INTERNAL ACADEMIC AUDIT

TECHNO INTERNATIONAL NEW TOWN

INTERNAL ACADEMIC AUDIT

Academic Year: 2019 - 20

Date of Audit: 19ᵗʰ August 2019

Sl. No	Particulars	Verification [Y/N]	Observations
Curriculum Aspect			
01	Well planned academic calendar for effective curriculum delivery	Y	Department follow the academic calendar provided by the Institution which is well planned for effective curriculum delivery
02	Curriculum in line with PO, PSO?	Y	Prescribed curriculum is in line with CO, PO & PSO.
03	Course File is well organized with proper documentation	Y	Course File is well organised and verified by HOD.
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Good number of students are placed.
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	students published their project research paper in conferences.
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	Y	Departmental academic committee review all feedback and provide the suggestions for action taken.
Teaching Learning and Evaluation			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	Through the result analysis, department find the weak learner and advanced learner and organised special programmes.
09	Student – Full time teacher ratio is satisfied?	Y	Student teacher ratio maintained as per norms.
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Y	Students are involved in project work and participate in workshop and group discussion to enhancing learning experiences as experiential learning, participative learning and problem-solving methodologies.
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	ICT enabled teaching practice is being carried on.
12	Ratio of mentor to students for academic and other related issues	Y	Student and mentor ratio maintained properly
13	Average teaching experience of full time teachers in the same institution	Y	8.5 Years
14	Whether the number of teachers who received awards and recognitions is satisfied?	N	Teachers are participating different online courses, seminar, conferences etc. few of them awarded but percentage is not reached up to the mark.

Sl. No	Particulars	Verification [Y/N]	Observations
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	Department maintain the transparent internal assessment mechanism.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	N	Such kind of thinks have not happened in the department
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	Teachers and students are aware of programme and course outcome at the beginning of each semester.
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	In every semester attainment is being done.
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	
20	Average pass percentage reviewed?	Y	Result analysis mechanism followed.
21	Course Exit Survey is taken after completion of each course?	Y	Course Exit Survey is taken after completion of each course through feedback mechanism.
22	Program Exit Survey is taken after completion of Program?	Y	Program Exit Survey is taken after completion of Program through feedback mechanism.
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	Teachers are trying to achieve the goal to submit their project proposal at DST and other Government and non-governmental agencies.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	
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	Number of research papers by the teachers are not touches the percentage limit set by department.
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	Students are encouraged to participate in inter and intra college project competition as extension activities in the neighbor-hood community for their holistic development.
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**

Sl. No	Particulars	Verification [Y/N]	Observations
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	Various scholarship scheme is available in our institution and students are availing as per norms. Students also guided for competitive examination.
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	
37	Redressal of student grievances / ragging / Sexual harassment	Y	The ICC, the Grievance Redressal Cell, and the Anti-Ragging Committee are all operating effectively.
38	Students qualifying in state/ national/ international level examinations	N	
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	N	
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	Financial support is provided as per R&D policy
49	Professional development / administrative training Programmes organized / attended	Y	
50	Internal and external financial audits	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
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 2019-20 at Techno International New Town was conducted on 5th August 2019. The audit encompassed various aspects of curriculum, teaching, research, infrastructure, student support, and institutional values. Here are the key findings:

1. Curriculum and Teaching:
    o The academic calendar is well-planned, and the curriculum aligns with Programme Outcomes (PO) and Programme Specific Outcomes (PSO).
    o Course files are well-organized, and the curriculum focuses on employability, skill development, and entrepreneurship.
    o Stakeholder feedback is regularly collected and acted upon.
2. Teaching, Learning, and Evaluation:
    o The department assesses learning levels and organizes special programs for advanced learners and slow learners.
    o The student-to-full-time-teacher ratio is satisfactory, and student-centric methods are employed.
    o ICT-enabled teaching practices are in place.
3. Research and Development:
    o Teachers and Students are involved in research and project work in different domains.
4. Infrastructure:
    o Facilities for laboratories are adequate.
    o ICT-enabled facilities and the student-to-computer ratio are satisfactory.
    o The budget allocation meets the required standards.
5. Student Support and Progression:
    o Students benefit from scholarships and guidance for competitive exams.
    o Mechanisms for redressal of grievances, ragging, and sexual harassment are in place.
    o The department has a good track record of student placements and progression to higher education.
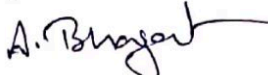
Suggestion:

1. It is recommended to be involved in Ph.D work.

2. improve mentoring process

3. Incorporate few important courses which will enhance the knowledge of the students.

Observations:
1. Teacher and students are involved in research and project work in different domains.
2. Students are not qualified in any national level examination
3. No grant received from Government and Non-Government organization.

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)
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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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KOLKATA-700 156

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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: 2019-2020

Date of Audit: 13/08/2019

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 courses provided by the Department of BSH, the Program Specific Outcomes (PSOs) partially align with the curriculum.**
03	Course File is well organized with proper documentation	Y	
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	**All BSH courses are intended to enhance technical skills of the UG 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, HM EE 401, HU 401, HM HU 401),** ● **Cyber Law & Ethics (CEOC701 C),** ● **Professional Practice Law & Ethics (CE HS 801 A).**
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	**BSH organizes guardian meet every year to collect their feedback on 1st year syllabus and teaching-learning methodology**
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	**24.70**
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, google meet platforms are provided by college, Quiz Examination is conducted and assessed using digital platforms.**
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	**7.043**
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	**After grading unit test answer scripts, we provide them to students for review. If any inconsistencies or errors are identified, we address them promptly.**

Sl. No	Particulars	Verification [Y/N]	Observations
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	
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	N	**One project grant was received in the year 2019 by BSH and awarded from WBPCB**
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	**Faculty members from BSH are actively involved in a wide range of research endeavors.**
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	● **A visit and distribution of food materials in Bodhi Peet was conducted on 27.09.2019** ● **A Medical camp for women in Nimkuria village**

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 help 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	N	**During extended medical leave, (beyond the allotted quota) college staff members receive their full salary deposited into their bank accounts.**
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. The incorporation of experiential learning methodologies to provide students with firsthand experiences that deepen their understanding of theoretical concepts and facilitate the application of knowledge in practical contexts.

2. Faculty Development Programs (FDPs) must be enhanced to motivate professional growth and expertise among college staff.

3. Enhancement of student engagement by expanding extracurricular activities to promote their overall growth.

Observations:

The receipt of a research project grant from the West Bengal Pollution Control Board in the Department of Basic Science and Humanities represents a successful outcome in securing funding for research endeavors.

VERIFIED BY DAC

1. Prof (Dr) Mala Mitra (HoD, BSH) — *Mala Mitra 13/08/2019*
2. Prof Anwesha Dutta Ain (Convenor) —
3. Prof (Dr) Arpita Chattopadhyay — *Arpita Chattopadhyay*
4. Prof (Dr) Sayantika Bose Chakraborty —
5. Prof. Averi Banerjee —
6. Prof (Dr) Papiya Debnath — *Papiya Debnath*
7. Prof (Dr) Amalendu Singha Mahapatra —
8. Prof (Dr) Sanjukta Chakraborty — *Sanjukta Chakraborty*
9. Prof (Dr) Partha Pratim Chakraborty —
10. Prof Barnali Dutta Roy — *Barnali Dutta Roy*
11. Prof Anindita Ray — *Anindita Ray*
12. Prof (Dr) Kakali Ghosh —

Name & signature of DAC members

Mala Mitra 13/08/2019
Signature of HOD

13-8-2019
Signature of IQAC Coordinator

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 – 2019-20

DEPARTMENT
OF
CIVIL ENGINEERING

TECHNO INTERNATIONAL NEW TOWN

INTERNAL ACADEMIC AUDIT PROFORMA

Academic Year: 2019-20

Date of Audit: 12/8/29

Sl. No	Particulars	Verification [Y/N]	Observations
	Curriculum Aspect		
01	Well-planned academic calendar for effective curriculum delivery	Y	Comply with MAKAUT academic calender.
02	Curriculum in line with PO, PSO?	Y	Displayed in website.
03	Course File is well organized with proper documentation	Y	
04	Curriculum focus on employability/skill development/entrepreneurship?	Y	soft skill and classes of aptitude seperately arranged by TPO cell add additionally
05	Whether the issues of Environment and Sustainability, Gender, Human Values, and Professional Ethics integrated to the curriculum?	Y	Also supported by clubs, cells at Institute level.
06	Is value-added course/field projects/research projects/internships introduced and students enrolled	Y	arranged during sem break.
07	Is Stakeholder feedback taken for the design and review of the syllabus and action taken?	Y	Taken 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	Result analysis done
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	additional project was conducted.
11	ICT enabled Teaching / Examination/evaluation are in practice?	Y	done in CA-1, CA2
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?	Y	As per a policy of institute

Sl. No	Particulars	Verification [Y/N]	Observations
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	evaluated Answer worksheets shown and discussed with student.
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 at 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	Taken at the time of final lab viva
22	Program Exit Survey is taken after completion of Program?	Y	Taken at the time of Grand viva
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	requested to take initiative.
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	arranged through EDC cell
26	Institute supports on patents published / awarded?	Y	No patent claim by the department.
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	N	requested to increase
28	Students' participation in extension activities in the neighborhood community for their holistic development is encouraged by the Institution?	Y	Participation in academic competition may be increased.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	done in institute level
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate		
31	ICT - enabled facilities	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
32	Student - Computer ratio / available bandwidth of internet	Y	verified.
33	Facilities for e-content development	Y	
34	Budget allocation is satisfied?	Y	verified

Student Support and Progression

Sl. No	Particulars	Verification [Y/N]	Observations
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	
37	Redressal of student grievances / ragging / Sexual harassment	Y	done by disciplinary committee of institute
38	Students qualifying in state/ national/ international level examinations		
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	may be encourged.
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 arrouged.
43	Registered and functional alumni association / alumni contribution	N	

Grievance, Redressal and Management

Sl. No	Particulars	Verification [Y/N]	Observations
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		
51	Facilities for / cultural activities, yoga and sports	Y	

Sl. No	Particulars	Verification [Y/N]	Observations
52	Hostel facility / guest room facility / Secured Campus	Y	
53	Infrastructure augmentation	Y	
54	Innovation and Start up cell	Y	
55	Research Facilities	Y	
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:

The comittee conducted the audit ant the documn
are ore found to be reatisfactory
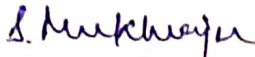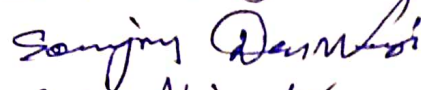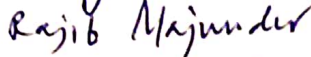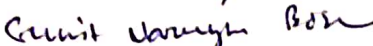
Suggestion:

1. E govermece in admission and ~~obtsery~~. purchese
2. Alumini connect must be increased.
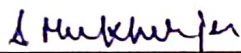3.
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Observations:

1. Teaching = learning of the departmut is satisfactory
2. More ~~teacha~~ research oriented work may be done.
3.
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3.

4.

Name & signature of DAC members

1. Siddhartha Mukherjee

2. Somnath Majumder :

3. Dr. Sanjoy Das Neogi

4. Rajib Majumder

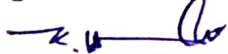5. Sumit Narayan Bose
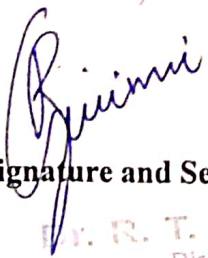
Signature of HOD

Siddhartha Mukherjee

HOD-Civil Dept.
Techno International NewTown
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Block-DG, A - 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 2019-2020)

Department of Computer Science and Engineering

Techno International New Town

Department of CSE

Internal Academic & Administrative Audit Report (AY 2019-2020)

Date: 12/08/20219

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.
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

Sl. No	Particulars	Verification [Y/N]	Observations
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.
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

Sl. No	Particulars	Verification [Y/N]	Observations
			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 of 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.
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

Sl. No	Particulars	Verification [Y/N]	Observations
			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 resources, promoting innovation.
56	Is library automated using LMS?	N	

Institutional Values and Best Practices

Sl. No	Particulars	Verification [Y/N]	Observations
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 Participations in various technical events and Use of Moodle to conduct academic activities.

Summary:
- Course specific awareness of objectives and outcomes to the students
- Use of Moodle Software to Online Course Design and Examination in some courses.
- The Dept. organizes all the online workshops conducted by IIT Bombay, IIT Kharagpur sponsored by the National Mission on Education through ICT (MHRD, Government of India) at its laboratories
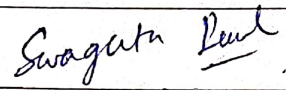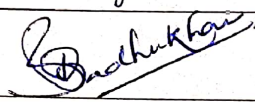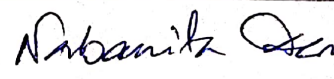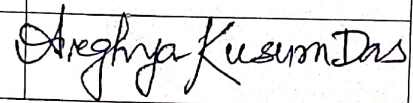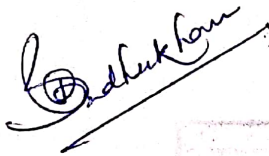
Suggestion:

- Online classes can be stretched into late hours with flexible timings as per the suitability of students and faculty members.
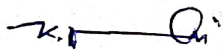
Observations:

- Some laboratory experiments in subjects like operating system could not be technically conducted online and had to be skipped.
- Tracking the actual presence of students who are logged in and are online in online classes.
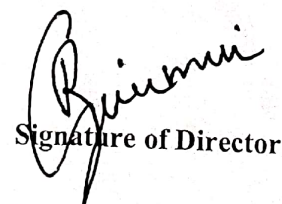
Name & signature of DAC members

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	*Arghya Kusum Das*

Signature of HOD

Bikash Sadhukhan
H.O.D. - C.S.E. Dept.
Techno International New Town
Formerly (Techno India College of Technology)
Block-DG, AA-1, New Town, Rajarhat, Kol. - 156

Signature of IQAC Coordinator

Signature of Director

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

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

AY – 2019-2020

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 PROFORMA

Academic Year: 2019-2020

Date of Audit: 20.08.2019

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**	**Very 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.**

Sl. No	Particulars	Verification [Y/N]	Observations
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 / facilities are well addressed and measured with satisfaction?	Y	**Mentors look after these matters.**
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	**Excellent**
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	**Very Good**
Research & Development			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	**Efforts should be given to receive research project grants.**
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	**May be implemented.**
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	**Excellent**
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	**Very Good**
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	**Excellent**
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**

Sl. No	Particulars	Verification [Y/N]	Observations
32	Student - Computer ratio / available bandwidth of internet	Y	**Excellent**
33	Facilities for e-content development	Y	**Very Good**
34	Budget allocation is satisfied?	Y	**Very Good**
**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	**Excellent**
43	Registered and functional alumni association / alumni contribution	N	**May be implemented.**
**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**

Sl. No	Particulars	Verification [Y/N]	Observations
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**
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	Continuous motivation from the institute for student projects and co-curricular activities.

Summary: The internal academic audit report reflects a high standard of curriculum delivery, teaching, learning, and evaluation methods. However, it suggests improvements in areas like stakeholder feedback, research grants, e-governance implementation, and infrastructure augmentation.

Suggestion:

1. Although the department operates under the university's regulations, it should proactively engage with stakeholders, including industry experts, alumni, and students, to enrich the process of curriculum development and review.

2. The department should also establish a system of awards or recognitions to celebrate exceptional teachers. This initiative will serve as a motivational tool for faculty members and foster a culture of excellence."

Observations:

1. **Curriculum Aspect:**
   - The academic calendar is meticulously planned, facilitating efficient curriculum delivery.
   - The curriculum is praiseworthy for its alignment with Program Outcomes (PO) and Program Specific Outcomes (PSO).
   - The organization and documentation of course files are exemplary.
   - The curriculum notably emphasizes employability, skill enhancement, and entrepreneurship.
   - The curriculum satisfactorily integrates aspects of environment, gender, and ethics.
   - The introduction of value-added courses, field projects, research projects, and internships is beneficial for students.
   - Although stakeholder feedback is not currently sought, it could significantly improve curriculum design.

2. Teaching, Learning, and Evaluation:

- The department commendably assesses student learning levels and organizes specialized programs for advanced learners and slow learners.
- The ratio of students to teachers is outstanding.
- The use of student-centric methods, such as experiential learning, participative learning, and problem-solving, enhances learning experiences.
- The department effectively employs ICT for teaching, examination, and evaluation.
- The ratio of mentors to students is approximately 1:30, ensuring personalized attention.
- The majority of full-time teachers bring over a decade of teaching experience, contributing to the quality of education.

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)

Signature of IQAC Coordinator

Signature and Seal of Director

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

TECHNO INTERNATIONAL NEW TOWN

INTERNAL ACADEMIC ADMINISTRATIVE AUDIT PROFORMA

Academic Year: 2019-20

Date of Audit: 4.12.2020

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	85% 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	Data 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	20:1
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	35:1

Sl. No	Particulars	Verification [Y/N]	Observations
13	Average teaching experience of full time teachers in the same institution	Y	11 years
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	N	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			

Sl. No	Particulars	Verification [Y/N]	Observations
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	Satisfactory
31	ICT - enabled facilities	Y	Yes available
32	Student - Computer ratio / available bandwidth of internet	Y	Yes avaiable
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 membership fee of professional bodies	Y	Satisfactory
49	Professional development / administrative training Programmes	Y	Satisfactory

Sl. No	Particulars	Verification [Y/N]	Observations
	organized / attended		
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	Y	
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. National agency y accreditation is yet to be attend

Observations:

1. Presence of an academic environment that is conducive to ICT use backed by a group of supporting faculty
2. Overall growth and well-being of students is monitored through an effective mentorship system.

VERIFIED BY DAC

Name & signature of DAC members

1. Prof. (Dr.) Milan Basu

2. Dr. Syamasree Biswas Raha

3. Satabdi Chatterjee
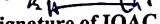
4. Ayindrila Roy

5. Debasish Biswas

6. Arabindo Chandra

7. Birendra Krishna Ghosh

Signature of HOD Prof. (Dr.) Milan Basu
H.O.D.(Electrical Engineering Dept.)
Techno International New Town
Formerly Known as Techno India College of Technology
Block-DG, AA-1, New Town, Rajarhat, Kol-156

Signature of IQAC Coordinator

Signature and Seal of Director
Dr. K. T. Goswami
Director
Techno International Newtown
BLOCK-DG, ACTION AREA-1, NEW TOWN,
KOLKATA-700 156

Internal Academic Administrative Audit
AY-2019-2020

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: 2019-2020

Date of Audit: 14/08/2020

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**	

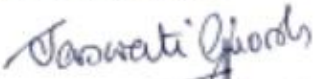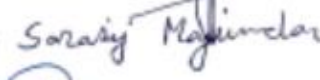| Sl. No	Particulars	Verification [Y/N]	Observations
38	Students qualifying in state/ national/ international level examinations	YES	
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	YES	
40	Awards won by students for outstanding performance 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. The evaluation process followed in the laboratory is good.
3. It's good to see that students are participating in the NSS Program
4. Wi-fi bandwidth is good to work
5. No Projects grants received by the department.

Suggestions:

1. Faculty Members must enroll in the PhD program
2. Faculties should encourage students in the research activities.
3. External funded research projects to be taken up by the faculty members

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: 2019-2020

Date of Audit: 16/08/2019

Sl. No	Particulars	Verification [Y/N]	Observations
Curriculum Aspect			
01	Well planned academic calendar for effective curriculum delivery	Y	The academic schedule is carefully organised to ensure efficient and successful content delivery.
02	Curriculum in line with PO, PSO?	Y	Curriculum development validation and CO/PSO achievement evaluation
03	Course File is well organized with proper documentation	Y	Good organisation and documentation make course files simple to find and fulfil academic requirements.
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Provide papers that are optional.
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	High enrolment in value-added courses, field projects, research projects, and internships indicates outstanding engagement and practical learning.
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	Stakeholder feedback is not currently sought for syllabus creation and revision, suggesting that the institution might improve curriculum development by embracing varied viewpoints and meeting stakeholders' demands.
Teaching Learning and Evaluation			

Sl. No	Particulars	Verification [Y/N]	Observations
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	The department accurately analyzes student learning levels and creates programs for advanced and slow learners.
09	Student – Full time teacher ratio is satisfied?	Y	Acceptable or above student-to-full-time faculty ratio guarantees academic aid.
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	ICT is used effectively in teaching, testing, and evaluating, enhancing student engagement and assessment.
12	Ratio of mentor to students for academic and other related issues	Y	An suitable mentor-to-student ratio provides pupils with customized academic and related support, producing a conducive learning environment.
13	Average teaching experience of full time teachers in the same institution	Y	6 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	Clear and thorough internal review is done periodically in many formats to ensure fairness.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	N	No teaching, learning, test, assessment, or facility issues are resolved.
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 department's programs and results.
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	The institution efficiently manages and shares Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), fostering educational goals and continuous progress.

Sl. No	Particulars	Verification [Y/N]	Observations
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	The department carefully assesses Program results (POs) and Course Outcomes (COs) to understand student learning results and make data-driven curricular and instructional adjustments.
20	Average pass percentage reviewed?	Y	
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	The department has received no government or non-government research or endowment money, suggesting budget restrictions.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	With no incubation hub or innovation ecosystem, the department has to strengthen to foster entrepreneurship and innovation.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Regular workshops and seminars on research methodology, IPR, entrepreneurship, and skill development increase student and faculty research and entrepreneurial skills.
26	Institute supports on patents published / awarded?	Y	The Institute encourages students to publish and patent, fostering innovation and IP.
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	Academic and scholarly life is supported by research papers, books, chapters, e-content, citation index, and h-index.
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 neighborhood extension programs, exhibiting community participation and social responsibility.

Sl. No	Particulars	Verification [Y/N]	Observations
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Staff and student exchange MoUs reveal that aggressively encourages academic and cultural interaction with other universities.
Infrastructure			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	Student and teachers can learn in modern, comfortable smart classrooms, virtual rooms, conference rooms, staff cabins, and labs.
31	ICT - enabled facilities	Y	ICT-enabled facilities enhance teaching, learning, and administration, providing a technologically advanced educational environment.
32	Student - Computer ratio / available bandwidth of internet	Y	The student-computer ratio and internet bandwidth provide equitable access to digital resources and online academic activities.
33	Facilities for e-content development	Y	Create and distribute digital learning tools to boost student and teacher learning using e-content production.
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 counseling, and competitive exam preparation boost students' academic and professional prospects.
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Regular and well-organized capacity development and skills enhancement programs equip students for success.

Sl. No	Particulars	Verification [Y/N]	Observations
37	Redressal of student grievances / ragging / Sexual harassment	Y	The institute addresses student issues including ragging and sexual harassment, ensuring a safe and friendly learning environment.
38	Students qualifying in state/ national/ international level examinations	Y	Results from state, national, and international exams demonstrate the department's commitment to academic excellence and student success.
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	Facilitating outgoing students' placement and promotion to higher education or competence enhancement programs guarantees successful academic or job transitions.
40	Awards won by students for outstanding performance in extra-curricular activities	Y	Students get extracurricular performance awards for their activities outside of institute.
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	Students can demonstrate their abilities and grow holistically via sports and cultural events/competitions.
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 uses TCSiON technology in all academic and administrative areas to improve efficiency and operations.
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	Effective and regular performance reviews and promotions ensure fair evaluation and career advancement for teachers and staff.
47	Faculty and staff effective welfare measures are satisfactorily.	Y	Well-implemented faculty and staff welfare programs demonstrate the institution's commitment to employee well-being.

Sl. No	Particulars	Verification [Y/N]	Observations
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	Faculty conferences/workshops and professional body memberships are funded to enhance professional advancement and networking.
49	Professional development / administrative training Programmes organized / attended	Y	To increase teacher and staff abilities, the institution offers professional and administrative training.
50	Internal and external financial audits	Y	Financial management is transparent and accountable through external and internal audits.
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	
55	Research Facilities	Y	Faculty and students have ample research facilities to support academic and scholarly work, encouraging creativity.
56	Is library automated using LMS?	N	
Institutional Values and Best Practices			
57	Promotion of gender equity	Y	The institute aggressively encourages gender parity, creating an inclusive atmosphere where everyone may thrive academically and personally.
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	N	

Sl. No	Particulars	Verification [Y/N]	Observations
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	The institution celebrates national and international holidays and festivals to promote cultural awareness and diversity.
61	Any best practices adopted by the Institute?	Y	The institution uses best practices to improve academics and administration.

Summary:

In general, regarding the fields of research, student assistance, instructional techniques, and the development of curriculum. However, there is need for development in several areas, including the participation of stakeholders, environmental practices, innovation ecosystems, the resolution of grievances, and the recognition and incentives of teachers.

Suggestion:

1. Firstly, innovation in operations and a network of incubator centers are quite important.
2. An educational institution must have student council representation and encouragement in administrative and intellectual spheres.
3. With certain changes to its infrastructure, testing, evaluation, and training, it can develop into a first-rate learning environment.
4. Two important markers of the importance and support for their profession are the number of instructors who get honors and recognition.

Observations:

1. ICT makes it possible to apply assessment tools, teaching, and testing strategies.
2. The curriculum should coincide with the programme outputs (PO) and stated goals (PSO).
3. Making use of student-centered techniques include interactive learning, experiential learning, and problem-solving strategies.
4. Articles, books, chapters, e-content, citation index, and h-index are among acceptable research outputs.
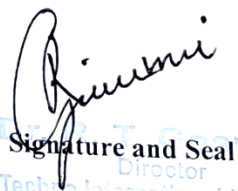
VERIFIED BY DAC

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

2. *D. Nath* (Dibyendu Nath)

3. *Santanu Duari* 16·08·2019 (SANTANU DUARI)

4. *Ivy Choudhury* 16·08·19 (IVY CHOWDHURY)

Name & signature of DAC members

Signature of HOD

Prof. (Dr.) Tapas Kumar Nandi
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Block-DG, AA-1, New Town, Rajarhat, Kol. - 156

Signature of IQAC Coordinator

Signature and Seal of Director

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

TECHNO INTERNATIONAL NEW TOWN

<u>Department of Information Technology</u>

Assessment Year: 2018-19

Date of Audit: 20-08-2019

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	

Sl. No	Particulars	Verification [Y/N]	Observations
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 (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	Y	No complaints about teaching, learning, exams, evaluations, or facilities are handled and satisfactory.

Sl. No	Particulars	Verification [Y/N]	Observations
	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	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	
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	N	The department lacks an incubation centre and a well-established innovation ecosystem, suggesting it needs to improve to encourage entrepreneurship and innovation.

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Sl. No	Particulars	Verification [Y/N]	Observations
	other initiatives well exists and operational?		
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 neighborhood 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.
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.

Sl. No	Particulars	Verification [Y/N]	Observations
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	Y	Faculty and staff welfare initiatives are well-implemented, showing the institution's dedication to employee well-being.

Sl. No	Particulars	Verification [Y/N]	Observations
	measures are satisfactorily		
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.
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.

Sl. No	Particulars	Verification [Y/N]	Observations
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

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