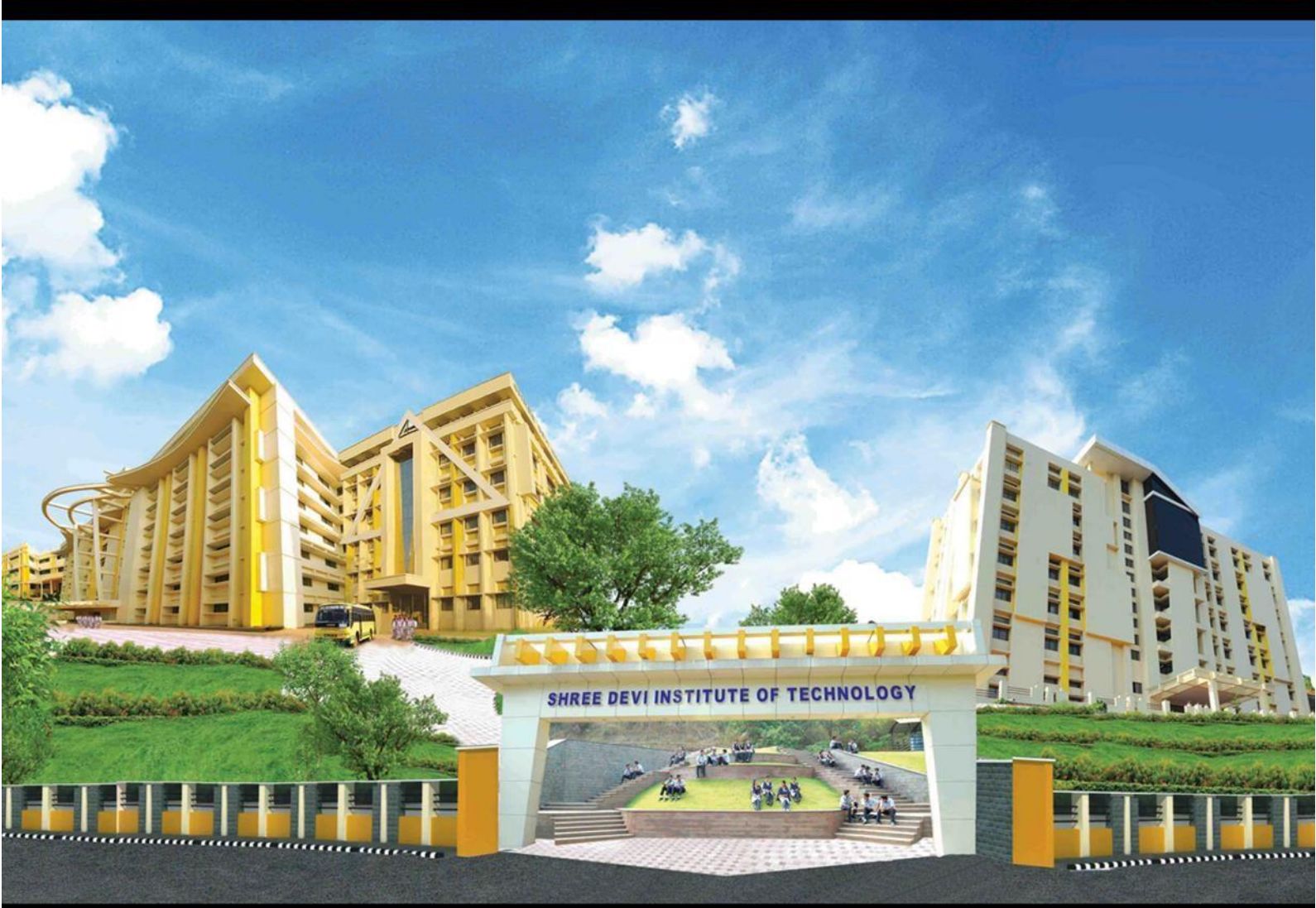




SHREE DEVI INSTITUTE OF TECHNOLOGY

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Criterion 6 – Governance, Leadership, and Management

Key Indicator- 6.2 Strategy Development and Deployment

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

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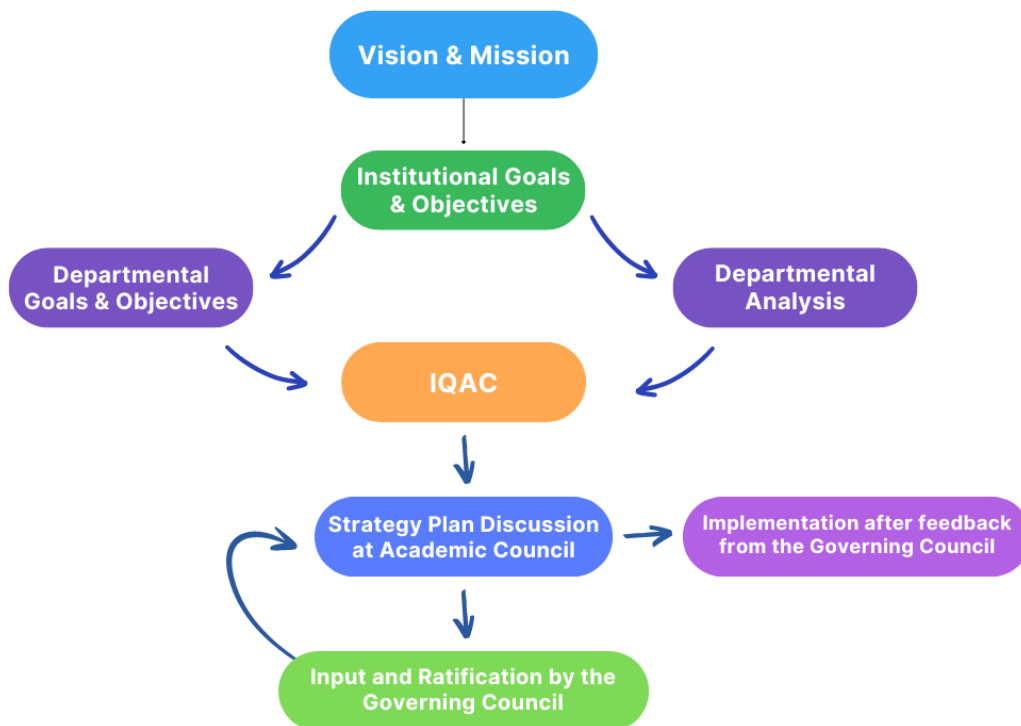
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6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc (8)

Shree Devi Institute of Technology is committed to impart quality technical education in rural area to empower youth. The Perspective Plan is prepared to fulfil the aspirations of the institution and individual departments. The Perspective Plan of the institution is prepared by the Principal in consultation with the HODs. IQAC provides suggestions to prepare the plan. This plan is then forwarded to the management for suggestions and approval. All suggestions from the Governing Council are considered and executed.

The flow chart of the entire process is presented below.





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Sl. No.	Participative management measures	View Documents
1.	Service rules of the institution	VIEW
2.	Strategic plan – 2018 approved by GC	VIEW
3.	Outcome of Strategic Plan – 2018 placed in GC meeting 2023	VIEW



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SHREE DEVI INSTITUTE OF TECHNOLOGY

KENJAR

SERVICE RULES





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CHAPTER : I

1. TITLE AND COMMENCEMENT

1.1 These rules shall be called service rules for the employees of the educational institutions administered by Shree Devi Institute of Technology.

1.2 These rules shall come into force from the date of approval by then Governing council of the Institution and shall apply to all the employees hereafter defined, on the date of approval by the Governing council and who joined the employment thereafter.

1.3 These rules shall apply to full time teaching/non-teaching employees.





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CHAPTER : II

2. APPOINTMENT CONFIRMATION, TERMINATION & RETIREMENT

2.1 All appointments of all categories shall be approved/ratified by the Governing council.

2.2 The Vice-Chairman of Shree Devi Education Trust shall be the competent authority to issue the appointment letter to all Employees.

2.3 A candidate appointed shall assume charge of the post for which he/she was appointed within the period specified in the appointment .

2.4 AT THE TIME OF JOINING THE CANDIDATE SHALL COMPLETE THE FOLLOWING FORMALITIES

2.4.1 Submission of Joining Report.

2.4.2 Submission of Copies of Educational Certificates along with originals for verification.

2.4.3 Submission of Relieving Letter from the previous employer

2.4.4 Submission of Evidence of date of birth/proof of age.

2.4.5 Nomination for Provident Fund/Gratuity in prescribed form (if eligible)

2.4.6 Application for Identity Card along with three passport size photos.

2.4.7 Application for opening Bank Account

2.5 SERVICE RECORDS:

A Service Register shall be maintained for every employee showing among other things, his/her permanent address, date of appointment, consolidated pay, scale of pay on which he/she was appointed increments given from time to time, leave availed of transfers, promotions, suspensions, punishments etc., The Register shall be opened immediately after the employee report for duty and to be updated periodically.

2.6 TERMINATION OF SERVICE:

2.6.1 The Management may terminate the services of an employee after giving three months notice or pay in lieu thereof, no such notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with these rules.





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2.6.2 The services of a probationer may be terminated by giving one month notice or salary in lieu thereof.

2.6.3 The Governing Body may curtail or waive the notice period or payment in lieu thereof in appropriate cases at its discretion if requested by the employee.

2.7 RESIGNATION:

When an employee tenders resignation to the post held by him/her, the following points shall be verified before accepting the resignation.

2.7.1 Whether the resignation is not in the middle of the academic session prescribed by Affiliating University.

2.7.2 Whether the three months notice or salary equivalent to the notice period has been paid.

2.7.3 Whether dues or no dues certificate has been obtained from a different Department/ Section of the Institution.

2.7.4 The Head of the department shall forward the resignation letter to the Principal with suitable opinion/ remarks for orders/ acceptance.

2.7.5 The Vice-Chairman of Shree Devi Education Trust shall be the competent authority to accept the resignation of all Employees.





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CHAPTER – III

3. HOURS OF WORK & HOLIDAYS

3.1 All employees are required to work for a minimum of 5 ½ days for Teaching Faculty and 6 days a week for Non Teaching faculty.

3.2 Duty hours for Staff:

9:00 A.M to 5.00 P.M with Lunch Break of One hour between 12:00 Noon to 2 P.M.

On Saturdays for Teaching Faculty 9:00 A.M to 1:00 P.M

3.3 The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.

3.4 All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work including on Sundays and holidays if required. They shall not be entitled to any extra remuneration for such work except for compensatory leave .

3.5 ATTENDANCE:

3.5.1. All employees shall mark their attendance in their respective Attendance Register maintained in the office of the college.

3.5.2 No employee reporting fifteen minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the Head of the Institution.

3.5.3 Any employee found absent from his/her place of work during working hours without prior permission of the Head of the Institution, is liable to be treated as absent for the day.





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CHAPTER –IV

4. DUTIES AND CONDUCTS

4.1 CODE OF CONDUCT FOR TEACHERS:

- 4.1.1 Teachers must see that he/she is giving his /her attention to the students.
- 4.1.2 No Teacher is permitted to inflict corporal punishment on a student.
- 4.1.3 Teachers are required to maintain an Attendance Register of a student.
- 4.1.4 Teachers are required to maintain their Teacher's diary of their respective subject.
- 4.1.5 Teachers are expected to maintain all academic records like Attendance Registers , Internal Assessment Books and all Academic marks of their students from time to time.
- 4.1.6 Teachers shall follow the duties/workload as prescribed by VTU or as per norms of AICTE, Management or the competent authority shall have the final say in assigning duties/workload.

4.2 CODE OF CONDUCT FOR TEACHERS & EMPLOYEES:

- 4.2.1 Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the Institution and abide by the rules made from time to time.
- 4.2.2 An employee is required to accept any work allotted to him by the head of the Institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the Institution.
- 4.2.3 Employees shall take proper care of machines, tools, materials, equipment, furniture and all other property of the Institution movable and immovable.
- 4.2.4 No employee shall misuse or carelessly use the material and facilities provided by the Institution.
- 4.2.5 No employee shall tamper or cause it to be tampered with the records or notices of the Institution.
- 4.2.6 No employee shall indulge in quarrels, cross-talking, abuses, flights, violence or any other disorderly or indecent behavior on the premises of the Institution.
- 4.2.7 No employee shall indulge in activity which may embarrass the cause of the Institution.





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CHAPTER-V

5.LEAVE

5.1 GENERAL CONDITIONS

5.1.1 Employees are eligible for 10 days Privileged Leave along with 15 days casual leave.

5.1.2 If an employee desires to take a leave he/she make an application in writing giving sufficient time to the principal to respond.

5.2 CASUAL LEAVE:

5.2.1 Casual Leave is initially meant for a short period of absence necessitated by sudden and unforeseen urgent work.

5.2.2 No employee has the right to grant of casual leave. The principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the Institution.

5.2.3 Casual leave may be granted not more than 3 days at a time.

5.2.4 Late arrival and early departure for personal purposes is considered as one day of absence.

5.3 SPECIAL CASUAL LEAVE:

5.3.1 Special Casual Leave may be granted to an employee for a period not exceeding fifteen days in any one calendar year.

5.3.2 For participation in sports & Educational Programmes (e.g. Seminar/ Conferences/ Workshops) events of University / State/ National or International importance only one event of its kind in a year is permitted.

5.4 EXTRAORDINARY LEAVE

5.4.1 Extraordinary leave may be granted at the discretion of the principal without pay to a teaching and non teaching staff in special circumstances such as when other leave is admissible, but the staff applies in writing for the grant of extraordinary leave.

5.5 LEAVE WITHOUT PAY

5.5.1 For absence exceeding the permitted leave, salary will be deducted at the end of month.

5.5.2 The maximum period of the special leave is six months.

5.5.3 No salary of any kind is admissible for this period of leave.





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CHAPTER: VI

6. OBLIGATIONS OF THE EMPLOYEE:

- 6.1 Every employee shall observe courtesy and politeness
- 6.2 No employee shall enter into monetary dealing with his/her colleagues subordinates, clients or customers nor shall he accept any present from them.
- 6.3 No employee shall use the Institutions name or properties for his/her own purpose and benefits, except when permitted to do so by the Management in writing.
- 6.4 Every employee shall present himself/herself in his/her seat/duty place at the prescribed time.





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CHAPTER-VII

7. EMPLOYEES PROVIDENT FUND AND PENSION SCHEME

The Non Teaching employees are covered by the Employees Provident Funds and Miscellaneous Provisions Act, 1952. The application of these rules is mandatory to all employees. According to these Rules, the employee shall contribute towards PF contribution at the rates prescribed in the Rules and matching share of contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner, Karnataka, Bangalore.

Every month towards crediting the amount to PF Account and Pension Fund Account. The payment of contributions shall cease, on the employee quitting from the service either on resignation, dismissal or by retirement. The accumulated PF contributions will be paid to the employees directly by the Regional Provident Fund Commissioner, Karnataka, Bangalore. For details with regard to PF and Pension benefits, the Employees Provident Fund and Miscellaneous Provisions Act, 1952 be referred.





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CHAPTER VIII

8. RETIREMENT

Every employee shall retire from service on attaining the age of 60 years. The Management may grant extension at its discretion, provided the employee is fit for such an extension and has no mental or physical incapacity which disqualifies him/her from such an extension. The extended period will not be treated as continuity in service.





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CHAPTER IX

9. DISPLAY OF RULES

These Rules may be displayed on the Notice Board or such other places as specified by the Head of the Institution.





SHREE DEVI INSTITUTE OF TECHNOLOGY

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Strategic Plan - 2018 approved by GC





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SHREE DEVI INSTITUTE OF TECHNOLOGY

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CIRCULAR

Date: 09/11/2018

The Governing Council meeting is scheduled on 17th November 2018 at 11 A.M at Board Room, Shree Devi Institute of Technology, Kenjar, Mangalore. All the members are requested to attend the meeting.

Agenda of the meeting:

1. Presentation of admission statistics 2018-2019.
2. Presentation of academic progress/University results of academic year 2017-2018.
3. Presenting placement statistics 2018-2019.
4. Ratification of appointment of faculty members recruited.
5. Audited statement of income and expenditure for the year 2017-2018.
6. Conduct of "Shree Devi Sambhram -2019"
7. Budget for the financial year 2019-2020.
8. Presentation of Perspective Plan of the institution 2018-2023
9. Any other matter(s) with the permission of the honorable Chairman

Copy for information to,

- All the members of GC


PRINCIPAL

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The Chairman welcomed all the members and initiated discussions of the agenda. The Principal presented the proceedings of the previous Governing Council Meeting held on 25/05/2018 and the same is approved by the committee.

- 1. Presentation of admission statistics 2018-2019:** The member secretary presented the admission statistics for the academic year 2018-2019. It is decided to formulate an effective strategy to improve the student's admission for the branches wherever less admissions were observed.
- 2. Presentation of academic progress/University results of academic year 2017-18:** The member secretary presented details of student achievements in various events, university ranks and university results. The members of the governing council appreciated the academic progress.
Two students of SDIT secured university ranks for the academic year 2017-2018
Ms. Anusha from MCA department secured 3rd rank.
Ms. Sandhya T J from MBA department secured 3rd rank.
- 3. Presenting Placement Statistics 2018-19:** The member secretary of Governing Council presented the placement statistics of the academic year 2018-19. He informed the members that the total of 333 offers were made to the students during the current academic year.
- 4. Ratification of appointment of faculty members recruited after the GC meeting held on 25/05/2018:**

The following members were recruited after the previous GC meeting:

Sl No	Name of the candidate	Post
Department: Computer Science & Engineering		
1	Mrs. Nisha Veronika Coutinho	Asst. Professor
Department: Electronics & Communication Engineering		
2	Ms. Sheryl Iona Aiman	Asst. Professor
Department: Master of Computer Applications		
3	Ms. Nuthan J E	Asst. Professor

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Minutes of GC Meeting held on 17/11/2018

Proceedings of the Governing Council Meeting held on 17th November 2018 at 11 A.M. at Board Room, Shree Devi Institute of Technology, Kenjar, Mangalore.

Members Present:

1. Mr. A Sadananda Shetty– Chairman
2. Mr. Nidhish S Shetty- Vice Chairman
3. Mrs. Maina S Shetty-Secretary
4. Mrs. Priyanka N Shetty – Trustee
5. Dr. S.N. Sreedhara - Vice Chancellor's Nominee
6. Dr. K.E. Prakash – Member
7. Prof. Anand S Uppar –Member
8. Dr. Vijaya D P Alva – Member
9. Prof. Nethravathi P. S – Member
10. Dr. Dilip Kumar K – Member Secretary

Agenda:

1. Presentation of admission statistics 2018-2019.
2. Presentation of academic progress/University results of academic year 2017-2018.
3. Presenting placement statistics 2018-2019.
4. Ratification of appointment of faculty members recruited.
5. Audited statement of income and expenditure for the year 2017-2018.
6. Conduct of "Shree Devi Sambhram -2019"
7. Budget for the financial year 2019-2020.
8. Presentation of Perspective Plan of the institution 2018-2023
9. Any other matter(s) with the permission of the honorable Chairman

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The above appointments were noted and resolved to approve the same.

5. Audited Statement of Income and Expenditure for the year 2017-18:

The Audited statement of Income and Expenditure for the year 2017-18 presented and approved.

6. Conduct of "Shree Devi Sambhram -2019": A National level Technical/Cultural fest "Shree Devi Sambhram" will be conducted on 25/4/2019 and 26/4/2019 and the estimated expenditure of Rs.27 Lakhs is approved by the governing council.

7. Budget for the financial year 2019-2020: The member secretary presented the budget for the financial year 2019-20 for the approval of governing council. The members of the council discussed about the proposed budget and approved the same for financial year 2019-2020.

8. Presentation of Perspective Plan of the institution 2018-2023 : Considering the changing academic requirements in the education the Principal presented the Five Year Perspective Plan 2018 - 2023 ensuring the quality enhancement in the academic delivery at the institution. Discussion is done on the different dimensions of Five Year Perspective Plan and it is resolved to approve the same. It is also suggested to present yearly discussion on progress of the Perspective Plan.

The meeting concluded with vote of thanks by the Principal.


(Dr. Dimp Kumar K)
Principal
SHREE DEVI INSTITUTE OF TECHNOLOGY
KENJAR

Copy to:

1. The Vice-Chairman , SDET
2. The Director , SDIT
3. The GC

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Short Term and Long Term Strategic Plans of SDIT (2018-2028)

Sl No.	Short Term Goals (2018-2023)
1.	To ensure that all departments adopt OBE based education strengthened with focus on skill development
2.	To develop skill development courses at SDIT
3.	An ERP system to be adopted for admissions , administration and finance(e-Governance)
4.	To strengthen industry-institution interaction through training programmes and increasing collaboration with the industries.
5.	To provide consultancy services in the field of Civil engineering
6.	To start UG programmes in the enhanced areas of Engineering & Technology
7.	To provide ICT facilities to all classrooms , seminar halls and Laboratories
8.	To teach one add-on course per semester for every program in addition to university curriculum.

Sl.No.	Long Term Goals (2018-2028)
1.	Include IQAC as a part of Quality Assurance and Quality improvement.
2.	To obtain NAAC accreditation for SDIT.
3.	To obtain NBA accreditation for all eligible branches (Programs) run by SDIT.


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Outcome of Strategic Plan 2018 placed in GC Meeting 2023





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CIRCULAR

Date: 23/03/2023

The Governing Council meeting is scheduled on 30th March 2023 at 10.30 A.M. at Board Room, Shree Devi Institute of Technology, Kenjar, Mangalore. All the members are requested to attend the meeting.

Agenda of the meeting:

1. Presentation of admission statistics 2022-2023.
2. Proposal for the Additional UG Courses from 2023-2024.
3. Presentation of academic progress/ University results of academic year 2021-2022
4. Presenting Placement Statistics 2022-2023
5. Ratification of appointment of faculty members recruited
6. Audited statement of expenditure for the year 2021-2022
7. Conduct of "Shree Devi Sambhram -2023"
8. Budget for the financial year 2023-2024
9. Discussion on Perspective Plan 2018-2023
10. Any other matter(s) with the permission of the honorable Chairman.

Copy for information to,

- All the members of GC

PRINCIPAL
Principal
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Minutes of GC Meeting held on 30/03/2023

Proceedings of the Governing Council Meeting held on 30th March 2023 at 10.30 A.M. at Board Room, Shree Devi Institute of Technology, Kenjar, Mangalore.

Members Present:

1. Mr. A Sadananda Shetty– Chairman
2. Mr. Nidhish S Shetty- Vice Chairman
3. Mrs. Maina S Shetty-Secretary
4. Mrs. Priyanka N Shetty – Trustee
5. Dr. K.R. Dinesh– Vice Chancellor’s Nominee
6. Prof. Anand S Uppar –Member
7. Dr. Vijaya D P Alva – Member
8. Dr. K.E. Prakash – Member Secretary

Agenda:

1. Presentation of admission statistics 2022-2023.
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The Chairman welcomed all the members and initiated discussions of the agenda. The Principal presented the proceedings of the previous Governing Council Meeting held on 07/04/2022 and approved the same.

1. **Presentation of admission statistics 2022-2023:** The member secretary presented the admission statistics for the academic year 2022-2023.
2. **Proposal for the Additional UG Courses from 2023-24 :** The member secretary proposed to apply for additional UG courses , increase in intake and reduction in intake as per given below from the academic year 2023-2024:

Reduction in intake:

Course (1) B.E. in Mechanical Engineering from 90 to 60

Course (2) B.E in Civil Engineering from 90 to 60

Increase in intake:

Course (1) B.E in Electronics & Communication Engineering from 90 to 120

Course (2) M.B.A from 120 to 180

Course (3) M.C.A from 90 to 120

Starting of new UG Courses:

Courses (1) Computer Science and Engineering (AI and ML)

(Intake 30)

Courses (2) Artificial Intelligence (AI) and Data Science (Intake 30)

3. **Presentation of academic progress/ university results of academic year 2021-2022:** The member secretary presented details of student achievements in various events, university ranks and university results. The members of the governing council appreciated the academic progress and expressed their satisfactions.

Two students of SDIT secured ranks for the academic year 2021-2022

Ms. Sahana Polampalli secured 4th rank in Aeronautical Engineering

Ms. Aparna Suresh secured 6th rank in Civil Engineering

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- 4. Presenting Placement Statistics 2022-2023:** The member secretary presented the placement statistics of the academic year 2022-23. He informed the members that the total of 275 offers were given to the students during current academic year.
- 5. Ratification of appointment of faculty members recruited after the GC meeting held on 07/04/2022:**

The following members were recruited after the previous GC meeting:

Sl No	Name of the candidate	Designation
Department: Aeronautical Engineering		
1	Mr. Levi Reuben	Asst. Professor
Department: Computer Science & Engineering		
2	Ms. Amulya	Asst. Professor
3	Mrs. Akhileshwari K G	Asst. Professor
4	Mrs. Nishmitha M R	Asst. Professor
5	Ms. Tejakshi	Asst. Professor
Department: Master of Computer Applications		
6	Mrs. Saraswathi R Devadiga	Asst. Professor
Department: Electronics & Communication Engineering		
7	Mrs. Nischitha	Asst. Professor
8	Mr. Mohan Kumar M	Asst. Professor
Department: Engineering Mathematics		
9	Mrs. Chitra K	Asst. Professor
10	Ms. Shwetha Rai M	Asst. Professor

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Department: Engineering Physics		
11	Ms. Keerthana K.G	Asst. Professor
Department: Master of Business Administration		
12	Ms. Rachal Sweety	Asst. Professor

The above appointments were noted and resolved to approve the same.

- Audited Statement of Expenditure for the year 2021-2022:** The Audited statement of Income and Expenditure for the year 2021-2022 presented and approved.
- Conduct of "Shree Devi Sambhram -2023":** A National level Technical/Cultural fest "Shree Devi Sambhram" is planned to conduct on 5/5/2023 and 6/5/2023 and the estimated expenditure is Rs.30 lakhs.
- Budget for the financial year 2023-24:** The member secretary presented the budget for the financial year 2023-24 for the approval of governing council. The members of the council discussed about the proposed budget and approved the same for financial year 2023-2024.
- Discussion on Perspective Plan 2018-2023:** The Principal presented the progress and report on the Five Year Perspective Plan of the institution.

The meeting concluded with vote of thanks by the Principal.

(Dr. K.E. Prakash)

Principal

Principal

SHREE DEVI INSTITUTE OF TECHNOLOGY
MANGALORE

Copy to:

1. The Vice-Chairman , SDET
2. The Director , SDIT
3. The GC

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Short term plans of Shree Devi Institute of Technology (2018-2023)

Sl No.	Short Term Goals	Outcomes
1.	To ensure that all departments adopt OBE based education strengthened with focus on skill development.	OBE has been initiated for all courses. PO/CO and attainments were planned from 2019-2020.
2.	To develop skill development courses at SDIT.	Spoken language and communication classes are introduced and clubs like Github and Codersnexus have been introduced to promote certification courses.
3.	An ERP system to be adopted for admissions, administration and finance(e-Governance).	A customized ERP (DHI) has been adopted for admissions, mentoring and academics.
4.	To strengthen industry-institution interaction through training programmes and increasing collaboration with the industries.	34 MOU/ Collaboration with Corporate and Institutions successfully completed.
5.	To provide consultancy services in the field of Civil engineering.	Consultancy services for Water Quality Testing and Consultancy services for Infrastructure projects provided.
6.	To start UG programmes in the enhanced areas of Engineering & Technology.	New branches AI & ML and AI & DS are started from the current academic year.
7.	To provide ICT facilities to all classrooms, seminar halls and Laboratories.	ICT facilities are enabled in all the class rooms, seminar halls and laboratories.
8.	Teach one add on course per semester for every program in addition to university curriculum.	Add on courses are introduced and conducted as scheduled.





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Long Term plans of Shree Devi Institute of Technology (2018-2028)

Sl No.	Long Term Goals	Outcomes
1.	Include IQAC as a part of Quality Assurance and Quality improvement.	Members were constituted as per NAAC guidelines and initiated IQAC activities from 2018-2019
2.	To obtain NAAC accreditation for SDIT.	NAAC work is in progress and will be applying in this academic year.
3.	To obtain NBA accreditation for all eligible branches (Programs) run by SDIT.	

PRINCIPAL
Principal
SHREE DEVI INSTITUTE OF TECHNOLOGY
MANGALORE

