



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST.MARY'S GROUP OF INSTITUTIONS GUNTUR
Name of the head of the Institution	Dr. B.Penchalaiah	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	08644254477	
Mobile no.	9030235630	
Registered Email	smgg@stmarysgroup.com	
Alternate Email	smggiqac@stmarysgroup.com	
Address	Chebrole (V&M)	
City/Town	Guntur	
State/UT	Andhra Pradesh	
Pincode	522212	
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. K.N.V.Ratna Kumar
Phone no/Alternate Phone no.	08644254477
Mobile no.	9393371155
Registered Email	smggiqac@stmarysgroup.com
Alternate Email	smgg@stmarysgroup.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://stmarysguntur.com/2018-19/">https://stmarysguntur.com/2018-19/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://stmarysguntur.com/academic-calendars/">https://stmarysguntur.com/academic-calendars/</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.08	2017	12-Sep-2017	11-Sep-2022

<b>6. Date of Establishment of IQAC</b>	16-Aug-2016
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Student Satisfaction Survey 2019-20	17-Feb-2020 6	400
Submission of AQAR for year 2018-19, in NAAC	13-Feb-2020 1	24

Portal		
Interaction with Internal stakeholders (Teaching and Non-Teaching staff)	28-Dec-2019 1	295
IQAC Advisory Committee Meeting -2 (for A.Y. 2019-20)	16-Nov-2019 1	19
Feedback on faculty from students	07-Oct-2019 10	1546
Parent-Teacher Meet (PTM)-1	27-Aug-2021 2	136
IQAC Advisory Committee Meeting -1 (for A.Y. 2019-20)	05-Aug-2019 1	22
Preparation of Academic Planners (according to University's Academic Calendar)	02-Aug-2019 2	10
Release of Notification on Revision of IQAC Constitution	10-Jul-2019 1	24
Orientation programme on preparation of Course Files (for A.Y. 2019-20)	22-Jun-2019 1	227
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NIL	2020 0	0
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Monitoring the effectiveness of activities of 39 cells/committees constituted in the Institute, on a regular basis
Follow-up with affiliating University (JNTUK) for getting permission to establish 2nd unit of NSS in the institute
Organized multiple sessions to create awareness on COVID-19 among staff and students by inviting eminent speakers from healthcare industry and medical experts such as Pulmonologists, General Physicians, and Neurologists. This initiative has received a great applause and much appreciation from students, parents, staff and other stakeholders of the institute
Introduction of Online Classes conduction through Mircosoft Office Teams during the COVID-19 Pandemic
Monitoring the conduct of Online classes, Quizzes, Contests, Assignments, SDPs, and Workshops during lockdown periods

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Revision of committee members and their roles for providing optimal academic, nonacademic and administrative services	Appending the list of committees with inclusion of committees as per the guidelines of statutory bodies. The Revised list has overall 39 committees including the Internal Complaints Committee that has been appended newly
Ensuring the availability of Academic calendar (JNTUK) for the year 2019-2020, for reference to all the stakeholders	Academic calendars for the year 2019-2020 were uploaded in the college website in Aug-2019
Monitoring the Preparation of Course Files for all the courses in each semester	Quality of course plans and academic delivery is significantly improved
Implementation of periodical 'Feedback collection and Analysis system'	Feedback from Internal (Students and Staff) and External (Alumni, Industry, etc.) Stakeholders was collected in the year 201920
Arranging special lectures on Student Empowerment, Personality development,	Different programmes for student skill enrichment and all-round development

and the like through the Career Guidance and Counseling Cell	were organized where in the student participation and response was good
Implementation of measures to ensure safe campus for Female Staff and Students	Multiple programmes were conducted for all sections of the institute to develop a culture for respecting women
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
IQAC Advisory Committee of SMGIG	28-Nov-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	20-Aug-2020
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Engineering College Automation Package (ECAP) Application Software is the Management Information System being used at the Institute. The ECAP software had various integrated modules to manage the discrete set of functions such as Storage and retrieval of personal and academic information of Students and Staff, Fee and Scholarships, Hostel / Canteen and Transportation services, Library books and References, Evaluation and Assessments (Examination), Training and Placements, and the like. The modules of this ECAP in the alphabetical arrangement are as below :</p> <ul style="list-style-type: none"> <li>• Administration Module</li> <li>• Admissions Module</li> <li>• Examination Module</li> <li>• Fee_Payments Module</li> <li>• Hostel Module</li> <li>• Library Module</li> <li>• Placements Module</li> <li>• Transport Module</li> </ul>
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Part B

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As the institute is affiliated to the Jawaharlal Nehru Technological University Kakinada (JNTUK), Kakinada, curriculum as well as the academic calendars followed by college is in accordance with the academic calendars prescribed by the affiliating university. The Institute has a well planned curriculum delivery and documentation process with the following mechanism being adopted :

- Taking the Academic Calendars (2019\_20) released by the University into account, Principal instructed the Annual Academic Planning Committee to prepare college's "Academic Planners" for each department in consultation with the respective heads of the departments.
- Based on these Academic Planners, the Admission and Annual Academic Planning Committee (AAAPC) accumulates and in consultation with heads of the departments develops annual academic plans with exact dates for commencement of classes in each semester, dates of internal assessments; tentative schedules of workshops, seminars, industrial visits, cultural, sports, etc. and other academic and extra-curricular events.
- Faculty were encouraged to plan in advance to impart the curriculum incorporating OBE (Outcome Based Education) through innovative teaching methods such as presentations, assignments, expert technical lectures, discussions, workshops, seminars, quizzes, industrial visits apart from regular lecture sessions and are forwarded for reviews/suggestions and approvals from the respective Head of Departments and the Principal/Dean.
- Allocation of courses to the faculty is done taking into consideration, the faculty's seniority, experience in terms of no. of times of delivery and / or research, subject specialization, total years of experience, interest and willingness in handling the course(s).
- An orientation programme is conducted by IQAC to the teaching staff for preparation of Course files and they were prepared in accordance to the regulations provided by the affiliating University. These were verified by the HoD and Principal concerned, prior to the commencement of class works.
- The IQAC conducted academic audits of attendance registers, internal exams, question papers, and evaluation process in each semester.
- Identification of below average students and motivating them towards betterment in academic performances by ensuring special attention through conduct of remedial classes.
- Periodical feedback is obtained from the students on teaching-learning process, labs, library, and other administrative services offered at the institute.
- Academic review meetings were held twice in each semester to review the progress of syllabus coverage and the effectiveness of curriculum delivery.
- Two Parent-Teacher Meets were held to review the academic progress of students and discuss upon measures to be taken to enhance their performances and special attention towards their behavior.
- Multiple Industrial visits were arranged for the students to make them familiar with the industry processes and augment their knowledge on current technological advancements.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Human Resource Management	Nil	04/11/2019	30	Employability	Leadership, Team Management
Fundamentals of Computer Applications	Nil	18/11/2019	30	Employability	MS-Office Suite, Computer Programming

Crash Course on Desktop Publishing	Nil	09/12/2019	30	Employability / Entrepreneurship	and DBMS Photoshop, Pagemaker, Design of Banners, Ads, etc.
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## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	CE, EEE,ME, ECE,CSE	10/06/2019
BPharm	Pharmacy	10/06/2019
Mtech	CE, EEE,ME, ECE,CSE	16/09/2019
MPharm	PAQC, Pharmacology, Pharmaceutics	16/09/2019
MBA	Management	16/09/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	120	Nil

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Stress Management through Yoga and Meditation	17/06/2019	60
Fundamental Simulation Techniques using ANSYS Software	17/06/2019	22
Core Java Programming	17/06/2019	67
Digital VLSI Design	17/06/2019	43
Numerical Modeling using MATLAB	01/07/2019	18
Introduction to Induction Motors	01/07/2019	23
Fundamentals of Concrete Technologies	08/07/2019	40
Power Electronics Circuit Design	15/07/2019	21
Embedded Systems	15/07/2019	48

Programming in C and C	22/07/2019	55
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BTech	CSE	53
BTech	ECE	29
BTech	EEE	23
BTech	MECH	16
BTech	CIVIL	26
MBA	HR, FINANCE, MARKETING	52
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>As a regular practice, the college obtains feedback at regular intervals from different stakeholders of the institute. Formal feedbacks are collected at regular intervals from students of both UG and PG Students of all programmes and prior to the commencement of External Examinations (i.e. usually before the Mid_2 exams commencement) covering various aspects of the college such as academics, faculty, laboratory, library, administration, canteen, hostel, extracurricular, etc. Student Feedback (Informal) is also obtained on all the institutional aspects during oral and general interactions with them. Both the formal and informal views were considered to arrive at certain decisions on institutional measures. Feedback is also obtained from Parents during Parent Teacher Meets (PTMs) that are organized by all the departments of the institute (at least once in each semester). Suggestions are invited, compiled, and brought to the notice of institutional authorities which are further implemented across all the departments. Feedback is collected from Alumni of the institute during their interactions in IQAC meetings and on their occasional visits to the institute during Annual Alumni Meets, Technical Fests, Campus Drives (organized by Alumni or through their references), Events, Felicitations, etc. Feedback from Alumni is analyzed to identify the challenges institute had with its agile competitors. Feedback is also collected from the Employers (visiting the campus for conduct of placement drives) by requesting them to identify the technical and attitude related lapses in our students. The feedback obtained will be analyzed to identify the specific areas of improvement and the students were trained to attain success during placement drives. Also, feedback is obtained informally during interactions with the employers by the Head, Training and Placements. Feedback is collected from Internal Stakeholders, especially the institute's teaching community, on the</p>



institutional practices on administrative and academic policies, and the implementation of such procedures, infrastructural requirements, etc. Apart from these regular practices of collecting feedback, the Institute has continued the practice of displaying Mobile (and WhatsApp) number of the Honorable Chairman at all notice boards in order to achieve and maintain transparency at all departments that render services in the institute.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Mtech	POWER ELECTRONICS	30	20	16
Mtech	EMBEDDED SYSTEMS	30	28	20
Mtech	COMPUTER SCIENCE	30	20	15
Mtech	CSE	30	35	26
BPharm	PHARMACY	100	120	91
BTech	CIVIL	180	196	142
BTech	MECH	180	185	159
BTech	EEE	60	71	62
BTech	ECE	180	187	167
BTech	CSE	180	210	167

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2488	1058	227	67	294

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
294	172	19	16	5	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In continuation to the last academic year's practice, during the current academic year too, with reference to the recommendations of IQAC, the Student Mentoring and Counseling Committee (SMCC) is holding the responsibility of implementation of Mentor\_Mentee System. Mentoring system is implemented with an objective to maintain better and effective student-teacher relationship. The system enables to fill gap between faculty and students relationship, trustworthiness and guide the students in Academic, personal as well as in career enrichment. Every mentor effectively interacts with allotted mentees regarding their performances in academic and non-academic aspects, personal issues, ambitions, and career development. The students who find it difficult to learn due to lack of self motivation and grasping power in regular learning methods will be encouraged specially to increase self confidence, learning and listening abilities. Besides, the system enables to identify the hidden talents of the students in various aspects of academic, co\_curricular, extra\_curricular and extra mural activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentors and parents mutually contact each other to acquaint themselves of their wards progress and take steps to mitigate any shortcomings in academic performances, skill developments and other personality traits. Thus, this system is established to develop a strong bond between mentor, ward, and ward's family too. With conditions prevailed due to COVID\_19, the mentoring process has been continued using technology (via online, and telephone). Students are encouraged to participate in various online webinars, Workshops, Symposiums, Hackathons, and other skill development programmes, etc. The mentors always supported the average and below average academic performers by sharing class notes, hand notes, videos etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3546	294	1:12

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
294	294	Nil	14	16

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	M.Himabindu	Assistant Professor	Margadarshak Puraskar awarded by Indian Servers Pvt. Ltd.
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BTech	1A	I/1	21/11/2019	30/12/2019
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the institution is affiliated to JNTUK, evaluation norms as stipulated by the University are implemented without any deviation. Commencing from the

academic year 2016\_17, the University has introduced Credit based grading system and the institute is following the same. The college has followed the methods of assessing the academic performance of the students on a continuous basis as per University's laid regulations in such regard. Continuous assessment for theoretical courses :

- As per the JNTUK regulations, two internal midterm exams will be conducted. As per R19 regulation, midterm result will be calculated as an aggregate of 80 percent from the better performance and 20 percent from other performance during midterm exams.
- The maximum marks allotted for internal exams are 25, Assignment for 5 marks and to that of external exams are 70. Under this framework, the college conducts the components such as MCQs (for 10 marks which is conducted as an Online exam by University at particular time slots), Descriptive Questions (for 15 marks which is conducted by the respective faculty), and Assignments (for 5 marks which are assigned and evaluated by the respective faculty).
- Marks were awarded for all the above modes of evaluation and the final mark is calculated as per the regulation scheme (R16/R19...) the student comes under.
- The college has continued the practice of conducting Pre\_final examination for first year students to make them familiar with the final examinations conducted by the University.
- To bring uniformity in evaluation of scripts by fresh recruits, the scripts were also scrutinized randomly by senior faculty for error free evaluation.
- Special tests for slow learners were conducted during the study hours.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Planning Committee constituted at the institute prepares Academic Planners for different courses based on the Academic Calendars released by the affiliating university at the beginning of the academic year and ensured to be available to the students prior to the commencement of academic year 2019\_20. The Academic Planners were also made available to all teaching and non\_teaching staff of the institute. The academic calendar contained yearly schedule of the university and all the schedules ranging from the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), schedules of the college examinations and other forms of evaluation such as performance assessment in Departmental seminar presentations, etc. The tentative dates of all activities such as NSS, Trainings, Placement activities (drives), Career Counseling and Guidances, Motivational Sessions, Ethical Conscience building sessions, Guest Lectures, Workshops, Symposiums, Student/Staff Development Workshops, Women Empowerment Activities, etc. are included in these academic planners.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://stmarysguntur.com/program-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1A	BTech	CSE	72	48	66.67
1A	BTech	ECE	58	42	72.41
1A	BTech	EEE	42	28	66.67

1A	BTech	ME	49	29	59.18
1A	BTech	CE	76	46	60.53
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[\\_https://stmarysguntur.com/student-satisfaction-survey-report/\\_](https://stmarysguntur.com/student-satisfaction-survey-report/)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NA	0	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Awareness Programme on Copyrights and Patent Works	B.Tech (All Branches)	09/11/2019
Trends and Analysis of Financial Markets in NSE, BSE	MBA	21/12/2019
Budding Enterprises : Growth and Risk Factors	MBA, B.Tech (CSE, ME)	08/02/2020
Webinar on Intellectual Property Rights	All students	16/05/2020
Webinar on Industry 4.0 expectations and Academics Role	All students and Staff	11/07/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
ECE	1
Mechanical	1
MBA	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	CSE	12	1.3
International	ECE	11	0.9
International	MBA	5	0.71
International	MECH	3	1.4
International	CIVIL	5	0.69
International	Pharmacy	10	1.3
National	Pharmacy	19	1.46
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NA	Nil
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Experimental investigations on DGS monopole antenna for LTE applications by few iterative techniques for achieving stable gain	Yathirajur	International Journal of Innovative Technology and Exploring Engineering this link is disabled	2019	Nil	Nil	8
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Experimental investigations on DGS monopole antenna for LTE applications by few iterative techniques for achieving stable gain	Yathirajur	International Journal of Innovative Technology and Exploring Engineering this link is disabled	2019	3	8	K L Deemed to be University
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	5	Nil	Nil
Presented papers	2	1	Nil	Nil
<a href="#">View File</a>				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharath Campaign	NSS Unit	33	326
Anti-Drug and Anti-Ragging Awareness Programme	Deputy Superintendent of Police	12	408
Felicitation to all Teachers on Teachers Day	NSS Unit, Student Committee	247	102
A Day with Poor and Destitute	NSS Unit	8	115
International Womens Day	WGC, NSS Unit	21	453
Ecofriendly Campus - Plantation Programme	NSS, Sports Dept.	36	150

Awariness programme on World AIDS day	NSS Unit, Govt. Hosp. Tenali	15	422
Blood Donation Programme	NSS Unit, HDFC Bank, Govt. Hosp. Tenali	12	91
Independence Day Celebrations	NSS Unit, Sports Dept.	261	285
Republic Day Celebrations	NSS Unit, Sports Dept.	257	226
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	NSS Unit, Govt. Hospital Tenali, HDFC Bank	Blood Donation : Its Significance as Live Savior	12	91
AIDS Awareness	NSS Unit, Govt. Hospital Tenali	AIDS Awareness Campaign	15	422
Anti Drug and Anti-Ragging awareness	DSP (District Police), NSS Unit	Awareness on Anti-Drug and Anti-Ragging	12	408
Gender Equality	NSS Unit, WGC	Gender Equality and Respecting Women	37	463
Swachh Bharath	NSS Unit	Swachh Bharath Campaign	33	326
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industry-Institute	Internships, OJTs	Gagan Apps Pvt. Ltd.	01/04/2019	30/06/2020	Students
Industry-Institute	Project Works, Workshops	VXL IT Academy	01/06/2019	31/05/2020	Students, Faculty
Industry-Institute	OJTs, Internships	AK Tech Solutions	01/08/2019	31/07/2020	Students
Industry-Institute	Internships, OJTs, Employment,	Eurth Technotrics Pvt. Ltd.	01/12/2019	30/11/2020	Students
Industry-Institute	Industrial Visit, Employment	Kumar Pumps	01/01/2020	31/12/2021	Students
Industry-Institute	Industrial Visits	JOCIL Industries	01/01/2021	31/12/2021	Students
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Gagan Apps Pvt. Ltd.	01/04/2019	Internships, On-The-Job Trainings	56
VXL IT Academy	01/06/2019	Project Works, Workshops	119
AK Tech Solutions	01/08/2019	OJTs, Internships	23
Supraja Technologies	09/03/2020	OJTs, Internships, Employment, Projects	25
Eurth Technotrics Pvt. Ltd.	01/12/2019	Internships, OJTs, Employment,	16
Kumar Pumps	01/01/2020	Industrial Visit, Employment	22
Balaji Infotech	09/09/2020	Trainings, Workshops, Project Works, Internships, Employment	63
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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**



#### 4.1 – Physical Facilities

##### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12	8.6

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
No file uploaded.	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NEWGENLIB	Fully	3.1.2	2016

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	40523	9337645	6141	1069715	46664	10407360
Reference Books	7455	2449345	1682	267430	9137	2716775
Journals	188	451013	Nil	Nil	188	451013
e-Books	Nil	Nil	17730	75000	17730	75000
e-Journals	Nil	Nil	2055	13570	2055	13570
CD & Video	Nil	Nil	445	16000	445	16000
Library Automation	1	75000	Nil	Nil	1	75000
<a href="#">View File</a>						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nil

No file uploaded.

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	1025	10	10	1	1	10	30	140	0
Added	0	0	0	1	0	0	0	0	0
Total	1025	10	10	2	1	10	30	140	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

140 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
120	115	130	109

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensured optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities. Utilizing the grants released by the management for such purposes was as per the prioritized requirements in the interest of students. Laboratory :

- Records of usage were maintained at all laboratories by lab technicians and supervised by respective HoDs.
- Other lab maintenance measures :
- All labs are equipped with related charts and programme lists related to the courses.
- The calibration, repairing, and maintenance of sophisticated lab equipment were done by the technicians of related owner enterprises.
- The microscopes used for biological and geological experiments were biannually cleaned and maintained by the concerned departments.
- There is systematic procedure for disposal of waste of all types such as biodegradable chemicals and e\_waste.

Library :

- Details of visitors (students and staff) are recorded in a register.
- Suggestions box was set up inside the reading room to receive readers' feedback for identifying readers' views and experiences.
- The list of books required was collected from the concerned departments. The finalized list is duly approved and signed by the Principal and was sent to the Library committee for procurement process.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc. were chalked out / resolved by the Library Committee.
- For return of books, 'no dues' from the library is made mandatory for students before applying for their clearance and TC.

Sports :

- The college has two full time Physical Directors for training students in

sports and games. • The college practiced the philosophy of maintaining both academic and physical well being of students through regular physical activities such as sports and games. • During the AY 2019\_20, students have participated and won prizes in Chess, Boxing, Football, Basket Ball, Table Tennis, Running Races, Tennis Tournaments in State-level and University level sports competitions. Computers : • Centralized and distributed computer laboratories existed in the college. Computer maintenance through AMC is done regularly and non\_repairable systems are disposed off. Classrooms : • The college constituted a separate committee for general maintenance. At the department level, HoDs submit proposals for classroom furniture and other requirements. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. • With the help of two full time sweepers at each floor in each block, cleanliness of class rooms are very well maintained. • A complaint register is maintained in office in which students as well as faculty can register problems which will be resolved within a set time frame. • Students were sensitized regarding cleanliness and motivated for energy conservation by careful and conscious use of electricity in classrooms. Support Staff : • The college has employed various personnel such as technicians, masons, plumbers, and carpenters to ensure proper maintenance of infrastructure.

<https://stmarysguntur.com/institutional-procedures-and-policies-for-physical-facilities/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Scheme for Hostel Facility under College Subsidy Scheme	245	2450000
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0
No file uploaded.			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Competitive Examinations Coaching	03/02/2020	240	Training and Placement Department, Subject Experts of departments, College for Competitive Exams- Vijayawada
Soft Skills Development	16/12/2019	331	Training and Placement Cell, APITA, APSSDC

Yoga and Meditation for Stress Management	15/07/2019	60	Sports Department, Yoga Centre - Tenali
Counseling and Mentoring	23/09/2019	546	Institutional Faculty
Tutorials, Remedials and Backlog clearance Coaching	15/07/2019	1247	Institutional Faculty, Subject Experts, Technical Trainers
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	AP PGCET Coaching	35	64	31	28
2019	AP ECET Coaching	86	129	25	36
2019	AP ICET Coaching	51	93	46	35
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Null	Null	Null

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
LIC, Kallam Textiles, Peoples Cooperatives, etc.	2767	161	INFOSYS, TCS, WIPRO, MINDTREE, NTT DATA, etc.	537	8
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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Nil	76	Diploma, B.Tech, MBA, B.Pharm	ECE, CSE, MECH, CIVIL, MBA, B.Pharmacy, Diploma (All Branches)	St.Marys Group of Institutions Guntur	B.Tech, M.Tech, M.Pharmacy, MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	102
GATE	2
GRE	2
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
St.Marys Cricket League 2019	State	180
St.Marys Sports Fest 2020	District	1127
Freshers Day 2019 Celebrations	Institution	2600
Annual Day 2020 Celebrations	Institution	2786
Cultural Fest 2020	Institution	228
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Kabaddi Winners in Bapatla Engg. College Sports Festival	National	12	Nil	17BJ5A0105	J.Harish and Team
2020	Kabaddi Winners in GVR&S Sports Meet	National	12	Nil	17BJ5A0105	J.Harish and Team
2020	Kabaddi Runners in GEC Sports Meet	National	12	Nil	17BJ5A0105	J.Harish and Team

2020	Kabaddi Runners in CIET Sports Meet	National	12	Nil	17BJ5A0105	J.Harish and Team
2019	Volley Ball Runners in Sri Mittapalli College of Engg. and Technology	National	8	Nil	19BJ1A0517	B.Vinaya Kumar and Team
2019	Volley Ball Runners in Sri Chalapathi Institute of Engg. and Technology	National	8	Nil	19BJ1A0517	B.Vinaya Kumar and Team
2019	Basket Ball SouthZone Tournament Selections by JNTUK	National	1	Nil	18BJ1A0548	M.Akhila
2019	Lawn Tennis Southzone Selections from JNTUK	National	1	Nil	18BJ1A0515	Lalitha Sai
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institute has an active Student Council whose representatives participate in various events and programmes held in and out of the campus. They assist in all events related to academics and other co-curricular and extracurricular activities, as per the directions from the respective committee representatives or of teaching faculty. The Council is constituted with majority of members from third and fourth years for UG programmes, and first and second years for PG programmes. They actively participate in academic administrative works by taking the help of their peers. They also motivate students to take part in activities organized in and out of the Institute. Major Contributions of the Student Council in Academic Administration are :

- Coordination in day to day activities such as time table monitoring, class room monitoring, ensuring discipline, cleanliness and hygiene in and out of classrooms and labs, etc.
- Coordination in communicating any sort of official information among students and faculty.
- Coordination while conducting special events like symposiums, workshops, seminars, awareness programmes, etc.
- Coordination in organizing Cultural events and Technical Fests, etc.
- Coordination in organizing inter and intra collegeiate Sports and Games competitions
- Coordination in seeking permissions and arranging Industrial Visits
- Coordination in inviting the

Guest speakers from Industry and Academia. • And many more... Management provides necessary support to the council members in organizing and coordinating the events. It encourages the students to develop their leadership skills through these activities. Student members in this council can become competent enough and develop managerial skills. Some of the notable and grand events at which students council has played a major role during the academic year 2019\_20 are : • Fresher's Day Celebrations • St.Marys Sports Fest 2020 • Cultural Fest 2020 • Annual Day 2020 Celebrations • St.Marys Cricket League 2019

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

568

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Practice-1 : • The responsibilities of academic administration have been delegated to two senior academicians by a division of Engineering branches by earmarking the roles among the Academic Dean and Principal of Engineering programme for monitoring the activities of EEE, CIVIL, and Mechanical and CSE and ECE Departments, respectively. This resulted in a more focused approach on academic delivery aspects and discipline too. Practice-2 : • Different sub committees have been formed under the supervision of IQAC that comprised representatives from different stakeholders of the institute. This resulted in a clear delegation and decentralization of tasks that in turn boosted quality culture at the institute through enhanced stakeholder involvement and participation.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>The Institute maintained regular interaction with a number of companies CONCENTRIX, TCS IGNITE, Cognizant Technology Solutions (CTS), GENPACT, Supraja Technologies, Indian Servers, etc. These companies provide training and/or participate in the drives</li> </ul>

(on/off\_campus) organized or participated by the institute every year. • Industrial visits to JOCIL, SANGAM DAIRY, SRIHARI KOTA, etc. by UG and PG Students has widened their learning experiences through practical observations. • Senior officials from industries are invited for Guest Lectures, Workshops, and Subject Experts of identified institutes are invited for knowledge sharing.

Human Resource Management

- Following the previously introduced well defined Recruitment process for Teaching and Non\_Teaching faculty.
- Induction for new faculty and non-teaching recruitees.
- Practicing the previously introduced well defined Performance Appraisal System for all the staff (teaching and nonteaching).
- Stress Management Programmes through Yoga and Meditation.
- Self appraisal of the teachers through maintenance of Academic Diary.
- Monitoring the activities of committees operating for Grievance Redressals, Anti Ragging, Women (Staff and Student) Welfare, Internal Complaints, Gender Sensitivity issues, etc.
- Availability of a consulting Doctor for facilitating health checkup of the students, teaching and non teaching staff on a weekly basis.
- Support and guidance is given for carrying research activities, presenting papers in conferences and publishing papers in reputed journals.
- Encouragement to Teaching and Nonteaching staffs for higher studies.
- Encouraging teaching staff to register and pursue NITTR Modules.

Examination and Evaluation

For many years since establishment, the Institute has a separate Examination department with well equipped ICT tools necessary for examination purposes which operate as per the stipulated guidelines of the affiliating university. • All the necessary equipment such as Desktops, dedicated Internet connection, UPS with power backup, Photocopying machines, etc. for examination cell are provided by the college for uninterrupted functioning during examinations. • The cell downloads examination paper from the university's portal, only a few minutes prior to the commencement of every examination held in the college.

- The paper downloaded is then



photocopied, and forwarded to the examination halls as per the seating plans affixed in notice boards on the day of the examination. All the procedures adopted by the examination cell are as directed by the affiliating university. • To bring uniformity in evaluation in scripts by fresh recruits, the scripts are scrutinized by seniors randomly and anomalies are pointed out to them. • Special tests are conducted for slow learners, assessed by the faculty and the students are informed of the mistakes committed by them and the faculty guides them with necessary support to improve their performance in the next examinations. • Majority of the senior faculty especially from Engineering branches are nominated by the University for Spot Evaluation and the faculty contributes for quick processing of declaration of results.

Curriculum Development

Being an affiliated Institute, the college delivers curriculum as prescribed by the affiliating University. Some of the initiatives from the college to enhance learning experiences and exposure for students are : • Inclusion of field work, industrial visit and educational excursions in both Undergraduate and Post graduate levels. • Internships, Project works, On-The-Job Trainings, Workshops, etc. • Offering Value added programmes to enrich curriculum delivery process and augment student skill development.

Admission of Students

As per the statutory guidelines and admission policies prevailing for Minority Institutions, 70 percent of the permitted intake in all the courses are admitted through various state level Common Entrance Tests such as AP EAMCET/EAMCET AC, AP ECET/ECET AC, AP ICET/ICET AC, AP PGECET/PGECET AC, AP POLYCET, etc. which are conducted by AP State Government or of the adhoc bodies established by the governing/monitoring/regulatory bodies of the state government. Students qualified in such tests are only eligible to join in the courses offered and are eligible for 'Fee Reimbursement' by the State Govt. of Andhra Pradesh. The rest of the 30 percent is open for admissions under

'Management Quota' (Category-B). Students who are desirous of getting admitted into the courses offered by the Institute, but couldn't qualify in the aforesaid CETs can opt to join under this scheme of self financing. Screening of applications, tests, and counseling, etc. are all processed online. The college maintains its reputation of strict observance of State Govt. Rules in admissions for General as well as Reserved Categories of students. The college also offers coaching to such competitive examinations for students of other colleges also, and conducts mock tests for all career aspirants.

Teaching and Learning

The Institute offers the following to its students, as a part of Teaching and Learning process enhancement :

- Study Materials, Lab Manuals, etc. are shared via e-mails and/or WhatsApp groups.
- Conducting extra classes for the slow learners.
- Periodical evaluation of results and counseling the students as well as faculty.
- Examination and Evaluation system in both Internal and External assessment forms by following the procedures laid down by the affiliating University.
- Ebooks, electronic journal facilities for carrying out project works.
- Access to NPTEL Lectures in Labs to create wide exposure to students.
- Learning through Field Works, Industrial visits, summer school, etc.
- Mentoring and conduct of Value added courses.
- Project based learning.
- Motivation towards Research for staff and students.
- Assistance to students to get admission for Higher Education.
- Encouraging students to do mini projects in the concerned subjects
- Conducting Skill Development training programs.
- Unlimited access to internet facility and encouraging online learning.
- Video lessons, PPT's , E lessons, Lab Experiments
- Pre\_placement training.
- Initiatives to arrange more campus placement drives qualitatively and quantitatively.

Library, ICT and Physical Infrastructure / Instrumentation

The institute has given equal importance to the development and maintenance of such facilities. Some of the notable measures that continued from previous years include :

- Wifi facility in the entire campus enabling

e\_learning resource availability • Access to students for Lectures in various platforms such as NPTEL, and MOOCS, etc. • Separate internet connection in the library to access the e resources. • Model and smart classrooms development through the grants obtained from management. • Procurement of more equipment, teaching aids, and books from college fund. • Procurement of more desktop computers under college fund. • Maintenance of National Level Cricket ground.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	An exclusive Student Admission Software serves this purpose. The Institute has continued its support to students by maintaining a Single Window Service system that offers several services including filing and submitting applications for Admission, Examination, Scholarships, etc.
Planning and Development	The Institute has online student feedback system which has been introduced during COVID-19 lockdown conditions, to collect feedback on faculty, online class conduction, etc. Various programmes were organized using MS-TEAMS, ZOOM, Webex, GoggleMeet, and other online platforms. To share course materials, etc. WhatsApp is in practice. All the staff's attendance details are captured via Biometric (Thumb) machines made available at Entry and Exit points of the Institute. These machines are integrated with TAMS Application Software and minimal human intervention is required in its maintenance as the software is managed through a central server placed in cloud services provider at Hyderabad.
Administration	<ul style="list-style-type: none"> <li>• The institute uses Electronic Notice Circulation System using WhatsApp for students and staff of the institute</li> <li>• A Central office for record keeping is maintained with exclusive staff.</li> <li>• Single Window Service system has been adopted to cater to the students' requests pertaining to study/bonafide certificates, bus passes, letter of recommendations, etc.</li> <li>• Single Window Service mechanism was extended (through a separate counter) to cater to the staff requests for Service Certificates, Letter of</li> </ul>

	recommendations, or any other document related purposes.
Finance and Accounts	For many years, the institute is using the accounting package Tally for financial and transactional data, accountancy, tax and GST calculation, managing commercial transactions effectively and efficiently.
Examination	<ul style="list-style-type: none"> <li>The institute has a separate examination department which operates under the supervision of the Principal, and all the examination related procedures received from the affiliating authority (JNTUK) are scrupulously followed by this department. All exam/assessment related communication to all the departments will be forwarded through the Examination Cell only.</li> </ul>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	S.Jalaiah	India Instructor Conference in CISCO Networking Academy	Management of St.Marys Group of Institutions Guntur	2000
2019	D.Subba Rao	India Instructor Conference in CISCO Networking Academy	Management of St.Marys Group of Institutions Guntur	2000
2019	Ch. Bhanu Prasad	India Instructor Conference in CISCO Networking Academy	Management of St.Marys Group of Institutions Guntur	2000
2019	Dr. K.N.V.Ratna Kumar	IQAC Meet at JNTUK, Kakinada	Management of St.Marys Group of Institutions Guntur	3600
2019	Mr. Subhani Shaik	IQAC Meet at JNTUK, Kakinada	Management of St.Marys Group of Institutions Guntur	2800
2019	Dr.	A One Day	Management of	1000

	K.N.V.R.Kumar	Workshop on Quality Enhancement through IQAC by Acharya Nagarjuna University	St.Marys Group of Institutions Guntur	
2019	Mr. Y.Raghava	A One Day Workshop on Quality Enhancement through IQAC by Acharya Nagarjuna University	Management of St.Marys Group of Institutions Guntur	1000
2020	Dr. G.Jaideep	Workshop on Emerging Engineering Courses, organized by JNTUK	Management of St.Marys Group of Institutions Guntur	2850
2020	Mr. Sk.Riaz	Workshop on Emerging Engineering Courses, organized by JNTUK	Management of St.Marys Group of Institutions Guntur	2850
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	3 Day Workshop on Green Mechanical Engineering	Nil	24/07/2019	26/07/2019	18	Nil
2019	The Art of Publishing Research Works	Nil	17/08/2019	17/08/2019	226	11
2019	Advanced Programming using Python : Hands-On Training	Nil	20/08/2019	24/08/2019	63	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Data Science by IIIT Nagpur	3	11/05/2020	15/05/2020	5
Power System Protection	2	13/04/2020	18/04/2020	6

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	294	Nil	103

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The previous years' schemes for staff welfare are implemented in the current year also. They are : • Group Insurance • Leaves in the form of Casual leave, Vacation leave, Earned leave, Medical leave, Maternity leave • General Provident Fund, Employees Provident Fund, Loan facility from provident fund. • Free WiFi access for staff is available.	The previous years' schemes for staff welfare are implemented in the current year also. They are : • Group Insurance • Leaves in the form of Casual leave, Vacation leave, Earned leave, Medical leave, Maternity leave • General Provident Fund, Employees Provident Fund, Loan facility from provident fund. • Free WiFi access for staff is available.	• Group Insurance • Educational loans through public sector banks.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has mechanism for internal and external audit. Internal audit is carried out once in every quarter of a year with a major objective of verifying the receipts and payments account along with supporting documents. Any anomalies found are immediately brought to the notice of the authorities concerned and the management too. External audit is carried out once in a year. External Auditor verifies all receipts expenses bills, payments of the Financial Year (FY). The accounts of the college are audited by a senior certified Chartered Accountant as per the norms established by the Government. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant Mr. Ch.Hanumantha Rao from the financial year 2013\_14 onwards.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	JNTUK	Yes	IQAC, Senior Academicians and Management Representatives of the Institute
Administrative	No	NA	Yes	IQAC, Management Representatives as deputed by Governing Body of St.Marys Group

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>1. Providing valuable suggestions for development of the institution by being in constant interaction with the parents. 2. Organizing Parent_Teacher Meets for orienting the parents on the current academic procedures of the affiliating university and the follow up/actions of the institute in lieu of such procedures. These meetings enabled the parents to understand and participate in the future courses of action. 3. Communicating views which the students feel shy to communicate directly to the teachers about the college and the department. 4. Collecting feedback of parents and suggesting improvements in academic and administrative processes.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>Various developmental activities were performed for the support staff of the college, some of which include : • Computer Training for the office staff is provided for online admission and registration processes. • Support staff is trained on computer basics to create awareness on minimum technical skills to be acquired for performing their regular operations • Support staff of admin office is oriented on changes in Jnanabhumi portal used for applying student fee reimbursement.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>The institute has continued to demonstrate its commitment to achieve academic excellence by promoting values, creating civic responsibility and building global competencies in a dynamic environment. The first assessment and accreditation by NAAC in 2017 ushered the way for novel ideas of quality nourishment and to take up quality enhancement initiatives. 1. After the first assessment and accreditation of the institute by NAAC on Sep 11, 2017, one of the major initiations was strengthening the institute in all academic and</p>
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co\_curricular aspects balancing the dissemination of social responsibility and ethical values among the stakeholders, and designing a roadmap for NBA Accreditation of few departments, and applying for the grant of Autonomous status in the successive years. 2. IQAC has promoted the use of ICT in teaching and learning process, significantly. 3. Institute took a major leap in encouraging the faculty members to actively participate and/or organizing faculty development programmes. 4. Additional facilities such as examination section, placement cell, and Campus Attached Hostel for Reserved category students, parking facility, lawn tennis court, basket ball court, canteens, and new stationary stores were provided which enhanced the quality of campus life and satisfaction levels of the students. 5. LCD projectors are installed permanently in some class rooms and in few classrooms mobile projectors are made available for use. 6. The number of corporate/industry people visiting the campus is on a considerable rise. Entrepreneurship is nurtured through various innovative activities. The periodical parent\_teacher, alumni, and industry\_institute interactions that greatly enhanced stakeholder relationships with institution. 7. Internal Quality Assurance system is strengthened by reconstituting the IQAC of the institute, conducted biannual academic audits, strict adherence to academic schedules and planners, periodical analysis of student and faculty performances, continuous stakeholder feedback and appropriate modifications. The Institute's budgetary provisions relating to Library, Academic, Research, Curricular and co curricular activities and e\_resources, infrastructure and maintenance, IT based infrastructure and maintenance are incrementally improved. 8. The institution has secured good ranking (i.e. 9th position) in a State level survey conducted by TIMES for Best Engineering Colleges in AP in the year 2019. 9. IQAC suggested management to restructure or transform the courses being offered with emerging engineering disciplines, for which AICTE has accorded necessary permission to offer new courses such as AIDS, AIML, CS, IoT, DS in UG and PG levels of Engineering and also AI, BDA, DM in PG (MBA) Level too.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	International Plastic Bag Free Day : Rememberance	15/07/2019	22/07/2019	22/07/2019	714
2019	Education blend with Social responsibility : SMGGs Perspectives	15/07/2019	10/10/2019	10/10/2019	541
2020	Expert Talk on Bridging Gap between	23/11/2019	06/01/2020	06/01/2020	307



	Campus and Corporate				
2020	Career Guidance : Expert Talk	23/11/2019	02/03/2020	02/03/2020	332
2020	Effective Teaching - Learning Strategies in Technical Education	23/11/2019	11/03/2020	11/03/2020	647
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Safety of Girls and Women : The First Priority of Nation	05/10/2019	05/10/2019	351	112
Women's Day Celebrations	07/03/2020	07/03/2020	322	81
Cancer Awareness program	28/04/2020	28/04/2020	306	Nil
Career development program for girls students	16/03/2020	16/03/2020	285	5
Women Empowerment Workshop	25/11/2019	25/11/2019	339	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Practices from previous year are continued, that included : • Vinyl Stickers in entire Campus for promoting awareness against wastage of Water and Electricity • Green Drive (Planting of trees) inside the Campus by NSS Unit of the College. • Swachh Bharath and Swachh St.Mary's Promotion in the campus. • Promotion of construction of Toilets in the adopted villages through NSS Unit • 'Plastic Free Campus', an initiative towards maintaining environmental safety.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Physical facilities	Yes	Nil

Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	Yes	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	24/09/2021	1	Fire Safety Standards	Measures to be taken when fire suddenly catches	22
2019	1	1	30/08/2019	1	Green Vinayaka Chaturthi	How to prepare Ganesh idols using Mud	217
2020	1	1	15/04/2021	1	COVID-19 precautions	Health and Safety measures during pandemic	655
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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
St.Marys Code of Conduct Hand Book (Revised)	10/06/2019	Separate codes of conduct are prepared by the institute for the students and staff which are conscientiously being followed across all the departments of the institute. The Institute is associated with learners and intellectuals of varied communities and religions. It is believed that the freedom should be with sense of responsibility. Exclusive committees are formed to

follow up the implementation of policies as stipulated in code of conduct .

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga day	21/06/2019	21/06/2019	316
Engineers Day	14/09/2019	14/09/2019	667
Mahatma Gandhi Jayanti	02/10/2019	02/10/2019	246
Celebration of Independence Day	15/08/2019	15/08/2019	255
Teacher's day	05/09/2019	05/09/2019	811
World AIDS Prevention Day	01/12/2019	01/12/2019	148
Celebration of Republic Day	26/01/2020	26/01/2020	289
Engineers Day	15/09/2020	15/09/2020	250
Celebration of Independence Day	15/08/2020	15/08/2020	285
Teacher's day	05/09/2020	05/09/2020	294
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of organic manures and fertilizers in the college garden. 2. Maintenance of plants of various species which were planted in the campus during the last few years. 3. Encouraged the staff and students to use clay alone for preparing idols of lord Ganesha on Vinayaka Chaturdhi. 4. Employees go with the policy of reuse, repair, recycle wherever possible in the working environment. 5. The campus has been declared as a "No Smoking and Plastic Free Zone". 6. Burning of litter and other waste material has been banned in the campus. The waste is disposed to the dumpingyards as was directed by the Village Panchayath, using a separate vehicle (Tractor) owned by the institute for this purpose. 7. Electronic methods are used to link / convey / transfer the information, reducing the use of paper and contributing to the 'Green Planet'.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practice\_1 : Performance Based Appraisal System (PBAS)** It is an open, formal, and systematic procedure designed to assist both staff and management in planning, managing, evaluating and realizing performance improvement in organization with an aim of achieving organizational goals. The institute has devised this system to practice a transparent mechanism in evaluating and appraising evaluate the academic and non-academic staff in the institute. It is used as a tool to measure the performance of staff, provide feedback and assist them to improve their potential. **Best Practice\_2 : Student Employability Enhancement Programme (SEEP)** It is a programme aimed at developing the skill set of students aiming to find a career in corporate world. Major concentration through this programme is towards final years of all departments. This comprises of training activities that focus on enhancing the students'

potential and thus employability. As most of the students in the institute are from rural backgrounds, this unique programme has been proven successful as there is active participation of students in large numbers.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://stmarysguntur.com/institutional-best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our Institution consistently inspires students and provides platform for technical skill development, multidisciplinary project development, Entrepreneurship development, Ethical and Human values development. With the trust of academic and technical excellence, Institution motivates and support students to participate in various Local, Regional, and National competitions. Students learn ethics, team building, technical skills, presentation skills, project management and financial management and they also experience their physical strength, healthy competition environment and global standards by participating in competitions. Our Institution not only encourages students to participate but also provides financial support. The Institute has established its distinctive approach towards this comprehensive Vision by modeling it in the form of service to the society, by allowing the students to organize events to develop their skills, multidisciplinary project development, Entrepreneurship development, Ethical and Human value development. (a) Skill Development: The Institution arranges skill enhancement programs to develop their skills for example - Personality enrichment, Employability skill development, Entrepreneurial development, Language skill development etc., (b) Projects: Students at the UG and PG degree courses take up Internships in industries and pursue their projects which give them hands on training experience in their fields of interest. (c) Entrepreneurial Development: The institutional ED Cell critically works on generating the excitement in the young brains to generate innovative ideas and thus laying the stones for entrepreneurship. Budding entrepreneurs are motivated for startups so that they are self sufficient and independent financially and can either support their education or family. (d) Ethical and Human value Development: Ethical values is the foremost interest of the institution, Students are motivated to visit orphanages, old age homes, Cancer institute's and serve the local adopted school or village through NSS. Students of the college were always sensitive to the social/national crisis during the natural devastations. The Vision of the Institute focuses on four aspects essentially : Global Standards, Value\_based Education, Social Responsibility, and Sustainable Development. The positive outcomes are achieved by incorporating the curriculum delivery blended with ethical values. The structured induction of the student into the curriculum enables to visualize the career opportunities and the approach towards achieving them. The institute provides sufficient encouragement to establish startups and develop their ideas into commercially viable products, facilitates the students to work on innovative project ideas.

Provide the weblink of the institution

<https://stmarysguntur.com/institutional-distinctiveness/>

### 8.Future Plans of Actions for Next Academic Year

The college plans the following for implementation in future : • Introduction of few more UG courses like Artificial Intelligence, Data Sciences and Multimedia courses and / or any other courses that can generate immediate employment as per the current needs and requirements of the industry. • Attaining MoUs with Level 5

companies / industries to enhance prospects in placements. • Enhancing academic excellence by improving the pass percentages of students. • Developing students' skills by inculcating ethical consciousness by imparting value based education. • Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS, and the like. • Upgradation/Enhancement of infrastructural facilities. • Implementation of the most effective Learning Management System and continuation of student\_friendly environment in the institute. • Strengthening the Research activities by orienting and motivating the staff through grants/aids for promoting research culture in the institute. • Transforming the students into futuristic and influential citizens of our great mother nation.