YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Hyderabad Institute of Technology and Management
• Name of the Head of the institution	Dr. J Shiv Kumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08418200074
• Mobile No:	9573714385
• Registered e-mail	principal@hitam.org
• Alternate e-mail	prashanth.arutla@gmail.com
• Address	Gowdavelli Village, Medchal Mandal, Medchal Malkajgiri District, Telangana
• City/Town	Hyderabad
• State/UT	Telangana
• Pin Code	501401
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Jawaharlal Nehru Technological University, Hyderabad**
• Name of the IQAC Coordinator	**Surendra Bandi**
• Phone No.	**09248711151**
• Alternate phone No.	**9948932336**
• Mobile	**09248711151**
• IQAC e-mail address	**surendra.mca@hitam.org**
• Alternate e-mail address	**bsreddymca@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://hitam.org/pdf/about/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.hitam.org/pdf/academic/2nd-3rd-4th-year.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A+**	**3.36**	**2021**	**08/01/2021**	**07/01/2026**

6.Date of Establishment of IQAC	**24/12/2015**

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

Institutional/Depar tment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Hyderabad Institute of Technology and Management, Department of Mechanical Engineering, Dr. M Sreeramulu	TEQIP	Jawaharlal Nehru Technological University, Hyderabad	2019-2021	296000

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	4	
• 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	View File	
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)

1. Reviewing of UGC Autonomous application 2. Reviewing of Academic Regulations 3. Quality audits for UGC Autonomous status 4. Initiation of Industry supported lab by IBM 5. Reviewing of Course structure for Autonomous status

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
UGC Autonomous Inspection	Autonomous status for 10 years
Extension of Affiliation by Statutory bodies	Approval of extension and affiliation received

13.Whether the AQAR was placed before statutory body? | No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	14/03/2020

15.Multidisciplinary / interdisciplinary

HITAM has started an initiative " HITAM Xplore (Experiential Platform for Learning and Outreach in Real Time Engineering)" where students take up the problems pertaining to Community services by visiting the nearby villages, from a team with students belonging to various streams of engineering work together and provide the Engineering solution to these community problems.

HITAM has signed a MOUs with various organizations and chapter like 'Purdue University', IUCEE and IEEE where the students and faculty work together on EPICS (Engineering Projects involving Community Services).

16.Academic bank of credits (ABC):

Each student enrolled under the programme has to register various courses in order to meet the requisite number of credits to become eligible for obtaining the Degree. There are courses taught under various categories where each course is having a weightage of different Credits as mentioned in the below table.

S. No.	Category	Breakup of Credits (HITAM)	
1	Humanities and Social Sciences including Management courses (HSMC)	10	
2	Basic Science Courses (BSC)	21	
3	Engineering Science courses including workshop, drawing, basics of Electrical / Mechanical / Computer etc. (ESC)	23	
4	Professional core courses (PCC)	59	
5	Professional Elective courses relevant to chosen specialization / branch (PEC)	18	
6	Open subjects – Electives from other technical and /or emerging subjects (OEC)	12	
7	Project work, seminar and internship in industry or appropriate workplace / academic and research institutions in India / abroad (PRJ)	17	
8	Mandatory Courses with Assessment (Environmental Sciences, Induction program, Indian Constitution, Gender Sensitization Employability, Human Values, Professional Ethics etc.) (MC)	(non-Credit)	
9	Audit Courses without Assessment (AC)	(non-Credit)	
Total Credits		160	

17.Skill development:

This institution sought to impart qualitative education in the field of Engineering and Management. Transformation at HITAM does not stop with mere physical infrastructure; it extended far beyond. It has manifested as best practices, which have evolved with continuous refinement, in this process the Students Skill Development Centre across all the departments is established in HITAM keeping in the view of doing engineering rather than studying engineering. The objective of this centre is to bring holistic development in the students and make them contribute to the society through the engineering knowledge by filling the gap between academic world and industry.

Students from various disciplines form into batches and do projects in a team to achieve a common objective and complete the assigned project which helps to solve the community problem. Engineering students lacks in hardware and software skills from their curriculum which is the biggest challenge to be addressed by the centre. Skill Development centres every year come up with unique curriculum for

meeting industry requirements. Various workshops and certification programs are organised to create awareness on upcoming technologies and to enhance the skills of the students and make them to do innovative projects.

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

The National Education Policy 2020, as the first such document of the 21st century, aims to reconfigure the education system of India on the framework of Indian knowledge System.

Subjects that help in understanding IKS like Environmental science, Social and Health consciousness, Universal human values, Constitution of India, Languages, Gender Sensitization are introduced in HITAM's autonomous curriculum.

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

To transform the process of facilitating Engineering Education and become pioneer in Engineering Education Practices, HITAM initiated various programs for the faculty to improve teaching and learning in Engineering Education and to follow various innovative pedagogies to improve the quality of teaching and better learning among the students.

Faculty has been trained in Outcome Based Education (OBE) for the past three years. 52 of our teachers took course by Indo Universal Collaboration for Engineering Education (IUCEE) and implementing OBE with its true spirit. Classroom teaching became more active with the use of various innovative pedagogies to improve students learning.

20.Distance education/online education:

HITAM do not provide Distance education/online education.

However, during pandemic, teaching and learning happened through online mode. Students are encouraged to participate in various workshops, conferences and webinars through online mode conducted by the Insitution.

Student Assessment was also done through online exams.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**8**

File Description	Documents
Data Template	<u>View File</u>

2.Student	
2.1 Number of students during the year	**1337**

File Description	Documents
Data Template	<u>View File</u>

| 2.2

 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **787** |

File Description	Documents
Data Template	<u>View File</u>

| 2.3

 Number of outgoing/ final year students during the year | **322** |

File Description	Documents
Data Template	<u>View File</u>

3.Academic	
3.1 Number of full time teachers during the year	**116**

File Description	Documents
Data Template	<u>View File</u>

3.2	**116**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**25**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**66105000**
4.3 Total number of computers on campus for academic purposes	**580**

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

Hyderabad Institute of Technology and Management (HITAM) is affiliated to JNTUH, Since its inception i.e. 2001. The College meticulously plans and develops action plans for effective implementation of the curriculum designed by JNT University, Hyderabad.

The Academic Committee of the institute prepare the institution academic calendar in line with the JNTUH calendar.HOD's allocate subjects to faculty as per their choices. As part of the best academic practices, faculty preparecourse file containing the course objectives, outcomes, lesson plan, topic level outcomes, assignment questions, solutions for previous question papers and mention of references/ text books. Faculties are required to maintain lecture diary, lecture notes as per the pedagogies planned.These course file details are presented by each faculty to the academic council before delivery for approval. Faculty are encouraged to change the pedagogy where the students are unable to assimilate. The faculty are required to use the ICT facilities to deliver the academics apart from regular/traditional teaching methods.

The Internal Quality Assurance Cell (IQAC) conducts periodical reviews about the effective implementation of the course delivery to the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1yWTxfTvsAS2s4wZpkfq7ijc3FTR-_tSq/view?usp=sharing

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

Hyderabad Institute of Technology and Management (HITAM) is affiliated to Jawaharlal Nehru Technological University (JNTU), Hyderabad. University notifies the academic calendar for all the programs before commencement of the semester. The Academic calendar includes start and end of the semesters, First Mid-term Examinations, Second Mid Term Examinations, Project work schedule, Preparation holidays, Lab Internal and External examination schedule and commencement of end semester examination details.

HITAM strictly follows the academic calendar issued by the University and plan all the activities accordingly. Instituteprepares academic calendars based on the University academic calendar and includes all the details regarding to working days, holidays, co-curricular and extracurricular activities, industry visits, CIE, Project seminars and all the academic activities. All the activities are conducted in adherence to the calendar of events.

As per University regulations, CIE carries 25 marks which includes Descriptive test (10 Marks), Objective test (10 Marks) and Assignment (5 Marks). Course owner gives question papers as per blooms taxonomy after approval of Head of the Department. Institution conducts CIE as per the University schedule given without any deviation. The evaluation of the same is done and uploaded in the University examination online portal within the stipulated time given by the University.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 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	**No File Uploaded**

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

4

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)

7

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

1330

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

1330

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

HITAM offers courses that are diverse and serve the cross-cutting issues relevant to sustainable environment which includes gender equality, human values and professional ethics for addressing the economic, social and environmental challenges of globalization. It addresses the issues through conducting special lectures, activities, workshops and seminars.

HITAM students don't just study engineering, they do engineering. Hence the curriculum is designed by the courses like Gender Sensitization, Environmental Studies, etc. as noncredit subjects. This enriches the knowledge of the students and improves the self-actualization and belongingness towards the society.

To instill moral, social and ethical values, the college has chosen Human Values and Professional Ethics as an open elective subject for third year students of all B. Tech programs. This course helps the students to ensure sustained happiness and prosperity which are the core aspirations of all human beings. It facilitates the development of holistic perspective among students towards life, profession and happiness, by understanding Human reality and right of existence. It highlights plausible implications of holistic understanding in terms of ethical human conduct, trustful and mutually satisfying human behavior and mutually enriching interaction with nature.

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	View File

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

18

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

411

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1mNOUK940cjt7RPgatcpPZW5P31HqOMPg/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

540

File Description	Documents
Any additional information	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

373

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

HITAM assess the learning levels of the students and organizes the following programs to support advanced and slow learners:

Proficiency test -is conducted for all the students after the admission, prior to the commencement of the course to assess the learning levels of the students.

Bridge course- Bridge courseis conducted for all freshers' i.e; I B.Tech students, and Lateral Entry students on Physics, Chemistry, Maths and English to bring them at par with UG level.

Remedial Courses- HITAM also offers remedial courses on Saturdays for slow learners. Additional assignments are given to them to strengthen their concepts and understanding of the course.

Slow Learners-

• Organizing combined Self Study classes by providing extra reading material to improvebasic understanding of subject

- Remedial classes

- Backlog Clearance Classes

- Residential Classes beyond college hours

.Peer Learning/ Group Discussion

- Question Bank is available in ERP.

Note: Information is provided in the drive link

Advanced learners:

- Advanced Projects.

- Challenging assignments.

- Participation in Technical activities under Professional Bodies.

- Participation in HITAM Toastmasters Club to improve communication skills andconfidence.

- Selected as SSG body members.

- Deputed in College level Committees.

- GATE/GRE Classes.

- NPTEL courses, MOOCs certification.

- Publishing Papers in Journals and Conferences.

Note: Information is provided in the Additional information link

File Description	Documents
Link for additional Information	https://drive.google.com/drive/folders/1Wbkj 0gSK6RmyEHc--zdFQGDhHXFc-Z8F?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
1337	116

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

The teacher's promote self-management knowledge, holistic development and skill formation by adopting student centric methods like experiential, participatory learning and problem-solving methodologies in their teaching learning process. HITAM encourages and follows the student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing the learning experiences of students to implement Outcome Based Education (OBE).

Experiential learning:

Students and Faculty are encouraged to make the test on the concepts learnt in the theory subjects. which helps in enhancing their practical knowledge and built confidence about the concepts learnt. In order to bridge the gap between institution and industry the students are being taught content beyond the syllabus and make them to practice.

Participative learning

· HITAM made teaching learning process more interesting by Learner centric methods such as group work, role play, project work, field visit, industrial visits, case study, debates, seminars, presentations etc., We also adopt Cooperative, Collaborative, Project Based and Problem Based to accelerate the learning process.

Problem solving methodologies

Problem solving techniques such as Problem identification, Defining the Goals, conducting Brainstorming sessions, identifying alternative solutions, choosing the right approach, applying the right technique to achieve the solutions and Evaluating the results before dissipation.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.hitam.org/pdf/ece/pedagogy.pdf

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

HITAM believes in Doing Engineering,Besides the chalk and talk teaching, faculty makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculty use ICT- enabled classrooms with LCD projectors, Wi-Fi connectivity, software, PowerPoint presentations developed by teachers to expose the students to advanced knowledge and practical learning.Projectors are installed in all classrooms to incorporate new pedagogies in the teaching-learning process.

Faculty also impement course projects for identified course subjects which can be done using hardware and simulation tool.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/1SWgS-K5cLJeySix4l4WYgEYukGNZaRkq/view?usp=sharing

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

74

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

116

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

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

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

19

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

642

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.

CIE:Assimilation and Evaluation tests are conducting on regular basis.

Slip Tests:Slip test is carried out on completion of each topic, basically to evaluate the level of understanding.

Unit-wise test: After the completion of each unit an assessment test will be conducted. This test allows the teacher to assess the student progress continuously to identify slow and advanced learners.

Objective Test: An online tool (Edmodo) is a used to conduct a quiz test, to promote learning experience which is used by HITAM before every mid termexamination. The results are used to give the internal assessment marks proportionately.

Assignment Test: Two assignments per each unit are given to instill self study of subjects beyond the syllabus to fill the void between Industry and Institution.

Mid-examinations: Two mid term examinations were conducted as per the schedule and directions given by JNTUH. Marks were shared with the students time to time.

Continuous assessment in practical subjects:

- **The practical on respective subjects are carried out as per the guidelines given by JNTUH.**
- **Students are encouraged to addon to the practical to formulate minor projects and agreement with Industrial problems to convert into Industry Projects for the students.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

As the Institute is affiliated to JNTUH, guidelines issued by the said university is followed from time to time while assessing the students through internal assessment. The academic calendar issued by the university mentions the dates on which the internal assessment exams (mid exams) are to be conducted. All the students are informed about the events for the year through the academic calendar issued by the university and institution.

In general the first mid exam is planned after the completion of 8 weeks of teaching and the second mid exam at the end of the academic semester after completion of the entire curriculum. Apart from the University calendar, the scheduling of the mid exams are informed to the students through circulars to the class rooms, notice boards, ERP portal etc.

Once the papers have been evaluated, they are distributed back to the students by the teachers. T Finalized marks are verified by the teachers and students before displaying on the notice boards of respective departments. These mark sheets are also intimated to the parents via college ERP. Thus the institute ensures that the assessment process through continuous internal assessment is carried out with complete transparency.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1lQ7QY5iKcQG vfQLFw_ApIVCTHEoiAYWi/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Institute strictly follows Outcome Based Education System and as the part of this, new faculty and exisiting faculty undergo orientation session evey year through Identified Expert team on Course Outcomes, Program Outcomes and attainment process.

Before starting of the semester faculty prepares Course file which includes Course outcomes (CO), Program Outcomes(PO), CO-PO Mapping and List of Pedagogies to be implemented and gives presentation to the panel members for approval. Based on the suggestions and feedback faculty submits course file in the Department for readiness of the subject.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.hitam.org/pdf/ece/pedagogy.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

All the faculty at HITAM follows the process of Lesson plan presentation where faculty presents Course Outcomes of the subject along with the lesson plan. The Couse Outcomes were reviewed by the Academic team and finalized are shared among the students through ERP and website. After SEE results faculty calculated attainment of program outcomes with CIE and SEE marks. The same will be reviewed by Dean Academics as per the schedules.

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

2.6.3 - Pass percentage of Students during the year

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

265

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://drive.google.com/drive/folders/1wxZLEDN4TRevSlrIeDkLTIlMfwKDjkQt?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)

1645756

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

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

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

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**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

29

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](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

50

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](#)

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

21

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

3.3 - Extension Activities

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

HITAM believes in the community development and service to society and churn every student into a valuable citizen. Hence HITAM focuses on sensitizing the students to social issues and holistic development.

For a Cause: An NGO which helps needy and also contributed to the society even during pandemic.

NSS:volunteers interact with farmers to spread awareness of importance of 'Organic Farming',' Energy Conservation' and 'Seed sowing machines'.

Swachh Bharat:Social club students along with volunteers organized swatch Bharat in the campus and nearby villages to promote health and cleanliness.

SAHAYA:

A non-profitable society was initiated by the HITAM students in the year 2008. The aim of the society is to help and privilege children with primary education.

Students undertake charity activities by distributing clothes, blankets, medicine, books and food to the needy people.

Village computer centre:

HITAM has been supporting Arutla Foundation (An NGO) to run a computer centre to impart basic computer skills in Kolanupaka and Rajapeta villages.

Unnath Bharath Abhiyan (UBA):

HITAM adapted five villages and have been very active to make the village 100% literate and to organize several awareness sessions.

File Description	Documents
Paste link for additional information	https://hitam.org/pdf/initiatives/sahaya.pdf
Upload any additional information	View File

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

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

18

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

22

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

533

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

142

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

6	

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 research has brought out, that green environment provides about 6% excess oxygen, which influences learning ability.

The Classrooms are more spacious than AICTE norms and are designed to avoid inter class interference. These all are well-built, heavily facilitated and are equipped with technology such as projectors, speakers and Wi-Fi facility. Minimum electricity is consumed by classes as light and air is naturally available.

The central library is stacked with the necessary books pertaining to the syllabus as well as extra reference material. Online resources that provide access to e-journals, e-magazines and research papers are made available to the students to update with the latest findings and studies.

Wi-Fi and LAN facilities are provided and internet for the students for instant accessibility of knowledge is enabled. This allows students to surf the internet for academic purposes such as researches, doubts, project work and more.

Keeping the curriculum in mind, the laboratoriesare equipped with resources for necessary procedures designed to dispense the practical knowledgeto students for a hands-on experience.

Several other facilities such as the seminar hall, conference hall, libraries and more are made available to the students to encourage them to participate in all events.

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

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

The institution utilizes a lot of its resources to provide an environment to its students where they are encouraged to indulge in sports and extra-curricular activities. This ensures a holistic development and an all-rounded personality.

Students are trained in sports under the guidance of qualified and specialized coaches. Every week one hour is allotted for the sports in the time- table thus enabling the students to pursue sports. The students utilize these hours constructively to develop their physical skills as well as explore their interests to find their passion.

Regular training is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various levels of competitions including intra college events, inter-university events, national events and international events. Intra-college events are also organized by the college to encourage students to participate. Track suits and all sporting gear are provided to the students for major events. All the participants are awarded with participation certificates. Winner and runners-up teams are duly rewarded with shields and certificates.

A separate Yoga Hall and gymnasium are built and provided with all necessary equipment.

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

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

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

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)

1,98,62,000

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college library follows set norms of the competent authorities. First Library in Telangana having NDLI (National Digital Library of India) Club in association with IIT Kharagpur.

The library of the college has a total area of 4000 sq.ft. and has

special designated areas for normal use as well as for reading. A total of 35,186 volumes, 4715 titles, 25 print journals, approximately 1500 e journals, 800 e books, and approximately 300 rare books are available.

A dedicated staff helps the students find the necessary titles. The books are indexed, categorized according to programs and subjects and arranged alphabetically. The software contains details about the author's name, title and publishing house. Upon an enquiry, the librarian searches in the software and helps the students locate the book. The library follows the book bank scheme. With this, the students are able to borrow books for the entire length of a semester so as to help them study. All books are bar coded and a reference ID is given. The issues and returns are also digitized.

Name of the ILMS software – ERP Library Management System

Nature of automation (fully or partially) – Fully

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

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

File Description	Documents
Upload any additional information	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)

Rs. 2,69,954/-

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

153

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

College aims at providing the futuristic facilities to its students so that they can utilize these resources to reach greater heights. To enable this, the institution frequently updates its IT facilities to provide its students with the best of facilities. Campus is fully Wi-Fi enabled.

24 Classrooms and 1 seminar hall that have been equipped with LCD projectors and audio-visual systems.

The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities. The college is facilitated with 450 computers that are accessible to the students as well as the teachers for academic and co-curricular purposes. Printers are arranged in the office, staffrooms, library, exam branch and laboratories. Students are given limited accessibility to this facility.

The technology at college is constantly updated.

The Institution's internet connection is availed with a bandwidth of 200Mbps from GTPL Broadband Pvt. Ltd. on a leased line. The internet bandwidth was previously 100Mbps in 2019. The net server is of model Microtek CCR-1009-7g-1c NAS Server box in order to assign dedicated bandwidth speed, provide department wise bandwidth restriction and also it acts as user friendly menu driven software for operation.

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

4.3.2 - Number of Computers

580

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

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)

Rs. 3,25,37,000/-

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

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

LABORATORY

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

LIBRARY

·A book bank scheme is implemented in the institution through which they can avail one book for each subject.

CLASS ROOM

The environment of students where they study plays a pivotal role in their performance. It therefore becomes extremely necessary to provide them with a surrounding that is peaceful, comfortable and spacious.

UTILIZATION

The institute provides the required number of class rooms as per the norms.

MAINTENANCE

The benches and windows are cleaned and mopping of the class rooms is done everyday. In case of any damage the same is reported to the concerned department head and following due procedure the same is repaired or replaced.

SPORTS

A sports committee is created to handle the matters and concerns

related to sports.

UTILIZATION PROCESS

·Students are permitted to play during the sports hour as per the time table and also during off the working hours. They can obtain the sports material with prior permission from the Physical Director to play after working hours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1zaFEz5R1eBCQJVz_pzltQ3qvAwyqjk8p/view?usp=sharing

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

1023

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

1023

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	https://drive.google.com/drive/folders/1x-pYtzI3nFpXYtq4ZN3pMdeVc1xhBxPJ?usp=sharing
Any additional information	**No File Uploaded**
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

253

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

253

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	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

253

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

18

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

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

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

46

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

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)	**No File Uploaded**

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)

Student's life at HITAM encompasses both the spaces where students spend time outside class and the activities where they develop new interests, make friends, and learn new skills. From the Class Room to the Play Ground, from Library to Society our students find numerous opportunities for individual and intellectual development. They get ample opportunities to involve and support the authorities in planning and implementing the curricular and Co-curricular activities, academic and administrative matters of the institution. HITAM formulated various committees comprising of faculty and students together for the effective implementation of above activities. Apart from various committees we formed a Students Self-Governance committee (SSG) which will help the students to understand the functioning of an education system and also to contribute towards the overall development of HITAM.

Active participation of Student's are encouraged in the following Committees:

1. Anti-Ragging Committee

2. IQAC

3. Discipline Committee

4. Academic Committee

5. Grievance & Redressal Committee

6. Library Committee

7. Women empowerment Committee

8. Canteen Committee

9. Counselling/Mentoring Cell

10. Green Campus Committee

11. Transport committee

12. Sports Committee.

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

12

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

5.4 - Alumni Engagement

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

HITAM Alumni Association (HAA) has been active since 2004 and registered as society vide 741 of 2018 dated 25 May, 2018. HAA meets twice in a year on 15th August and 26th of January to chalk out the agendas, list out academic activities to be conducted or sponsored in every semester. Minutes of the meetings put up to governing and executive bodies of the college for approval and executed by alumni as per schedule.

•Life-long Learning: HAA supports the existing students for Guest lectures, goal setting process, contributing social learning through various Affinity clubs, conducting awareness sessions on changing dimensions of technology and opportunities, career building workshops, mock-interviews, discussion sessions during meets, Soft Skills, Spoken English, Personality Development and skills to face

Interviews, Resume Writing and guiding in experiential learning.

·Student-Alumni Contact:Alumni always supports the current students in mentoring, guiding on placement and higher education opportunities, connecting the influential people to the current students for research. Continuous interaction of HAA with students updates the emerging trends in the industry.

·Contribution:The alumni association undertakes institutional projects. HAA provides structured feedback about the syllabus, exam patterns and infrastructural facilities offered by the institution and the valid suggestions are implemented.

File Description	Documents
Paste link for additional information	https://alumni.hitam.org/albums.dz
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

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

HITAM have strong pillars of well-defined Strategic Leadership which was setup by the leadership of Visionary Shri Prashanth Arutla (MBP Institution Management, Harvard University USA & PGP MAX, ISB) Chairman of Royal Education Society. The governance of the institute believes in collective leadership of Principal, Director, Deans, Heads of the Departments, Leads, Accounts Officers & HR. HITAM has well-structured committees headed by senior professors for activities of Internal Quality Assurance Cell (IQAC), Admissions Cell, Examinations and Evaluation (EE), Research & Development Cell (R&D) and Training and Placement (T&P) Cell.

All HODs in consultation with Lead Teaching Learning Process frames the teaching methodology to be adopted to carry out the teaching

learning process for various courses to maintain the academic standards.

The teachers are active members in the decision-making council of the college. They have better understanding of the changes required in the college, being the direct point of contact between the college and the students.

Thus, the Governance of the institution reflects an effective leadership and provides opportunity for stakeholder participation.

To orient the students towards social service at young age, the institution promotes and supports many activities such as: UBA, NSS, EPICS and Palle Srujana etc.

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

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

The institution believes the culture of decentralized governance and transparent mechanism in management, administration, financial and academic affairs by involving the Principal, Deans, HoDs, Leads, Coordinators and Senior Faculty members. The institution believes in delegating appropriate responsibilities to all the administrative committee members and allows the top management to focus on policy making and major decisions.

The Governing Body of the institute constitutes the Management members, one representative from the university (JNTUH), Industry representative nominated by the Management, College Principal (as member secretary) and two senior faculty members.

Various committees such as Academics, Library, Sports, Canteen, Anti-ragging, Discipline, Transport, etc., are set up with the faculty as conveners and student representatives, who take decisions on a variety of issues through committees.

HODs are empowered to plan and execute the academic activities as per the academic plan for timely implementation. The IQAC of the College plays an important role in quality assurance, its sustenance and enhancement through continuous interaction with faculty and students.

The college promotes the culture of participative management which enables staff and students to voice their opinions and suggestions which are considered for improvement. All academic and administrative activities are decentralized and decisions are taken.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution believes the culture of decentralized governance and transparent mechanism in management, administration, financial and academic affairs by involving the Principal, Deans, HoDs, Leads, Coordinators and Senior Faculty members. The institution believes in delegating appropriate responsibilities to all the administrative committee members and allows the top management to focus on policy making and major decisions.

The Governing Body of the institute constitutes the Management members, one representative from the university (JNTUH), Industry representative nominated by the Management, College Principal (as member secretary) and two senior faculty members.

Various committees such as Academics, Library, Sports, Canteen, Anti-ragging, Discipline, Transport, etc., are set up with the faculty as conveners and student representatives, who take decisions on a variety of issues through committees.

HODs are empowered to plan and execute the academic activities as per the academic plan for timely implementation. The IQAC of the College plays an important role in quality assurance, its sustenance and enhancement through continuous interaction with faculty and

students.

The college promotes the culture of participative management which enables staff and students to voice their opinions and suggestions which are considered for improvement. All academic and administrative activities are decentralized and decisions are taken.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.hitam.org/pdf/Strategy-Document.pdf
Upload any additional information	View File

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

The institute formed specific bodies and various committees for the effective functioning in order to achieve the set goals. Various bodies like Governing Body, Academic Committee, IQAC and other committees exist in the institution to formulate guidelines and monitoring of the functioning of the institution from time to time.

Administrative set up of the institution is as per the organization chart as provided with a link in the additional information. Governing body will decide the policy matters of the college. The Principal being the head of the institution acts as a liaison between the Management, Staff and Students. HOD is responsible for the functioning of the Department as per the laid down policies of the college.

Service rules, procedures, recruitment, promotional policies have been formulated as per the guidelines of competent authorities like affiliating university, AICTE and UGC and are approved by the governing body.

The Grievance and Redressal Committee of the HITAM consists of Senior faculty members along with representation from staff and students. This cell is established to solve the grievances raised by the faculty or students from time to time.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://hitam.org/index.php/organisational-chart/
Upload any additional information	[View File](#)

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	[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

The welfare measures undertaken for teaching and non teaching staff go a long way in motivating them to deliver their best. In order to encourage the faculty for active involvement the College Management provides effective welfare measures to both teaching and non-teaching staff. All statutory welfare measures are implemented. Various monetary, non-monetary measures towards personal and professional growth are being extended to the satisfaction of the employees. Some of the welfare measures taken up for the benefit of staff are:

•Group Insurance scheme to all the employees.

•Free Transport for all Staff and faculty.

·Free Uniform for all support staff.

·Subsidized Canteen

·Provision of medical services under an MoU with Neelima Hospitals, Hyderabad

·Interest free loans recoverable in instalments

·Publication Incentives

·Conferences and for publishing research papers in the National or International

·Journals, its registration fees and the cost for the participation are given.

·Incentive and on duty for faculty to attend workshop, FDP, Seminar and

Conferences

·Sponsorship for higher studies, Research: Faculty members, if opting for higher

·Sponsorship for Higher Education

·Special leave for staff marriage

·Special medical leave in needy cases

·Yoga training/practice

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

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

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

17

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

35

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

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

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

47

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[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

All the employees of HITAM are given an induction training by the HR Representative on the roles and responsibilities. Every employee has set KRAs (Key Result Areas) to be performed for which KPI (Key Performance Indicators) are mentioned as targets.

Considering the target KPIs, the institution implements a formal assessment of Teaching and Non-Teaching faculty through "Annual Performance Appraisal" system. The appraisal report of faculty is made by the concerned head of the department on the basis of the contribution by that faculty to the department and institution in the areas of assigned responsibility. The components like results of students, publications in journals, conference presentations, activities organized and attended and other assigned administrative responsibilities form part of appraisal system. A standard Performance Management System(PMS) designed for this purpose is enclosed under additional information. The results for the above components are submitted by the concerned faculty with supporting proof to the concerned HOD, who evaluates the appraisal form and forwards the same to the HR representative. Any anomalies in this process can be represented by the faculty to the HR. HR also coordinates timely completion and necessary supporting documents with each case. These appraisal documents are forwarded to the principal for his recommendations. The Principal recommends the suitable increment to the concerned faculty as per the institutional norms in line with the AICTE guidelines. The management approves the recommendations of the Principal and sanctions the annual increments.

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

6.4 - Financial Management and Resource Mobilization

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

The Accounts department prepares the budget estimates by collecting the requirement with regards to recurring and non-recurring expenses at the department as well as at Institute level. The department conducts the budget meeting well in time before the commencement of academic year, collects the various requirements from the faculty and lab in-charges for the procurement of equipment (based on the changes in curriculum or based on obsolete items) and also separates budget for the maintenance of the equipment for conducting experiments for the coming semester. The HoDs conduct a meeting with the faculty members to collect the inputs regarding the activities planned for the coming academic year and prepares a budgetary requirement. The accountant collects the requirements of the budget from various departments

Once the budget is approved, the institute carries out two type of auditing; Internal and External.The institute also appoints an external auditor (registered firm) as per the income tax regulatory authority who carries out auditing of the institute budget and gives the valuable inputs to the management for effective planning and implementation of budgetary requirements.Once the budget is audited for a financial year the same will be made available on the college website.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during

the year (INR in Lakhs)

656000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

Mobilization of Funds:

The major source of revenue for the college is the Annual fee collected from students. The Telangana govt regulates fee to be collected from the students. It is fixed by Telangana Admission and Fee Regulatory Committee (TAFRC). The tuition fees for Economically weaker Sections (EWS) and students of backward and SC/ST are financed through scholarships from Telangana state government.

The other sources of income are:

1. Transport fees.

2. Admission fees.

3. Application Fees.

5. Examination Fees.

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

7.Contribution from Non Government Organizations

8.Contribution from Alumni

9. Funds are also mobilized through consultancy and philanthropic contribution.

Strategies for optimal utilization of financial resources:

During the budget preparation in the institution, all the HoDs and various section heads are requested to provide the annual budget requirements keeping in view of development and updating of laboratories, computing facilities, library, teaching-learning process, training, extension activities, software etc for approval of governing body.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell was started in the year 2015 to monitor the quality of services being provided by the institution to its stakeholders. An IQAC committee is framed with Principal as Chairman of the Committee , HoDs of all the departments, few Senior faculty, alumni, current student, people from industry as members of the IQAC Committee.

Following are the two practices which have been successfully implemented.

Practice 1: Implementation of Course File

A template of course file is shared by Lead - Teaching Learning Process with the faculty through respective HODs. All the faculty are asked to submit their course files in the given format within the specified due date. Special teams are made to audit the course files of different departments. Once the course file is audited, faculty have to make a presentation to the committee of senior management which includes demonstration of one topic in the chosen course. More emphasis is on the pedagogies chosen for the topics and delivery style.

Practice 2: ERP

HITAM uses an ERP tool called Engineering Colleges Automation Package (ECAP) which helps to manage all academic, administrative

and financial operations of the institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1yWTxfTvsAS2s4wZpkfq7ijc3FTR-_tSq/view?usp=sharing
Upload any additional information	View File

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

The formation of IQAC helped us to take appropriate measures and new initiatives to improve the teaching learning process, review the learning outcomes, formulate the structure and methodologies to carryout assessments at periodical intervals.

The two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC.

Example 1:TLP - Faculty Conclave

IQAC focuses on TLP has helped in maintaining transparency by adopting new techniques in teaching, meticulous evaluation, setting question paper following blooms taxonomy so as to achieve & attain course level objectives & outcomes; program level objectives & outcomes.

Faculty conclave is a half yearly event at HITAM to showcase the best pedagogies implemented by the faculty. All the faculty are asked to make a presentation for 10 minutes at the end of semester to share the best experiences in terms of implementation of innovative pedagogies.

Example 2:Lesson plan presentations

IQAC supports departments in organizing Lesson plan presentations before starting of the semester. Faculty should present the plan of executing syllabus in the predefined format given by IQAC with innovative pedagogies for better learning of the students.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/161x8fQLkDBkr3eLRitpuDPDaQQVX9M-C?usp=sharing
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Hyderabad Institute of Technology and Management strives to work on women empowerment through training programs and support in employment through the various initiatives/activities. Also in HITAM 30% of the faculty are women who were educated in terms of health through yoga, psychology sessions, leadership skills and various sports activities through women empowerment cell.

In this campus there is no discrimination against caste, creed, religion and gender including third gender. The Institute provides safety, security & counselling facilities to both male and female

students /staff through its well-defined equality, diversity & Non-discriminatory policy guidelines.

There are separate hostels with caring and responsive wardens; they provide appropriate security arrangements for boys and girls. There is rest room facility also provided separately for boys and girls in every campus.

Women empowerment cell carries out regular counselling to the female students in groups and at individual level. Special counselling facility is given by HITAM Phycologist.

n this campus well equipped common room is provided for female students where they can rest for a while in their stressful time. Electric Sanitary Pad Disposal Machine is installed in the girls common room. Lady attender takes care of the student's needs.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1iHzMDC8ZZz0 nShc9_wIiA_OQ85kdhlo5/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1iHzMDC8ZZz0 nShc9_wIiA_OQ85kdhlo5/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	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

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Solid waste management:

Inspired by Swatch Bharat Mission, Twin-Bin system is being used in
the Institute to segregate recyclable and biodegradable waste. All
departments and classrooms are provided with dustbins for dry
wastage which are emptied every evening. Professional contractors
collect the recyclable waste and biodegradable waste. Chemical and
hazardous waste from laboratories is disposed as per MSDS.

E-Waste Management:

• All Electronic waste CPU's, Hard disks, Laboratory Equipment scrap
is sent to the market either for repair or returned to the suppliers
for disposal as per the manufacturer's policy

• Obsolete yet workable computers, printers and other equipment
discarded by departments are donated to Arutla foundation

Liquid Waste Management:

At our campus, we treat wastewater through Sedimentation. The
treated water is used as natural organic compost for gardening.

Liquid waste from the points of generation like the canteen and
toilet in college is segregated and let out through common drainage
facility to a waste water tank at the corner in the campus.

Sewage Treatment Plant (STP) of 5000 L/day capacity is in use in the
Institution campus. The treated water is used for flushing and
gardening purpose.
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File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available	A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

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

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

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like (1) Women's day (2) Yoga

day along with many regional festivals like Bathukamma and Dasara are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. Jail camps are organized in the jugular schools. All these facilities to the society are provided irrespective of their caste, creed, color, sex or socioeconomic background.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	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

We believe in giving holistic all round education to the students. And sensitizing students on our constitutional rights, values, duties and responsibilities is one of the primary education given at the institute through various means.

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Also, all students take a course on Environment studies in their first year which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc.

In addition to this many regular programsalsoseminars and workshops are conducted on days of national importance on various rights, duties and responsibilities of citizens. Seminars on topics like Right to Information, sexual harassment are conducted periodically. In Right to Information seminar, various sections and categories of the act are explained.

NSS unit of the institution conducts a cleanliness drive to mark the occasion of Swachh Bharat Abhiyan in the college campus as well as

in the nearby village area.

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

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	[View File](#)

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

All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Every year students come together and perform cultural programs like dance, skits highlighting societal problems. The student staff and alumni participate and rejoice during this celebration with great patriotic fervor.

The Institution also commemorates the birth / death anniversaries of great Indian personalities like Dr.A.P.J Abdul Kalam, Dr. Babasaheb Ambedkar and Mahatma Gandhi etc. The students share the teachings of

these eminent personalities through speeches and posters. On Teachers day too, the students'council puts up a show to express their love and gratitude for their teachers and salute the great Teacher Dr.Sarvepalli Radhekrishnan.

The annual technical festival of the college is celebrated on Sept 15, every year to commemorate the birth anniversary of Shree Mokshagundam Visvesvaraya. The institute organizes project exhibitions and also conducts technical events as a tribute to the greatest Indian engineers. The students come together to mark this day by organising many events and activities related to printing technology. Institute takes special efforts to promote technical culture by organising activities under various professional communities and celebrating foundation days of IEEE and IETE professional chapters.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	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 PRACTCE 1:STUDENT SKILL DEVELOPMENT CENTER

Objective:This institution sought to impart qualitative education in the field of Engineering and Management. Transformation at HITAM does not stop with mere physical infrastructure; it extended far beyond. It has manifested as best practices, which have evolved with continuous refinement, in this process the Students Skill Development Centre is established in HITAM keeping in the view of doing engineering rather than studying engineering. The objective of this centre is to bring holistic development in the student and make them contribute to the society through the engineering knowledge by filling the gap between academic world and industry.

BEST PRACTCE 2:STUDENT SELF GOVERNANCE

Objective:

The objective of Student Self Governance is to protect and improve the rights, opportunities, and quality of life of every student at the Institutional level.This approach means that students agree to self-regulate their actions in order to maintain a healthy and safe community. With self-governance, students are responsible and accountable for their choices, words, and actions as individual members of the campus community.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

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

HITAM TOASTMASTERS CLUB:

Toastmasters International is a nonprofit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs.The HITAM Toastmasters Club was chartered on October 1st, 2018 with TM Lasya (Then MECH Final year student) as the chartering president of the club. With the help of Mr.Surendra Bandi and many other Toastmasters in Hyderabad who came from other clubs. Toastmaster Joy, TM Shubhangi, TM Akhilesh, TM Shivraj, and others were prominently involved in the process. Today, the club is constantly supported by HITAM Management through financial sponsorships and organizing unique events that revolve around public speaking and leadership. HITAM Toastmasters is the most renowned toastmasters club in India and won many awards and recognitions. This is one of the distinctive practice in HITAM which helps students to improve thier communication skills and leadership skills.

This club helps in holistic development of the student.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Becoming an UGC Autonomous Institution

2. Initiating Minor degree programs at the institution

3. NBA Accreditation status for EEE & Mechanical Departments

4. Implementing Doing Engineering as a credit course

5. NBA compliance submission for ECE and CSE Departments

6. Performace improvements in Institutional rankings like ARIIA