# INTERNAL ACADEMIC AUDIT



# TECHNO INTERNATIONAL NEW TOWN

# INTERNAL ACADEMIC AUDIT PROFORMA

**Academic Year: 2021 - 22**

**Date of Audit: 9th September 2021**

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | **Curriculum Aspect** | | |
| 01 | Well planned academic calendar for effective curriculum delivery | Y | The academic calendar is comprehensive, detailing all critical academic events and deadlines, ensuring smooth curriculum delivery. |
| 02 | Curriculum in line with PO, PSO? | Y | The curriculum aligns well with the Programme Outcomes (PO) and Programme Specific Outcomes (PSO), meeting the academic standards. |
| 03 | Course File is well organized with proper documentation | Y | Course files are systematically organized, with all necessary documentation up-to-date and accessible |
| 04 | Curriculum focus on employability / skill development / entrepreneurship? | Y | The curriculum incorporates modules that enhance employability, skill development, and entrepreneurship, reflecting a practical approach to education. |
| 05 | Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum? | Y | Environmental sustainability, gender issues, human values, and professional ethics are effectively integrated into the curriculum. |
| 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 offered, with a significant number of student enrollments. |
| 07 | Is Stakeholder feedback taken for the design and review of syllabus and action taken? | Y | Stakeholder feedback is regularly collected for syllabus design and review, with actions taken based on the feedback. |
| | **Teaching Learning and Evaluation** | | |
| 08 | Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners | Y | Learning levels are assessed, and tailored programs for slow learners are organized, and motivate advanced learners for project and paper writing. |
| 09 | Student – Full time teacher ratio is satisfied? | Y | The student-to-full-time-teacher ratio meets the required standards, ensuring effective student-teacher engagement. |
| 10 | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences | Y | Student-centric methods, including experiential and participative learning as well as problem-solving methodologies, are actively used. |
| 11 | ICT enabled Teaching / Examination / evaluation are in practice? | Y | ICT-enabled teaching, examination, and evaluation practices are well-established. |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 12 | Ratio of mentor to students for academic and other related issues | Y | The mentor-to-student ratio is satisfactory, providing adequate support for academic and related issues. |
| 13 | Average teaching experience of full time teachers in the same institution | Y | Full-time teachers have an average of **10 years** of teaching experience at the department. |
| 14 | Whether the number of teachers who received awards and recognitions is satisfied? | N | The number of teachers receiving awards and recognitions does not meet the expected standard. |
| 15 | Mechanism of internal assessment is transparent and robust in terms of frequency and mode | Y | The internal assessment mechanism is transparent, robust, and conducted with appropriate frequency and modes. |
| 16 | Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction? | N | No grievances related to teaching, learning, examination, evaluation, or facilities have been reported in the department. |
| 17 | Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. | Y | Both teachers and students are well-informed about the stated Programme and course outcomes. |
| 18 | Availability / Dissemination / Attainment of POs, PSOs, COs | Y | The availability, dissemination, and attainment of POs, PSOs, and COs are systematically managed. |
| 19 | Attainment of Programme outcomes and course outcomes are evaluated by the institution. | Y | The institution regularly evaluates the attainment of Programme and course outcomes. |
| 20 | Average pass percentage reviewed? | Y | The average pass percentage is regularly reviewed and found satisfactory. |
| 21 | Course Exit Survey is taken after completion of each course? | Y | Course Exit Surveys are conducted consistently after the completion of each course. |
| 22 | Program Exit Survey is taken after completion of Program? | Y | Program Exit Surveys are conducted after the completion of each Program. |
| | **Research & Development** | | |
| 23 | Grants received from Government and non-governmental agencies for research projects / endowments | N | No grants have been received from government or non-governmental agencies for research projects or endowments. |
| 24 | Eco system for innovations including Incubation centre and other initiatives well exists and operational? | Y | An ecosystem for innovations, including an Incubation center, exists and is operational. |
| 25 | Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative? | N | Workshops and seminars on research methodology, IPR, and entrepreneurship skill development are conducted by the College regularly. |
| 26 | Institute supports on patents published / awarded? | NA | Not apply by the faculty for patent published and award. |
| 27 | Research papers / books and chapters / e-content / Citation Index / h-index are satisfied? | N | The production of research papers, books, chapters, e-content, and citation index/h-index does not meet satisfaction. |
| 28 | Students' participation in extension activities in the neighbor-hood community for their holistic | Y | Student participation in extension activities within the neighborhood community is actively encouraged. |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | development is encouraged by Institution? | | |
| 29 | Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs | NA | No faculty and students participated in such activities. |
| **Infrastructure** | | | |
| 30 | Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate | Y | Facilities for smart classrooms , projector, virtual rooms, conference rooms, furnished staff cabins, and new laboratories are adequate. |
| 31 | ICT - enabled facilities | Y | ICT-enabled facilities are available and functional. |
| 32 | Student - Computer ratio / available bandwidth of internet | Y | The student-to-computer ratio and available internet bandwidth are satisfactory. |
| 33 | Facilities for e-content development | Y | Adequate facilities for e-content development are available. |
| 34 | Budget allocation is satisfied? | Y | |
| **Student Support and Progression** | | | |
| 35 | Students benefited by scholarships / career counseling / guidance for competitive examinations | Y | Budget allocation meets the required standards and is satisfactory. |
| 36 | Capacity development and skills enhancement initiatives are regular and well organized | Y | Capacity development and skills enhancement initiatives are regularly organized and well-executed. |
| 37 | Redressal of student grievances / ragging / Sexual harassment | Y | Mechanisms for redressal of student grievances, ragging, and sexual harassment are placed in proper form and necessary action taken by college. |
| 38 | Students qualifying in state/ national/ international level examinations | Y | Many students participated in CAT, MAT, GATE, GRE, IELTS. Sanjana qualified in IELTS. |
| 39 | Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement | Y | The institution has a good track record of student placements and progression to higher education, with capability enhancement programs for placement Aptitude, English and Coding Classes arranged for students. |
| 40 | Awards won by students for outstanding performance in extra-curricular activities | Y | Students participated in FOSET different Project Competition activities and got awards. |
| 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 | Sports and cultural events and competitions are regularly organized. |
| 43 | Registered and functional alumni association / alumni contribution | N | The alumni association is functional but not registered. |
| **Grievance, Redressal and Management** | | | |
| 44 | Registered and functional alumni association / alumni contribution | N | The alumni association is functional but not registered. |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 45 | Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities | Y | E-governance and ERP are implemented across all academic and administrative sectors, ensuring smooth operations. |
| 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 for attending conferences. |
| 49 | Professional development / administrative training Programmes organized / attended | Y | Domain Training, Industrial training programs, Software training, Placement training programs are regularly organized and attended. |
| 50 | Internal and external financial audits | Y | |
| 51 | Facilities for / cultural activities, yoga and sports | Y | Adequate facilities are available for cultural activities, yoga, and sports |
| 52 | Hostel facility / guest room facility / Secured Campus | Y | College have Hostel facilities for students. |
| 53 | Infrastructure augmentation | Y | Infrastructure augmentation is regularly undertaken to meet evolving needs. |
| 54 | Innovation and Start up cell | N | College have the Innovation and Start up cell who provide motivation and guidance to students. |
| 55 | Research Facilities | Y | Research facilities are available and adequate. |
| 56 | Is library automated using LMS? | N | College library automated by LMS system. |
| **Institutional Values and Best Practices** | | | |
| 57 | Promotion of gender equity | Y | The institution actively promotes gender equity. |
| 58 | Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management? | Y | Facilities for alternative energy sources like solar systems are available. |
| 59 | Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting | Y | The institution has green campus initiatives, conducts environmental and energy audits. |
| 60 | National and international commemorative days, events and festivals observed? | Y | Many National and International events and days are celebrated like Teacher's Day, Engineer's Day, Yoga Day, World Environment Day. |
| 61 | Any best practices adopted by the Institute? | Y | The institute has adopted several best practices like Plastic Free Campus, Green Campus etc. |

**Summary:** The internal academic audit for the academic year 2021-22 at Techno International New Town was conducted on 20th August 2021. The audit encompassed various aspects of curriculum, teaching, research, infrastructure, student support, and institutional values. Here are the key findings:

1. Curriculum and Teaching:
   - The academic calendar is well-planned, and the curriculum aligns with Programme Outcomes (PO) and Programme Specific Outcomes (PSO).
   - Course files are well-organized, and the curriculum focuses on employability, skill development, and entrepreneurship.
   - Environmental sustainability, gender issues, human values, and professional ethics are integrated into the curriculum.
   - Value-added courses, field projects, research projects, and internships are introduced, with significant student enrollment.
   - Stakeholder feedback is regularly collected and acted upon.
2. Teaching, Learning, and Evaluation:
   - The department assesses learning levels and organizes special programs for advanced learners and slow learners.
   - The student-to-full-time-teacher ratio is satisfactory, and student-centric methods are employed.
   - ICT-enabled teaching, examination, and evaluation practices are in place.
   - Grievances related to teaching, learning, examination, evaluation, or facilities are well-addressed.
3. Research and Development:
   - An ecosystem for innovation, including an Incubation center, exists.
4. Infrastructure:
   - Facilities for smart classrooms, virtual rooms, conference rooms, and laboratories are adequate.
   - ICT-enabled facilities and the student-to-computer ratio are satisfactory.
   - The budget allocation meets the required standards.
5. Student Support and Progression:
   - Students benefit from scholarships, career counseling, and guidance for competitive exams.
   - Capacity development and skills enhancement initiatives are regularly organized.
   - Mechanisms for redressal of grievances, ragging, and sexual harassment are in place.
   - The institution has a good track record of student placements and progression to higher education.
6. Institutional Values and Best Practices:
   - The institution promotes gender equity and has facilities for alternate energy sources and waste management.
   - Green campus initiatives and environmental audits are conducted.
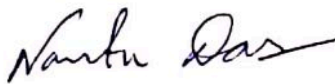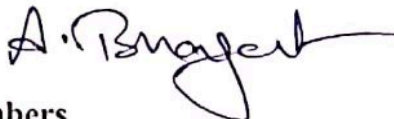   - National and international commemorative days are observed, and best practices are adopted.

## Suggestion:

1. Increase the number of teachers receiving awards and recognitions.
2. Regularize workshops and seminars on research methodology, IPR, and entrepreneurship.
3. Improve the support for publishing and awarding patents and increase scholarly outputs.

## Observations:

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

**VERIFIED BY DAC**

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2. Rajib Barui
3. Nantu Das
4. Abhijit Kumar Bhagat

**Name & signature of DAC members**

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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: 2021-2022**

**Date of Audit: 08/09/2021**

| 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, 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 | **The primary objective of all BSH courses is to enrich the technical skills of undergraduate students.** |
| 05 | Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum? | Y | **From the second year onwards, numerous compulsory courses are structured to delve into designated subjects. These include:**<br>● **Environmental Sciences (MC401, MC-ES301, MC(EE)401, MC381)**<br>● **Values & Ethics (HU 301, HM EE 401, HU 401, HM HU 401)**<br>● **Cyber Law & Ethics (CEOC701 C)**<br>● **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, including the "Employability Enhancement Program" and another course "Statistical Analysis using Python", have been developed and introduced for B.Tech students to nurture their holistic growth and advancement.** |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | | | |
| 07 | Is Stakeholder feedback taken for the design and review of syllabus and action taken? | Y | **Annually, BSH organizes a parental gathering to collect their input on the first-year curriculum and teaching methodologies..** |
| **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 | **25.97** |
| 10 | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences | Y | **Every year, BSH promotes student-centered approaches through the annual Scintilla exhibition, which supports experiential learning, and regular seminars and expert talks aimed at enhancing participative learning.** |
| 11 | ICT enabled Teaching / Examination / evaluation are in practice? | Y | **The teaching methodology encompasses a blended approach, facilitated by platforms such as MS Teams and Google Meet, provided by the college. For examinations and evaluations, quizzes are administered using Google Forms.** |
| 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 | **9.04** |
| 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 / | Y | **Assessed answer scripts from ongoing evaluations are shared with students, and any** |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | facilities are well addressed and measured with satisfaction? | | **discrepancies are addressed promptly if identified.** |
| 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 | |
| 24 | Eco system for innovations including Incubation centre and other initiatives well exists and operational? | Y | |
| 25 | Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative? | Y | |
| 26 | Institute supports on patents published / awarded? | Y | |
| 27 | Research papers / books and chapters / e-content / Citation Index / h-index are satisfied? | Y | **Faculties from BSH are engaged extensively in various research activities.** |
| 28 | Students' participation in extension activities in the neighbor-hood community for their holistic | Y | **A blood donation campaign was organized with the aim of nurturing a sense of social responsibility among the students.** |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | development is encouraged by Institution? | | |
| 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 sessions are designed to increase engagement in campus placement drives, while mathematics classes are tailored to assist students in preparing for GATE exams.** |
| 40 | Awards won by students for outstanding performance in extra-curricular activities | **Y** | |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 41 | Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities | N | |
| 42 | Sports and cultural events / competitions organized | Y | |
| 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 prolonged medical leave, exceeding the allocated quota, college staff members receive their full salary credited to 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 | |

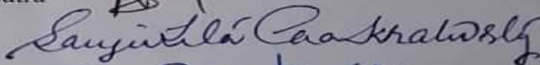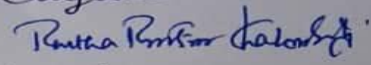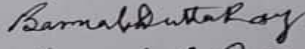| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 56 | Is library automated using LMS? | Y | |
| **Institutional Values and Best Practices** | | | |
| 57 | Promotion of gender equity | Y | |
| 58 | Is facilities available for alternate sources of energy / energy and water 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:**
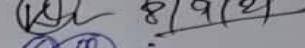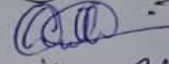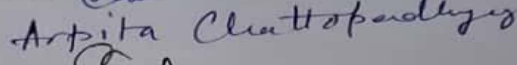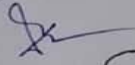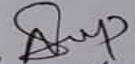
**Suggestion:**

1. Extensive use of Bridge courses is recommended during this AY, especially to address the knowledge gap resulting from the COVID-19 pandemic situation, ensuring that students receive targeted instruction to catch up on missed learning opportunities.

2. A strong academic and emotional counseling service is required for students to help them cope with the psychological challenges of extended social distancing and disrupted routines owing to the COVID-19 pandemic situation.

**Observations:**
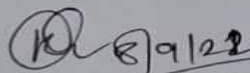
1. Scintilla, a Project exhibition and competition organized by BSH, provided platforms for students to showcase their work, share insights, and receive feedback, enriching their learning experience and fostering innovation and creativity.

2. During covid lockdown, online and blended modes of learning supported by various ICT-based tools, engaged students substantially in learning practices.

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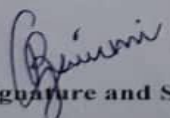
1. Prof (Dr) Kakali Ghosh (HoD, BSH)
2. Prof (Dr) Anwesha Dutta Ain (Convenor)
3. Prof (Dr) Arpita Chattopadhyay
4. Prof (Dr) Sayantika Bose Chakraborty
5. Prof. Averi Banerjee
6. Prof (Dr) Papiya Debnath
7. Prof (Dr) Amalendu Singha Mahapatra
8. Prof (Dr) Sanjukta Chakraborty
9. Prof (Dr) Partha Pratim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

**Name & signature of DAC members**

**Signature of HOD**

**Signature of IQAC Coordinator**

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# INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT
## AY – 2021-22

## DEPARTMENT
## OF
## CIVIL ENGINEERING



**TECHNO INTERNATIONAL NEW TOWN**

# ACADEMIC ADMINISTRATIVE AUDIT PROFORMA

**Academic Year: 2020-21**

**Date of Audit:** 7/9/21

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| **Curriculum Aspect** | | |
| 01 | Well-planned academic calendar for effective curriculum delivery | Y | Prepaired following Markout guideline. verified from website. satisfactory. |
| 02 | Curriculum in line with PO, PSO? | Y | |
| 03 | Course File is well organized with proper documentation | Y | |
| 04 | Curriculum focus on employability/skill development/entrepreneurship? | Y | |
| 05 | Whether the issues of Environment and Sustainability, Gender, Human Values, and Professional Ethics integrated to the curriculum? | Y | |
| 06 | Is value-added course/field projects/research projects/internships introduced and students enrolled | Y | Additional courses done during semester breaks. by TPO cell |
| 07 | Is Stakeholder feedback taken for the design and review of the syllabus and action taken? | Y | |
| **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 | verified from documents. |
| 09 | Student – Full time teacher ratio is satisfied? | Y | verified |
| 10 | Student-centric methods, such as experiential learning, participative learning and problem-solving methodologies are used to enhance learning experiences | Y | |
| 11 | ICT enabled Teaching / Examination/evaluation are in practice? | Y | CA-1 and CA2 taken using ICT tools. |
| 12 | The ratio of mentors to students for academic and other related issues | Y | |
| 13 | Average teaching experience of full-time teachers in the same institution | Y | |
| 14 | Whether the number of teachers who received awards and recognitions satisfactory? | N | |
| 15 | Mechanism of internal assessment is transparent and robust in terms of frequency and mode | Y | |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | are well addressed and measured with satisfaction? | | |
| 17 | Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. | Y | |
| 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 | Taken at the time of final 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 | | |
| 24 | Eco system for innovations including Incubation centre and other initiatives well exists and is operational? | Y | Conducted through |
| 25 | Is workshops/seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative? | | |
| 26 | Institute supports on patents published / awarded? | Y | Not yet submitted. |
| 27 | Research papers / books and chapters / e-content / Citation Index / h-index are satisfied? | Y | Recomended to increase |
| 28 | Students' participation in extension activities in the neighborhood community for their holistic development is encouraged by the Institution? | Y | |
| 29 | Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs | Y | |
| **Infrastructure** | | | |
| 30 | Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate | | |
| 31 | ICT - enabled facilities | | |
| 32 | Student - Computer ratio / available bandwidth of internet | Y | |
| 33 | Facilities for e-content development | Y | |
| 34 | Budget allocation is satisfied? | Y | |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | | | |
| | **Student Support and Progression** | | |
| 35 | Students benefited by scholarships / career counseling / guidance for competitive examinations | Y | centerally conducted. |
| 36 | Capacity development and skills enhancement initiatives are regular and well organized | Y | |
| 37 | Redressal of student grievances / ragging / Sexual harassment | Y | Institute level committee exists. |
| 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 | |
| 41 | Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities | Y | |
| 42 | Sports and cultural events / competitions organized | Y | |
| 43 | Registered and functional alumni association / alumni contribution | N | |
| | **Grievance, Redressal and Management** | | |
| 44 | Registered and functional alumni association / alumni contribution | | |
| 45 | Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities | Y | |
| 46 | Performance appraisal system, promotional avenues are well maintained and regular | Y | |
| 47 | Faculty and staff effective welfare measures are satisfactorily | Y | |
| 48 | Financial support to attend conferences / workshops and membership fee of professional bodies | Y | |
| 49 | Professional development / administrative training Programmes organized / attended | Y | |
| 50 | Internal and external financial audits | | |
| 51 | Facilities for / cultural activities, yoga and sports | Y | |
| 52 | Hostel facility / guest room facility / Secured Campus | Y | |
| 53 | Infrastructure augmentation | Y | |
| 54 | Innovation and Start up cell | Y | |
| 55 | Research Facilities | Y | |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|--------|-------------|--------------------|--------------|
| 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 Academic administrative audit was carried out on ____ as instructed by IQAC of TINT and all the Paper related to academics and administration were verified. and found to be satisfactory.

**Suggestion:**

1. Faculty may take initiative some more publications

2. Students must be given training in the cerea of Programming software.
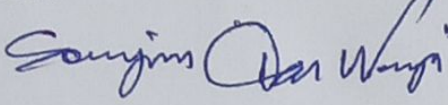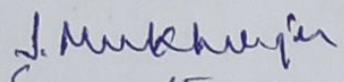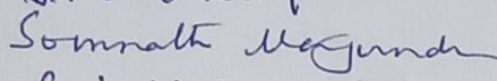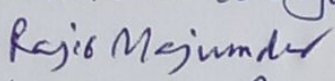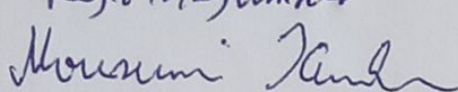
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**Observations:**

1. Parent teacher meeting may conducted in hybrid mode to ensure more participation of guardian

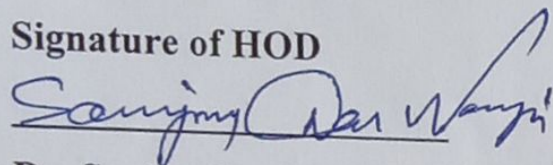2. Topper of the year may be awarded after semester result.

3.

-

1.

2.

3.

4.

## Name & signature of DAC members

1. Dr. Sanjoy Das Neogi
2. Siddhartha Mukherjee
3. Somnath Majumder :
4. Rajib Majumder
5. Mousumi Kundu

**Signature of HOD**
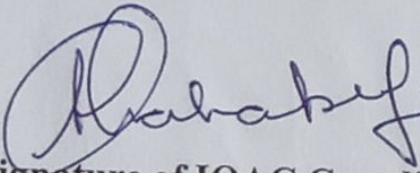
Dr. Sanjoy Das Neogi

Dr. Sanjoy Das Neogi
HOD-Civil Dept.
Techno International New Town
(Formerly Known as Techno India College of Technology)
Block-DG AA-1, New Town, Rajarhat, Kol-156
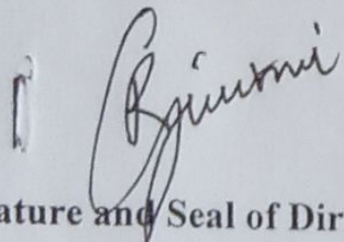
**Signature of IQAC Coordinator**

Dr. Ayan Chakraborty
Dr. Ayan Chakraborty
Associate Professor & HOD
Dept. of Information Technology
Techno International New Town
Block DG-1/1, Action Area-1
New Town, Kolkata-700 156

**Signature and Seal of Director**

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

# Techno International New Town

# Internal Academic & Administrative Audit Report (AY 2021-2022)

# Department of Computer Science and Engineering

# Techno International New Town

## Department of CSE

### Internal Academic & Administrative Audit Report (AY 2021-2022)

Date of Audit: 9/08/2021

| 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. |
| 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 online classes for Skill development are conducted. |
| 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. |
| 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. Action taken is pending. |
| | **Teaching Learning and Evaluation** | | |
| 08 | Department assesses the learning levels of the students and organizes special Programs for advanced learners and slow learners | Y | The department consistently evaluates 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. | Y | Experimental learning through online videos |
| 11 | ICT enabled Teaching / Examination / evaluation are in practice? | Y | Online classes are taken and assessment done accordingly. |
| 12 | Ratio of mentor to students for academic and other related issues | Y | An per institute guideline. |
| 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 | Few faculty members have received recognition. |

| 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 through online mode. |
| 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 at the commencement of each semester. |
| 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) to better understand student learning outcomes and implement data-driven curriculum and instructional changes. |
| 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 | No such grant has been received due to the COVID-19 pandemic. |
| 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 however Institute Innovation Cell (IIC) has developed to nurture the entrepreneurship and innovation ecosystem. |
| 25 | Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative? | Y | Regular online workshops and Webinars 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 | Affected due to COVID 19. |
| **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. |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 31 | ICT - enabled facilities | Y | ICT enabled facilities are available in laboratories, classroom and seminar hall for various academic activities. However, online tools are used for the same due to Pandemic. |
| 32 | Student - Computer ratio / available bandwidth of internet. | Y | The student-to-computer ratio and internet bandwidth ensure equal access to digital materials and online academic activities. |
| 33 | Facilities for e-content development | Y | Create and distribute digital learning tools to improve student and teacher learning through e-content creation. |
| 34 | Budget allocation is satisfied? | Y | The department's budget is use to cover academic and operational needs, ensuring smooth operations and high-quality education. |
| **Student Support and Progression** | | | |
| 35 | Students benefited by scholarships / career counseling / guidance for competitive examinations | Y | Career guidance, scholarships, and competitive test preparation improve students' academic and professional chances. |
| 36 | Capacity development and skills enhancement initiatives are regular and well organized | Y | Regular and well-organized capacity building and skill enhancement programs prepare students for success. |
| 37 | Redressal of student grievances / ragging / Sexual harassment | Y | The institute handles student concerns such as ragging and sexual harassment, maintaining a secure and welcoming academic environment. |
| 38 | Students qualifying in state/ national/ international level examinations | Y | State, national, and international test results show the department's dedication to student achievement. |
| 39 | Placement 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 participated various techno-cultural events in every year. |
| 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 | All academic and administrative sections of the Institute employ TCSiON technology to increase efficiency and operations. |
| 46 | Performance appraisal system, promotional avenues are well maintained and regular | Y | Effective and regular performance reviews and promotions provide fair assessments and career advancement for teachers and staff. |
| 47 | Faculty and staff effective welfare measures are satisfactorily. | Y | Successful faculty and staff welfare programs demonstrate the institution's commitment to employee well-being. |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 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 | Y | The institute has Institute Innovation Cell (IIC) |
| 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** | | | |
| 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 in online mode. |
| 61 | Any best practices adopted by the Institute? | Y | Maximum enrolments in MOOC courses |

**Summary:**
- Course specific awareness of objectives and outcomes to the students.
- More emphasis given on classroom teaching and lab classes.
- Active participation of students in ACM Student Chapter and other club activities.

**Suggestion:**

- Online doubt clearing classes for final year can be stretched into late hours with flexible timings.
- More Classroom teaching, offline laboratory classes with online assignment submission.
- More special classes on Subjects related to campus placement.
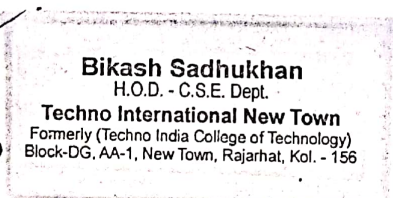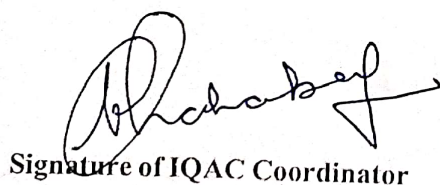
**Observations:**

- Final year students after getting placement lose interest in the courses of the curriculum.
- CSE Cyber Security, CSE (IOT), CSE (Data Science) with intake capacity of 30, 30 and 30 respectively to gives students another stream to choose keeping in mind the latest trend in technological advancement.
- Those students who are yet to be placed are more concerned and involved with the preparation and less focus on the curriculum.
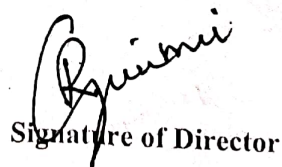
## Name & signature of DAC members

| 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 Kusam 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 – 2021-2022

## 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: 2021-2022

**Date of Audit: 10.09.2021**

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| **Curriculum Aspect** | | | |
| 01 | Well planned academic calendar for effective curriculum delivery | Y | Excellent |
| 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 | Excellent |
| 07 | Is Stakeholder feedback taken for the design and review of syllabus and action taken? | N | Limited scope, Governed by affiliating 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 | Very Good |
| 12 | Ratio of mentor to students for academic and other related issues | Y | 1:30 |
| 13 | Average teaching experience of full time teachers in the same institution | Y | 10+ years |
| 14 | Whether the number of teachers who received awards and recognitions is satisfied? | Y | There is scope of improvement |
| 15 | Mechanism of internal assessment is transparent and robust in terms of frequency and mode | Y | Governed by University |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 16 | Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction? | Y | 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 | Very Good |
| 18 | Availability / Dissemination / Attainment of POs, PSOs, COs | Y | Very Good |
| 19 | Attainment of Programme outcomes and course outcomes are evaluated by the institution. | Y | Very Good |
| 20 | Average pass percentage reviewed? | Y | Excellent |
| 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 grants |
| 24 | Eco system for innovations including Incubation centre and other initiatives well exists and operational? | N | National Innovation and Startup Policy (NISP) implemented, other processes are ongoing |
| 25 | Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative? | Y | Very Good |
| 26 | Institute supports on patents published / awarded? | Y | Very Good |
| 27 | Research papers / books and chapters / e-content / Citation Index / h-index are satisfied? | Y | 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 | May be extended |
| 32 | Student - Computer ratio / available bandwidth of internet | Y | Excellent |
| 33 | Facilities for e-content development | Y | Very Good |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 34 | Budget allocation is satisfied? | **Y** | Very Good |
| **Student Support and Progression** | | | |
| 35 | Students benefited by scholarships / career counseling / guidance for competitive examinations | **Y** | Very Good |
| 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 |
| 52 | Hostel facility / guest room facility / Secured Campus | **Y** | Good |
| 53 | Infrastructure augmentation | **N** | May be added as per requirement |
| 54 | Innovation and Start up cell | **Y** | Very Good |

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

**Summary:** The ECE department demonstrates several positive aspects in its curriculum planning, teaching, evaluation and innovation. However, there are areas for improvement, particularly related to stakeholder feedback and teacher recognition.

**Suggestion:**

1. While the department is governed by university guidelines, it should actively seek input from stakeholders (such as industry professionals, alumni, and students) to enhance curriculum design and review.

2. Encourage and recognize outstanding teachers by instituting awards or recognition programs. This will motivate faculty members and contribute to overall excellence.

3. Outstanding students must be facilitated for exhibiting their innovative projects in competition events outside the Institute.

**Observations:**

1. **Curriculum Aspect:**
   a. The academic calendar is well planned, ensuring effective curriculum delivery.
   b. Curriculum alignment with Program Outcomes (PO) and Program Specific Outcomes (PSO) is commendable.
   c. Course files are well organized and documented.
   d. Emphasis on employability, skill development, and entrepreneurship is evident.
   e. Integration of environmental, gender, and ethical aspects into the curriculum is satisfactory.
   f. Value-added courses, field projects, research projects, and internships benefit students.
   g. Stakeholder feedback, although not currently taken, could enhance curriculum design.

2. **Teaching, Learning, and Evaluation:**
   a. Assessment of student learning levels and tailored programs for advanced and slow learners is commendable.
   b. The student-to-teacher ratio is excellent.
   c. Student-centric methods (experiential learning, participative learning, and problem-solving) contribute to effective learning experiences.
   d. ICT-enabled teaching, examination, and evaluation practices are in place.
   e. The mentor-to-student ratio is approximately 1:30.
   f. Most full-time teachers have substantial teaching experience (over 10 years).

g. Encouraging more teachers to receive awards and recognition would further enhance the reputation of department.
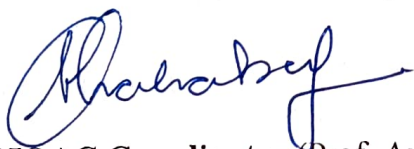
**VERIFIED BY DAC**

## Name & signature of DAC members

1. Prof. (Dr.) Manabendra Maiti

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

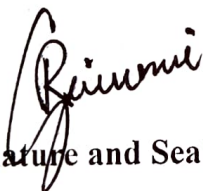3. Dr. Subhankar Bhattacharjee

4. Prof. Ardhendu Shekhar Biswas

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

Head-Department of ECE
Techno International New Town
(Formerly Techno India College of Technology)
Block DG, Action Area-1/1,
New Town, Kolkata-700 156

**Signature of IQAC Coordinator** (Prof. Ayan Chakraborty)

**Signature and Seal of Director** (Prof. R. T. Goswami)

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

6

# INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT



## TECHNO INTERNATIONAL NEW TOWN

# INTERNAL ACADEMIC ADMINISTRATIVE AUDIT PROFORMA

**Academic Year: 2021-22**

**Date of Audit: 15.6.2022**

| 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 | 88% of the course is well organized |
| 04 | Curriculum focus on employability / skill development / entrepreneurship? | Y | Employability – 90%, skill development – 90%, Entrepreneurship – 75% |
| 05 | Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum? | Y | Yes |
| 06 | Is value added course / field projects / research projects / internships introduced and students enrolled | Y | There is a provision for improvement |
| 07 | Is Stakeholder feedback taken for the design and review of syllabus and action taken? | N | Information not available |
| | **Teaching Learning and Evaluation** | | |
| 08 | Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners | Y | Outcome based education system is used. |
| 09 | Student – Full time teacher ratio is satisfied? | Y | 17:1 |
| 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 | 20:1 |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 13 | Average teaching experience of full time teachers in the same institution | Y | 12 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? | Y | 2 such cases |
| 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 | |
| 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 | Students 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 available |
| 33 | Facilities for e-content development | Y | Moodle, Microsoft office 365 |
| 34 | Budget allocation is satisfied? | Y | Yes |
| **Student Support and Progression** | | | |
| 35 | Students benefited by scholarships / career counseling / guidance for competitive examinations | Y | Available at college level |
| 36 | Capacity development and skills enhancement initiatives are regular and well organized | Y | Available based on curriculum as well as beyond the syllabus topics |
| 37 | Redressal of student grievances / ragging / Sexual harassment | Y | Grievance cell is available in college level |
| 38 | Students qualifying in state/ national/ international level examinations | Y | Satisfactory |
| 39 | Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement | Y | Campus connect training program and training for higher education are running effectively |
| 40 | Awards won by students for outstanding performance in extra-curricular activities | Y | Satisfactory |
| 41 | Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities | N | Almost about to complete the 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 | Extended |
| 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 is advantageously located in a well-connected megacity area, fostering a conducive academic environment. It excels in outreach programs, creative student platforms, and effective mentorship, with a favorable student-to-faculty ratio. However, challenges include unmet government research grants, lack of structured stakeholder involvement, and limited interest from core companies in campus recruitment. Opportunities exist due to enthusiastic faculty and student's eager for research and ample internship prospects. Key challenges remain in achieving national accreditation and improving bulk recruitment by core companies.

**Suggestion:**

1. Accreditation from national agencies are yet to be attained

2. Concentrated efforts towards 100 percent enrollment of students

**Observations:**

1. The institute is located at a strategic location in the heart of a megacity and is geographically well connected

2. All round development and well-beingness of students through good mentoring system during pandemic

**VERIFIED BY DAC**

**Name and Signature of DAC Members**

1. Prof. (Dr.) Milan Basu

2. Dr. Syamasree Biswas Raha

3. Satabdi Chatterjee

4. Ayindrila Roy

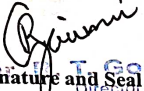5. Debasish Biswas

6. Arabindo Chandra

7. Birendra Krishna Ghosh

Signature of HoD

Prof. (Dr.) Milan Basu
H.O.D. (Electrical Engineering Dept.)
Techno International NewTown
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

Director
Techno International Newtown
BLOCK-DG, ACTION AREA-1, NEW TOWN,
KOLKATA-700 156

# Internal Academic Administrative Audit
# AY-2021-2022

# 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: 2021-2022**

**Date of Audit: 12/08/2022**

| 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 | |

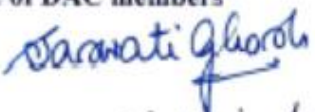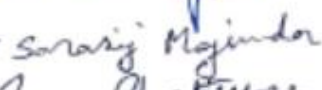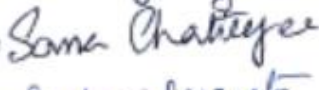| Sl. No | Particulars | | Verification [Y/N] | Observations |
|---|---|---|---|---|
| 61 | Any best practices adopted by the Institute? | | YES | |

## Summary:

### Observations:

1. Teaching Learning process are found satisfactory.
2. The evaluation process followed in the laboratory is good.
3. No Projects grants received by the department.
4. Participations in FDP, seminars, conferences and workshops by faculty members are minimal.

### Suggestions:

1. Faculties should encourage students in the research activities.
2. External funded research projects to be taken up by the faculty members
3. Department should have MoU with Industry to provide internship and placements.
4. Research publications in SCOPUS/Web of Science and UGC listed Journals should be increased
5. Department should conduct alumni meet once in a semester.

## VERIFIED BY

### Name & signature of DAC members

1. Saswati Ghosh
2. Sarasij Majumdar
3. Soma Chatterjee
4. Sarbani Dasgupta

### Name & signature of HOD,MCA

Hemanta Dey

### Signature of IQAC Coordinator

Dr. Ayan Chakraborty

### 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: 2021-2022**

**Date of Audit: 08/09/2021**

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| **Curriculum Aspect** | | | |
| 01 | Well planned academic calendar for effective curriculum delivery | Y | Carefully thought out, the academic calendar allows for effective and efficient content delivery all through the academic year. |
| 02 | Curriculum in line with PO, PSO? | Y | Validation of the method used to produce curricula and evaluation of the accomplishment of program specific and overall outcomes (PSOs) and outcomes (COs) |
| 03 | Course File is well organized with proper documentation | Y | Course files are easily obtainable and adhere to academic standards thanks to organization and well-maintained documentation. |
| 04 | Curriculum focus on employability / skill development / entrepreneurship? | Y | Providing optional papers as per students choice. |
| 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 with high student participation indicate good engagement and practical learning. |
| 07 | Is Stakeholder feedback taken for the design and review of syllabus and action taken? | N | |

2

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| **Teaching Learning and Evaluation** | | | |
| 08 | Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners | Y | The department evaluates students' learning abilities and creates programs for advanced and slow learners. |
| 09 | Student – Full time teacher ratio is satisfied? | Y | The student-full-time teacher ratio is good. |
| 10 | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. | Y | Student-centric strategies like immersive, interactive, and problem-solving improve learning. |
| 11 | ICT enabled Teaching / Examination / evaluation are in practice? | Y | We use ICT for teaching, assessing, and evaluating. |
| 12 | Ratio of mentor to students for academic and other related issues | Y | The academic and other mentor-student ratio is good. |
| 13 | Average teaching experience of full time teachers in the same institution | Y | 8 years (approx.) |
| 14 | Whether the number of teachers who received awards and recognitions is satisfied? | N | Not enough instructors got prizes and recognition. |
| 15 | Mechanism of internal assessment is transparent and robust in terms of frequency and mode | Y | Internal evaluation is clear and reliable in frequency and mode. |
| 16 | Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction? | N | Teaching, learning, examination, assessment, and facility complaints are not handled or quantified satisfactorily. |
| 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 curriculum and course results. |
| 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, |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | | | promoting educational objectives and continual development. |
| 19 | Attainment of Programme outcomes and course outcomes are evaluated by the institution. | Y | To assess student learning and make data-driven curricular and instructional changes, the institution carefully evaluates Program and Course Outcomes. |
| 20 | Average pass percentage reviewed? | Y | |
| 21 | Course Exit Survey is taken after completion of each course? | Y | Survey is taken after completion of each course. |
| 22 | Program Exit Survey is taken after completion of Program? | Y | A programme exit survey is performed after completion. |
| **Research & Development** | | | |
| 23 | Grants received from Government and non-governmental agencies for research projects / endowments | N | The department has received no government or non-government research or endowment funds, suggesting budget constraints. |
| 24 | Eco system for innovations including Incubation centre and other initiatives well exists and operational? | N | The department must improve to encourage entrepreneurship and innovation without an incubation hub or innovation ecosystem. |
| 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 improve student and faculty research and entrepreneurship. |
| 26 | Institute supports on patents published / awarded? | Y | The Institute fosters student publication and patenting for IP and innovation. |
| 27 | Research papers / books and chapters / e-content / Citation Index / h-index are satisfied? | Y | Research papers, books, chapters, e-content, citation index, and h-index promote academia. |
| 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 local extension activities for holistic development 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-student exchange MoUs show that actively promotes academic and cultural exchange between 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 | |
| 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 | |
| 34 | Budget allocation is satisfied? | Y | The department's budget covers academic and operational needs, ensuring smooth operations and quality education. |
| **Student Support and Progression** | | | |
| 35 | Students benefited by scholarships / career counseling / guidance for competitive examinations | Y | Scholarships, career guidance, and competitive exam preparation improve students' academic and professional chances. |
| 36 | Capacity development and skills enhancement initiatives are regular and well organized | Y | Well-organized capacity building and skills upgrading programs prepare students for success. |
| 37 | Redressal of student grievances / ragging / Sexual harassment | Y | The Institute combats ragging and sexual harassment to establish a secure and supportive 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. |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 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 job success. |
| 40 | Awards won by students for outstanding performance in extra-curricular activities | Y | Extracurricular activities earn students performance prizes. |
| 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 contests help students develop holistically. |
| 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 | All academic and administrative sections of the Institute employ TCSiON technology to increase efficiency and operations. |
| 46 | Performance appraisal system, promotional avenues are well maintained and regular | Y | |
| 47 | Faculty and staff effective welfare measures are satisfactorily. | Y | Well-implemented faculty and staff welfare initiatives show the institute cares about employees. |
| 48 | Financial support to attend conferences / workshops and membership fee of professional bodies | Y | Faculty conferences/workshops and professional body memberships are provided for networking and growth. |
| 49 | Professional development / administrative training Programmes organized / attended | Y | |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 50 | Internal and external financial audits | **Y** | Financial management is open and accountable through external and internal audits. |
| 51 | Facilities for / cultural activities, yoga and sports | **Y** | Cultural, yoga, and sports activities promote student and teacher well-being at the college. |
| 52 | Hostel facility / guest room facility / Secured Campus | **Y** | |
| 53 | Infrastructure augmentation | **Y** | The organization is upgrading its infrastructure to meet new standards. |
| 54 | Innovation and Start up cell | **N** | |
| 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** | | | |
| 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? | N | Alternative energy, energy and water conservation, degradable and non-degradable trash, and e-waste management are insufficient. |
| 59 | Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting | N | Green campus activities, energy audits, disabled-friendly infrastructure, and rainwater collecting are lacking. |
| 60 | National and international commemorative days, events and festivals observed? | Y | National and international festivals are celebrated. |
| 61 | Any best practices adopted by the Institute? | Y | The institution uses several best practices. |

**Summary:**

In a general sense, with reference to the areas of doing research, providing support to students, developing instructional strategies, and developing curriculum. On the other hand, there is a need for development in a number of different areas, such as the engagement of stakeholders, environmental practices, innovation ecosystems, the settlement of grievances, and the recognition and rewards of instructors.
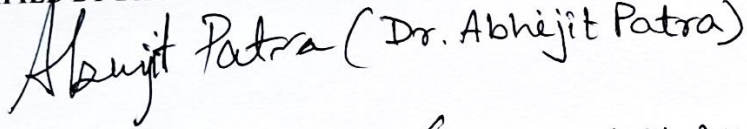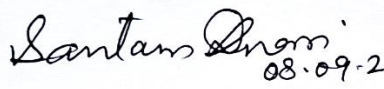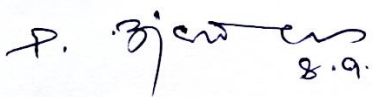
**Suggestion:**

1. Within the next several years, it has the potential to become an exceptional educational institution provided certain modifications are made to its infrastructure, namely with regard to testing, assessment, and instruction.

2. The construction of a network of incubation centers and the implementation of innovative company operations are both crucial parts of the business world.

3. It is of the highest significance for an educational institution to facilitate the existence of student council participation and to provide encouragement about the administrative and intellectual responsibilities of the institution.

4. If you want to get an entrepreneurial business off the ground, you need to have startup cells and inventions that are functioning.
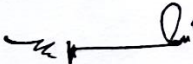
**Observations:**

1.     The curriculum must to be in accordance with the program's set goals (PSO) and the program's results (PO).

2.     The incorporation of value-added courses, research projects, fieldwork, and internships into the curriculum in conjunction with student enrolment.

3.     The application of teaching, testing, and assessment procedures is made possible by information and communication technology.

4.     A sufficient amount of space is available for the development of new labs, conference rooms, virtual rooms, and classrooms that are equipped with technologically modern equipment.
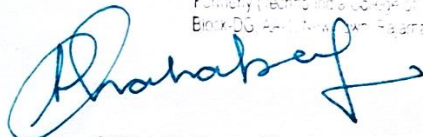
**VERIFIED BY DAC**

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

2. *Santanu Duari* 08.09.2021 (DR. SANTANU DUARI)

3. *Aniket Maiti* (ANIKET MAITI)

4. *P. Biswas* 8.9.21 (PRABIR BISWAS)
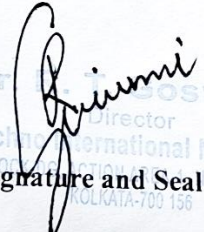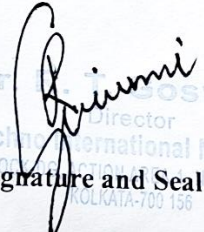
**Name & signature of DAC members**

8-9-21

**Signature of HOD**    Prof. (Dr.) Tapas Kumar Nandi
H.O.D. Mechanical Engineering
Techno International New Town
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**Signature of IQAC Coordinator**

Dr. ... Goswami
Director
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**Signature and Seal of Director**

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**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**

**TECHNO INTERNATIONAL NEW TOWN**

**Department of Information Technology**

**Assessment Year: 2020-21**

**Date of Audit: 09-09-2021**

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

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| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
|  | special Programmes for advanced learners and slow learners |  | 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 addressed and measured with satisfaction? | Y | No complaints about teaching, learning, exams, evaluations, or facilities are handled and satisfactory. |
| 17 | Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. | Y | Teachers and students know the institution's programmes and outcomes. |
| 18 | Availability / Dissemination / | Y | Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | Attainment of POs, PSOs, COs | | 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 other initiatives well exists and operational? | N | The department lacks an incubation centre and a well-established innovation ecosystem, suggesting it needs to improve to encourage entrepreneurship and innovation. |
| 25 | Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative? | Y | Research methodology, IPR, entrepreneurship and skill development workshops and seminars are held regularly to improve student and faculty research and entrepreneurial abilities. |
| 26 | Institute supports on patents published / awarded? | Y | The Institute encourages students to publish and obtain patents, promoting innovation and intellectual property growth. |
| 27 | Research papers / books and chapters / e-content / Citation Index / h-index are satisfied? | Y | The production of research papers, books, chapters, e-content, citation index, and h-index shows that contributes to academic and scholarly life. |
| 28 | Students' participation in extension activities in the neighbor-hood community for their holistic | Y | The discipline encourages students to participate in neighbourhood extension activities for holistic development, |

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| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
|  | development is encouraged by Institution? |  | 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. |
| 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 |

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| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| | | | environment. |
| 38 | Students qualifying in state/ national/ international level examinations | Y | State, national, and worldwide exam results shows the department's dedication to academic quality and student progress. |
| 39 | Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement | Y | Facilitating outgoing students' placement and advancement to higher education or competence improvement programmes ensures effective employment or academic transitions. |
| 40 | Awards won by students for outstanding performance in extra-curricular activities | Y | Extracurricular performance awards recognise students' abilities and efforts outside of academics. |
| 41 | Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities | N | |
| 42 | Sports and cultural events / competitions organized | Y | Sports and cultural events/competitions are organized, providing opportunities for students to showcase their talents and promote holistic development. |
| 43 | Registered and functional alumni association / alumni contribution | N | |
| **Grievance, Redressal and Management** | | | |
| 44 | Registered and functional alumni association / alumni contribution | N | |
| 45 | Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities | Y | The Institute has introduced TCSiON technologies in all academic and administrative areas, improving efficiency and operations. |
| 46 | Performance appraisal system, promotional avenues are well maintained and regular | Y | Performance appraisals and promotions are well-maintained and frequent, guaranteeing fair evaluation and career progress for teachers and staff. |
| 47 | Faculty and staff effective welfare measures are satisfactorily | Y | Faculty and staff welfare initiatives are well-implemented, showing the institution's dedication to employee well-being. |

| Sl. No | Particulars | Verification [Y/N] | Observations |
|---|---|---|---|
| 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 endeavors, stimulating research and innovation. |
| 56 | Is library automated using LMS? | Y | |
| **Institutional Values and Best Practices** | | | |
| 57 | Promotion of gender equity | Y | The institution actively promotes gender equity, fostering an inclusive environment where all individuals have equal opportunities for academic and personal growth. |
| 58 | Is facilities available for alternate sources of energy / energy and water conservation/ management of | N | |

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| Sl. No | Particulars | Verification [Y/N] | Observations |
|--------|-------------|--------------------|--------------|
| | degradable and non-degradable waste / e-waste management? | | |
| 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.

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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. Shiladitya Munshi

2. Dr. Ayan Chakraborty

3. Prof. Sourav Mahapatra

4. Prof. Satyabrata Maity

5. Dr. Ratna Mandal

Signature of HOD, IT, TINT

Signature of IQAC Coordinator, TINT

Signature of Director, TINT

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