Ref No: DSCSITSC/PRIN/IQAC/2020-21/2　　　　　　　　　　Date: 04/02/2021

Action Taken Report against the last meeting of IQAC Committee held on 25/08/2020

Agenda	Resolution	Action taken
Agenda01: Approval of IQAC meeting held on 04/02/2020.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 04/02/2020.	Noted
Agenda02: 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 2019-20: **11** The details are attached as **Annexure I** ➤ Publications in Book Chapter for the Year 2019-20: **02** The details are attached as **Annexure II** ➤ The total grants received from non-governmental agencies is **14.5** 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

	2019-20

	Total Students	452	
	Placed Students	355	
	Training Attendance Percentage	76	
	Placed %	78.54	
	Higher Education %	5.8	

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 08/09/2020, for incorporating the following topics in the present curriculum for better understanding and realization of subject matters.

Dept. Name	Subject
AUE	Autonomous Vehicle
ECE	Electromagnetic Simulator tools
ME	Uses of Autodesk Solidwork
CE	Uses of STEDWIN and Google Sketchup
EE	AutoCAD and Python
CSE	Introduction of DJANGO

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 Programs	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	Total number of teaching and non-teaching staff participating in **Development Programmes** for the year 2019-20 are **82**.

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		Development Program	No. of Participants.
	Committee (AC) to IQAC for further proceedings.	Faculty Development Programmes (FDP)	59
		Management Development Programmes (MDP)	23
		The details are attached as **Annexure V**	
Agenda 7: MoU Signed/Renewed by the Institution in last Academic Year	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.	New **MoUs** signed in the academic year 2019-20 is **02**. The details of MoU are attached as **Annexure VI**	
Agenda 8: FDP/International/National Seminar/Conferences/ Workshop Organized	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.	FDP/International/National Seminar/Conferences/Workshop Organized in the last academic year is **08**. The details of FDPs, seminars, conferences, and workshops organized as **Annexure VII**	
Agenda 9: Follow-up of Best Practices at the Institute	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.	VAC courses conducted on the last academic year is 38. The details of VAC are attached as **Annexure VIII**	

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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. <table><tr><td>**Year**</td><td>**2019-20**</td></tr><tr><td>Number of extension and outreach programs conducted by the institution</td><td>9</td></tr></table>	Initiative taken for further improvement
Agenda 11: Academic Calendar 2020-21	The academic calendar for the academic session 2020-21 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 2019-20 are attached as **Annexure IX.**
Agenda 13: Result Analysis for last Academic Year	A comprehensive analysis of the results for the Odd semester 2019-20 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.

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ANNEXURE I

Publications in SCIE/SCOPUS/Web of Science Journal

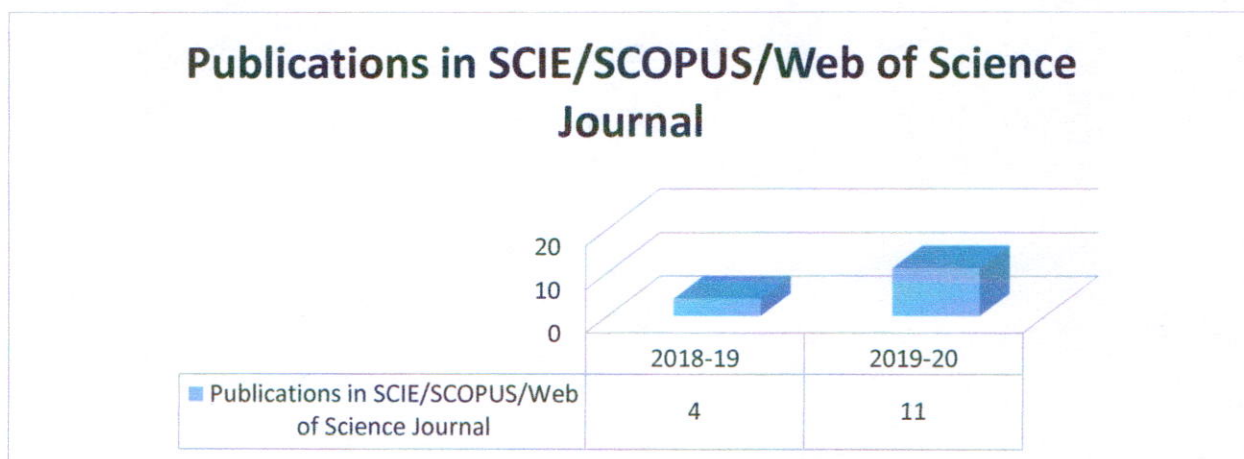|	2018-19	2019-20
■ Publications in SCIE/SCOPUS/Web of Science Journal	4	11

Figure: Comparison in Publications in SCIE/SCOPUS/Web of Science Journal

Table: Publications in SCIE/SCOPUS/Web of Science Journal
Details in the year 2019-20

Title of paper	Name of the author/s	Name of journal	ISSN number
Identifying essential proteins using modified-monkey algorithm (MMA)	Anjan Kumar Payra	Computational Biology and Chemistry	1476-9271
A comparative study of meta heuristic model to assess the type of breast cancer disease	Mallika De	IETE Journal of Research	0377-2063
A New Method of Lighting Using Internet of Things and Gesture	Madhusmita Mishra	Journal of Emerging Technologies and Innovative Research	2349-5162
Cyber Threats in Artificial Intelligence	Anirbit Sengupta	International Journal of Computer Sciences and Engineering	2347-2693
Behavioural Study of R/C Natural Draught Cooling Towerunder Gravity Load using Different Support Orientations	Baibaswata Das	International Journal of Engineering and Advanced Technology	2249-8958

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Assessment of Water Surface of Reservoirs with Varying Time and Increasing Population in Contai of West Bengal	Souvik Chakraborty	Reason-A Technical Journal	2277-1654
Examining the extent of seawater intrusion from groundwater quality analysis at Purba Medinipur coast of India	Souvik Chakraborty	Journal of the Indian Chemical Society	0019-4522
Increasing threat on groundwater reserves due to seawater intrusion in Contai belt of West Bengal	Souvik Chakraborty	Journal of the Indian Chemical Society	0019-4522
Analysis of Arsenic Content in Groundwater over the Years of Coastal Belt at Purba Medinipur in West Bengal	Souvik Chakraborty	Indian Science Cruiser	0970-4256
Design of Green Building with Practical of Manual	Sushovan Sarkar	Indian Journal of Environmental Protection	0253–7141
Fungal contamination and exposures in different water resources, hazards and remediation	Sushovan Sarkar	Journal of the Indian Chemical Society	0019-4522

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ANNEXURE II

Book / Book Chapter Publication

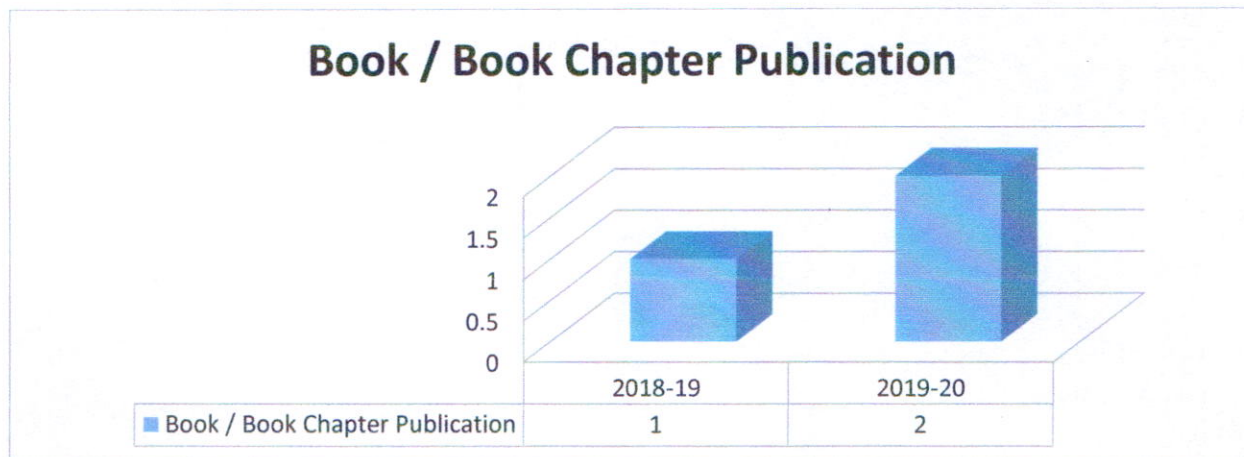|	2018-19	2019-20
■ Book / Book Chapter Publication	1	2

Figure: Comparison in Publications in Book / Book Chapter

Table: Publications in Book / Book Chapter Details in the year 2019-20

Name of the teacher	Title of the paper	Title of the Proceedings of the Conference	ISBN number of the proceeding	Name of the publisher
Madhusmita Mishra	Assessment on Prevention of Groundwater Contamination	Sustainability in Environmental Engineering and Science	978-981-15-6887-9	Springer Singapore
Souvik Chakraborty	Present Scenario Of Groundwater Table In Saline Prone Areas Of Purba Medinipur In West Bengal, India	Topics in Intelligent Computing and Industry Design (ICID) 2(1) (2020) 09-13. Contemporary Issues in Computing (CIC)	978-1-948012-16-4	Volkson Press

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ANNEXURE III

EXTERNAL RESEARCH GRANTS

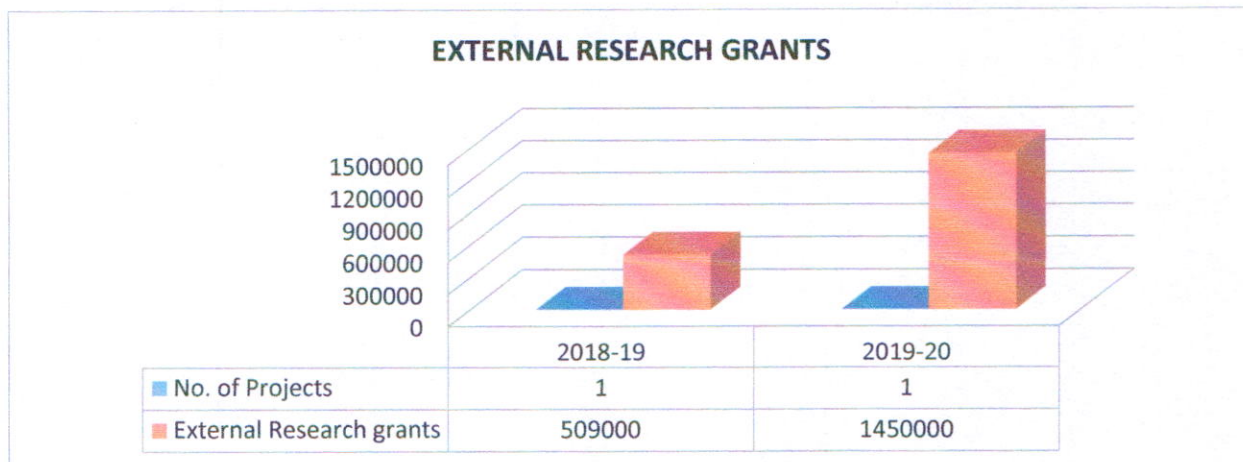|	2018-19	2019-20
No. of Projects	1	1
External Research grants	509000	1450000

Figure: Comparison in EXTERNAL RESEARCH GRANTS

Table: EXTERNAL RESEARCH GRANTS Details in the year 2019-20

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)
Optimization of the low power device performance of TFET	Mr. Partha Sarkar	2019-20	14.50	03 Years	NXP SEMICONDUCTORS	Non-Government

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ANNEXURE IV

University Correspondence & VAC

Principal DSDEC <principal_dsdec@jisgroup.org»

Incorporating the changes in the curriculum based on the analysis of the feedback collected from stakeholders for the Academic Year, 2019-20

Principal DSDEC < principal_dsdec@jisgroup.org >   Tue, Sep 8, 2020 at 11:21 AM
To: MAKAUT, WB <office.coe@makautwb.ac.in>
Cc: S Datta <sd.makaut@gmail.com>, Assistant Controller of Examination <acoemakautwb@gmail.com>,
<hod_aue@dsec.ac.in>, <iqac@dsec.ac.in>

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,

With Best Regards
Dr. Om Prakash Sharma
B.E., M.E. (MBM, Jodhpur), Ph.D. (MNIT, Jaipur)
Member IEEE, FMIEI, LMIETE, LMISTE, MCSI

Principal
Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex, JIS Group
540, Dum Dum Road, Surermath, Kolkata - 700074
Phone: +919051978666; 9829364944

8 attachments

- 2019 - 2020 - Alumni Feedback Analysis - AUE.pdf
  120K

- 2019 - 2020 - Employer Feedback Analysis - AUE.pdf
  121K

- 2019 - 2020 - Faculty Feedback Analysis - AUE.pdf
  120K

- 2019 - 2020 - Student Feedback Analysis - AUE.pdf
  120K

- 2019-20 - Alumni Feedback ATR - AUE.pdf
  62K

- 2019-20 - Student Feedback ATR - AUE.pdf
  69K

- 2019-20 - Employer Feedback ATR - AUE.pdf
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- 2019-20 - Faculty Feedback ATR - AUE.pdf
  70K

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Incorporating the changes in the curriculum based on the analysis of the feedback Collected from stake holders for the Academic Year, 2019-20

Principal DSDEC < principal_dsdec@jisgroup.org >   Tue, Sep8, 2020 at11:42 AM
To: MAKAUT, WB <office.coe@makautwb.ac.in >
Cc: S Datta<sd.makaut@gmail.com> Assistant Controller of Examination<acoemakautwb@gmail.com>
 <hod_ece@dsec.ac.in>   , <iqac@dsec.ac.in>

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8attachments

- 2019 -2020 -Alumni Feedback Analysis -ECE.pdf 120K
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- 2019 -2020 -Faculty Feedback Analysis -ECE.pdf 120K
- 2019 -2020 -Student Feedback Analysis -ECE.pdf 120K
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Principal DSDEC < principal_dsdec@jisgroup.org >   Tue, Sep 8, 2020 at 12:07 PM
To: MAKAUT, WB <office.coe@makautwb.ac.in>
Cc: S Datta <sd.makaut@gmail.com>, Assistant Controller of Examination <acoemakautwb@gmail.com>
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Principal DSDEC < principal_dsdec@jisgroup.org >   Tue, Sep 8, 2020 at 12:24 PM
To: MAKAUT, WB <office.coe@makautwb.ac.in>
Cc: S Datta <sd.makaut@gmail.com>, Assistant Controller of Examination <acoemakautwb@gmail.com>, <hod_ee@dsec.ac.in >, <iqac@dsec.ac.in>

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Principal
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📄 2019 -2020 -Alumni Feedback Analysis -EE.pdf
120K

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Principal DSDEC < principal_dsdec@jisgroup.org >   Tue, Sep 8, 2020 at 12:38 PM

To: MAKAUT, WB <office.coe@makautwb.ac.in>
Cc: S Datta <sd.makaut@gmail.com>, Assistant Controller of Examination <acoemakautwb@gmail.com>
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Principal DSDEC < principal_dsdec@jisgroup.org >
To:MAKAUT, WB <office.coe@makautwb.ac.in>
Cc:S Datta<sd.makaut@gmail.com>,Assistant Controller of Examination<acoemakautwb@gmail.com>

Tue, Sep 8, 2020 at 03:01PM

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Value Added Courses Conducted

	2018-19	2019-20
■ Value Added Courses Conducted	38	38
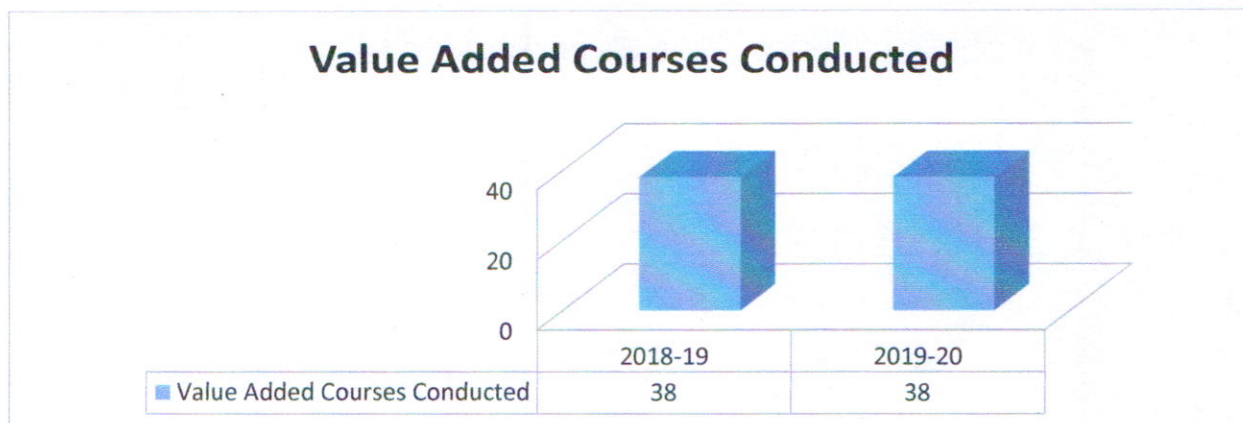
Figure: Comparison in Value Added Courses

Table: Value Added Courses Details in the year 2019-20

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/study	Period (from date - to date)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
ECM Design and Modification Technique	AUE/VAC/003	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	47	44
Design of Experiment and Analysis in Minitab Software	AUE/VAC/005	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	54	52
Internet of Vehicle	AUE/VAC/007	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	55	52
Thermochemistry of Reactive System	AUE/VAC/004	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	47	44
Introduction to Solar Vehicle	AUE/VAC/006	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	54	52
Autonomous Vehicle	AUE/VAC/008	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	55	52
Device Fabrication and Simulation	EC/VAC/03	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	114	109
Machine Learning using Python	EC/VAC/05	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	116	110
Switching in Network Security	EC/VAC/07	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	112	108
Data Handling with Python Programming	EC/VAC/04	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	114	109
Design and Analysis of Antenna Structures	EC/VAC/06	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	116	109
DevOps and CI/CD Pipeline	EC/VAC/08	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	112	110
Simulation with HFSS	EC/VAC/03(M.Tech)	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	9	8
3d Drawing & Modelling Workflow Through AutoCAD 3D	CE/VAC/03	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	55	49
AR & VR Workflow Through Revit & Horizontal & Vertical Angle & Distance Measurement Process Through Total	CE/VAC/05	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	60	55
Fem Structure Analysis Using SAP 2000	CE/VAC/07	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	69

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3D modelling and rendering using GOOGLE SKETCHUP	CE/VAC/0 04	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	55	51
Analysis of building & steel frame structure using ETABS	CE/VAC/0 06	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	60	54
Slope stability analysis using STEDWIN	CE/VAC/0 08	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	68
Part design using Autodesk Inventor	ME/VAC/0 03	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	100	89
Differential gear using Autodesk	ME/VAC/0 05	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	91	83
MATLAB for engineers	ME/VAC/0 07	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	83	81
Part design using Autodesk SoildWorks	ME/VAC/0 04	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	100	90
Mechanism design using Autodesk inventor	ME/VAC/0 06	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	91	85
System Dynamics using MATLAB	ME/VAC/0 08	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	83	81
Optimization Techniques	ME/VAC/0 03(M.Tech)	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	11	8
AUTOCAD	EE/VAC/0 03	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	56	51
PVSYST	EE/VAC/0 05	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	40	37
PLC SCADA	EE/VAC/0 07	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	38	36
ANSYS	EE/VAC/0 04	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	56	50
PYTHON	EE/VAC/0 06	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	40	35
PSCAD	EE/VAC/0 08	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	38	36
Search Engine Optimization with Google Analytics & AMP; Web Master Tools	CSE/VAC/ 003	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	71
Mobile Application Development	CSE/VAC/ 005	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	72
Arduino with IOT	CSE/VAC/ 007	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	68
Ethical Hacking	CSE/VAC/ 004	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	69
Introduction to Django	CSE/VAC/ 006	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	72
Blockchain	CSE/VAC/ 008	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	72

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ANNEXURE V

Participation in FDP/MDP/PDP

	2018-19	2019-20
Participation in FDP/MDP/PDP	80	82

Figure: Participation Comparison in FDP/MDP/PDP

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)
2019-2020	Sayantan Chakraborty	Associate Professor	FDP on Python 3.4.3 & Python Django	08/06/2020 to 13/06/2020
2019-2020	Kriti Mukherjee	Assistant Professor	FDP on Python 3.4.3 & Python Django	08/06/2020 to 13/06/2020
2019-2020	Anubrata Mondal	Assistant Professor	FDP on Python 3.4.3 & Python Django	08/06/2020 to 13/06/2020
2019-2020	Soumen Dhara	Assistant Professor	FDP on Python 3.4.3 & Python Django	08/06/2020 to 13/06/2020
2019-2020	Sudipta Acharya	Assistant Professor	FDP on Python 3.4.3 & Python Django	08/06/2020 to 13/06/2020
2019-2020	Aviroop Dewan	Assistant Professor	FDP on Python 3.4.3 & Python Django	08/06/2020 to 13/06/2020
2019-2020	Tanmay Das	Assistant Professor	FDP on Python 3.4.3 & Python Django	08/06/2020 to 13/06/2020
2019-2020	Swapan Bhattacharya	Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Asish Kumar Mukhopadhyay	Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Abhigyan Ganguly	Associate Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Sangeeta Jana Mukhopadhyay	Associate Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Supriyo Srimani	Associate Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Goutam kr.Das	Assistant Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Anuva Ganguly Mukherjee	Assistant Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019

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2019-2020	Montajul Karim	Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Shasikant Dargar	Associate Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Partha Sarkar	Assistant Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Shuvankar Chatterjee	Associate Professor	FDP on Recent Trends in Data Security	03/07/2019 to 07/07/2019
2019-2020	Soumyendu Bhattacharjee	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2019
2019-2020	Somdutta Paul	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2020
2019-2020	Pijush Dutta	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2021
2019-2020	Debasmita Manna	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2019
2019-2020	Bidisha Dobe	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2019
2019-2020	Firozuddin Sk	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2019
2019-2020	Anirbit Sengupta	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2019
2019-2020	Ananya Banerjee	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2019
2019-2020	Sutanu Ghosh	Assistant Professor	FDP on VLSI Chip Design Hands-on using Open Source EDA	16/12/2019 to 20/12/2019
2019-2020	Budhhdeb Bhattacharya	Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Sushovan Sarkar	Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Abhijit Kundu	Assistant Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Biswabandhu Chatterjee	Assistant Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Baibaswata Das	Assistant Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Souvik Chakraborty	Assistant Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Debasish Roy	Assistant Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Prasun Seal	Assistant Professor	FDP on Advanced Techniques on Surveying & Geomatics	01/07/2019 to 05/07/2019
2019-2020	Rinku Supakar	Assistant Professor	FDP on IoT	23/12/2019 to 28/12/2019
2019-2020	Jayanta Mondal	Assistant Professor	FDP on IoT	23/12/2019 to 28/12/2019
2019-2020	Anjan Kumar Payra	Assistant Professor	FDP on IoT	23/12/2019 to 28/12/2019
2019-2020	Madhusmita Mishra	Assistant Professor	FDP on IoT	23/12/2019 to 28/12/2019
2019-2020	Ruchira Dutta	Assistant Professor	FDP on IoT	23/12/2019 to 28/12/2019
2019-2020	Mallika De	Professor	FDP on IoT	23/12/2019 to 28/12/2019
2019-2020	Debdatta Chatterjee	Assistant Professor	FDP on IoT	23/12/2019 to 28/12/2019

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2019-2020	Sujoy Saha	Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Ruma Sen	Associate Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Arpita Chatterjee	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Geetika Kumari Salwan	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Rahul Kumar Prajapati	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Arpita Podder	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Subhasish Halder	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Subhendu Pal	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Sudip Banerjee	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Pradeep Kumar Sharma	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Bhabani Ranjan Pal	Assistant Professor	FDP on Research Trends in Science & Technology	23/06/2020 to 27/06/2020
2019-2020	Kalyan Mukherjee	Assistant Professor	FDP on Advanced Welding Processes and Physics of Welding	11/05/2020 to 15/05/2020
2019-2020	Pritam Bhattacharjee	Assistant Professor	FDP on Outcome Based Education	02/03/2020 to 06/03/2020
2019-2020	Arindam Mukherjee	Assistant Professor	FDP on Outcome Based Education	02/03/2020 to 06/03/2020
2019-2020	Ranendra Roy	Assistant Professor	FDP on Outcome Based Education	02/03/2020 to 06/03/2020
2019-2020	Shankha Ghosh	Assistant Professor	FDP on Advancement in Phase Change Material based Thermal and Renewable Energy Technologies	01/06/2020 to 05/06/2020
2019-2020	Sk Tanbir Islam	Assistant Professor	FDP on Advancement in Phase Change Material based Thermal and Renewable Energy Technologies	01/06/2020 to 05/06/2020
2019-2020	Debina Dey	Manager	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Antara Chowdhury	Office Executive	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Madhab Naskar	Office Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Rahul Choudhary	Store Keeper	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Supriya Dhara	Junior Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Papiya Nayek	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Soumita Banerjee	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Deepta Debnath	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Maheswar Das	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-	Sayani Roy	Technical	MDP on Enterprise Resources	02/01/2020 to

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2020		Assistant	Planning & Applications	07/01/2020
2019-2020	Abhishek Bysack	Assistant System Administrator	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Manoj Kumar Pandey	Lab Attendant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Mayukh Bairagi	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Pallabi Das	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Sanjib Sarkar	Lab Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Anupama Kumar Guha	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Jit Majumder	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Tanmoy Das	Technical Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Soumik Jash	Accounts Officer	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Abhishek Das	Account Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Kripashankar Tiwari	Office Executive	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Suman Singh	Front Office Executive	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020
2019-2020	Nirupam Sarkar	Office Assistant	MDP on Enterprise Resources Planning & Applications	02/01/2020 to 07/01/2020

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ANNEXURE VI

MOU and Correponding Activities During Last 2 Years

	2018-19	2019-20
■ MOU	1	2
■ Corresponding Activities	3	5
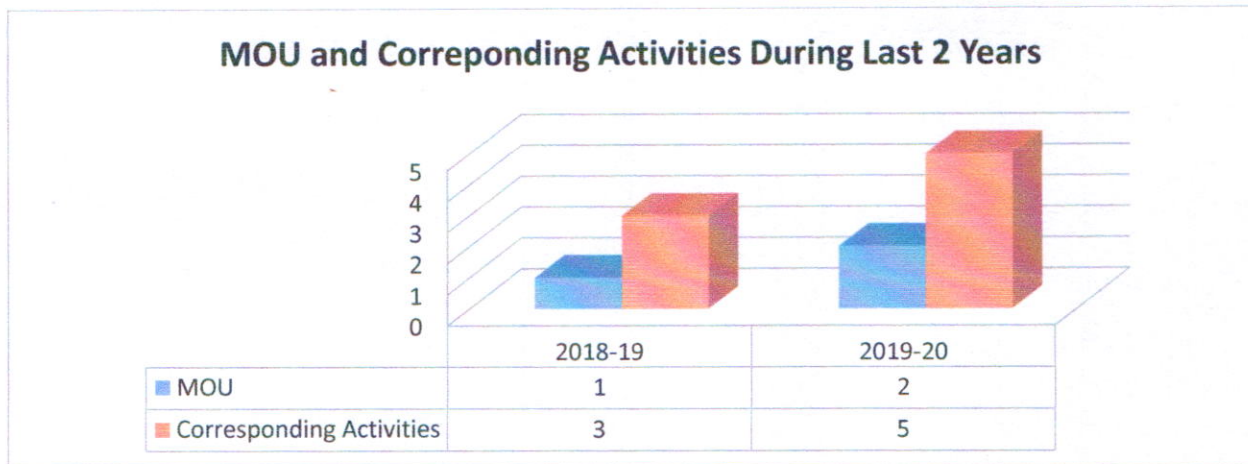
Figure: Comparison in MOU

Table: MOU Details in this Academic Year

Name of Company MoU With	Year of Signing MoU
Ardent Computech Pvt Ltd	2019-20
Abacus Digital Pvt. Ltd.	2019-20

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ANNEXURE VII

Number of workshops/seminars/conferences on IPR

			2018-19	2019-20
■	Number of workshops/seminars/conferences on IPR		9	8

Figure: Comparison in workshops/seminars/conferences on IPR

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

Year	Name of the workshop/ seminar
2019 - 2020	Webinar On Frugal Innovation And Social Entrepreneurship
2019 - 2020	One Day Session On "How To Plan For Start-Up And Legal And Ethical Steps" In Entrepreneurship
2019 - 2020	Webinar by Industry Expert on Summer Internship Program along with Microsoft Certification in IPR
2019 - 2020	Webinar On Research Methods(Research Methodology) And Using Fluid Mechanics When Creating Micro Sinks
2019 - 2020	Seminar on Genetic Algorithm
2019 - 2020	Webinar on "Agile Project Management "
2019 - 2020	Webinar on " Vehicle/Product Development Cycle
2019 - 2020	Webinar on Cyber Awareness & Digital Security

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ANNEXURE VIII

Value Added Courses Conducted

	2018-19	2019-20
■ Value Added Courses Conducted	38	38
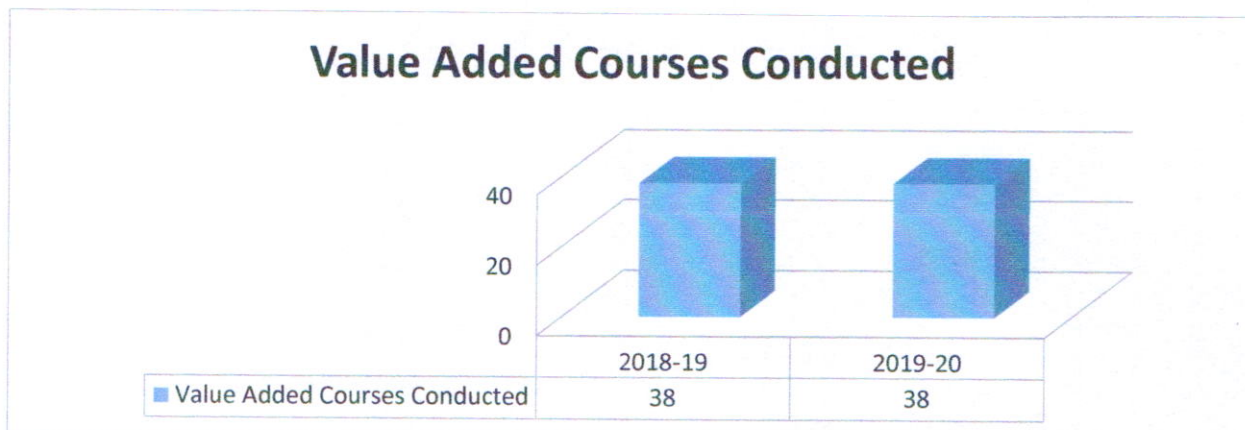
Figure: Comparison in Value Added Courses

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/study	Period (from date - to date)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
ECM Design and Modification Technique	AUE/VAC/003	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	47	44
Design of Experiment and Analysis in Minitab Software	AUE/VAC/005	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	54	52
Internet of Vehicle	AUE/VAC/007	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	55	52
Thermochemistry of Reactive System	AUE/VAC/004	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	47	44
Introduction to Solar Vehicle	AUE/VAC/006	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	54	52
Autonomous Vehicle	AUE/VAC/008	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	55	52
Device Fabrication and Simulation	EC/VAC/003	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	114	109
Machine Learning using Python	EC/VAC/005	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	116	110
Switching in Network Security	EC/VAC/007	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	112	108
Data Handling with Python Programming	EC/VAC/004	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	114	109
Design and Analysis of Antenna Structures	EC/VAC/006	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	116	109
DevOps and CI/CD Pipeline	EC/VAC/008	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	112	110
Simulation with HFSS	EC/VAC/003(M.Tech)	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	9	8
3d Drawing & Modelling Workflow Through AutoCAD 3D	CE/VAC/003	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	55	49
AR & VR Workflow Through Revit & Horizontal & Vertical Angle & Distance Measurement Process Through Total	CE/VAC/005	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	60	55

Fem Structure Analysis Using SAP 2000	CE/VAC/0 07	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	69
3D modelling and rendering using GOOGLE SKETCHUP	CE/VAC/0 04	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	55	51
Analysis of building & steel frame structure using ETABS	CE/VAC/0 06	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	60	54
Slope stability analysis using STEDWIN	CE/VAC/0 08	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	68
Part design using Autodesk Inventor	ME/VAC/0 03	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	100	89
Differential gear using Autodesk	ME/VAC/0 05	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	91	83
MATLAB for engineers	ME/VAC/0 07	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	83	81
Part design using Autodesk SoildWorks	ME/VAC/0 04	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	100	90
Mechanism design using Autodesk inventor	ME/VAC/0 06	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	91	85
System Dynamics using MATLAB	ME/VAC/0 08	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	83	81
Optimization Techniques	ME/VAC/0 03(M.Tech)	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	11	8
AUTOCAD	EE/VAC/0 03	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	56	51
PVSYST	EE/VAC/0 05	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	40	37
PLC SCADA	EE/VAC/0 07	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	38	36
ANSYS	EE/VAC/0 04	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	56	50
PYTHON	EE/VAC/0 06	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	40	35
PSCAD	EE/VAC/0 08	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	38	36
Search Engine Optimization with Google Analytics & AMP; Web Master Tools	CSE/VAC/ 003	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	71
Mobile Application Development	CSE/VAC/ 005	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	72
Arduino with IOT	CSE/VAC/ 007	2019 - 2020	01-07-2019 - 05-07-2019	30 Hrs	72	68
Ethical Hacking	CSE/VAC/ 004	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	69
Introduction to Django	CSE/VAC/ 006	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	72
Blockchain	CSE/VAC/ 008	2019 - 2020	02-01-2020 - 07-01-2020	30 Hrs	72	72

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ANNEXURE IX

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

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Action Taken Report
on
Academic & Administrative Audit Report
for
Academic Year: 2019-20

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: 2019-20

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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: 2019-20
Plan of Actions for Academic Year: 2020-21

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. • Enhanced engagement of students in research endeavors is recommended. • Students should be motivated to increase their involvement in extracurricular and non-academic activities.
2	**Infrastructure of the Dept.** **Actions Taken** • Upgrades and enhancements are made to the ICT-based classrooms to provide better learning environments for students.
3	**Activities of the Department** **Actions Taken** • There should be a stronger encouragement for departmental activities, meetings, and interactions with industries. • The regular conduct of activities should be maintained consistently.
4	**Functioning of class/course committees** **Actions Taken** • In addition to adhering to the prescribed MAKAUT curriculum, the department takes proactive steps to introduce new courses that go beyond the existing curriculum.
5	**Schedule of Time Table** **Actions Taken** • The department ensures that the timetable is effectively managed and maintained. This involves creating a schedule that accommodates all classes, lectures, practical sessions, and other academic activities in an organized and efficient manner.
6	**Attendance of Students** **Actions Taken** • Students with attendance below 75% will be ineligible to take internal tests. • Attendance of students should be checked on a regular basis. • Parents should always receive information about their children's performance during Parent-Teacher Meetings.
7	**Quality of Projects** **Actions Taken**

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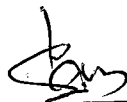|	
	• Students should be motivated to undertake projects and ensure they are accompanied by high-quality publications. • Students should be inspired to take part in competitions related to projects, ideas, and models.
8	**Conduct of Tutorial & Remedial Classes** **Actions Taken** • The department allocates specific time slots in the timetable for tutorial and remedial classes. These classes are scheduled to provide additional support and assistance to students who may require extra help in understanding course material or improving their academic performance.
9	**Syllabus Coverage as per Lesson/Course Plan** **Actions Taken** • Every subject teacher should ensure the thorough coverage of the course syllabus in accordance with the designated course/lesson plan.
10	**Use of ICT enabled teaching methodologies** **Actions Taken** • Educators should increase their utilization of ICT-enabled teaching and digital courses. • The utilization of ICT-enabled teaching and digital courses should be communicated to college authorities and departments.
11	**Conduct of Practical Classes** **Actions Taken** • Every teacher and teaching assistant should ensure the comprehensive coverage of the course syllabus according to the designated course/lesson plan. • Greater utilization of the Virtual laboratory resources through the platforms like VLAB/SWAYAM is recommended.
12	**Evaluation of Students performance in practical classes** **Actions Taken** • Reviewing lab reports submitted by students, which may include observations, data collected, and analyses conducted during the practical session.
13	**Maintenance of Course files** **Actions Taken** • 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.
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.

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		teaching, learning, and research activities.
16		**Performance of Students in Previous academic year results** **Actions Taken** • 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.
17		**Research Activities by Faculty members** **Actions Taken** • Educators should receive motivation to produce high-quality publications in well- regarded Journals/Books. • Faculty members should be incentivized to generate a higher number of patents. • Educators should consider engaging in a greater number of industry collaborative projects and consultancies.

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Principal

Prof. (Dr.) Om Prakash Sharma

Department of Civil Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2019-20

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
(Formerly Known as Dr. Sudhir Chandra Sur Degree Engineering College)
540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
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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 2019-2020

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 merely about completing assignments but are designed to cultivate essential skills such as creativity, critical thinking, problem-solving, and innovation. - The student attends special classes and Beyond Curriculum Training (BCT) sessions regularly to supplement their regular coursework. - Through these projects, the student learns to apply theoretical knowledge to practical scenarios, fostering a deeper understanding of the subject matter. - This hands-on approach to learning enhances the student's comprehension and retention of concepts.
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. - Audio-visual equipment is upgraded to ensure clear communication and effective delivery of educational content. - 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. - Both central and departmental libraries are meticulously stocked with high-quality books, journals, and other academic resources relevant to the field of study. - The collection includes academic textbooks, reference materials, scholarly journals, and research publications covering a broad spectrum of topics within the discipline.

3	Activities of the Department
	Actions Taken
	• The department has broadened its spectrum of student enrichment programs, transcending the boundaries of the conventional curriculum. These programs encompass diverse activities such as workshops, seminars, conferences, skill-building sessions, leadership development programs, and community engagement initiatives. By actively participating in these activities, students not only gain valuable experiences but also acquire new skills and broaden their perspectives beyond the confines of the classroom environment.
	• Diligent efforts have been undertaken to fortify the connections between the department and various industries. This endeavour encompasses organizing enlightening industry visits, extending invitations to industry professionals for guest lectures or workshops, facilitating internships and placements, and establishing collaborative research ventures with industry partners. Such initiatives are instrumental in exposing students to real-world industry practices, enhancing their employability, and fostering symbiotic industry-academia partnerships.
	• 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.
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

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		acquire relevant skills for their future careers.
5		Schedule of Timetable Actions Taken • The timetable is designed to be flexible and adaptable to accommodate changes, including faculty availability, unforeseen events, and student needs. • Contingency plans are in place to address disruptions or adjustments during the semester, minimizing any negative impact on the overall schedule and academic progress. • Resources such as classrooms, laboratories, and faculty availability are meticulously balanced with the demands of the curriculum to avoid scheduling conflicts. • The department prioritizes optimal utilization of resources to support effective teaching and learning activities, ensuring that each resource is allocated efficiently. • The department ensures timely communication of the timetable to both students and faculty members, promoting transparency and effective planning. • Any changes or updates to the timetable are promptly communicated to all stakeholders, ensuring that everyone is informed of the latest schedule and can plan accordingly.
6		Attendance of Students Actions Taken • Students with low attendance are provided with counselling during Mentor-Mentee meetings. Mentors engage with students to understand the underlying reasons for their low attendance, providing support and offering 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, fostering a personalized approach to student support. • 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.

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	• 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.
8	Conduct of Tutorial & Remedial Classes Actions Taken • The department allocates specific time slots in the timetable for tutorial and remedial classes, ensuring that students have designated periods for additional support and assistance. • These sessions aim to cater to students who may require extra help in understanding course material or improving their academic performance, providing them with structured opportunities for academic support. • The department conducts special classes on a regular basis, focusing on specific topics, concepts, or skills that require further explanation or reinforcement. • These sessions provide students with opportunities to delve deeper into challenging subject matter, clarify doubts, and consolidate their understanding through interactive and engaging learning experiences. • By addressing specific areas of difficulty, these classes aim to enhance students' comprehension and mastery of the course material.
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 • Students can utilize the computer laboratory for research, projects, online assignments, and other academic activities, enhancing their ICT skills and independent learning capabilities.

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	• 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/visa's, 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** • Instructors demonstrate procedures, techniques, or experiments to the students, providing them with a clear understanding of what is expected. • Demonstrating procedures, techniques, or experiments to the students, providing them with a clear understanding of what is expected. • Instructors demonstrate procedures, techniques, or experiments to the students, providing them with a clear understanding of the tasks at hand. • Through visual demonstration and explanation, students gain insight into the practical objectives and expectations, enhancing their comprehension and readiness to engage in the session.
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. • 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** • 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

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		facilitate collaboration among stakeholders involved in course development and maintenance.
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. • 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.
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

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- 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 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
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Principal of the Institution.

Department of Computer Science and Engineering

Action Taken Report
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for
Academic Year: 2019-20

ACTION TAKEN REPORT FORMAT

Sl. No.	Actions Taken for Improvement
1	**Profile of Student** Actions Taken • **Increased Project Works:** Students are provided with more project works to encourage their participation in various national and regional competitions. • **Regular Special and BCT Classes:** Special classes, as well as classes focused on Beyond Curriculum Training (BCT) classes, are conducted regularly to enhance students' performance in various competitive exams.
2	**Infrastructure of the Dept.** Actions Taken • **Improvements in ICT-based Classrooms:** Upgrades and enhancements are made to the ICT-based classrooms to provide better learning environments for students. • **Better Utilization of Project Laboratory:** Efforts are made to optimize the utilization of the project laboratory within the department. • **Quality Books and Journals in Libraries:** The central and departmental libraries are stocked with high-quality books and journals relevant to the field of study.
3	**Activities of the Department** Actions Taken • **Increased Number of Student Enrichment Programs:** The department has expanded its offerings of student enrichment programs. These programs aim to provide students with opportunities for personal and academic growth beyond the traditional curriculum. • **Increased Number of Industry Interactions:** Efforts have been made to strengthen ties between the department and various industries. This could involve organizing industry visits, inviting industry professionals for guest lectures or workshops, facilitating internships and placements, and establishing collaborative research projects with industry partners. • **More Collaborations with Industries:** The department has actively pursued collaborations with industries to foster mutually beneficial partnerships. • **Regular Publications of Wall Magazines and Newsletters:** The department regularly publishes wall magazines and newsletters to showcase student achievements, departmental activities, research initiatives, and other relevant information.
4	**Functioning of class/course committees** Actions Taken • **Proper Maintenance of MAKAUT Curriculum:** The department ensures that the curriculum prescribed by the Maulana Abul Kalam Azad University of Technology (MAKAUT) is adequately maintained. • **Introduction of New Courses Beyond Curriculum:** In addition to adhering to the prescribed MAKAUT curriculum, the department takes proactive steps to introduce new courses that go beyond the existing curriculum.

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5	**Schedule of Timetable** Actions Taken • **Proper Maintenance of Timetable:** The department ensures that the timetable is effectively managed and maintained. This involves creating a schedule that accommodates all classes, lectures, practical sessions, and other academic activities in an organized and efficient manner.
6	**Attendance of Students** Actions Taken • **Counseling in Mentor-Mentee Meetings:** Students with low attendance are provided with counseling during Mentor-Mentee meetings. Mentors engage with students to understand the reasons for their low attendance, offer support, and provide guidance on how to improve attendance and academic performance. • **Regular Parents-Teacher's Meetings:** The department conducts regular Parents-Teacher's meetings to inform parents about the attendance status and academic progress of their wards. During these meetings, teachers discuss students' attendance records, performance in assessments, and any concerns or areas needing improvement.
7	**Quality of Projects** Actions Taken • **Motivation to Represent Projects in Conferences:** Students are encouraged and motivated to represent their projects in various conferences. This initiative provides students with opportunities to showcase their research, share their findings with a wider audience, and gain valuable experience in presenting their work. • **Increased Student Publications in Renowned Journals and Conference Proceedings:** 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 • **Allocation of Tutorial and Remedial Classes in the Timetable:** The department allocates specific time slots in the timetable for tutorial and remedial classes. These classes are scheduled to provide additional support and assistance to students who may require extra help in understanding course material or improving their academic performance. • **Conduction of Regular Special Classes:** In addition to regular coursework, the department conducts special classes on a regular basis. These classes may focus on specific topics, concepts, or skills that require further explanation or reinforcement.
9	**Syllabus Coverage as per Lesson/Course Plan** Actions Taken • **Discussion of Syllabus Coverage in DAC Meetings:** The coverage of the syllabus is regularly discussed in the Departmental Academic Committee (DAC) meetings. During these meetings, faculty members review the progress of syllabus coverage across various courses and subjects. They

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	discuss any challenges or concerns related to the pace of syllabus completion and strategize on how to ensure comprehensive coverage within the allocated time frame. • **Arrangement of Extra Classes:** Whenever necessary, extra classes are arranged to complete the syllabus within the stipulated time. These additional sessions are scheduled to provide students with the opportunity to cover any remaining topics or concepts that may not have been fully addressed during regular class hours.
10	Use of ICT enabled teaching methodologies. Actions Taken • **Integration of IT-Enabled Learning Tools:** 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. • **Focus on Classroom Interaction:** 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. • **Establishment of Specialized Computer Laboratory:** A specialized computer laboratory equipped with internet connectivity has been established to promote self-directed learning among students. • **Implementation of Security Measures for Wi-Fi Users:** 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 • **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.

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	• **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.

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	• 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** • **Facilitating Access to Funding Opportunities:** The department facilitates access to both internal and external funding opportunities to support faculty research projects. This includes assisting faculty members in identifying relevant grants, fellowships, and research awards, as well as providing guidance and support throughout the application process. • **Providing Research Infrastructure:** Faculty members are provided with access to research facilities, equipment, laboratories, and resources necessary for conducting research across various disciplines. This ensures that they have the necessary tools and facilities to carry out their research effectively. • **Encouraging Collaborative Initiatives:** The department encourages interdisciplinary collaboration and partnerships among faculty members, departments, research centers, and external organizations. By fostering collaboration, faculty members can engage in innovative research projects and initiatives that leverage diverse expertise and resources. • **Offering Professional Development Opportunities:** Faculty members are offered professional development opportunities such as workshops, seminars, and conferences to enhance their research skills, methodologies, and scholarly dissemination strategies. These opportunities enable faculty members to stay updated with the latest developments in their field and improve their research practices. • **Providing Administrative Support:** Administrative assistance and support are provided to faculty members to facilitate grant applications, research project management, ethics approvals, and compliance with regulatory requirements. This ensures that faculty members can focus on their research activities without being burdened by administrative tasks. • **Supporting Publication and Dissemination:** Faculty members are

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supported in publishing their research findings in peer-reviewed journals, presenting at conferences, and disseminating their work to the academic community and broader public. This helps to showcase their research achievements and contribute to the advancement of knowledge in their respective fields.

- **Recognizing and Rewarding Research Achievements:** Faculty members are recognized and rewarded for their research achievements, including publications, presentations, patents, and grants received. This recognition serves to motivate faculty members and incentivize continued excellence in research.

- **Facilitating Mentorship and Networking:** Mentorship opportunities and networking events are facilitated to connect faculty members with senior researchers, industry experts, and funding agencies. This fosters career development and collaboration opportunities, enabling faculty members to expand their professional networks and enhance their research impact.

- **Promoting Research Ethics and Integrity:** The department promotes research ethics and integrity by providing training, guidelines, and resources to ensure compliance with ethical standards and regulations in research conduct. This ensures that research activities are conducted ethically and with integrity.

- **Evaluation and Assessment:** The impact and quality of faculty research activities are evaluated and assessed through metrics such as publications, citations, research outputs, external funding, and collaborations. This helps to gauge the effectiveness of research efforts and identify areas for improvement.

Principal
Prof. (Dr.) Om Prakash Sharma

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Department of Electronics and Communication Engineering

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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,

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		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 analyzeing 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.

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	• **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: 2019-20

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ACTION TAKEN REPORT 2019-2020

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. • Special classes, as well as classes focused on Beyond Curriculum Training (BCT) classes, are conducted regularly to enhance students' performance in various competitive exams.
2	**Infrastructure of the Dept.** **Actions Taken** • Upgrades and enhancements are made to the ICT-based classrooms to provide better learning environments for students. • Efforts are made to optimize the utilization of the project laboratory within the department. • The central and departmental libraries are stocked with high-quality books and journals relevant to the field of study.
3	**Activities of the Department** **Actions Taken** • The department has expanded its offerings of student enrichment programs. These programs aim to provide students with opportunities for personal and academic growth beyond the traditional curriculum. • Efforts have been made to strengthen ties between the department and various industries. This could involve organizing industry visits, inviting industry professionals for guest lectures or workshops, facilitating internships and placements, and establishing collaborative research projects with industry partners. • The department has actively pursued collaborations with industries to foster mutually beneficial partnerships. • The department regularly publishes wall magazines and newsletters to showcase student achievements, departmental activities, research initiatives, and other relevant information.
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. • In addition to adhering to the prescribed MAKAUT curriculum, the department takes proactive steps to introduce new courses that go beyond the existing curriculum.
5	**Schedule of Timetable** **Actions Taken** • The department ensures that the timetable is effectively managed and maintained. This involves creating a schedule that accommodates all classes, lectures, practical sessions, and other academic activities in an organized and efficient manner.
6	**Attendance of Students** **Actions Taken**

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		• Students with low attendance are provided with counseling during Mentor-Mentee meetings. Mentors engage with students to understand the reasons for their low attendance, offer support, and provide guidance on how to improve attendance and academic performance. • The department conducts regular Parents-Teacher's meetings to inform parents about the attendance status and academic progress of their wards. 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 encouraged and motivated to represent their projects in various conferences. This initiative provides 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 specific time slots in the timetable for tutorial and remedial classes. These classes are scheduled to provide additional support and assistance to students who may require 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. These classes may focus on specific topics, concepts, or skills that require further explanation or reinforcement.
9		**Syllabus Coverage as per Lesson/Course Plan** **Actions Taken** • The coverage of the syllabus is regularly discussed in the Departmental Academic Committee (DAC) meetings. During these meetings, faculty members review the progress of syllabus coverage across various courses and subjects. • Whenever necessary, extra classes are arranged to complete the syllabus within the stipulated time. These additional sessions are scheduled to provide students with the opportunity to cover any remaining topics or concepts that may not have been fully addressed during regular class hours.
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

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	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

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		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 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

PRINCIPAL
Dr. Sudhira Sur Institute
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Department of Mechanical Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2019-20

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ACTION TAKEN REPORT FORMAT

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. • Special classes, as well as classes focused on Beyond Curriculum Training (BCT) classes, are conducted regularly to enhance students' performance in various competitive exams.
2	**Infrastructure of the Dept.** **Actions Taken** • Upgrades and enhancements are made to the ICT-based classrooms to provide better learning environments for students. • Efforts are made to optimize the utilization of the project laboratory within the department.
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** • The department allocates specific time slots in the timetable for tutorial and remedial classes. These classes are scheduled to provide additional support and assistance to students who may require 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. These classes may focus on specific topics, concepts, or skills that require further explanation or reinforcement.

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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 : • 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.

-----------------PRINCIPAL-----
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