based on guidelines given by State Government with TS EAMCET.

Institute is known for excellence in academics and facilities, research-focus, innovative programs, quality of teaching-learning, linkages, and resources.

After gauging learning abilities of the students through assessments, customized strategies are drawn to cater to various student backgrounds. Institute organizes induction program, bridge-courses, remedial classes, weekly tests, classroom interactions, seminars to support slow learners and advanced learners are encouraged to engage in scholarly activities like innovative projects, placements related training, workshops, and technical events under the clubs/associations and enroll them in professional body memberships.

Student-faculty ratio is optimally maintained to facilitate student-centric learning environment by providing appropriate pedagogy for participative and experiential learning, and problem-solving methodologies.

Institution has 66 ICT enabled classrooms including 7 smart classrooms to facilitate faculty in using ICT methods to enhance effectiveness in teaching through various E-Resources and LMS to enhance students' experience.

IQAC is involved in mandating curriculum planning and deployment, and also in preparing and implementing strategies.

Strong Mentoring-system is adopted to counsel students based on their family background, career interests, and their academic and technical problems. A Psychiatrist is always available to counsel stress related issues of students.

Institute adopts summative and formative assessment strategies for continuous internal evaluation process that is transparent and robust in terms of frequency and variety as per the University regulations, also in terms of conduction of Examinations adherence to Academic Calendar and by satisfying all student grievances through an Examination Committee.

Program Outcomes are assessed using direct and indirect methods to identify educational and operational gaps and to propose action plan for further integration in strategic planning. Teaching-learning processes are continually upgraded based on students' results analysis and satisfaction.

Research, Innovations and Extension

The Institution has its dedicated Research and Development Cell (Avishkar), two Incubation Centers, Dr. APJ Abdul Kalam Incubation Center for non-circuitous branches and Charles Babbage Incubation Centre for circuitous branches with well-furnished, high-end Computer Systems with 400 Mbps bandwidth internet connectivity, Entrepreneurship Development Cell, Intellectual Property Rights Cell, Start-up (Srishti) and departmental Research and Development laboratories. There are 32 research and consultancy projects, and grants received for projects sponsored by the Government and Non-Government sources are Rs. 288.84 Lakhs. A research project is sanctioned from Science and Engineering Research Board, Govt. of India.

The Institution has created an ecosystem for innovations by facilitating 24 software including 'Plagiarism Checker X' software to maintain quality in research. Students and faculty participated in 'Start-up India 2018' competition and bagged First Prize. The initiatives for creation and transfer of knowledge to the society are taken, through the innovative projects. The project 'Micro-chef' was appreciated by "Texas Instruments Innovation Challenge, India Design Contest-2015". 'Metallic 3D printer' was awarded with 2nd Prize in "SWITCH India 2016" and 'Sanitary Vending Machine' bagged 2nd Prize in "Rural Innovators Start-up Conclave (RISC)-2018" at National Institute of Rural Development Hyderabad, spreading the knowledge in society for "Stree Swachhta". There are 243 workshops and seminars conducted in the Institute. Total 1990 research papers are published in National and International Journals, and Conferences. Total 18 Books are published by faculty and there are 16 patents in the Institution.

Extension activities, carried out by students are 95 in the neighborhood community for sensitizing students to social issues and holistic development. Total 43 awards are obtained in extension activities and 6181 students have attended these activities. The award for 'Single Day Highest Blood Donation' was received from Shri E. S. L. Narasimhan, Honorable Governor of Telengana State. The Institution has 480 linkages for student exchange, faculty exchange, internship and field trips, 91activities conducted under functional MoUs with Industries and other organizations.

Infrastructure and Learning Resources

St. Martin's Engineering College (SMEC) is equipped with adequate facilities for teaching-learning process. The campus has Spacious and well-ventilated Classrooms (66), Tutorial Rooms (17), Drawing Halls (2), Computer Centers (2), Seminar Halls (6), Mini Seminar Halls (3), Smart Classrooms (7) and a well-equipped Auditorium. The campus is enabled with Wi-Fi, dedicated 400Mbps internet bandwidth and 50Mbps leased line.

All classrooms are equipped with LCD and ICT enabled facilities. Apart from regular facilities, the Institute has Incubation Centers, Research and Development, and Entrepreneurship Development Center.

A Medical Centre with a regular Doctor, medicines and supporting staff is available inside the campus. College ambulance facility is also available for emergency cases.

The Institute has good Indoor and Outdoor Sports facilities with Football and Cricket Grounds, Basket Ball Court, Table-Tennis, Cricket Practice-Nets, Tennis and Badminton Court, Athletics Track, Gymnasium with latest facilities etc. Exclusive facility for Yoga is provided with a dedicated Yoga Teacher for training both, the students and staff. Auditorium, Amphitheatre and Hippodrome are available for conducting cultural activities.

The Library and Information Centre is automated by 'Integrated Library Management System' (ILMS), SMEC ILMS is software developed in-house by our staff members, which is linked to kiosks Automated machine which helps to issue and return the books. SMEC ILMS provides acquisition, cataloguing, circulation, and serial control modules.

The library has a total collection of 8947 titles and 80653 volumes of text books, e-journals (ASME, ASCE, J-GATE), e-books, DELNET databases, rare books, manuscripts, etc. The library follows book bank scheme. With this, students are able to borrow books for the entire semester, which help them for their studies.An average annual expenditure per year is Rs. 26.53 Lakhs in 2017-18 for the purchase of books and journals.

SMEC is well equipped with laboratories (85) and computing facilities. As a part of this, 1280 computers are arranged in various Departments and connected through LAN. The Institute yearly upgrades IT infrastructure as per the updation in JNTUH Curriculum.

The average expenditure on maintenance of campus infrastructure is 19.98% of annual budget.

Student Support and Progression

St. Martin's Engineering College (SMEC) puts in relentless efforts for the all-round development of students. The Institution is committed to empower rural background and economically weaker sections of society by providing necessary employability and entrepreneurial skill development support. Average percentage of students benefited by scholarships and freeships provided by the Government and institution in last five years is

33.73% and 42.21%, respectively. Academic Tutorial Guidance for Competitive Examination, Soft Skills Training, Mentoring, Remedial Coaching, Bridge Course, Yoga and Meditation Classes are provided for the students for overall personality development and growth. Students are continuously mentored by providing scalable skill-development. They are given opportunities for participation in institutional activities such as event organization, class-seminars that would hone organizational skills in them. Student Grievances, Anti-Ragging and Sexual Harassment related problems are addressed at various levels both in person and through online suggestion/complaint system with multiple-level escalation matrix helping in resolving the students' issues at faster speed.

Placement Cell maintains strong Industry-Institution relationship and provides support to students in placement. In previous graduated batch, 81% of the students were placed on-campus and 11% of the students opted for higher education in prestigious Institutions.

Students are involved in organizing various co-curricular and extra-curricular activities. The institution is well known for its sporting talents. With regular and structured coaching provided, they take active participation in sports and games at college, city, district, state and even at national levels. Students have won 691 awards/prizes participating in various National and International sports tournaments and cultural competitions. Institution has a Student Council to provide programs, activities and services which serve as platform for the co-curricular, cultural, social, recreational and educational interest of students.

The Alumni Association of Institute "DISHA" is continuously connecting the *Almamater and Alumni* who are the institution's ambassadors. 'Alumni Meet' is conducted twice in a year, where the alumni share all their experiences from campus life to career life and various efforts involved in attaining a professional life. There is a substantial contribution from the Alumni, to the extent of 5 Lakhs in terms of financial support.

Governance, Leadership and Management

St. Martin's Engineering College has a well-structured Governance System. The Institution has Governing Body, IQAC, Academic Committee and other committees for making policy decisions and strategic plan of actions. Institute has decentralized decision making process and believes in participatory governance. The decisions taken in various committees are properly documented and actions are initiated. The strategic plan of institution is in-line with the institute's vision, mission and goals. It is deployed and executed across all the activities. Periodical monitoring is done. E-governance is implemented in all aspects of administration.

The Institution provides effective welfare measures to all the staff. All statutory welfare measures are implemented. An amount of Rs. 24.34 Lakhs is spent on welfare measures. On an average 40 Professional development/Administrative training programs are organized by the Institute every year for staff. 66.79% of the faculties are provided with financial support.

Faculty members participate, through corresponding Functional Committees, in finalizing teaching methodology of courses, maintenance of academic standards, and student welfare. Such participation brings transparency to the governance and inherently encourages team-work. Students and alumni members are also involved in certain Committees including the IQAC so that their views are also considered in governance. Thus, all stakeholders of the Institute are involved at various levels in assessing actual needs, budgetary requirements, academic standards and policy-making, progression in innovation and research.

"Annual Performance Appraisal" for staff exists based on which increments and promotions are given. Refresher courses are recommended to Staff who does not meet the standard appraisal to improve their performance. Institution conducts internal and external financial audits regularly and proper budgeting is done based on plans and needs of departments. IQAC has significantly contributed to sustain and enhance quality in all aspects of the academics and administration. On an average 128 quality initiatives are introduced by IQAC. AQAR submission, Academic and Administrative Audit is regularly done. Five (5) UG programs are accredited by NBA and remaining one program result is awaited. Institute is also accredited by NAAC in 2016.

Institutional Values and Best Practices

- Institutional values provide a comprehensive overview of the academic concepts and views of organization and serve as a multi-perspective framework to study diverse and integrated activities organized, to successfully bring about world-class technocrats.

- Institution prides in Gender Equality, evidenced through ratio of faculty imparting technical skills with social responsibility among students.

- Programs on safety, security, and counseling are conducted to promote harmony in co-education Institution.

- Availability of latest research and development tools in laboratories and smart classrooms.

- Infrastructure is developed sufficiently to meet needs of all, specifically girls and lady faculty via common rooms. Constant surveillance and vigilance are effectively done through CCTVs at vantage points.

- Energy of 1440 KWH from Solar Power Plant is used in campus. 20.88% of illumination is met by LED bulbs.

- Plastic-free environment is maintained in the campus and every effort is made to reduce papers in official work. Waste management of solid, liquid and E-waste are properly collected and disposed for recycling.

- Rain water harvesting pits are constructed for recharging ground water level. Institute promotes environment friendly vehicle, creating a green awning with landscape belt of trees and plants.

- Institution celebrates 5 National Festivals and Birth Anniversaries of prominent Indian Leaders and pays tributes on their Death Anniversaries. Tree plantation, 'Say No' to Drugs, and blood donation activities, and organ donation awareness programs are conducted to promote universal values. Transparency is practiced in critical, crucial details related to finance, academics and administration.

- Institute promotes 'Integrity' in all hierarchies from Director, Principal to faculty and students.

- Two best practices are 'Integration of Innovation', and 'Technical Skills and Career Building'; ingraining discipline, human interaction, and universal values through Community Orientation activities play a crucial role, in alignment with Institution's goals.

- Training and Placement Cell takes proactive steps in providing best jobs. Institute USP – Placements: totaling 702 students in 2017-18; highest package of 28 lakhs with ADOBE.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST.MARTIN'S ENGINEERING COLLEGE
Address	St.Martin s Engineering College Sy. No. 98 and 100, Dhulapally Road, Dhulapally, Near Kompally, Secunderabad - 500100. Telangana.
City	SECUNDERABAD
State	Telangana
Pin	500100
Website	www.smec.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	P. SANTOSH KUMAR PATRA	040-9976799865	9000444578	040-2980070 0	principal@smec.ac .in
IQAC Coordinator	A. AMAREN DRA BABU	040-7904208790	9849934000	-	iqac@smec.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	27-05-2002

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Telangana	Jawaharlal Nehru Technological University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	10-09-2015	[View Document](#)
12B of UGC	10-09-2015	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	[View Document](#)	16-04-2018	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	St.Martin s Engineering College Sy. No. 98 and 100, Dhulapally Road, Dhulapally, Near Kompally, Secunderabad - 500100. Telangana.	Semi-urban	17	23968

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BTech,Electronics And Communication Engineering	48	TS EAMCET or ECET or BOARD OF INTERMEDIATE EDUCATION or BOARD OF TECHNICAL EDUCATION or EQUIVALENT	English	240	240
UG	BTech,Computer Science And Engineering	48	TS EAMCET or ECET or BOARD OF INTERMEDIATE EDUCATION or BOARD OF TECHNICAL EDUCATION or EQUIVALENT	English	240	240
UG	BTech,Civil Engineering	48	TS EAMCET or ECET or	English	120	112

			BOARD OF INTERMEDIATE EDUCATION or BOARD OF TECHNICAL EDUCATION or EQUIVALENT			
UG	BTech,Mechanical Engineering	48	TS EAMCET or ECET or BOARD OF INTERMEDIATE EDUCATION or BOARD OF TECHNICAL EDUCATION or EQUIVALENT	English	180	144
UG	BTech,Electrical And Electronics Engineering	48	TS EAMCET or ECET or BOARD OF INTERMEDIATE EDUCATION or BOARD OF TECHNICAL EDUCATION or EQUIVALENT	English	60	47
UG	BTech,Information Technology	48	TS EAMCET or ECET or BOARD OF INTERMEDIATE EDUCATION or BOARD OF TECHNICAL EDUCATION or EQUIVALENT	English	60	60

PG	Mtech,Electronics And Communication Engineering	24	GATE or PGCET or GPAT or ICET	English	24	7
PG	Mtech,Computer Science And Engineering	24	GATE or PGCET or GPAT or ICET	English	24	11
PG	MBA,Master Of Business Administration	24	GATE or PGCET or GPAT or ICET	English	120	110

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				37				68				236
Recruited	32	5	0	37	58	10	0	68	124	112	0	236
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				88
Recruited	50	38	0	88
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				70
Recruited	48	22	0	70
Yet to Recruit				0

Qualification Details of the Teaching Staff

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Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	32	5	0	58	10	0	0	0	0	105
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	124	111	0	235

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	25	3	0	28

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	570	7	0	0	577
	Female	263	3	0	0	266
	Others	0	0	0	0	0
PG	Male	74	0	0	0	74
	Female	54	0	0	0	54
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	73	88	59	105
	Female	34	39	29	38
	Others	0	0	0	0
ST	Male	30	38	24	38
	Female	6	7	4	3
	Others	0	0	0	0
OBC	Male	300	290	309	336
	Female	129	150	125	138
	Others	0	0	0	0
General	Male	248	203	323	216
	Female	151	149	148	147
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		971	964	1021	1021

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 1360

File Description	Document
Institutional Data in Prescribed Format	[View Document]()

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	13	13	11

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3910	3878	3770	3452	3089

File Description	Document
Institutional Data in Prescribed Format	[View Document]()

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1068	1098	1212	1212	1116

File Description	Document
Institutional data in prescribed format	[View Document]()

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
938	902	826	658	578

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
341	341	333	306	275

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
271	275	268	248	219

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 73

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
871.22	824.69	761.96	685.94	922.65

Number of computers

Response: 1280

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

St. Martin's Engineering College (SMEC) was established in the year 2002 and is affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH).The syllabus is prescribed by the University. Curriculum planning involves effective delivery by providing competence, values, good citizenry skills besides making students develop holistically and capable of leading happy and purposeful life to cater the national goals in tune with Vision and Mission of the college.

Curriculum Planning:

The IQAC conducts meetings on Curriculum planning and Delivery in the beginning of every year. Principal conducts meetings with Heads of the Departments (HOD) to develop strategies for effective implementation of the curriculum. Each department head conducts departmental meeting before the class work commencement and prepares their own academic calendar as per the schedule given by the university along with other activities like conduction of Seminars, Industrial visits, Guest lectures and Workshops.

SMEC follows systematic rules for allotment of subjects to faculty. HOD will conduct meeting and allocate the subjects based on three major parameters namely experience, area of specialization and previous result analysis of the subject. Faculty prepares course files which consist of 19 parameters. Academic Audit team audits the course files.

Semester Readiness Program:

Before the commencement of regular class work, faculty members should give presentations on the allotted subject topics for gaining confidence to handle class work effectively.

Curriculum Delivery

SMEC implements the lecture delivery by chalk and talk, power point presentations, video lectures/ NPTEL, animated videos, case studies, quiz, study tours, industrial visits. SMEC has 66 ICT enabled classrooms and 7 smart classrooms. As part of the curriculum, cross cutting issues like Gender Sensitization, Environment and Sustainability, Professional ethics and Human values are covered.

SMEC conducts Induction program and bridge courses for 1st year students to help them to understand fundamental concepts in their respective program. Various training and certification programs, add - on course etc. are conducted to 2nd, 3rd and 4th year students to make them industry ready.

Faculty maintain the course register for both theory and lab classes which consists of syllabus, session planner, daily attendance, lecture diary , weekly self appraisal, result analysis which ensures number of

periods, topics covered, etc.

The curriculum gaps bridged through delivery in the form of content beyond Syllabus and covered during regular classes, Guest Lectures and Workshops.

Syllabus completion schedule is prepared and circulated to all the departments for the smooth conduction of class work as per the schedule given by the University. At the end of each unit, the completion status should be reported.

Every faculty member is assigned a group of students for mentoring throughout the course in which the students' difficulties, requirements and suggestions are recorded for the necessary actions related to curriculum implementation.

The college encourages faculty to attend faculty development programs, refresher courses and workshops to present papers in seminars and conferences for acquiring necessary skills.

Timely feedback is obtained from the students and staff. Measures are taken to enforce necessary changes by the HODs and Principal.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 26

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	4	6	5

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)
Any additional information	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/

Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 27.57

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
43	10	13	12	10

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 28.09

1.2.1.1 How many new courses are introduced within the last five years

Response: 382

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 13

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 72.84

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3079	2747	2579	2503	2276

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

In order to combine the cross cutting issues like gender sensitization, Environment Sustainability, Human Values and Professional Ethics, at SMEC, students are nurtured to develop other attributes, like gender equity and sustainability at academics.

The institution is following JNTUH curriculum. The efforts made by the Institution to integrate the cross cutting issues are:

- Gender Sensitization
- Environment Sustainability
- Human Values and Professional Ethics

Gender Sensitization:

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

Environment Sustainability:

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

Human Values and Professional Ethics:

We are undoubtedly living in a developed world. Modern technologies are affecting human values and professional ethics. Hence JNTUH has introduced a subject titled 'Human Values and Professional Ethics' for B.Tech students, so that they can imbibe and practice human values. Professional ethics is defined as the personal and corporate rules that govern behavior within the context of a particular profession. In this direction, the instituon conducts various activities and programs to build value systems, professional ethics, good citizenry skills and the sense of being honest and practice equity, equality and nurture respect for each other.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 25

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 25

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 56.45

1.3.3.1 Number of students undertaking field projects or internships

Response: 2207

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.23

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	6	17	0

File Description	Document
List of students (other states and countries)	[View Document]()
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 87.7

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
971	964	1021	1021	1019

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1068	1098	1212	1212	1116

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 51.86

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
572	543	574	684	586

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Assessment of learning levels

The students are divided into two categories – slow learners and advanced learners. The criterion for categorizing into slow learners and Advanced Learners is given below:

Entry level

- The college organizes a 21-day Induction Program for the new incoming batch students every year.
- The program helps the students to get familiar with the Institution, curricular and co-curricular activities, facilities, rules and regulations of the University and Institution.
- Training on communication skills, personality development, time management and motivational sessions are also given.
- A special test is conducted for the first year students after admission and categorized as under:

- **Slow Learners**: Less than 20 marks out of 50 marks.
- **Advanced Learners**: Above 20 out of 50 marks.

II/III/IV Year Students

As per the Mid (Internal) exam conducted for the II/III/IV year students, they are categorized as under:

- **Slow Learners**: Less than 14 marks out of 25 marks.
- **Advanced Learners**: Above 14 out of 25 marks.

Special Programs for Slow learners:

- After identifying the slow learners, the list of slow learners is sent to the Principal for approval to conduct the following programs beyond college hours.
    - Remedial classes are conducted beyond the college hours

(i.e. 3:50 pm to 4:30 pm)

- Learning material prepared by subject handling faculty members is verified by the expert committee and uploaded in the portal regularly for student's reference.
- Weekly Test /Slip Test
- Classroom Interactions
- Group Discussion
- Brainstorming Sessions

- We practice an 'Education Triangle' which makes a relationship that exists between parents, teachers and students. This partnership must be strong, focused and positive to support the student learning system.
- Frequent meetings are organized with the parents of the slow learners. The respective faculty members and the HoD discusses on their performance.

- **Special Programs for Advanced Learners:**

- Advanced Learners are identified on the basis of internal assessment
- Students are encouraged to be members of professional bodies like IEI, IEEE, ISTE, CSI, ACM, IETE, ISTE, SAE, and IWE under which various technical events are organized
- Various clubs/Technical associations like STAC, BETA, ECTA, TAIT, and META are formed for conducting various activities.
- Aptitude and soft skills training to crack the interviews for placements
- Students are encouraged to take up micro projects at the entry level and Innovative projects at higher levels under Incubation center and also evaluate them by organizing Project Expo.
- Some of the innovative thoughts of the latest technology such as:
    - 3D printer
    - Compressed Air Car
    - Drone fertilizer in Agriculture
    - Student Kiosk system

- Library Kiosk
- Power Spy Software
- Air Car
- Seed Sowing Machine
- Agriculture Field Motor Control using GSM
- Fully Automated Metro Train
- Linear Induction Motor
- Theoretical Analysis of Electromagnetic Model of a Transformer for Detection of Faults by using Frequency Response Analysis
- Micro Chef
  - Bright and diligent students are motivated and inspired to get University ranks.
  - Students are encouraged to take up competitive exams like GATE, GRE, TOEFL, IELTS, CAT, PGCET etc.
  - Students are also deputed in to various college level committees to enhance their skill and actively participate in the activities.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 11.47

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response:

The college focuses on imparting technical knowledge which enhances critical thinking and gives scope for creative imagination among students so that when they grow up they become responsible citizen of the country. The Institute follows the student centric methods that are used for enhancing the learning experiences of students to implement Outcome Based Education (OBE) such as

- **Experiential learning**
- **Participative learning and**
- **Problem solving methodologies**

Experiential Learning:

The students are provided with the following types of learning mechanisms to improve experiential performance

- **Additional Lab Experiments / Content Beyond Syllabus**

The students are taught to practically test the concepts that they theoretically learnt in the classroom. This enhances their practical knowledge as well as tests the concepts acquired by them. As an affiliated institution the programmes are bound to follow the curriculum set by the university. It is necessary to identify the curricular gaps and take measures to bridge it by supplementing the curriculum with content beyond syllabus. Students are given time slots to do additional experimental work with the assistance of the highly qualified staff.

- **Library E-Resources**

Library is committed to providing quality service and an excellent collection of materials to support the mission, goals, educational, and research needs of students, staff, faculty, and administration, users and in support of the College's diverse curriculum. A Timetable is allocated in Institution academic calendar for the students to access the library during college hours. Laboratories with Internet Connection permit the students to widen their knowledge and skills. The Online E- Resources such as digital library, E-Journals like IEEE, ASME, ASCE, J-Gate, Delnet are accessible to the students to widen their knowledge and skills via a local IP and public IP.

- **Industrial Visits**

Two industrial visits per year are planned to provide industrial exposure and hands on experience with practical implementation on the latest technologies which empower the students to meet the industry requirements.

- **Student Internships**

Students are also encouraged to undergo internships during academic semester breaks in relevant industries. This allows them to gain practical experience of the technology and environment which enhances their career skills

All the class rooms are provided with LCD projectors to make lecture sessions more interactive and easy understanding.

Participative Learning:

The students are allowed to participate in the various activities organized by the institution

- **Placement Related Learning**

Placement training is important for engineering students to enhance their employability skills and achieve good placement in various Industries. To enhance the placement skills, the institution organizes the following activities such as

Aptitude classes,

Soft skill classes (Group discussion and personality development classes) are included in the regular time table.

- **Technical Activities**

    The Institution organizes various technical activities to enhance the learning skills of students

- Workshops
- Seminars
- Guest lectures
- TECHNOSMEC Events
- TAM Activities
- Session Quiz.

Problem solving methodologies:

- **Tutorial Classes**

Tutorial hours were included in the academic time table for subjects that include problem solving.During this hour, extra problems from various units and from previous years question paper were solved.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 341

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)	

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 19.17

2.3.3.1 Number of mentors

Response: 204

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution follows the following methodologies to deploy 'Innovation and Creativity' in teaching-learning process:

- **ICT Methods**

The Institution has 66 ICT enabled classrooms and 07 Smart classrooms and 6 Seminar halls with high speed internet connectivity.

- **Brainstorming sessions**

In Brain Storming is a session, multiple brains focus on single idea and involves all the students into the discussion

- **Learning through Project Modeling**

*This l*earning provides critical thinking skills, greater problem-solving abilities, deeper understanding, and collaborative skills for students.

- **Google Classroom**

Through Google class room the students can enhances learning skills by active involvement in lectures and through exchanging ideas.

- **Role Playing**

This technique allowing students to interact with their peers as they try to complete the task assigned to them in their specific role.

- **Concept Based Animated Videos**

Through concept based animated videos in teaching process the students develops their learning abilities and also help them to understand the concept.

- **Integration of NPTEL in Teaching Learning**

Through NPTEL learning process, teachers can improve their teaching skills, enhancing the knowledge and same is delivered to the students.

- **Learning through Moodles**

Moodle platform enables the creation of a course website, ensuring their access only to enrolled students.

- **Experimental Learning**

Experimental learning enhances their practical knowledge as well as tests the concepts acquired by them.

- **Peer Learning Methodology**

Peer learning system accelerates the students learning capability by discussing their ideas with other students and taking part in peer to peer activities.

○ **Activity based Learning**

Activity-based learning encourages the students to learn through experimentation and exploration

○ **Self Help Group**

If a person in the group arises a question, the group tries collectively tries to address the question and find a solution.

○ **Pre Assessment Quiz :**

By conducting pre assessment quiz faculty will prior analyse the knowledge of the students about the topic.

○ **Post Assessment Quiz**

By conducting post assessment quiz faculty can come to know the learning capabilities of students.

○ **Webinar**

Webinar is a seminar or other presentation that place on internet, allowing participants in different locations to see the presenter and ask questions.

○ **Visualisation**

Visualisation is an effective teaching method enhances the students learning ability.

○ **Learning through MOOCs resources**

Massive open online courses create the opportunity for students to share ideas and knowledge and also help improving learning skills.

◦ **Student innovative projects**

Innovative methods like discussion on real time projects, prototypes, models, designs etc are encouraged in the classroom interactions.

◦ **Student publication of Research Papers:**

The Institute has produced good number of research publications in various research streams by encouraging the student publications with faculty members.

In addition to the above mentioned methods the institute also implemented innovative methods like

- Jigsaws,
- Classes outside the classroom,
- case study based learning,
- Spoken tutorial
- Flipped Classroom
- Field Trips

for enhancing the teaching learning process

IQAC's contribution for improving the teaching –learning process:

The IQAC of the college is not only involved in mandating the curriculum planning and deployment, but also mandates, the preparation of the strategies of deployment and its implementation.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 124.61

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	
List of the faculty members authenticated by the Head of HEI	
Any additional information	

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 32.79

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
109	113	108	102	91

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	
Any additional information	

2.4.3 Teaching experience per full time teacher in number of years

Response: 29.76

2.4.3.1 Total experience of full-time teachers

Response: 10148.6

File Description	Document
Any additional information	

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 83.02

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
73	60	57	41	34

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 56.03

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
161	154	154	137	114

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Summative Assessment:

The university has introduced many reforms in the last five years for reining in transparency, objectivity and efficiency, and same is being adopted and followed by the institution.

The Summative assessment reforms are as follows

- All examination related circulars given in JNTUH portal are provided as notifications in the college website for smooth conduction of examination.

Web Portal Entry System of Marks for Continuous InternalAssessment.

- ○ University also provides access for the entry of these marks in to the JNTUH web portal and necessary reports can be generated.
- ○ At the institute level, a web portal is available for uploading all internal assessment marks and access is provided to students.

Revaluation, Challenge ValuationProcedures.

- ○ The students, who are not satisfied with the marks obtained in the external examinations, can apply for revaluation through which their answer scripts are reassessed and the marks are updated.
- ○ The students can apply for Challenge evaluation if they are not satisfied with the marks obtained in the revaluation process.

Provision of AnswerBooklets.

- ○ The institute provides the internal examination booklet for the students who can verify their answer booklets and can pose any queries to the concerned faculty regarding the evaluation.

Web Portal Information that Includes Uploading of Attendance, Project Panels.

- ○ University provides access for the entry of fortnight attendance for every 15 days, project panel uploading once in a semester and allotment of nominees for conducting the project viva -voce in to the web portal.

Formative Assessment

Our Institution has introduced a Formative Assessment which is diligently developed, implemented and has made it a regular practice.

The Formative assessment includes the following activities:

Regular classroom assessment and assessment through theStudent Centric Learningstrategies:

The institution has the practice of conducting the evaluation of the students on a day-to-day basis through various students centric practices are as follows.

- ○ **Class Room Interactions**: Classroom interaction stimulates the student involvement in the classroom. It fuels student motivation and help the students see the relevance of teachers' topic. It increases participation as all students are involved. They are given a chance to air their opinion in the class
- ○ **Group discussions:** Group discussions are aimed at apprising various aspects of personality like confidence, communication skills and patience, etc
- ○ **Brainstorming sessions:** Brainstorming is a way to generate ideas within a group setting. It provides a quick means for tapping the creativity of a limited number of people for a large number of ideas in brainstorming.
- ○ **Industrial Visits**: Main aim industrial visit is to provide an exposure to students about practical working environment. They also provide students a good opportunity to gain full awareness about

industrial practices.
- **Project Expo:** The outcome of the project expo was that student was able to show their projects at higher level and the process boost their confidence**.**

A Parent-Teacher meeting is organized each year with an objective to bring the institute and home together for uplifting of students as well as institute by maintaining harmonious relationship between parents and teachers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The following Mechanisms are adopted and implemented by an examination committee which is constituted at institute level for the internal assessment which is Transparent and robust in terms of frequency and variety.

Mechanism of Summative Assessment

- Institute is affiliated to JNTUH and the rules and regulations for the assessment process are maintained as per their guidelines.
- Internal Assessment is done twice in a semester for the students in terms of theory, practical and Assignments scheduled by university.
- The schedules of all examinations are communicated to students and faculty in the beginning of the semester through university academic calendar along with display of detailed schedule on notice board.
- Two sets of Question papers are prepared by applying BTL and also mapping the questions with Course outcomes which are submitted to the examination department after the HOD and DAC committee approval.
- Final year students are assessed by a variety of activities once in the curriculum such as technical seminar, comprehensive viva, mini and major projects as per the university schedule.
- The chief superintendent of the examination department can select any one set of question paper and issue the same.
- After Evaluation the answer scripts are given to students after the completion of evaluation for verification of the marks.
- The Project works are scheduled during the end of sixth semester and Major Project during the end of seventh semesters.
- For the Assessment of major projects, a PRC is formed constituting HOD, Project Coordinator and two senior faculty members and a PRC meet is conducted to finalize the project proposals and guides are allotted as per the project domain.

- The project assessment is done for 50 marks by conducting four PRC meets at different phases such as Analysis, Design, Implementation & Deployment to meet the requirements and the same are displayed on the notice board after every PRC meet.
- Project Panel is uploaded into the JNTUH Web portal and the university allots an External Examiner for the Mini and Major Project Evaluation is done for 50 and 150 marks respectively and the same will be uploaded in to the portal.
- Comprehensive Viva-Voce will be assessed for 100 marks by an External Examiner Expert from other Institutions.
- Technical Seminar is conducted internally for 50 marks by the Internal Experts.

Mechanism of Formative Assessment

- **Group discussions:** It is aimed at appraising various aspects of personality like confidence, communication skills and patience, etc.
- **General Quiz:** This is the general knowledge questions and answers section on "Basic General Knowledge" with explanation for various interviews, competitive examination.
- **Brainstorming sessions:** These sessions are conducted to provide a quick means for tapping the creativity of a limited number of people for a large number of ideas in brainstorming.
- **Industrial Visits**: These visits provide students a good opportunity to gain full awareness about industrial practices; these are conducted once in a year.
- **Slip Test:** Unit wise Slip test is conducted to identify the potential of the student and to improve the performance of the students in the final exams.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

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

At the Institute level, an examination related Grievance Committee is constituted, with a senior teacher as convener and other teaching staff as members to handle the examination related grievances in transparent, time-bound and efficient student grievances with respect to the evaluation.

Redressal of Grievances levels are as follows:

The examination branch of the college is a confidential section with the responsibility of smooth conduct of examinations for all the courses and maintenance of student records. Conduction of all examinations is

the main activity cell. The exam cell also coordinates with the JNTUH regarding all matters related with examination. The Incharge also coordinates with the Principal in regards to all examination matters. Any information either received or required to be sent to the University are being dealt within the cell.

Departmental Level:

- Students should be aware of the time tables for academics, internal examinations and general instructions.
- The above said grievances are addressed by communicating to all the students of various departments and faculty members through college notice board one week before the commencement.
- After the evaluation, students are allowed to verify their answer scripts to know their performance in the test.
- If any grievances, the students are allowed to bring in to the notice of respective faculty members as well as HOD and can be resolved within 2 days which reflects the transparency and time bound mechanism adopted in the system of assessment.

College Level:

- If the students are not satisfied with the external results.
- The Institute appoints a Chief Examination Officer for smooth conduction of examinations of JNTUH as well as to solve the examination related grievances within 15 days.

- If students are facing problems with external results, they are taken in to the notice of Controller of Examinations- JNTUH and get them solved by the Chief Examination Officer.
- Any grievances related to University question paper such as out of syllabus, repeated questions, marks missed, wrong question number during semester exams.
- The Chief Superintendent would take up the matter with the University.

University level:

Grievance:

- If the students are not satisfied with the University Evaluation such as less marks, failure in examination, name correction etc.
- If the students have any above said grievances, related to evaluation process are intimated to the students in the form of notifications which are published in the University Web portal such as Revaluation, Challenge Evaluation and CBT etc.
- If any candidate is absent or wants to improve their mid-term marks they can apply for an on-line test CBT by paying necessary processing fee to the university.
- The queries related to results, corrections in mark sheets, other certificates issued by the University are sent through the college examination section to JNTUH examination section within 10 days of notification and updated information can be given to the students within 30 days of time.
- Institute appoints a Liaison Officer from the Non-teaching staff, who interacts with the University.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The examination branch of the college is a confidential section with the responsibility of smooth conduct of examinations for all the courses and maintenance of student records. Conduction of all examinations is the main activity cell.

- The University provides the regulations that contains subjects, syllabus, credits, and rules of curriculum and also provides an academic calendar that specifies the date of commencement and end of the classes for each semester along with the government holidays.
- The Institution ensures effective time management and time schedule. It receives the University given timeline and adheres to it.
- In the beginning of the academic year, academic calendar is published by the University for Respective Programs (i.e B.Tech, M.Tech, MBA). The college carries out effective planning to stick to academic calendar.
- Institute Academic calendar is prepared and followed as per the instructions of Principal, Dean (Academics) in consultation with HOD(s).
- The examination committee which is constituted at institute level. The institution adheres to the academic calendar for the conduct of CIE.
- In the beginning of the academic session the students are provided with academic calendar and the same is uploaded in to college website and displayed on notice boards.
- Every academic year consists of two semesters comprising of 16 weeks. The first Internal Assessment is done based on MID Exam-I & Lab Internal Exam- I which is conducted after 8 weeks of class work and the second Internal Assessment is done based on MID Exam-II & Lab Internal Exam-II during the remaining 8 weeks of class work.
- An average of both these examinations is calculated to attain the final internal marks of the student.
- These marks are also vitalized to decide the course of nature for teaching slow students and rectify their performance before the external examination.
- The assignments are given within a set timeframe. The students have to submit them within the time given to adhere to the University's timeline.
- The syllabus, uploading of marks, rules, regulations and attendance are followed as per the schedule & directions of the University.
- The Mini-Project works are scheduled during the end of sixth semester and Major Project during the end of seventh semester.
- Students have to submit project proposals and area of interest to the Department Project Coordinator along with their project group members.
- For the Assessment of projects, a PRC is formed constituting HOD, Project Coordinator and two senior faculty members and a PRC meet is conducted to finalize the project proposals and guides are allotted as per the project domain.
- Comprehensive Viva-Voce will be conducted by an External Examiner Expert from other Institutions.

- In case of any unusual incident and unscheduled break occurs in the working day, The University provides a notification/circular through the Web portal along with the compensated schedule.
- Academic activities are always given priority and all other activities like workshops, seminar or ethnic/cultural/food/ sports fests are performed without disturbing the academics.
- Institute appoints a Liaison Officer from the Non-teaching staff, who interacts with the University.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Preparation and Dissemination of Program Outcomes, Program Specific Outcomes and Course Outcomes

- Outcome Based Education (OBE) is implemented to give emphasis on what is expected from the students when they finish their course in the form of Course Outcomes
- In line with Course Outcomes, Program Specific Outcomes (PSOs) and Program Outcomes (POs) are then attained to measure the performance of the students
- This OBE is mandatory in all regulating bodies like NBA, NAAC and other Accreditation Committees
- A set of Program Outcomes are given by the AICTE to be followed by all the institutions
- Keeping all the Program Outcomes in mind every department prepares its Program Specific Outcomes
- Based on the Program Outcomes and Program Specific Outcomes, the faculty of all departments then prepares the Course Outcomes for all the courses offered by the University.

Procedure for preparation of Program Specific Outcomes and Course Outcomes

- Every Department of the Institution states its Program Specific Outcomes (PSOs) specific to its Department with respect to Program Outcomes (POs) given by AICTE
- PSOs are prepared and decided by the Department Advisory Committee along with the Head of the Department
- Course outcomes are direct statements that describe the essential and enduring disciplinary knowledge and abilities that students should possess and the depth of learning that is expected upon completion of a course
- For the same reason a meeting is scheduled in the beginning of the semester wherein Department

Academic Committee(DAC) decides the course coordinators for various courses and instructs them to prepare five COs of their courses

- The course coordinators then prepare the COs along with the other instructors of the same course in reference with course outcomes specified in the syllabus copy provided by the University
- After which all the COs of all the courses are verified and finalized by the DAC
- Finally the PSOs and COs are approved by HODs, IQAC and the Head of the Institution
- After finalization of all the POs, PSOs and COs they are then disseminated to all the students and faculty members

Mechanism for Communicating Program Outcomes, Program Specific Outcomes and Course Outcomes to Teachers and Students

- Every Department of the Institution publishes its Program Specific Outcomes (PSOs) along with the Program Outcomes (POs) given by AICTE and Course Outcomes (COs) of all its courses in the college website (SMEC-Educational Objectives &Outcomes).
- POs and PSOs are displayed in Staff rooms, Offices of Heads of Departments , all the classrooms, corridors and laboratories
- CO is displayed in display boards of laboratories and students are made to write the COs in their class notebooks of the respective course.
- Students and staff are made aware of these through various meetings, classroom teaching, lab experiment, and interaction sessions.
- Program Outcomes (POs) and Program specific Outcomes (PSOs) are discussed in student induction program, to get clear idea of what they are going to learn
- The course outcomes are also communicated to students through Internal and Assignment question papers wherein every question is provided with the CO it belongs to Concern.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The procedure for evaluating the attainments of Program Outcomes, Program Specific Outcomes and Course Outcomes

The attainment of Program Outcomes and Program Specific Outcomes is evaluated by taking 80 % of the Direct Assessment and 20 % of the Indirect Assessment. Whereas the Course Outcomes are evaluated based on Direct Assessment only.

Procedure for Attainment through Direct Assessment (80%):

- A meeting is conducted in the individual departments where faculty are requested to map the relation between the Course Outcomes (COs) and Program Outcomes (POs)/Program Specific Outcomes (PSOs) based on the below given conditions: If the concept of CO is matched

  ◦ 80% or more with the concept of PO's (or) PSO's, it's mentioned as **level 3 (Highly Related)**
  ◦ In between 60% to 80% with the concept of PO's (or) PSO's, it's mentioned as **level 2 (Moderately Related)**
  ◦ Less than 60% with the concept of PO's (or) PSO's, it's mentioned as **level 1 (Slightly Related)**

- **Direct Assessment Tools:**

Internal Assessment (Conducted at Institution Level for 25 marks)-

Internal assessment consist of the following three components:

1. It contributes 5 marks
2. It contributes 10 marks
3. It Contributes 10 Marks

This examination is conducted twice in a semester to assess student's knowledge in the various subjects studied in the respective semester

University Examination (Conducted at University Level for 75 marks):

This examination is conducted at the end of the semester forassessing the student's knowledge in the various subjects that he or she studied during the entire semester

Internal assessment and University Examination results serve as an input for calculating attainments of all the outcomes.

Steps for Calculation of Attainment:

- A threshold is set to assess the students performance based on the result of previous academic year for the same subject (Suppose threshold calculated is 60%)
- Total marks from each tool is calculated (consider Total as R1)
- Calculate no. of students attempted the exam (Consider it as R2)
- Calculate Average marks using [Average Marks R3=R1/R2]
- Next find target % of students on or above threshold -(R4=R2*0.60)
- Find no. of students scored 60% and above (Consider it as R5)
- Finally get actual % of students on or above threshold (R6=(R5/R2)*100)
- Attainment obtained by- (R7=(R5/R4)*3)
  ◦ If attainment >= 3, level is marked as 3 and
  ◦ If attainment < 3, same value is marked as the obtained attainment
- Now based on the questions mapped to COs calculate the average attainment of each CO and

Average attainment of all five COs gives the overall CO attainment.

* Course Outcomes we take a weight of average 25% of the internal marks and 75% of the external marks

Procedure for Attainment through Indirect Assessment (20%):

* This indirect assessment contains feedback from various stakeholders such as alumni, parents, students, faculty and employer along with survey.
* Based on the feedback collected in a scale of 5 which is then converted to scale of 3 to match with the Direct Assessment.

The final PO and PSO attainment is calculated by adding 80% of Direct Assessment and 20% of Indirect Assessment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 91.15

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 855

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 938

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 288.84

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
143.01	59.685	37.76	34.2	14.18

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.1

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 32

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 1597

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Innovation Ecosystem

Science and Engineering Research Board, Government of India, Government of Telengana, industrialists from Hyderabad, SMEC Faculty and students nurture innovation ecosystems, to systematically cultivate research environments with following functions and facilities. These functions are facilitated by different organs, Incubation centre, Entrepreneurship Development Cell, Startup (Srishti), Intellectual Property Right Cell, forged under R& D cell (Avishkar).

Facilities in SMEC

Software used for research CATIA, Hyper works ANSYS. Metallurgical microscope equipped with microscope camera and metallurgical image analysis software Stand Pro for designing of building, bridges and roads, CAD, Arc GISKeil software for designing and developing embedded system GNU/JDK 1.8, Netbeans, J2EE, Latex, GNU/Ubuntu Operating Open office, GCC, Filezilla, GNU/Ubuntu Operating System, GCC, Weka, R-language, GNU/Ubuntu Operating System, GCC, Android studio, GNU/Ubuntu Operating System, GCC, Arduino, Raspberry-pi.

R& D Cell

The Institute has a dedicated Research and Development Cell named as Aavishkar, established in 2013. R & D cell functions with its ally Incubation Center, EDC, IPR Cell, and Start-up with departmental labs. The quality of research publications is maintained using Plagiarism Checker X (Business) software. Total number of Research and consultancy projects in R& D is 32. The research project on "High Temperature Formability of Titanium alloy" sanctioned from Science and Engineering Research Board, Govt. of India is carried out for developing technology to produce Aeronautical products.

Entrepreneurship Development Cell

Entrepreneurship Development Cell aims for the overall development of the Entrepreneurial skills and abilities among the student fraternity. Awareness program, Seminars, Skill development program has been organized under the Cell. Mr. Varun Kumar, a distinguished alumnus of the College has emerged as an entrepreneur for Food chain restaurants and another alumnus Mr. Rajanikant has established himself as entrepreneur in interior designing.

Start -up (Srishti):

A student of the College by name Mr.Ajay Jacob, of ECE has won the Startup India 2018 competition and got success in the development of a Business Plan and became the founder of FITZFA. Ms. J.K.Sandhya Kiran faculty of the Civil Engineering Department and the student Ms. D.Roshita has emerged as the runners up in Startup India 2018.

Intellectual Property Right Cell

SMEC has an IPR cell which guards Intellectual property rights of incubates, faculty and students and disseminating the knowledge on IPR by conducting lectures and seminars.

Incubation Centre

The Incubation Centre has well-furnished and well equipped space, high-end PCs, with printer, high bandwidth internet connectivity and dedicated multimedia facilities for remote board meetings. The Institution has two incubation centres, named as

Dr.APJ Abdul Kalam Incubation Centre for non-circuitous branches and

Charles Babbage Incubation Centre for circuitous branches.

Products developed:

Fabrication of smart wheel chair, and Pneumatic sheet metal cutting machine.

Innovation Creation and Transfer of Knowledge to the Society

Sanitary Vending Machine got 2nd prize spreading the knowledge in society for Stri Swachhata in National Institute of Rural Development, NIRD - 2018. Micro Chef got certificate of appreciation, Texa Instruments Innovation Challenge India Design Contest - 2015. Metallic 3D printer was awarded with 2nd prize in SWITCH India 16.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 243

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
76	57	48	34	28

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during the last 5 years	[View Document]
Any additional information	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document]
Any additional information	[View Document]

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 2.43

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
368	131	169	63	44

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 3.8

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
557	348	164	83	60

File Description	Document
List books and chapters in edited volumes / books published	<u>View Document</u>
Any additional information	<u>View Document</u>

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

St.Martin's Engineering College has student organizations such as NSS, NCC, Street Cause and Efforts for Establishment of Real Freedom (EERF) which works with national and state social organizations such as Street Cause-Hyderabad, Swecha and organized 95 activities.

National Service Scheme (NSS)

The **National Service Scheme'** Unit of St. Martin's Engineering College organizes **Blood donation** camp yearly in association with Indian Red Cross Society of Hyderabad and could donate **250-300 Units of Blood.** Students could understand the importance of blood donation, coordination skills, inter personal skills and camaraderie with this event.

Every year on **'World Water Day** (March 22)**'** our volunteers are doing Shramdan to clean ponds and wells in nearby villages (Rayalpur, Dabilpur). Due to this event Students could understand the importance of saving water recourses.

Our NSS volunteers are interacting with farmers in nearby communities and explaining them the importance of **'Organic Farming','** Energy Conservation' and **'Seed sowing machines'.** Due to these events students could understand how to reduce expenditure in cultivation and importance of technology in cultivation.

National Cadet Corps (NCC)

National Cadet Corps - Girl students wing of SMEC learns to defend nation from enemy and natural calamities.

Street Cause - SMEC

Street Cause volunteers learn to serve human with charity activities such as Raksha Bandhan, Distribution of clothes, blankets, medicine, books, food and rice bags to the needy people.

Swachh Bharat-Swachh Community: Under Swachh Bharat event, Shramdan in various places of SMEC and Dhulapally village were taken up by different team of students and teachers, promoting mission Swachh Bharat. Due to this event Students could understand the importance of maintaining clean community.

Awareness program on **Organ Donation Camp** organized by our students. This imparts them the importance of Organ Donation and also improves their presentation skills.

Stem Cells donation camp as a part of Community service by our students created awareness on the importance of Stem Cells in human body and improved event organization skill among students.

Donation of tractor for garbage dispersion and rupees one lakh for Swachhtha and Suraksha in Dhulapally village, imparts students about the importance of Swachh Bharat Mission.

Our **Eco Cell** organized events 'Distribution of clay idols' on the eve of Ganesh Chathurthi and a **Campaign to educate people to avoid plastic bags** created awareness among students to use eco friendly products.

Road safety awareness programs were undertaken by organizing a 5K run by our volunteers to reduce accidents, to wear helmet and seat belt. This imparted students a habit of following road safety norms.

Our **Woman Empowerment Cell** is conducting awareness programs like '**Women Empowerment**', **'Menstrual Hygiene'** and '**Cervical Cancer**', **Just A Minute program on Gender issues** for girls of government school. Due to this our students came to know problems being faced by women in the society.

Efforts for Establishment of Real Freedom (EERF)

EERF Volunteers students of SMEC visit regularly Government School, Dhulapally, imparting basics of Computer knowledge, creating technical awareness thus improving their communication skills and contributing to Digital India Vision of our honorable Prime Minister.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 43

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	10	7	6	6

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 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 last five years

Response: 62

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	14	13	10	10

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 33.27

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2851	1080	800	760	690

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 480

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job

training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
119	92	94	91	84

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 91

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
31	24	20	10	6

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

SMEC provides adequate facilities as per the regulatory requirements of AICTE and JNTUH. The management has a positive approach towards creation and enhancement of infrastructure of the Institution by allocating funds at the beginning of the financial year. The college provides the following facilities.

Infrastructure, ICT classrooms and Laboratories:

The Institution is poised on a 17 acre campus with 23968 sq.mts built up area, centrally located in the City of Secunderabad. It has following excellent infrastructure facilities:

Classrooms : The Institution has Sixty six (66) spacious class rooms with proper

infrastructure and LCD Projectors, Wifi-LAN.

Smart class rooms : Seven (7) smart classrooms with provision of multimedia learning,

Wi-Fi connectivity and internet access to provide major focus on E-

learning.

Tutorial rooms : Seventeen (17) tutorial rooms are available for tutorial, special

remedial classes for slow learners and backlog students.

Laboratories : The Institution has eighty five (85) well equipped laboratories.

Each of them equipped with state of the art laboratory equipment.

These labs are also utilized for students to do their projects during

and beyond working hours.

Seminar Halls : The Institution has six (6) Seminar Halls. These halls are regularly

used for conducting seminars at state and national levels. The

students of UG & PG are regularly encouraged for active

involvement in paper presentations, group discussions and

participation in professional society activities.

Mini seminar halls   :   Apart from seminar halls, the institution also has three (3)mini

seminar halls which serve for the purpose of departmental

activities.

Auditorium   :   A spacious auditorium is located in Dr.A.P.J.Abdul Kalam block

with a seating capacity of 1300 and equipped with LCD projector,

screen and sound system etc.

Computing Equipment: Total number of computers available in college is 1280.

All the classrooms, smart classrooms, seminar halls, mini seminar halls and auditorium are equipped with ICT facilities. All the laboratories are well equipped and maintained according to JNTUH curriculum. Computer laboratories are installed with licensed software as well as open source software.

Library

- Apart from the books available in the library, students can also access the online E-resources such as digital library, online journals like DELNET, IEEE, J-GATE, ASME, ASCE are accessible to the students to widen their knowledge and skills.
- Digital Library facility.

Internet and Wi-Fi

- 400Mbps dedicated broadband and 50 Mbps leased line Internet facilities.
- The institution is completely Wi-Fi enabled.
- The campus is under video surveillance with 230 CC cameras.

Incubation Centers

- Incubation Centers aim at training the students in various advanced technologies.
- Apart from incubation centers, institute has Research & development (R&D),start up and Entrepreneurship development centers (EDC).

Campus Placement and Process Support

St. Martin's Engineering College has an independent Training and Placement wing, committed to provide all possible assistance to the students. It is headed by experienced and qualified Training & Placement officers and also assisted by coordinators from all the departments.

Hostels

SMEC has hostel facility for boys and girls. SMEC Sri Venkatasai Girls hostel, where 127 girl students are

accommodated and at SMEC Padmashali Boys hostel 130 boy students are accommodated.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Sports and Games:

The institution has adequate facilities for quality physical education programmes, which are needed to increase the physical competence, health-related fitness, self-responsibility, and enjoyment.

Indoor and Outdoor Games:

- A state-of-the-art Sports Complex is located in the institute called Laxman Reddy Indoor sports arena, with a plinth area of 2,947sq.m which has facilitates for indoor sports.
- The institution provides facilities for indoor games like Table Tennis, caroms, chess etc and also has a spacious playground for outdoor games like Basketball, Cricket, Football, Handball, Kabaddi, Throw ball, and Volleyball.
- Athletic Track Space for all field sports events like Javelin Throw, Shot put, Hammer Throw, Discus Throw, Jumps, etc are available.
- State of art training is provided to students in all these sports and games. Full time qualified trainers to train students in caroms, chess, table tennis, athletics, basketball, cricket and football.
- The trained students participate in National/international tournaments. Many students have won medals and awards in national/international tournaments besides inter collegiate and intra-college activities.
- On an average 700 students per day utilizes indoor and outdoor sports facilities and gymnasium.

The following Indoor and Outdoor facilities are available in Campus.

Indoor facilities:

1. Chess Boards - 17
2. Caroms Boards-8
3. Gym with Imported equipment
4. Table Tennis Tables-6
5. Yoga Center-1

Outdoor facilities:

1. Cricket -1
2. Volley Ball-3
3. Synthetic floor Basket Ball court-2
4. Hand Ball-1
5. Badminton-1
6. Throw Ball-1
7. Kabaddi-1
8. Kho-Kho-1
9. Long Jump-1
10. Athletic Track-400 meters
11. Football-1

Gymnasium

- An exclusive **Gymnasium** is available for the students and staff at Sports complex. It provides an arena for the body builders and the students who wish to keep their body fit.
- State of the Art facilities are made available along with the trainers to train the students properly.

Yoga

An exclusive Yoga facility is provided with a dedicated yoga teacher for training both the students and staff. Practicing yoga creates mental clarity and calmness, increases body awareness, relieves chronic stress patterns, relaxes the mind, centers attention, and sharpens concentration. Since 2015 every year on June 21st, the **International Day of Yoga** is celebrated, in which all the students and staff proactively participate. Best performers are rewarded to encourage active participation and promote wide scale participation of various stakeholders.

Infrastructure for Cultural activities:

The College has adequate facilities for cultural activities

- Auditorium.
- Amphitheatre& Hippodrome
- Vivekananda seminar hall

Auditorium

The Auditorium is located in Dr.A.P.J.Abdul Kalam block. It has a seating capacity of 1300 members and equipped with LCD projector, projector screen and sound system etc.

Amphitheatre & Hippodrome

An open air venue amphitheatre and hippodrome with serene surrounding has been established in SMEC to facilitate students to conduct entertainment performances, cultural activities and sports.

Seminar Hall

Vivekananda Seminar Hall is an eco-friendly structure, constructed with marble flooring. It is a venue ideal for presentations, lectures, workshops and other meetings. It has a seating capacity of 350 members and equipped with LCD projector, projector screen, sound system and white board.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 73

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 18.5

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
92	53	201	300	50

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Library:

Integrated Library Management System (ILMS) is an application Software that comprises the procedures and Instructions which enable computer systems to do what the user requires.

The following software versions are being used by SMEC:

- New Gen Lib Version 3.0.2   :   2007 to till May 2018.
- SMEC ILMS Version-6.1   :   May 2018 to till date

SMEC ILMS:

SMEC ILMS is In house developed software developed by our internal staff members, which is linked to kiosks Automated machine which helps to issue & return the books.

SMEC ILMS provides **acquisition, cataloguing, circulation, and serial control modules.**

- **Acquisition modules** is utilized for generating accession register reports, adding Bulk students' record, updating item lending policy and its status.
- **Circulation module** consists of books issue, return, and reserve options.
- **Serial Control:**Similarly, library barcodes are also generated through this module making cumbersome library work simpler, effective, and time is saving.
- **Statistical Analysis:** SMEC ILMS also provides **statistical analysis** required for Library Management system such as weekly transitions, most issued items, less issued items, reference books, Books send for binding.
- **Cataloguing Module:** It helps for catalogue books, e-books, articles, reports, serial publications that contain information so vital to institute.
- **OPAC Module**: Library collection can be browsed / searched on Intranet.

- **Topology:** The topography of the Library has 1256 sq. m which includes 451 sq. m. of Reference Section, 800 sq. m. of Reading Room, 5 sq. m. of library with facilities for issue and return desk along with automated kiosks for issue and return of books.
- **Staff :** Dedicated Staff members take care of the Issue desk, reading room section, reference section and digital library.

Book bank Scheme

- The library follows the book bank scheme. With this, the students are able to borrow books for the entire semester.
- Library has facilities such as software and OPAC (Online Public Access Catalogue) which is used by students & faculty for search of books by title/ author name etc. All the work related to issue and return has been computerized.

Digital Library

- The library is automated using advanced computer systems. The Digital Library is provided with HP Prolient – 330G6 with 2TB storage.

The following features can be accessed from any computer within the campus:

- Availability of books by subject & by author wise
- Account information like books taken and due date to return
- Fine amount to be paid for books not returned

Links for e-ressources available are

1. NPTEL video lectures http://172.16.11.223/
2. e- journals and e-books

- DELNET : http://164.100.247.30/
- IEEE : https://ieeexplore.ieee.org/Xplore/home.jsp
- J-GATE: https://jgateplus.com/home/
- ASME: http://asmedigitalcollection.asme.org/
- ASCE: https://ascelibrary.org/journals/all_journals_titles

1. Rare books : http://smec.ac.in//Library/servicesOffered
2. Open Public Access Catalogue (OPAC) http://119.235.48.134/opac/

Besides the College have books for Competitive examinations, Personal Development, and Question Bank facility. Separate staking racks are maintained for Books, Magazines, Journals, and Newspapers. It has subscribed to 9 newspapers, 14 magazines and 6 self development magazines.

Timings

- Academic working day   : 8:00 AM to 5:00 PM
- Vacation period   : 9:30 AM to 4:30 PM

Titles and Volumes

- Total Number of Titles   : 8947
- Total Number of Volumes   : 80653

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Institution has the practice of collecting and maintaining rare books, manuscripts, special reports and other knowledge resources to benefit students and staff for their knowledge enhancement, research and exploring new things apart from the standard books.

- Number of Rare books   : 61
- Number of Special Reports   : 09
- Number of manuscripts   : 03
- Number of costly books   : 07

The collections are available in Library in the form of hard and soft copies. Students and Faculties can access these rare books through LAN as reference material for enrichment of their knowledge. The rare books having large variety of titles such as inspiring Stories, history, yoga, philosophy survey, observations, astronomical, geographical, economic, literature, religious, culture, empire, war, railway, etc. Library is also having good collection of Reference books which are published by renowned publishers such as Elsevier, John Wiley, Springer, Britannica Illustrated Science Ltd, Wordsworth Cengage, McGraw Hill, etc. The reference books have variety of titles such as Drives & Control, Signal Processing, Photovoltaic System, Electric Power Systems, Hybrid Vehicles, Treatment, Recycling, Encyclopedia, Mechatronic System, Fault Diagnosis Systems, Data Driven Techniques, Human Body, Fuel Cells, Radar Handbook, Energy Dissipators etc.http://smec.ac.in//Library/servicesOffered

The summery of the special reports are given below:

Yashpal Committee Report:

- All universities must be teaching cum research universities. All research bodies must connect with universities in their vicinity and create teaching opportunities for their researchers.
- Need to expose students at the undergraduate level to various disciplines like humanities, social

sciences, aesthetics, irrespective of the discipline they would like to specialize in subsequently.

Planning Commission Report:

The Indian Planning Commission's functions as out lined by the Government of INDIA as following:

* To formulate a plan for the most effective and balanced utilization of country's resources.
* To determine the conditions which need to be established for the successful execution of the plan within the incumbent socio-political situation of the country.
* To determine the nature of the machinery required for securing the successful implementation of each stage of the plan in all its aspects.

Swami Nathan Report:

* This Commission was formed to submit their recommendations on food and nutrition strategy, farming systems in India, strategy for rural credit, measures to improve the competitiveness of farm products, protecting agro markets from exports and special programmes to address the issues of dry regions.

Road Safety Report:

* Road traffic crashes are one of the world's largest public health and injury prevention problems. The problem is all the more acute because the victims are overwhelmingly healthy before their crashes. According to the World Health Organization (WHO), more than 1 million people are killed on the world's roads each year.

* A report published by the WHO estimated that some 1.2 million people were killed and 50 million injured in traffic collisions on the roads around the world each year and was the leading cause of death among children 10–19 years of age. The report also noted that the problem was most severe in developing countries and that simple prevention measures could halve the number of deaths.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 26.53

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
29.20	41.41	22.18	17.08	22.78

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 28.44

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 1209

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

St. Marin's Engineering College yearly upgrades the IT infrastructure by replacing the old computers and peripherals depending upon the requirements as per the updation in the JNTUH Curriculum.

Frequency of Update:

- **A.Y. 2017-18:** 100 new computers of Dell Vostro3268 7th Generation computers were purchased and updated, according to university curriculum.
- A.Y. 2016-17: 200 new computers Dell vostro3653 6th Generation computers were purchased and the existing functional Computers were updated successfully.
- A.Y. 2015-16: 200 new computers of Dell vostro3902 4th Generation computers were purchased. The non functional computers were replaced with HCL Busy Bee systems.
- A.Y. 2013-14: 200 new computers of Lenovo intel dual core computers were purchased. The non functional computers were replaced with new computers.

- As of 2013, the number of computers available in the college are: 931

The total numbers of computers presently available are 1280. All these computers are connected to LAN.

Frequency of Up gradation:

The latest up gradation of the computers in the campus are as follows:

- A.Y.2017-18: On 16th February **2018**, Processors of 20 computers were replaced from Intel i3 to i5 at CAD lab in Mechanical department, as per new change in curriculum of university.
- On 18th April **2018,** the RAM capacity of the server system was upgraded from 8GB to 32GB in the server room.

- A.Y.2016-17: The computer systems in various departments of the college were upgraded from 2GB RAM to 4GB RAM and 320GB HDD to 500GB HDD.

Internet & Wifi

The augmentation of IT infrastructure is also to keep pace with the changing dynamics of higher education and the technical world. The IT infra details are made available in the SMEC website periodically.

- The Campus is provided with 400 Mbps broadband high-speed internet and the leased line provides 50 Mbps speed.
- During the A.Y 2015-16 wi-fi facility is provided in the campus for the benefit of the students and the faculty.
- In A.Y 2016-17 the wi-fi cover is extended to the canteen and other student support service locations.
- The college has more than 20 Wi-Fi hotspots with extenders provided to cover the wireless range throughout the college.
- All computers in the campus are connected to the internet as it is essential for the students to work, besides surplus Ethernet ports are provided for laptops or need of internet connectivity.
- A separate team with in-house staff is formed to take care of the IT & related needs of the campus such as Software Development, Hardware & Networking, Website designing & hosting, Email solutions, SMS solutions, etc.
- Extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students is ensured in the College.
- The sonic Firewall has been deployed for handling enhanced load on network and applications, catering to academic and administrative processes, thereby providing a secure campus network.
- The college provides advance library web broadband office for the arrangement for the use of ICT resources.

Internet Provider   : ACT Fiber , D-Vois communication Pvt. Ltd

Available band width   : 400 Mbps, 50 Mbps

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 3.05

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Any additional information	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 19.98

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
226.0	299.84	106.92	84.35	103.90

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document]()
Audited statements of accounts.	[View Document]()
Any additional information	[View Document]()

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.

Response:

All the Departments and various functioning units of the college are provided with the required infrastructure facilities like class rooms, faculty rooms, girls waiting halls, laboratories etc. The effective usage of all the facilities is ensured by introducing exclusive hours for sports, extra lab hours, specified hours to visit advanced labs and Central Library perfectly blended in the regular time table itself. Students can avail the facility of yoga training every week. During these slots, concerned class in-charges / faculty members will ensure the presence and utilization of these facilities by the students. A separate computer maintenance team, which handles the departmental requirements, is available 24*7. For every computer centre, a programmer / Technician is recruited and a faculty member is in-charge of the centre

LABORATORY

The laboratories in the college are furnished according to the prescribed statutory rules. Necessary equipment and material is procured to deliver to the students the best standards of education.

Utilization

• With respect to the time table, the students conduct experiments in their assigned labs with assistance and supervision of the lab-in-charges and lab technicians.

• Consumable and non consumable materials registers, are updated periodically.

• Regular cleaning of the machines is done by the support team in the presence of lab technicians. This cleaning is monitored by the lab technician concerned and is recorded in a check list.

Maintenance

Before the commencement of the academic year, a lab audit is conducted and a report on the requirement of new equipment, replacement of the old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per the university guidelines to conduct experiments. Regular inspection of machines is organized.

In case of breakdown of any equipment, the details of that equipment will be recorded in the breakdown register, duly attested by the HOD pending rectification.

http://www.smec.ac.in//assets/images/Criteria/soplm.pdf

CLASSROOM

A conducive environment plays a pivotal role in the performance of students. Therefore, it becomes extremely necessary to provide them with ananbience that is, comfortable, peaceful and spacious. The college takes necessary steps to make this possible.

Utilization

• Before the commencement of the academic year, based on the intake of students, heads of departments propound the requirement of classrooms to the Principal.

• The classroom allocation is done by the HOD in the concerned department building.

Maintenance

• The benches and windows are cleaned and mopping of the class rooms is done daily.

• In case of any damage to the projector, internet or the audio systems, the class mentor brings it to the notice of the HOD by registering the problem in the breakdown register. The necessary follow up action is done by the department and steps are taken to fix whatever is broken.

http://www.smec.ac.in//assets/images/Criteria/sopgm.pdf

SPORTS

A sports committee is created to handle the concerns and issues related to sports. This committee consists of students along with the concerned faculty. A meeting is held on the last Friday of every month to discuss matter. Issues like the following will be discussed in these meetings:

• Financial - Budget preparation, allocation of budget

• Organization - planning, executing and conduct of competition

Procurement process

The college requires sporting gear for all the sports practiced. It follows the given procedure to procure the same:

• A list of the required sports equipment is prepared by the sports department for each academic year separately.

• The formulated requirement proposal is submitted by the committee to the concerned authorities.

• A copy of the same list is also submitted to the principal for further approval from the chairman.

• On approval, a purchase order will be placed to a supplier.

Utilization process

• Students are permitted to play only during the sports hours and after college hours, to practice for any competition. Separate bus facility is provided for the students who practice after college hours.

• Students are permitted to utilize sports material with prior notice to the Physical Director. They must enter the details of material in the register.

• The concerned authority makes a note on return of the same in the register.

http://www.smec.ac.in//assets/images/Criteria/sopsm.pdf

LIBRARY

Procurement of learning resources:

• The librarian recommends the list of learning resources to be procured

• Systematic effort is put into stocking the Library. This is done so by careful identification, evaluation and selection for the students' convenience.

• Any book, journal, online database or any learning resource is added only after the selection process by subject experts.

Procedure of procurement of Books/Reports:

Initiation of Acquisition:

Concerned faculty recommends books to be procured in their respective subjects. Students also request for books based on their requirement. These requirements are endorsed by the concerned faculty member.

Invoice Processing:

All indents made by the faculty are routed through the Principal to the Chairman for approval. The order is made online, by print or via email depending on the convenience of the library and accessibility.

Accessioning:

Entries are made in the bill register at the security point of the college. Bills along with the books are sent to Library. The details of the Invoice and books are made in the Accession Register and accession numbers are given to the books. Files of bills concerned with the library are maintained by Librarian.

Processing books:

Stamping – Library Stamp is put on the backside of the title page, on secret page and on the last page. Bar Codes and Round labels are pasted on the title page and are laminated with Cello tape. **Circulation Policy:**

• Two library cards are provided to each student

• He/she can borrow one book on each card. Borrowing period is 15 days.

• Renewal is allowed, if there is no demand for the same book, from other readers.

• For late submission of books, cards will be held up for the period of delayed no. of days.

http://www.smec.ac.in//assets/images/Criteria/soplim.pdf

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

02-02-2019 10:21:48

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 33.02

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1366	1387	1290	1036	932

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 41.36

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1672	1677	1542	1432	1186

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 16.96

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
721	682	616	561	500

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

02-02-2019 10:21:49

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 5.73

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
262	262	256	122	151

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 67.12

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
702	673	607	369	327

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 8.53

5.2.2.1 Number of outgoing students progressing to higher education

Response: 80

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 84.21

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
123	107	90	72	20

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
135	120	99	95	27

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 691

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

2017-18	2016-17	2015-16	2014-15	2013-14
155	141	138	134	123

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The purpose of the Students Council (SC) is to provide programs, activities and services which serve the co-curricular, cultural, social, recreational and educational interest of students at the Institution. These bodies let the students to share their ideas, interests with faculty members, HOD and Principal for the improvement of Institution in all perspectives. The student council is named as Sensational Engineering Student Association (SESA), which consists of advanced learners from each Department. The students are included in SESA on selection basis.

The roles and responsibilities of student council in academic and administrative bodies are:

- To express their opinion to the administrative bodies of the Institution.
- To promote and encourage the involvement of students in organizing College activities.
- To promote the interest of students among the college administration, staff and parents.
- To consult students on any issue of importance.
- To organize educational and recreational activities for students.
- To organize an activity or an event to recognize the efforts of students involved in organizing college activities.
- To propose activities to the college administration that would improve the quality of life in the college.
- Student council has to ensure pleasant atmosphere for smooth conduction of academic activities in the college premises.
- To actively participate in the activities like Technical Quiz, Aptitude Test, Group Discussions and Mock Interviews that helps them to get placed in Multi-National companies.
- To actively involve in extra-curricular activities like Plantation, Swachh Bharat mission, Sports and Cultural events.
- To organize Technical Seminars which will be given by individual students in order to enhance their ability to excel in Industry.
- To co-operate faculty members for personal counseling that help the students to resolve their problems in the academics.
- Active involvement of students in achieving ragging-free campus.
- To incorporate the interest in "Outcome Based Learning" that helps the students to become an Employable Engineer.
- Students should come out with innovative projects which will attract industry people and good enough to apply for patents.
- To raise interests in Industrial Visits and Placement Drives.
- To co-operate the faculty members to teach beyond the syllabus and master all subjects.
- To involve voluntarily in conducting National/Inter-national level Workshops and Conferences etc.
- To involve actively in Academic Committees and support the Committee Members to perform their activities in smooth manner.
- To actively participate in Training Programs Organized by the Institution.
- To actively participate in State Level or National Level Seminar and Project Competition.
- To incorporate interest in Learning beyond the Syllabus.
- To express their innovative ideas.

We have the following academic and administrative Committees in which student Council is involved:

1. Grievances and Redressal Committee (Students).
2. SC/ST Committee (Equal Opportunities Committee).
3. Placement and Training Committee.
4. NSS and Medical Facilities Committee.
5. Library and Professional Societies Committee.
6. Entrepreneurship Development Committee.
7. Disciplinary Committee.
8. Computer Center Committee.
9. Canteen Committee.
10. Anti-ragging Committee.

11. Alumni Committee.
12. Women Empowerment & Prevention of Sexual Harassment.
13. Transport Committee.
14. Students Welfare and extracurricular activities Committee.
15. Sports and games committee.
16. Hostel Committee.
17. Eco Club.
18. NCC.
19. Health Club/Center.
20. Cultural Committee.
21. Website/ IT/ ICT Committee.
22. Publication Committee.

File Description	Document
Any additional information	[View Document]()
Link for Additional Information	[View Document]()

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 24.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	25	25	25	20

File Description	Document
Report of the event	[View Document]()
Number of sports and cultural activities / competitions organised per year	[View Document]()
Any additional information	[View Document]()

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni of an Institution forms the core of the value system that the Institution believes in and diligently practices over a period of time. St. Martin's Engineering College established in the year 2002, has a standing of 16 years and has at credit more than fifteen hundred alumni as its proud ambassadors. These ambassadors participate in nation building in various domains. The Alumni of SMEC, who are chiselled as per the Vision and Mission of the Institution are a great contribution to the society. It is with the symbiotic bond with these alumni that the Institution can further improve, and further contribute to the growth of the new batch of students. It is in this direction that the Alumni Association of the College called 'DISHA' was functional since 2008. However the Association has been registered with '1684 of 2018' registration number in the year 2018. Though the registration has taken place recently, it has been functional, highly proactive and regularly been meeting for further continuation in terms of inputs, feedback and participation in the improvement of the Institution.

The 'Alumni Meet' is conducted twice in a year, where the alumni from all the Departments 'CSE, ECE, MECHANICAL, CIVIL, EEE and IT' as UG program graduates along with PG programs, i.e., CSE, ECE, and MBA can gather under one roof .The alumni students can share all their experiences from campus life to career life, the various efforts involved in attaining a professional life. The meet will be almost an interactive session.

Successful entrepreneurs, professionals and project team leaders from the alumni are invited to talk on their success stories. The employees with foreign MNCs from alumni also respond to this great occasion and bring glory to the alumni meet with their multi talented skills through telephone conference.

The alumni also assist the final year students of various streams of engineering to get their project placements and summer internship in their companies. This is the probable way, the regular alumni association meetings pave the way for the successful placements of the students.

At the end of the alumni meet, feedback to be taken from the alumni for the effective conduction of the programme in further years and for the benefit of outgoing students.

"Knowledge" is the main base of any learning process. Suitability for any employment criteria can be judged based on "the knowledge in all aspects" of a job seeker.

"Communication Skills" are life skills, without which the acquired knowledge will be remained unsuccessful. During the student life, a student ought to acquire these with equal priority for subject knowledge.

"Interpersonal Skills" teach how to behave, respond and act at the work areas. Proper and careful training in this area makes the learner confident at all stages.

"Management Skills" are extremely important in order to cope with any work environment and succeed in any field.

"The Design of Curriculum" at Institutions should pave a way for an employee to perform all the assignments successfully at the work places.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

THE SYSTEM OF GOVERNANCE

- The Principal is the Academic and Administrative Head of the Institution. He is assisted by Vice Principal, Deans, Heads of the Departments, Accounts Officers, and Conveners of various Institute-level Committees. The various Committees direct the day-to-day functioning of the Institute include: Governing Body; Head of the Departments, Internal Quality Assurance Cell (IQAC), Admissions Cell; Examinations and Evaluation (EE), Research & Development Cell (R&D) and Training and Placement (T&P) Cell.
- Recurring requirements of Departments are identified by the Heads of the respective Departments, which are presented to the Principal .The identified requirements are presented to the Governing Body by the Principal and approvals obtained.
- Faculty members participate, through corresponding Functional Committees, in finalizing teaching methodology of courses, maintenance of academic standards, and student welfare. Such participation brings transparency to the governance and inherently encourages team-work.
- Students and alumni members are also involved in certain Committees including the IQAC so that their views are also considered in governance.
- Thus, all stakeholders of the Institute are involved at various levels in assessing actual needs, budgetary requirements, academic standards and policy-making, progression in innovation and research. The Principal subsequently drives the resulting policy, strategy, resource allocation, and operations through the Governing body. Societal impact and responsibility are assigned prime importance such that the Institute contributes to sustainable socio-economic development through globally competitive standards.

PERSPECPTIVE PLAN OF THE INSTITUTION

- Enhancing the quality of teaching and learning process by incorporating modern and digital methods.
- Promotion of Research among staff & Student by using ICT Tools and improve research synergies with industry
- Improving industry institute Interaction
- Engaging extension activities
- Effective Quality Assurance Measures
- Obtain AICTE/DST/UGC Grants from Government sources
- Internal Revenue Generation schemes
- Establishment of Research Centre

- Incubators & Innovation centre for Start-Ups
- Autonomous Status
- Increase the faculty with Ph.D., qualification to 100 % by 2020
- Envisioning the establishment of a Deemed University and aiming to offer world class education and reached by using ICT Tools

The Institute's focus and core ideology is reflected in its Vision, Mission, as shown below:

Vision: To become an institute of excellence by creating high quality and innovating engineering professionals, who would take the world into their stride through sustainable growth in technology.

Mission: To instill moral values and promote technological, intellectual and ethical environment to the students with an in-depth and exceptional education that makes them employment ready as per the emerging trends in industry and to invoke the desire of innovation as a process of lifelong learning for a successful career in engineering.

QUALITY POLICY

The Quality policy aims at making St Martin' Engineering College along with its Management Institute to be one of the best institutes within the state through continual improvement of its scholastic ability and effectiveness of the quality management system.

Thus the Governance of the institution is indicative of an effective leadership and provides opportunity for stakeholder participation. The governance is transparent, objective, enabling and in tune with the vision and mission of the institution.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The institution has decentralized and transparent mechanism in management, administration, financial and academic affairs. The institution believes in delegating appropriate responsibilities from the top level management to low level and allows the top management to focus on policy making and major decisions.

The Governing Body constitutes the members of the Management, Representative from JNTUH, Principal and two senior most faculties. The Governing Body has the Principal as the member secretary besides

Dean Academics, Research , Academic & Administrative committees and IQAC who also participate in the highest decision making body of the institution. The Principal, who is part of the Governing Body, and participates along with management & faculty member in the Governing Body. The Faculties of the college are the conveners of various committees along with the student representatives, parents and alumni thus all the stakeholders participate in the governance of the institution.

Besides decentralization is ensured through the approvals provided by the Governing Body to the Perspective Plan and the Budget. Once the approvals are given, the Heads of the Department are free to take all decisions related to governance, academics, evaluation etc. various committees are set up with the faculty as conveners and student representatives, who take decisions on a variety of issues through committees. Thus there is participative management and decentralization of governance and power. The IQAC of the College plays a pivotal role in quality assurance, sustenance and enhancement through visioning and deployment besides review for quality assurance.

The decentralized mechanism exists even at the department levels. Decisions at department levels are taken by well-structured committees.

CASE STUDY

The said case study enables one to understand that there is participative management at institute level. A mother of a student who is from Utharakhand came to visit her son and also attend the parent teacher meet.Bandh was declared on the same day. the educational institutions also were closed as a result of the bandh. The college administration sent a SMS to all the parents informing Parent Teacher meeting is postponed. Unfortunately the lady did not see the message of the postponement and reached the college to attend the meeting. She was informed by the security guard that the college is closed on account of the bandh. The mother tried booking a cab to air port as her scheduled flight was at 2 P.M on same day. The cab service provider informed that no cabs would ply because of the bandh. The mother started to panic and, requested the security guard to help her fetch transport to reach the air port. The security guard found the Principal's car in the college and took a spot decision to call the college ambulance driver to drop the lady at air port without informing the Principal. The security guard informed the Principal after taking the decision.

This incident is clear case of participative management where even a security guard can take a decision in case of emergency without seeking the permission from the college management or the Principal.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The College has a Long term Strategic Perspective Plan as well Annual Strategic Perspective Plan for continuous improvement and move towards the realization of its vision, mission and core values.

The Long term Goals:

- To strengthen the teaching –learning process.
- To promote "Swacch Martins' further.
- Center of excellence in Engineering and technology and to setup incubation centers
- Strengthening of academic and R &D programmes in collaboration with reputed Universities and industry.
- To attain NAAC accreditation with A++
- Incubation center for all departments.
- To attain autonomous Status and to maintain NBA accreditation for all departments.
- Number of patents and book publication to be increased.
- Number of funded and consultancy work to be increased.
- Strengthening of Academic and R&D programmes in collaboration with reputed Universities and Industry.
- To depute more faculty for Conferences/Workshops etc.

Medium Term Goals:

- Motivate students and faculty for higher studies
- Improving Placements in Core Sector.
- To improve Industry Institute Interactions.
- To encourage faculty to publish technical papers in reputed journals.
- To encourage Students to take part in national / International Conferences and publish their Research work

Short Term Goals (Annual Goals):

- To modernize class rooms and laboratories.
- To modernize laboratories.
- To depute supporting staff for training.
- To enable automation of the administrative and academic sections.
- To save power.

At the beginning of every academic year, the principal mandates the IQAC to brainstorm and prepare the SPP. The IQAC in turn asks all the Heads and Conveners of 56 Clubs/Cells and Associations to prepare their respective Perspective Plan in sync with strategy and in turn sync it with the University Calendar of

events every year

Case study of successfully implemented Strategic Plan:

* **To save power (Go Green) :**

The vision of the college is to attain sustainable growth through technology. In line with the vision of the college our in house staff and students have developed a mechanism to reduce the dependence on conventional methods of energy and switched to better method of sustainable growth by using and taking advantage of Renewable energy sources like solar energy which is abundant in nature. Solar power plant has been installed to convert solar energy to electrical energy this process enabled us to reduce the consumption of electricity thereby reducing our expenditure on power bills .The solar power plant has the generating capacity of 130KW. To generate that power we are using 414 solar panels, in which each possesses 315 WH capacity. By using these solar panels we are generating DC power, to invert this into AC we are using four Inverters of each bearing of 33KW capacity. The complete solar power station was erected in On Grid metering system. That means we are not using any type of battery storage system. The amount of energy which is generated by the solar panels is directly supplied towards load; the remaining energy can be taken from the grid. The complete solar power plant is automatically operating system.

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The organization has a well-structured administrative setup with Governing Body as the highest decision making body and 56 other functional bodies and committees. The administrative setup and the functions of various bodies are given in the link for **additional information**.

1. **ADMINISTRATIVE SETUP** :

The apex body of the Organogram is the governing body, which is financial, administrative and quality systems policy making body under which the entire college functions are being organized and controlled. This committee meets many times in an academic year depending on the college issues and it will meet a minimum of three times in an academic year.

The Chairman, Executive Director and Principal are the functionaries who take the responsibility of implementing the policy decision of the governing body.

The Principal has the executive powers to administer the academic, development, and other functions based on the guidelines prescribed by him. Dean Academics and Dean R&D assist the principal on all academic matters

There are 8 academic departments directly reporting to the Principal as line management organs. Each department is headed by Departmental Head below whom all laboratories and faculty are functioning

2. Functions of Various Bodies:

To provide policy framework and direction for the functioning of the institution, 56 committees play a vital role. Which evaluate, monitor and recommend in respect of various matters related to Institutional Capacity, Review, Design and Education Effectiveness, Research, Examination and Evaluation etc. for sustaining Institutional Capacity and Educational Effectiveness.

Committees list and details

1. **Service rules, Procedure, Recruitment and Promotional policies**

Service rules, policies and procedures for the institution are in place and documented. They are made known to all newly recruited staff members through an induction programme. The Recruitment and the Scales of pay for various teaching positions will be as per AICTE

Recruitment Policies:

The process of recruitment includes:

- Invitations of application (Paper advertisement , through references etc)
- Preliminary assessment of the suitability of the candidates(review of resume received)
- Invitation to applicants for a campus visit for the interview
- Assessment by Selection Committee and recommendation to the management
- Final decision on recruitment by Management

Promotional Policies:

- All promotions are by Selection Committee only.

- Eligible candidates shall be considered for promotion on the recommendation of the selection committee.

- Number of posts at various levels in each discipline shall be as deemed necessary by the college Authorities

List of the Service rules, policies and procedures are given below.

Service Rules Book

Sample Copies of Promotional Circulars of SMEC

Supporting Documents

4. Grievance and Redressal Committee:

The Grievance Redressal Committee of the SMEC is established with an aim to provide easy and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a congenial atmosphere. Any genuine grievance may approach the GRC to submit his/her grievance in writing to "The Convener, Grievance Redressal Committee, SMEC or through suggestion box.

GRC Committee details

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

1. The institution has various Authorities/ Bodies/ Committees at various levels for effective functioning of the SMEC and decision making as stated in the key indicator 6.2.2.

2. All the Bodies/ Committees regularly meet to consider the various agenda points and issues and discuss their resolution.

3. The various Authorities/ Bodies/ Committees of the institution stating their major functions,

Periodicity of the meetings and the custodian of the minutes of the meetings of such Authorities/

Bodies/ Committees are given in detail in Institute Website

There are about 56 committees working on various activities of the Institute with well-defined functions and responsibilities for transparent functioning of day to day operations of the Institute. All the decisions taken in the Institute are through these committees.

A Case study of Grievance Redressal Committee which resolved the Complaints filed by the students:

The minutes of meeting and implementation of their resolutions over complaints against the quality of food and cleanliness in the canteen received by the students to the Grievance Redressal Committee have taken decision on 04th April 2018, action and implementations were effected 10th April 2018. Additional information is given in the uploaded document.

The Committee has been formed in order to ensure transparency by technical institutions imparting technical education in admissions, preventing unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority or Disabled Categories, scholarship issues and sexual harassment and to provide a mechanism to innocent students and stakeholders for redressal of their grievances. The main aim of the Grievance Redressal Mechanism of the institution is to provide easy and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a congenial atmosphere in the institution. Any student and faculty with a genuine grievance may approach the Grievance Redressal Committee to submit his/her grievance in writing to "The Convener, Grievance Redressal Committee, SMEC or through suggestion box which are displayed in all blocks of SMEC.

The Grievance Committee considers only individual grievances of specific nature of members of the employee given in writing related to employment, working conditions, and quality of services assured to them and any other alleged injustice done to an employee while discharging his /her duties at the Institute. And the Grievances of the student related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc.

Grievances received are addressed systematically with active involvement and cooperation of the respective department/section concerned with the grievance. Necessary confidentiality is maintained in handling the issue.

The objectives of Grievance Redressal Committee are:

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents/staff.
- Ensures that the grievances are resolved on time impartially and confidentially.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

St Martin's Engineering College undoubtedly considers that the teaching and staff play a key role in the growth of the institute and therefore providing welfare measures and services at the workplace becomes vital to provide continuous improvements in.

These welfare measures include enriched physical and mental health to the employees and thus promote a vibrant and encouraging work atmosphere. It would also stimulate the employee's productivity and commitment to the institute. Indeed, a motivated employee will respond by contributing to the best of his / her capabilities.

A comprehensive list of welfare facilities and services provided to the teaching and non-teaching staff at SMEC is provided in the attachment. These facilities and services are availed by them based on their eligibility and requirements at the appropriate time as per the prevailing norms of the institute

The Institution provides effective welfare measures to both teaching and non-teaching staff. All statutory welfare measures are implemented. Various monetary, non-monetary measures towards personal and professional growth are being extended to the satisfaction of the employees.

The institution has a Women Empowerment Cell as well, which caters to the grievances and other needs of girl students as well as lady faculty and female staff members.

SMEC recognizes the contribution of the employees towards the development and progress of the organization.

Welfare measures for teaching and non teaching staff:

- **Group Insurance**: Employees are covered under Accident Insurance.
- **Maternity leaves**: Maternity leave for three months is given to female staff.
- **Medical leaves**: Medical leaves are sanctioned for the required staff.
- **Loans**: Laptop loans are provided for both Teaching and non-teaching faculty.
- **Gifts**: Gifts and mementoes during Teachers' Day celebrations are given
- **Sponsorship for higher studies**: Faculty members, if opting for higher studies, leading to enhancement of quality, are sponsored either in terms of finance or in terms of leaves
- **Finance for health care**: Financial assistance is provided on emergency medical grounds for staff.
- **Advance Salary**: Salary in advance also provided to the staff members who are in need.
- **Financial support for the** Supporting for of the children of the teachers in the group institutions.
- **Publication Incentives**: For participation in the National or International Conferences and for publishing research papers in the National or International Journals, its registration fees and the cost for the participation are given. Publication in is encouraged through prize money.
- **Sponsorship for knowledge up-gradation**: Faculty members are sponsored for attending STTP, workshops, seminar, and conferences for up-grading their knowledge
- **Ex-**- Ex- amount is provided to the staff's kith and kin on the demise of the staff while in the

service.

- **Promotion**: Faculty members, based on the qualification, services, and outcome of the performance appraisal, are given promotion on to the higher post or financial benefits.

  The following are the amounts spent for the welfare measures for teaching and non-teaching staff

  2013-14 -   Rs 2,39,000,

  2014-15 -   Rs329000,

  2015-16 -   Rs439775,

  2016-17 -   Rs 7,88,600,

  2017-18 -   Rs 6,37,900

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 66.79

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

2017-18	2016-17	2015-16	2014-15	2013-14
246	244	259	194	135

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 40.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
46	41	39	39	36

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<u>View Document</u>
Any additional information	<u>View Document</u>

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 20.69

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
91	76	67	44	55

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<u>View Document</u>
IQAC report summary	<u>View Document</u>
Details of teachers attending professional development programs during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- The Institution has a formal "Performance Based Appraisal System" as per UGC regulation 2010, for both Teacing and Non-Teaching staff conducted every year. The faculties are required to submit the filled in proof self-appraisal.
- This system helps the staff in setting up new goals and self-assess their strengths and weaknesses.
- Based on the Annual appraisal the teaching and non-teaching staff are given increments and promotions in their respective cadre.
- On an average 95% of the staff were given increments in the last 5 years and 15% were promoted in their respective cadre.
- Non-Teaching staff are also assessed based on their work achievements, qualification enhancement and adaptability towards the technological changes

Faculty Self Appraisal Process followed by HOD's verification and validation of certain parameters

The success of any organization depends on the quality and motivational levels of its employees.. It is important that an organization and its employees should work hand in hand for achieving the vision and mission. Employees need to develop a symbiotic bond with an organization, besides , unlearn and relearn. Their stakes in the institution grow bigger and stronger, only when both work together and promote the institution.

This indeed was indicative of approach to Human Resource Management (HRM) policies which sought to connect the aims of the organization to the performance of the individual, goals and objectives become an embedded part of the process in the performance management and communicated through the performance appraisal process.

The following factors are deeply analyzed in the appraisal system for teaching and non teaching staff

- Experience (Teaching Industry)
- Activities and contribution made in academic and
- Innovative teaching practices
- Research
- Active participation in team work
- Work Discipline

The Appraisal format has two parts

- Part-AAcademic experience and Result, R&D Activities, Discipline, Feedback, Contribution) carries 70 points to be self appraised and verified by HOD
- Part-BCommunication, Decision makingdependabilityIntiattivesJob knowledgeJudgmentPlanningProblemsovingProductivityQualityStudent Focus, Team workcarries 100 points to be appraised by HOD on personal attributes. It has some negative points for LOP and memos if received any.
- Appraisal by HR has 10 points and it is confidential.
- The total to be calculated and readjusted for 50% towards each section to arrive at the total evaluation percentage the individual faculty.

The self-appraisal report is necessary to assess the performance of every faculty at the end of every

academic year and apply appropriate corrective measures to ensure quality teaching and learning process.

Faculty members are asked to fill the appraisal form and submit to the HOD.

Faculty who have made ' in the parameters are selected for the Best Teacher awards. The are felicitated on the occasion of day with Memento and certificates.

Faculty members are asked to fill the appraisal form and submit to the HOD. is based on the following criteria,

* Academic credentials, Experience (Teaching &Industry)
* Activities and contribution made in academic and Institution level & Department level)
* Research & Developmental activities
* Academic Result

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal and External audit Mechanism:-

SMEC Strictly believes in following all statutory requirements for all audit and accounting practices**.** The institution conducts internal and external financial audits regularly. As part of this mechanism, the institution has in-house team consisting of two persons for carrying out the internal audit. The team conducts internal audit on regular basis and submits the report to the Chairman IQAC (Internal Quality Assurance Cell). The Chairman IQAC attends to the major audit queries raised by the team and takes appropriate steps for remedial action.

The institution also has external audit mechanism carried out by M/s REDDY & KUMAR, Chartered Accountants having standing of 35 years. As a part of the mechanism, queries will be raised which are put before the Chairman IQAC. After due clarifications & rectifications, the accounts will be finalised accordingly. The external audit is conducted once in a year.

The Chairman IQAC is also contemplating to appoint an Audit Sub Committee to attend all the queries raised by the internal audit team and external auditors.

Income & Expenditures:

The details are available in the income and expenditure statement, which is uploaded.

Objective of Internal & External Audit:

The objective of conducting Internal and External audit is to locate discrepancies in the accounting process. The internal audit is done by in-house team comprising of two members. The external audit is conducted by registered chartered Accountants. Internal Audit is conducted twice in a year and the external audit conducted once in a year. Provision of departmental budget is followed and the optimal utilization of funds and the monitoring of the budget is done through Internal and External Audit.

After the internal audit is conducted and the discrepancies are located .The internal audit report is submitted to the Chairman of IQAC. Principal of the college is the Chairman of IQAC and reviews the internal audit report and takes the necessary steps for follow-up action.

The Chairman IQAC, will review the internal audit report with all the IQAC members and then will direct the Accounts Officer to make the necessary corrections. The Accounts Officer on the directions of the Chairman IQAC will rectify the discrepancies identified and will submit the corrected audit report to the Chairman IQAC.

Financial rules are implemented in the college. No-Cash transaction is encouraged. Fee payment through on line method is made mandatory. An effective financial management system is followed which ensures that no financial mismanagement takes place and utmost care is taken to follow the best accounting practices.

Audited financial statements including Income and Expenditure details, Audited Reports are prepared by a qualified External Auditors who are certified Chartered Accountants and then the same is filed in the Income-Tax Department.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 36

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
23	4	3	4	2

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of Funds:

Most of the funds required by the institution are being met out of internal generation from fees collected. The institution as its policy has a panel of external agencies for obtaining term loans required for any capital expenditure or working capital finance.

Apart from this, the institution also has allocated finance function to one of the managing committee members who will look after the procurement and deployment of the funds.

The Telangana govt regulates fee to be collected from the students for the colleges are fixed by Telangana Admission and Fee Regulatory Committee (TAFRC).the tuition fee fixed for the college depends on the infrastructure available, the faculty strength, sanctioned students strength by JNTUH for individual branches. The TAFRC takes the data from respective colleges every year and conducts inspection to finalize the student's fees for undergraduate and post graduate courses.

The funds are granted through the collection of tuition fee as guided by the TAFRC. The funds received year wise is 2017-2018 , it is Rs 23,45,07,600, 2016-2017 , it is Rs 19,09,70,400, 2015-16, it is Rs16,33,03,884, 2014-2015, it is Rs15,06,94,500/-, 2013-2014,it is Rs13,96,52,671/-.

The Tuition fees are collected annually. In order to meet revenue expenditure, the financial needs are met through short term loans from the panel of identified agencies like Banks and Financial corporations. The other sources of income are:

1. Transport fees collected from students.
2. Admission fees.
3. Application Fees.
4. NBA Fees.
5. Examination Fees.
6. TCS-ION:

The College lends its infrastructure for external agencies like TCS-ION for conducting exams e.g. RRB Exam, GATE, CAT, JIPMER and TSPSC.

The amountsreceived year wise is 2017-2018, it is Rs. 20,110/- 2016-2017, it is Rs. 7,99,085/-. 2015-2016, it is Rs. 3,61,785/- . 2013-2014, it is Rs. 9,28,574/-.

1. The following gives the total fees collected as a summary.

The total fees collectedyear wise is 2017-2018 , it is Rs. 27,42,44,735/-, 2016-2017 , it is Rs. 20,98,89,061/-, 2015-16, it is Rs. 18,89,53,433/- 2014-2015, it is Rs. 16,47,94,122/-, 2013-2014,it is Rs. 15,25,16,063/-.

The tuition fees for economically weak students and students of backward and SC/ST are financed through scholarships from Telangana state government. The eligible students apply for scholarship through college and necessary assistance for applying the same is provided by the college. The sanctioning process and the realization of the fees from the government is generally delayed. Sometimes the management resort to short term loans through Banks and other Financial Corporations to meet the monthly revenue and recurring expenditures. The short term loans are closed on receiving funds from the government.

Strategies for optimal utilization of financial resources:

The college also rents its premises, auditoriums, playgrounds for activities like short film shooting, feature film shooting, sports meet, audio & video releases of films. Our hostels are also used to accommodate students who come to attend sports meet and Conferences. The Sports Bodies pay rent for utilising our hostel facilities.

The proofs of funds received as rents and sponsorships are provided in additional information.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Role of IQAC in SMEC:

IQAC of the SMEC is committed to providing quality in all the domains of the campus life. It draws strategies for quality achievement, substances, and enhancement. IQAC has evolved various procedures for meeting the requirements. It draws strategies through Curricular Aspects, Teaching learning process, Research practice, Community engagement, HR Management, Industry Interaction, placements, Infrastructure Facilities, Learning Resources, Student Support Progression, Governance, Leadership & Management operations activities.IQAC has mechanisms for ensuring implementation of all the policies, review and evaluation.

IQAC formulated strategies and processes for achieving quality objectives. Some of the strategies are:

- Ensuring completion of syllabus coverage.
- Curriculum planning and implementation
- Conducting academic audit for improving the quality of course file.
- Focusing special attention on slow learners and advanced learners.
- Ensuring students participation in extracurricular activities.
- Ensuring overall development for students and make them as successful persons in employment, entrepreneurship and higher studies

- Establishment of incubation centers.
- Promoting In house research projects.

Some of the best practices followed are:

- Conducting Academic audit for improving the quality of course file.
- Promoting In house research projects.
- Learning beyond curriculum.
- Inculcating the spirit of Persuing research
- Specialized coaching for Employment, Entrepreneurship and Higher studies

Out of the above practices two examples institutionalized are:

Best Practice -1

1. **Academic Audit Mechanism**

IQAC under SMEC is established to frame the strategies and policies for the holistic growth of the college. IQAC works in coordination with Academic Audit committee (AAC). The Academic audit Committee functions in the following levels.

- At the beginning the faculty prepares the course file and verified by the subject expert and then HODs verification. The verified course file should be approved by Academic audit committee (AAC) member and Dean of Academics.
- At the final level the principal attest the course file.
- The college has the practice of preparing session planning, clearly defined program outcomes, program specific outcomes and course outcomes which are mapped so as to evaluate the students in terms of attainment of Graduate attributes and Learning Outcomes which are incorporated in course file

Best Practice -2

1. **Promoting In-house Research Projects**

The Institution arranges for interface among the institutions, industries and the public to take up research projects which are relevant to the present world.

* The focal objective of the institution is to transform the students into productive citizens through integrative and experimental learning process. Every student at SMEC is encouraged to present their innovative ideas towards product development. The Institution for this purpose has set up Project Laboratories in each department by providing the best equipment to conduct experiments.
* The Milestone in this Category is that the Institution started a mechanism to provide sponsorship for student ideas and Projects.
* The institution encourages the staff and students to Present and Publish their research work in the International, National level Conferences and Journals

Evidence of Success

Some of the best In-house Projects:

1. Stree Swachtha (Sanitary Napkin Vending Machine) (Award won in "NIRDPR" event)
2. Automatic Seed Sowing Machine
3. Campus Automation System with Information Kiosk

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

IQAC in SMEC has a main function to look into the transparency in teaching learning process. The cell has initially studied the prevailing processes and the profiles of the faculty along with their experience and expertise in their relevant subjects. The relevant outcome of the internal discussions of IQAC is circulated from time to time to all the stakeholders to incorporate the modification suggested by the IQAC. According to affiliated university examination pattern, the students are evaluated only twice in a semester. It is observed that the students are learning the subject only with the view to attempt the university examinations. The IQAC suggested weekly tests and prefinal exam for the improvement of students

MANAGEMENT INFORMATION SYSTEM:

The institution implements the ERP modules to generate various MIS reports for the efficient decision

making. The ERP Modules are listed below:.

1. Staff Data
2. Time Table
3. Attendance
4. Internal Mark
5. Schedule alter
6. Black Box
7. Student Feedback

1. **REVIEW BY IQAC ON ADVANCE LEARNERS AND SLOW LEARNERS**

When admission process is complete, the Institution organizes orientation program for all the students inviting the experts of personality development. Then, the level of the students is identified based on the test conducted for the students and assessment will be completed.

- The students are grouped into slow learners and advanced learners.
- The Institution has a mentoring system to help the students improve their learning levels.
- For Advanced Learners, the institute identifies their learning needs through various ways like classroom interactions, quiz and seminar assessment. They will also be given special coaching to take competitive exams like GATE, GRE, TOFEL etc.

The following strategies are adopted for improving academic performance.

- Remedial classes for weak students.
- Students are encouraged to participate in classroom interactions.
- Practical demonstrations, field trips/industrial visits are arranged.
- They are guided   to work independently for conducting Seminars and take up value based projects

Innovation and Creativity in Teaching – Learning:

3D Printer:

These objects can be of almost any 3D shape or geometry produced from electronic data source . A 3D printer is a type of industrial robot. The main focus is design of metallic 3D printer and its applications. The study on design of 3D printer involves the basic analysis of present 3D printers, their parts and mechanism. 3D printing machine is designed and developed with different parts like extruders, nozzle, stepped motors, Teflon tube etc which are assembled, tested and also printed some objects. The development involves the preparation of the filament that could print the metallic objects. Trials were made on different filaments and conclusions are drawn. Betterments are made to improve the performance

of the filament in all the aspects required.

Formability Testing of Metals:

Sheet Metal Forming is the process of converting a flat sheet of metal into a part of desired shape without fracture or excessive localized thinning. The process may be simple, such as a bending operation, or a sequence of very complex operations such as those performed in high-volume stamping plants. In the manufacture of most large stampings, a sheet metal blank is held on its edges by a blankholder ring and is deformed by means of a punch and die. The movement of the blank into the die cavity is controlled by pressure between the upper and lower parts of the blankholder ring. This control is usually increased by means of one or more sets of drawbeads. These consist of an almost semicylindrical ridge on the upper part of the blankholder and a corresponding groove in the lower part (the positions are sometimes reversed).

Seed Sowing Machine:

Automatic Seed Sowing Machine: In last few decades it is witnessed the development in each and every field. In the field of agricultural also we had seen remarkable development, big farmers are now a day's using cultivator, harvester, tractor, advance machine tools and advance farm equipment's, but in our country l 70% of farmers are small and marginal and they are still doing farming by traditional method. Thus they are in need of improved agricultural tools that may be hand driven or bullock driven. Thus similar advanced type of tool is designed. The input conditions are taken based on a survey leading to agricultural land around Hyderabad. Materials and manufacturing processes are carried out by students. The Automatic seed sowing machine is developed by students for seed sowing. It can be operated by mobile. It can sow the seed equidistant. It is light weight so need less tractive power. The battery is rechargeable

2. REVIEW BY IQAC ON TEACHING – LEARNING PROCESS

- Institution will follow the evaluation process and internal assessment. We conduct formative assessment and summative assessment. Formative assessment includes group discussions, quiz session etc. Summative assessment includes internal examinations, external examinations and practical examinations.
- In the internal assessment process, we conduct the internal examinations for theory and lab topics to check the performance of the students. We also allow final year students to develop projects.
- There is a Grievance and Redressal cell for students, in which they can express their grievances like re-counting, re-evaluation, etc.
- Institution follows the academic calendar given by the university. According to that, examinations will be conducted and course perspective plan are prepared to complete the syllabus.
- Institute prepare institution calendar to conduct the activities to the students like guest lectures, workshops, etc.

The following reforms are adopted by the institute as per university directions. They are as follows:
Summative Assessment

The University has introduced many reforms in the last five years for reining in transparency, objectivity and efficiency, and same is adopted.

Formative Assessment

Our Institution has introduced a Formative Assessment which is diligently developed, implemented for regular practice.

A comprehensive scale of parameters is considered for of the score given by all the students for each subject is taken as feedback for particular faculty for that subject. HOD's Track the record of every individual faculty. The Percentage for each parameter is also considered for performance review of the faculty. Substandard faculty members are sent for like FDP's, Professional courses and workshops.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 126.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
172	125	129	98	109

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Peer-Team-Report (PTR) Comments and Post-Accreditation Quality Initiatives taken:

1.2 Academic flexibility

PTR Comment: Academic Flexibility is limited. Students have freedom to select electives

Initiatives: In last 2 years, 11 certificate courses are introduced. Institute also conducted certification/add-on programs to impart technical and life skills during last 2 years. This helped the students to become

industry-ready.

PTR Comment: Introduce more add-on, value added and skill development courses in respective fields.

Initiatives: In last 2 years, 10 Add-on, Value-Added and Skill-Development Courses are introduced at SMEC in Guidance for competitive exam, Career Counseling, Language Lab, Soft Skills, Yoga and Meditation.

2.4 Teaching Quality

PTR Comment: There is shortage of faculty at senior level.

Initiatives: 95 Doctorates are appointed in last 2 years whereas 72 and 55 other existing Doctorates have also worked in respective years.

PTR Comment: Enhance faculty development programs and activities

Initiatives: 40 FDPs in 2017-18 and 35 FDPs in 2016-17 are conducted. Also 35 other activities including Workshops, Guest Lectures, Seminars and Conference are conducted in 2017-18 and 40 activities are conducted in 2016-17.

3.1 Promotion of Research

PTR Comment: In spite of PG courses, College has not obtained the recognized research centre status from the affiliating university

Initiatives: Research-work is promoted with latest equipments like 'Electronic Trinocular Metallurgical Microscope with Camera', and 'Image-Analysis Software'. However, no PG courses are undergoing in Engineering.

3.2 Resource Mobilisation and Research

PTR Comment: Overall research activity needs further improvement

Initiatives: Presently having research-projects from Science and Engineering Research Board, Government of India and consultancy-projects from Greater Hyderabad Municipal Corporation, Government of Telangana.

PTR Comment: College should make efforts to get funding for research projects from funding agencies

Initiatives: SMEC received 9 funded projects 2016-17 with amount of 59.685 Lakhs and 12 funded projects in 2017-18 with amount of 143.01 Lakhs.

3.3 Research facilities

PTR Comment: Dedicated research labs need to be established

Initiatives: SMEC has dedicated Research-Cell (Avishkar) and every Department has its Research Laboratory for doing research activities.

3.4 Research publications and awards

PTR Comment: Few faculty members have research publications to their credit

Initiatives: SMEC encourages faculty with financial support towards paper publication in reputed journals.

PTR Comment: There is scope for publications in peer reviewed journals of high repute and indexed journals

Initiatives: 1404 research papers published in conferences, Peer-Reviewed and UGC-Indexed Journals in last 2 years. Research quality is maintained using 'Plagiarism-Checker X' software.

PTR Comment: Focus is required on quality research and filing patents

Initiatives: There are 16 patents in the Institution.

3.5 Consultancy

PTR Comment: Special attention to develop consultancy activities is necessary

Initiatives: 32 Consultancy and research projects are carried-out in Institute with Greater Hyderabad Municipal Corporation, Government of Telangana and other Government and Non-Government Organizations.

3.7 Collaborations

PTR Comment: Efforts are necessary to collaborate with different organisations for some joint research projects and projects oriented to industrial products.

Initiatives: Conducted 91 activities under MoUs signed with Industries and other organizations in last 5 years. Industrial products like 'Smart Wheel-Chair,' are developed with collaboration of industries in Incubation-Centre. 31 and 24 activities are carried out under functional MoUs during 2017-18 and 2016-17, respectively.

PTR Comment: Industry-Institute interaction is ineffective

Initiatives: Collaborated with 55 industries in last 2 years for research projects and industrial exposure of students

4.1 Physical facilities

PTR Comment: Laboratories for PG programmes need strengthening

Initiatives: All UG and PG laboratories are well-equipped with latest tools available.

PTR Comment: Hostel facilities may be made available within the campus

Initiatives: Boys-Hostel with 127 occupancies and Girls-Hostel with 130 occupancies are available.

PTR Comment: ICT enabled class-rooms for better pedagogy.

Initiatives: All 66 classrooms in campus are ICT enabled

PTR Comment: Provide individual cubicles with internet facilities to ensure student-teacher privacy for academic interactions and discussions

Initiatives: 12 separate Faculty-Rooms with Cubicles for individual Faculty, with internet and Wi-Fi facility are available; utilized for better academic interactions and discussions between faculty and students.

4.2 Library as learning resource

PTR Comment: Library operations are partially automated

Initiatives: SMEC Library is fully-automated with ILMS software named, SMEC- ILMS, facilitating advanced functions.

5.2 Students Progression

PTR Comment: Progression to higher studies is low.

Initiatives: Progression to higher studies for SMEC students has been quite higher so students have progressed in 2017-18. 43 students are qualified in GRE, TOEFL and IELTS exams. 123 students progressed to higher studies. 68 students had qualified in such exams in 2016-17.

PTR Comment: Special coaching and encouragement to appear for competitive exams is necessary

Initiatives: College has established, "Dhyanjyot Centre for Competitive Excellence" to promote and guide students for competitive exams. Overall 1403 students have acquired coaching and counseling.

PTR Comment: Enhanced entrepreneur activity may be started

Initiatives: Entrepreneur-Cell in SMEC named, 'ELITE' enhances entrepreneurial activities and creates Start-Up innovators. Student's business plan, "FITZFA' is recognized by Central-Government as Start-Up. Students have won 2 prizes in Start-Up-India Competition. 'Sanitary-Vending Machine' start-up won award in NIRDPR.

5.3 Students participation and activities

PTR Comment: Alumni association has to be registered and made vibrant

Initiatives: Alumni-Association of Institute "DISHA" is continuously connecting *Almamater and Alumni*. There's substantial contribution from Alumni, to extent of 5 Lakhs as financial support to Institute in 2017-18. 'Alumni-Meet' is conducted twice in a year.

6.2 Strategy development and deployment

PTR Comment: Perspective plan for the college development needs to be prepared

Initiatives: 46 programs for Professional Development/Administrative Training are organized for teaching and non-teaching staff in 2017-18, and that were 41 in 2016-17. The College also got Accreditation from NBA for 5 out of 6 UG Engineering programs.

Strategies implemented:

-Enhanced quality of teaching-learning process by incorporating modern and digital methods.

-Promoted research by using ICT Tools.

-Improved Institute-Industry Interaction.

-Extension activities.

-Effective Quality Assurance Measures.

-Obtain AICTE/DST/UGC Grants from Government sources.

-Internal Revenue-Generation schemes.

-Establishment of Research-Centre.

-Incubators and Innovation Centre for Start-Ups.

-Autonomous Status.

-Increasing Doctorates to 100% by 2020.

-Envisioning establishment of a Deemed University and aiming to offer world-class education.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 31

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	7	6	6

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

1.Institution shows gender sensitivity in providing facilities such as:
    1.Safety and Security
    2.Counselling
    3.Common Room

Response:

    1.**Safety and Security:**

The crux of the SMEC's modus operandi is to identify factors which carve the facts of safety and security of the privileged class of the college i.e, the girl students and the lady faculty .The prominence applied to this aspect defines the terms of reference towards the quality of education and conducive environment catered to in the college.

The competency and functionality architecture on which the safety and security measures are built as follows:

    Precautions have been taken during transport, in the campus, canteen, library, sports area to

monitor the movement of students and ensure safety of the students. Bus incharges monitor the safety of the students during transit. Every route has two bus in charges. During lunch hour faculty from all departments assigned duties to ensure safety. Closed circuit cameras are installed at various points to record the activities of the people moving in the campus.All students commuting to college in their two wheelers are instructed to wear helmets. Without helmets they are not allowed inside the gate. Health Care and Medical Emergencies - Students have access to First aid facilities and wheel chair. Ambulance services are available on call. Scope for Grievance Redressal - Robust mechanism is in place for Grievance Redressal through Anti-Ragging Committee, Women Grievance Cell and Student Counseling Cell. Grievance cells ensure that quick solutions are given to the problems faced by girl students. As part of Women's safety, at our campus every faculty focuses on counseling to ensure they excel in all areas. The basic amenities are the protective and basic sources of safety in terms of health and hygiene for the women working and studying sector. The infrastructural amenities catering to this is found satisfactory as per the feedback given by the girl students. Regular instructions by external senior lady officials viz., Inspector of Police and Traffic Inspector helps in continuous progress and reviewing of updated rules and regulations for the young girls of the college. The addressals by these officers of high order also provides the impetus and encouragement for the energetic young girls to safe guard themselves as well protect themselves from the wide public eyes.

1. **Counseling:**

Student Counseling Cell takes care of the counseling program. All students can avail the facility. Every department has two counselors who counsel the students. The students can contact any of the counselors in their respective department. The office provides a confidential atmosphere in which the students can explore any topic or situation and discuss any concerns they may have. The office offers free counseling to students on individual or group basis problems related to anxiety, stress and other career related problems can be discussed.The Counseling sessions by the allotted faculty counselors on a regular weekly basis helps to keep a check about the progress or regress in the status of the young students viz., mental and psychological.Precautions are observed that if any problems are hereby faced by the students, they are not escalated, which may prove to be risky in the future fr the students' parents.The feedback on their process contributes in repairing the system, enhancing the methodologies and affirming better relationships with every person in the intrinsic and extrinsic society within which the students dwell.The social and personal space between the boy and girl students as well between gender-specific faculties is elaborately explained to the students.It is very well cautioned to the students to not overstep their steps, everything as a word of well-being of the students.Regular monitoring of the students who seek the help of the respective counselors is conducted to maintain a long term relationship and building confidence in these students that support is always given whenever needed.The counseling center is a "Home away from Home" for the students who feel lonely, depressed and isolated. Counseling spells a note of hope, concern and care - A symbol of acceptance and concern.

I. Personal and Mentor counseling

II. Academic/Career

III .Psychological

1. **Personal and Mentor counseling**:- Mentoring/counseling is regarded righteous because the college consider the value of the students and perfecting their character .The college considers and wants the perspective of its valued customers the students on a variety of life challenges(both small and large; personal and formal).Mentoring /counseling is intended to be a long term relationships, with its privileged students.

II. Career Counseling:- The aim of career counseling is to meet the objectives of its talent management ideas, which are to ensure that there is a talent flow that creates and maintains the required talent pool.

For instance:-

a) To give them the guidance, support and encouragement the student need to fulfill their potential and achieve a successful career with the organizations in tune with their talents and ambitions.

b) To provide those students with promise a sequence of experience and learning activities that will equip them for whatever level of responsibility they have the ability to reach.

III. Psychological Counseling:

The college functions with its students, on a balanced psychological level with the service provided by a specialized counselor in professional psychology. A dedicated counselor looks after counseling sessions from morning 09.00 am to evening 04.00 pm. The counselor diligently helps the students with physical, emotional and mental health issues, improves their sense of well-being and self-esteem, alleviates the feelings of distress (evolved through family problems, friendships, depression etc.). The counselor also provides assessment, diagnosis and treatment according to the severity of the psychological symptoms.

1. **Common Room:**

Dedicated Common Room with good ventilation facility for female students with resting facilities has been created. In emergencies, a lady attender takes care of the students needs. Electric Sanitary Pad Disposal Machine is installed in the girls' common room. Specific cleaning schedule is given to the housekeeping people and followed meticulously. Girls' Common Room will be strictly adhered to the rules. Any violation in this regard will be deemed as misconduct.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 70.59

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 1440

7.1.3.2 Total annual power requirement (in KWH)

Response: 2040

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 20.88

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1.824

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 8.736

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**

- **E-waste management**

Response:

St. Martin's Engineering College, Dhulapally, Secunderabad, affiliated to JNTUH, is a well known Institution and is offering 6 graduates. The serene campus is spread over 15 acres of land with state of art of laboratories, spacious and well ventilated class rooms. A large auditorium, modern conference hall, audiovisual room, gymnasium, playground and canteen are the additional facilities. SMEC has formulated a policy for ethical and sustainable waste management in the institution.SMEC has taken up waste management as a responsibility to protect environment and to provide a safe and healthy work environment for students, staff. The first step in waste management is to gain an understanding of the waste types being generated in order to design appropriate collection and disposal strategies. St. Martin's Engineering College Management is highly interested to maintain the campus as eco- friendly and energy conservative. Separate team is appointed for gardening, make the campus smoke free and clean environment. The Campus has about 256 trees and more than 322 small plants in 15 acres and a well maintained lawn. Many steps are taken for continuous sapling of trees, plant distribution program to the students, staff and the people to promote the awareness in the form of Haritha Haram Program, creating environmental awareness among the students and staff, waste water treatment and solid waste management. Various environment friendly factors such as Water, Air & Noise, Land, Parking, Flora & Fauna, Socio Economic, Nursery, Solar Systems contribute in making an eco-friendly campus.

Solid waste management:

St. Martin's Engineering College follows the practice of reducing solid waste as a part of this the solid waste is collected from the path way towards each and every block. All the solid waste from every department is collected at regular basic.

SMEC has removed hazardous waste materials like plastic, polythene and broken glasses are disposed properly to prevent the harmful effects on people and environment. Use of polythene and plastic is strictly prohibited at canteen and college premises. St. Martin's Engineering College a Plastic Free Campus, with an aim to measurably reduce plastic pollution, with a special focus on the reduction and ultimately the elimination of plastic bottles, plastic straws and utensils, and plastic food packaging to promote the use of eco-friendly cloth and jute bags. As an Initiation College conducted 'Say-No-To-Plastic' rally was conducted to spread awareness about the harmful effects of plastic, which all the volunteers of Social

Outreach attended. In SMEC campus, the use of paper is greatly reduced. This is done by converting documents and other papers into digital form. College ran an awareness program to show students and faculty members how much paper they were wasting each semester. After tracking paper usage at print kiosks around campus, the college instituted a printing quota for each student, limiting them to 250 free printed pages per semester. After that, they would have to pay for their own printing.

The vegetable waste in the hostel and canteen are hazardous and trucks are being arranged to dispose the collected solid waste from departments as well as canteen regularly to keep the campus clean. Drinking plastic water bottles are not suitable for reuse they are very harmful for our health. At the same time burning of these may release harmful gases that cause cancer so in SMEC we implement planiture.Planiture is initiated by SMEC to create Wealth out of Waste to make plastic to be reused.

WOW (well being out of waste) is a recycle Initiative of ITC Ltd started in 2007 under corporate social responsibility with an objective to protect environment conserve natural resources to inculcate the habit of source segregation among the citizens. Building construction waste material like cement, concrete and sand materials are used for land filling in the campus. Waste segregation is the process of separating waste at the point of generation and keeping all types of waste separate during handling, accumulation, interim storage and transportation.

Liquid waste management:

Liquid wastes mainly consist of waste water from residential, commercial and industrial areas in towns and cities. This waste water contains many dissolvable unwanted and rejected substances. In cities and towns, waste water is transported through sewerage system having a network of underground pipes called sewers.

Dealing with liquid wastes is one of the biggest challenges of urban sanitation. Liquid waste management require skilled personnel, coordination between different departments and organizations, and awareness of the issues by the public. At St.Martin's Engineering College no hazardous or toxic waste is generated. The college is a litter-free area. Students are sensitized on this aspect and adhered to by them in letter and spirit.

At St. Martin's Engineering College the liquid waste management is practiced through the following ways successfully. The liquid waste from individual blocks is collected at sewage points of the concerned blocks and collected waste water take by the RRC People and transpotation provided on alternative days.

E-waste management:

E-waste is highly complex to handle because of its composition. It is made up of multiple components some of which contain toxic substances that have an adverse impact on human health and environment if not handled properly that is if improper recycling and disposal methods are deployed. So there is a need for appropriate technology for handling and disposal of these chemicals. E-waste is essentially in the form of electronic items which are rendered useless. Such items are either repaired or returned to the suppliers for disposal as per the manufacturer's policy. Outdated computer systems and components are sold to the vendors who treat and dispose properly. The only e-waste generated is computer and peripherals and electronic equipment. The working outdated computer peripherals are replaced. . At St. Martin's Engineering College the E-waste is collected through arranging bins at fixed points in the individual blocks and the collected E-waste is sent to RRC. RRC will organize sorting of the E-waste into different

categories and bailing appropriate disposal. RRC shall coordinate with ITC and undertake necessary measures for the dispatch of E-Waste.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Being situated in a region with very extreme summers, we realize the importance of conservation and best utilization of water resources. We maintain and generate our water resources. The college has bore wells to meet the general needs of the institution.

Rooftop Water Harvesting

The college is facilitated with two rooftop rainwater harvesting systems wherein the rainwater is captured from the roof catchments and stored in tanks provided at various locations in the college campus.

The rainwater from top of the roofs is collected through proper network of pipes. There is a well connected pipe network water delivery system. This network is instrumental in supplying the water, in tanks. The network of well-connected pipes carries it to the tanks specially constructed for this purpose. There are two such tanks in the campus.

Rainwater harvesting in such a way is providing an independent water supply during regional water restrictions. The water thus collected is then used for several purposes, mainly like gardening and cleaning. The institution adopts sprinkler procedure in large lawns and water is very judiciously used for plantation purposes. In the extreme summer season, when water is scarce, the rain water thus collected and stored in the tank, is then used for the maintenance of the green cover in the campus.

Surface Runoff Water Harvesting

The runoff water from the unpaved area is allowed to flow into the harvesting pits located at different locations in college campus facilitates ground water recharge.

The rainwater, which is runoff from the higher surface areas, i.e. in the open field and ground, is restricted in a particular area by building Mud Ridges surrounding the area, so that the water does not flow away but stands in that area and soaks in the ground. This may help in raising the water table of the area. Thus water table rises would result in more availability of the water in the wells. This also results in preventing soil erosion. Thus the availability of water for the various purposes increases.

Impact

Rooftop Water Harvesting

The main objective of rooftop rainwater harvesting technique makes water available for general needs even in high demand and lack of regional water supply.

With the help of two Rooftop Rainwater Storage Tanks arrangements, rain water has been stored in the tanks where we provided this water utilized for irrigation and cleaning.

Rainwater collected from rooftop has been used from this we are maintaining greenery in our campus.

From two Rooftop Rainwater Storage tanks we are utilizing almost 64,78,698 liters of rainwater per year at an average to develop greenery in our campus.

Surface Runoff Water Harvesting

As Two Water Harvesting Plants are constructed in the campus, plants can accommodate 1,15,66,572 liters of rain water per year at an average. Water availability has been maintained at a better level for constant use to harvest the plants. Water table rises would result in more availability of the water our collage wells. wells to meet the general needs of the institution.

File Description	Document
Any additional information	[View Document]()
Link for Additional Information	[View Document]()

7.1.7 Green Practices
• **Students, staff using**
a) **Bicycles**
b) **Public Transport**

c) **Pedestrian friendly roads**
• **Plastic-free campus**
• **Paperless office**
• **Green landscaping with trees and plants**

Response:

St. Martin's Engineering College Management is highly interested in maintaining the campus as eco-friendly and energy conservative. The Campus has about 256 trees and 320 small plants in 17 acres and a well maintained lawn. Many steps are taken for continuous sapling of trees, during?Haritha Haram Program (http://smec.ac.in//Galleries/HarithaHaram). We take immence care in various factors such as Water, Air & Noise, Land, Parking, Flora & Fauna, Socio Economic, Nursery, Solar System in making ecofriendly campus.

Actions Taken for Making Campus Eco-friendly:

Bicycles:

To keep the campus pollution free staff and students are encouraged to use bicycle Chairman, St. Martin's Engineering College, Mr. M. Laxman Reddy uses bicycle which is an inspiration to staff and students.198 students and 43 staff who stay near by the college are using the cycle.

Public Transport:

Students use the public transport to avoid the traffic delays, accidents and to reach on time. TSRTC provide the bus service towards the college bus route 227, 227B, 219/229, 26N/229 with many intermediate alight points. Students use this facility provided by the TSRTC. Besides the public transport St. Martin's Engineering College has 20 buses to transport (http://smec.ac.in//Transport)for the students and staff from all corners of the city. 950 students and 231 Staff use the college transport facility every year.

Pedestrian Friendly Roads:

St. Martin's Engineering College laid with roads within the campus of 26 feet width which connect the blocks in the campus where 10 feet roads near the department and separate markings are made for walking of pedestrians. Entry of vehicles is restricted into the campus, for this clear instructions are given that vehicle is not allowed from the starting of the Bari gate.

Plastic-Free Campus:

St. Martin's Engineering College took an initiation to avoid the usage of plastic bags in the campus; in this process college has banned plastic bags at college canteen and college premises. The canteen started using the steel plates and steel spoons for serving and also started selling reusable bags to students to reduce waste, as an initiation College conducted 'Say-No-To-Plastic' in which 110 students actively participated. (http://smec.ac.in//Galleries/Plastic)

Paperless Office:

To reduce the use of paper St. Martin's Engineering College started a practice of digitalizing the data of the students, In house developed ERP software for planning & development for administration and academic activities, finance & accounts, student administration & their support and for examination and also encourages students to make all types of fee payments through online. It makes a great reduction of paper.

Green Landscaping with Trees and Plants:

St. Martin's Engineering College is in a spacious 17 acres campus, aesthetically designed with lush green landscape. It is located in a pollution free ambience at Dhulapally, Secunderabad at a distance that is just right to shut out the urban pollution while ensuring easy access to the city of Hyderabad. The Campus has about 256 trees and 320 small plants and a well maintained

File Description	Document
Any additional information	[View Document]()
Link for Additional Information	[View Document]()

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.33

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.02	2.60	3.06	3.00	1.20

File Description	Document
Green audit report	[View Document]()
Details of expenditure on green initiatives and waste management during the last five years	[View Document]()
Any additional information	[View Document]()

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

    1.**Physical facilities**
    2.**Provision for lift**
    3.**Ramp / Rails**

4.Braille Software/facilities

5.Rest Rooms

6.Scribes for examination

7.Special skill development for differently abled students

8.Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 596

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
158	130	121	115	72

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last

five years (Not addressed elsewhere)

Response: 24

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	5	4	2

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	
Any additional information	

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	
Provide link to Courses on Human Values and professional ethics on Institutional website	

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	
Provide URL of supporting documents to prove institution functions as per professional code	

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 39

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	7	7	6	6

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Independence Day:

The Independence Day celebrates every year on 15th August in front of M.G. Block. Our beloved Chairman Shri Laxman Reddy was the chief guest to the programme. At first, the Chairman Sir hoisted the national flag and described the national leader's sacrifices in attaining Independence, and he also emphasized the importance of healthy habits for a happy life in his speech.

Teacher's Day:

Teachers' Day is celebrated every year on 5th September. The programme was held at Swami Vivekananda seminar hall. The programme was graced by the Chairman Shri Laxman Reddy as the chief guest.Our college chairman spoke about the role of a teacher in reforming society in his speech. Principal highlighted the teaching profession as the most sacred one among all professions. He also added that the teacher is the embodiment of knowledge.

Engineer's Day :

Engineer's Day is celebrated every year on 15th September.It was an apt event celebrated by young future Engineers.The students were eager to celebrate this occasion.Our Chairman, Shri.M.Laxman Reddy and Executive Director were invited as the chief guest.The guests spoke on the importance of the day and how Engineers could help in the growth of a Nation. Students also were invited to speak on the efforts taken by them to develop the society.

Gandhi Jayanti:

Gandhi Jayanti is celebrated every year on 1st October, in a day advance as 2nd October was a holiday.Executive Director, Shri G.Chandra Shekar Yadav was the guest of honour .The Principal explained about the preachings of the great leader, followed by the Executive Director's speech in which the importance of "Truthfulness" was highlighted.

Republic Day:

Republic Day is celebrated every year on 1st October the Chairman Hoisted The flag and made a speech on the occasion. Following this, The Principal and a few faculty members made speeches on the importance

of Republic Day Celebrations as a national festival.

National Science Day:

The National Science Day is celebrated on every year on 28th February . Our Chairman, Shri Laxman Reddy was invited as the Chief Guest for the programme. The Principal highlighted the genius of young minds in creating scientific ventures in his fable blended speech. The executive director explained about the present trends in science and technology. Department HOD's spoken on the efforts of technocrats.

Dr. B.R. AMBEDKAR :

Ambedkar Jayanti is celebrated on 14th April .As it was a holiday. The celebration of the occasion had been conducted a day in advance i.e. 13 April. our beloved Chairman followed by his speech. The Executive Director and the Principal highlighted the services of the leader for the upliftment of all the backward people of India.

NATIONAL YOUTH DAY :

Swamivivekananda's birth day 12th January every year is observed as "National youth day" on this occasion in St. Martin's Engineering College, a programme was conducted and our beloved Chairman was chief guest and he gave messege on the importance of health.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

 Transparency in Finance:

St. Martin's Engineering College has a dynamic history of policy review that reflects the institution's ongoing activities with integrity and ethical action. Every transaction either student fee or faculty salary is done through bank and receipt is issued to them whenever it is necessary. Day to day financial transactions are tracked by the principal, trustee, manager and the accounts officers for the final approvals. The Institution also consists of external auditors , who regularly audit the financial accounts of the college.

Transparency in Academic

We St. Martins engineering college believe in the adoption of student centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Eminent scholars from various fields are invited to deliver lectures. Advanced learnering is encouraged by E-learning facilities by providing Internet connectivity with Wi-Fi provisions, NPTEL video lectures and E-journals. We have a streamlined mechanism for continuous monitoring and evaluation of the students. . The faculty members prepares course file before the commencement of semester.

- The heads of the departments finalizes the course allocation for the faculty members based on their choice and area of interest and expertise. The faculty members prepares course file before the commencement of semester.

Performance of the students is assessed on a continuous basis by conducting two mid exams per semester as per the JNTUH University norms. In addition to that weekly tests, assignments, mini projects and technical seminars are also the part of continuous internal evaluation .The evaluated answer books are given to the students and an opportunity is given to discuss about the performance with the faculty.

Transparency in Administration

Transparency in Administration is one of the elements for achieving governance in SMEC. Transparency is the principle of creating an environment which includes on current circumstances, decisions and actions which are available and the method of providing information in making policy decisions related to the institution to maintain good relationship between faculty and students.

The Canteen maintains a good quality food. It follows a menu card of all the food items provided along with a service book and feedback book to improve the standards and quality of food items. All Rules are recorded in Service Book. Service Rule Book is circulated to the entire faculty and one copy of service book is kept in Library for Reference. Transparency is maintain in every unit of the Institution not only one unit but it includes

- Supervision of sanitation
- Maintenance of the furniture and general equipment
- Student admissions process.
- Transportation of student

The library follows strict rules and regulations to maintain transparency in issuing books to the students. The library maintains a reference book for issuing books for both students and faculty. All SSR issued and curriculated in all the departments and one book is placed in library.

St. Martin's Engineering College itself not only reflects the image of Transparency in finance, academic and administration but also it can be seen in Auxiliary functions of the college.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

7.2.1 BEST PRACTICE I : An Integration of Innovations, Enlightening Technical Skills to Manifest into Career Building: A Hub for Technology for Prosperity.

BEST PRACTICE II : Ingrain Discipline, Human Interaction and Universal Values among the students through Community Orientation Activities

BEST PRACTICE I

1. **Title of the Practice**

An Integration of Innovations, Enlightening Technical Skills to Manifest into Career Building: A Hub of Technology for Prosperity.

1. **Objectives of the Practice**

- To enlighten skills and bring awareness about latest technologies, industry requirements and overall personality development.
- To help in Career Visioning and Nourish the Designing and Innovative skills, paving way towards career in core companies.
- To gain a competitive advantage by developing technical skill sets that is in demand.
- To meet the demand for Business entrepreneurs, Innovators, Creative thinkers to Society where data is central to Research, Teaching and Business.
- To influence contacts with industry and improve interdisciplinary training of technical skills; collaborate with training companies for domain-specific employability.

1. **The Context:**

In Engineering context, the outcome of innovation is the fruit of creative process which takes forms from abstract Technical concepts, Patents, Algorithms, data models to Mechanical and Architectural patterns and functional prototypes.

Innovation Engineering is to enable and strengthen engineers regarding Technological innovations which occur when need arises or opportunity presents having important implications for engineering practice and engineering education in the future.

The main approach is the identification of skills and capabilities engineers should have, in order to act successfully in field of Innovation, expected by enterprises and companies.

1. **The Practice:**

1. *Technology Awareness Month (TAM)*

Technology Awareness Month (TAM) conducted every year by student volunteers with support of college showcase the innovation and bring students closer to the edge of technology.The program adds value to the overall growth prospects, crafted with modules that involve interactive and skill developing events like Quizzes, Rapid Idea Group Discussions, Technical Workshops, Mock UN (United Nations), Youth Parliament and Guest lectures.

1.*Domain Specific Training*

Domain specific theories hold that we have many independent, specialized knowledge structures, rather than one cohesive knowledge structure. Training in one domain may not impact another independent domain. These are designed specifically to prepare students to use, reuse and contribute quantitative and qualitative analytical methods, used in innovating products.

○ *Value Added Education (VAE)*

Value Added Education provides additional learner centric and skill oriented technical training, with the objective of improving employability skills of students. Courses offered are choice based on current trends and training and guidance is provided to the students on the various aspects of building career and assist them in exploring new opportunities.

○ *Certification Courses*

A variety of short term certificate courses are conducted after class hours or during semester breaks.These courses are conducted by professionals and industry experts; each course has its own assessment pattern, both practical and theoretical. Successful completion of the course earns the students certification issued by the college. It predicts higher chances in campus placement opportunities.

○ *Task Skill Development & Vocational Training Program:*

Relevant and accessible training to amplify the quality of organizational skills and technical training of the students is provided.

○ *Career Guidance:*

Career Planning for various career options assisted the students with career choice, job research, job planning, understanding self talent and job interview tips.

1.*Aptitude Training & Soft Skills*

Aptitude and ability tests are designed to spruce the logical reasoning and lateral thinking, and inculcate factors like numerical reasoning, verbal reasoning, abstract reasoning, speed, and accuracy.

To hone Soft skills crucial for delegating and team building among the students, training in various tasks such as team work, adaptability, problem solving, leadership, communication skills, work place ethics, interpersonal skills, social and emotional intelligence, cognitive or emotional empathy andtime management is rendered.

1.*Campus Recruitment Training Program (CRT)*

Campus Recruitment Training Program is exclusively designed for students' recruitment in reputed companies. The CRT system consists of a student login, an admin login and also consists of a company login where in various companies visiting the college can view the list of respective college students and their resumes.

1. *Finishing Schools*

Finishing school focuses on teaching social graces and upper-class cultural fusion to the young people. It is an intelligent combination of training, technology and fun in learning. Fresh graduates are molded into priced assets ready to face any challenge head-on.

1. *Technical Seminars*

The faculty takes interest in conducting seminars to their students by inviting eminent personalities who have achieved some feat in science and technology to take seminars for the students which helps them to interact with present and ongoing advancements in technical fields.

1. *Micro* **Projects**

Micro projects create a self training program that serve as a basis for students and future employers in starting and running or working in an industry. The concept of micro projects is a way to show progress, deliver real impact in a short time frame and control resources that is beneficial to the industry they serve.

1. *Entrepreneurship Development Cell (EDC)*

The mission- "Start Up India" promotes the spirit of entrepreneurship among students through education, research and training sessions. EDC provides mentoring opportunity through its network. Students stand benefitted by the experience of these initiatives. The association includes professionals, entrepreneurs, investors, and Industry experts.

1. *Start Up*

Mentorship assistance for the start-ups of the student entrepreneurs is provided by inviting the Government officials from DIC, TIIC, MSMEs, EDIs, successful alumni entrepreneurs and related field experts. Internal facilities such as learning resources, laboratory facilities, workshops, SIPP (Student Innovative Project Proposal), organizing start-up festivals, R&D activities, new product development, re-engineering, market research, validating proof of concept and subsequently assisting them to cover costs like certification and manufacturing pilot services etc.

1.**Evidence of Success**

The Technology Awareness Month (TAM) proved successful by the enormous participation level of the students in the intellectual activities conducted such as the Gadget quiz, Debug and decrypt quiz, Circuitronics quiz etc. Current technology and innovations were visualized by workshops conducted on Python, Aurbindo, Html and CSS.

Treading on the lines of employability capabilities, career guidance program focused on career choice, job search, interview tips; vocational training programs on telecommunication, autocad, photovoltaic system,

digital marketing, web designing and animations, enabled students across the branches to stretch their technical skills into viable integrated and innovative career options.

Students optimally used programs of soft skills, CRT, Finishing Schools to sculpt their personality traits and managerial skills, thus whetting their communicative and competitive spirit and enthusiasm; prompting a positive feedback and impetus, heralding further such endeavors.

1. **Problems Encountered and Resources   Required**

- Motivating and encouraging students to concentrate on innovation and entrepreneurial activities.
- Providing repositories comprising teaching-training materials, data resources, lab activities, analysis and demonstration.
- Providing assistance to start-up student entrepreneurs by inviting Government officials, alumni entrepreneurs and other related field experts.
- Sponsoring basic start-up costs such as R&D and Certifications.

BEST PRACTICE II

1. **Title of the practice**

Ingrain Discipline, Human Interaction and Universal Values among the students through Community Orientation Activities

1. **Objectives of the Practices**

- To model a new student orientation program that builds foundation for development of community learning
- To create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates curiosity for learning
- To emphasize importance of being involved in community orientation programs and taking responsibility for growth and humanity development

1. **The Context**

The vision is culminated to inculcate moral values and build positive perception towards community orientation activities in the minds of the students. Good relationship with the community makes the students aware of universal values and helps them to design their career by meeting both learning and community goals.

1. **The Practices**

1. **Blood Donation Camp**

Blood donation is organized every year and provides a global platform to celebrate individuals, who donate

blood voluntarily, for altruistic reasons and without any monetary reward.

The NSS wing of SMEC organizes this event with help of Red Cross Society of India. Sri Marri Laxman Reddy, the Chairman and the Executive Director Sri Chandra Sekhar Yadav encourage the students to take active part and take an oath on Blood Donation and social welfare activities.

Objectives:

Students can improve someone's health by being a donor of blood. Donating blood has benefits not only by offering physical health but also is sharing psychological emotions:

- Reduces stress
- Improves emotional well-being
- Benefits physical health
- Provides a sense of belongingness and reduces isolation
- Lower risk of cancer and heart diseases

1. **Street cause**

For the past seven years, the students of St. Martin's Engineering College students have been actively participating and contributing in a large scale. Students from all years have joined this cause. Usually, students who choose to do community service become volunteers as they chose voluntarily to help. Street Cause is an NGO comprising of enthusiastic students who intend to give back to the society and bring about required change.

Objectives:

- To help underprivileged, such as orphans, elderly, unemployed and differently abled, to live their lives in the best way possible.
- To rehabilitate street children into mainstream society.
- "A Life without a Cause is a Life without an Effect." can be seen distinctively in the students.

1. **Helping Hands**

Students have taken an inspiring initiative to help the people who are with less fortunate circumstances for the uplifting of their lives. Students are participating in various events of "Helping Hands" which is an upcoming NGO, formed to help and promote upliftment of any person or place who/which are not equipped enough to do it by themselves. It is registered as a society under A.P. & T.S. Societies Registrations Act, 2001 as on 15th July 2017.

Objectives:

- Conduct activities to raise funds and create awareness towards community orientation programs.
- Enable sense of equality in all spheres of life.

- Provide ancillary help to achieve better life.

1. **Women Empowerment**

Women Empowerment Cell plays an important role for the girl students and lady faculty members with Gender Equity programs conducted to showcase special skills of these students.

Objectives:

- Conduct activities to bring balance in lives of girl students.
- Create awareness about women's rights
- Educate girl students in building self confidence and self esteem.

1. **Eco Club**

Eco-clubs create environmental awareness; enables students to be sensitive towards environmental to tackle environmental problems.

-
- To educate students about environment.
- To create clean and green consciousness among students
- To mobilize students towards scientific inquiry into environmental problem.
- To motivate students to imbibe habits and lifestyle for a minimum waste.
- To empower and enable students to make greener choices for recovery of damaged ecosystems

1. **Stem Cells Donation**

Students organized program about Stem Cell Donation to bring awareness about the importance of stem cell donation in society.Stem Cell Donation to Dhatri foundation in the college campus was held on 17 February 2018. The importance of Stem Donation was vividly expounded by the organizers.

1. **Organ Donation Camp**

Students organized program to bring awareness for people to come forward to donate organs as situation requires. And the importance and requirement of organ donation is also well explained.

1. **Evidence of Success**

Blood Donation

- Blood Donation Camp is conducted every year and students' participation has ever increased since. In 2013-14, 179 students participated in Blood Donation program and it increased to 488 by 2018-19.
- The institution received a prestigious award of a single day highest blood donation award from our beloved Governor Shri. E. L. Narsimhan on 17 February 2018 on World Blood Donor's day. Certificates were given to motivate faculty members and students, who donated blood.
- The NSS Wing has been organizing regular blood donation camps for more than 10 years in

collaboration with Red Cross Society.

- This year, the Wing broke its own record by collecting 456 units of blood during the drive held on 25 October 2018. In February2018 the college students and the faculty had voluntarily donated 326 units of blood for which Red Cross Society, Hyderabad awarded St. Martin's Engineering College the Highest single donor from an Educational Institution' across Telangana State.

Street Cause

- Students took up initiative to visit an old age home(Good Samaritans India old age home and shelter for homeless) to provide minimum infrastructure and basic necessities.

- Visited 'Mother Lap' a home for physically challenged people, and provided them food and utensils for cooking.
- Offered books, stationary and indoor games kit for the THARA (Home for children found on street) orphan age children.

Helping Hands

Students took initiative to help people with less fortunate circumstances for uplifting their lives.

- Students collected the blankets and distributed to needy people
- Opening a library for higher studies and career building.
- 'Sapling plantation' program at Srirampur village in Karimnagar District to protect environment.
- 'Loving lives' event conducted to distribute fruits and biscuits to needy people.
- Helped local students by distributing sports dresses, tube lights, torch lights under 'andera hatavoo' program.

Women Empowerment

Women empowerment programs help in improving girl student's confidence levels and in bringing positive energy to face critical situations.

- Seminars on women empowerment, gender equality, stress free life, gender sensitization, positive thinking, self confidence, raising the finance for business and POSH.
- WE & POSH committees conducted JAM session on gender equality, Workshops on digital India for women and Celebrated International Women's Day.

Eco Club

"Haritha Haram" was launched by planting a sapling at the college premises. A program to save runoff water from unpaved area was allowed to flow into rain water harvesting pits located in college to facilitate ground water recharge.

Stem Cells Donation

Stem cells donated by St Martin's Engineering College students and faculty, the following persons are benefited.

- Mr. Kiran was benefitted by the stem cell donation by Begari Vikas.
- A one- year old boy was saved from congenital Dyserythropoietic Anaemia by the stem cell donation by B. Vamsi Yadav.

Organ Donation Camp

An awareness program on Organ Donation was organised on 12 December 2017.This Program was published in Sakshi News Papber on 13/12/2017 as an article (Avayava Danam Py Pracharam).Stem Cell Donation to dhatri foundation in the college campus was held on 17 February 2018.

1. **Problems Encountered and Resources Required**

- Rapport building with the community requires significant amount of time.
- Designing programs blending learning objectives and achieving community goals proven complicated.
- Orchestrating recurring logistics, a complex operation.
- Persistent motivation and sustained time commitment from students towards community service.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

EFFECTIVE PLACEMENTS FOR CAREER BUILDING

INTRODUCTION

Training and Placement Cell is an integral part of our Institution. The Institution has provided the complete infrastructure for effective functioning of the cell. The cell is sensitized to function all through the year towards generating placement and training opportunities for the students.

The Institution helps each student in exploring placement opportunities inviting various companies for campus recruitment of students. The Training Programmes are scheduled in the regular academic time

–table as CRT classes (Campus Recruitment Training Classes). We mostly stress on Aptitude and personality development programmes so that students's skills can meet with the industry needs.

We have several eminent professionals drawn from renowned Industries actively participating in conducting the programmes. The placement cell is designed to function with a high degree of professionalism. To coordinate the placement activities, the college has a separate Placement cell Headed by the Director Training & Placements and HODs, and Staff Coordinators.

OBJECTIVES

- The goal of Training & Placement cell is to provide students with a platform for utilizing their potential to gain valuable experience through working for Industry.
- It also acts as the Interface among various companies seeking talented young graduates from various disciplines.
- To place students in Prospective IT & Core companies.
- To help the students developing a passion to win with a global mindset.
- To assist students developing their academic and career interests, and their short as well as long-term goals through individual counseling and group sessions.
- Maintaining and updating the database of students, maintaining database of companies and establishing strategic links for campus recruitments.
- Collecting information about job fairs and all relevant recruitment advertisements coordinating with companies to learn about their requirements and recruitment procedures
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates. Organizing pre-placement training classes, workshops, seminars for students and arranging periodic meetings with HR Department of companies and TPOs to promote recruitments.
- To assist students for Industrial training and to obtain placements at the end of the fourth and sixth semester.
- To act as a bridge between students, Alumni, and the Employment community.

THE CONTEXT

St. Martin's Engineering College has a vision "to become an Institute of excellence by creating high Quality and Innovating engineering professionals.St Martin's Engineering College is providing sufficient practical exposure to the students to create action plans and execute the solutions in accordance with the dynamic and competitive external environment.

In order to promote Technological, Intellectual and ethical Environment to the students with an in-depth and exceptional education that makes students employment ready as per the emerging trends in Industry, St Martin's engineering college invokes the desire of Innovation as process of life-long learning for their successful career in engineering.

THE PRACTICE

In St Martin's engineering college there is an independent Training and Placement wing which provides all possible assistance to all students who are going to face the challenges of world competition. St Martin's engineering college focuses on the Personality Development of the students.

Keeping in view the Industry requirements, curriculum is designed for preparing the students for entry-

level Graduate Engineer Trainees. This Institution provides all facilities to learn Interview skills by conducting Mock-interviews. There are soft skills trainers, who help the students to learn soft skills for their employment purpose.

Some of them are as follows:

- Personality Development
- Communication Skills & Vocabulary
- Resume Preparation& Email Writing
- Group Discussion
- Interview Skills
- Aptitude Training & Practice Tests

EVIDENCE OF SUCCESS

The Industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive with a good academic background, fast learners, open to learning even at work and more importantly with good communication skills, which help them to get a good job in MNCs and settle well in India and abroad. They are performing good jobs in many various companies such as Infosys, Tech mahindra, IBI group, Cognizant, Amazon, Vistex asia-pacific private limited, Talentio Solutions Iindia Private Limited, Aliens Developers, Just Dial Limited, Genpact, Hhinduja Global Services, Q-Spiders, C3I Solutions, Westline Shipping, Transpac Asia Private Limited, Multiplier Solutions, Think and Learn Private Limited, Hitachi, Aura, Focus Academy for Career Enhancement – Face, Epam Systems Inc., ICICI Prudential Life Insurance, Pramati Technologies Private Limited, Iibm, Jaro Education, Valuemomentum Software Services Private Limited, Kotak Mahindra, Multiplier Solutions, Mind Tree, Axis Bank, Ctrl s, Karvy, GGK Technologies, Capgemini, NTT Data, Apps Associates, Open Text, Technovert, Spectraforce, Cloud Pact, Mphasis, Factset, Infor, Global Logic, Tera Data, Cyient, Hexaware Technologies, Spectra Force,Vvirtusa, Ask Mentor,Cigniti, Smart Data Enterprises, Grey Campus, Apporva IT Solutions, Pratian Technologies, NCC   Limited (Nagarjuna Construction Company), Atyati Technologies Private Limited, Mistral Solutions Private Limited, Qwest Telecom Software Services Private Limited, Globalsoft Solutions inc., NTT Data, VEE Technologies, Murugappa Group, CMC Limited, Kantar Operations, Greenko, Multiplier Solutions.

We proudly announce that 100 students have gone certified through Microsoft in the year 2016. 63 students have undergone SAP training centre in association with TASK. 100 systems exclusively allotted for Hacker Rank, Code Chef.

St. Martin's students are placed in top companies like Infosys, Mind Tree, Cap Gemini with TASK, Adobe, Tech Mahindra & TCS. St. Martin student Mr.Abhijeet Ravalure got an offer from ADOBE with pay package of 24 lakh per annum. Mr.Pranay singh got an offer from Microsoft with a pay package of 18 lakh per annum. 702 students from St. Martin's Engineering College got placements in various companies in the Academic year 2017-2018.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- Motivating and influencing the students towards career orientation programs.
- Motivating the Non IT engineering students to choose in their Respective fields.
- Motivating Students to visit other states to attend the interviews.

- Providing sufficient Practical exposure to the students.
- Creating action plans and executing the solutions in accordance with the dynamic world.
- Finding qualified and trained placement officers, who can work in accordance with the competitive world
- Finding qualified potential trainers based on industry needs.
- Approaching Top MNCs in identifying our students' capabilities, which are most suitable for competitive external environment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
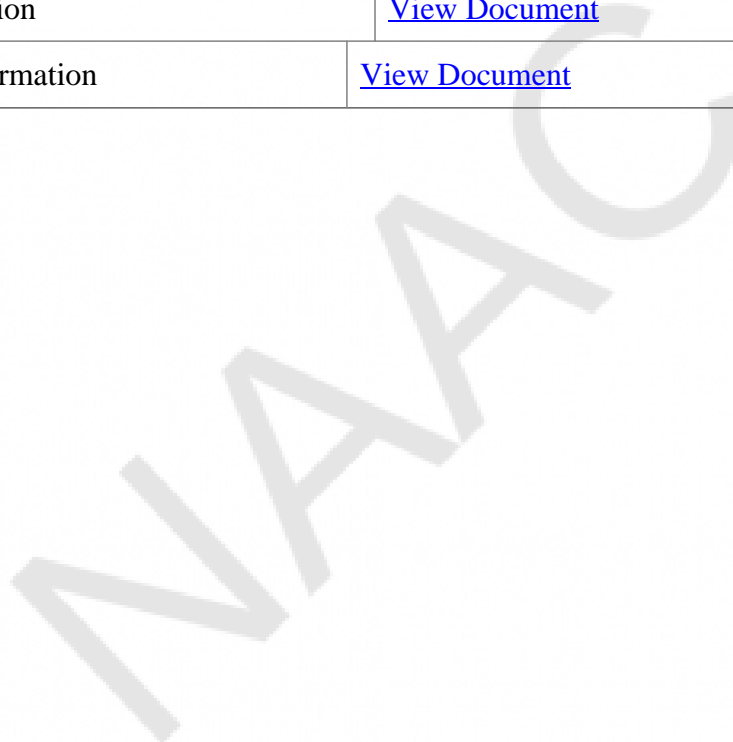
5. CONCLUSION

Additional Information :

All supporting additional information is summarized as follows:

- 16 years of Excellent Experience in Education 'Ranked Among Top 20 Under JNTU Hyderabad'
- Recognized as remote center of 'IIT, Bombay'
- Ranked 3rd by 'Competition Success' review
- Ranked 8th Best Engineering College by 'Wikipedia'
- Certified as AA+ by 'Career 360'
- Ranked 13th across State of Telangana by 'Career Connect'
- Ranked 49th across South Zone by 'The Week'
- Ranked 76th across the Country by 'The Week'
- Awards and Achievements of the college: IDF Best Partner Award, Dewang Mehta Leadership Award, TCS iON Award, CSI Award (Students Chapter Award), Best Innovation by Federation of Gujarat Industries, Street Cause - Most Dedicated Division
- Awarded by Governor of Telangana State being 'Single-day Highest Blood Donors'.
- 91 activities under MoUs and 11 Research Labs
- Stellar performance on placement front with top MNCs hiring 702 students in current academic year and 70+ companies visited
- Gymnasium, ATM, Medical and Wi-Fi Enabled Campus
- E-Learning, SMS/Email alert to Parents Every Day
- Innovative Student Projects leading to Product Development
- An ISO 9001:2008 Certified institution and has tie-up with Telangana Academy for Skill and Knowledge (TASK) to bridge the gap between Academia and Industry
- Various students clubs to hone, nurture and exhibit special talent
- Scholarships for sportspersons including 100% fee waiver and free hostel facilities
- Institute has made collaboration with foreign organizations
- Various Student Chapters of Professional Bodies
- Technical Clubs to carryout interdisciplinary projects
- Extension activities – NSS, Street Cause, Helping Hands, Blood Donation Camps
- Incubation and Start-up Cell named, "Srishti"
- National and International representation in Sports
- Developed India's First Electric Go-Kart
- Signed MoU with NRDC (Government of India)
- Received award from NIRD (Government of India)
- Every year Gold Medals are bagged by our students for achieving Excellence in Academics at University level
- Kiosk-Student Information Desk enables the students to get all their academic and personal information by using their smart identity card.
- MoU with Greater Hyderabad Municipal Corporation (GHMC), Government of Telangana

Concluding Remarks :

The Institute has well-framed vision and mission, considering the needs of the society. Best academics, state-of-

the-art-infrastructure, research laboratories, industry-interaction, self-learning, co-curricular and extra-curricular activities are some of the special features which cater to the comprehensive development of the students. The governance comprises Governing Body, College Development Committee, Departmental Advisory Board, Internal Quality Assurance Cell, Institute Development Committee, Academic Monitoring Committee and various Institute level committees which play a significant role in the evolutionary reforms towards positioning the Institute in preferred list of all stakeholders.

The Institute believes in promoting a culture of 'delegation of powers' through strategic policies. The Principal is assisted by Deans, HODs, Administrative Head, and Coordinators of various committees in decision making process to ensure smooth functioning of administrative and academic processes with better planning and monitoring leading to better organizational growth. The Institute regularly provides necessary training to faculty members for the successful implementation of quality teaching-learning process.

With this report we become competent to critically look at our strengths, weaknesses, opportunities and challenges we face. We are grateful to NAAC for providing this opportunity for self-assessment. Further the exercise of mobilizing our faculty members and staff in the data collection process including the documentary evidences wherever required has resulted in utmost accuracy. This will help us to improve further to benefit all our stakeholders, namely students, alumni, faculty, staff, academia, industries, society and the nation at large. We shall not be complacent with our achievements. We will continuously fine-tune all the existing systems and processes by bench-marking our Institute continuously with the best in the world to achieve high quality output benefitting all our stakeholders. We will tirelessly work towards creating a system of higher education which will inculcate in the students the values of discipline, cooperation, equality, patriotism, professionalism, social responsibility and respect for people and principles.

We look forward to the visit of team of experts from NAAC not only to showcase our excellent ideas but also to seek suggestions and advices for making further improvements.