INTERNAL ACADEMIC AUDIT

TECHNO INTERNATIONAL NEW TOWN

INTERNAL ACADEMIC AUDIT PROFORMA

Academic Year: 2018 - 19

Date of Audit: 17th August 2018

Sl. No	Particulars	Verification [Y/N]	Observations
Curriculum Aspect			
01	Well planned academic calendar for effective curriculum delivery	Y	
02	Curriculum in line with PO, PSO?	Y	
03	Course File is well organized with proper documentation	Y	
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	**A few no of subjects regarding those topics are incorporated in the syllabus**
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	**Industrial Training has been included in the curriculum**
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	Y	**Feedbacks had been considered and following necessary actions to be taken by DAC after meeting between stakeholders & department**
Teaching Learning and Evaluation			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	**After analyzing the assessment score DAC had generated action taken report which was followed accordingly**
09	Student – Full time teacher ratio is satisfied?	Y	
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Y	**Group participation in different inter & intra college project competition**
11	ICT enabled Teaching / Examination / evaluation are in practice?	N	**Followed the exam conduction structure given by MAKAUT as well as internal monitoring was being continued by respective faculties**
12	Ratio of mentor to students for academic and other related issues	Y	
13	Average teaching experience of full time teachers in the same institution	Y	**8 Yrs**
14	Whether the number of teachers who received awards and recognitions is satisfied?	N	**Not adequate achievement in number**
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	**Assignments were given by corresponding teacher along with centralized Unit Test**

Sl. No	Particulars	Verification [Y/N]	Observations
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	N	**Such kind of things have not been faced by department itself till now**
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	**Alignment of CO-PO/PSO & BT level of questions made the thins more smooth**
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	**Each Semester Result attainment**
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	
20	Average pass percentage reviewed?	Y	**End Semester Result analysis**
21	Course Exit Survey is taken after completion of each course?	Y	**Survey is done on basis of level of satisfaction with the course & lab infrastructure, teaching methods & outcome of course**
22	Program Exit Survey is taken after completion of Program?	Y	**DO**
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	Y	
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	N	
26	Institute supports on patents published / awarded?	NA	
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	N	
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	**Students participation was obvious in inter & intra college project competition**
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	NA	
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	
31	ICT - enabled facilities	Y	**Moodle**
32	Student - Computer ratio / available bandwidth of internet	Y	
33	Facilities for e-content development	Y	
34	Budget allocation is satisfied?	Y	
Student Support and Progression			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	**Government funded scholarships were provided**
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
37	Redressal of student grievances / ragging / Sexual harassment	Y	**Anti Ragging committee consisted a member from each department**
38	Students qualifying in state/ national/ international level examinations	Y	
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	
40	Awards won by students for outstanding performance in extra-curricular activities	N	
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	Y	
42	Sports and cultural events / competitions organized	Y	
43	Registered and functional alumni association / alumni contribution	N	
Grievance, Redressal and Management			
44	Registered and functional alumni association / alumni contribution	N	
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	
47	Faculty and staff effective welfare measures are satisfactorily	Y	
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	
49	Professional development / administrative training Programmes organized / attended	Y	
50	Internal and external financial audits	Y	
51	Facilities for / cultural activities, yoga and sports	Y	
52	Hostel facility / guest room facility / Secured Campus	Y	
53	Infrastructure augmentation	Y	
54	Innovation and Start up cell	N	
55	Research Facilities	Y	
56	Is library automated using LMS?	N	
Institutional Values and Best Practices			
57	Promotion of gender equity	Y	
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	Y	
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	Y	
60	National and international commemorative days, events and festivals observed?	Y	
61	Any best practices adopted by the Institute?	Y	

Summary: The internal academic audit for the academic year 2018-19 at Techno International New Town was conducted on 9th August 2018. The audit encompassed various aspects of curriculum, teaching, research, infrastructure, student support, and institutional values. Here are the key findings:

- Environmental sustainability, gender issues, human values, and professional ethics are integrated into the curriculum.
- Industrial training for every student.
- Stakeholder feedback is regularly collected and acted upon.
- The department assesses learning levels and organizes special programs for advanced learners and slow learners.
- The student-to-full-time-teacher ratio is satisfactory, and student-centric methods are employed.
- Grievances related to teaching, learning, examination, evaluation, or facilities are well-addressed.
- Facilities for conference rooms, and laboratories are adequate..
- The budget allocation is within satisfactory level
- Benefits received by students from scholarships, career counseling.
- Encourage students for competitive examinations.
- Regular organizations of Capacity development and skills enhancement initiatives.
- Mechanisms for redressal of grievances, ragging, and sexual harassment are in place.
- The institution has a good track record of student placements and progression to higher education.
- The institution promotes gender equity and has facilities for alternate energy sources and waste management.
- Green campus initiatives and environmental audits are conducted.
- National and international commemorative days are observed, and best practices are adopted.

Suggestion:

1. Increase the number of teachers receiving awards and recognitions by inspiring facilities.
2. Regularize workshops and seminars on research methodology, IPR, and entrepreneurship to enhance student skill & faculty development criterions.
3. Improve the support for publishing and awarding patents and increase scholarly outputs.

Observations:

1. The audit highlights several strengths, including well-organized curriculum delivery, student support mechanisms, and infrastructure facilities.
2. Areas for improvement include research output, recognition of faculty achievements, and regularization of research-related workshops.
3. The institution's commitment to holistic development and sustainability practices is commendable
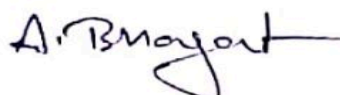
VERIFIED BY DAC

1. Indrajit Pandey
2. Rajib Barui
3. Nantu Das
4. Abhijit Kumar Bhagat

Name & signature of DAC members

Indrajit Pandey
HOD - AEIE Dept.
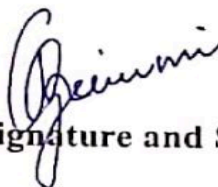**Techno International New Town**
Formerly (Techno India College of Technology)
Block-DG, AA-1, New Town, Rajarhat, Kol. - 156

Signature of HOD

Signature of IQAC Coordinator

Signature and Seal of Director

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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

TECHNO INTERNATIONAL NEW TOWN

BASIC SCIENCE AND HUMANITIES DEPARTMENT

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT PROFORMA

Academic Year: 2018-19

Date of Audit: 17/08/2018

Sl. No	Particulars	Verification [Y/N]	Observations
		Curriculum Aspect	
01	Well planned academic calendar for effective curriculum delivery	Y	
02	Curriculum in line with PO, PSO?	Y	**For the subjects provided by the Department of BSH, Program Specific Outcomes (PSOs) are partially aligned with the curriculum.**
03	Course File is well organized with proper documentation	Y	
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	**The primary goal of all BSH courses is to enrich the technical skills of undergraduate students.**
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	**There are many regular and mandatory courses from 2nd year onwards designed to focus on the prescribed topics.** ● **Environmental Sciences (MC401, MC-ES301, MC(EE)401, MC381)** ● **Values & Ethics (HU 301, HU 401)** ● **Principles Of Management (HU601)**
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	**Value added courses includes :** ● **Employability Enhancement Program** ● **Statistical Analysis using Python , are introduced and implemented for the B.Tech students for their overall Growth and Development.**

Sl. No	Particulars	Verification [Y/N]	Observations
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	Y	**Every year, BSH hosts a guardian meeting to gather feedback on the first-year syllabus and teaching-learning methods.**
	Teaching Learning and Evaluation		
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	
09	Student – Full time teacher ratio is satisfied?	Y	**28.89**
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Y	**BSH frequently hosts seminars and expert discussions, nurturing interactive learning consistently.**
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	**Teaching : Teaching in blended mode, where MS Teams, moodle platform, google meet platforms are provided by college**
12	Ratio of mentor to students for academic and other related issues	Y	**On an average mentor to mentee ratio is 1:25**
13	Average teaching experience of full time teachers in the same institution	Y	**6.03**
14	Whether the number of teachers who received awards and recognitions is satisfied?	N	
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	Y	**Evaluated answer scripts of unit tests are shared with the students and discrepancies are addressed, if found.**
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	
20	Average pass percentage reviewed?	Y	
21	Course Exit Survey is taken after completion of each course?	Y	
22	Program Exit Survey is taken after completion of Program?	N	
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	1	.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	Y	
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	
26	Institute supports on patents published / awarded?	Y	
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	**Faculties from BSH are engaged extensively in various research activities.**
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	● **Exhibitions cum sale of handicrafts on Saraswati Puja,** ● **Blood donation camp association with Coffee house social service association** ● **Literacy campaigning for underprivileged children** ● **Awareness session and kit distribution on health and hygiene for underprivileged children**

Sl. No	Particulars	Verification [Y/N]	Observations
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	N	
31	ICT - enabled facilities	Y	
32	Student - Computer ratio / available bandwidth of internet		**Not Applicable**
33	Facilities for e-content development	N	
34	Budget allocation is satisfied?	Y	
Student Support and Progression			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	
37	Redressal of student grievances / ragging / Sexual harassment	Y	
38	Students qualifying in state/ national/ international level examinations		**Not Applicable**
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	**English training and placement classes to promote Campus Placement drive, Mathematics classes to assist students in GATE exams.**
40	Awards won by students for outstanding performance in extra-curricular activities	Y	
41	Presence of Student Council are well encouraged with satisfied number of	N	

Sl. No	Particulars	Verification [Y/N]	Observations
	student participation on Academic and administration activities		
42	Sports and cultural events / competitions organized	Y	
43	Registered and functional alumni association / alumni contribution	N	
Grievance, Redressal and Management			
44	Registered and functional alumni association / alumni contribution	N	
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	
47	Faculty and staff effective welfare measures are satisfactorily	Y	**During long medical leave, college staff members get their full salary paid directly into their bank accounts, even if it's longer than the usual allowance.**
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	
49	Professional development / administrative training Programmes organized / attended	Y	
50	Internal and external financial audits	Y	
51	Facilities for / cultural activities, yoga and sports	Y	
52	Hostel facility / guest room facility / Secured Campus	Y	
53	Infrastructure augmentation	N	
54	Innovation and Start up cell	Y	
55	Research Facilities	Y	
56	Is library automated using LMS?	Y	
Institutional Values and Best Practices			

Sl. No	Particulars	Verification [Y/N]	Observations
57	Promotion of gender equity	Y	
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	Y	
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	Y	
60	National and international commemorative days, events and festivals observed?	Y	
61	Any best practices adopted by the Institute?	Y	

Summary:

 Suggestion:

1. Increase of ICT tools to foster greater engagement among college students.

2. Pursue research activities that promote extramural funding opportunities.

3. Encourage faculty members to pursue doctoral degrees to enhance their expertise and scholarly contributions within their respective fields.

Observations:

Implementation of extensive social service-related outreach programs for students which was very supportive towards their holistic development.

VERIFIED BY DAC

1. Prof (Dr) Mala Mitra (HoD, BSH)
2. Prof Anwesha Dutta Ain (Convenor)
3. Prof (Dr) Arpita Chattopadhyay
4. Prof Sayantika Bose Chakraborty
5. Prof. Averi Banerjee
6. Prof Papiya Debnath
7. Prof Amalendu Singha Mahapatra
8. Prof Sanjukta Chakraborty
9. Prof (Dr) Partha Pratim Chakraborty
10. Prof Barnali Dutta Roy
11. Prof Anindita Ray
12. Prof (Dr) Kakali Ghosh

Name & signature of DAC members

Signature of HOD

Signature of IQAC Coordinator 17/08/2018

Signature and Seal of Director

Dr. R. T. Goswami
Director
Techno International Newtown
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KOLKATA-700 156

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INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT
AY – 2018-19

DEPARTMENT
OF
CIVIL ENGINEERING

TECHNO INTERNATIONAL NEW TOWN

ACADEMIC ADMINISTRATIVE AUDIT PROFORMA

Academic Year: 2018-19

Date of Audit: 13.08.2018

Sl. No	Particulars	Verification [Y/N]	Observations
	Curriculum Aspect		
01	Well-planned academic calendar for effective curriculum delivery	Y	Prepared as per MAKAUT Guideline
02	Curriculum in line with PO, PSO?	Y	web site present seen.
03	Course File is well organized with proper documentation	Y	O.K.
04	Curriculum focus on employability/skill development/entrepreneurship?	Y	Additional class taken by TPO
05	Whether the issues of Environment and Sustainability, Gender, Human Values, and Professional Ethics integrated to the curriculum?	Y	
06	Is value-added course/field projects/research projects/internships introduced and students enrolled	Y	
07	Is Stakeholder feedback taken for the design and review of the syllabus and action taken?	Y	Present at Moodle
	Teaching Learning and Evaluation		
08	The department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	
09	Student – Full time teacher ratio is satisfied?	Y	OK.
10	Student-centric methods, such as experiential learning, participative learning and problem-solving methodologies are used to enhance learning experiences	Y	Mini Projects assigned to students.
11	ICT enabled Teaching / Examination/evaluation are in practice?	Y	seminar classes.
12	The ratio of mentors to students for academic and other related issues	Y	
13	Average teaching experience of full-time teachers in the same institution	Y	
14	Whether the number of teachers who received awards and recognitions satisfactory?	N	As per Policy of institute
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
16	Any grievances related to teaching-learning/examination/evaluation/facilities are well addressed and measured with satisfaction?	Y	
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	Discussed in introductory class.
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	verified
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	verified.
20	Average pass percentage reviewed?	Y	verified.
21	Course Exit Survey is taken after completion of each course?	Y	At the time of final Lab viva —
22	Program Exit Survey is taken after completion of Program?	Y	Taken at time of grand viva
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	
24	Eco system for innovations including Incubation centre and other initiatives well exists and is operational?	Y	
25	Is workshops/seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	through EDC cell.
26	Institute supports on patents published / awarded?	Y	Department chimes no patent
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	N	
28	Students' participation in extension activities in the neighborhood community for their holistic development is encouraged by the Institution?	Y	
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Done in institution level.
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate		
31	ICT - enabled facilities	Y	verified
32	Student - Computer ratio / available bandwidth of internet	Y	verified
33	Facilities for e-content development	Y	verified.

SL No	Particulars	Verification [Y/N]	Observations
34	Budget allocation is satisfied?	Y	verified
Student Support and Progression			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Done at institute level.
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Done through TPO cell
37	Redressal of student grievances / ragging / Sexual harassment	Y	
38	Students qualifying in state/ national/ international level examinations	Y	verified
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	Done through TPO cell.
40	Awards won by students for outstanding performance in extra-curricular activities	N	verified
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	Y	
42	Sports and cultural events / competitions organized	Y	centrally arranged by institute
43	Registered and functional alumni association / alumni contribution	N	
Grievance, Redressal and Management			
44	Registered and functional alumni association / alumni contribution		
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	
47	Faculty and staff effective welfare measures are satisfactorily	Y	
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	
49	Professional development / administrative training Programmes organized / attended	Y	
50	Internal and external financial audits		
51	Facilities for / cultural activities, yoga and sports	Y	
52	Hostel facility / guest room facility / Secured Campus	Y	
53	Infrastructure augmentation	Y	
54	Innovation and Start up cell	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
55	Research Facilities		
56	Is library automated using LMS?		
	Institutional Values and best Practices		
57	Promotion of gender equity	Y	
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?		
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting		
60	National and international commemorative days, events and festivals observed?	Y	
61	Any best practices adopted by the Institute?	Y	

Summary:

As per instruction of IQAC of TINT this academic and administrative audit was carried out and all the papers related to academic and administrative were verified and found to be satisfactory

Suggestion:

1. Departmental Alumini Association to be formed.

2. E-governance in other sectors may be increased.
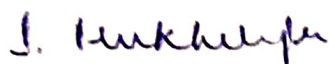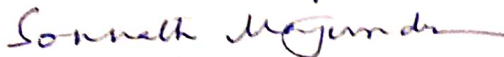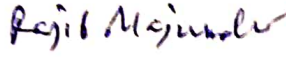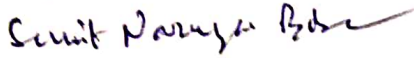
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Observations:

1. Teaching Learning of the department is satisfactory

2. More mini projects should be assigned to the students

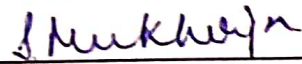3. More research oriented work to be implemented.

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VERIFIED BY DAC

1.

2.

3.

4.

Name & signature of DAC members

1. Siddhartha Mukherjee
2. Somnath Majumder :
3. Rajib Majumder
4. Sumit Narayan Bose

Signature of HOD

Siddhartha Mukherjee

HOD-Civil Dept.
Techno International NewTown
Formerly Known as Techno India College of Technology
Block-DG, AA-1, New Town, Rajarhat, Kol-156

Signature of IQAC Coordinator

Dr. Tapas Kumar Nandi

Signature and Seal of Director

Dr. R. T. Goswami
Director
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Techno International New Town

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Internal Academic & Administrative Audit Report (AY 2018-2019)

Department of Computer Science and Engineering

Techno International New Town

Department of CSE

Internal Academic and Administrative Audit Report (AY 2018-2019)

Date: 13/08/20218

Sl. No	Particulars	Verification [Y/N]	Observations
Curriculum Aspect			
01	Well planned academic calendar for effective curriculum delivery.	Y	The Academic calendar is in line with affiliating University to guarantee the efficient and successful spread of information.
02	Curriculum in line with PO, PSO?	Y	Evaluating the development of curriculum and assessing the achievement of Course Outcomes (CO) and Program Outcomes (PSO).
03	Course File is well organized with proper documentation	Y	All course files are well maintained and meet academic requirements.
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Special classes for Skill development done over the online.
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	The curriculum encompasses topics such as the environment and sustainability, gender, human values, and professional ethics.
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	There is a good participation in value added courses are observed. Students are also encouraged towards participation in research projects.
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	The stakeholder feedback has taken in all other aspect. The syllabus designed by the university.
Teaching Learning and Evaluation			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	The identified the levels of student learning and designs programs for both high-achieving and low-achieving students.
09	Student – Full time teacher ratio is satisfied?	Y	It is maintained as per the university guideline.
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.	N	Few faculty members have received recognition. Teachers are encouraged to participate more events like conference, various technical events etc. in state/ national level.

Sl. No	Particulars	Verification [Y/N]	Observations
11	ICT enabled Teaching / Examination / evaluation are in practice?	N	Not been used. Rather regular academic activates are conducted over online.
12	Ratio of mentor to students for academic and other related issues	Y	An optimal mentor-to-student ratio has been achieved.
13	Average teaching experience of full time teachers in the same institution	Y	5 years (approx.)
14	Whether the number of teachers who received awards and recognitions is satisfied?	N	Not satisfied due to Covid-19 Pandemic. achieved
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	Regular and comprehensive internal evaluations are undertaken.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	Y	No such grievances are reported.
17	Teachers and students are aware of the stated Program and course outcomes of the Programs offered by the institution.	Y	COs are informed by the respective subject teachers over online mode.
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	Disseminated through e-mail and all other communications.
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	The department carefully evaluates Program Outcomes (POs) and Course Outcomes (COs).
20	Average pass percentage reviewed?	Y	Result analysis is performed on a regular basis.
21	Course Exit Survey is taken after completion of each course?	Y	Each course ends with a survey.
22	Program Exit Survey is taken after completion of Program?	Y	Program exit surveys are done thereafter.
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	Not received.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	There is no such incubation center present at institute.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Workshops and seminars are conducted.
26	Institute supports on patents published / awarded?	Y	Institute promotes innovation and IP by encouraging student publication and patenting.
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	Faculty members are encouraged to publish research papers, books, chapters, e-content etc.

Sl. No	Particulars	Verification [Y/N]	Observations
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	The college promotes holistic development via neighbourhood extension programs, exhibiting community participation and social responsibility.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	N	Student Exchange programmes are executed by the institute every year to promote academic and cultural exchange between institutions.
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	Smart classrooms, virtual rooms, conference rooms, staff cabins, and laboratories are in place for students and faculty members.
31	ICT - enabled facilities	Y	ICT enabled facilities are available in laboratories, classroom and seminar hall for various academic activities. However, online tools are used for the same due to Pandemic.
32	Student - Computer ratio / available bandwidth of internet.	Y	The student-to-computer ratio and internet bandwidth ensure equal access to digital materials and online academic activities.
33	Facilities for e-content development	Y	Create and distribute digital learning tools to improve student and teacher learning through e-content creation.
34	Budget allocation is satisfied?	Y	The department's budget is use to cover academic and operational needs, ensuring smooth operations and high-quality education.
Student Support and Progression			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Career guidance, scholarships, and competitive test preparation improve students' academic and professional chances.
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Regular and well-organized capacity building and skill enhancement programs prepare students for success.
37	Redressal of student grievances / ragging / Sexual harassment	Y	The institute handles student concerns such as ragging and sexual harassment, maintaining a secure and welcoming academic environment.
38	Students qualifying in state/ national/ international level examinations	Y	State, national, and international test results show the department's dedication to student achievement.
39	Placement pf outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	Facilitating outgoing students' placement and advancement to further education or competence improvement programs ensures academic or career success.

Sl. No	Particulars	Verification [Y/N]	Observations
40	Awards won by students for outstanding performance in extra-curricular activities	Y	Students are not able to participate such events.
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	N	No such body is active.
42	Sports and cultural events / competitions organized	Y	Sports and cultural events/competitions allow students to exhibit their strengths while also developing holistically.
43	Registered and functional alumni association / alumni contribution	N	There is no alumni association.
Grievance, Redressal and Management			
44	Registered and functional alumni association / alumni contribution	N	No such body exists.
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	An computer based system has been used partially.
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	Effective and regular performance reviews and promotions provide fair assessments and career advancement for teachers and staff.
47	Faculty and staff effective welfare measures are satisfactorily.	Y	Successful faculty and staff welfare programs demonstrate the institution's commitment to employee well-being.
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	Funded faculty conferences/workshops and professional body memberships enhance professional growth and networking.
49	Professional development / administrative training Programmes organized / attended	Y	The institute trains teachers and workers in administrative and professional skills.
50	Internal and external financial audits	Y	Internal and external audits provide financial openness and accountability.
51	Facilities for / cultural activities, yoga and sports	Y	The college offers cultural, yoga, and sports programs for student and faculty well-being.
52	Hostel facility / guest room facility / Secured Campus	Y	Students and tourists can stay in comfortable hostels and guest rooms, assuring campus safety.
53	Infrastructure augmentation	Y	The institution is augmenting its infrastructure to suit changing demands and norms.
54	Innovation and Start up cell	N	No such cell exists.
55	Research Facilities	Y	Academic and intellectual activity is supported by excellent research

Sl. No	Particulars	Verification [Y/N]	Observations
			resources, promoting innovation.
56	Is library automated using LMS?	N	
Institutional Values and Best Practices			
57	Promotion of gender equity.	Y	The institute actively encourages gender equality, fostering an inclusive environment in which everyone may prosper intellectually and emotionally.
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	N	There is no such facilities for for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management.
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	N	No such initiative has been taken by the authority.
60	National and international commemorative days, events and festivals observed?	Y	The institution celebrates local and international holidays and festivals to promote diversity and culture.
61	Any best practices adopted by the Institute?	Y	Maximum participation in NPTEL. Excellent performance in NPTEL courses with 387 Elite grade out of 1019 getting an overall rating of AA.

Summary:

- Course specific awareness of objectives and outcomes to the students
- Use of Moodle Software to Online Course Design and Examination in some courses.
- Conducted an expert talk on the topic Laser, Butterfly Effect and Secure Communication on 10/08/2018 by Dr. Dhruba Jyoti Biswas, Raja Ramanna Fellow Former Head, Laser & Plasma Technology Division Bhabha Atomic Research Centre.
- Infosys Campus Connect Program is conducted by CSE & MCA Dept and the assessment tests are conducted through http://cms.tict.edu.in
- To promote interest in Big Data among students and researchers, a lab set-up of a hadoop cluster of 30 nodes and a mongo DB cluster of 30 nodes is deployed.
- External exposure of students in project events of IEEE and ACM alongwith winning awards thereby boosting their confidence and Dept / institution presence in the global map.
- Excellent performance in NPTEL courses with 387 Elite grade out of 1019 getting an overall rating of AA.

Suggestion:

• Overall participation of students in different events nationally boosts the confidence and the vision of the department.

• Research work with students in the form of publications needs to be promoted.

• Lateral admitted students admitted during the mid of semester get less time for preparation hence more extra classes will be taken from next academic year.

Observations:

a) Most of the faculty members are experienced to guide the students efficiently.

b) With the revision of syllabus contemporary courses on latest cutting-edge technologies

c) Workshops on python, computational statistics and machine learning would be helpful for students in placement and other platforms.

Name & signature of DAC members

Sl. No.	Name	Designation	Signature
1	SWAGATA PAUL	ASST PROFESSOR	*Swagata Paul*
2	BIKASH SADHUKHAN	ASST PROFESSOR	*Sadhukhan*
3	NABANITA DAS	ASST PROFESSOR	*Nabanita Das.*
4	ARGHYA KUSUM DAS	ASST PROFESSOR	*Areghya Kusem Das.*

Signature of HOD

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Signature of IQAC Coordinator

Signature of Director

Dr. R. T. Goswami
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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

AY – 2018-2019

DEPARTMENT OF
ELECTRONICS AND COMMUNICATION ENGINEERING

TECHNO INTERNATIONAL NEW TOWN

BLOCK - DG 1/1, ACTION AREA 1, NEW TOWN, KOLKATA - 700156

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

Academic Year: 2018-2019

Date of Audit: 17.08.2018

Sl. No	Particulars	Verification [Y/N]	Observations
Curriculum Aspect			
01	Well planned academic calendar for effective curriculum delivery	Y	**Very Good**
02	Curriculum in line with PO, PSO?	Y	**Very Good**
03	Course File is well organized with proper documentation	Y	**Very Good**
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	**Very Good**
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	**Good**
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	**Very Good**
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	**Governed by University**
Teaching Learning and Evaluation			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	**Good**
09	Student – Full time teacher ratio is satisfied?	Y	**Excellent**
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Y	**Good**
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	**Good**
12	Ratio of mentor to students for academic and other related issues	Y	**Almost 1:30**
13	Average teaching experience of full time teachers in the same institution	Y	**More than 10 years**
14	Whether the number of teachers who received awards and recognitions is satisfied?	Y	**Teachers should be motivated by the department..**
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	**Governed by University**
16	Any grievances related to teaching - learning / examination / evaluation /	Y	**Mentors look after these matters.**

Sl. No	Particulars	Verification [Y/N]	Observations
	facilities are well addressed and measured with satisfaction?		
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	**Very Good**
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	**Very Good**
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	**Very Good**
20	Average pass percentage reviewed?	Y	**Very Good**
21	Course Exit Survey is taken after completion of each course?	N	**May be included**
22	Program Exit Survey is taken after completion of Program?	Y	**Good**
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	**Department should try to apply for various research grants.**
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	**It is desirable.**
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	**Very Good**
26	Institute supports on patents published / awarded?	Y	**Very Good**
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	**Good**
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	**Very Good**
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	**Very Good**
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	**May be improved.**
31	ICT - enabled facilities	Y	**Good**
32	Student - Computer ratio / available bandwidth of internet	Y	**Excellent. (1:1 in each Laboratory)**
33	Facilities for e-content development	Y	**Very Good**
34	Budget allocation is satisfied?	Y	**Very Good**

Sl. No	Particulars	Verification [Y/N]	Observations
	Student Support and Progression		
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	**Excellent**
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	**Excellent**
37	Redressal of student grievances / ragging / Sexual harassment	Y	**Excellent**
38	Students qualifying in state/ national/ international level examinations	Y	**Very Good**
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	**Excellent**
40	Awards won by students for outstanding performance in extra-curricular activities	Y	**Very Good**
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	N	**Not provided by the university norms.**
42	Sports and cultural events / competitions organized	Y	**Very Good**
43	Registered and functional alumni association / alumni contribution	N	**It is necessary/**
	Grievance, Redressal and Management		
44	Registered and functional alumni association / alumni contribution		
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	N	**May be implemented.**
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	**Good**
47	Faculty and staff effective welfare measures are satisfactorily	Y	**Good**
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	**Very Good**
49	Professional development / administrative training Programmes organized / attended	Y	**Very Good**
50	Internal and external financial audits	N	**Governed by the institute.**
51	Facilities for / cultural activities, yoga and sports	Y	**Very Good**
52	Hostel facility / guest room facility / Secured Campus	Y	**Good**
53	Infrastructure augmentation	N	**May be added when it is required.**
54	Innovation and Start up cell	Y	**Very Good**

Sl. No	Particulars	Verification [Y/N]	Observations
55	Research Facilities	**Y**	**May be improved.**
56	Is library automated using LMS?	**Y**	**Governed by the institute.**
	Institutional Values and Best Practices		
57	Promotion of gender equity	**Y**	**Very Good**
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	**N**	**It is not in the scope of the department.**
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	**Y**	**Very Good**
60	National and international commemorative days, events and festivals observed?	**Y**	**Very Good**
61	Any best practices adopted by the Institute?	**Y**	Students and teachers are encouraged for research and projects.

Summary:

The internal academic audit reveals that the institution excels in curriculum aspects, teaching-learning evaluation, and student support. However, there are areas for improvement such as stakeholder feedback for syllabus design, research grants, and implementation of e-governance. The institution also encourages best practices like research and projects.

Suggestion: Based on the audit, here are some suggestions for improvement:

1. **Stakeholder Feedback**: Although the syllabus design is governed by the university, it might be beneficial to find ways to incorporate stakeholder feedback in some capacity. This could help ensure that the curriculum remains relevant and meets the needs of the industry.
2. **Research Grants**: The department should actively seek and apply for various research grants. This could provide additional resources for research and development activities, and foster a stronger research culture.
3. **E-Governance**: Implementing e-governance or ERP in all academic and administrative sectors could streamline operations and improve efficiency. It could also enhance transparency and accountability.
4. **Infrastructure Augmentation**: Regularly assess and update the infrastructure as needed. This could include updating lab equipment, enhancing ICT-enabled facilities, or improving library resources.
5. **Alumni Association**: Establishing a registered and functional alumni association could provide valuable networking opportunities for current students and keep alumni engaged with the institution.

Remember, continuous improvement is key to maintaining excellence in education. These suggestions aim to build upon the already strong foundation of the institution.

Observations:

Based on the audit report, here are my observations:

1. **Curriculum Aspect**: The institution has a well-planned academic calendar and a curriculum that aligns with the Programme Outcomes (PO) and Programme Specific Outcomes (PSO). The

focus on employability, skill development, and entrepreneurship is commendable. However, stakeholder feedback for syllabus design and review could be improved.

2. **Teaching Learning and Evaluation:** The institution employs student-centric methods and ICT-enabled teaching, which is excellent. The student-teacher ratio is also satisfactory. However, the mechanism of internal assessment could be more transparent and robust.

3. **Research & Development:** While workshops and seminars on research methodology and skill development are regularly conducted, the institution could benefit from more grants for research projects. The establishment of an innovation and startup cell could also be considered.

4. **Student Support and Progression:** The institution provides excellent support to students through scholarships, career counseling, and guidance for competitive examinations. However, the institution could benefit from a registered and functional alumni association.

5. **Grievance Redressal and Management:** The institution has a good system for addressing grievances related to teaching-learning and examination. However, the implementation of e-governance in all academic and administrative sectors could improve the smooth running of activities.

6. **Institutional Values and Best Practices:** The institution promotes gender equity and observes national and international commemorative days. However, facilities for alternate sources of energy and waste management could be improved.

Overall, the institution has many strengths but there are also areas for improvement to ensure continuous growth and development.

VERIFIED BY DAC

Name & signature of DAC members

1. Prof. (Dr.) Manabendra Maiti

2. Prof. (Dr.) P. K. Ghosh

3. Dr. Subhankar Bhattacharjee

4. Prof. Ardhendu Shekhar Biswas

Signature of HOD (Prof. (Dr.) Manabendra Maiti)

Head-Department of ECE
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Signature of IQAC Coordinator

Signature and Seal of Director

Dr. R. T. Goswami
Director
Techno International Newtown
BLOCK-DG, ACTION AREA-1, NEW TOWN,
KOLKATA-700 156

6

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

TECHNO INTERNATIONAL NEW TOWN

INTERNAL ACADEMIC ADMINISTRATIVE AUDIT PROFORMA

Academic Year: 2018-19

Date of Audit: 16.8.19

Sl. No	Particulars	Verification [Y/N]	Observations
	Curriculum Aspect		
01	Well planned academic calendar for effective curriculum delivery	Y	Academic calendar shared before the commencement of academic year
02	Curriculum in line with PO, PSO?	Y	Curriculum given by MAKAUT in line with PO and PSO
03	Course File is well organized with proper documentation	Y	82% of the course is well organized
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Employability – 90%, skill development – 90%, Entrepreneurship – 75%
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	Yes
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	There is a provision for improvement
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	Information not available
	Teaching Learning and Evaluation		
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	Outcome based education system is used.
09	Student – Full time teacher ratio is satisfied?	Y	23:1
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Y	There is a provision for improvements
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	Satisfactory
12	Ratio of mentor to students for academic and other related issues	Y	30:1
13	Average teaching experience of full time teachers in the same institution	Y	10

Sl. No	Particulars	Verification [Y/N]	Observations
14	Whether the number of teachers who received awards and recognitions is satisfied?	Y	There is a provision for improvements
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	ICT based Continuous assessment method are used as per the academic calendar of university
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	N	
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	Course outcomes are shared in college website and discussed in the before the commencement of the class
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	available
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	available
20	Average pass percentage reviewed?	Y	Satisfactory above 90%
21	Course Exit Survey is taken after completion of each course?	Y	Yes, responses are taken through Moodle form and evaluated
22	Program Exit Survey is taken after completion of Program?	Y	Yes, responses are taken through Moodle form and evaluated
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	Y	Project Grants received from government of INDIA received, Ministry of Science and Technology.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	Y	Available in college level
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Sufficiently conducted at college level and departmental level.
26	Institute supports on patents published / awarded?	Y	Data not available
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	Although sufficient amount of publication are available but there is a provision of improvements
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	Student are involved in outreach program in regular basis.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Under Progress
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference	Y	Satisfactory

Sl. No	Particulars	Verification [Y/N]	Observations
	rooms / furnished staff cabin / New laboratories are adequate		
31	ICT - enabled facilities	Y	Yes available
32	Student - Computer ratio / available bandwidth of internet	Y	Yes available
33	Facilities for e-content development	Y	Moodle, Microsoft office 365
34	Budget allocation is satisfied?	Y	Yes
**Student Support and Progression**
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Available at college level
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Available based on curriculum as well as beyond the syllabus topics
37	Redressal of student grievances / ragging / Sexual harassment	Y	Grievance cell is available in college level
38	Students qualifying in state/ national/ international level examinations	Y	Satisfactory
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	Campus connect training program and training for higher education are running effectively
40	Awards won by students for outstanding performance in extra-curricular activities	Y	Satisfactory
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	N	Under Process
42	Sports and cultural events / competitions organized	Y	Satisfactory
43	Registered and functional alumni association / alumni contribution	N	Data not available
**Grievance, Redressal and Management**
44	Registered and functional alumni association / alumni contribution	N	Data not available
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities		Satisfactory
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	Conducted regular basis
47	Faculty and staff effective welfare measures are satisfactorily	N	
48	Financial support to attend conferences / workshops and	Y	Satisfactory

4

Sl. No	Particulars	Verification [Y/N]	Observations
	membership fee of professional bodies		
49	Professional development / administrative training Programmes organized / attended	Y	Satisfactory
50	Internal and external financial audits	Y	Conducted according to financial year
51	Facilities for / cultural activities, yoga and sports	Y	satisfactory
52	Hostel facility / guest room facility / Secured Campus	Y	satisfactory
53	Infrastructure augmentation	N	
54	Innovation and Start up cell	Y	Available in college level
55	Research Facilities	Y	Available but there is a provision for improvements
56	Is library automated using LMS?	Y	Yes
Institutional Values and Best Practices			
57	Promotion of gender equity	Y	Programs are conducted under NSS activity
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	Y	Solar power grid is available
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	Y	
60	National and international commemorative days, events and festivals observed?	Y	Programs are conducted under NSS activity
61	Any best practices adopted by the Institute?	Y	Solar power grid, outcome based education policy

Summary:

The college's prime location, strong outreach programs, and effective mentorship foster a supportive academic environment. However, it faces challenges like unmet research grants, limited stakeholder involvement, and low core company recruitment. Enthusiastic faculty and students present opportunities for enhanced research and internships.

Suggestion:

1. Accreditation from national agencies are yet to be attained

2. Focused efforts for bulk recruitment of students by core companies

Observations:

1. Conduction of outreach programs like blood donation camps and "Srijani" (platform of creative activitics)
2. Overall growth and wellbeing of students through an effective mentorship structure.
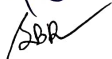
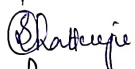**VERIFIED BY DAC**
Name & signature of DAC members

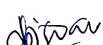1. Prof. (Dr.) Milan Basu

2. Dr. Syamasree Biswas Raha

3. Satabdi Chatterjee

4. Ayindrila Roy
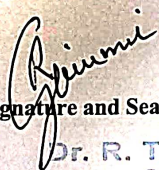
5. Debasish Biswas

6. Arabindo Chandra

7. Birendra Krishna Ghosh

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Signature of HoD

Signature of IQAC Coordinator

Signature and Seal of Director

Dr. R. T. Goswami
Director
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6

Internal Academic Administrative Audit
AY-2018-2019

DEPARTMENT OF
MASTER OF COMPUTER APPLICATION

TECHNO INTERNATIONAL NEW TOWN
BLOCK - DG 1/1, ACTION AREA 1, NEW TOWN, KOLKATA-700156

INTERNAL ACADEMIC ADMINISTRATIVE AUDIT

Academic Year: 2018-2019
Date of Audit: 17/08/2019

Sl. No	Particulars	Verification [Y/N]	Observations
	Curriculum Aspect		
01	Well planned academic calendar for effective curriculum delivery	YES	
02	Curriculum in line with PO, PSO?	YES	
03	Course File is well organized with proper documentation	YES	
04	Curriculum focus on employability / skill development / entrepreneurship?	YES	
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	YES	
06	Is value added course / field projects / research projects / internships introduced and students enrolled	YES	
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	YES	
	Teaching Learning and Evaluation		
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	YES	
09	Student – Full time teacher ratio is satisfied?	YES	
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	YES	
11	ICT enabled Teaching / Examination / evaluation are in practice?	YES	
12	Ratio of mentor to students for academic and other related issues	YES	
13	Average teaching experience of full time teachers in the same institution	YES	
14	Whether the number of teachers who received awards and recognitions is satisfied?	NO	
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	YES	
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	YES	
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	YES	
18	Availability / Dissemination / Attainment of POs, PSOs, COs	YES	

Sl. No	Particulars	Verification [Y/N]	Observations
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	YES	
20	Average pass percentage reviewed?	YES	
21	Course Exit Survey is taken after completion of each course?	YES	
22	Program Exit Survey is taken after completion of Program?	YES	
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	NO	
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	YES	
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	YES	
26	Institute supports on patents published / awarded?	YES	
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	NO	
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	YES	
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	YES	
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	YES	
31	ICT - enabled facilities	YES	
32	Student - Computer ratio / available bandwidth of internet	YES	
33	Facilities for e-content development	YES	
34	Budget allocation is satisfied?	YES	
Student Support and Progression			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	YES	
36	Capacity development and skills enhancement initiatives are regular and well organized	YES	
37	Redressal of student grievances / ragging / Sexual harassment	YES	

Sl. No	Particulars	Verification [Y/N]	Observations
38	Students qualifying in state/ national/ international level examinations	YES	
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	YES	
40	Awards won by students for outstanding performance in extra-curricular activities	NO	
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	YES	
42	Sports and cultural events / competitions organized	YES	
43	Registered and functional alumni association / alumni contribution	NO	
Grievance, Redressal and Management			
44	Registered and functional alumni association / alumni contribution	NO	
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	YES	
46	Performance appraisal system, promotional avenues are well maintained and regular	YES	
47	Faculty and staff effective welfare measures are satisfactorily	YES	
48	Financial support to attend conferences / workshops and membership fee of professional bodies	YES	
49	Professional development / administrative training Programmes organized / attended	YES	
50	Internal and external financial audits	YES	
51	Facilities for / cultural activities, yoga and sports	YES	
52	Hostel facility / guest room facility / Secured Campus	YES	
53	Infrastructure augmentation	YES	
54	Innovation and Start up cell	YES	
55	Research Facilities	YES	
56	Is library automated using LMS?	YES	
Institutional Values and Best Practices			
57	Promotion of gender equity	YES	
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	YES	
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	YES	
60	National and international commemorative days, events and festivals observed?	YES	
61	Any best practices adopted by the Institute?	YES	

Summary:

Observations:

1. Teaching Learning process are found satisfactory.
2. Awards and Recognition of departmental faculty members is not satisfactory.
3. No Projects grants received by the department.
4. Computers with Dual Core processor in the lab

Suggestions:

1. Faculty Members must enroll in the PhD program
2. Qualitative research from the faculties are expected
3. Faculties should encourage students in the research activities.
4. Computer hardware upgradation is required.

VERIFIED BY

Name & signature of DAC members

1. Saswati Ghosh
2. Sarasij Majumdar
3. Hemanta Dey
4. Soma Chatterjee

Name & signature of HOD,MCA

Dr. Bidyut Biman Sarkar

Signature of IQAC Coordinator

Dr. T. K. Nandi

Signature of the Director

Prof. R. T. Goswami

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

TECHNO INTERNATIONAL NEW TOWN

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT PROFORMA

Academic Year: 2018-2019

Date of Audit: 16/08/2018

Sl. No	Particulars	Verification [Y/N]	Observations
Curriculum Aspect			
01	Well planned academic calendar for effective curriculum delivery	Y	The academic calendar is meticulously planned, facilitating efficient and effective curriculum delivery throughout the academic year.
02	Curriculum in line with PO, PSO?	Y	Validation of curriculum development process and assessment of achievement of Programme Outcomes (COs) and Programme Specific Outcomes (PSOs)
03	Course File is well organized with proper documentation	Y	Organization and well-maintained documentation make course files easy to obtain and meet academic standards.
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Providing optional papers
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	Value-added courses, field projects, research projects, and internships are implemented, with high student enrollment indicating excellent engagement and practical learning.

Sl. No	Particulars	Verification [Y/N]	Observations
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	
Teaching Learning and Evaluation			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	The department effectively assesses student learning levels and organizes tailored programs to support both advanced learners and slow learners.
09	Student – Full time teacher ratio is satisfied?	Y	The student-to-full-time instructor ratio is acceptable or above, guaranteeing academic assistance.
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.	Y	
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	The department efficiently incorporates ICT into teaching, examination, and evaluation, improving student involvement and assessment efficiency.
12	Ratio of mentor to students for academic and other related issues	Y	An adequate mentor-to-student ratio ensures personalised academic and associated assistance for students, creating a conducive learning environment.
13	Average teaching experience of full time teachers in the same institution	Y	5 years (approx.)
14	Whether the number of teachers who received awards and recognitions is satisfied?	N	
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	Internal assessment is transparent and thorough, with periodical assessments in several formats which ensure fair and complete assessment.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	N	No complaints about teaching, learning, exams, evaluations, or facilities are handled and satisfactory.
17	Teachers and students are aware of the stated Programme and course	Y	Teachers and students know the institution's programmes and outcomes.

Sl. No	Particulars	Verification [Y/N]	Observations
	outcomes of the Programmes offered by the institution.		
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are efficiently managed and shared within the institution, promoting educational objectives and continual development.
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	The institution diligently evaluates the attainment of both Program Outcomes (POs) and Course Outcomes (COs), ensuring a comprehensive understanding of student learning outcomes and facilitating data-driven improvements to the curriculum and teaching methodologies.
20	Average pass percentage reviewed?	Y	
21	Course Exit Survey is taken after completion of each course?	Y	Survey is taken after completion of each course.
22	Program Exit Survey is taken after completion of Program?	Y	A programme exit survey is performed after completion.
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	The department has not received government or non-governmental funds for research programmes or endowments, suggesting budget constraints.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	The department lacks an incubation centre and a well-established innovation ecosystem, suggesting it needs to improve to encourage entrepreneurship and innovation.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Research methodology, IPR, entrepreneurship and skill development workshops and seminars are held regularly to improve student and faculty research and entrepreneurial abilities.

Sl. No	Particulars	Verification [Y/N]	Observations
26	Institute supports on patents published / awarded?	Y	The Institute encourages students to publish and obtain patents, promoting innovation and intellectual property growth.
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	The production of research papers, books, chapters, e-content, citation index, and h-index shows that contributes to academic and scholarly life.
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	The discipline encourages students to participate in neighbourhood extension activities for holistic development, demonstrating community engagement and social responsibility.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	MoUs for staff and student exchange programmes show that the actively promotes academic and cultural cooperation with other universities.
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	Student and faculty may study in contemporary and comfortable smart classrooms, virtual rooms, conference rooms, fitted staff cabins, and new laboratories.
31	ICT - enabled facilities	Y	ICT-enabled facilities improve teaching, learning, and administration, creating a technologically sophisticated educational environment.
32	Student - Computer ratio / available bandwidth of internet	Y	The student-computer ratio and internet bandwidth are enough for equal access to digital materials and academic activities that need online connectivity.

Sl. No	Particulars	Verification [Y/N]	Observations
33	Facilities for e-content development	Y	E-content development capabilities enable the creation and dissemination of digital learning resources to improve student and teacher learning.
34	Budget allocation is satisfied?	Y	The department's budget is adequate to meet academic and operational demands, assuring smooth operations and quality education.
Student Support and Progression			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Scholarships, career counselling, and competitive exam preparation improve students' academic and professional chances.
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Regular and well-organized capacity building and skills improvement programmes give pupils the skills they need for success.
37	Redressal of student grievances / ragging / Sexual harassment	Y	The Institute resolves student complaints, including ragging and sexual harassment, creating a secure and supportive learning environment.
38	Students qualifying in state/ national/ international level examinations	Y	State, national, and worldwide exam results shows the department's dedication to academic quality and student progress.
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	Facilitating outgoing students' placement and advancement to higher education or competence improvement programmes ensures effective employment or academic transitions.
40	Awards won by students for outstanding performance in extra-curricular activities	Y	Extracurricular performance awards recognise students' abilities and efforts outside of academics.

Sl. No	Particulars	Verification [Y/N]	Observations
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	N	
42	Sports and cultural events / competitions organized	Y	Sports and cultural events/competitions are organized, providing opportunities for students to showcase their talents and promote holistic development.
43	Registered and functional alumni association / alumni contribution	N	
Grievance, Redressal and Management			
44	Registered and functional alumni association / alumni contribution	N	
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	The Institute has introduced TCSiON technologies in all academic and administrative areas, improving efficiency and operations.
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	Performance appraisals and promotions are well-maintained and frequent, guaranteeing fair evaluation and career progress for teachers and staff.
47	Faculty and staff effective welfare measures are satisfactorily.	Y	Faculty and staff welfare initiatives are well-implemented, showing the institution's dedication to employee well-being.
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	Faculty receive funding for conferences/workshops and professional body memberships to promote professional growth and networking.
49	Professional development / administrative training Programmes organized / attended	Y	The discipline organises professional development and administrative training programmes to improve faculty and staff skills.
50	Internal and external financial audits	Y	External and internal financial audits ensure financial management openness and accountability.

Sl. No	Particulars	Verification [Y/N]	Observations
51	Facilities for / cultural activities, yoga and sports	Y	The college promotes student and teacher well-being by offering cultural, yoga, and sports programmes.
52	Hostel facility / guest room facility / Secured Campus	Y	The institution offers satisfactory hostel and guest room facilities, ensuring accommodation for students and visitors, contributing to a secure campus environment.
53	Infrastructure augmentation	Y	There are ongoing efforts towards infrastructure augmentation, enhancing the physical facilities of the institution to meet evolving needs and standards.
54	Innovation and Start up cell	N	
55	Research Facilities	Y	Faculty and students have enough research facilities to support academic and scholarly endeavours, stimulating research and innovation.
56	Is library automated using LMS?	N	
Institutional Values and Best Practices			
57	Promotion of gender equity	Y	The institution actively promotes gender equity, fostering an inclusive environment where all individuals have equal opportunities for academic and personal growth.
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	N	
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	N	

Sl. No	Particulars	Verification [Y/N]	Observations
60	National and international commemorative days, events and festivals observed?	Y	National and international commemorative days, events, and festivals are observed by the institution, fostering cultural awareness and celebrating diversity within the community.
61	Any best practices adopted by the Institute?	Y	The institute follows best practices to improve academic and administrative operations.

Summary:

As a whole, in the areas of research, student support, instructional practices, and curriculum creation. But there's space for improvement in stakeholder engagement, environmental practices, innovation ecosystems, resolving grievances, and teacher rewards and recognition.

Suggestion:

1. It can become an excellent educational institution with certain improvements to its infrastructure, testing, assessment, and instruction.

2. The number of teachers who receive awards and accolades is a good indicator of how many people value and support their work.

3. innovation in operations and a network of incubator centres crucial.

4. It is crucial for an educational institution to have student council representation and encouragement in administrative and scholarly functions.

Observations:

1. The curriculum should align with the programme specified objectives (PSO) and programme outcomes (PO).

2. Introduction of research projects, fieldwork, internships, and value-added courses in combination with student enrolment.

3. ICT enables the implementation of teaching, testing, and assessment methodologies.

4. Utilisation of student-centered methodologies such as problem-solving approaches, experiential learning, and interactive learning.
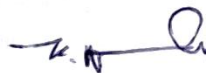
VERIFIED BY DAC

1. *Abhijit Patra* (Dr. Abhijit Patra)

2. *D Nath* (Dibyendu Nath)

3. *Santanu Dvari* 16.08.2018 (SANTANU DVARI)

4. *Ivy Chowdhury* 16.8.18 (IVY CHOWDHURY)

Name & signature of DAC members

Prof. (Dr.) Tapas Kumar Nandi
H.O.D. Machanical Engineering
Techno International New Town
Formerly (Techno India College of Technology)
Block-DG, AA-1, New Town, Rajarhat, Kol. - 156

Signature of HOD

16-8-2018

Signature of IQAC Coordinator

Dr. R. T. Goswami
Director
Techno International Newtown
KOLKATA-700 156

Signature and Seal of Director

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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

TECHNO INTERNATIONAL NEW TOWN

Department of Information Technology

Assessment Year: 2017-18

Date of Audit: 23-08-2018

Sl. No	Particulars	Verification [Y/N]	Observations
		Curriculum Aspect	
01	Well planned academic calendar for effective curriculum delivery	Y	The academic calendar is meticulously planned, facilitating efficient and effective curriculum delivery throughout the academic year.
02	Curriculum in line with PO, PSO?	Y	Validation of curriculum development process and assessment of achievement of Programme Outcomes (COs) and Programme Specific Outcomes (PSOs)
03	Course File is well organized with proper documentation	Y	Organization and well-maintained documentation make course files easy to obtain and meet academic standards.
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Providing optional papers
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	Value-added courses, field projects, research projects, and internships are implemented, with high student enrollment indicating excellent engagement and practical learning.
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	
		Teaching Learning and Evaluation	
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	The department effectively assesses student learning levels and organizes tailored programs to support both advanced learners and slow learners.
09	Student – Full time teacher ratio is satisfied?	Y	The student-to-full-time instructor ratio is acceptable or above, guaranteeing academic assistance.

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Sl. No	Particulars	Verification [Y/N]	Observations
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Y	Multidisciplinary internal project are assign to the students
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	The department efficiently incorporates ICT into teaching, examination, and evaluation, improving student involvement and assessment efficiency.
12	Ratio of mentor to students for academic and other related issues	Y	An adequate mentor-to-student ratio (1:30) ensures personalized academic and associated assistance for students, creating a conducive learning environment.
13	Average teaching experience of full time teachers in the same institution	Y	5 years
14	Whether the number of teachers who received awards and recognitions is satisfied?	Y	
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	Internal assessment is transparent and thorough, with periodical assessments in several formats which ensure fair and complete assessment.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	Y	No complaints about teaching, learning, exams, evaluations, or facilities are handled and satisfactory.
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	Teachers and students know the institution's programmes and outcomes.
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are efficiently managed and shared within the institution, promoting educational objectives and continual development.
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
20	Average pass percentage reviewed?	Y	
21	Course Exit Survey is taken after completion of each course?	N	Survey is taken after completion of each course.
22	Program Exit Survey is taken after completion of Program?	N	A programme exit survey is performed after completion.
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	Y	The department has not received government or non-governmental funds for research programmes or endowments, suggesting budget constraints.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	The department lacks an incubation centre and a well-established innovation ecosystem, suggesting it needs to improve to encourage entrepreneurship and innovation.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Research methodology, IPR, entrepreneurship and skill development workshops and seminars are held regularly to improve student and faculty research and entrepreneurial abilities.
26	Institute supports on patents published / awarded?	Y	The Institute encourages students to publish and obtain patents, promoting innovation and intellectual property growth.
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	The production of research papers, books, chapters, e-content, citation index, and h-index shows that contributes to academic and scholarly life.
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	The discipline encourages students to participate in neighbourhood extension activities for holistic development, demonstrating community engagement and social responsibility.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	N	MoUs for staff and student exchange programmes show that the actively promotes academic and cultural cooperation with other universities.

Sl. No	Particulars	Verification [Y/N]	Observations
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	N	Student and faculty may study in contemporary and comfortable smart classrooms, virtual rooms, conference rooms, fitted staff cabins, and new laboratories.
31	ICT - enabled facilities	Y	ICT-enabled facilities improve teaching, learning, and administration, creating a technologically sophisticated educational environment.
32	Student - Computer ratio / available bandwidth of internet	Y	The student-computer ratio **1:2,** and **50Mbps** internet bandwidth are enough for equal access to digital materials and academic activities that need online connectivity.
33	Facilities for e-content development	N	E-content development capabilities enable the creation and dissemination of digital learning resources to improve student and teacher learning.
34	Budget allocation is satisfied?	Y	The department's budget is adequate to meet academic and operational demands, assuring smooth operations and quality education.
Student Support and Progression			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Scholarships, career counselling, and competitive exam preparation improve students' academic and professional chances.
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Regular and well-organized capacity building and skills improvement programmes give pupils the skills they need for success.
37	Redressal of student grievances / ragging / Sexual harassment	Y	The Institute resolves student complaints, including ragging and sexual harassment, creating a secure and supportive learning environment.
38	Students qualifying in state/ national/ international level examinations	Y	State, national, and worldwide exam results shows the department's dedication to academic quality and student progress.
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	Facilitating outgoing students' placement and advancement to higher education or competence improvement programmes ensures effective employment or academic transitions.

Sl. No	Particulars	Verification [Y/N]	Observations
40	Awards won by students for outstanding performance in extra-curricular activities	Y	Extracurricular performance awards recognise students' abilities and efforts outside of academics.
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	N	
42	Sports and cultural events / competitions organized	Y	Sports and cultural events/competitions are organized, providing opportunities for students to showcase their talents and promote holistic development.
43	Registered and functional alumni association / alumni contribution	N	
Grievance, Redressal and Management			
44	Registered and functional alumni association / alumni contribution	N	
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	The Institute has introduced TCSiON technologies in all academic and administrative areas, improving efficiency and operations.
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	Performance appraisals and promotions are well-maintained and frequent, guaranteeing fair evaluation and career progress for teachers and staff.
47	Faculty and staff effective welfare measures are satisfactorily	Y	Faculty and staff welfare initiatives are well-implemented, showing the institution's dedication to employee well-being.
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	Faculty receive funding for conferences/workshops and professional body memberships to promote professional growth and networking.
49	Professional development / administrative training Programmes organized / attended	Y	The discipline organises professional development and administrative training programmes to improve faculty and staff skills.
50	Internal and external financial audits	Y	External and internal financial audits ensure financial management openness and accountability.

Sl. No	Particulars	Verification [Y/N]	Observations
51	Facilities for / cultural activities, yoga and sports	Y	The college promotes student and teacher well-being by offering cultural, yoga, and sports programmes.
52	Hostel facility / guest room facility / Secured Campus	Y	The institution offers satisfactory hostel and guest room facilities, ensuring accommodation for students and visitors, contributing to a secure campus environment.
53	Infrastructure augmentation	Y	There are ongoing efforts towards infrastructure augmentation, enhancing the physical facilities of the institution to meet evolving needs and standards.
54	Innovation and Start up cell	N	
55	Research Facilities	Y	Faculty and students have enough research facilities to support academic and scholarly endeavours, stimulating research and innovation.
56	Is library automated using LMS?	Y	
Institutional Values and Best Practices			
57	Promotion of gender equity	Y	The institution actively promotes gender equity, fostering an inclusive environment where all individuals have equal opportunities for academic and personal growth.
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	N	
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	N	
60	National and international commemorative days, events and festivals observed?	Y	National and international commemorative days, events, and festivals are observed by the institution, fostering cultural awareness and celebrating diversity within the community.
61	Any best practices adopted by the Institute?	Y	The institute follows best practices to improve academic and administrative operations.

Summary:

1. Well qualified, experienced and stable faculty pool is available in the department.
2. Department is maintaining proper documentation.
3. Department has mostly incorporated the state-of-the-art research facility for student and faculty.
4. Students are engaged with research-based or, product-based project work.
5. Department is actively working on enhancements of students' employability and better placements for students.

On conclusion, in the areas of research, student support, instructional practices, and curriculum creation are satisfactory and up to the mark. But there exist space for improvement in stakeholder engagement, environmental practices, innovation ecosystems, resolving grievances, and teacher rewards and recognition.

Suggestion:

1. More number of computing resources are suggested in laboratory to enhance the student computer ratio.
2. More number of text and reference books are suggested for library.
3. A mini departmental library is suggested if possible.

Observations:

1. Well qualified, experienced and stable faculty pool is available in department.
2. Department is maintaining proper documentation.
3. Department has mostly incorporated the state-of-the-art research facility for student and faculty.
4. Students are engaged with research-based or, product-based project work.
5. Department is working the best practices on student support and services as well as faculty credential and development.
6. Department is actively working on enhancements of students' employability and better placements for students.
7. Department is working on incorporating feed-back systems.
8. Department is working on enhancements of existing infrastructure.
9. Department is working on creation of Alumni association.

VERIFIED BY DAC

1. PO, PSO and curriculum

2. Course files

3. Proper redressal for grievances related to teaching - learning / examination / evaluation / facilities

Name & signature of DAC members

1. **Prof. Ayan Chakraborty**

2. **Prof. Suman Bhattacharya**

3. **Prof. Sourav Mahapatra**

4. **Prof. Raja Karmakar**

Signature of HOD, IT, TINT

Signature of IQAC Coordinator, TINT   **Signature of Director, TINT**