YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution St Joseph Engineering College

- Name of the Head of the institution Dr Rio D'Souza

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 0824-2263753

- Mobile no 9663380761

- Registered e-mail iqac@sjec.ac.in

- Alternate e-mail principal@sjec.ac.in

- Address St Joseph Engineering College, Vamanjoor, Mangaluru, Karnataka.

- City/Town Mangaluru

- State/UT Karnataka

- Pin Code 575028

2.Institutional status

- Affiliated /Constituent Affiliated

- Type of Institution Co-education

- Location Rural

- Financial Status   **Self-financing**

- Name of the Affiliating University   **Visvesvaraya Technological University**

- Name of the IQAC Coordinator   **Dr Shreeranga Bhat**

- Phone No.   **08242263758**

- Alternate phone No.

- Mobile   **9480047532**

- IQAC e-mail address   **head.iqac@sjec.ac.in**

- Alternate Email address   **shreerangab@sjec. ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

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

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

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A+**	**3.39**	**2021**	**23/02/2021**	**22/02/2026**

6.Date of Establishment of IQAC

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Nain Capax Fund**	**Government of Karnataka**	**2020**	**10 lakhs**
Institutional	**Nain Capax Fund**	**Government of Karnataka**	**2021**	**5 lakhs**
Institutional	**AICTE-IDEA Lab**	**AICTE New Delhi**	**2021 – 2 years**	**110 lakhs**

Institutional	NAIN	Government of Karnataka	2021 – 3 years	27 lakhs
Department: Master of Business Administration	SPICES	AICTE New Delhi	2021- 1 year	1 lakh
Institutional	Innovative Project of Final year Under Graduate Students	VTU Belagavi	2020-21 – 1 year	50000
Department: Computer Science and Engineering	Students Project Program: 44 series	KSCST Bengaluru	2020-21 – 1 year	4000
Department: Electrical and Electronic Engineering	Students Project Program: 44 series	KSCST Bengaluru	2020-21 – 1 year	26000
Department: Civil Engineering	Students Project Program: 44 series	KSCST Bengaluru	2020-21 – 1 year	30000
Department: Mechanical Engineering	Students Project Program: 44 series	KSCST Bengaluru	2020-21 – 1 year	15000
Department: Electronics and Communication Engineering	Students Project Program: 44 series	KSCST Bengaluru	2020-21 – 1 year	29000
Department: Master of Business Administration	Students Project Program: 44 series	KSCST Bengaluru	2020-21 – 1 year	5000

20-10-2022 04:41:36

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   [View File](#)

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

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

Six-Day FDP on "Curriculum Development Inspired by NEP-2020" from 8-10 and 15-17 April 2021

Four-Day online webinar on "Strategic leadership for faculty members" on 7, 14, 21 and 28 Sep 2021.

NBA accreditation of MBA program

NBA Accreditation of Civil Engineering Program

Autonomy status to the college

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
NBA Accreditation of MBA Program	Both MBA and Civil Engineering Programs have been accredited for Academic Years 2021-2022 to 2023-2024, i.e., up to 30.06.2024
NBA Accreditation of Civil Engineering Program	Autonomy is granted by UGC and recognised by the affiliated university
Autonomy status to the college	Nil

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	29/12/2021

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	St Joseph Engineering College
• Name of the Head of the institution	Dr Rio D'Souza
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0824-2263753
• Mobile no	9663380761
• Registered e-mail	iqac@sjec.ac.in
• Alternate e-mail	principal@sjec.ac.in
• Address	St Joseph Engineering College, Vamanjoor, Mangaluru, Karnataka.
• City/Town	Mangaluru
• State/UT	Karnataka
• Pin Code	575028
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing
• Name of the Affiliating University	Visvesvaraya Technological University
• Name of the IQAC Coordinator	Dr Shreeranga Bhat

• Phone No.	**08242263758**
• Alternate phone No.	
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• IQAC e-mail address	**head.iqac@sjec.ac.in**
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Department:	**SPICES**	**AICTE New**	**2021- 1**	**1 lakh**

Master of Business Administration		Delhi	year	
Institutional	Innovative Project of Final year Under Graduate Students	VTU Belagavi	2020-21 – 1 year	50000
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9.No. of IQAC meetings held during the year	`1`
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`
• If yes, mention the amount	

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

`Six-Day FDP on "Curriculum Development Inspired by NEP-2020" from 8-10 and 15-17 April 2021`

`Four-Day online webinar on "Strategic leadership for faculty members" on 7, 14, 21 and 28 Sep 2021.`

`NBA accreditation of MBA program`

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`Autonomy status to the college`

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Autonomy status to the college	Nil

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	29/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	12/01/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**6**

File Description	Documents
Data Template	[View File]()

2.Student

2.1 Number of students during the year	**2487**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**264**

File Description	Documents
Data Template	[View File]()

2.3 Number of outgoing/ final year students during the year	**682**

File Description	Documents
Data Template	[View File]()

3.Academic

3.1 Number of full time teachers during the year	**149**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**149**

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**53**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1767.68**
4.3 Total number of computers on campus for academic purposes	**1170**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St. Joseph Engineering College (SJEC) is affiliated to the Visvesvaraya Technological University (VTU), Belagavi, Karnataka. The College meticulously plans and develops action plans for effective implementation of the curriculum prescribed by the VTU, which aligns with the Institution's mission to empower society through quality education.

The institute follows the curriculum designed by the respective Board of Studies (BoS) of the affiliating university, with inputs from various stakeholders. Further, the Institution communicates the curriculum gaps and technical glitches to the university before implementing the same by conducting a meeting at departmental levels. In addition, every department has established

Programme Assessment Committee (PAC) and Departmental Advisory Board (DAB) to overview the implementation of curriculum as per the set standards of the Institution.

The ongoing teaching methodologies are ascertained through the well-established Google-Classrooms, work dairy and feedback by the Head of the Department/Principal. In addition, course plans and notes, if any, are shared in advance with students to provide first-hand information about the subject. The COs are established based on Higher Order Thinking (HOT) skills of Bloom's Taxonomy. Further, the COs are mapped with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) to impart the graduate attributes.

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

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

The affiliated University provides an academic calendar for odd and even semesters separately. The College, in turn, prepares a college-level calendar, and each department will put forth a departmental calendar, which is in line with the college calendar to ensure timely execution of micro-level activities.

The college calendar includes internal examinations, students' feedback, SEEs, Internal academic and administrative audits, vacation, etc. The Internal theory and practical examinations are conducted per the college/departmental calendar. The SEEs must be as per the affiliated university calendar. The faculty should upload and share the internal examination marks with the students and parents within a week from the examination date. Further, the department will inform the students' parents about the students' progress within 15 days from the date of the internal examinations. The College will upload the internal marks of theory subjects, laboratory work, mini project, technical seminar, comprehensive viva, and the main project in the stipulated time given by the University. Being an affiliated institution, we strictly adhere to the University's academic calendar.

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

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

7

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

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

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

10

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

343

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The following activities are conducted in the Institution for the holistic development of students:

Gender Sensitization, Human Values, and Professional Ethics: To sensitize the students towards gender issues, human values, and professional ethics, a V-ACT (Value, Aptitude, Career Guidance and Technical Training) course is conducted in the first year of their study. Also, UHV (Universal Human Values) is a part of the student orientation program.

Environment and Sustainability and Professional Ethics: 'Environment and Sustainability and 'Professional Ethics' are POs adopted by the Institution to address these issues structured. To deploy these essential traits, every semester, at least two courses address these POs by mapping the COs and assessing through

course elements. These courses ensure a better understanding of the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge and the need for sustainable development. Following courses are offered inculcate Professional Ethics, Human Values, Environment and Sustainability.

Sl. No.

Course Code

Name of the Subject

Semester

1

20CIV59

Environmental Studies

V

2

20CPC39/49

Constitution of India, Professional Ethics and Cyber Law

III/IV

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

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

11

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

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

549

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

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

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

483

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

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

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

51

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

2.2 - Catering to Student Diversity

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

After enrolment, the institution conducts awareness/induction programmes for the students and parents. During the programme, the basics of the system are discussed, along with soliciting the stakeholders' expectations. Moreover, 'Bridge Courses' are

conducted to ensure students' synchronization with the system. To monitor and evaluate the students learning levels following systems are in place.

- A separate First Year Coordinator to overview the enhancing students learning levels.
- A faculty advisor for every class and a mentor for every 15 to 20 students.

Slow Learners: Slow learners are rigorously counselled by mentors and receive feedback regarding their studies and personal issues to enhance their academic performance. Tutorials are conducted for slow learners in the identified subjects. Language laboratory and communication skill classes are conducted to enhance soft skills. Additional Bridge Course (Lateral Entry) in Mathematics concepts are taught to lateral entry students to help them cope with the subject.

Advanced Learners: To foster advanced learners, department-specific student associations are developed. These associations aid in further development, enhancing leadership qualities and nurturing interpersonal skills. Also, advanced learners are encouraged to participate in symposiums, paper presentations, poster presentations, and quiz contests. They are encouraged to register and participate in events organized by professional bodies.

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

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

Number of Students	Number of Teachers
2497	149

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

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning: Students are taught/demonstrated content beyond the experiments in the laboratories. Further, 'Virtual Laboratories' have been introduced to clarify the concepts taught in the class. Industrial visits are conducted for the students to provide hands-on field experience and update them with the current technology. Students are also encouraged to undergo internships during academic semesters.

Participatory Learning: Every faculty practice active learning methodologies to ensure effective dissemination of knowledge. OBE pedagogies such as Cooperative Learning, Collaborative Learning, and Project- and Problem- based learning are introduced to foster the learning process. In addition, major and mini-projects are chosen from social and community requirements.

Problem Solving Methodologies: The college has introduced the 'Engineering Exploration' course and 'Tinkering Laboratory' across all the UG engineering courses to trigger critical thinking, lifelong learning, social innovation through identifying social and environmental related problems, the solution to the same through structured scientific methodologies, and align the solution through modern technology. Moreover, V-ACT classes are introduced to strengthen the problem-solving ability of the individual student. Moreover, the institution has set up NAIN (New Age Incubation Network) to support start-ups and regularly conducts 'Ideathon' and 'Hackathon' to foster critical thinking among the students.

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

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

The Institution was using Google Classroom and Canvas Platform to disseminate the knowledge during the lockdown. Also, the

Institution purchased WebEx platform to cater to larger participants' needs, primarily to conduct training activities both for faculty members and students. Moreover, digital tabs have been purchased to teach the math-related subjects to the students effectively. The Flipped classroom technique powered with Google Meet, Edpuzzle, Quizizz, Kahoot, Mentimeter, and GeoGebra were used for effective engagement with students. In addition, assessment is performed through Google Suite platforms. Following are innovative ICT approaches used by the faculty members

Video-Based Approach: Showing short videos related to the session's topic and ensuring pools in-line with the same to break the monotonous talk and ensure learning.

Flipped Classroom: The faculty share their learning material and homework/assignments with the students through different e-platforms. This enhances productivity and performance in the classroom as the faculty can trigger critical thinking and address complex engineering problems by optimizing the discussion on self-explanatory topics

Virtual Labs: Virtual discussions on the subjects ensure "Keep it flowing around" model of pedagogy of engagement.

Blended teaching: Faculty members effectively adopted MOOC with contents related to their subject to leverage the best-in-class knowledge base to reinforce the teaching-learning process.

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

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

2.3.3.1 - Number of mentors

149

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

2.4 - Teacher Profile and Quality

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

149

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

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

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

37

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1210

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

During the orientation programme, all the stakeholders are informed in advance about the mechanisms, rules, and regulations about the CIE and SEE not only from the perspective of the University but also regarding the OBE practices enshrined in the system. In addition, an 'Academic and Examination Group' has been established to contemplate continual improvement aspects in the CIE system and provide constructive suggestions regarding examination reforms. Moreover, a 'Flying Squad' has been established at the college and departmental level to prevent malpractice and bring transparency during examinations.

The Internal Question Paper Assurance Committee ensures that the HOTS of Bloom's taxonomy and TLOs/COs are addressed at the departmental level. The same is displayed in the question papers to bring awareness among the students. Along with the question paper, a comprehensive scheme of evaluation and answers are submitted to the committee, shared and discussed after the examination to bring clarity and transparency to the system. The same procedures are adopted to scrutinise other tools of continual assessment such as assignment, quiz, one-minute paper, seminar, group discussion, etc. The three internal class tests are spread across the semester at intervals of five weeks each.

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

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

Departmental Level

- Every class consists of one 'Faculty Advisor' and 3 Mentors who will seek feedback after every Internal Examination and counsel students to better performance.
- Students can put forth their grievances at the department level about the examinations and other aspects which will be sorted out within the stipulated time.

College Level

- The Institution has a centralized Grievance Readdressed Cell comprising the Management, Principal, and a representative from each department.
- A suggestion and grievances box are kept near the Principal's chamber.
- Feedback and ideas to enhance the system are solicited at the end of every semester.

University Level

- Grievances related to SEE such as "Out of syllabus", error in the question paper, etc., related to the subject can be informed to the course coordinator, who will bring the matter to the notice of the HOD, Principal, and Registrar Evaluation of the University in written form. The University will do the needful as per the rules and regulations.
- Students can apply for revaluation of their semester examination answer paper in a theory course within two weeks from the declaration of the results if they are not satisfied with the first evaluation.

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

2.6 - Student Performance and Learning Outcomes

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

The Institution has adopted POs which are in line with the

graduate attributes. UG and MCA programs have 12 POs as follows:

1. Engineering knowledge/Computational Knowledge
2. Problem analysis
3. Design/development of solutions
4. Conduct investigations of complex problems
5. Modern tool usage
6. The engineer and society
7. Environment and sustainability
8. Ethics
9. Individual and teamwork
10. Communication
11. Project management and finance
12. Life-long learning

The POs for Business Administration are:

1. Apply knowledge of management theories and practices to solve business problems,
2. Foster analytical and critical thinking abilities for data-based decision making,
3. Ability to develop value- based leadership,
4. Ability to understand, analyse and communicate global, economic, legal, and ethical aspects of business.
5. Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Further, each department has minimum 2 and maximum 4 Program Specific Outcomes (PSOs) depending on the requirement at the departmental level. Every course has 4-6 COs. The POs and PSOs are published at Department webpage, Department Library, HOD room, Department Office, and Student Notice Board. The COs are disseminated through Course webpage, course plan, class notice boards, and departmental bench marking document.

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

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

- The course coordinator establishes the COs such that a minimum of two POs is mapped to ensure robustness in the assessment of each PO and to extract the potential of the subject.
- The attainment levels are fixed as per the following metric of measurement:

Level 1: 50% students scored/rated more than or equal to 60% of maximum marks

Level 2: 60% students scored/rated more than or equal to 60% of maximum marks

Level 3: 70% of students scored/rated more than or equal to 60% of maximum marks

- The assessment of the COs involves formative assessment tools and a summative assessment tool. The weightage adopted by the Institution is 40% for formative assessment and 60% for summative assessment.
- Further, surveys are conducted to solicit students' opinions about the attainment of COs and POs and are referred to as Indirect assessments.

In the end, in the programme's Direct Course-PO/PSO matrix, the average attainment of each POs/PSO is considered, and the same procedure is followed for the Indirect Course-PO/PSO matrix. A weightage of 80% is allotted for Direct attainment, and 20% is allotted for Indirect attainment to calculate each POs and PSOs' ultimate attainment.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

667

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

2.7 - Student Satisfaction Survey

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

<u>https://docs.google.com/spreadsheets/d/1qe-YGBhlKgRqZgT5iRyQJUpL73YlhGxkMKVJmh5TgHU/edit?usp=sharing</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

55.035

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

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

3.1.2.1 - Number of teachers recognized as research guides

28

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

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

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

6

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

3.2 - Innovation Ecosystem

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

The New Age Incubation Network (NAIN)- (powered by the Department of Information Technology/Biotechnology and S&T, Govt of

Karnataka) and AICTE Idea lab (supported by AICTE) are established to foster innovation among the students.

This NAIN will facilitate getting a grant of Rs 3 lakhs/year for each selected novel project from the Govt. of Karnataka. The SJEC Incubation Centre, with a working space of 4000 sqft facility, can simultaneously accommodate up to 15 start-ups. This state-of-the-art facility includes well-furnished seating arrangements, high configuration computers, independent high-speed, dedicated internet connection, uninterrupted power back up and discussion & meeting rooms. The IPR cell established in collaboration with Karnataka Science Council for Science and Technology (KSCST) helps bring awareness about IPR, enables patent searches, guides inventors in respect of patenting searches, facilitates filing of patents etc.Two Ideation events under the "Anveshan" banner have already been conducted, which assisted in generating around 48 ideas. Students of all departments took an active part in this event, contributing to the college's idea-base.

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

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

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

46

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

3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	http://bit.ly/SJEC-Research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

78

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

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

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

51

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

3.4 - Extension Activities

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

AICUF (All India Catholic University Federation): This association is deeply involved in social service through the student community. Also, it instils spirituality among the students. It conducts visits to different primary and high schools, retreat homes, nursing homes, hospitals etc. serve the people and sensitize the civil culture and responsibility among the students.

NSS and Youth Red Cross: This cell organizes and promotes government initiatives such as Swacch Bharath, Save Water, Abolish Plastics, Tree Plantation, AIDS Awareness campaigns/ programmes/ Rallies, Road Safety week etc. to adapt the graduate attributes such as Engineering and Society, Environment and Sustainability, and Lifelong learning. Moreover, it organizes blood donation camps every year and conducts charity programmes for the neighbourhood.

Every department conducts ESR activities and students are encouraged to take up mini and capstone projects during their course to align the engineering knowledge along with the society and mankind. Moreover, management arranges events of commemoration and observance of all-important days and occasions, Special technical programmes for the school children, Personality development training activities, Digital literacy campaigns, Adult Education- Physical, Spiritual and Psychological Counselling for the students. Further, cultural committee organizes event to pervade the cultural and religious diversity.

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

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

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

27

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

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

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

15

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

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

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

14

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

3.5 - Collaboration

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

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

237

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

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

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

22

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The following are state-of-art infrastructure developed to create a conducive environment for teaching-learning:

- All the classrooms, laboratories, and other amenities are as prescribed by the norms of the AICTE and the affiliated university.
- Almost every classroom is equipped with ICT facilities to enhance the teaching-learning experience.
- The Institution has a well-developed and maintained library and a separate hostel facility for students on the campus, canteen, transport facility, auditorium, and playgrounds.
- To foster lifelong learning and encourage e-learning, a Wi-Fi facility of 1 Gbps is provided within the campus.
- All the classrooms and the campus are under CCTV surveillance.
- A separate Digital Library is also available to access Online Lectures/Videos/e-Journals, etc.
- The NPTEL Local Chapter allows the students/faculty to get training and certification in different courses.
- Every staff member has a personal web page/blog and course web page to disseminate material, assignments, and webinars among the students.
- A well-established audio-visual room and recording studio is established.
- All departments have separate tutorial rooms and seminar halls with required audio-visual equipment to conduct seminars/workshops.
- All departments have adequate computer facilities with the latest configuration and required software.
- Virtual labs are effectively used to enhance the learning experience of the students.

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

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

The Physical Education Department has two well-qualified and trained staff to help boys and girls. Apart from this, a Sports Advisory Committee has been established to provide constructive suggestions and monitor the activities. The department provides all the facilities as per the AICTE and VTU norms. A separate multi gym facility is provided for boys and girls in their hostels. Students, who participate in sports activities or other

extracurricular activities, are provided attendance and additional classes on demand so that the time they spared for various activities can be compensated. The Institution provides TA/DA to the players for participation at different sports events. To unveil the talents of the students and staff, annual inter/Intraclass sports meets are organized every year. Moreover, during the college day, the Institution recognizes and provides cash prizes/certificates/mementos, etc., to deserving sportspersons to motivate them to achieve excellence.

The college has a dedicated cultural committee to execute cultural activities at the institute level. A national-level technical Fest "TIARA" is organized every year to provide a platform for the student's performance in extracurricular and co-curricular arenas. College Day, Freshers Day, Farewell programme, Onam celebration, and other national festival celebrations provide a forum to showcase the students' talents.

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

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

66

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

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

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

516.48574

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

EASYLIB (Entire Automation System for Libraries) Library Management System Software has been deployed for automating the entire library operations. Barcode technology is employed for library housekeeping transactions. EASYLIB is an integrated system with all the necessary modules to run a library professionally and efficiently. It runs on a GUI (Graphical user Interface) environment, giving easy data entry and operation. It has a web component that enables sharing of library data across the campus. It also has built-in email and web publication support. Library members can access the library resources through the campus network. It follows internationally accepted Library Science standards like MARC, AACR2, ISO 2709, Dublin Core etc. it is easy to interconnect the library with other libraries with EASYLIB.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **A. Any 4 or more of the above**

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

29.64570

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

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

4.3 - IT Infrastructure

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

The Institution has a permanent IT facility along with Wi-Fi connectivity. The institutional IT facility is efficiently managed by the Department of Central Computer Centre (CCC).

SI. No.	Year	Wifi-Upgradation (Mbps)
1	2021	1Gbps
2	2019	400Mbps
3	2016	280Mbps
4	2013	100Mpbs

The Institution strongly supports skill upgrading through NPTEL, IUCEE, and other online courses through advanced Wi-Fi devices and computer resources throughout the college. Around 1100 LAN connections and 104 Wi-Fi devices are connected to the backbone network. The Institution offers many central software services like MATLAB, Microsoft Campus Packages etc., to the faculty and students. 233 high definition CCTV cameras monitor the campus via the campus network links.

The Institution is well-equipped with electronic equipment, which includes two IBM servers (IBMX 3100 and Dell PowerEdge T440 Tower Server), one bulk data storage unit (Netgear NAS Storage J4200), one Cisco router, NetGear core switch, network switches, wireless access devices (RUCKUS and ARUBA), desktops, laptops, printers and

scanners, etc., which the CCC Department manages.

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

4.3.2 - Number of Computers

1399

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

495.28442

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

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

Institution has advisory committees to ensure the effectiveness of each of the supporting facilities. These committees have frequent meetings with the Management to give their feedback to strengthen the system. Apart from these, the Library, Sports, and the CCC have been given the status of departments with entire faculty/staff to address their day-to-day activities.

Institution has the policy of replacing or upgrading the existing equipment to meet the university's syllabus changes from time to time and is tracked through ledgers and stock registers. The utilization reports and the status quo of the departments are brought to the notice of the Management through the Audit.

All the classrooms are as per the norms and equipped with ICT facilities. The classrooms are well-ventilated and furnished. All the classrooms are cleaned every day by the housekeeping staff and supervised by the housekeeper- in-charge. The furniture is well-maintained. The laboratories are also maintained as per the standards set by the statutory bodies. The entire college is Wi-Fi enabled, and the students/staff must register for the facility at the CCC. The Central Library is well-stocked with volumes related to different subjects. Sufficient copies are maintained to cater to the needs of the students and faculty.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

353

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

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

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

734

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

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

File Description	Documents
Link to Institutional website	http://sjec.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

524

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

524

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

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

320

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

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

5.2.2.1 - Number of outgoing student progression to higher education

63

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

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

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

24

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Since, as per the affiliated university norms, students union is banned, all the students are provided with a fair opportunity in all the affairs of the Institute, viz., curricular, co-curricular,

and extracurricular activities.

All departments have a minimum of two students as representatives from each section to bring academic matters to the forum, initially at the department level and the Institution level. After every internal test, all departments conduct meetings with the student class representatives to address academic-related matters. All the departments have a department student chapter/society, professional associations, and various social clubs.

In addition, the students are actively involved in the Outcome Based Education system to strengthen and sustain the teaching-learning process. Student representatives are also involved in the Departmental Advisory Boards (DAB) and Internal Quality Assurance Cell (IQAC). Further, the institution ensures students' involvement in various college-level academic and administrative committees to create a conducive environment for the student's overall development and understand ground reality from the students' perspective.

The Students (chapter/forum) Associations such as IEEE, ISTE, CSI, IE, SAE, etc. Cultural Committee, Grievance Cell, Anti-ragging Committee, Sports Committee, NSS, YRC, AICUF and Jagruti Cell etc., have student representatives to create proactive pupils.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

SJEC is now the Alma Mater to more than 10000 engineers and post-graduates across the globe. The SJEC alumni association strives to

1. Improve the prominence of the SJEC Alumni Association,
2. Elevate Alumni recognition and engagement,
3. Maintain an up-to-date Alumni database, and
4. Build a strong working relationship between the Alumni and the students.

The SJEC has a registered Alumni Association and has chapters in Mangaluru and Bengaluru. From offering feedback on courses and curriculum to promoting campus placements, the SJEC alumni are the off-campus brand ambassadors. The association provides a bridge for the alumni to connect with the students and interact with them. The alumni association hosts NOSTOS - an annual conclave where alumni who have graduated over the years and are serving in various industry sectors, academia, and government bodies come together to participate in various events, including cultural sports and moderated discussions.

An online portal, alumni.sjec.ac.in offers a platform for the alumni to interact with their peers and maintain a good relationship with the Institution. Along with this, the association can also be contacted via

Email: alumni@sjec.ac.in

LinkedIn: www.linkedin.com/in/alumni-sjec-mangalore

Twitter: www.twitter.com/AlumniSjec

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: 'To be a global premier Institution of professional education and research'

Mission

- Provide opportunities to deserving students of all communities, the Christian students in particular, for quality professional education.
- Design and deliver curricula to meet the national and global changing needs through student- centric learning methodologies.
- Attract, nurture, and retain the best faculty and technical manpower.
- Consolidate the state- of-the- art infrastructure and equipment for teaching and research activities.
- Promote all- round personality development of the students through interaction with alumni, academia, and industry.
- Strengthen the Educational Social Responsibilities of the Institution.

The Institution is managed by the Diocese of Mangalore, known for its service to mankind across the globe. The Governing Board is the chief policy framing body of the College. The Director of the College is the Secretary of the governing board, which holds meetings at least twice a year and takes all policy decisions for the College. The college trust has appointed a Governing Council to deal with specific policies of the College. The Principal is the Secretary of the Governing Council, which holds regular meetings once every six months to discuss the policies and academic matters of the College mainly.

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

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

The administration of the College is decentralized, and this responsibility is given to three committees.

Management Committee (MC): It comprises a Director, Assistant Directors, Principal, and HR Manager conducts a meeting every Wednesday. It has the authority to plan and execute the administrative needs and takes major administrative decisions of the College.

College Council: The College Committee consists of MC members, Deans, and Heads of all the Departments (the Chairman/Coordinators of College Association & Committees are its special invitees when specific issues related to association activities are to be discussed). It meets at least twice a semester. It shoulders the responsibility of planning the academic and other supporting activities.

Department Level Committees, including Hostels: This Committee involves MC members, respective HOD, and the department staff and meets once a month. It is responsible for preparing the department budget, planning manpower requirements, and arranging department-level activities, including academics.

Participative Management

Students are involved in PAC, DAB, and IQAC to solicit ideas and opinions to strengthen the system. Moreover, the alumni, academicians, and industry experts are actively involved in DAB and IQAC to suggest and frame deployment plans to enhance the system.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional development Strategies are framed with both top-down and bottom-up approaches by taking feedback from all the stakeholders and are in line with the vision and mission of the College. Moreover, all departmental missions reflect the college mission to ensure smooth deployment of the strategic plans.

Each committee has well-established roles and responsibilities to define the purview for every activity. The system was generated to ensure that every committee provides action plans for each academic year and the budget. In addition, every faculty must give an action plan to enhance the department and Institution every year and the same is reviewed and refined for overall development.

Each department performs SWOC analysis, and it is tabled for discussion with the management to frame the strategies. Through the SWOC analysis, the team can utilize their group's strengths, understand their weaknesses, grab the opportunities, and overcome the threats. Also, Academic and Administrative Audits (AAA) are performed to ascertain the SWOC of the department and facilitate it to fall in line with the college objectives.

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

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

Service Rules

Service rules are prepared and approved by the Governing Board. The procedure of requirements, promotion policy, leave rules, etc., are explained in the service rules. The same is disseminated to all the faculty and staff. Printed books are made available to all the staff of the College. Any changes made to the service rule are made known through circulars.

Procedures

- The Principal organizes conduct, valuation, and documentation of internal examinations.
- Norms are established for student etiquette, behaviour, and campus/hostel discipline.
- The Selection Committee makes an appointment of staff after ascertaining the qualifications, interview, and demonstration lectures.
- Training, probation, and confirmation are generally followed for selected appointees.
- Financial/Administrative issues are routed through proper channels (HOD & Principal) for approval by the Director.

Policies

- The Governing Board approves all faculty allocations, and the Governing Board ratifies all appointments.
- Appointments are instituted only after due advertisement, interview, and demonstration lectures to ensure fairness and transparency in the selection process.
- The roles of the Director and the Principal in financial,

administrative, and academic matters are well-defined.
- **The ensures autonomy and administrative ease, the post of deans are created as and when the need arises.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare policies are as follows:

- **The pay scale of the Teaching faculty is as per AICTE norms, i.e. VI Pay norms.**
- **The teaching staff is supported in pursuing higher education, attending conferences, seminars, and presenting papers.**
- **Both Teaching & Non-Teaching staff are entitled to Annual increments, Provident Fund, Gratuity, Paternity leave, Maternity Leave (paid leave for 6 months) and ESI benefits as per norms.**
- **The additional monthly allowance is paid for HODs, Deans,**

and others who contribute additionally to the system.

- The Staff quarters, transportation and "Crèche" facility are subsidized.
- On duty, leaves are provided to the staff to attend or participate as a resource person in interactions with the outside world.
- A systematic Performance Based Appraisal System (PBAS), implemented since 2012.
- College provides 15 Casual Leaves and 30 Special Casual Leaves.
- The non-teaching staff is provided 15 Casual Leaves and Earned Leaves (30 days). Encashment of Earned Lave facility is given by paying one-month salary as per norms.
- Policy on incentives payable to those who seek grants for research projects is in place.

Internal FDPs are conducted across the departments on domain-related and personality development aspects to enhance the staff's knowledge.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

98

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

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

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

36

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

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

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

120

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Performance-Based Appraisal System (PBAS) was introduced in January 2002 to serve as the mechanism for all faculty assessment, promotion, and career advancement. The basic tenet of this practice is to promote professionalism to attain one of the prominent missions of the College "Attract, nurture and retain the best faculty and technical manpower". The organization believes in ensuring quality service to all stakeholders through continual quality improvement and the sustainment of faculty through a structured approach. This practice also supports one of the organization's objectives, "Provide competent staff and excellent support facilities like laboratory, library, and internet for a good education continuously". The format Performance Based Appraisal System is revised w.e.f 01/07/2019 to reflect the changing aspirations of the college and the emerging importance given to research activities among academics.

Sl. No

Category

Maximum API Score

1

Teaching, learning and evaluation related activities

75

2

Administration/ Management of the Department and College

50

3

Participation in, and Organization of, Conferences/ Seminars/ Workshops/FDPs/MDPs

50

4A Research Contributions

5A Contributions to Student Activities

75

4B Research Projects/ Guidance

5B Profession-related Contributions to Society

50

Total

300

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Every financial year, budget proposals are prepared by the Finance Committee and submitted to the GB for consideration and approval. The Management notifies all the departments at the end of the financial year to prepare budgets for their respective departments. The departments get involved in the budget preparation and the pre-budget exercises to ensure adequate funds for each department. Institutional requirements such as facilities, equipment, consumables, services, faculty and staff needs, etc., are included in the budget. Non-budgeted/ Unforeseen expenditures are met out of the allotted institutional budget. If any, additional expenditures are sanctioned during the college development meetings held from time to time. The College borrows funds whenever the capital expenditure overshoots due to cost escalation and other similar reasons.

Internal

All the Collections are verified daily and maintained transparency in the process. Budget proposals, Payments of bills and vouchers, and supporting documents of every event and the entire financial

year are scrutinized by the Internal Financial Committee, which may advise the concerned departments to any possible improvement.

External

Every year, Government-recognised Chartered Accountants audit the accounts and prepare a balance sheet under the Income Tax Act. Also, audited statements are made available via the college website.

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

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

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

0

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

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

The main source of income to the College is in the form of tuition fees and charity. The Institution treats each department as a separate cost centre and all expenses incurred as debits. Each department prepares the budgets before the new financial year, and the Management/Financial Committee reviews the same. If any anomaly is noticed, the concerned bill is approved by the Management after explanation or justification. This helps to avoid unnecessary purchases and optimal utilization of the available resources. The tuition fees are maintained in the current account

and used towards the salary and maintenance of the College.

The Alumni Association is requested to contribute monetarily to the development of the system through various activities. The College also generates funds for R&D through sponsored research projects from government and non-governmental agencies. In addition, a small amount is also generated through consultancy projects. For maintaining transport and hostel facilities, a separate fee is collected.

Since the Institution is a charitable organization, the Management provides funds through its sources or avails loans from banks whenever there is a shortage of funds.

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

6.5 - Internal Quality Assurance System

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

The IQAC was established on 16th November 2018. Before this, the Institute Alumni Advisory Board (IAAB) and the Accreditation Cell initiated and sustained quality assurance activities. Presently, the IQAC has been revised as per the regulations put forth by NAAC.

The Cell has contributed significantly in creating a healthy/favourable learner-centric environment for quality professional education by adopting the OBE philosophy since 2011. It has been fine-tuned and institutionalized through focused policy formation and training. At the end of every semester, IQAC conducts FDPs related to quality assurance, accreditation, and OBE under various themes to ensure continual quality improvement in the system.

To guide and monitor the implementation of OBE in the College, various committees such as DAB, and PAC have been formed by

attracting members from the Industry, Alumni, Parents, Management, Faculty, Staff, and Students.

To strengthen and sustain the quality initiatives, the Cell has framed Standard Operating Procedures (SOP) at every level of the organization. Further, it has developed quality metrics for internal AAA by synchronizing the requirements of both the NBA and NAAC and the institutional mission. Further, it ensures documentation of all the committees as per the standard format prescribed by the Institution.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

At the end of every semester, IQAC conducts FDPs/Workshops/Seminars/Activities to adopt new engagement pedagogies and ensure continual improvement in the teaching-learning process. The programmes discuss accreditation, teaching-learning, course design, harnessing technology in teaching, course web page development, engineering education research, etc. Further, the Cell facilitates implementing these programmes' learning in the coming semester with a structured post-implementation analysis. Moreover, IQAC proposes to the management to send the faculty to engineering education conferences, workshops, seminars, certification programmes, etc.

The course files are designed based on Deming's Plan-Do-Check-Act Cycle to ensure continual improvements in the system for the sustainment of quality initiatives. Further, extreme care is taken to confirm COs and TLOs as per Bloom's Taxonomy through a well-framed checklist. Moreover, the Cell ensures that all departments develop, verify, and share course plans with the stakeholders before the commencement of the semester. In addition, it facilitates scientifically mapping the COs to POs with proper justification, identifying the right assessment tools and Balancing the Course-PO matrix of the programme. Apart from this,

it aids in determining the right strategy to enhance the attainment of POs through PAC, DAB, and IQAC meetings by documenting the action plans categorically and following them up structurally.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sites.google.com/sjec.ac.in/sjec-accreditation/home
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Safety and Security

The Institution considers 'Safety and Security as paramount to the system. Thus, it has invested all its available resources to safeguard its stakeholders within the Campus. Some of the major

initiatives are 24x7 CCTV surveillance across the Campus, including college corridors, classrooms, enough security guards, high intensive illumination at all prominent places, full-time hostel wardens, etc.

2. Counselling

The counselling service at SJEC is a part of the academic activity. The Management has appointed a qualified Campus Counsellor. The College has adopted the following counselling mechanism:

General Counselling:

The College identifies a few staff members as mentors, and a training programme is held during the semester vacation.

Behavioural Counselling:

The Campus Counsellor takes care of students with behavioural problems.

3. Common Room

Separate and well-maintained washrooms are provided on every floor of the buildings for boys and girls. Different common rooms are provided for boys and girls to meet their rest and personal requirements. In addition, separate common rooms are provided in the workshops/machine shops to cater to the needs of the students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy

A. 4 or All of the above

Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

Solid wastes are disposed of through a private agency. Further, dustbins are kept in all prominent places to ensure cleanliness and hygiene. The housekeeping staff collects the waste from the bins every day. The workers properly segregate all these solid wastes, and external agencies dispose of them according to statutory regulations.

Liquid waste management

Liquid waste from different sources such as canteen, toilets, hostels, etc., are segregated and let out through a common drainage facility to a centralized sewage water treatment tank at the corner of the campus. The treated water is used for gardening and flushing. This helps to maintain and improve the groundwater level.

E-waste management

Following policies are adopted for e-waste management:

- **Reduce the utilization of e-materials: By providing high-speed Wi-Fi throughout the College to help reduce the utilization of computers in College/Central facilities.**

- **Reuse e-materials: By donating old workable electronic items to the needy. These can be reused after slight modifications to the original functioning equipment. Apart from this, e-materials are donated to the Tinkering Lab to explore**

learning opportunities.

- **Recycle e-waste:** If both above strategies are not feasible, then the e-waste is disposed of as per the regulations of the statutory bodies.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

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

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

One of the mission statements of the college is "Strengthen the Educational Social Responsibilities (ESR) of the institution". The Institution considers service to the community as paramount and ensures the mission is attained by the active participation of the students, staff, and management. The institution has exclusively established different committees such as AICUF, and NSS to accomplish this mission. In addition to these, each department conducts several activities through its student association.

Every department conducts ESR activities and students are encouraged to take up mini and capstone projects during their course to align their engineering knowledge along with society and mankind. Moreover, management arranges events of commemoration and observance of all important days and occasions, Special technical programs for the school children, Personality development training activities, Digital literacy campaigns, and Adult Education-Physical, Spiritual, and Psychological Counselling for the students. Further, the cultural committee organizes 'Milana' an event to pervade cultural and religious diversity and to inculcate the habit of healthy culture by celebrating the festivals of all the community during the time of September every year.

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

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

To sensitize the students towards gender issues, human values, and professional ethics, a V-ACT (Value, Aptitude, Career Guidance and Technical Training) course is conducted in the first year of their study. Staff members have been trained by the College of Leadership and HRD (CLHRD) Mangalore on Human values and ethics. Further, various events are conducted to encourage the students to participate and understand the role of a citizen in nation building. In addition, self-defense activities are conducted to prepare the students for the all the conditions. Also, 'Environment and Sustainability' and 'Professional Ethics' are POs adopted by the institution to address these issues in a structured manner. The college has a committee for community engagement and an Eco Club through which various programs are conducted to expose students to concepts related to environment, sustainability and professional ethics. Apart from this, university offers core courses such as "Environmental Studies" and "Constitution of India, Professional Ethics and Cyber Law", which address issues relevant to gender, environment and sustainability, human values, and professional ethics. A 21 day program on the Universal Human Values are conducted for fresher students.

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

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

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

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

The College organizes several national, religious, and state-level festivals to commemorate the contribution of national leaders and to instil patriotism among the stakeholders. It organizes Republic Day, Independence Day, Teachers' Day, Karnataka Rajyothsava, Engineer's Day, Onam, Moharam, and Nativity festival to ensure unity in diversity. It practices a pluralistic approach towards all religious functions and encourages the students and faculty to showcase the same. Death anniversaries of persons of national importance are marked by paying homage and recalling their contribution to the nation. Special prayers are arranged on all these occasions in the college chapel to honour the leaders by paying tributes to them.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1: Holistic personality development through V-ACT (Value Education-Aptitude-Counselling-Technical) Program. V-ACT has been introduced for the first-year students across the

departments and for the second-year students from engineering departments and computer application department. The sessions comprising Values, Aptitude and Soft Skills are integrated in the first year and second year timetable respectively and every week one session of two hours is engaged for each section of first year engineering. The following table shows the topics covered in Aptitude and Value for the first-year engineering students.

Best Practice 2: To Enrich and Enhance the Knowledge-Skill-Attitude (KSA) of the Faculty towards the Profession through Structured Performance Based Appraisal System (PBAS). Every year, in the month of November, faculty members are required to submit their annual performance as per the Annual Performance Index (API) Assessment format, wherein they are required to evaluate themselves on the basis of the above criteria with supporting documents. They also need to provide an Annual Action Plan and Result Analysis prior to review with the Management. Student Feedback and Minutes of Last Year's meeting along with performance is reviewed by the Management to provide constructive feedback. Faculty members are given the opportunity to share grievance, if any.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Title: Inculcating innovative pedagogy among faculty for Outcome Based Education (OBE)

Objective: The objective was to discover the effective deployment strategy for OBE. More specifically, structured deployment of Blooms Taxonomy in implementing the OBE.

Interventions:

The Institution associated with one of the prominent Consortium (IUCEE - Indo Universal Collaboration for Engineering Education) to adopt the best practices in Engineering Education and to

effectively deploy OBE.

IUCEE International Engineering Education Certification Program (IIEECP): More than 100 faculty members have completed IIEECP.

IGI, Austria Certification: 4 faculty members are certified International Engineering Educator from IGIP, Austria.

TLP Documents: Every department has come up with the Teaching-Learning Process (TLP) documents to strengthen the OBE system.

Statement of Teaching Philosophy: The College has conducted a session to underline the importance and characteristics of "Statement of Teaching Philosophy (SOTP)" and unveiled the same during 'Teachers Day' celebration on 5 September 2018.

Integra Series FDP: During every semester break, FDP "Integra" series is conducted with special focus on OBE, accreditation, and TLP.

TLC: A Teaching-Learning Centre (TLC) has been established to bring new pedagogies of engagement and assist the faculty members in OBE deployment process.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St. Joseph Engineering College (SJEC) is affiliated to the Visvesvaraya Technological University (VTU), Belagavi, Karnataka. The College meticulously plans and develops action plans for effective implementation of the curriculum prescribed by the VTU, which aligns with the Institution's mission to empower society through quality education.

The institute follows the curriculum designed by the respective Board of Studies (BoS) of the affiliating university, with inputs from various stakeholders. Further, the Institution communicates the curriculum gaps and technical glitches to the university before implementing the same by conducting a meeting at departmental levels. In addition, every department has established Programme Assessment Committee (PAC) and Departmental Advisory Board (DAB) to overview the implementation of curriculum as per the set standards of the Institution.

The ongoing teaching methodologies are ascertained through the well-established Google-Classrooms, work dairy and feedback by the Head of the Department/Principal. In addition, course plans and notes, if any, are shared in advance with students to provide first-hand information about the subject. The COs are established based on Higher Order Thinking (HOT) skills of Bloom's Taxonomy. Further, the COs are mapped with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) to impart the graduate attributes.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

The affiliated University provides an academic calendar for odd and even semesters separately. The College, in turn, prepares a college-level calendar, and each department will put forth a departmental calendar, which is in line with the college calendar to ensure timely execution of micro-level activities.

The college calendar includes internal examinations, students' feedback, SEEs, Internal academic and administrative audits, vacation, etc. The Internal theory and practical examinations are conducted per the college/departmental calendar. The SEEs must be as per the affiliated university calendar. The faculty should upload and share the internal examination marks with the students and parents within a week from the examination date. Further, the department will inform the students' parents about the students' progress within 15 days from the date of the internal examinations. The College will upload the internal marks of theory subjects, laboratory work, mini project, technical seminar, comprehensive viva, and the main project in the stipulated time given by the University. Being an affiliated institution, we strictly adhere to the University's academic calendar.

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

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

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

1.2 - Academic Flexibility

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

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

7

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

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

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

10

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

343

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

1.3 - Curriculum Enrichment

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

The following activities are conducted in the Institution for the holistic development of students:

Gender Sensitization, Human Values, and Professional Ethics: To sensitize the students towards gender issues, human values, and professional ethics, a V-ACT (Value, Aptitude, Career Guidance and Technical Training) course is conducted in the first year of their study. Also, UHV (Universal Human Values) is a part of the student orientation program.

Environment and Sustainability and Professional Ethics: 'Environment and Sustainability and 'Professional Ethics' are POs adopted by the Institution to address these issues structured. To deploy these essential traits, every semester, at least two courses address these POs by mapping the COs and assessing through course elements. These courses ensure a better understanding of the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge and the need for sustainable development. Following courses are offered inculcate Professional Ethics, Human Values, Environment and Sustainability.

Sl. No.

Course Code

Name of the Subject

Semester

1

20CIV59

Environmental Studies

V

2

20CPC39/49

Constitution of India, Professional Ethics and Cyber Law

III/IV

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

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

11

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

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

549	

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

483

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

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

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

51

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

2.2 - Catering to Student Diversity

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

After enrolment, the institution conducts awareness/induction programmes for the students and parents. During the programme, the basics of the system are discussed, along with soliciting the stakeholders' expectations. Moreover, 'Bridge Courses' are conducted to ensure students' synchronization with the system. To monitor and evaluate the students learning levels following systems are in place.

- A separate First Year Coordinator to overview the enhancing students learning levels.
- A faculty advisor for every class and a mentor for every 15 to 20 students.

Slow Learners: Slow learners are rigorously counselled by mentors and receive feedback regarding their studies and personal issues to enhance their academic performance. Tutorials are conducted for slow learners in the identified subjects. Language laboratory and communication skill classes are conducted to enhance soft skills. Additional Bridge Course

(Lateral Entry) in Mathematics concepts are taught to lateral entry students to help them cope with the subject.

Advanced Learners: To foster advanced learners, department-specific student associations are developed. These associations aid in further development, enhancing leadership qualities and nurturing interpersonal skills. Also, advanced learners are encouraged to participate in symposiums, paper presentations, poster presentations, and quiz contests. They are encouraged to register and participate in events organized by professional bodies.

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

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

Number of Students	Number of Teachers
2497	149

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning: Students are taught/demonstrated content beyond the experiments in the laboratories. Further, 'Virtual Laboratories' have been introduced to clarify the concepts taught in the class. Industrial visits are conducted for the students to provide hands-on field experience and update them with the current technology. Students are also encouraged to undergo internships during academic semesters.

Participatory Learning: Every faculty practice active learning methodologies to ensure effective dissemination of knowledge. OBE pedagogies such as Cooperative Learning, Collaborative

Learning, and Project- and Problem- based learning are introduced to foster the learning process. In addition, major and mini-projects are chosen from social and community requirements.

Problem Solving Methodologies: The college has introduced the 'Engineering Exploration' course and 'Tinkering Laboratory' across all the UG engineering courses to trigger critical thinking, lifelong learning, social innovation through identifying social and environmental related problems, the solution to the same through structured scientific methodologies, and align the solution through modern technology. Moreover, V-ACT classes are introduced to strengthen the problem-solving ability of the individual student. Moreover, the institution has set up NAIN (New Age Incubation Network) to support start-ups and regularly conducts 'Ideathon' and 'Hackathon' to foster critical thinking among the students.

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

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

The Institution was using Google Classroom and Canvas Platform to disseminate the knowledge during the lockdown. Also, the Institution purchased WebEx platform to cater to larger participants' needs, primarily to conduct training activities both for faculty members and students. Moreover, digital tabs have been purchased to teach the math-related subjects to the students effectively. The Flipped classroom technique powered with Google Meet, Edpuzzle, Quizizz, Kahoot, Mentimeter, and GeoGebra were used for effective engagement with students. In addition, assessment is performed through Google Suite platforms. Following are innovative ICT approaches used by the faculty members

Video-Based Approach: Showing short videos related to the session's topic and ensuring pools in-line with the same to break the monotonous talk and ensure learning.

Flipped Classroom: The faculty share their learning material and homework/assignments with the students through different e-platforms. This enhances productivity and performance in the classroom as the faculty can trigger critical thinking and address complex engineering problems by optimizing the discussion on self-explanatory topics

Virtual Labs: Virtual discussions on the subjects ensure "Keep it flowing around" model of pedagogy of engagement.

Blended teaching: Faculty members effectively adopted MOOC with contents related to their subject to leverage the best-in-class knowledge base to reinforce the teaching-learning process.

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

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

2.3.3.1 - Number of mentors

149

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

2.4 - Teacher Profile and Quality

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

149

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

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

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

37

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1210

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

During the orientation programme, all the stakeholders are informed in advance about the mechanisms, rules, and regulations about the CIE and SEE not only from the perspective of the University but also regarding the OBE practices enshrined in the system. In addition, an 'Academic and Examination Group' has been established to contemplate continual improvement aspects in the CIE system and provide constructive suggestions regarding examination reforms. Moreover, a 'Flying Squad' has been established at the college and departmental level to prevent malpractice and bring transparency during examinations.

The Internal Question Paper Assurance Committee ensures that the HOTS of Bloom's taxonomy and TLOs/COs are addressed at the departmental level. The same is displayed in the question papers to bring awareness among the students. Along with the question paper, a comprehensive scheme of evaluation and answers are submitted to the committee, shared and discussed after the examination to bring clarity and transparency to the system. The same procedures are adopted to scrutinise other tools of continual assessment such as assignment, quiz, one-minute paper, seminar, group discussion, etc. The three internal class tests are spread across the semester at intervals of five weeks each.

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

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

Departmental Level

- Every class consists of one 'Faculty Advisor' and 3 Mentors who will seek feedback after every Internal Examination and counsel students to better performance.
- Students can put forth their grievances at the department level about the examinations and other aspects which will be sorted out within the stipulated time.

College Level

- **The Institution has a centralized Grievance Readdressed Cell comprising the Management, Principal, and a representative from each department.**
- **A suggestion and grievances box are kept near the Principal's chamber.**
- **Feedback and ideas to enhance the system are solicited at the end of every semester.**

University Level

- **Grievances related to SEE such as "Out of syllabus", error in the question paper, etc., related to the subject can be informed to the course coordinator, who will bring the matter to the notice of the HOD, Principal, and Registrar Evaluation of the University in written form. The University will do the needful as per the rules and regulations.**
- **Students can apply for revaluation of their semester examination answer paper in a theory course within two weeks from the declaration of the results if they are not satisfied with the first evaluation.**

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

2.6 - Student Performance and Learning Outcomes

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

The Institution has adopted POs which are in line with the graduate attributes. UG and MCA programs have 12 POs as follows:

1. **Engineering knowledge/Computational Knowledge**
2. **Problem analysis**
3. **Design/development of solutions**
4. **Conduct investigations of complex problems**
5. **Modern tool usage**
6. **The engineer and society**
7. **Environment and sustainability**
8. **Ethics**

9. Individual and teamwork
10. Communication
11. Project management and finance
12. Life-long learning

The POs for Business Administration are:

1. Apply knowledge of management theories and practices to solve business problems,
2. Foster analytical and critical thinking abilities for data-based decision making,
3. Ability to develop value- based leadership,
4. Ability to understand, analyse and communicate global, economic, legal, and ethical aspects of business.
5. Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Further, each department has minimum 2 and maximum 4 Program Specific Outcomes (PSOs) depending on the requirement at the departmental level. Every course has 4-6 COs. The POs and PSOs are published at Department webpage, Department Library, HOD room, Department Office, and Student Notice Board. The COs are disseminated through Course webpage, course plan, class notice boards, and departmental bench marking document.

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

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

- The course coordinator establishes the COs such that a minimum of two POs is mapped to ensure robustness in the assessment of each PO and to extract the potential of the subject.
- The attainment levels are fixed as per the following

metric of measurement:

Level 1: 50% students scored/rated more than or equal to 60% of maximum marks

Level 2: 60% students scored/rated more than or equal to 60% of maximum marks

Level 3: 70% of students scored/rated more than or equal to 60% of maximum marks

- The assessment of the COs involves formative assessment tools and a summative assessment tool. The weightage adopted by the Institution is 40% for formative assessment and 60% for summative assessment.
- Further, surveys are conducted to solicit students' opinions about the attainment of COs and POs and are referred to as Indirect assessments.

In the end, in the programme's Direct Course-PO/PSO matrix, the average attainment of each POs/PSO is considered, and the same procedure is followed for the Indirect Course-PO/PSO matrix. A weightage of 80% is allotted for Direct attainment, and 20% is allotted for Indirect attainment to calculate each POs and PSOs' ultimate attainment.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

667

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/spreadsheets/d/1qe-YGBhlKgRqZgT5iRyQJUpL73YlhGxkMKVJmh5TgHU/edit?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

55.035

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

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

3.1.2.1 - Number of teachers recognized as research guides

28

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

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

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

6

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

3.2 - Innovation Ecosystem

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

The New Age Incubation Network (NAIN)- (powered by the Department of Information Technology/Biotechnology and S&T, Govt of Karnataka) and AICTE Idea lab (supported by AICTE) are established to foster innovation among the students.

This NAIN will facilitate getting a grant of Rs 3 lakhs/year for each selected novel project from the Govt. of Karnataka. The SJEC Incubation Centre, with a working space of 4000 sqft facility, can simultaneously accommodate up to 15 start-ups. This state-of-the-art facility includes well-furnished seating arrangements, high configuration computers, independent high-speed, dedicated internet connection, uninterrupted power back up and discussion & meeting rooms. The IPR cell established in collaboration with Karnataka Science Council for Science and Technology (KSCST) helps bring awareness about IPR, enables

patent searches, guides inventors in respect of patenting searches, facilitates filing of patents etc.Two Ideation events under the "Anveshan" banner have already been conducted, which assisted in generating around 48 ideas. Students of all departments took an active part in this event, contributing to the college's idea-base.

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

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

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

46

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

3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	http://bit.ly/SJEC-Research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

78

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

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

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

51

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

3.4 - Extension Activities

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

AICUF (All India Catholic University Federation): This association is deeply involved in social service through the student community. Also, it instils spirituality among the students. It conducts visits to different primary and high schools, retreat homes, nursing homes, hospitals etc. serve the people and sensitize the civil culture and responsibility among the students.

NSS and Youth Red Cross: This cell organizes and promotes government initiatives such as Swacch Bharath, Save Water, Abolish Plastics, Tree Plantation, AIDS Awareness campaigns/

programmes/ Rallies, Road Safety week etc. to adapt the graduate attributes such as Engineering and Society, Environment and Sustainability, and Lifelong learning. Moreover, it organizes blood donation camps every year and conducts charity programmes for the neighbourhood.

Every department conducts ESR activities and students are encouraged to take up mini and capstone projects during their course to align the engineering knowledge along with the society and mankind. Moreover, management arranges events of commemoration and observance of all-important days and occasions, Special technical programmes for the school children, Personality development training activities, Digital literacy campaigns, Adult Education- Physical, Spiritual and Psychological Counselling for the students. Further, cultural committee organizes event to pervade the cultural and religious diversity.

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

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

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

27

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

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

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

15

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

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

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

14

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

3.5 - Collaboration

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

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

237

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

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

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

22

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The following are state-of-art infrastructure developed to create a conducive environment for teaching-learning:

- **All the classrooms, laboratories, and other amenities are as prescribed by the norms of the AICTE and the affiliated university.**
- **Almost every classroom is equipped with ICT facilities to enhance the teaching-learning experience.**
- **The Institution has a well-developed and maintained library and a separate hostel facility for students on the campus, canteen, transport facility, auditorium, and playgrounds.**

- To foster lifelong learning and encourage e-learning, a Wi-Fi facility of 1 Gbps is provided within the campus.
- All the classrooms and the campus are under CCTV surveillance.
- A separate Digital Library is also available to access Online Lectures/Videos/e-Journals, etc.
- The NPTEL Local Chapter allows the students/faculty to get training and certification in different courses.
- Every staff member has a personal web page/blog and course web page to disseminate material, assignments, and webinars among the students.
- A well-established audio-visual room and recording studio is established.
- All departments have separate tutorial rooms and seminar halls with required audio-visual equipment to conduct seminars/workshops.
- All departments have adequate computer facilities with the latest configuration and required software.
- Virtual labs are effectively used to enhance the learning experience of the students.

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

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

The Physical Education Department has two well-qualified and trained staff to help boys and girls. Apart from this, a Sports Advisory Committee has been established to provide constructive suggestions and monitor the activities. The department provides all the facilities as per the AICTE and VTU norms. A separate multi gym facility is provided for boys and girls in their hostels. Students, who participate in sports activities or other extracurricular activities, are provided attendance and additional classes on demand so that the time they spared for various activities can be compensated. The Institution provides TA/DA to the players for participation at different sports events. To unveil the talents of the students and staff, annual inter/Intraclass sports meets are organized every year. Moreover, during the college day, the Institution recognizes and provides cash prizes/certificates/mementos, etc., to

deserving sportspersons to motivate them to achieve excellence.

The college has a dedicated cultural committee to execute cultural activities at the institute level. A national-level technical Fest "TIARA" is organized every year to provide a platform for the student's performance in extracurricular and co-curricular arenas. College Day, Freshers Day, Farewell programme, Onam celebration, and other national festival celebrations provide a forum to showcase the students' talents.

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

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

66

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

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

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

516.48574

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

EASYLIB (Entire Automation System for Libraries) Library Management System Software has been deployed for automating the entire library operations. Barcode technology is employed for library housekeeping transactions. EASYLIB is an integrated system with all the necessary modules to run a library professionally and efficiently. It runs on a GUI (Graphical user Interface) environment, giving easy data entry and operation. It has a web component that enables sharing of library data across the campus. It also has built-in email and web publication support. Library members can access the library resources through the campus network. It follows internationally accepted Library Science standards like MARC, AACR2, ISO 2709, Dublin Core etc. it is easy to interconnect the library with other libraries with EASYLIB.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

29.64570

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

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

4.3 - IT Infrastructure

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

The Institution has a permanent IT facility along with Wi-Fi connectivity. The institutional IT facility is efficiently managed by the Department of Central Computer Centre (CCC).

SI. No.	Year	Wifi-Upgradation (Mbps)
1	2021	1Gbps
2	2019	400Mbps
3	2016	280Mbps
4	2013	100Mpbs

The Institution strongly supports skill upgrading through NPTEL, IUCEE, and other online courses through advanced Wi-Fi devices and computer resources throughout the college. Around 1100 LAN connections and 104 Wi-Fi devices are connected to the backbone network. The Institution offers many central software services like MATLAB, Microsoft Campus Packages etc., to the faculty and students. 233 high definition CCTV cameras monitor the campus via the campus network links.

The Institution is well-equipped with electronic equipment, which includes two IBM servers (IBMX 3100 and Dell PowerEdge T440 Tower Server), one bulk data storage unit (Netgear NAS Storage J4200), one Cisco router, NetGear core switch, network switches, wireless access devices (RUCKUS and ARUBA), desktops,

laptops, printers and scanners, etc., which the CCC Department manages.

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

4.3.2 - Number of Computers

1399

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

495.28442

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

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

Institution has advisory committees to ensure the effectiveness of each of the supporting facilities. These committees have frequent meetings with the Management to give their feedback to strengthen the system. Apart from these, the Library, Sports, and the CCC have been given the status of departments with entire faculty/staff to address their day-to-day activities.

Institution has the policy of replacing or upgrading the existing equipment to meet the university's syllabus changes from time to time and is tracked through ledgers and stock registers. The utilization reports and the status quo of the departments are brought to the notice of the Management through the Audit.

All the classrooms are as per the norms and equipped with ICT facilities. The classrooms are well-ventilated and furnished. All the classrooms are cleaned every day by the housekeeping staff and supervised by the housekeeper- in-charge. The furniture is well-maintained. The laboratories are also maintained as per the standards set by the statutory bodies. The entire college is Wi-Fi enabled, and the students/staff must register for the facility at the CCC. The Central Library is well-stocked with volumes related to different subjects. Sufficient copies are maintained to cater to the needs of the students and faculty.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

353

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

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

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

734

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

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

File Description	Documents
Link to Institutional website	http://sjec.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

524

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

524

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

320

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

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

5.2.2.1 - Number of outgoing student progression to higher education

63

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

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

government examinations)

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

24

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Since, as per the affiliated university norms, students union is banned, all the students are provided with a fair

opportunity in all the affairs of the Institute, viz., curricular, co-curricular, and extracurricular activities.

All departments have a minimum of two students as representatives from each section to bring academic matters to the forum, initially at the department level and the Institution level. After every internal test, all departments conduct meetings with the student class representatives to address academic-related matters. All the departments have a department student chapter/society, professional associations, and various social clubs.

In addition, the students are actively involved in the Outcome Based Education system to strengthen and sustain the teaching-learning process. Student representatives are also involved in the Departmental Advisory Boards (DAB) and Internal Quality Assurance Cell (IQAC). Further, the institution ensures students' involvement in various college-level academic and administrative committees to create a conducive environment for the student's overall development and understand ground reality from the students' perspective.

The Students (chapter/forum) Associations such as IEEE, ISTE, CSI, IE, SAE, etc. Cultural Committee, Grievance Cell, Anti-ragging Committee, Sports Committee, NSS, YRC, AICUF and Jagruti Cell etc., have student representatives to create proactive pupils.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

SJEC is now the Alma Mater to more than 10000 engineers and post-graduates across the globe. The SJEC alumni association strives to

1. **Improve the prominence of the SJEC Alumni Association,**
2. **Elevate Alumni recognition and engagement,**
3. **Maintain an up-to-date Alumni database, and**
4. **Build a strong working relationship between the Alumni and the students.**

The SJEC has a registered Alumni Association and has chapters in Mangaluru and Bengaluru. From offering feedback on courses and curriculum to promoting campus placements, the SJEC alumni are the off-campus brand ambassadors. The association provides a bridge for the alumni to connect with the students and interact with them. The alumni association hosts NOSTOS – an annual conclave where alumni who have graduated over the years and are serving in various industry sectors, academia, and government bodies come together to participate in various events, including cultural sports and moderated discussions.

An online portal, alumni.sjec.ac.in offers a platform for the alumni to interact with their peers and maintain a good relationship with the Institution. Along with this, the association can also be contacted via

Email: alumni@sjec.ac.in

LinkedIn: www.linkedin.com/in/alumni-sjec-mangalore

Twitter: www.twitter.com/AlumniSjec

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: 'To be a global premier Institution of professional education and research'

Mission

- Provide opportunities to deserving students of all communities, the Christian students in particular, for quality professional education.
- Design and deliver curricula to meet the national and global changing needs through student- centric learning methodologies.
- Attract, nurture, and retain the best faculty and technical manpower.
- Consolidate the state- of-the- art infrastructure and equipment for teaching and research activities.
- Promote all- round personality development of the students through interaction with alumni, academia, and industry.
- Strengthen the Educational Social Responsibilities of the

Institution.

The Institution is managed by the Diocese of Mangalore, known for its service to mankind across the globe. The Governing Board is the chief policy framing body of the College. The Director of the College is the Secretary of the governing board, which holds meetings at least twice a year and takes all policy decisions for the College. The college trust has appointed a Governing Council to deal with specific policies of the College. The Principal is the Secretary of the Governing Council, which holds regular meetings once every six months to discuss the policies and academic matters of the College mainly.

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

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

The administration of the College is decentralized, and this responsibility is given to three committees.

Management Committee (MC): It comprises a Director, Assistant Directors, Principal, and HR Manager conducts a meeting every Wednesday. It has the authority to plan and execute the administrative needs and takes major administrative decisions of the College.

College Council: The College Committee consists of MC members, Deans, and Heads of all the Departments (the Chairman/Coordinators of College Association & Committees are its special invitees when specific issues related to association activities are to be discussed). It meets at least twice a semester. It shoulders the responsibility of planning the academic and other supporting activities.

Department Level Committees, including Hostels: This Committee involves MC members, respective HOD, and the department staff

and meets once a month. It is responsible for preparing the department budget, planning manpower requirements, and arranging department-level activities, including academics.

Participative Management

Students are involved in PAC, DAB, and IQAC to solicit ideas and opinions to strengthen the system. Moreover, the alumni, academicians, and industry experts are actively involved in DAB and IQAC to suggest and frame deployment plans to enhance the system.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional development Strategies are framed with both top-down and bottom-up approaches by taking feedback from all the stakeholders and are in line with the vision and mission of the College. Moreover, all departmental missions reflect the college mission to ensure smooth deployment of the strategic plans.

Each committee has well-established roles and responsibilities to define the purview for every activity. The system was generated to ensure that every committee provides action plans for each academic year and the budget. In addition, every faculty must give an action plan to enhance the department and Institution every year and the same is reviewed and refined for overall development.

Each department performs SWOC analysis, and it is tabled for discussion with the management to frame the strategies. Through the SWOC analysis, the team can utilize their group's strengths, understand their weaknesses, grab the opportunities, and overcome the threats. Also, Academic and Administrative Audits (AAA) are performed to ascertain the SWOC of the

department and facilitate it to fall in line with the college objectives.

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

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

Service Rules

Service rules are prepared and approved by the Governing Board. The procedure of requirements, promotion policy, leave rules, etc., are explained in the service rules. The same is disseminated to all the faculty and staff. Printed books are made available to all the staff of the College. Any changes made to the service rule are made known through circulars.

Procedures

- The Principal organizes conduct, valuation, and documentation of internal examinations.
- Norms are established for student etiquette, behaviour, and campus/hostel discipline.
- The Selection Committee makes an appointment of staff after ascertaining the qualifications, interview, and demonstration lectures.
- Training, probation, and confirmation are generally followed for selected appointees.
- Financial/Administrative issues are routed through proper channels (HOD & Principal) for approval by the Director.

Policies

- The Governing Board approves all faculty allocations, and the Governing Board ratifies all appointments.
- Appointments are instituted only after due advertisement, interview, and demonstration lectures to ensure fairness

- and transparency in the selection process.
- The roles of the Director and the Principal in financial, administrative, and academic matters are well-defined.
- The ensures autonomy and administrative ease, the post of deans are created as and when the need arises.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare policies are as follows:

- The pay scale of the Teaching faculty is as per AICTE norms, i.e. VI Pay norms.
- The teaching staff is supported in pursuing higher education, attending conferences, seminars, and presenting papers.
- Both Teaching & Non-Teaching staff are entitled to Annual increments, Provident Fund, Gratuity, Paternity leave, Maternity Leave (paid leave for 6 months) and ESI

benefits as per norms.
- The additional monthly allowance is paid for HODs, Deans, and others who contribute additionally to the system.
- The Staff quarters, transportation and "Crèche" facility are subsidized.
- On duty, leaves are provided to the staff to attend or participate as a resource person in interactions with the outside world.
- A systematic Performance Based Appraisal System (PBAS), implemented since 2012.
- College provides 15 Casual Leaves and 30 Special Casual Leaves.
- The non-teaching staff is provided 15 Casual Leaves and Earned Leaves (30 days). Encashment of Earned Lave facility is given by paying one-month salary as per norms.
- Policy on incentives payable to those who seek grants for research projects is in place.

Internal FDPs are conducted across the departments on domain-related and personality development aspects to enhance the staff's knowledge.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

98

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

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

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

36

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

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

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

120

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Performance-Based Appraisal System (PBAS) was introduced in January 2002 to serve as the mechanism for all faculty assessment, promotion, and career advancement. The basic tenet of this practice is to promote professionalism to attain one of the prominent missions of the College "Attract, nurture and retain the best faculty and technical manpower". The organization believes in ensuring quality service to all stakeholders through continual quality improvement and the sustainment of faculty through a structured approach. This practice also supports one of the organization's objectives, "Provide competent staff and excellent support facilities like laboratory, library, and internet for a good education continuously". The format Performance Based Appraisal System is revised w.e.f 01/07/2019 to reflect the changing aspirations of the college and the emerging importance given to research activities among academics.

Sl. No

Category

Maximum API Score

1

Teaching, learning and evaluation related activities

75

2

Administration/ Management of the Department and College

50

3

Participation in, and Organization of, Conferences/ Seminars/ Workshops/FDPs/MDPs

50

4A Research Contributions

5A Contributions to Student Activities

75

4B Research Projects/ Guidance

5B Profession-related Contributions to Society

50

Total

300

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Every financial year, budget proposals are prepared by the Finance Committee and submitted to the GB for consideration and approval. The Management notifies all the departments at the end of the financial year to prepare budgets for their

respective departments. The departments get involved in the budget preparation and the pre-budget exercises to ensure adequate funds for each department. Institutional requirements such as facilities, equipment, consumables, services, faculty and staff needs, etc., are included in the budget. Non-budgeted/ Unforeseen expenditures are met out of the allotted institutional budget. If any, additional expenditures are sanctioned during the college development meetings held from time to time. The College borrows funds whenever the capital expenditure overshoots due to cost escalation and other similar reasons.

Internal

All the Collections are verified daily and maintained transparency in the process. Budget proposals, Payments of bills and vouchers, and supporting documents of every event and the entire financial year are scrutinized by the Internal Financial Committee, which may advise the concerned departments to any possible improvement.

External

Every year, Government-recognised Chartered Accountants audit the accounts and prepare a balance sheet under the Income Tax Act. Also, audited statements are made available via the college website.

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

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

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

0

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

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

The main source of income to the College is in the form of tuition fees and charity. The Institution treats each department as a separate cost centre and all expenses incurred as debits. Each department prepares the budgets before the new financial year, and the Management/Financial Committee reviews the same. If any anomaly is noticed, the concerned bill is approved by the Management after explanation or justification. This helps to avoid unnecessary purchases and optimal utilization of the available resources. The tuition fees are maintained in the current account and used towards the salary and maintenance of the College.

The Alumni Association is requested to contribute monetarily to the development of the system through various activities. The College also generates funds for R&D through sponsored research projects from government and non-governmental agencies. In addition, a small amount is also generated through consultancy projects. For maintaining transport and hostel facilities, a separate fee is collected.

Since the Institution is a charitable organization, the Management provides funds through its sources or avails loans from banks whenever there is a shortage of funds.

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

6.5 - Internal Quality Assurance System	

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

The IQAC was established on 16th November 2018. Before this, the Institute Alumni Advisory Board (IAAB) and the Accreditation Cell initiated and sustained quality assurance activities. Presently, the IQAC has been revised as per the regulations put forth by NAAC.

The Cell has contributed significantly in creating a healthy/favourable learner-centric environment for quality professional education by adopting the OBE philosophy since 2011. It has been fine-tuned and institutionalized through focused policy formation and training. At the end of every semester, IQAC conducts FDPs related to quality assurance, accreditation, and OBE under various themes to ensure continual quality improvement in the system.

To guide and monitor the implementation of OBE in the College, various committees such as DAB, and PAC have been formed by attracting members from the Industry, Alumni, Parents, Management, Faculty, Staff, and Students.

To strengthen and sustain the quality initiatives, the Cell has framed Standard Operating Procedures (SOP) at every level of the organization. Further, it has developed quality metrics for internal AAA by synchronizing the requirements of both the NBA and NAAC and the institutional mission. Further, it ensures documentation of all the committees as per the standard format prescribed by the Institution.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

At the end of every semester, IQAC conducts FDPs/Workshops/Seminars/Activities to adopt new engagement pedagogies and ensure continual improvement in the teaching-learning process. The programmes discuss accreditation, teaching-learning, course design, harnessing technology in teaching, course web page development, engineering education research, etc. Further, the Cell facilitates implementing these programmes' learning in the coming semester with a structured post-implementation analysis. Moreover, IQAC proposes to the management to send the faculty to engineering education conferences, workshops, seminars, certification programmes, etc.

The course files are designed based on Deming's Plan-Do-Check-Act Cycle to ensure continual improvements in the system for the sustainment of quality initiatives. Further, extreme care is taken to confirm COs and TLOs as per Bloom's Taxonomy through a well-framed checklist. Moreover, the Cell ensures that all departments develop, verify, and share course plans with the stakeholders before the commencement of the semester. In addition, it facilitates scientifically mapping the COs to POs with proper justification, identifying the right assessment tools and Balancing the Course-PO matrix of the programme. Apart from this, it aids in determining the right strategy to enhance the attainment of POs through PAC, DAB, and IQAC meetings by documenting the action plans categorically and following them up structurally.

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

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

File Description	Documents
Paste web link of Annual reports of Institution	https://sites.google.com/sjec.ac.in/sjec-accreditation/home
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Safety and Security

The Institution considers 'Safety and Security as paramount to the system. Thus, it has invested all its available resources to safeguard its stakeholders within the Campus. Some of the major initiatives are 24x7 CCTV surveillance across the Campus, including college corridors, classrooms, enough security guards, high intensive illumination at all prominent places, full-time hostel wardens, etc.

2. Counselling

The counselling service at SJEC is a part of the academic activity. The Management has appointed a qualified Campus Counsellor. The College has adopted the following counselling mechanism:

General Counselling:

The College identifies a few staff members as mentors, and a training programme is held during the semester vacation.

Behavioural Counselling:

The Campus Counsellor takes care of students with behavioural

problems.

3. Common Room

Separate and well-maintained washrooms are provided on every floor of the buildings for boys and girls. Different common rooms are provided for boys and girls to meet their rest and personal requirements. In addition, separate common rooms are provided in the workshops/machine shops to cater to the needs of the students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

Solid wastes are disposed of through a private agency. Further, dustbins are kept in all prominent places to ensure cleanliness and hygiene. The housekeeping staff collects the waste from the

bins every day. The workers properly segregate all these solid wastes, and external agencies dispose of them according to statutory regulations.

Liquid waste management

Liquid waste from different sources such as canteen, toilets, hostels, etc., are segregated and let out through a common drainage facility to a centralized sewage water treatment tank at the corner of the campus. The treated water is used for gardening and flushing. This helps to maintain and improve the groundwater level.

E-waste management

Following policies are adopted for e-waste management:

- Reduce the utilization of e-materials: By providing high-speed Wi-Fi throughout the College to help reduce the utilization of computers in College/Central facilities.

- Reuse e-materials: By donating old workable electronic items to the needy. These can be reused after slight modifications to the original functioning equipment. Apart from this, e-materials are donated to the Tinkering Lab to explore learning opportunities.

- Recycle e-waste: If both above strategies are not feasible, then the e-waste is disposed of as per the regulations of the statutory bodies.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste	B. Any 3 of the above

water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

One of the mission statements of the college is "Strengthen the Educational Social Responsibilities (ESR) of the institution". The Institution considers service to the community as paramount and ensures the mission is attained by the active participation

of the students, staff, and management. The institution has exclusively established different committees such as AICUF, and NSS to accomplish this mission. In addition to these, each department conducts several activities through its student association.

Every department conducts ESR activities and students are encouraged to take up mini and capstone projects during their course to align their engineering knowledge along with society and mankind. Moreover, management arranges events of commemoration and observance of all important days and occasions, Special technical programs for the school children, Personality development training activities, Digital literacy campaigns, and Adult Education- Physical, Spiritual, and Psychological Counselling for the students. Further, the cultural committee organizes 'Milana' an event to pervade cultural and religious diversity and to inculcate the habit of healthy culture by celebrating the festivals of all the community during the time of September every year.

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

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

To sensitize the students towards gender issues, human values, and professional ethics, a V-ACT (Value, Aptitude, Career Guidance and Technical Training) course is conducted in the first year of their study. Staff members have been trained by the College of Leadership and HRD (CLHRD) Mangalore on Human values and ethics. Further, various events are conducted to encourage the students to participate and understand the role of a citizen in nation building. In addition, self-defense activities are conducted to prepare the students for the all the conditions. Also, 'Environment and Sustainability' and 'Professional Ethics' are POs adopted by the institution to address these issues in a structured manner. The college has a committee for community engagement and an Eco Club through which various programs are conducted to expose students to concepts related to environment, sustainability and

professional ethics. Apart from this, university offers core courses such as "Environmental Studies" and "Constitution of India, Professional Ethics and Cyber Law", which address issues relevant to gender, environment and sustainability, human values, and professional ethics. A 21 day program on the Universal Human Values are conducted for fresher students.

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

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

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

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

The College organizes several national, religious, and state-

level festivals to commemorate the contribution of national leaders and to instil patriotism among the stakeholders. It organizes Republic Day, Independence Day, Teachers' Day, Karnataka Rajyothsava, Engineer's Day, Onam, Moharam, and Nativity festival to ensure unity in diversity. It practices a pluralistic approach towards all religious functions and encourages the students and faculty to showcase the same. Death anniversaries of persons of national importance are marked by paying homage and recalling their contribution to the nation. Special prayers are arranged on all these occasions in the college chapel to honour the leaders by paying tributes to them.

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

7.2 - Best Practices

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

Best Practice 1: Holistic personality development through V-ACT (Value Education-Aptitude-Counselling-Technical) Program. V-ACT has been introduced for the first-year students across the departments and for the second-year students from engineering departments and computer application department. The sessions comprising Values, Aptitude and Soft Skills are integrated in the first year and second year timetable respectively and every week one session of two hours is engaged for each section of first year engineering. The following table shows the topics covered in Aptitude and Value for the first-year engineering students.

Best Practice 2: To Enrich and Enhance the Knowledge-Skill-Attitude (KSA) of the Faculty towards the Profession through Structured Performance Based Appraisal System (PBAS). Every year, in the month of November, faculty members are required to submit their annual performance as per the Annual Performance Index (API) Assessment format, wherein they are required to

evaluate themselves on the basis of the above criteria with supporting documents. They also need to provide an Annual Action Plan and Result Analysis prior to review with the Management. Student Feedback and Minutes of Last Year's meeting along with performance is reviewed by the Management to provide constructive feedback. Faculty members are given the opportunity to share grievance, if any.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Title: Inculcating innovative pedagogy among faculty for Outcome Based Education (OBE)

Objective: The objective was to discover the effective deployment strategy for OBE. More specifically, structured deployment of Blooms Taxonomy in implementing the OBE.

Interventions:

The Institution associated with one of the prominent Consortium (IUCEE – Indo Universal Collaboration for Engineering Education) to adopt the best practices in Engineering Education and to effectively deploy OBE.

IUCEE International Engineering Education Certification Program (IIEECP): More than 100 faculty members have completed IIEECP.

IGI, Austria Certification: 4 faculty members are certified International Engineering Educator from IGIP, Austria.

TLP Documents: Every department has come up with the Teaching-Learning Process (TLP) documents to strengthen the OBE system.

Statement of Teaching Philosophy: The College has conducted a session to underline the importance and characteristics of "Statement of Teaching Philosophy (SOTP)" and unveiled the same

during 'Teachers Day' celebration on 5 September 2018.

Integra Series FDP: During every semester break, FDP "Integra" series is conducted with special focus on OBE, accreditation, and TLP.

TLC: A Teaching-Learning Centre (TLC) has been established to bring new pedagogies of engagement and assist the faculty members in OBE deployment process.

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

7.3.2 - Plan of action for the next academic year

- Strengthen Industry-Institution interaction through Industrial training programs
- To encourage entrepreneurship and social innovation among the students
- Upgrade more than 30% of faculty qualifications to PhD-level
- Provide consultancy services in the fields of Mechanical and Civil Engineering
- Seek funds for research & development from AICTE, DST and other agencies
- Enter MOU with Institutions of national importance like IIT, NIT, IIIT and other research and development organizations in the country
- Encourage Start-ups by identifying promising ideas through Tech Hackathons, provide state-of-the-art makers space and incubation facilities
- Spur community engagement through developmental projects in adopted villages
- Establish Centres of Excellence in all major departments
- Generate intellectual property through research