

# **INTERNAL ACADEMIC AUDIT**



**TECHNO INTERNATIONAL NEW TOWN**

## INTERNAL ACADEMIC AUDIT PROFORMA

**Academic Year: 2022 - 23**

**Date of Audit: 22 August 2022**

Sl. No	Particulars	Verification [Y/N]	Observations
<b>Curriculum Aspect</b>			
01	Well planned academic calendar for effective curriculum delivery	Y	Both the Institution and Department follow the University academic calendar.
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	The course file is ready with proper documentation
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	A curriculum focused on employability, skill development, and entrepreneurship prepares the students.
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	A few no of subjects regarding those topics are incorporated into the syllabus
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	Students research papers were published in several conferences
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	Y	The departmental academic committee takes the decision and necessary action according to the feedback .
<b>Teaching Learning and Evaluation</b>			
08	The department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	Using Result analysis the department can find the level of the students and take the necessary solution
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	Active use is made of student-centric teaching strategies such problem-solving techniques, experiential learning, and group projects.
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	ICT-enabled teaching, examination, and evaluation practices are well-established.
12	Ratio of mentor to students for academic and other related issues	Y	The mentor-to-student ratio is appropriate, offering sufficient assistance with academic and associated matters.

Sl. No	Particulars	Verification [Y/N]	Observations
13	Average teaching experience of full time teachers in the same institution	Y	Full-time teachers have an average of 11 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	The department has not received any complaints about instruction, learning, testing, assessment, or facilities.
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.
<b>Research &amp; Development</b>			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	For research projects or endowments, no funding has been obtained from governmental or non-governmental organisations.
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	The College often hosts workshops and seminars on IPR, research methods, and developing entrepreneurial skills.
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	Research papers, books, chapters, e-content, and citation index/h-index are not produced to a satisfactory standard.
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	Student participation in extension activities within the neighborhood community is actively encouraged.

Sl. No	Particulars	Verification [Y/N]	Observations
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	NA	No faculty and students participated in such activities.
<b>Infrastructure</b>			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	The facilities for smart classrooms, projectors, virtual rooms, conference rooms, fitted staff cabins, and new laboratories are suitable.
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	
<b>Student Support and Progression</b>			
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	Initiatives to improve capacity and skills are well-organized and carried out regularly.
37	Redressal of student grievances / ragging / Sexual harassment	Y	Mechanisms for resolving student issues, ragging, and sexual harassment are in place, and the college takes appropriate action.
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 offers capability enhancement programs for placement aptitude, English, and coding classes, and has an excellent track record of placing students and helping them go to further education.
40	Awards won by students for outstanding performance in extra-curricular activities	N	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.
<b>Grievance, Redressal and Management</b>			
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	All administrative and academic sectors have adopted ERP and e-governance to guarantee efficient 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	Regularly scheduled and attended training programmes include industrial, software, domain, and placement training.
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	Students can receive inspiration and direction from the college's Innovation and Start-up Cell.
55	Research Facilities	Y	Research facilities are available and adequate.
56	Is library automated using LMS?	N	College library automated by LMS system.
<b>Institutional Values and Best Practices</b>			
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	There are numerous national and international celebrations of teacher's day, engineer's day, yoga day, and world environment day.
61	Any best practices adopted by the Institute?	Y	The institute has embraced a number of best practices, including Green Campus and Plastic Free Campus.

## **Summary:**

1. Curriculum and Teaching:
  - The curriculum complies with Programme Specific Outcomes (PSO) and Programme Outcomes (PO) and the academic calendar is well-planned.
  - 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 evaluates students' proficiency levels and designs specialised courses for slow and advanced 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.


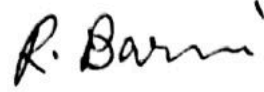


## **Suggestion:**

1. In addition to planning specialized programmes for slow and advanced learners, the department evaluates students' learning levels.
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 identifies a number of strengths, such as infrastructure facilities, student support systems, and a well-organized curriculum delivery.
2. Areas for improvement include research output, recognition of faculty achievements, and regularization of research-related workshops.
3. The institution's commitment to holistic development and sustainability practices is commendable.


**VERIFIED BY DAC**


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

**Name & signature of DAC members**

 **Nantu Das**  
HOD-AEIE Dept.  
Techno International New Town  
(Formerly Techno India College of Technology)  
Block-DG, Action Area-1/1 New Town, Kolkata 700156

**Signature of HOD**

  
**Signature of IQAC Coordinator**

  
**Signature and Seal of Director**

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

## INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT



TECHNO INTERNATIONAL NEW TOWN

Department of Information Technology



# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

**Assessment Year: 2021-22**

**Date of Audit: 29-08-2022**

Sl. No	Particulars	Verification [Y/N]	Observations
<b>Curriculum Aspect</b>			
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	
<b>Teaching Learning and Evaluation</b>			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	The department effectively assesses student learning levels and organizes tailored programs to support both advanced learners and slow learners.



# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

Sl. No	Particulars	Verification [Y/N]	Observations
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 / Attainment of POs, PSOs, COs	Y	Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are efficiently managed and shared within the institution, promoting educational objectives and continual



# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

Sl. No	Particulars	Verification [Y/N]	Observations
			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.
<b>Research &amp; Development</b>			
23	Grants received from Government and non-governmental agencies for research projects / endowments	Y	The department has not received government or non-governmental funds for research programmes or endowments, suggesting budget constraints.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	The department lacks an incubation centre and a well-established innovation ecosystem, suggesting it needs to improve to encourage entrepreneurship and innovation.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Research methodology, IPR, entrepreneurship and skill development workshops and seminars are held regularly to improve student and faculty research and entrepreneurial abilities.
26	Institute supports on patents published / awarded?	Y	The Institute encourages students to publish and obtain patents, promoting innovation and intellectual property growth.
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	The production of research papers, books, chapters, e-content, citation index, and h-index shows that contributes to academic and scholarly life.
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	The discipline encourages students to participate in neighborhood extension activities for holistic development, demonstrating community engagement and social responsibility.





# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

Sl. No	Particulars	Verification [Y/N]	Observations
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.
<b>Infrastructure</b>			
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 <b>1:2</b> , and <b>50Mbps</b> 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.
<b>Student Support and Progression</b>			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Scholarships, career counselling, and competitive exam preparation improve students' academic and professional chances.
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Regular and well-organized capacity building and skills improvement programmes give pupils the skills they need for success.
37	Redressal of student grievances / ragging / Sexual harassment	Y	The Institute resolves student complaints, including ragging and sexual harassment, creating a secure and supportive learning environment.
38	Students qualifying in state/ national/	Y	State, national, and worldwide exam results





# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

Sl. No	Particulars	Verification [Y/N]	Observations
	international level examinations		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	
<b>Grievance, Redressal and Management</b>			
44	Registered and functional alumni association / alumni contribution	N	
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	The Institute has introduced TCSION technologies in all academic and administrative areas, improving efficiency and operations.
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	Performance appraisals and promotions are well-maintained and frequent, guaranteeing fair evaluation and career progress for teachers and staff.
47	Faculty and staff effective welfare measures are satisfactorily	Y	Faculty and staff welfare initiatives are well-implemented, showing the institution's dedication to employee well-being.
48	Financial support to attend conferences / workshops and	Y	Faculty receive funding for conferences/workshops and professional body memberships to promote professional growth



# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

Sl. No	Particulars	Verification [Y/N]	Observations
	membership fee of professional bodies		and networking.
49	Professional development / administrative training Programmes organized / attended	Y	The discipline organises professional development and administrative training programmes to improve faculty and staff skills.
50	Internal and external financial audits	Y	External and internal financial audits ensure financial management openness and accountability.
51	Facilities for / cultural activities, yoga and sports	Y	The college promotes student and teacher well-being by offering cultural, yoga, and sports programmes.
52	Hostel facility / guest room facility / Secured Campus	Y	The institution offers satisfactory hostel and guest room facilities, ensuring accommodation for students and visitors, contributing to a secure campus environment.
53	Infrastructure augmentation	Y	There are ongoing efforts towards infrastructure augmentation, enhancing the physical facilities of the institution to meet evolving needs and standards.
54	Innovation and Start up cell	N	
55	Research Facilities	Y	Faculty and students have enough research facilities to support academic and scholarly endeavours, stimulating research and innovation.
56	Is library automated using LMS?	Y	
<b>Institutional Values and Best Practices</b>			
57	Promotion of gender equity	Y	The institution actively promotes gender equity, fostering an inclusive environment where all individuals have equal opportunities for academic and personal growth.
58	Is facilities available for alternate sources of energy / energy and water conservation/ management of degradable and non-degradable waste / e-waste management?	N	



# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

Sl. No	Particulars	Verification [Y/N]	Observations
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	N	
60	National and international commemorative days, events and festivals observed?	Y	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.





# TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • [info@tint.edu.in](mailto:info@tint.edu.in)

5. Department is working the best practices on student support and services as well as faculty credential and development.
6. Department is actively working on enhancements of students' employability and better placements for students.
7. Department is working on incorporating feed-back systems.
8. Department is working on enhancements of existing infrastructure.
9. Department is working on creation of Alumni association.

## VERIFIED BY DAC

1. PO, PSO and curriculum
2. Course files
3. Proper redressal for grievances related to teaching - learning / examination / evaluation / facilities

## Name & signature of DAC members

1. Dr. Ayan Chakraborty

2. Prof. Sourav Mahapatra

3. Prof. Satyabrata Maity

4. Dr. Nirmalya Sundar Maity

5. Dr. Ratna Mandal

*(Handwritten signatures of Dr. Ayan Chakraborty and Prof. Sourav Mahapatra)*

*Satyabrata Maity*

*Nirmalya Sundar Maity*

*(Handwritten signature of Dr. Ratna Mandal)*

*(Handwritten signature of HOD, IT, TINT)*

Signature of HOD, IT, TINT



*(Handwritten signature of IQAC Coordinator, TINT)*

Signature of IQAC Coordinator, TINT

*(Handwritten signature of Director, TINT)*

Signature of Director, TINT

**Dr. R. T. Goswami**

Director

Techno International Newtown

BLOCK-DG, ACTION AREA-1, NEW TOWN,  
KOLKATA-700 156

# **INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**



**TECHNO INTERNATIONAL NEW TOWN**

**BASIC SCIENCE AND HUMANITIES DEPARTMENT**

## INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT PROFORMA

**Academic Year: 2022-2023**

**Date of Audit: 24/08/2022**

Sl. No	Particulars	Verification [Y/N]	Observations
<b>Curriculum Aspect</b>			
01	Well planned academic calendar for effective curriculum delivery	Y	
02	Curriculum in line with PO, PSO?	Y	<b>For the subjects offered by dept of BSH, PSOs are partially in line with the curriculum.</b>
03	Course File is well organized with proper documentation	Y	
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	<b>All BSH courses are intended to enhance technical skills of the UG students.</b>
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	<b>There are many regular and mandatory courses from 2nd year onwards designed to focus on the prescribed topics.</b> <ul style="list-style-type: none"><li>• Environmental Sciences (MC401, MC-ES301, MC(EE)401, MC381)</li><li>• Values &amp; Ethics (HU 301, HM EE 401, HU 401, HM HU 401)</li><li>• Cyber Law &amp; Ethics (CEOC701 C)</li><li>• Professional Practice Law &amp; Ethics (CE HS 801 A).</li></ul>
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	<b>Value added courses includes :</b> <ul style="list-style-type: none"><li>• Employability Enhancement Program</li><li>• Statistical Analysis using Python , are introduced and implemented for the</li></ul>

Sl. No	Particulars	Verification [Y/N]	Observations
			<b>B.tech students for their overall Growth and Development.</b>
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	<b>Y</b>	<b>BSH organizes a guardian meet every year to collect their feedback on 1st year syllabus and teaching-learning methodology.</b>
<b>Teaching Learning and Evaluation</b>			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	<b>Y</b>	
09	Student – Full time teacher ratio is satisfied?	<b>Y</b>	<b>24.03</b>
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	<b>Y</b>	<b>To promote student centric methods, BSH organizes annual exhibition Scintilla (to support experiential learning), and Seminars/Expert talk (to boost participative learning) regularly. This description will change yearly</b>
11	ICT enabled Teaching / Examination / evaluation are in practice?	<b>Y</b>	<b>Teaching : Teaching in blended mode, where MS Teams, google meet platforms are provided by college Examination &amp; Evaluation : Two Continuous Assessments are conducted (Technical report writing and PPT presentation) and assessed using digital platforms.</b>
12	Ratio of mentor to students for academic and other related issues	<b>Y</b>	<b>On an average mentor to mentee ratio is 1:25</b>
13	Average teaching experience of full time teachers in the same institution	<b>Y</b>	<b>10.04</b>
14	Whether the number of teachers who received awards and recognitions is satisfied?	<b>N</b>	
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	<b>Y</b>	

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	<b>Evaluated answer scripts of continuous assessments are shared with the students and discrepancies are addressed, if found</b>
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	
<b>Research &amp; Development</b>			
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	<b>Faculties from BSH are engaged extensively in various research activities.</b>
28	Students' participation in extension activities in the neighbor-hood	Y	<b>Earth day celebration: tree plantation in neighbouring community</b>



Sl. No	Particulars	Verification [Y/N]	Observations
	community for their holistic development is encouraged by Institution?		
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	
<b>Infrastructure</b>			
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	
<b>Student Support and Progression</b>			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	
37	Redressal of student grievances / ragging / Sexual harassment	Y	
38	Students qualifying in state/ national/ international level examinations		Not Applicable
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	English training and placement classes to promote Campus Placement drive, Mathematics classes to help students in GATE exams.
40	Awards won by students for outstanding performance in extra-curricular activities	Y	ECE 1st year student Aniruddha Hazarii received bronze medal for the project petrol, diesel from plastic waste in International

Sl. No	Particulars	Verification [Y/N]	Observations
			<b>Invention Competition for young moslem scientist 2023.</b>
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	
<b>Grievance, Redressal and Management</b>			
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	<b>During extended medical leave, (beyond the allotted quota) college staff members receive their full salary deposited into their bank accounts.</b>
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	

Sl. No	Particulars	Verification [Y/N]	Observations
54	Innovation and Start up cell	Y	
55	Research Facilities	Y	
56	Is library automated using LMS?	Y	
<b>Institutional Values and Best Practices</b>			
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. Implementation of ICT-based tools must involve integrating technology-driven resources and platforms into educational practices to enhance learning experiences, facilitate interactive engagement, and promote digital literacy skills among students and educators, thereby modernizing teaching methodologies and fostering a more dynamic and effective learning environment.
2. The bright students must be engaged in additional academic activities, like research and development, outreach programs, and skill development, thereby nurturing their potential, and inducing a culture of innovation amongst them.

**Observations:**

1. The robust mentoring system of the BSH department throughout the 1<sup>st</sup> year helped the students to cope with the new environment by providing valuable advice, feedback, and encouragement tailored to their individual needs, thereby enhancing their academic performance and personal development.
2. The 1st international conference on the use of ICT tools by the Department of Basic Science and Humanities in collaboration with Jadavpur University represents a significant milestone for all the stakeholders of the department.
3. The inclusion of project exhibitions Scintilla organized by BSH, offered the 1<sup>st</sup> year students opportunities to showcase their innovative ideas work and findings with peers and experts.

**VERIFIED BY DAC**

1. Prof (Dr) Kakali Ghosh (HoD, BSH) *Kh 24.8.22*
2. Prof (Dr) Anwesha Dutta Ain (Convenor) *Ad*
3. Prof (Dr) Arpita Chattopadhyay *Arpita Chattopadhyay*
4. Prof (Dr) Sayantika Bose Chakraborty *Stb*
5. Prof. Averi Banerjee *Averi Banerjee*
6. Prof (Dr) Papiya Debnath *Papiya*
7. Prof (Dr) Amalendu Singha Mahapatra *Amalendu*
8. Prof (Dr) Sanjukta Chakraborty *Sanjukta Chakraborty*
9. Prof (Dr) Partha Pratim Chakraborty *PP*
10. Prof Barnali Dutta Roy *Barnali Dutta Roy*
11. Prof (Dr) Anindita Ray *Anindita Ray*

**Name & signature of DAC members**

*Kh 24.8.22*  
Signature of HOD

*Pratibha*  
Signature of IQAC Coordinator

*R. T. Goswami*  
Signature and Seal of Director

**Dr. R. T. Goswami**  
Director  
Techno International Newtown  
BLOCK-00, ACTION AREA-1, NEW TOWN,  
KOLKATA-700 156

**INTERNAL ACADEMIC & ADMINISTRATIVE  
AUDIT  
AY – 2022-23**

**DEPARTMENT  
OF  
CIVIL ENGINEERING**



**TECHNO INTERNATIONAL NEW TOWN**



# INTERNAL ACADEMIC AUDIT PROFORMA

Academic Year: 2022-23

Date of Audit: 29/8/2022

Sl. No	Particulars	Verification [Y/N]	Observations
<b>Curriculum Aspect</b>			
01	Well-planned academic calendar for effective curriculum delivery	Y	Prepared following MAKAUT guideline.
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	More intense field orientation is required.
05	Whether the issues of Environment and Sustainability, Gender, Human Values, and Professional Ethics integrated to the curriculum?	Y	
06	Is value-added course/field projects/research projects/internships introduced and students enrolled	Y	
07	Is Stakeholder feedback taken for the design and review of the syllabus and action taken?	Y	
<b>Teaching Learning and Evaluation</b>			
08	The department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	Some field problem or case study may be introduced for advance learner.
09	Student – Full-time teacher ratio is satisfied?	Y	
10	Student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies are used to enhance learning experiences	Y	
11	ICT enabled Teaching / Examination/evaluation are in practice?	Y	
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		
14	Whether the number of teachers who received awards and recognitions satisfactory?	Y	Some more Journal Publications are required.
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	
16	Any grievances related to teaching-learning/examination/evaluation/facilities	N	



	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	CO. and P.O. always discussed at introductory classes in the department.
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?	Y	Taken at the day of grand viva / comprehensive viva
<b>Research &amp; Development</b>			
23	Grants received from Government and non-governmental agencies for research projects / endowments	Y	Development of IOT Based Structural Health Monitoring Unit File NO-DSIR/PRISM/164/2023
24	Eco system for innovations including Incubation centre and other initiatives well exists and is operational?	Y	Promoted through IIC and BI at Institute level.
25	Is workshops/seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?		
26	Institute supports on patents published / awarded?	Y	NO Patent was applied.
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	
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	Maintained at institutional level.
<b>Infrastructure</b>			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate		
31	WiFi-enabled facilities	Y	
32	Student - Computer ratio / available bandwidth of internet	Y	
33	Facilities for e-content development	Y	
34	Budget allocation is satisfied?	Y	



40	Particulars	Verification [Y/N]	Observations
<b>Student Support and Progression</b>			
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	Classes are <del>taken</del> <sup>organised</sup> by TPO cell
37	Redressal of student grievances / ragging / Sexual harassment	Y	Central grievance and disciplinary committee takes care
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	Centrally organise by Institution.
43	Registered and functional alumni association / alumni contribution	N	
<b>Grievance, Redressal and Management</b>			
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	



	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:** Academic and administrative audit has been carried out as per guideline of IQAC & TINT and all documents are found to be satisfactory.

**Suggestion:**

1. More ICT based tools for teaching learning is to be implemented.
- 2.
- 3.

**Observations:**

1. Outcome based practice of the Department is found to be satisfactory.
2. More research work may be done.
- 3.



3.

4.

Name & signature of DAC members

1. Dr. Sanjoy Das Neogi

*Sanjoy Das Neogi*

2. Dr. Siddhartha Mukherjee

*S. Mukherjee*

3. Somnath Majumder

*Somnath Majumder*

4. Mousumi Kundu

*Mousumi Kundu*

Signature of HOD

*Sanjoy Das Neogi*

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

Signature and Seal of Director

*R. T. Goswami*

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

# **Techno International New Town**

(Formerly Known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156



## **Internal Academic & Administrative Audit Report (AY 2022-2023)**

### **Department of Computer Science and Engineering**

# Techno International New Town

## Department of CSE

### Internal Academic & Administrative Audit Report (AY 2022-2023)

Date of Audit: 08/08/2022

Sl. No	Particulars	Verification [Y/N]	Observations
<b>Curriculum Aspect</b>			
01	Well planned academic calendar for effective curriculum delivery.	Y	The Academic calendar is in line with affiliating University to guarantee the efficient and successful spread of information.
02	Curriculum in line with PO, PSO?	Y	Evaluating the development of curriculum and assessing the achievement of Course Outcomes (CO) and Program Outcomes (PSO).
03	Course File is well organized with proper documentation	Y	All course files are well maintained and meet academic requirements.
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Special classes for Skill development are conducted. Interested students are encouraged towards entrepreneurship by IIC cell
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	The curriculum encompasses topics such as the environment and sustainability, gender, human values, and professional ethics.
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	There is a good participation in value added courses are observed. Students are also encouraged towards participation in research projects.
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	The stakeholder feedback has taken in all other aspect. The syllabus designed by the university.
<b>Teaching Learning and Evaluation</b>			
08	Department assesses the learning levels of the students and organizes special Programmes 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	Student-centered tactics, such as experiential learning, interactive learning, and problem-solving methodologies, improve learning experiences.
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	Information and Communication Technology (ICT) is utilized proficiently in the process of teaching, testing, and evaluating, leading to enhanced student engagement and assessment.

Sl. No	Particulars	Verification [Y/N]	Observations
12	Ratio of mentor to students for academic and other related issues	Y	An optimal mentor-to-student ratio provides pupils with personalized academic and related assistance, leading to a favourable learning atmosphere.
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?	Y	Few faculty members have received recognition. Teachers are encouraged to participate more events like conference, various technical events etc. in state/ national level.
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	Regular and comprehensive internal evaluations are undertaken.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	Y	No such grievances are reported.
17	Teachers and students are aware of the stated Program and course outcomes of the Programs offered by the institution.	Y	Cos are informed by the respective subject teachers 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.
<b>Research &amp; Development</b>			
23	Grants received from Government and non-governmental agencies for research projects / endowments	Y	The department has received Promoting Innovations in Individuals, Startups And MSMEs (PRISM) by DST.
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) is active to nurture the ecosystem of , the department must boost entrepreneurship and innovation.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Regular workshops and seminars on research methodology, IPR, entrepreneurship, and skill development improve student and faculty research and entrepreneurship.
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	Academics utilize research papers, books, chapters, e-content, citation index, and h-index.

Sl. No	Particulars	Verification [Y/N]	Observations
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	The college promotes holistic development via neighbourhood extension programs, exhibiting community participation and social responsibility.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Student Exchange programmes are executed by the institute every year to promote academic and cultural exchange between institutions.
<b>Infrastructure</b>			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	Y	Smart classrooms, virtual rooms, conference rooms, staff cabins, and laboratories are in place for students and faculty members.
31	ICT - enabled facilities	Y	ICT enabled facilities are available in laboratories, classroom and seminar hall for various academic activities.
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.
<b>Student Support and Progression</b>			
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

Sl. No	Particulars	Verification [Y/N]	Observations
			developing holistically.
43	Registered and functional alumni association / alumni contribution	N	There is no alumni association.
<b>Grievance, Redressal and Management</b>			
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.
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	
<b>Institutional Values and Best Practices</b>			
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.



Sl. No	Particulars	Verification [Y/N]	Observations
60	National and international commemorative days, events and festivals observed?	Y	The institution celebrates local and international holidays and festivals to promote diversity and culture.
61	Any best practices adopted by the Institute?	Y	Maximum Participations in various technical events large 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.

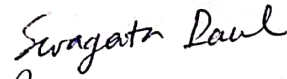
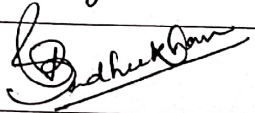
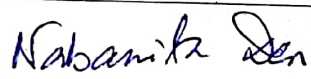
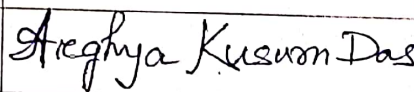
**Suggestion:**

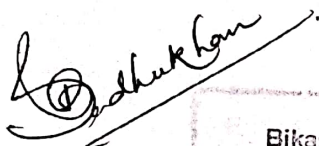
- Online doubt clearing classes for final year can be stretched into late hours with flexible timings.
- More Classroom teaching, offline laboratory classes with online assignment submission.
- More special classes on Subjects related to campus placement.

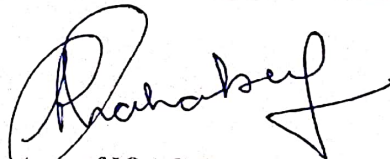
**Observations:**

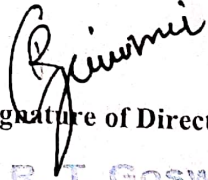
- Final year students after getting placement lose interest in the courses of the curriculum.
- CSE Cyber Security, CSE (IOT), CSE (Data Science) with intake capacity of 30, 30 and 30 respectively to gives students another stream to choose keeping in mind the latest trend in technological advancement.
- 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	
2	BIKASH SADHUKHAN	ASST PROFESSOR	
3	NABANITA DAS	ASST PROFESSOR	
4	ARGHYA KUSUM DAS	ASST PROFESSOR	

  
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 – 2022-2023**

## **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: 2022-2023**

**Date of Audit: 25.08.2022**

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

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
<b>Research &amp; Development</b>			
23	Grants received from Government and non-governmental agencies for research projects / endowments	N	Efforts should be given to receive research project grants.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	May be implemented.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Excellent
26	Institute supports on patents published / awarded?	Y	Very Good
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	Very Good
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	Excellent
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Very Good
<b>Infrastructure</b>			
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.

<b>Sl. No</b>	<b>Particulars</b>	<b>Verification [Y/N]</b>	<b>Observations</b>
32	Student - Computer ratio / available bandwidth of internet	<b>Y</b>	<b>Excellent</b>
33	Facilities for e-content development	<b>Y</b>	<b>Very Good</b>
34	Budget allocation is satisfied?	<b>Y</b>	<b>Very Good</b>
<b>Student Support and Progression</b>			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	<b>Y</b>	<b>Very Good</b>
36	Capacity development and skills enhancement initiatives are regular and well organized	<b>Y</b>	<b>Excellent</b>
37	Redressal of student grievances / ragging / Sexual harassment	<b>Y</b>	<b>Excellent</b>
38	Students qualifying in state/ national/ international level examinations	<b>Y</b>	<b>Very Good</b>
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	<b>Y</b>	<b>Excellent</b>
40	Awards won by students for outstanding performance in extra-curricular activities	<b>Y</b>	<b>Very Good</b>
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	<b>N</b>	<b>Not provided by the university norms.</b>
42	Sports and cultural events / competitions organized	<b>Y</b>	<b>Excellent</b>
43	Registered and functional alumni association / alumni contribution	<b>N</b>	<b>May be implemented.</b>
<b>Grievance, Redressal and Management</b>			
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	<b>N</b>	<b>May be implemented.</b>
46	Performance appraisal system, promotional avenues are well maintained and regular	<b>Y</b>	<b>Good</b>
47	Faculty and staff effective welfare measures are satisfactorily	<b>Y</b>	<b>Good</b>
48	Financial support to attend conferences / workshops and membership fee of professional bodies	<b>Y</b>	<b>Very Good</b>
49	Professional development / administrative training Programmes organized / attended	<b>Y</b>	<b>Very Good</b>
50	Internal and external financial audits	<b>N</b>	<b>Governed by the institute.</b>

Sl. No	Particulars	Verification [Y/N]	Observations
51	Facilities for / cultural activities, yoga and sports	Y	Very Good
52	Hostel facility / guest room facility / Secured Campus	Y	Good
53	Infrastructure augmentation	N	May be added when it is required.
54	Innovation and Start up cell	Y	Very Good
55	Research Facilities	Y	May be improved.
56	Is library automated using LMS?	Y	Governed by the institute.
<b>Institutional Values and Best Practices</b>			
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	Vey Good
60	National and international commemorative days, events and festivals observed?	Y	Very Good
61	Any best practices adopted by the Institute?	Y	Continuous motivation from the institute for projects and research.

**Summary:** The ECE department demonstrates several positive aspects in its curriculum planning, teaching, and evaluation. 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.

**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 department's reputation.

## 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

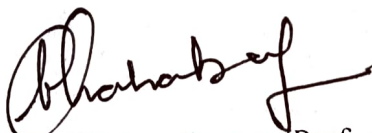




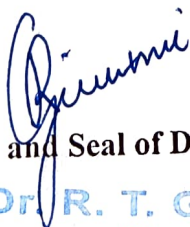


Signature of HOD (Prof. (Dr.) Manabendra Maiti)

Head-Department of EEE  
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

## **INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**



**TECHNO INTERNATIONAL NEW TOWN**

## INTERNAL ACADEMIC ADMINISTRATIVE AUDIT PROFORMA

**Academic Year: 2022-23**

**Date of Audit: 22.8.2023**

Sl. No	Particulars	Verification [Y/N]	Observations
<b>Curriculum Aspect</b>			
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	90% 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
<b>Teaching Learning and Evaluation</b>			
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	13
14	Whether the number of teachers who received awards and recognitions is satisfied?	Y	There is a provision for improvements
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	ICT based Continuous assessment method are used as per the academic calendar of university
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	N	
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	Course outcomes are shared in college website and discussed in the before the commencement of the class
18	Availability / Dissemination / Attainment of POs, PSOs, COs	N	available
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	available
20	Average pass percentage reviewed?	Y	Satisfactory above 90%
21	Course Exit Survey is taken after completion of each course?	Y	Yes, responses are taken through Moodle form and evaluated
22	Program Exit Survey is taken after completion of Program?	Y	Yes, responses are taken through Moodle form and evaluated
<b>Research &amp; Development</b>			
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	5
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 neighborhood community for their holistic development is encouraged by Institution?	Y	Student are involved in outreach program in regular basis.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Under Progress
<b>Infrastructure</b>			

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
<b>Student Support and Progression</b>			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Available at college level
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	Available based on curriculum as well as beyond the syllabus topics
37	Redressal of student grievances / ragging / Sexual harassment	Y	Grievance cell is available in college level
38	Students qualifying in state/ national/ international level examinations	Y	Satisfactory
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	Y	Campus connect training program and training for higher education are running effectively
40	Awards won by students for outstanding performance in extra-curricular activities	Y	Satisfactory
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	N	Under process
42	Sports and cultural events / competitions organized	Y	Satisfactory
43	Registered and functional alumni association / alumni contribution	N	Data not available
<b>Grievance, Redressal and Management</b>			
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	Y	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	Improved
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
<b>Institutional Values and Best Practices</b>			
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 benefits from its prime location in a megacity, offering excellent connectivity and a conducive environment for academics. It conducts regular outreach programs, such as blood donation camps, and supports student growth through the "Srijani" creative platform and effective mentorship, while maintaining a favorable student-to-faculty ratio. However, it faces challenges including unrealized government research grants, unstructured stakeholder involvement, and limited interest from core companies in campus recruitment. Despite these weaknesses, the presence of enthusiastic faculty and students presents opportunities for enhanced research participation and extensive internship placements. The college must also address the challenge of attaining national accreditation and securing bulk recruitment from core companies to improve employment outcomes.

### Suggestion:

1. Accreditation from national agencies are yet to be attained
2. Concentrated efforts for bulk recruitments of students by core companies.

### Observations:

1. Conducive environment for academic practice.
2. Overall growth and well being for students through an effective mentorship structure.

**VERIFIED BY DAC**

**Name & signature of DAC members**

1. Prof. (Dr.) Milan Basu

*M. Basu*

2. Dr. Syamasree Biswas Raha

*SBR*

3. Satabdi Chatterjee

*S. Chatterjee*

4. Ayindrila Roy

*A. Roy*

5. Debasish Biswas

*D. Biswas*

6. Arabindo Chandra

*A. Chandra*

7. Birendra Krishna Ghosh

*B. Ghosh*

**Signature of HoD**

Prof. (Dr.) Milan Basu  
H.O.D. (Electrical Engineering Dept.)  
Techno International New Town  
Formerly Known as Techno International of Technology  
Block-DG, AA-1, New Town, Kolkata-700 156

**Signature of IQAC Coordinator**

*M. Basu*

**Signature and Seal of Director**

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



## **INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**



**TECHNO INTERNATIONAL NEW TOWN**

### INTERNAL ACADEMIC AUDIT PROFORMA

Academic Year: 2022-2023

Date of Audit: 22.08.2022

Sl. No	Particulars	Verification [Y/N]	Observations
<b>Curriculum Aspect</b>			
01	Well planned academic calendar for effective curriculum delivery	Y	Department of Management of TINT follows the syllabus set by MAKAUT. Within these established academic structures, the department attempts to innovate curricular planning and implements effective curriculum delivery providing holistic development for its students.
02	Curriculum in line with PO, PSO?	Y	Curriculum is designed to be aligned with PO, PSO following Bloom's taxonomy. POs are statements about the knowledge and skills the post graduate students should have. Programme Specific Outcomes (PSOs) are defined outcomes of the programme which the students would have to acquire by the end of the programme.
03	Course File is well organized with proper documentation	Y	Work-in-progress Each folder should contain class schedule, student attendance, question papers, hand-outs, evaluation reports, feedback
04	Curriculum focus on employability / skill development / entrepreneurship?	Y	Courses on Business Communication, Presentation Skills, Soft-skills and Grooming have been designed and implemented

Sl. No	Particulars	Verification [Y/N]	Observations
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	Y	<p>Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.</p> <p>Free counseling services are provided through a Counseling Cell that include, women's rights, human rights, child rights, gender justice and gender equality.</p> <p>Environment awareness camps, seminars, guest lectures, are organized. World Environment Day and sapling plantation is annually organised.</p> <p>Human values and professional ethics are inculcated among students through co-curricular activities for all-round development of students.</p> <p>A compulsory course on Indian Ethos and Business Ethics (MB – 105 ) is also offered to MBA students in Semester I.</p>
06	Is value added course / field projects / research projects / internships introduced and students enrolled	Y	An internship is on-the-job training for MBA students during to supplement their formal education and expose them to the world of work.
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	NA	<p>To be designed and implemented.</p> <p>The feedback on Curriculum is to be collected from various stake holders like students, alumni, teachers, parents and employers at the end of every</p>

Sl. No	Particulars	Verification [Y/N]	Observations
			year as part of the quality initiative of the department
<b>Teaching Learning and Evaluation</b>			
08	Department assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Y	The departments use monitoring and mentoring to keep track of slow learners' progress. Revision classes and counselling sessions are held as and when required. Advanced learners are encouraged to study the contents of the syllabus effectively so as to achieve a high percentage of marks. Advanced learners and slow learners have identified as per their responses in the classroom as well as the performance in the Unit test, internal examinations.
09	Student – Full time teacher ratio is satisfied?	Y	Student-Teacher ratio is satisfactory
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Y	Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Experiential Learning, etc. The Teaching-learning activities are made effective through illustration and lectures. Lessons are taught through PowerPoint presentations to make learning interesting. The department Implements student-centric methods of enhancing the lifelong learning skills of students.
11	ICT enabled Teaching / Examination	Y	Learning is not confined to

Sl. No	Particulars	Verification [Y/N]	Observations
	/ evaluation are in practice?		traditional classrooms but it can take place anywhere and anytime. This model helps the student to read the material in advance before coming in the classroom. With the advent of ICT the conventional mode of assessment and evaluation has changed.
12	Ratio of mentor to students for academic and other related issues	Y	Ratio of mentor to students is satisfactory The college has established a well-structured mentor mentee system from among the full-time teachers to ensure mentoring and coaching. Mentors give students with support, direction, and practical assistance. The aim of student mentoring is to assist all students to develop their skills and confidence. They must take responsibility for their own life and attain their academic and personal objectives.
13	Average teaching experience of full time teachers in the same institution	Y	List of faculty along with particulars of the date of Appointments in TINT along with the years of experience only in the same institution are to be referred.
14	Whether the number of teachers who received awards and recognitions is satisfied?	NA	Recognition is a very rewarding experience for an excellent classroom teacher and his or her students. TINT can organize recognition programs for their exceptional teachers.
15	Mechanism of internal assessment is	Y	The college has transparent and



Sl. No.	Particulars	Verification [Y/N]	Observations
	transparent and robust in terms of frequency and mode		robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Unit Tests and Assignments Submission. Unit tests are conducted as per the schedule given in academic calendar.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	Y	Department addresses student concern on case to case basis. The satisfaction of the students is taken through SSR. It is of vital importance and the college ensures that in all of its academic and administrative activities.
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	Department conducts orientation program for students and clearly states learning outcomes of the Programs and Courses. Graduate attributes are described to the first year students at the commencement of the programme. Few hours are spent by the teachers introducing the subject to the students.
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	Work-in-progress. Assessment methods are categorized into two as direct method and indirect method to

Sl. No	Particulars	Verification [Y/N]	Observations
			access COs and POs. CO assessment methods are employed Direct assessment method and indirect assessment method are considered for 80% and 20% weightages respectively.
19	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	Y	Work-in-progress. The MBA program follows the curriculum designed by MAKAUT. The Programme outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way.
20	Average pass percentage reviewed?	Y	Semester I & II 100% pass percentage
21	Course Exit Survey is taken after completion of each course?	N	To be designed and implemented. The course exit survey is designed to collect student feedback at the end of each course. This enables the department to enhance the curriculum and works towards quality improvement.
22	Program Exit Survey is taken after completion of Program?	NA	To be designed and implemented. The program exit survey is designed to collect student feedback at the end of the program. This will enable the college to enhance the program and works towards quality improvement.
<b>Research &amp; Development</b>			
23	Grants received from Government	NA	The department is new. Has to

Sl. No	Particulars	Verification [Y/N]	Observations
	and non-governmental agencies for research projects / endowments		work for research grants
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	Y	College has its incubation cell. The department can take initiative to develop an Entrepreneurship Centre and an Industry-Institute Partnership Cell
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Seminars are conducted on Entrepreneurship and other allied areas
26	Institute supports on patents published / awarded?	Y	Institute has its IPR cell and the IIC through which guidance is provided for patents
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	Faculty members have satisfactory publications. However, work should be done towards betterment.
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	NA	Students' participation in extension activities to be initiated. This would sensitize them towards a sustainable society, equality and inclusivity.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Institution has the foreign collaborations and student exchange programs.
<b>Infrastructure</b>			
30	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories are adequate	N	Smart class rooms and Computer Labs are required
31	ICT - enabled facilities	Y	LCD projectors are there in classroom

Sl. No	Particulars	Verification [Y/N]	Observations
32	Student - Computer ratio / available bandwidth of internet	N	Computer Labs are required
33	Facilities for e-content development	NA	LMS system to be developed for the department
34	Budget allocation is satisfied?	Y	Departmental budget allocation should be prepared under specific heads
<b>Student Support and Progression</b>			
35	Students benefited by scholarships / career counseling / guidance for competitive examinations	Y	Eligible students are given scholarships. Interested students are guided for advanced studies
36	Capacity development and skills enhancement initiatives are regular and well organized	Y	These programs should be regularly conducted in a well-planned manner
37	Redressal of student grievances / ragging / Sexual harassment	Y	The institute has a grievance redressal cell and a disciplinary committee which takes care of any misconduct occurring within the premises affecting the code of conduct
38	Students qualifying in state/ national/ international level examinations	NA	No such records till date
39	Placement of outgoing students / progressed to higher education / Capability enhancement programs for Placement	NA	Students will be eligible for placement in 2023. Capability enhancement programs for Placement will be conducted during the AY 2022-2023
40	Awards won by students for outstanding performance in extra-curricular activities	NA	No such records till date
41	Presence of Student Council are well encouraged with satisfied number of student participation on Academic and administration activities	NA	To form a student council and encourage student participation in academic and administrative activities

Sl. No	Particulars	Verification [Y/N]	Observations
42	Sports and cultural events / competitions organized	Y	Students participate in institute or department organized sports and cultural events
43	Registered and functional alumni association / alumni contribution	NA	Yet to form a departmental alumni association, as the first batch of MBA students will pass in 2023
<b>Grievance, Redressal and Management</b>			
44	Registered and functional alumni association / alumni contribution	NA	Yet to form a departmental alumni association, as the first batch of MBA students will pass in 2023
45	Institute has implemented e-governance / ERP in all academic and administrative sectors for smooth running of activities	Y	E-governance helps in smooth functioning of the institute
46	Performance appraisal system, promotional avenues are well maintained and regular	Y	The HR department performs appraisal activities
47	Faculty and staff effective welfare measures are satisfactorily	Y	Institute has provisions for faculty and staff welfare
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	Institute has provisions for financial support to attend conferences
49	Professional development / administrative training Programmes organized / attended	Y	Professional development / administrative training programmes are organized by the institute
50	Internal and external financial audits	Y	Done as per institutional norms
51	Facilities for / cultural activities, yoga and sports	Y	Institute provides facilities for cultural activities, yoga and sports
52	Hostel facility / guest room facility / Secured Campus	Y	Institute has provisions for hostel facility / guest facility and a secured campus
53	Infrastructure augmentation	Y	Institute does infrastructural development work



Sl. No	Particulars	Verification [Y/N]	Observations
54	Innovation and Start up cell	Y	To be initiated in the department in alignment with the institute
55	Research Facilities	Y	More facilities needed in terms of management related journals, databases and softwares
56	Is library automated using LMS?	Y	Library facilities to be enhanced
<b>Institutional Values and Best Practices</b>			
57	Promotion of gender equity	Y	Through counseling sessions and awareness building seminars
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 sensitive arrangements are made in the campus
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	Y	Green campus initiatives in terms of plastic-free zones and planting saplings are regular initiatives in the college
60	National and international commemorative days, events and festivals observed?	Y	National events, festivals and international events are observed according to the calendar of events
61	Any best practices adopted by the Institute?	Y	Institute is regularly building on its best practices initiative

#### Summary:

Department of Management is a vibrant unit which has commenced its functionalities in post-graduate studies (MBA) during the AY 2021-2022. Within a short-period of time the department has been able to excel in many areas of responsibilities. However, to reach the heights of excellence, the department has to include certain activities within its folds and also improve its activities in the existing areas. The suggestions and observations are listed as follows:

**Suggestion:**

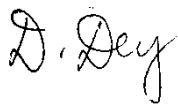
1. To build a alumni network and a student council.
2. To complete course files as per guidelines
3. To design and implement exit surveys and stakeholders' survey
4. To encourage students to participate in national level competitions
5. To develop smart class rooms and dedicated computer labs for management department

**Observations:**

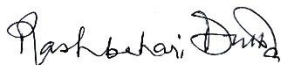
1. The curriculum and the course delivery are as per standards.
2. The department is taking sincere efforts in grooming their students and Industry Readiness Programme.
3. Guest lectures, industry visits, seminars are regularly held in the departments.
4. Cultural, sports and other co-curricular activities are also arranged systematically in the department.
5. The department is advised to work towards enhancing teachers' recognition system. The faculty members involve themselves in Faculty development programme.
6. Faculty members are to be supported and encouraged to work for research projects and grants .
7. The department should plan extension activities for students to facilitate their holistic development and make them socially aware.

**VERIFIED BY DAC**

1. Prof. Dipasish Dey, Assistant Professor



2. Prof. Rashbihari Dutta, Assistant Professor



3. Prof. Debashis Bhattacharyya, Assistant Professor

**Name & signature of DAC members**



Prof. Ipsita Ghatak, HOD, MBA

Signature of HOD



Dr. Ayan Chakraborty

Signature of IQAC Coordinator



Dr. R. T. Goswami,

Director, Techno International New Town

Signature and Seal of Director

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

# Internal Academic Administrative Audit AY-2022-2023

## 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: 2022-2023**

**Date of Audit: 25/08/2023**

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



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	
<b>Research &amp; Development</b>				
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?		YES	
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	
<b>Infrastructure</b>				
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	
<b>Student Support and Progression</b>				
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	
<b>Grievance, Redressal and Management</b>				
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	
<b>Institutional Values and Best Practices</b>				
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:

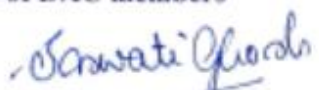
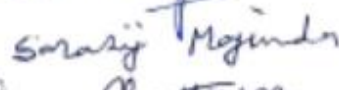
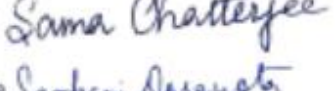

1. Teaching Learning process are found satisfactory.
2. The evaluation process followed in the laboratory is good.
3. Wi-fi bandwidth is good to work
4. No Projects grants received by the department.
5. Faculties are enrolled in the PhD program.

##### Suggestions:

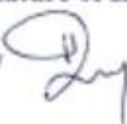
1. Faculties should encourage students in the research activities.
2. External funded research projects to be taken up by the faculty members
3. Remedial classes will be conducted weekly twice after the regular classes
4. Identifying the potential of the collaborators to promote the internship.

#### 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. Anan Chakraborty

##### Signature of the Director

Prof. R. T. Goswami

Dr. R. T. Goswami  
Director  
Tachan International New Town  
Block-19, Sector-10, New Town  
Kolkata-700064

## **INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT**



**TECHNO INTERNATIONAL NEW TOWN**

## **INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT PROFORMA**

**Academic Year: 2022-2023**

**Date of Audit: 23/08/2022**

<b>Sl. No</b>	<b>Particulars</b>	<b>Verification [Y/N]</b>	<b>Observations</b>
<b>Curriculum Aspect</b>			
01	Well planned academic calendar for effective curriculum delivery.	<b>Y</b>	The educational schedule is carefully organized to guarantee the efficient and successful spread of information.
02	Curriculum in line with PO, PSO?	<b>Y</b>	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	<b>Y</b>	Well-organized and well-documented course files are easily found and meet academic requirements.
04	Curriculum focus on employability / skill development / entrepreneurship?	<b>Y</b>	Provide elective examinations.
05	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics are integrated to curriculum?	<b>Y</b>	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	<b>Y</b>	The significant participation in value-added courses, field projects, research initiatives, and internships showcases outstanding involvement and hands-on learning.

Sl. No	Particulars	Verification [Y/N]	Observations
07	Is Stakeholder feedback taken for the design and review of syllabus and action taken?	N	There was no such initiative step has not been taken.
<b>Teaching Learning and Evaluation</b>			
08	Department assesses the learning levels of the students and organizes special Programmes 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	A student-to-full-time professor ratio that is acceptable or above guarantees access to academic assistance.
10	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.	Y	Student-centered tactics, such as experiential learning, interactive learning, and problem-solving methodologies, improve learning experiences.
11	ICT enabled Teaching / Examination / evaluation are in practice?	Y	Information and Communication Technology (ICT) is utilized proficiently in the process of teaching, testing, and evaluating, leading to enhanced student engagement and assessment.
12	Ratio of mentor to students for academic and other related issues	Y	An optimal mentor-to-student ratio provides pupils with personalized academic and related assistance, leading to a favorable learning atmosphere.
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	
15	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Y	Regular and comprehensive internal evaluations are undertaken in various formats to guarantee impartiality.
16	Any grievances related to teaching - learning / examination / evaluation / facilities are well addressed and measured with satisfaction?	N	None of the challenges related to teaching, learning, testing, assessment, or facilities have been resolved.



Sl. No	Particulars	Verification [Y/N]	Observations
17	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	Y	Teachers and students know the institution's programs and outcomes.
18	Availability / Dissemination / Attainment of POs, PSOs, COs	Y	Keeping and sharing Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) promotes educational goals and progress.
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.
<b>Research &amp; Development</b>			
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, indicating financial constraints.
24	Eco system for innovations including Incubation centre and other initiatives well exists and operational?	N	Without an incubation center or innovation ecosystem, the department must boost entrepreneurship and innovation.
25	Is workshops / seminars conducted regular basis on Research methodology, IPR, entrepreneurship, skill development initiative?	Y	Regular workshops and seminars on research methodology, IPR, entrepreneurship, and skill development improve student and faculty research and entrepreneurship.
26	Institute supports on patents published / awarded?	Y	Institute promotes innovation and IP by encouraging student publication and patenting.

Sl. No	Particulars	Verification [Y/N]	Observations
27	Research papers / books and chapters / e-content / Citation Index / h-index are satisfied?	Y	Academics utilize research papers, books, chapters, e-content, citation index, and h-index.
28	Students' participation in extension activities in the neighbor-hood community for their holistic development is encouraged by Institution?	Y	The college promotes holistic development via neighbourhood extension programs, exhibiting community participation and social responsibility.
29	Institutional involvement in collaborative activities / functional MoUs for faculty exchange / student exchange programs	Y	Staff and Student Exchange MoUs aggressively promote academic and cultural exchange between institutions.
<b>Infrastructure</b>			
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 pleasant for students and instructors.
31	ICT - enabled facilities	Y	Technologically sophisticated educational facilities improve teaching, learning, and administration.
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 enough to cover academic and operational needs, ensuring smooth operations and high-quality education.
<b>Student Support and Progression</b>			
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.

Sl. No	Particulars	Verification [Y/N]	Observations
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	Extracurricular achievement prizes go to students outside the institution.
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.
<b>Grievance, Redressal and Management</b>			
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.

Sl. No	Particulars	Verification [Y/N]	Observations
47	Faculty and staff effective welfare measures are satisfactorily.	Y	Successful faculty and staff welfare programs demonstrate the institution's commitment to employee well-being.
48	Financial support to attend conferences / workshops and membership fee of professional bodies	Y	Funded faculty conferences/workshops and professional body memberships enhance professional growth and networking.
49	Professional development / administrative training Programmes organized / attended	Y	The institute trains teachers and workers in administrative and professional skills.
50	Internal and external financial audits	Y	Internal and external audits provide financial openness and accountability.
51	Facilities for / cultural activities, yoga and sports	Y	The college offers cultural, yoga, and sports programs for student and faculty well-being.
52	Hostel facility / guest room facility / Secured Campus	Y	Students and tourists can stay in comfortable hostels and guest rooms, assuring campus safety.
53	Infrastructure augmentation	Y	The institution is augmenting its infrastructure to suit changing demands and norms.
54	Innovation and Start up cell	N	There is no such cell.
55	Research Facilities	Y	Academic and intellectual activity is supported by excellent research resources, promoting innovation.
56	Is library automated using LMS?	N	
<b>Institutional Values and Best Practices</b>			
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.

Sl. No	Particulars	Verification [Y/N]	Observations
59	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	N	No such initiative has been taken by the authority.
60	National and international commemorative days, events and festivals observed?	Y	The institution celebrates local and international holidays and festivals to promote diversity and culture.
61	Any best practices adopted by the Institute?	Y	The organization employs best practices to enhance administration and instruction.

### Summary:

Concerning areas such as research, student assistance, instructional strategies, and curriculum development. Some of the areas that still need development are environmental practices, teacher recognition and incentives, innovation ecosystems, grievance resolution, and stakeholder involvement.

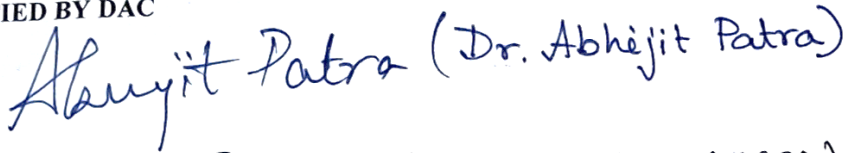
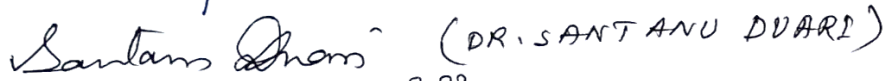

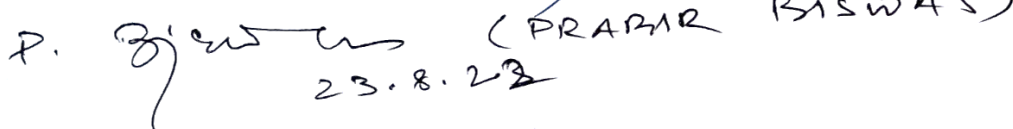
### Suggestion:

1. Considering the country's present situation, investing in waste management, water and energy conservation, and alternative energy sources is a wise approach for an educational institute.
2. Student council representation and encouragement in the administrative and academic domains are vital for every educational institution.
3. Functional innovations and startup cells are necessary to encourage students to pursue careers as entrepreneurs.


### Observations:

1. The use of Information and Communication Technology (ICT) enables the implementation of teaching, testing, and assessment methods.
2. The curriculum must be in accordance with the stated goals and program outcomes (PO) (PSO).
3. Problem-solving methodologies, interactive learning, and experiential learning are all instances of student-centered practices.
4. Acceptable research outputs include several forms such as books, chapters, articles, e-content, citation index, and h-index.

VERIFIED BY DAC


1.  (Dr. Abhejit Patra)
2.  (DR. SANTANU DVURI)  
23.08.22.
3.  (ANIKET MAITI)
4.  (PRADIP BISWAS)  
23.8.22

Name & signature of DAC members

  
Signature of HOD

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

  
Signature of IQAC Coordinator

  
Dr. R. N. Goswami  
Director  
Techno International Newtown  
BLOCK-DG, SECTION-AA-1, NEW TOWN  
Signature and Seal of Director