



Annual Quality Assurance Report (AQAR) (JUNE 2017 – MAY 2018)

SUBMITTED BY

Internal Quality Assurance Cell (IQAC)

Of

Institute of Engineering & Management
Gurukul, Y-12, Block -EP, Sector-V,
Salt Lake Electronics Complex, College More
Kolkata-700091
India.



The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution:

Institute of Engineering &
Management, Kolkata.

1.2 Address Line 1:

Gurukul, Y-12, Block -EP,
Saltlake Electronics Complex

Address Line 2:

Sector -V

City/Town:

Kolkata

State:

West Bengal

Pin Code:

700 091

Institution e-mail address:

director@iemcal.com

Contact Nos.:

+91 33 2357 2969, +91 33 2357 7649

Name of the Head of the Institution:

Prof (Dr) Satyajit Chakrabarti

Tel. No. with STD Code:

+91 9903846956

Mobile:

Name of the IQAC Co-ordinator:

Prof (Dr) Himadri Nath Saha
&
Prof Sanghamitra Poddar

P

Mobile:

+91 9830249238

IQAC e-mail address:

iqac@iemcal.com

1.3 NAAC Track ID:

WBCOGN26655

1.4 NAAC Executive Committee No. & Date:

EC(SC)/25/A&A/15.1 dated 9-6-2017

1.5 Website address:

www.iem.edu.in

Web-link of the AQAR:

<http://iem.edu.in/aqar-2018/>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.25	2017	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: (DD/MM/YYYY)

30/04/2015

1.8 AQAR for the year:

2017-18 (June 2017 to May 2018)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC: (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR N.A. (DD/MM/YYYY)
- ii. AQAR N.A. (DD/MM/YYYY)
- iii. AQAR N.A. (DD/MM/YYYY)
- iv. AQAR N.A. (DD/MM/YYYY)

1.10 Institutional Status:

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme:

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BCA,BBA,M.Sc(Computer Sc)

1.12 Name of the Affiliating University: (for the Colleges)

Maulana Abul Kalam Azad
University of Technology
(Formerly WBUT).

1.13 Special status conferred by Central/ State Government — (UGC/CSIR/DST/DBT/ICMR etc) None

Autonomy by State/Central Govt. / University

Autonomy Visit done on 9-10th March, 2018.
Waiting for Approval.

University with Potential for Excellence

-

UGC-CPE

--

DST Star Scheme

UGC-CE

-

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

14

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and

1

community representatives

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

2

2.9 Total No. of members

28

2.10 No. of IQAC meetings held

4 Nos.

2.11 No. of meetings with various stakeholders:

No.

20

Faculty

10

Non-Teaching Staff

5

Alumni

3

Others

2

2.12 Has IQAC received any funding from UGC during the year? Yes

No



If yes, mention the amount

Does not arise

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

9

International

9

National

0

State

0

Institution Level

0

(ii) Themes

- Annual Information Technology, Electronics and Mobile Communication Conference.
- Information Technology, Electromechanical and Microelectronics Conference.
- Annual Ubiquitous Computing, Electronics & Mobile Communication.
- Annual Computing and Communication Workshop and Conference.
- International Conference on Emerging Technologies in Data Mining and Information Security.

- International Conference on Electronics, Materials Engineering & Nano Technology.
- International Conference on Ethical Hacking.
- International Conference on English Learning and Teaching Skills.
- International Conference on Current Trends in Material Science and Engineering.

2.14 Significant Activities and contributions made by IQAC:

The IQAC cell of IEM in its advisory board meetings held at institute's Science auditorium chalked out the action-plan for the year 2018-19. IQAC conducted monthly reviews for the development of academic activities for teaching faculty with the help of IQAC advisory board.

Some of the activities the faculty members & students carried out after NAAC Peer team visit held in the month of June 2017

- Conducted 9 International conferences to promote quality, research & development, encourage students to pursue higher education.
- Academic audit has been conducted by a team of external experts.
- Academic audit both at departmental and institutional level.
- Feedback was collected from students, employees, parents, alumni of various departments. These reports were analysed through IQAC quality management members & different improvements were suggested.
- The faculty members were encouraged and given responsibilities for active participation of departments in various student affairs, co-curricular activities, training and placement to ensure the complete growth & development of the students.
- Development of soft skills and personalities of the students by organising training programme.
- Teachers were encouraged to attend & organise different faculty development programs.
- Budgetary provisions were discussed & upgraded for R&D activities in the college.
- The staff members were encouraged to promote digitization.
- All faculty members were encouraged to record their lecture videos in the IEM Gymkhana TV, so that the students are able to follow the subject contents as per their requirements.
- It was decided to focus on the recommendations made by the peer team. Certain areas were identified and prioritized. The IQAC suggested a plan for 2018-19 focussing on
 1. Research.
 2. Linkage and collaboration.

3.Outreach.

4. Holding national and international seminars and exposing students to the views of diverse thinkers, leaders, opinion makers.

The IQAC has adopted the following process for internal quality checks

- Evaluation of Teachers by students at the end of every semesters.
- Self appraisal reports submitted by teachers every year.
- Conducted several FDPs.
- Conducted placement training, foreign language classes and different club activities.

2.15 Plan of Action by IQAC/Outcome:

The plan of action was chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcomes achieved were analysed by the end of the year.

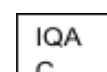
Plan of Action	Achievements
To Encourage meritorious faculty, employees and students by presenting them with awards, prizes and recognition certificates by IEM	Institute has given academic awards, best teacher's award. The meritorious students were given gold medals ,prizes and cash awards during the annual fest of the institute.
To collect feedback from students on 10 quality parameters related to curriculum, teaching learning and evaluation process	The feedback from students in each department after completion of odd & even semester examinations are collected and analysed. Consolidated reports were sent to the departmental heads for communicating & discussing the results with the teachers.
To collect feedback from parents, employee and alumni	Feedback were collected on sample basis and analysed. The consolidated report were placed before the management for effective implementation of the suggestions received from them.
To Collect self evaluation report from faculty and department evaluation report.	Reports from all faculties were collected and analysed. The consolidated report is placed before the management and communicated back to the faculty. The departmental evaluation report from each department were placed before the management and communicated back to the department.

To conduct quality awareness campaign	The IQAC has conducted quarterly meetings under the chairmanship of the Principal and detailed plans and programmes were formulated for quality awareness.
Digitization	<ul style="list-style-type: none"> ● E-file system is promoted to encourage the practice of paperless office. ● Online grievance redressal system was suggested. ● Online fees payment.
Minimizing environmental degradation	<ul style="list-style-type: none"> ● Decreased use of paper and plastic. ● Optimization of existing infrastructure. ● Tree plantation.
Development Programmes	<ul style="list-style-type: none"> ● Workshop conducted for students on recent development in Technological arena. ● Orientation programmes for faculties on teaching and research methodology. ● Counselling session for students. ● Participation in workshop, conferences, seminars and poster presentation by faculty and students.
Fulfilling social responsibilities	<ul style="list-style-type: none"> ● Remedial Class for weaker students in especially English language, Maths, Physics for 1st year students. ● Books, clothes, food, medicine donation camps to slum dwelling children. ● Evening classes for the under privileged.
Participation from stakeholders	<ul style="list-style-type: none"> ● Alumni meetings are continuously arranged, annual alumni meet organised to discuss and enhance wholesome education and development . ● Principal of the institute continuously interacts with the students to discuss various aspects.
Enabling better participation from the differently abled	<ul style="list-style-type: none"> ● Ramps on campus are present. ● Audio- Visual Board for differently abled are installed. ● Easy access to lifts is ensured.

** See Annexure I*

2.16 Whether the AQAR was placed in statutory body

Yes No



Management

Syndicate

Any other body

Provide the details of the action taken

<input type="checkbox"/> Feedbacks were taken from all stakeholders and actions were taken on it
<input type="checkbox"/> Academic audits and green initiatives are conducted and encouraged
<input type="checkbox"/> Grievance cell receives complains and suggestions from the students and accordingly the issues are addressed.
<input type="checkbox"/> Student's Grievance Cell Committee (GCC) is regularly addressing the issues.
<input type="checkbox"/> Counselling Cell is regularly counselling students from different departments.
<input type="checkbox"/> Placement Cell regularly organising different events for the placement of the students
<input type="checkbox"/> The IQAC meetings are held at regular intervals.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	3	0	3	3
UG	3	0	3	3
PG Diploma	1	0	1	1
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	7	0	7	7
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern (elective option)

Number of programmes (7)

Semester	2 Per Year
Trimester	X
Annual	X

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

*See Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No. This institute is affiliated under MAKAUT, West Bengal. So, there is no chance of revision/update of syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
257	181	42	34	0.

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

80

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
35	0	40	6	3	0	0	0	78	6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty

12(G)

12(V)

0(T)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	27	33	30
Seminars/Papers	22	25	26
Resource Persons	3	10	16

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Healthy interaction between students and faculty is ensured & encouraged which goes beyond the classrooms; learning beyond curriculum.
- Academic Audit (Internal/External) for continuous improvement are organised by IQAC.
- Alternative assessment tools to provide flexibility to the faculty.
- Awards are given for best student projects.
- Blended learning: lecture programmes through Gymkhana TV.
- Course based laboratories.
- Student exchange and collaborative research encouraged.
- Career counselling and student counselling for different papers.
- Promotion of credit based co-curricular and extra-curricular activities.
- Course components: Lecture-Tutorials-Practicals.
- Departmental advisory board for academic mentoring.
- Extension lectures are organised.
- Financial support to students for participating in project preparation and science competition.
- Hands on workshop by industry personnel.
- Industry participation on various boards – BOG, AC, BOS (departmental)
- Internship during the semester breaks are encouraged.
- Industrial/site visit are organised by the Institute along with CII.
- Classroom lectures are supplemented by talks by eminent scholars, scientists.
- 24X7 WiFi enabled campus promotes technological upgradation.
- Overhead projectors in every classroom are present.
- Well equipped internet resource centre, computer labs.
- Continuous evaluation through projects, assignments, tests.

2.7 Total No. of actual teaching days

210

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution: (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Institute has adopted reforms to maintain the quality of teaching and learning process and improving academic standards.

- The college conducts regular orientation and awareness programmes for the benefit of the students.
- The institution continues to adopt improved examination process.
- Examination reform – The Course instructor /Coordinator prepares the question paper in the respective courses. Few more set of question/s are invited from external examiners. Further evaluation of scripts with respect to those courses is also done by respective course instructor along with moderation by external examiners. The students are provided with an opportunity to access their answer script of each course. This process happens immediately after the announcement of mid-term results. A student aggrieved by the marks awarded to him/her can appeal for re-evaluation. All the copies (internal) are shown to the students & signed by them.
- For each department 2 midterm internal examination and one end semester examination are conducted.
- 2 midterm examinations are conducted by the concerned department and question papers are set by internal teachers, moderators and external subject experts.
- Assignments and seminars are part of internal examination conducted by institute's examination cell.
- Regular tutorial and remedial classes are conducted.
- Continuous evaluation is carried out through regular tests, assignments, projects.

2.9 No. of faculty members involved in curriculum Restructuring /revision /syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

6	5	7
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2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %(>=6.75)	II %(<6.75)	III %	Pass %
B.Tech.	624	-----	592	32	-----	99.1
M.Tech.	37	-----	34	3	-----	99.4
BBA	98	-----	96	2	-----	99.2

MBA	153	----	150	3	----	99
BCA	109	----	107	2	----	99.7
PGDM	31	-----	29	2	-----	99.6
M.Sc	2	----	2	0	----	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Encourage the departments to prepare departmental annual report by summing the information /data provided towards AQAR.
- Formulated a quality management system for teaching and learning process which includes the scheduling of orientation courses, bridge courses, preparation of timetables with student seminars preparation and submission of teaching plans.
- Filling of activity diary, conduction of extra-curricular activities.
- Guidelines for student counselling were formulated.
- Prepared a structured questionnaire for collecting the feedback from students and parents.
- Collects self appraisals from faculty and department appraisals periodically.
- The periodic reports submitted by IQAC to the top management and the review meetings conducted periodically helped the organization significantly to monitor the progress and to initiate measures for quality enhancement.
- Conducts the quality audit once in every six months in all academic and administrative departments. The external audit is done every year by the professional quality auditors.
- The feedback and the suggestions of all stake holders are given due importance and placed in management meeting for proper approval.
- Coordinates with the planning, monitoring and evaluation process of the institute to review the progress and performance of various functional divisions and develops plan for the future.
- Use of ICT encouraged and enhanced.
- Conducted several Faculty Development Programs.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	2
HRD programmes	205

Orientation programmes	60
Faculty exchange programme	2
Staff training conducted by the university	2
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	210
Others	5

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year (2017-18)	Number of positions filled temporarily
Administrative Staff	36	0	4	0
Technical Staff	53	0	5	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

- Study leave sanctioned for the faculty members pursuing Ph.D.
- Cash incentive for research publications in referred journals.
- Management funded research promotion scheme formulated.
- Deputation of faculty to participate in workshop, seminar and conferences.
- Financial assistance to faculty for presenting technical papers in national, international conferences/seminars.
- Center of excellence/innovative labs/incubation centres.
- Incentive for faculty for fetching external research grants.
- Supporting measures for patent filing.
- Collaboration with foreign universities for research activities.
- Students are encouraged to attend national/International seminars for presentation of papers.
- Enlighten and creating awareness among the faculty members about various research grant sources, thereby promoting research activities.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	1	1	-----
Outlay in Rs. Lakhs	-----	47 lakhs	27lakhs	-----

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	2	2	-----
Outlay in Rs. Lakhs	-----	2 lakhs	2 lakhs	-----

3.4 Details on research publications *:

	International	National	Others
Peer Review Journals	157	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	126	5	0

* See Annexure III

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	2014-19	DST	47 Lakhs`	27 Lakhs
Minor Projects	2017-tilldate	ISHRAE	Rs 50000	Rs50000
Interdisciplinary Projects	---	----	----	---
Industry sponsored	----	---	----	----
Projects sponsored by the University/ College	2017-19	IEM	40 Lakhs	40 Lakhs
Students research projects <i>(other than compulsory by the University)</i>	2017- till date	DST&IEM	40 Lakhs`	22 Lakhs
Any other(Specify)	-----	-----	-----	-----
Total		DST, ISHRAE, IEM	1,27,50,000	89,50,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from:

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges: Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	9	---	----	-----	-----
Sponsoring agencies	IEEE & Springer	----	----	-----	-----

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	18
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College
15	6	2	2	----	----	5

Of the institute in the year:

3.18 No. of faculty from the Institution who are Ph. D. Guides (total)

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Career counselling and personality development programmes are organised.
- Community social development team of the institute has organised several programs.
- Organised summer training programme for the B.Tech. students of second and third year.
- Organised coaching for NET, GATE, CAT & distribution of study material.
- The institute has initiated reforms in various spheres as part of social reforms in order to help marginalized section of students under distressing conditions.
- Providing facilities for physically challenged students by the institute.

- Organised faculty development programme on recent trends.
- Organises annual Marathon (Run for Education) to generate fund for the downtrodden section of the society in association with C.R.Y.
- Conducts medical camps in nearby slum areas.
- Conducts health awareness programs.
- Blood donation camp.
- MOU with C.R.Y.
- MOU with Save The Children Committee (India).
- Celebration of Independence Day and Republic Day.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12140.53 in sq.mts	NIL	Fees&Loan	12140.53 in sq.mts
Class rooms	4620 in sq.mts	660 in sq.mts	Fees&Loan	5280 in sq.mts
Laboratories	3238 in sq.mts	493 in sq mts.	Fees&Loan	3731 in sq.mts
Seminar Halls	901 in sq.mts	179 in sq mts.	Fees&Loan	1080 in sq.mts
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	36	Fees&Loan	36
Value of the equipment purchased during the year (Rs. in Lakhs)	0	1,96,49,786	Fees&Loan	1,96,49,786
Others	0	0	0	0

4.2 Computerization of administration and library:

- Administrative information is digitalised and all the departments of the institute are provided with computer& data cable network facility.
- Admission and examination procedure are computerised.

- The institute Central Library has adequate no. of books, journal, computer with internet facility and provision for digital library.
- 24X7 library facilities provided by the institute for the students and faculties.
- E-Learning resources were created using e-Journals and e-books. The library provides e-Journal facilities.
- CCTV surveillance system for central library and all the existing facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	61948	20420347.80	3911	1759950.00	65859	22180297.80
Reference Books	5000	2500000.00	200	105102.00	5200	2605102.00
e-Books	90	Downloadable in .pdf format	10	Downloadable in .pdf format	100	Downloadable in .pdf format
Journals	Printed-15	150000.00	15	133080.00	30	283080.00
e-Journals	2500 Full Text Journals 1.IEEE 2.EBSCO 3.J-Gate(JET) 4.JSMS 5.Delnet	1012185.00	-----	-----	2500 Full Text Journals	1012185.00
Digital Database	1	13570.00	-----	-----	1	13570.00
CD & Video	250	252612.00	-----	-----	250	252612.00
Others (specify)	30 Computers For Digital Library, Library	1078289.00	60	1324800.00	90	2403089.00

	Management Software (LSEase)					
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4.4 Technology up gradation:

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	1650	912	1650	120	115	27	145	30
Added	137	100	137	10	5	3	25	5
Total	1787	1012	1787	130	120	30	170	35

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.):

- Each department is provided with computers having internet facility.
- Internet facility is provided in student hostel.
- Training programme in sphere of engineering is organised for faculty members and students to upgrade their knowledge.
- Video lectures are available in the Gymkhana TV based on course materials available for the benefit of the students.
- Tally System for maintaining the accounts in accounts department.
- CYNYSYS for the tax calculation in accounts department.
- LYBSYS Software for library.
- Internet access to all machines and 155 mbps leased line.
- Wi-Fi facility throughout the institute.
- Audio-visual system in all classrooms.

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs. 4525101.15

ii) Campus Infrastructure and facilities

Rs. 26150304.00

iii) Equipments

Rs. 19649786.00

iv) Others

Rs. 460609609.74

Total :

Rs. 51,09,34,800.89

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Putting up notices and circulating them in the classes to enhance awareness about management contribution towards financial aid, scholarship & book bank facility available in college library.
- Continuous upgradation of library resources.
- Provision of a counselling centre.
- Mechanism for grievance redressal.
- Women's Development cell.
- HOD's of all departments to look into student related activities.
- Meeting are held with parents of first year students to orient them about college, its activities, examination system and placement scenario.
- On campus photocopying facility is made available for the students.
- Coordinated with the Director, Principal & HOD of various department to prepare the academic calendar for the student support system.
- Conducted meetings once in a month with officers of supporting facilities and has given suggestions for improvements.
- Has guided the placement office to conduct training programme to the students.
- The placement cell with the monitoring of the IQAC has conducted Campus interviews by inviting prominent industries.
- IQAC encourages students to come out with their views and suggestions to enhance quality education.

- Seed money is provided to different entrepreneurship ventures, scholarships are provided to brilliant and needy students.

5.2 Efforts made by the institution for tracking the progression:

- Assessment strategies – Measuring the academic progress of the students through internal assessment, result analysis, attendance, project method and through academic units and functionaries.
- Student’s feedback – The institution conducts student feedback process every semester to improve teaching, infrastructure, and the entire learning experience for the students during their tenure. The college has instituted an online student’s feedback system to obtain feedback on teaching, coursework and various academic activities. The student’s feedback is considered as a valuable source of information to measure their level of satisfaction.
- Parent teacher meeting /monitoring – Parents are invited at least once in a semester to discuss the progress of their wards. This is in addition to the regular monitoring of the student’s progress by their mentors.
- Academic audit – Regular academic audit both internal/external are conducted. The audit reports are reviewed and approved by the management.
- The faculty (mentor) regularly interacts with the assigned students to access and monitor the progress of each student and the same is communicated to the parents.
- Alumni association strengthens and increased by different programmes.

UG	PG	Ph. D.	Others
3540	574	0	0

5.3 (a) Total Number of students:

(b) No. of students outside the state: 561

(c) No. of international students: 198

No	%
699	17

No	%
3415	83

Men

Women

Last Year					This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

4114 0 0 0 0 4114 4114 0 0 0 0 4114

Demand ratio 100 Dropout % 2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any):

- Coaching classes are conducted for GATE, CAT and other competitive examination.
- Remedial and tutorial classes are held for slow learners.

No. of students beneficiaries

220

5.5 No. of students qualified in these examinations:

NET	0	SET/SLET	0	GATE	206	CAT	43
IAS/IPS etc	0	State PSC	0	UPSC	2	Others	0

5.6 Details of student counselling and career guidance:

- Placement Cell of the institute has placement officer to give career guidance to the students.
- To improve the communication skill in English, the institute regularly conducts remedial English classes.
- Placement cell arranges regular employment enhancement classes, campus interviews for assisting the students to get placed in various Core & IT organisations.
- Entrepreneurship development cell
 1. The cell provided platform for students to develop entrepreneurial skills sets.
 2. Conducts activities like workshops, lecture series, idea competition etc.
 3. 18 students have started their own companies and have become entrepreneur. The following are some of the activities /initiatives has taken by the cell for the benefit of the students and faculty members during 2017-18.

Sl no	Particulars	Date	Venue	Participants
1	NEN E-Week	10-18 th Feb,2018	IEM	Students
2	E-camp	5-9 th Jan 2018	IEM	Students from all over India

3	Business plan competition & Hackathon	23-25 th Jan 2018	IEM	Students from all over India
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No. of students benefitted

206

5.7 Details of campus placement:

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
235	884	801	30

5.8 Details of gender sensitization programmes:

The Institute has the centre for Women Studies Cell to organise gender sensitization

It has organised several women empowerment training programmes.

- Counselling is also provided for the girl students by the professionals.
- Compulsory karate class for women.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events:

State/ University level National level International level

No. of students participated in cultural events:

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events:

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support:

	Number of students	Amount(INR)
Financial support from institution	159	Rs.90,25,000.00
Financial support from government	10	Rs.124000
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives:

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution:

Vision:

To be globally recognized educational institution known for outcome-based education and application-oriented research.

Mission:

To assist students to understand and enjoy seamless nature of knowledge and encourage them to apply the acquired knowledge to practical use, so that they become worthy, socially responsible good human being sought after for their leadership qualities.

To foster creativity, innovation and excellence through example based teaching-learning process imparted in the most simple and easily comprehensible way.

To continuously upgrade knowledge base of our manpower, improve infrastructure and use of latest technology/pedagogical tools, and update curriculum through periodic feedback from stake holders to enable students to meet professional requirements and their expectations.

6.2 Does the Institution has a management Information System: Yes

Administrative procedure including

- Student Admission.
- Student Attendance.
- Evaluation & Examination Procedure.
- Research Activities.
- Seminar, Conference, Training activities.
- Finance.
- Automatic generation of ID Cards.
- Office records are being digitalised for archiving.
- Records maintained manually (at record room) converted into digital format.
- Tools developed for conducting conference and workshops.
- Online registration portal for conducting national, International conference and workshop.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The Board of studies (BOS) at PG & UG Levels were constituted with members from industry, expert faculty and student alumni. The Meeting of the BOS are conducted at regular intervals. The ideas obtained from the various bodies are thoroughly discussed by the experts and forwarded to MAKAUT. The feedback collected from the students and alumni for curriculum and suggestions are placed in BOS meetings. Analysis of all collected feedback done on the employability and value based education.

6.3.2 Teaching and Learning

The following are some of the innovative processes adopted by the institution towards TLP (Teaching and Learning Programme)

- E-Learning solution of automatic recording and distribution of class room lectures through Gymkhana TV.
- Creation of departmental advisory board for advising academic materials.
- Collaborative laboratory with industry.
- Live lecture programmes.
- Internships.
- Rubrics to assess the level of student projects.
- Animation/Power point/Smart Classroom facilities.
- To motivate and help students to do minor educational projects in related area/topics.
- Conduct External and internal academic audits on a regular basis.
- Workshop by alumni on current trend/technology.
- Project based learning (self study).
- Progression of students is continuously monitored.
- Inter departmental student projects.
- Funding for multi disciplinary projects
- Awards for best student projects.
- Financial support to students for participating in competitions and model preparation.

6.3.3 Examination and Evaluation

- Continuous evaluation through different methods like internal assessment tests, assignments, projects, presentation etc.
- Transparency is maintained in evaluation process.
- Examination committee ensures smooth conduction of examination.
- The end semester examination question paper is set up by MAKAUT(Affiliating university).
- The practical examination is conducted with internal and external examiners appointed by the Controller of Examination (MAKAUT).

6.3.4 Research and Development

The Institute has a research committee to facilitate, monitor and encourage the research activities. It meets regularly to discuss various plans to promote research and motivate the faculty for academic advancement.

- The committee keeps track of different government schemes and schemes other agencies like CSIR, DST, DBT, DRDO and CSIR.
- Creation of inter and multi disciplinary research teams.
- Organization of conferences/seminars/workshops/training programmes.
- Sponsoring faculty members for attending different conferences /seminars/workshops.
- Establishment of research forum.
- Encouraging faculty towards getting projects.
- Establishment of department research committees.
- Faculties are rewarded for publication in reputed journals and book publication.
- Sabbatical leave is provided to faculties for pursuing higher studies.
- College provides registration fees and travel cost for attending reputed National/International conferences.
- Subscription to both printed and online journals.
- Seed money provided to projects.
- Appointment of Research Assistant.
- Many research papers are published by students.
- Dedicated cubicles in laboratories for research works.
- Inviting distinguished visiting fellows from national & international levels.

Providing seed money for research activities.

Providing Incentives for publishing research papers in referred journals with impact factor.

Cluster concept.

Extension Lectures.

Recognising inspiration thinking of the students by awarding best student project award in every year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Institute Central Library was established with nearly 1 lakh books and 4111 books were added during 2017-2018 period and 15 print journals having e-learning resources with 10 eBooks and 10 e-journals. Library is well connected with consortium of Indian libraries INFLIBNET. The Institute has more than 1787 computers and 2 e-class rooms. Each department is provided with computer internet facilities. The institute has well established classrooms, seminar hall and fully equipped laboratories. Other amenities such as canteen, medical room, bank, hostels, recreation clubs, basketball court, indoor auditorium and common halls, are available. Each department of College of Engineering, has well established laboratories with modern equipments. The institute has well build gymnasium for all the students of the campus.

6.3.6 Human Resource Management

Delegations of responsibility – some of the key responsibility areas are identified and delegated at different levels – office function, Principal, HOD/Asst. HOD.

- ❖ Academic Council – All academic matter (including BOS functions) through academic council
- ❖ Internal Quality Assessment Cell (IQAC)

Participatory Management – Subcommittee for different functional activities comprises representatives of teachers, non-teaching staff and students. It includes the involvement of the staff for organizing different programmes of the college.

Staff Orientation Programmes are organized by the college on regular basis.

Performance appraisal system is practiced.

Promotion policy – College follows the promotion policies of the Higher Education Department. In addition, College also has introduced seniority based and performance based promotions.

Policy for compensation – College extends the following benefits to the staff members. Such as:

- ❖ Provident fund – Each member of the staff shall subscribe to duly constituted College Provident Fund in accordance with statutory rule.
- ❖ Gratuity – College pays Gratuity to the staff members.
- ❖ Leave Encashment – College pays leave encashment to the staff members as per the Higher Education Department guidelines. All teachers are treated at par.

Performance Recognition

- ❖ The College gives performance recognition by way of monetary incentives, like, sponsoring registration fees for the faculty members whose paper have been accepted at Seminars and Conferences (including International Conferences) providing the Ph.D registration fees to the candidates; by felicitating the retired staff members and recognising contributing efforts of those, with at least 2 years of service.

6.3.7 Faculty and Staff recruitment

- Recruitment of faculty and staff are being made as per AICTE and state government norms through board of appointments subject to approval by the management of the institute.
- The qualification, eligibility criteria and pay scale as per AICTE and state government norms.
- Advertisements are issued in leading dailies inviting applications from eligible candidates.
- The applications are scrutinised. Applicants who meet the eligibility criteria are called for an interview cum trial teaching session.
- The Candidates are selected by a duly constituted board of appointments.
- The approval of the governing body is sought for final appointment of the selected candidates.
- The staffing pattern of the institution is dependent on the extension of the academic programmes and the man power requirement for the same. With the introduction of new Programmes / new teaching and Non-teaching posts are created to meet the man power requirement to satisfy the work load.
- The BOG meeting are held on 4/8/2017, 2/12/2017 & 26/2/2018.
- In the academic year 2017-18 a total of 78 faculty and 9 Non-teaching staff (Technical & Administrative) were appointed.

6.3.8 Industry Interaction / Collaboration

- Institute has interaction and collaboration with reputed research organizations, industries and institutions in India and abroad.
- It has more than 7 MOUs and also has several interdisciplinary and multidisciplinary projects in collaboration with other reputed organizations.
(See Annexure IV)
- Institute has entered into student and faculty exchange programmes in collaboration with Foreign Universities/Institutions.
- The institute has MOU with CII (Confederation of Indian Industry) and participates in all industry academia outreach and exchange programs. The students and faculty members are sent in regular industry visits.
- Many faculty members are involved with different consultancy programs. This increases the institute industry interaction.
- Alumni of the institute working in different reputed government/private/MNCs/academia are regularly invited to address the students.

6.3.9 Admission of Students

The Institute has a well-organized and transparent admission system. All the admissions are based on merit in accordance with the rank obtained in the WBJEE or rank obtained in all India level entrance examinations JEE (Main).

6.4 Welfare schemes for

- Teaching Staffs:
 - ❖ Free medical facility.
 - ❖ Loans for housing and vehicle and medical needs.
 - ❖ Group insurance.
 - ❖ Festival advances.
 - ❖ Fee concession for employee's children in education.
 - ❖ Transport facility.
- Non-Teaching Staffs:
 - ❖ Free medical facility.
 - ❖ Group insurance.
 - ❖ Separate cooperative society.
 - ❖ Festival advances.
 - ❖ Loans for housing, vehicle and medical needs.
 - ❖ Fee concession for employee children in education.
 - ❖ Transport facility.
- Students:
 - ❖ Accommodation (hostel facility).
 - ❖ Free medical facility.
 - ❖ Student insurance.
 - ❖ Play grounds and gymnasium, meditation hall, yoga practice centre.
 - ❖ Recreational facilities.

- ❖ Implementation of fee reimbursement scheme.
- ❖ Assistance for getting scholarships.
- ❖ Publication of annual magazine.

6.5 Total corpus fund generated

13,45,810835.00

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Inspection was conducted by NAAC Peer Team and IEM college scores 3.25 CGPA out of 4(A) in its 1 st cycle accreditation	Yes	Principle, Coordinator –IQAC, Vice Principal, HODs
Administrative	----	-----	Yes	Principal, Coordinator - IQAC, Vice Principal, HODs

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association :

The Institute has a registered alumni association.

The alumni association organizes annual alumni meet known as “Homecoming” where almost 300-400 alumni from all over the world enthusiastically attend the program along with their family members.

- Several students are placed in different MNCs with the help of Institute alumni cell and also visiting lectures by eminent alumni are arranged.
- Alumni are associated in designing and updating the curriculum through participation in IQAC meetings.
- Feedbacks on institute, academic, non-academic activities are provided by the alumni on regular basis.
- They also participate in different community development and society welfare programmes like the annual IEM marathon organized in association with C.R.Y.
- The alumni also provide scholarships/awards/prizes to the deserving students.
- The alumni association also sponsors different endowment lectures.

6.12 Activities and support from the Parent – Teacher Association:

- Institute has quarterly parent-teacher meetings to understand the perceptions and expectations of the parents.
- The feedback from parents on various academic and non-academic activities is collected and analyzed by the IQAC.
- Along with the students, parents are invited for the induction meeting conducted by the Institute Administration.

- Institute believes in maintaining a holistic relationship between teachers and parents can improve the quality of education and it adopts several initiatives in this direction.
- Institute has plans to introduce additional online programmes in every department for each student in which the parents can interact and get required information.

6.13 Development programmes for support staff:

Different Development programmes are organised by the college for the support staff such as:

Orientation programme
 Development programme
 Improvement programme
 Computer and skill-based training
 Regular birthday celebration
 Sports
 Regular medical check-up.

6.14 Initiatives taken by the institution to make the campus eco-friendly:

The initiatives taken by the college to make the campus eco-friendly are:

Regular cleanliness ensured within and outside the campus.

Tree plantation within/outside the campus.

Rain water harvesting.

Introduction of solar energy plants which is reducing usage of electrical power and reduction of pollution in the campus

Encouraging using of CFL lamps.

Restricting the use of air conditioner in all the departments.

It is proposed to conduct energy audit every year.

Plantation:

Programmes for tree plantation are done inside/outside the campus to maintain the greenery and healthiness of the campus.

Water harvesting:

Water harvesting is practiced in the Institute.

Hazardous waste management:

The Institute set up a committee to handle hazardous waste management. Effective discharge of water from laboratories (Underground drainage system) Putting of damaged glassware and chemicals in specified locations. Institute is plastic free campus.

E-waste management

The Institute administration has nominated the centralized team to look after obsolete items from the Institute campus colleges and their proper disposal. The e-waste is disposed calling tenders from the vendors who use it for recycling. Necessary steps are taken for speedy disposal.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details:

- Curriculum – Ensuring the curriculum is robust and relevant through several brainstorm session by the stake holders.
- Pedagogy – Innovative pedagogy (Bloom’s taxonomy, self – Learning) for enhancing the skills of the graduate.
- Research – Promoting research, innovation & entrepreneurship through centre of excellence & incubation.
- Industry – collaborative efforts with the Industry personnel for enhancing the learning levels of graduates.
- Ensuring quality: Students feedback on Faculty for ensuring quality of teaching at each semester examinations. Once in a year on the Institutional facilities.
- Faculty development: A series of faculty development seminar/workshops organised by the IQAC Cell at a regular interval.
- Student support: Remedial classes for the slow learners and Bridge course for lateral entry students.
- Motivations: Incentives for publishing Research papers in refereed journals with impact factor.
- Alumni: Workshops by Alumni in current Trends/ Technology for enhancing the skills.
- Welfare: Medical insurance coverage for all the students, members of the faculty and their families.
- Student support system. Alumni support system are upgraded.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

Plan of Action	Action taken
Organise, Seminars /Workshops, Invited Lectures	<p>9 International conferences were conducted by the IQAC Cell.</p> <p>Ten Regional/State level Seminars/ Workshops were conducted by various departments. 50 invited Lectures were held.</p> <p>Orientation, training sessions, extension, expert classes were organised.</p>
Skill Enhancement Programmes	Conducted 10 Skill Enhancement Programmes- Web development, Python, Raspberry Pi, Arduino, IoT, Data Analytics, Big Data, Cloud Computing, R Programming, BCI.
Certificate Course	<p>10 Certificate Course of 30 hours for UG students:</p> <p>Web development, Python, Raspberry Pi, Arduino, IoT, Data Analytics, Big Data, Cloud Computing, R Programming, BCI.</p>
Assessment and Evaluation	<p>Two internal assessment exams conducted for UG and PG per semester.</p> <p>Continuous Assessment through class tests, projects and assignments.</p>

	Grievance Redressal Mechanism for grievances related to assessment.
Research & Development	<ul style="list-style-type: none"> • Publication of Research Journal- American Journal for Advanced Computing (ISSN No. 2368-1209). • 3 faculty awarded PhD in the academic year and 60 faculty pursuing research for award of Ph.D. • Motivation provided to teachers to publish books on related topics & SCI journals. • Faculty submitted proposal for major Research project in funding agencies like DST, CSIR & AICTE etc. • Encourages paper and poster presentation by students in conferences.
Career Guidance	<p>Career Counselling for students. Competitive Exam coaching. Orientation and enrichment programmes organized by Training and Placement cell. Career Placement Drives.</p>
Competitions Organised	<ul style="list-style-type: none"> • Inter collegiate competitions conducted on different themes by various departments. • Various departments, clubs organized variety College level competitions. • Annual Tech Fest along with cultural night is organised. <ul style="list-style-type: none"> • Student Research paper presentation competition is organised. • Different Workshops was organised on recent trends.
PTA	<ul style="list-style-type: none"> • Once in a month Parent Teacher meet is organised. • In the meet the progress of each student is considered in front of their parents.
Extension activities	<ul style="list-style-type: none"> • Free Education is provided to the street children's. • MOU with CRY organisation.

Counselling	<ul style="list-style-type: none"> • A trained counsellor provides regular counselling to students. • Faculty as Mentor- Each student is under a faculty mentor. • Career Counselling is provided by Career Guidance Cell.
Clubs, Forums, Cells, Department Associations	<ul style="list-style-type: none"> • Different Clubs are present in the Institute like Robotics club, Coding club etc.
Alumni	<ul style="list-style-type: none"> • A registered association is present. • Yearly once the alumni meet is organised. • Alumni members help the institution in every possible extend.

7.3 Give two Best Practices of the institution* *(please see the format in the NAAC Self-study Manuals)*

BEST PRACTICE 1

i) Title of the practice: Tri-Mentoring Programme.

ii) Objective of the practice:

- Identify and clarify students' personal and professional goals.
- Encourage students to face challenges with greater ease and confidence.
- To improve teacher-student relationship.
- To help them to get back on track when distracted.
- To counsel students and interact with them in one to one manner.
- To guide students to choose right career path.
- To develop strategies and action plans that yield results and improve the quality of life of students in many respects.
- Alumni – student interaction encouraged and established.
- Industry – student interaction encouraged and established.
- To make students motivated and committed until successful completion of the course.

iii) The Context:

Mentoring is a professional relationship in which an experienced person (faculty) assists another (student) to develop specific skills and knowledge that enhances the less-experienced person's professional and personal growth. The mentor provides an empathic ear to students'

concerns and offers support in setting their goals helps in practicing time and stress management techniques, and in acquiring more efficient study routines.

Since the majority of the students is not matured enough to take their own decision in the vast changing scenario of technology and fast life, the mentorship programme of the institute guides and counsel the students in academic, non-academic matters including personal domain to achieve their best in life. In particular, the scheme aims at addressing deficiencies in attitudes, habits, and knowledge of the students regarding study and learning.

iv) The Practice:

In this process of Tri-mentoring three mentors are assigned for each and every student. Where one mentor is a faculty of the institute, then another mentor is an alumni of the institute and last one is a corporate personnel. The task of the faculty mentor is to guide and help the students in their academic related problems and to streamline them in career oriented plans for their development. The task of the alumni member is to help the students as a college senior in all aspects of their life i.e. both academic as well as non-academic issues. The task of the corporate mentor is to guide the students for the knowhow of their placement activities and they also guide students on the current trends of the industry.

For proper record maintenance about the students, the mentors monitor and analyse on regular basis. Each mentor maintains the student's database and reports the same to his/her HODs. Mentors meet with each group regularly to discuss academic and non-academic issues. The issues include:

- Students' study habits.
- Study planning and techniques.
- Students' attendance.
- Real life problems.
- Examination preparation.
- Weaker student identification.
- Remedial classes requirement.

v) Evidence of Success :

- Improved teacher-student relationship.
- Improvement of academic performance.
- Improvement in Student's discipline and involvement in various college activities.

vi) Problem encountered and resources required :

There are some identified problems encountered and resources provided to implement the practice. These are:

- The newly joined faculty members from other colleges who are not accustomed with the culture are separately instructed to get involved in the mentorship program.
- Apart from regular theory and practical classes, allocating sufficient time for one to one student interaction through mentorship program sometimes becomes a constraint for the faculty members. However, the institute encourages and appreciates such activities through the annual appraisal of the faculty members.

BEST PRACTICE 2

i) Title of the practice:

Holistic approach of education is adopted to enhance the employability and professional as well as personal skills of the students.

ii) Objective of the practice:

- To develop core competencies required for the industry such as communication skills and collaboration, leadership, creative thinking and problem-solving skills, personal management, the ability to work in teams or groups and leadership effectiveness. Ultimately the aim is to make the students more employable and good responsible citizens of India.
- To not only aim at making them employable but also ensure inculcation of emotional, cognitive, corporal and social values.
- To achieve high placement records.

iii) The Context:

Students, in this era of globalization, are immersed in thoughts of fulfilling their professional and material aspirations. In this process, they at times do not adhere to certain basic dos and don'ts of professional as well as personal life. The institute considers this its responsibility to groom the students to face challenges in life in the right manner and spirit.

iv) The Practice:

Along with courses in English Language, Language Laboratory (since First year of B.Tech), which aims at improving English Language skills, students are offered a variety of other Humanities courses such as Values and Ethics in profession, Organization Behaviour, Economics for Engineers, Principles of Management, Group Discussion, Industrial Training etc. These courses cover a wide range of topics for enhancement of professional as well as personal skills of the students so that they can succeed in all endeavours in life. Over the above courses which are the integral part of their curricular structure, a few extra training

courses are also provided to the students for further enhancement of their skills and employability.

v) Evidence of Success:

- Student's academic performance has shown improvement and they are performing better in university exams.
- Soft skill training shows remarkable change in communication skills, confidence building, personality development and overall grooming.
- As a result of this the eligible students for campus placement of college has significantly improved.

vi) Problems encountered and Resources required:

Following problems are faced while implementing the practice

- Time Constraint – to match with academic schedule of university, completion of syllabus and soft skill development training (soft skill and domain knowledge training) of students is very difficult to accommodate.
- The quality of students coming to the college is mediocre and huge efforts are required to improve them.
- Creating interest and awareness among students regarding importance of soft skill in their professional career.

**See Annexure V*

7.4 Contribution to environmental awareness / protection:

- Environmental Day Celebrations, Tree plantation, Nature club camp, Swachh Bharat drive are regularly conducted
- Seminar talk on environmental awareness, green audit are conducted

7.5 Whether environmental audit was conducted?

Yes ✓

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:-

- Campus- Environment friendly campus.
- Quality Education – Highly qualified and dedicated faculty; healthy interaction between students and faculty which goes beyond the classrooms; learning beyond curriculum.
- Commitment towards student's welfare – Equal opportunity to all.

- Counselling – for students at both formal and informal levels, mentoring system well structured, tri-mentoring system is followed.
- Infrastructure and technology access – Air-Conditioned and modular laboratories with overhead projectors in all classrooms; 24X7 Wi-Fi connections. Well-Equipped internet resource centre and computer labs.
- Well -Equipped library – Excellent collection of rare and latest books and journals; The library is also equipped with special software and resources for differently abled students, 24X7, AC.
- Research & Innovations – Research thrust through activities like research projects and annual academic conclave.
- Sports achievement – In keeping with its tradition of all round education the college offers excellent sports infrastructure and coaching leading to national level sports achievements, mass participation of students in sports activities like marathon, inter/intra sports tournaments.
- Scholarships and financial aids - college offers financial aid and numerous need and merit based scholarships. A large number of scholarships disbursed to students from marginalized and economically deprived section, medical bills of needy students are paid.
- Fulfilling our social responsibility – Particularly through the active social service league, MOU with C.R.Y. and Save The Children Committee (India).
- Extra-curricular activities- Large number of cultural, literary, subject & theme based societies/clubs are present.
- Morning Assembly – All students of IEM are required to attend the morning assembly. Generally national anthem along with some important announcement done in the assembly. All faculties along with Director and Principal presides over the morning meeting everyday where the academic progress of students is discussed and necessary measures are taken for enhancing the quality of education, various institutional policies & discussions are planned to ensure decentralization of power.
- College Website - It is well maintained and user friendly. The class wise timetable is uploaded on the website before the commencement of the new session every semester .The attendance and internal assessment marks are uploaded by teachers regularly in the IEMCRP of the institute. All major events like seminar, conferences, invitee lectures, MDP, FDP programmes are uploaded regularly.
- Distinguished Alumni – Alumni of the college are regularly invited to interact with the students. They come and share their expertise from various fields like government, academia, corporate world, start ups etc.
- Library – Library housed in three different campuses along with one central library at Gurukul campus. All libraries are equipped with good no of books, air conditioned and fully automated .It also provides seamless access through an online library so that the students can access the catalogues , online journals , online reference sources at any time irrespective of location, 24X7, 360 days.

Weakness: -

- Limited availability of land due to the prime location of the institute.
- The proven point leads to the limited no of courses offered.

Opportunity: -

- Excellent academic environment
- Research and innovation
- Collaboration with foreign universities
- Active alumni participation.
- To share the wealth of information and methodologies practiced in the institute with the world at a large.

Challenges: -

- Inadequate research facilities due to lack of government and UGC funding.

8. **Plans of institution for next year**

IQAC plan of action to be decided upon at the beginning of the academic year

- Academics
 1. To organise interdisciplinary seminars, workshops, conferences.
 2. Regular workshops and extra courses pertaining to the course curriculum to be organised.
- Development Programmes and collaborations
 1. To encourage faculty members to start thinking about new courses.
 2. To increase the number of collaborations with foreign universities.
 3. To establish faculty and student exchange programmes.
- Research and Innovations
 1. To explore possibilities for active industry participation.
 2. To increase the number of patent applications.
 3. To increase publication of research papers in reputed journals with good impact factor.
 4. Search for funding from reputed industry and corporate houses related to research projects.

- Institutional Social responsibility
 1. Eco friendly measures to be adopted.
 2. To organise more community service activities to contribute to the wellness of the society.
 3. To implement the existing awareness programmes on environmental issues.
- Welfare Programmes
 1. To increase number of student internships, to support financially weak students, help students with very serious medical crisis.
- Administrative
 1. To enhance infrastructural development.
 2. Ensuring Interactive feedback, analysis & monitoring.
 3. Offer specific and targeted training to teachers & students.
 4. Academic Audit (Internal/External) for continuous of academic upgradation.
 5. Introduction of Academic autonomy in UG, PG courses.

Prof.(Dr.) Himadri Nath Saha

&

Name Prof. Sanghamitra Poddar

Name Prof.(Dr.) A.K.Nayak

Himadri Nath Saha

Sanghamitra Poddar

Signature of the Coordinator, IQAC

A.K. Nayak

Signature of the Chairperson, IQAC

Annexures:-

Annexure I – Academic Calendar.

Annexure II – Feedback analysis.

Annexure III – Publication list.

Annexure IV – MOUs with various organisations.

Annexure V – Tri-mentoring Report.