Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

Ref No: DSCSITSC/PRIN/IQAC/2019-20/2   Date: 04/02/2020

Action Taken Report against the last meeting of IQAC Committee held on 08/07/2019

Agenda	Resolution	Action taken
Agenda 1: Approval of IQAC meeting held on 20/02/2019.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 20/02/2019.	Noted
Agenda 2: To note and ratify the action taken report on the last IQAC meeting.	The action taken report is presented before IQAC members.	Noted.
Agenda 3: Review of R&D Activities for Academic Year 2018-19	A detailed presentation on the Research and Development activities of the last academic year was provided, including research grants received from government and non-governmental agencies.	➤ Publications in SCIE/SCOPUS/Web of Science Journal for the Year 2018-19: **04** The details are attached as **Annexure I** ➤ Publications in Book Chapter for the Year 2018-19: **01** The details are attached as **Annexure II** ➤ The total grants received from non-governmental agencies is **5.09** Lakhs. The details are attached as **Annexure III**
Agenda 4: Placement and Higher Education Statistics with Training Impact	An analysis of placement statistics, higher education statistics, and the impact of training on student placements was presented to the members. The improvements in student performance due to placement training were highlighted.	Initiative taken for further improvement

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

		2018-2019	
	Total Students	439	
	Placed Students	335	
	Training Attendance Percentage	75	
	Placed %	76.31	
	Higher Education %	5.3	
Agenda 5: University Curriculum Modification based on Stakeholders Feedback	Depending upon the feedback taken from different stakeholders like Students, Alumni, Faculty and Employers few changes are proposed by the Departmental Academic Committee (DAC), which is forwarded by the Academic Committee (AC) to IQAC for further proceedings.	The IQAC accordingly has taken necessary steps for correspondence to MAKAUT through a letter, dated 22/07/2019, for incorporating the following topics in the present curriculum for better understanding and realization of subject matters.
		Additionally, the Value Added Courses (VAC) addressing the above areas have been incorporated to strengthen the quality of the students as per the stakeholder's feedback. The details are attached as **Annexure IV.**
Agenda 6: Faculty and Staff Development	The progress of faculty and staff development programs, including attendance at FDPs and MDPs, financial assistance for	Total number of teaching and non-teaching staff participating in **Development Programmes** for the year 2018-19 are **80.**

Table within Agenda 5 (third column):

Dept. Name	Subject
AUE	Autonomous Vehicle
ECE	Data handling and Machine learning
ME	Uses of Autodesk
CE	Uses of ETABS
EE	PSCAD
CSE	Introduction of Blockchain

Programs	conferences/workshops, and professional body memberships, was reviewed.	Development Program	No. of Participants.
		Faculty Development Programmes (FDP)	59
		Management Development Programmes (MDP)	21
		The details are attached as **Annexure V**	
Agenda 7: MoU Signed/ Renewed by the Institution in last Academic Year	Existing and new MoUs signed by the institution were listed, along with the activities under each MoU. The committee reviewed the MoUs to ensure alignment with institutional goals.	New **MoUs** signed in the academic year 2018-19 is **01**. The details of MoU are attached as **Annexure VI**	
Agenda 8: FDP/ International/ National Seminar/ Conferences/ Workshop Organized	A list of FDPs, seminars, conferences, and workshops organized by various departments and the institution in the last academic year was presented. Members were advised to retain feedback forms for future reference and to propose similar events for the upcoming academic year.	FDP/International/National Seminar/Conferences/Workshop Organized in the academic year 2018-19 is **09**. The details of FDPs, seminars, conferences, and workshops organized as **Annexure VII**	
Agenda 9: Follow-up of Best Practices at the Institute	Progress on the implementation of value-added courses and skill development courses for students was discussed. The committee noted developments in this regard and encouraged further initiatives.	VAC courses conducted on the last academic year is **38**. The details of VAC are attached as **Annexure VIII.**	
Agenda 10: Extra-Curricular, Co-Curricular, Social Services, Extension, and Student Club Activities	The committee evaluated the number of extension and outreach programs conducted by the institution through NSS/NCC during the last academic year.	Initiative taken for further improvement	

Year	2018-19
Number of extension and outreach programs conducted by the	8

	institution		
Agenda 11: Academic Calendar 2019-20	The academic calendar for the academic session 2019-20 was presented and reviewed during the meeting.		It is followed as instructed.
Agenda 12: Academic and Administrative Audit (AAA)	Academic and Administrative Audit will be conducted for various departments for the last academic year.		It is executed according to the schedule. The details of the AAA for the year 2018-19 are attached as **Annexure IX.**
Agenda 13: Result Analysis for last Academic Year	A comprehensive analysis of the results for the Odd semester 2018-19 across all departments was presented. Actions taken for students who secured poor marks were also explained. The discussion concluded with resolutions on further steps to improve student performance.		Initiative taken

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

ANNEXURE I

Table: Publications in SCIE/SCOPUS/Web of Science Journal
Details in the Year 2018-19

Title of paper	Name of the author/s	Name of journal	ISSN number
FunPred 3.0: improved protein function prediction using protein interaction network	Sovan Saha	Bioinformatics and Genomics, PeerJ	2167-8359
Identification of essential proteins by detecting topological and functional clusters in protein interaction network of Saccharomyces cerevisiae	Sovan Saha	International Journal of Natural Computing Research	1947-928X
Protein function prediction from dynamic protein interaction network using gene expression data	Sovan Saha	Journal of Bioinformatics and Computational Biology	1757-6334
A simplified approach for modelling of an aerobic fixed bed hybrid bioreactor	Sushovan Sarkar	Journal of the Indian Chemical Society	0019-4522

ANNEXURE II

Table: Publications in Book / Book Chapter Details in the year 2018-19

Name of the teacher	Title of the paper	Title of the Proceedings of the Conference	ISBN number of the proceeding	Name of the publisher
Anjan Kumar Payra	Mutual Information–The Biomarker of Essential Gene Predictions in Gene-Gene-Interaction of Lung Cancer	Computational Intelligence, Communications, and Business Analytics	978-981-13-8578-0	Springer Singapore

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

ANNEXURE III

Table: EXTERNAL RESEARCH GRANTS Details in the year 2018-19

Name of the research project/ endowment	Name of the Principal Investigator/ Co-investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government/non-Government)
Integrated Automotive Systems Analysis and Optimization of IC Engine and Manual Gearbox for improved performance and efficiency	Dr. Prasun Dutta	2018-19	5.09	1.5 Years	HYUNDAI MOTOR INDIA LIMITED	Non-Government

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

ANNEXURE IV

University Correspondence & VAC

SARADIND
U PANDA

Digitally signed by SARADINDU PANDA
DN: c=IN, o=PERSONAL,
pseudonym=50dc17bda7694c6faf2a681ef8cb299e,
2.5.4.20=dc051023d5ef6eedc0adf77e0795389f7704e418ab
0283139cd404733ecded2d, postalCode=700084, st=West
Bengal,
serialNumber=89a2a0f5fedf43b7ecc8806032fe07cfca4a8bc
e88543469bec7f95be812409f, cn=SARADINDU PANDA
Date: 2024.04.28 11:28:13 +05'30'

DR. SUDHIR CHANDRA SUR
DEGREE ENGINEERING COLLEGE

540 Dum Dum Road, Surermath, (Near Dum Dum Jn. Station), Kolkata - 700 074
Phone : +91 33 25603889, 25603898, 65330375, Fax : +91 33 25604149
Website : www.dsec.ac.in, Email : info@dsec.ac.in

DSCSDEC/PRIN/2019-20/03A   Date: 22/07/2019

To

The Chairman
Board of Studies
Department of Automobile Engineering
MAKAUT, WB

Subject: Incorporating the changes in the curriculum based on the analysis of the feedback
collected from stakeholders for the Academic Year, 2018-19

Respected Sir/Madam

Our institution would like to intimate the university about incorporating the changes in
the curriculum. The institution has collected feedback on the curriculum from its stakeholders
like Students, Faculty Members/Academicians, Alumni and Employer after completion of the
semesters.

We are hereby attaching the copy of the feedback analysis and action taken report for your
perusal.

Thanking you,

Regards,

PRINCIPAL DSCSDEC
Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

CC:

IQAC Coordinator
All HODs
TPO

City Office : 7, Sarat Bose Road, Kolkata - 20, Phone : +91 33 2289 3944, 2289 3923
Telefax : +91 33 2289 3945, Website : www.jisgroup.org, www.jisgroup.ac.in

DSCSDEC/PRIN/2019-20/038   Date: 22/07/2019

To

The Chairman
Board of Studies
Department of Civil Engineering
MAKAUT, WB

Subject: Incorporating the changes in the curriculum based on the analysis of the
feedback collected from stakeholders for the Academic Year, 2018-19

Respected Sir/Madam

Our institution would like to intimate the university about incorporating the
changes in the curriculum. The institution has collected feedback on the curriculum from
its stakeholders like Students, Faculty Members/Academicians, Alumni and Employer
after completion of the semesters.

We are hereby attaching the copy of the feedback analysis and action taken report for
your perusal.

Thanking you,

Regards,

PRINCIPAL, DSCSDEC

CC
:
IQAC Coordinator
All HODs
TPO

DSCSDEC/PRIN/2019-20/03C

Date: 22/07/2019

To

The Chairman
Board of Studies
Department of Electronics & Communication Engineering
MAKAUT, WB

Subject: Incorporating the changes in the curriculum based on the analysis of the feedback
collected from stakeholders for the Academic Year, 2018-19

Respected Sir/Madam

Our institution would like to intimate the university about incorporating the changes in
the curriculum. The institution has collected feedback on the curriculum from its stakeholders
like Students, Faculty Members/Academicians, Alumni and Employer after completion of the
semesters.

We are hereby attaching the copy of the feedback analysis and action taken report for your
perusal.

Thanking you,

Regards,

PRINCIPAL, DSCSDEC

CC:

IQAC Coordinator
All HODs
TPO

DSCSDEC/PRIN/2019-20/ 03D

Date: 22/07/2019

To

The Chairman
Board of Studies
Department of Electrical Engineering
MAKAUT, WB

Subject: Incorporating the changes in the curriculum based on the analysis of the feedback
collected from stakeholders for the Academic Year, 2018-19

Respected Sir/Madam

Our institution would like to intimate the university about incorporating the changes in
the curriculum. The institution has collected feedback on the curriculum from its stakeholders
like Students, Faculty Members/Academicians, Alumni and Employer after completion of the
semesters.

We are hereby attaching the copy of the feedback analysis and action taken report for your
perusal.

Thanking you,

Regards,

PRINCIPAL, DSCSDEC

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

RECEIVED
Contents Not
Verified
Date

CC:

IQAC Coordinator
All HODs
TPO

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

DR. SUDHIR CHANDRA SUR
DEGREE ENGINEERING COLLEGE

540 Dum Dum Road, Surermath, (Near Dum Dum Jn. Station), Kolkata - 700 074
Phone : +91 33 25603889, 25603898, 65330375, Fax : +91 33 25604149
Website : www.dsec.ac.in, Email : info@dsec.ac.in

DSCSDEC/PRIN/2019-20/03F

Date: 22/07/2019

To

The Chairman
Board of Studies
Department of Mechanical Engineering
MAKAUT, WB

Subject: Incorporating the changes in the curriculum based on the analysis of the feedback collected from stakeholders for the Academic Year, 2018-19

Respected Sir/Madam

Our institution would like to intimate the university about incorporating the changes in the curriculum. The institution has collected feedback on the curriculum from its stakeholders like Students, Faculty Members/Academicians, Alumni and Employer after completion of the semesters.

We are hereby attaching the copy of the feedback analysis and action taken report for your perusal.

Thanking you,

Regards,

PRINCIPAL, DSCSDEC

CC:

IQAC Coordinator
All HODs
TPO

DSCSITSC/PRIN/2018-19/ 08 F   Date:22/07/2019

To

The Chairman

Board of Studies

Department of Computer Science and Engineering
MAKAUT, WB

Subject: Incorporating the changes in the curriculum based on the analysis of the feedback
collected from stakeholders for the Academic Year, 2018-19

Respected Sir/Madam

    Our institution would like to intimate the university about incorporating the changes
in the curriculum. The institution has collected feedback on the curriculum from its
stakeholders like Students, Faculty Members/Academicians, Alumni and Employer after
completion of the semesters.

We are hereby attaching the copy of the feedback analysis and action taken report for your
perusal.

Thanking you.

Regards,

PRINCIPAL, DSCSDEC

CC:

    IQAC Coordinator
    All HODs
    TPO

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

Table: Value Added Courses Details in the year 2018-19

Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Course Code (if any)	Year of offering/st udy	Period (from date - to date)	Duratio n of cou rse	Number of students enrolled in the year	Number of Students completi ng the course in the year
ECM Design and Modification Technique	AUE/VAC/ 003	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	54	52
Design of Experiment and Analysis in Minitab Software	AUE/VAC/ 005	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	55	52
Internet of Vehicle	AUE/VAC/ 007	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	33	30
Thermochemistry of Reactive System	AUE/VAC/ 004	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	54	52
Introduction to Solar Vehicle	AUE/VAC/ 006	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	55	52
Autonomous Vehicle	AUE/VAC/ 008	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	33	30
Device Fabrication and Simulation	EC/VAC/0 03	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	116	112
Machine Learning using Python	EC/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	112	111
Switching in Network Security	EC/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	112	107
Data Handling with Python Programming	EC/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	116	107
Design and Analysis of Antenna Structures	EC/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	112	106
DevOps and CI/CD Pipeline	EC/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	112	110
Simulation with HFSS	EC/VAC/0 03(M.Tech)	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	9	9
3d Drawing & Modelling Workflow Through AutoCAD 3D	CE/VAC/0 03	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	60	56
AR & VR Workflow Through Revit & Horizontal & Vertical Angle & Distance Measurement Process Through Total	CE/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	72	67
Fem Structure Analysis Using SAP 2000	CE/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	67	60
3D modelling and rendering using GOOGLE SKETCHUP	CE/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	60	56
Analysis of building & steel frame structure using ETABS	CE/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	72	68
Slope stability analysis using STEDWIN	CE/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	67	63
Part design using Autodesk Inventor	ME/VAC/0 03	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	91	89
Differential gear using Autodesk	ME/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	83	80
MATLAB for engineers	ME/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	102	100
Part design using Autodesk SoildWorks	ME/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	91	81
Mechanism design using Autodesk inventor	ME/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	83	80
System Dynamics using MATLAB	ME/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	102	100
Optimization Techniques	ME/VAC/0 03(M.Tech)	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	11	35
AUTOCAD	EE/VAC/0	2018 -	02-07-2018 -	30	40	

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

	03	2019	06-07-2018	Hrs		
PVSYST	EE/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	38	36
PLC SCADA	EE/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	40	35
ANSYS	EE/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	40	37
PYTHON	EE/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	38	37
PSCAD	EE/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	40	39
Search Engine Optimization with Google Analytics & AMP; Web Master Tools	CSE/VAC/ 003	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	72	72
Mobile Application Development	CSE/VAC/ 005	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	72	68
Arduino with IOT	CSE/VAC/ 007	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	65	65
Ethical Hacking	CSE/VAC/ 004	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	72	72
Introduction to Django	CSE/VAC/ 006	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	72	70
Blockchain	CSE/VAC/ 008	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	65	65

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

ANNEXURE V

Table: Participation Details in this Academic Year

Year	Name of the participant	Designation	Title of the FDP /MDP/ professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)
2018-2019	Jayanta Mondal	Assistant Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Rinku Supakar	Assistant Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Anjan Kumar Payra	Assistant Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Madhusmita Mishra	Assistant Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Ruchira Dutta	Assistant Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Arnab Hazra	Assistant Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Arpita Saha Chowdhury	Assistant Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Mallika De	Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Kamalika Datta	Associate Professor	FDP on Raspberry Pi Programming with Python	02/01/2019 to 06/01/2019
2018-2019	Prathita Roy	Assistant Professor	FDP on AI-ML	05/04/2019 to 12/04/2019
2018-2019	Rumrum Banerjee	Assistant Professor	FDP on AI-ML	05/04/2019 to 12/04/2019
2018-2019	Atreyee Kundu	Assistant Professor	FDP on AI-ML	05/04/2019 to 12/04/2019
2018-2019	Anirban Chowdhury	Assistant Professor	FDP on AI-ML	05/04/2019 to 12/04/2019
2018-2019	Aviroop Dewan	Assistant Professor	FDP on AI-ML	05/04/2019 to 12/04/2019
2018-2019	Sudipta Acharya	Assistant Professor	FDP on AI-ML	05/04/2019 to 12/04/2019
2018-2019	Tanmay Das	Assistant Professor	FDP on AI-ML	05/04/2019 to 12/04/2019
2018-2019	Sujoy Saha	Professor	FDP on Engineering Thermodynamics	24/06/2019 to

				28/06/2019
2018-2019	Ruma Sen	Associate Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Arpita Chatterjee	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Arindam Banerjee	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Geetika Kumari Salwan	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Rahul Kumar Prajapati	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Arpita Podder	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Pradeep Kumar Sharma	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Subhasish Halder	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Subhendu Pal	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Sudip Banerjee	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Bikash Choudhuri	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Probhas Bose	Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Debdulal Pramanik	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Dolan Kumar Das	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Anish Biswas	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Bhabani Ranjan Pal	Assistant Professor	FDP on Engineering Thermodynamics	24/06/2019 to 28/06/2019
2018-2019	Bidisha Dobe	Assistant Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Firozuddin Sk	Assistant Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Anirbit Sengupta	Assistant Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, DumDum Road, Surer
Kolkata-74

2018-2019	Ananya Banerjee	Assistant Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Sutanu Ghosh	Assistant Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Anuva Ganguly Mukherjee	Assistant Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Montajul Karim	Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Shasikant Dargar	Associate Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Partha Sarkar	Assistant Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Shuvankar Chatterjee	Associate Professor	FDP on Internet of Things	04/08/2018 to 09/08/2018
2018-2019	Swapan Bhattacharya	Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Asish Kumar Mukhopadhyay	Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Abhigyan Ganguly	Associate Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Sangeeta Jana Mukhopadhyay	Associate Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Supriyo Srimani	Associate Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Goutam kr.Das	Assistant Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Soumyendu Bhattacharjee	Assistant Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Somdutta Paul	Assistant Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Pijush Dutta	Assistant Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Debasmita Manna	Assistant Professor	FDP on Trends and Technologies in High Frequency Electronics	17/12/2018 to 22/12/2018
2018-2019	Baibaswata Das	Assistant Professor	FDP on Impact of Emerging Technologies on Applied sciences, Engineering and Management	17/06/2019 to 21/06/2019
2018-2019	Souvik Chakraborty	Assistant Professor	FDP on Impact of Emerging Technologies on Applied sciences, Engineering and Management	17/06/2019 to 21/06/2019
2018-	Krishnendu Kundu	Assistant	FDP on Impact of Emerging	17/06/2019

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

2019		Professor	Technologies on Applied sciences, Engineering and Management	to 21/06/2019
2018-2019	Sushovan Sarkar	Professor	FDP on Application of Non-Conventional Pavement Materials and NDT in Road Infrastructure	14/01/2019 to 18/01/2019
2018-2019	Priyabrata Guha	Assistant Professor	FDP on Application of Non-Conventional Pavement Materials and NDT in Road Infrastructure	14/01/2019 to 18/01/2019
2018-2019	Prasun Seal	Assistant Professor	FDP on Application of Non-Conventional Pavement Materials and NDT in Road Infrastructure	14/01/2019 to 18/01/2019
2018-2019	Debina Dey	Manager	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Antara Chowdhury	Office Executive	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Madhab Naskar	Office Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Rahul Choudhary	Store Keeper	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Suman Singh	Front Office Executive	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Nirupam Sarkar	Office Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Supriya Dhara	Junior Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Papiya Nayek	Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Soumita Banerjee	Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Maheswar Das	Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Abhishek Bysack	Assistant System Administrator	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Manoj Kumar Pandey	Lab Attendant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Mayukh Bairagi	Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Pallabi Das	Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Sanjib Sarkar	Lab Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-	Anupama Kumar Guha	Technical	MDP on Material Resource Planning	24/12/2018

2019		Assistant		to 29/12/2018
2018-2019	Jit Majumder	Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Tanmoy Das	Technical Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Soumik Jash	Accounts Officer	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Abhishek Das	Account Assistant	MDP on Material Resource Planning	24/12/2018 to 29/12/2018
2018-2019	Kripashankar Tiwari	Office Executive	MDP on Material Resource Planning	24/12/2018 to 29/12/2018

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

ANNEXURE VI

Table: MOU Details in this Academic Year

Name of Company MoU With	Year of Signing MoU
TRIDENT TECHLABS PVT. LTD	2018-19

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

ANNEXURE VII

Table: Workshops/Seminars/Conferences on IPR Details in this Academic Year

Year	Name of the workshop/ seminar
2018-2019	Session on Innovation and entrepreneurship in mechanical core industries
2018-2019	Workshop on Entrepreneurship development phases
2018-2019	Seminar on Ethical Hacking in entrepreneurship
2018-2019	Seminar on IPR in building construction
2018-2019	Seminar on The theme reliability of industrial components and research methodology
2018-2019	Workshop on Turbochargers and necessity of bs-vi
2018-2019	Workshop on Pega: customer engagement and intelligent automation
2018-2019	Workshop on "Data Science and Machine Learning Primer: Unveiling the Power of Data-Driven Insights"
2018-2019	Seminar on "Engineering as a Successful Career"

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

ANNEXURE VIII

Table: Value Added Courses Details in this Academic Year

Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed	Course Code (if any)	Year of offering/st udy	Period (from date - to date)	Dur atio n of cou rse	Number of students enrolled in the year	Number of Students completi ng the course in the year
ECM Design and Modification Technique	AUE/VAC/ 003	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	54	52
Design of Experiment and Analysis in Minitab Software	AUE/VAC/ 005	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	55	52
Internet of Vehicle	AUE/VAC/ 007	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	33	30
Thermochemistry of Reactive System	AUE/VAC/ 004	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	54	52
Introduction to Solar Vehicle	AUE/VAC/ 006	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	55	52
Autonomous Vehicle	AUE/VAC/ 008	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	33	30
Device Fabrication and Simulation	EC/VAC/0 03	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	116	112
Machine Learning using Python	EC/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	112	111
Switching in Network Security	EC/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	112	107
Data Handling with Python Programming	EC/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	116	107
Design and Analysis of Antenna Structures	EC/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	112	106
DevOps and CI/CD Pipeline	EC/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	112	110
Simulation with HFSS	EC/VAC/0 03(M.Tech)	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	9	9
3d Drawing & Modelling Workflow Through AutoCAD 3D	CE/VAC/0 03	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	60	56
AR & VR Workflow Through Revit & Horizontal & Vertical Angle & Distance Measurement Process Through Total	CE/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	72	67
Fem Structure Analysis Using SAP 2000	CE/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	67	60
3D modelling and rendering using GOOGLE SKETCHUP	CE/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	60	56
Analysis of building & steel frame structure using ETABS	CE/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	72	68
Slope stability analysis using STEDWIN	CE/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	67	63
Part design using Autodesk Inventor	ME/VAC/0 03	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	91	89
Differential gear using Autodesk	ME/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	83	80
MATLAB for engineers	ME/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	102	100
Part design using Autodesk SoildWorks	ME/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	91	81
Mechanism design using Autodesk inventor	ME/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	83	80
System Dynamics using MATLAB	ME/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	102	100
Optimization Techniques	ME/VAC/0	2018 -	02-07-2018 -	30	11	9

	03(M.Tech)	2019	06-07-2018	Hrs		
AUTOCAD	EE/VAC/0 03	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	40	35
PVSYST	EE/VAC/0 05	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	38	36
PLC SCADA	EE/VAC/0 07	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	40	35
ANSYS	EE/VAC/0 04	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	40	37
PYTHON	EE/VAC/0 06	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	38	37
PSCAD	EE/VAC/0 08	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	40	39
Search Engine Optimization with Google Analytics & AMP; Web Master Tools	CSE/VAC/ 003	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	72	72
Mobile Application Development	CSE/VAC/ 005	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	72	68
Arduino with IOT	CSE/VAC/ 007	2018 - 2019	02-07-2018 - 06-07-2018	30 Hrs	65	65
Ethical Hacking	CSE/VAC/ 004	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	72	72
Introduction to Django	CSE/VAC/ 006	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	72	70
Blockchain	CSE/VAC/ 008	2018 - 2019	02-01-2019 - 07-01-2019	30 Hrs	65	65

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata -74

Dr. Sudhir Chandra Sur Degree Engineering College

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2018-19

Sl. No.	Department
1	**Department of Automobile Engineering**
2	**Department of Civil Engineering**
3	**Department of Computer Science and Engineering**
4	**Department of Electronics and Communication Engineering**
5	**Department of Electrical Engineering**
6	**Department of Mechanical Engineering**

Department of Automobile Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2018-19

The Action Taken Report for the Academic and Administrative Audit of the Department of Automobile Engineering is as follows:

Action Taken Report	
Department of Automobile Engineering	
Audit for Academic Year:2018-19	
Plan of Actions for AcademicYear:2019-20	
Sl. No.	**Actions Taken for Improvement**
1	**Profile of Student** **Actions Taken** • Greater emphasis on securing placements, particularly within core companies. Provision of training tailored to specific job roles is essential.
2	**Infrastructure of the Dept.** **Actions Taken** • Amplification of Live Projects and Entrepreneurial endeavors.
3	**Activities of the Department** **Actions Taken** • Stimulation of greater participation in departmental events, meetings, and interactions with industries.
4	**Functioning of class/course committees** **Actions Taken** • The department ensures that the curriculum prescribed by the Maulana Abul Kalam Azad University of Technology (MAKAUT) is adequately maintained. This involves regularly reviewing and updating the curriculum to align with the latest industry trends, technological advancements, and academic standards. By adhering to the prescribed curriculum, the department ensures that students receive education that meets the requirements and standards set by the university.
5	**Schedule of Time Table** **Actions Taken** • The timetable should be flexible to accommodate various academic and extracurricular engagements.
6	**Attendance of Students** **Actions Taken** • Students with attendance below 75% will be ineligible for internal tests. • Parents should be regularly updated on their children's progress during Parent-Teacher Meetings.
7	**Quality of Projects** **Actions Taken**

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station),
Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dscc.ac.in; Email-info@dscc.ac.in

	• Students should be motivated to undertake projects and ensure they are accompani[ed with] high-quality publications. • Studentsshouldbeinspiredtotakepartincompetitionsrelatedtoprojects,ideas,and models.
8	**Conduct of Tutorial & Remedial Classes** **Actions Taken** • In addition to regular coursework, the department conducts special classes on a regular basis. These classes are tailored to focus on specific topics, concepts, or skills that require further explanation or reinforcement. By organizing these sessions, the department ensures that students have opportunities to develop deeper into challenging subject matter, clarify doubts, and consolidate their understanding through interactive and engaging learning experiences.
9	**Syllabus Coverage as per Lesson/Course Plan** **Actions Taken** • It is essential for all subject instructors to ensure the comprehensive coverage of the syllabus according to the designated course/lesson plan.
10	**Use of ICT enabled teaching methodologies** **Actions Taken** • Faculty members should integrate more technology-enabled instruction and digital courses.
11	**Conduct of Practical Classes** **Actions Taken** • Both teachers and teaching assistants must ensure the proper fulfillment of the syllabus based on the course/lesson plan.
12	**Evaluation of Students performance in practical classes** **Actions Taken** • Assessing students ability to perform practical tasks accurately and effectively, including their demonstration of relevant skills and techniques.
13	**Maintenance of Course files** **Actions Taken** • Regularly updating course files to incorporate new materials, resources, or changes in curriculum or syllabus.
14	**Students feedback on faculties** **Actions Taken** • Compiling and summarizing the feedback received from students for each faculty member, ensuring anonymity to encourage honest and constructive input.

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station),
Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

15	**Conduct of Seminar/Workshop/FDP/Conferences** **Actions Taken** • There should be an increase in the organization of seminars, workshops, model-making competitions, and innovative idea competitions.
16	**Performance of Students in Previous academic year results** **Actions Taken** • Providing faculty members with professional development opportunities focused on enhancing teaching effectiveness, incorporating active learning strategies, and implementing assessment methods that support student success.
17	**Research Activities by Faculty members** **Actions Taken** • Faculty members should be incentivized to generate a greater number of patents. • The department facilitates access to both internal and external funding opportunities to support faculty research projects.

Principal

Prof. (Dr.) Om Prakash Sharma
Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Department of Civil Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2018-19

Based on the above two audits (Internal and External) institute takes some action to implement the overcome the shortcoming of the institution in ATR (Action Taken Report) sign by the Principal of the Institution.

ACTION TAKEN REPORT FORMAT 2018-2019

Sl. No.	Actions Taken for Improvement
1	**Profile of Student** Actions Taken • The student actively participates in project works assigned by their educational institution. These projects are not just about completing assignments but are designed to cultivate essential skills such as creativity, critical thinking, problem-solving, and innovation. • Through these projects, the student learns to apply theoretical knowledge to practical scenarios, fostering a deeper understanding of the subject matter. • The student attends special classes and Beyond Curriculum Training (BCT) sessions regularly to supplement their regular coursework. • These classes are tailored to enhance the student's performance in various competitive exams, indicating their ambition to excel academically. • The focus of these classes extends beyond traditional classroom instruction, aiming to address challenging topics, refine exam strategies, and improve problem-solving abilities.
2	**Infrastructure of the Dept.** Actions Taken • The department invests in modernizing ICT-based classrooms to create better learning environments for students. • Upgrades may include installing the latest technology, such as interactive whiteboards or projectors, to facilitate dynamic and engaging presentations. • Efforts are directed towards optimizing the utilization of the project laboratory within the department. • The laboratory is equipped with necessary resources, materials, and equipment required for conducting experiments, research projects, and practical training sessions.

3	Activities of the Department
	Actions Taken
	• The department offers a diverse range of student enrichment programs aimed at fostering personal and academic growth.
	• These programs include workshops, seminars, conferences, skill-building sessions, leadership development programs, and community engagement initiatives.
	• Efforts are made to establish and strengthen ties between the department and various industries.
	• Initiatives include organizing industry visits, inviting industry professionals for guest lectures or workshops, facilitating internships and placements, and fostering collaborative research projects with industry partners.
	• The department regularly publishes wall magazines and newsletters to showcase student achievements, departmental activities, research initiatives, and other relevant information.
	• These publications serve as platforms for highlighting the accomplishments of students and faculty, sharing departmental updates and announcements, and promoting a sense of community and pride within the department.
4	Functioning of class/course committees
	Actions Taken
	• The department ensures that the curriculum prescribed by the Maulana Abul Kalam Azad University of Technology (MAKAUT) is adequately maintained. This involves regularly reviewing and updating the curriculum to align with the latest industry trends, technological advancements, and academic standards. By adhering to the prescribed curriculum, the department ensures that students receive education that meets the requirements and standards set by the university.
	• In addition to adhering to the prescribed MAKAUT curriculum, the department takes proactive steps to introduce new courses that go beyond the existing curriculum. These new courses are designed to cater to emerging areas of study, interdisciplinary fields, and specialized topics that may not be covered in the standard curriculum. By introducing new courses, the department enhances the educational offerings available to students, providing them with opportunities to explore diverse subjects and acquire relevant skills for their future careers.

5	Schedule of Timetable Actions Taken • The department conducts comprehensive planning to create a timetable that encompasses all necessary courses, lectures, practical sessions, and academic activities for the semester or academic year. • This planning ensures that all aspects of the curriculum are covered, providing students with a well-rounded educational experience. • The timetable is designed to be flexible and adaptable to accommodate changes such as faculty availability, unforeseen events, and student needs. Contingency plans are in place to address any disruptions or adjustments that may arise during the semester. • The timetable is communicated to students and faculty members in a timely manner to ensure transparency and facilitate effective planning. Any changes or updates to the timetable are communicated promptly to all stakeholders. • Feedback from students and faculty members is collected and considered for continuous improvement of the timetable. Evaluation processes are implemented to assess the effectiveness of the timetable in meeting the academic needs and expectations of the department. • The department may utilize technology such as timetabling software or online platforms to streamline the scheduling process, enhance communication, and facilitate access to the timetable for students and faculty members.
6	Attendance of Students Actions Taken • Students with low attendance receive counselling during Mentor-Mentee meetings. • Mentors engage with students to understand the underlying reasons for their low attendance, offering support and guidance. • The department conducts regular Parents-Teacher meetings to keep parents informed about their wards' attendance status and academic progress. • During these meetings, teachers discuss students' attendance records, performance in assessments, and any concerns or areas needing improvement.
7	Quality of Projects Actions Taken • Students are actively encouraged and motivated to represent their projects in various conferences. • This initiative aims to provide students with opportunities to showcase their research, share their findings with a wider audience, and gain valuable experience in presenting their work.

	• The department has focused on increasing the number of student publications in renowned journals and conference proceedings. • This effort involves supporting students in conducting high-quality research, writing scholarly papers, and submitting their work to reputable academic publications and conference venues.
8	**Conduct of Tutorial & Remedial Classes** **Actions Taken** • The department allocates dedicated time slots in the timetable for tutorial and remedial classes. • These sessions are designed to offer additional support and assistance to students who may need extra help in understanding course material or improving their academic performance. • In addition to regular coursework, the department conducts special classes on a regular basis.
9	**Syllabus Coverage as per Lesson/Course Plan** **Actions Taken** • The coverage of the syllabus is regularly reviewed and discussed in the Departmental Academic Committee (DAC) meetings. Faculty members convene to assess the progress of syllabus coverage across various courses and subjects. By collectively monitoring syllabus progression, the department ensures alignment with academic goals and standards. • Whenever necessary, extra classes are arranged to complete the syllabus within the stipulated time. These additional sessions are scheduled to provide students with opportunities to cover any remaining topics or concepts that may not have been fully addressed during regular class hours. Through targeted instruction and focused review, students are equipped with the requisite knowledge and understanding required for examinations and assessments.
10	**Use of ICT enabled teaching methodologies.** **Actions Taken** • Faculty members are incorporating a variety of IT-enabled learning tools, including PowerPoint presentations, video clips, audio systems, and online resources, alongside the traditional chalk and talk teaching method. • The primary emphasis is placed on fostering active classroom interaction through a range of activities such as research paper presentations, seminars, debates, group discussions, assignments, quizzes/tests/vivas, and laboratory

	work. • Students can utilize the computer laboratory for research, projects, online assignments, and other academic activities, enhancing their ICT skills and independent learning capabilities.
11	Conduct of Practical Classes Actions Taken • Instructors demonstrate procedures, techniques, or experiments to the students, providing them with a clear understanding of what is expected. • Through visual demonstration and explanation, students gain insight into the practical tasks and objectives of the session, enhancing their comprehension and preparedness. • Allowing students to actively engage in the practical tasks themselves, under supervision, to apply theoretical knowledge and develop practical skills. • Evaluating students' performance during the practical session, providing constructive feedback, and assessing their understanding and proficiency in the subject matter.
12	Evaluation of Students performance in practical classes Actions Taken • Lab reports submitted by students are reviewed to further evaluate their performance in practical classes. • These reports typically include observations, data collected, and analyses conducted during the practical session. • Instructors assess students' ability to accurately record observations, analyse data, draw conclusions, and communicate findings in a clear and organized manner.
13	Maintenance of Course files Actions Taken • Course files are regularly updated to incorporate new materials, resources, or changes in curriculum or syllabus. • This facilitates collaboration among stakeholders involved in course development and maintenance, ensuring that everyone is working with the most up-to-date version of the materials. • Implementing backup procedures to prevent loss of course files, and storing them securely to maintain confidentiality and integrity. • Ensuring that course files are accessible to authorized personnel, such as instructors and administrators, while maintaining appropriate levels of security and privacy. • Managing versions of course files to track changes and revisions, and to facilitate collaboration among stakeholders involved in course development and maintenance.
14	Students feedback on faculties Actions Taken

	• Reviewing the feedback with the respective faculty members in a constructive and supportive manner, emphasizing areas of strength and areas needing improvement. • Providing faculty members with training, resources, and support to enhance their teaching skills, communication abilities, and overall effectiveness. • Professional development opportunities help faculty members acquire new knowledge and techniques to better meet the needs of their students. • Monitoring the progress of faculty members in implementing the action plans, and evaluating the effectiveness of interventions based on subsequent student feedback and performance indicators. • Emphasizing a culture of continuous improvement, where feedback from students is valued and used to inform ongoing efforts to enhance the quality of teaching and learning experiences.
15	**Conduction of Seminar/Workshop/FDP/Conferences** Actions Taken. • A good number of student enrichment programs such as seminars, webinars, workshops, and industry visits have been organized. • These programs provide students with opportunities to enhance their knowledge, skills, and professional networks beyond the classroom.
16	**Performance of Students in Previous academic year results** Actions Taken • Thoroughly analyzing the academic results to identify trends, patterns, and areas of concern, such as courses with low pass rates or subjects where students struggled. • Implementing targeted intervention and support programs aimed at addressing specific academic challenges identified in the analysis, such as providing additional tutoring, study skills workshops, or academic advising services. • Reviewing the curriculum and instructional strategies to identify opportunities for improvement, ensuring alignment with learning outcomes, and making necessary adjustments to enhance student understanding and performance. • Providing faculty members with professional development opportunities focused on enhancing teaching effectiveness, incorporating active learning strategies, and implementing assessment methods that support student success.
17	**Research Activities by Faculty members** Actions Taken • The department facilitates access to both internal and external funding opportunities to support faculty research projects. • Faculty members are provided with access to research facilities, equipment, laboratories, and resources necessary for conducting research across various disciplines.

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

- The department encourages interdisciplinary collaboration and partnerships among faculty members, departments, research centers, and external organizations.
- Faculty members are offered professional development opportunities such as workshops, seminars, and conferences to enhance their research skills, methodologies, and scholarly dissemination strategies.
- Administrative assistance and support are provided to faculty members to facilitate grant applications, research project management, ethics approvals, and compliance with regulatory requirements.
- Faculty members are supported in publishing their research findings in peer-reviewed journals, presenting at conferences, and disseminating their work to the academic community and broader public.
- Faculty members are recognized and rewarded for their research achievements, including publications, presentations, patents, and grants received.
- Mentorship opportunities and networking events are facilitated to connect faculty members with senior researchers, industry experts, and funding agencies.
- The department promotes research ethics and integrity by providing training, guidelines, and resources to ensure compliance with ethical standards and regulations in research conduct.
- The impact and quality of faculty research activities are evaluated and assessed through metrics such as publications, citations, research outputs, external funding, and collaborations.

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Principal of the Institution

Department of Computer Science and Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2018-19

ACTION TAKEN REPORT 2018-2019

Sl. No.	Actions Taken for Improvement
1	**Profile of Student** Actions Taken • Students are supported with more project works for participations in various national and regional competitions. • Regular special and BCT classes are conducted for better results in various competitive exams.
2	**Infrastructure of the Dept.** Actions Taken • Improvements in ICT based classrooms. • Better utilization of project laboratory • Quality books and journals in the central and departmental libraries.
3	**Activities of the Department** Actions Taken • Increased number of student enrichment programs • Increased number of industry interactions • More collaborations with industries • Regular publications of wall magazines and newsletters
4	**Functioning of class/course committees** Actions Taken • MAKAUT curriculum is properly maintained. • New courses being introduced beyond curriculum
5	**Schedule of Timetable** Actions Taken • Timetable is properly maintained.
6	**Attendance of Students** Actions Taken • Students with low attendance are counselled in the Mentor-Mentee meetings. • Parents are informed the status of their wards through regular Parents-Teacher's meetings.
7	**Quality of Projects** Actions Taken • Students are motivated to represent their projects in various conferences • Increased student publications in renowned journals and conference proceedings.
8	**Conduct of Tutorial & Remedial Classes** Actions Taken • Allocation of tutorial and remedial classes in the timetable • Conduction of regular special classes
9	**Syllabus Coverage as per Lesson/Course Plan** Actions Taken • Coverage of syllabus is discussed in the DAC meetings on regular basis. • Extra classes are arranged whenever necessary to complete the syllabus in

	stipulated time.
10	Use of ICT enabled teaching methodologies. Actions Taken • Besides employing the traditional chalk and talk teaching method, faculty members are incorporating IT-enabled learning tools such as PowerPoint presentations, video clips, audio systems, and online resources. • The primary focus lies on fostering classroom interaction through activities such as research paper presentations, seminars, debates, group discussions, assignments, quizzes/tests/vivas, and laboratory work. • A specialized computer laboratory, equipped with internet connectivity, has been established to encourage self-directed learning. • Security measures are implemented for Wi-Fi users, with access being regulated by the system administrator.
11	Conduct of Practical Classes Actions Taken • **Preparation:** Setting up necessary equipment, materials, and resources ahead of the class. • **Demonstration:** Demonstrating procedures, techniques, or experiments to the students, providing them with a clear understanding of what is expected. • **Hands-on Experience:** Allowing students to actively engage in the practical tasks themselves, under supervision, to apply theoretical knowledge and develop practical skills. • **Assessment and Feedback:** Evaluating students' performance during the practical session, providing constructive feedback, and assessing their understanding and proficiency in the subject matter.
12	Evaluation of Students performance in practical classes Actions Taken • **Performance Evaluation:** Assessing students' ability to perform practical tasks accurately and effectively, including their demonstration of relevant skills and techniques. • **Documentation Review:** Reviewing lab reports submitted by students, which may include observations, data collected, and analyses conducted during the practical session. • **Skills Assessment:** Evaluating students' proficiency in using equipment, conducting experiments, and interpreting results, as well as their understanding of the underlying principles and concepts. • **Feedback and Reflection:** Providing feedback to students on their performance, highlighting areas of strength and areas needing improvement, and encouraging reflection on their learning experiences and outcomes from the practical classes.
13	Maintenance of Course files Actions Taken • **Organization:** Ensuring that course files are organized in a systematic manner, with clear labeling and categorization for easy retrieval and reference. • **Updating Content:** Regularly updating course files to incorporate new

	materials, resources, or changes in curriculum or syllabus. **Quality Control:** Reviewing course files periodically to ensure accuracy, relevance, and alignment with learning objectives and standards. **Backup and Storage:** Implementing backup procedures to prevent loss of course files, and storing them securely to maintain confidentiality and integrity. **Accessibility:** Ensuring that course files are accessible to authorized personnel, such as instructors and administrators, while maintaining appropriate levels of security and privacy. **Version Control:** Managing versions of course files to track changes and revisions, and to facilitate collaboration among stakeholders involved in course development and maintenance.
15	Students feedback on faculties Actions Taken **Analysis:** Thoroughly analyzing the feedback provided by students to identify common themes, concerns, and areas for improvement. **Feedback Compilation:** Compiling and summarizing the feedback received from students for each faculty member, ensuring anonymity to encourage honest and constructive input. **Review Process:** Reviewing the feedback with the respective faculty members in a constructive and supportive manner, emphasizing areas of strength and areas needing improvement. **Action Plan Development:** Collaborating with faculty members to develop action plans aimed at addressing the feedback received, setting specific goals and timelines for improvement. **Training and Development:** Providing faculty members with training, resources, and support to enhance their teaching skills, communication abilities, and overall effectiveness in addressing student needs. **Monitoring and Evaluation:** Monitoring the progress of faculty members in implementing the action plans, and evaluating the effectiveness of interventions based on subsequent student feedback and performance indicators. **Continuous Improvement:** Emphasizing a culture of continuous improvement, where feedback from students is valued and used to inform ongoing efforts to enhance the quality of teaching and learning experiences.
16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken. A good number of students enrichment programs such as Seminars/Webinars/Workshops/Industry visits have been organized.
17	Performance of Students in Previous academic year results Actions Taken **Analysis and Identification of Trends:** Thoroughly analyzing the academic results to identify trends, patterns, and areas of concern, such as courses with low pass rates or subjects where students struggled. **Intervention and Support Programs:** Implementing targeted intervention and support programs aimed at addressing specific academic challenges identified in the analysis, such as providing additional tutoring, study skills

Dr. Sudhir Chandra Sur Degree Engineering College

540, Dum Dum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

		instructional strategies to identify opportunities for improvement, ensuring alignment with learning outcomes, and making necessary adjustments to enhance student understanding and performance. • **Faculty Development Initiatives:** Providing faculty members with professional development opportunities focused on enhancing teaching effectiveness, incorporating active learning strategies, and implementing assessment methods that support student success.
18		**Research Activities by Faculty members.** Actions Taken • **Funding Opportunities:** Facilitating access to internal and external funding opportunities to support faculty research projects, including grants, fellowships, and research awards. • **Research Infrastructure:** Providing access to research facilities, equipment, laboratories, and resources necessary for conducting research in various disciplines. • **Collaborative Initiatives:** Encouraging interdisciplinary collaboration and partnerships among faculty members, departments, research centers, and external organizations to foster innovative research projects and initiatives. • **Professional Development:** Offering professional development opportunities, workshops, seminars, and conferences to enhance faculty members' research skills, methodologies, and scholarly dissemination strategies. • **Recognition and Awards:** Recognizing and rewarding faculty members for their research achievements, including publications, presentations, patents, and grants received. • **Mentorship and Networking:** Facilitating mentorship opportunities and networking events to connect faculty members with senior researchers, industry experts, and funding agencies, fostering career development and collaboration opportunities. • **Research Ethics and Integrity:** Promoting research ethics and integrity by providing training, guidelines, and resources to ensure compliance with ethical standards and regulations in research conduct. • **Evaluation and Assessment:** Evaluating and assessing the impact and quality of faculty research activities through metrics such as publications, citations, research outputs, external funding, and collaborations.

Principle,
Prof. (Dr.) Om Prakash Sharma

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata-74

Department of Electronics and Communication Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2018-19

Based on the above two audits (Internal and External) institute takes some action to implement the overcome the shortcoming of the institution in ATR (Action Taken Report) sign by the Principal of the Institution.

ACTION TAKEN REPORT FORMAT

Sl. No.	Actions Taken for Improvement
1	**Profile of Student** Actions Taken • Students are supported with more project works for participation in various national and regional competitions. • Regular special and BCT classes are conducted for better results in various competitive exams.
2	**Infrastructure of the Dept.** Actions Taken • Improvements in ICT based classrooms. • Better utilization of project laboratory • Quality books and journals in the central and departmental libraries.
3	**Activities of the Department** Actions Taken • Increased number of student enrichment programs • Increased number of industry interactions • More collaborations with industries • Regular publications of wall magazines and newsletters
4	**Functioning of class/course committees** Actions Taken • MAKAUT curriculum is properly maintained. • New courses being introduced beyond curriculum
5	**Schedule of Timetable** Actions Taken • Timetable is properly maintained.
6	**Attendance of Students** Actions Taken • Students with low attendance are counselled in the Mentor-Mentee meetings. • Parents are informed the status of their wards through regular Parents-Teacher's meetings.
7	**Quality of Projects** Actions Taken • Students are motivated to represent their projects in various conferences. • Increased student publications in renowned journals and conference proceedings.
8	**Conduct of Tutorial & Remedial Classes** Actions Taken • Allocation of tutorial and remedial classes in the timetable • Conduction of regular special classes

9	Syllabus Coverage as per Lesson/Course Plan Actions Taken • Coverage of syllabus is discussed in the DAC meetings on a regular basis. • Extra classes are arranged whenever necessary to complete the syllabus in stipulated time.
10	Use of ICT enabled teaching methodologies. Actions Taken • Besides employing the traditional chalk and talk teaching method, faculty members are incorporating IT-enabled learning tools such as PowerPoint presentations, video clips, audio systems, and online resources. • The primary focus lies on fostering classroom interaction through activities such as research paper presentations, seminars, debates, group discussions, assignments, quizzes/tests/viva, and laboratory work. • A specialized computer laboratory, equipped with internet connectivity, has been established to encourage self-directed learning. • Security measures are implemented for Wi-Fi users, with access being regulated by the system administrator.
11	Conduct of Practical Classes Actions Taken • Preparation: Setting up necessary equipment, materials, and resources ahead of the class. • Demonstration: Demonstrating procedures, techniques, or experiments to the students, providing them with a clear understanding of what is expected. • Hands-on Experience: Allowing students to actively engage in the practical tasks themselves, under supervision, to apply theoretical knowledge and develop practical skills. • Assessment and Feedback: Evaluating students' performance during the practical session, providing constructive feedback, and assessing their understanding and proficiency in the subject matter.
12	Evaluation of Students performance in practical classes Actions Taken • Performance Evaluation: Assessing students' ability to perform practical tasks accurately and effectively, including their demonstration of relevant skills and techniques. • Documentation Review: Reviewing lab reports submitted by students, which may include observations, data collected, and analyses conducted during the practical session. • Skills Assessment: Evaluating students' proficiency in using equipment, conducting experiments, and interpreting results, as well as their understanding of the underlying principles and concepts. • Feedback and Reflection: Providing feedback to students on their performance, highlighting areas of strength and areas needing improvement, and encouraging reflection on their learning experiences and outcomes from the practical classes.
13	Maintenance of Course files Actions Taken • Organization: Ensuring that course files are organized in a systematic manner, with clear labeling and categorization for easy retrieval and reference. • Updating Content: Regularly updating course files to incorporate new materials, resources, or changes in curriculum or syllabus. • Quality Control: Reviewing course files periodically to ensure accuracy,

		relevance, and alignment with learning objectives and standards.
		• Backup and Storage: Implementing backup procedures to prevent loss of course files, and storing them securely to maintain confidentiality and integrity.
		• Accessibility: Ensuring that course files are accessible to authorized personnel, such as instructors and administrators, while maintaining appropriate levels of security and privacy.
		• Version Control: Managing versions of course files to track changes and revisions, and to facilitate collaboration among stakeholders involved in course development and maintenance.
15	Students feedback on faculties Actions Taken	
	• Analysis: Thoroughly analyzing the feedback provided by students to identify common themes, concerns, and areas for improvement.	
	• Feedback Compilation: Compiling and summarizing the feedback received from students for each faculty member, ensuring anonymity to encourage honest and constructive input.	
	• Review Process: Reviewing the feedback with the respective faculty members in a constructive and supportive manner, emphasizing areas of strength and areas needing improvement.	
	• Action Plan Development: Collaborating with faculty members to develop action plans aimed at addressing the feedback received, setting specific goals and timelines for improvement.	
	• Training and Development: Providing faculty members with training, resources, and support to enhance their teaching skills, communication abilities, and overall effectiveness in addressing student needs.	
	• Monitoring and Evaluation: Monitoring the progress of faculty members in implementing the action plans and evaluating the effectiveness of interventions based on subsequent student feedback and performance indicators.	
	• Continuous Improvement: Emphasizing a culture of continuous improvement, where feedback from students is valued and used to inform ongoing efforts to enhance the quality of teaching and learning experiences.	
16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken.	
	• A good number of students enrichment programs such as Seminars/Webinars/Workshops/Industry visits have been organized.	
17	Performance of Students in Previous academic year results Actions Taken	
	• Analysis and Identification of Trends: Thoroughly analyzing the academic results to identify trends, patterns, and areas of concern, such as courses with low pass rates or subjects where students struggled.	
	• Intervention and Support Programs: Implementing targeted intervention and support programs aimed at addressing specific academic challenges identified in the analysis, such as providing additional tutoring, study skills workshops, or academic advising services.	
	• Curriculum Review and Adjustment: Reviewing the curriculum and instructional strategies to identify opportunities for improvement, ensuring	

		alignment with learning outcomes, and making necessary adjustments to enhance student understanding and performance.
		• Faculty Development Initiatives: Providing faculty members with professional development opportunities focused on enhancing teaching effectiveness, incorporating active learning strategies, and implementing assessment methods that support student success.
18	Research Activities by Faculty members. Actions Taken • Funding Opportunities: Facilitating access to internal and external funding opportunities to support faculty research projects, including grants, fellowships, and research awards. • Research Infrastructure: Providing access to research facilities, equipment, laboratories, and resources necessary for conducting research in various disciplines. • Collaborative Initiatives: Encouraging interdisciplinary collaboration and partnerships among faculty members, departments, research centers, and external organizations to foster innovative research projects and initiatives. • Professional Development: Offering professional development opportunities, workshops, seminars, and conferences to enhance faculty members' research skills, methodologies, and scholarly dissemination strategies. • Administrative Support: Providing administrative assistance and support to facilitate grant applications, research project management, ethics approvals, and compliance with regulatory requirements. • Publication and Dissemination: Supporting faculty members in publishing their research findings in peer-reviewed journals, presenting at conferences, and disseminating their work to the academic community and broader public. • Recognition and Awards: Recognizing and rewarding faculty members for their research achievements, including publications, presentations, patents, and grants received. • Mentorship and Networking: Facilitating mentorship opportunities and networking events to connect faculty members with senior researchers, industry experts, and funding agencies, fostering career development and collaboration opportunities. • Research Ethics and Integrity: Promoting research ethics and integrity by providing training, guidelines, and resources to ensure compliance with ethical standards and regulations in research conduct. • Evaluation and Assessment: Evaluating and assessing the impact and quality of faculty research activities through metrics such as publications, citations, research outputs, external funding, and collaborations.	

Principal of the Institution.

Department of Electrical Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2018-19

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

ACTION TAKEN REPORT 2018-2019

Sl. No.	Actions Taken for Improvement
1	**Profile of Student** **Actions Taken** • Students are provided with more project works to encourage their participation in various national and regional competitions. These projects are designed to foster creativity, critical thinking, problem-solving skills, and innovation among students. By engaging in project works, students have the opportunity to apply theoretical knowledge to real-world scenarios, collaborate with peers, and showcase their talents and achievements in competitions. • Special classes, as well as classes focused on Beyond Curriculum Training (BCT), are conducted regularly to enhance students' performance in various competitive exams. These classes aim to supplement regular coursework by providing additional instruction, practice, and support to students preparing for competitive exams. Special emphasis is placed on addressing challenging topics, mastering exam strategies, and improving problem-solving abilities to increase students' confidence and success in competitive examinations.
2	**Infrastructure of the Dept.** **Actions Taken** • The department invests in upgrades and enhancements to ICT-based classrooms to provide better learning environments for students. This may include installing modern technology, upgrading audiovisual equipment, improving internet connectivity, and implementing interactive learning tools. These enhancements aim to create engaging and interactive classroom experiences that support effective teaching and learning. • Efforts are made to optimize the utilization of the project laboratory within the department. This involves ensuring that the laboratory is equipped with the necessary resources, materials, and equipment for conducting experiments, research, and practical training. Additionally, scheduling and management protocols are implemented to maximize the efficiency and availability of the laboratory for student use. • The central and departmental libraries are stocked with high-quality books and journals relevant to the field of study. This includes academic textbooks, reference materials, scholarly journals, and research publications that cover a wide range of topics within the discipline. By providing access to comprehensive and up-to-date resources, the libraries support student learning, research endeavors, and academic pursuits within the department.
3	**Activities of the Department** **Actions Taken** • The department has expanded its offerings of student enrichment programs beyond the traditional curriculum. These programs are designed to provide students with opportunities for personal and academic growth. Examples of such programs may include workshops, seminars, conferences, skill-building sessions, leadership development programs, and community engagement initiatives. By participating in these activities, students can gain valuable experiences, develop new skills, and broaden their perspectives beyond the classroom. • Efforts have been made to strengthen ties between the department and

		various industries. This includes organizing industry visits, inviting industry professionals for guest lectures or workshops, facilitating internships and placements, and establishing collaborative research projects with industry partners. These initiatives aim to provide students with exposure to real-world industry practices, enhance their employability, and foster industry-academia partnerships that benefit both parties.

- The department actively pursues collaborations with industries to foster mutually beneficial partnerships. This may involve engaging in joint research projects, sharing resources and expertise, collaborating on training programs or workshops, and exploring opportunities for technology transfer and commercialization. By collaborating with industries, the department can leverage external expertise and resources to enhance the quality of education, research, and innovation within the department.
- The department regularly publishes wall magazines and newsletters to showcase student achievements, departmental activities, research initiatives, and other relevant information. These publications serve as platforms for highlighting the accomplishments of students and faculty, sharing departmental updates and announcements, and promoting a sense of community and pride within the department. Additionally, they provide opportunities for students to showcase their work and contribute to the dissemination of knowledge within the academic community.

4	Functioning of class/course committees

Actions Taken

- The department ensures that the curriculum prescribed by the Maulana Abul Kalam Azad University of Technology (MAKAUT) is adequately maintained. This involves regularly reviewing and updating the curriculum to align with the latest industry trends, technological advancements, and academic standards. By adhering to the prescribed curriculum, the department ensures that students receive education that meets the requirements and standards set by the university.
- In addition to adhering to the prescribed MAKAUT curriculum, the department takes proactive steps to introduce new courses that go beyond the existing curriculum. These new courses are designed to cater to emerging areas of study, interdisciplinary fields, and specialized topics that may not be covered in the standard curriculum. By introducing new courses, the department enhances the educational offerings available to students, providing them with opportunities to explore diverse subjects and acquire relevant skills for their future careers.

5	Schedule of Timetable

Actions Taken

- Thorough planning is conducted to ensure that the timetable covers all necessary courses, lectures, practical sessions, and academic activities required for the semester or academic year.
- Resources such as classrooms, laboratories, and faculty availability are balanced with the demands of the curriculum to avoid scheduling conflicts and ensure optimal utilization of resources.
- The timetable is designed to be flexible and adaptable to accommodate changes such as faculty availability, unforeseen events, and student needs. Contingency plans are in place to address any disruptions or adjustments that may arise during the semester.

	- The timetable is communicated to students and faculty members in a timely manner to ensure transparency and facilitate effective planning. Any changes or updates to the timetable are communicated promptly to all stakeholders. - Feedback from students and faculty members is collected and considered for continuous improvement of the timetable. Evaluation processes are implemented to assess the effectiveness of the timetable in meeting the academic needs and expectations of the department. - The department may utilize technology such as timetabling software or online platforms to streamline the scheduling process, enhance communication, and facilitate access to the timetable for students and faculty members.
6	**Attendance of Students** **Actions Taken** - Students with low attendance receive counseling during Mentor-Mentee meetings. Mentors engage with students to understand the underlying reasons for their low attendance, provide support, and offer guidance on strategies to improve attendance and academic performance. These sessions create a supportive environment for students to address attendance challenges and seek assistance from their mentors. - The department conducts regular Parents-Teacher meetings to keep parents informed about their wards' attendance status and academic progress. During these meetings, teachers discuss students' attendance records, performance in assessments, and any concerns or areas needing improvement. By involving parents in the discussion, the department fosters collaboration between parents and teachers to support students in improving their attendance and overall academic performance.
7	**Quality of Projects** **Actions Taken** - Students are actively encouraged and motivated to represent their projects in various conferences. This initiative aims to provide students with opportunities to showcase their research, share their findings with a wider audience, and gain valuable experience in presenting their work. By participating in conferences, students can enhance their communication skills, receive feedback from experts in the field, and establish professional connections. - The department has focused on increasing the number of student publications in renowned journals and conference proceedings. This effort involves supporting students in conducting high-quality research, writing scholarly papers, and submitting their work to reputable academic publications and conference venues. Faculty members provide guidance and mentorship to students throughout the publication process, from conceptualizing research ideas to drafting manuscripts and navigating the peer-review process. By promoting student publications, the department aims to recognize and celebrate student achievements, contribute to the dissemination of knowledge, and elevate the academic reputation of the institution.
8	**Conduct of Tutorial & Remedial Classes** **Actions Taken**

	• The department allocates dedicated time slots in the timetable for tutorial and remedial classes. These sessions are designed to offer additional support and assistance to students who may need extra help in understanding course material or improving their academic performance. During these classes, instructors provide personalized guidance, address students' questions and concerns, and offer supplementary explanations to reinforce key concepts. • In addition to regular coursework, the department conducts special classes on a regular basis. These classes are tailored to focus on specific topics, concepts, or skills that require further explanation or reinforcement. By organizing these sessions, the department ensures that students have opportunities to delve deeper into challenging subject matter, clarify doubts, and consolidate their understanding through interactive and engaging learning experiences.
9	**Syllabus Coverage as per Lesson/Course Plan** **Actions Taken** • The coverage of the syllabus is regularly reviewed and discussed in the Departmental Academic Committee (DAC) meetings. Faculty members convene to assess the progress of syllabus coverage across various courses and subjects. By collectively monitoring syllabus progression, the department ensures alignment with academic goals and standards. • Whenever necessary, extra classes are arranged to complete the syllabus within the stipulated time. These additional sessions are scheduled to provide students with opportunities to cover any remaining topics or concepts that may not have been fully addressed during regular class hours. Through targeted instruction and focused review, students are equipped with the requisite knowledge and understanding required for examinations and assessments.
10	**Use of ICT enabled teaching methodologies.** **Actions Taken** • Faculty members are incorporating a variety of IT-enabled learning tools, including PowerPoint presentations, video clips, audio systems, and online resources, alongside the traditional chalk and talk teaching method. • The primary emphasis is placed on fostering active classroom interaction through a range of activities such as research paper presentations, seminars, debates, group discussions, assignments, quizzes/tests/vivas, and laboratory work. • A specialized computer laboratory equipped with internet connectivity has been established to promote self-directed learning among students. • Security measures have been implemented to safeguard Wi-Fi users, with access being regulated by the system administrator.
11	**Conduct of Practical Classes** **Actions Taken** • Setting up necessary equipment, materials, and resources ahead of the class. • Demonstrating procedures, techniques, or experiments to the students, providing them with a clear understanding of what is expected. • Allowing students to actively engage in the practical tasks themselves, under supervision, to apply theoretical knowledge and develop practical skills. • Evaluating students' performance during the practical session, providing constructive feedback, and assessing their understanding and proficiency in

	the subject matter.
12	**Evaluation of Students performance in practical classes** **Actions Taken** • Assessing students' ability to perform practical tasks accurately and effectively, including their demonstration of relevant skills and techniques. • Reviewing lab reports submitted by students, which may include observations, data collected, and analyses conducted during the practical session. • Evaluating students' proficiency in using equipment, conducting experiments, and interpreting results, as well as their understanding of the underlying principles and concepts. • Providing feedback to students on their performance, highlighting areas of strength and areas needing improvement, and encouraging reflection on their learning experiences and outcomes from the practical classes.
13	**Maintenance of Course files** **Actions Taken** • Ensuring that course files are organized in a systematic manner, with clear labeling and categorization for easy retrieval and reference. • Regularly updating course files to incorporate new materials, resources, or changes in curriculum or syllabus. • Reviewing course files periodically to ensure accuracy, relevance, and alignment with learning objectives and standards. • Implementing backup procedures to prevent loss of course files, and storing them securely to maintain confidentiality and integrity. • Ensuring that course files are accessible to authorized personnel, such as instructors and administrators, while maintaining appropriate levels of security and privacy. • Managing versions of course files to track changes and revisions, and to facilitate collaboration among stakeholders involved in course development and maintenance.
15	**Students feedback on faculties** **Actions Taken** • Thoroughly analyzing the feedback provided by students to identify common themes, concerns, and areas for improvement. • Compiling and summarizing the feedback received from students for each faculty member, ensuring anonymity to encourage honest and constructive input. • Reviewing the feedback with the respective faculty members in a constructive and supportive manner, emphasizing areas of strength and areas needing improvement. • Collaborating with faculty members to develop action plans aimed at addressing the feedback received, setting specific goals and timelines for improvement. • Providing faculty members with training, resources, and support to enhance their teaching skills, communication abilities, and overall effectiveness in addressing student needs. • Monitoring the progress of faculty members in implementing the action plans, and evaluating the effectiveness of interventions based on subsequent

	student feedback and performance indicators. • Emphasizing a culture of continuous improvement, where feedback from students is valued and used to inform ongoing efforts to enhance the quality of teaching and learning experiences.
16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken. • A good number of students enrichment programs such as Seminars/Webinars/Workshops/Industry visits have been organized.
17	Performance of Students in Previous academic year results Actions Taken • Thoroughly analyzing the academic results to identify trends, patterns, and areas of concern, such as courses with low pass rates or subjects where students struggled. • Implementing targeted intervention and support programs aimed at addressing specific academic challenges identified in the analysis, such as providing additional tutoring, study skills workshops, or academic advising services. • Reviewing the curriculum and instructional strategies to identify opportunities for improvement, ensuring alignment with learning outcomes, and making necessary adjustments to enhance student understanding and performance. • Providing faculty members with professional development opportunities focused on enhancing teaching effectiveness, incorporating active learning strategies, and implementing assessment methods that support student success.
18	Research Activities by Faculty members. Actions Taken • The department facilitates access to both internal and external funding opportunities to support faculty research projects. • Faculty members are provided with access to research facilities, equipment, laboratories, and resources necessary for conducting research across various disciplines. • The department encourages interdisciplinary collaboration and partnerships among faculty members, departments, research centers, and external organizations. • Faculty members are offered professional development opportunities such as workshops, seminars, and conferences to enhance their research skills, methodologies, and scholarly dissemination strategies. • Administrative assistance and support are provided to faculty members to facilitate grant applications, research project management, ethics approvals, and compliance with regulatory requirements. • Faculty members are supported in publishing their research findings in peer-reviewed journals, presenting at conferences, and disseminating their work to the academic community and broader public. • Faculty members are recognized and rewarded for their research achievements, including publications, presentations, patents, and grants received. • Mentorship opportunities and networking events are facilitated to connect faculty members with senior researchers, industry experts, and funding

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

		agencies. • The department promotes research ethics and integrity by providing training, guidelines, and resources to ensure compliance with ethical standards and regulations in research conduct. • The impact and quality of faculty research activities are evaluated and assessed through metrics such as publications, citations, research outputs, external funding, and collaborations.

Principal
Prof. (Dr.) Om Prakash Sharma

Department of Mechanical Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2018-19

Dr. Sudhir Chandra Sur Degree Engineering College

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
Phone: +91 22 25603889, 25603898, 65330375
Website: www.dsec.ac.in; Email-info@dsec.ac.in

ACTION TAKEN REPORT FORMAT

Sl. No.	Actions Taken for Improvement
1	Profile of Student Actions Taken : Enhanced emphasis on securing placements, particularly within core companies. Provision of training tailored to specific job requirements is essential. Increased engagement of students in research endeavours is recommended. Students should be motivated to take part more actively in extracurricular and non-academic pursuits. Greater encouragement should be given for student participation in activities conducted through digital platforms.
2	Infrastructure of the Dept. Actions Taken : Implementation of a Departmental Center of Excellence is in consideration. There is a plan to increase the frequency of Live Projects and Entrepreneurial activities.
3	Activities of the Department Actions Taken : Greater encouragement should be given to departmental activities, meetings, and interactions with industries.
4	Functioning of class/course committees Actions Taken: NIL
5	Schedule of Timetable Actions Taken: NIL
6	Attendance of Students Actions Taken: Students with attendance below 75% will be ineligible to take internal tests. Parents should consistently receive updates on their children's performance during Parent-Teacher Meetings. Frequent monitoring of student attendance should be implemented.
7	Quality of Projects Actions Taken: Students should be motivated to engage in projects that can lead to high-quality publications. Students should be inspired to take part in competitions involving projects, ideas, and models.
8	Conduct of Tutorial & Remedial Classes Actions Taken:
9	Syllabus Coverage as per Lesson/Course Plan Actions Taken: Every subject instructor should ensure the thorough coverage of the course syllabus as per the designated course/lesson plan.
10	Use of ICT enabled teaching methodologies. Actions Taken: College administration and departments should be notified about the utilization of ICT-enabled teaching methods and digital courses. Educators should incorporate ICT-enabled teaching and digital courses more frequently.
11	Conduct of Practical Classes Actions Taken: Both teachers and teaching assistants must ensure the proper fulfilment of the syllabus based on the course/lesson plan.

	Increased utilization of Virtual laboratory classes through platforms like VLAB/SWAYAM is encouraged.
12	Evaluation of Students performance in practical classes Actions Taken: NIL
13	Maintenance of Course files Actions Taken : NIL
15	Students feedback on faculties Actions Taken: NIL
16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken: There should be an increase in the organization of seminars, workshops, model-making competitions, and innovative idea competitions.
17	Performance of Students in Previous academic year results Actions Taken
18	Research Activities by Faculty members. Actions Taken : Faculty members should receive motivation to publish high-quality materials in well-regarded Journals/Books. Educators should be incentivized to generate a greater number of patents. Faculty members should consider engaging in more projects and consultancies in collaboration with industries.

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Principal
Dr. Om Prakash Sharma