Ref No: DSCSITSC/PRIN/IQAC/2021-22/2   Date: 10/02/2022

Action Taken Report against the last meeting of IQAC Committee held on 13/10/2021

Agenda	Resolution	Action taken
Agenda01: Approval of IQAC meeting held on 04/02/2021.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 04/02/2021.	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 03: The initiation of regular offline education in physical mode should start in a phase wise manner.	1. The teachers and staff members are required to attend the office to 3-4 days in a week so that office is open for all the working days. The visitors who will be coming for checking the resources of the institute (the parents of the future students, guardians and their wards) should be entertained with a positive attitude. That will reflect in the admission of the current batch. It was also suggested that a Covid vaccination camp for the second dose should be conducted as required for the same group of people so that all the	Covid Measurement is followed.

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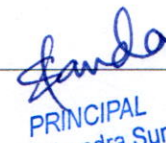Phone: +91 22 25603889, 25603898, 65330375
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	government norms of Covid protocol is followed. this will surely and certainly improve the quality of the teaching learning environment of the institute. 2. The regular classes should start and an opinion poll should be considered from the parents of the students, especially the students who are outside the state. The earlier conducted opinion poll shows that the parents are not interested to send their wards to the institute for the fear of Covid. The committee decided to exercise regular teaching practices as in offline mode. In order to ensure a healthy environment, the institute should be given a thorough cleaning. The staff members, faculties and all others should be present for all the days regularly.	
Agenda 04: Review of R&D Activities for Academic Year 2020-21	A detailed presentation on the Research and Development activities of the last academic year was provided.	➤ Publications in SCIE/SCOPUS/Web of Science Journal for the Year 2020-21: **08** The details are attached as **Annexure I** ➤ Publications in Book Chapter for the Year 2020-21: **02**

		The details are attached as **Annexure II**
Agenda 5: 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

	2020-21
Total Students	452
Placed Students	364
Training Attendance Percentage	83
Placed %	80.53
Higher Education %	6.2

Agenda 6: 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 27/10/2021, for incorporating the following topics in the present curriculum for better understanding and realization of subject matters.

Dept. Name	Subject
AUE	Internet of Vehicle
ECE	Fabrication Simulator like VHDL and TANNER
ME	Uses of Autodesk Solidwork

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		CE	Uses of STEDWIN
		EE	PROGRAMMING WITH PYTHON
		CSE	Arduino with IOT

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 III.**

Agenda 7: Faculty and Staff Development Programs	The progress of faculty and staff development programs, including attendance at FDPs and MDPs, financial assistance for conferences/workshops, and professional body memberships, was reviewed.	Total number of teaching and non-teaching staff participating in **Development Programmes** for the year 2020-21 are **80**.

Development Program	No. of Participants.
Faculty Development Programmes (FDP)	51
Management Development Programmes (MDP)	29

The details are attached as **Annexure IV**

Agenda 8: MoU Signed/Renewed by the Institution in last Academic Year	Existing and new MoUs signed by the institution were listed, along with the activities under each MoU. The committee reviewed the MoUs to ensure alignment with institutional goals.	New **MoUs** signed in the academic year 2020-21 is **01**. The details of MoU are attached as **Annexure V**

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Agenda	Discussion	Action/Outcome
Agenda 9: FDP/International/National Seminar/Conferences/Workshop Organized	A list of FDPs, seminars, conferences, and workshops organized by various departments and the institution in the last academic year was presented. Members were advised to retain feedback forms for future reference and to propose similar events for the upcoming academic year.	FDP/International/National Seminar/Conferences/Workshop Organized in the last academic year is 08. The details of FDPs, seminars, conferences, and workshops organized as **Annexure VI**
Agenda 10: Follow-up of Best Practices at the Institute	Progress on the implementation of value-added courses and skill development courses for students was discussed. The committee noted developments in this regard and encouraged further initiatives.	VAC courses conducted on the last academic year is 38. The details of VAC are attached as **Annexure VII**
Agenda 11: 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. **Year / 2020-21** Number of extension and outreach programs conducted by the institution / 6	Initiative taken for further improvement
Agenda 12: Academic Calendar 2021-22	The academic calendar for the academic session 2021-22 was presented and reviewed during the meeting.	It is followed as instructed.
Agenda 14: Academic and Administrative	Academic and Administrative Audit will be conducted for various departments for the last	It is executed according to the schedule. The details of the AAA for the year

Audit (AAA)	academic year.	2020-21 are attached as **Annexure VIII.**
Agenda 14: Result Analysis for last Academic Year	A comprehensive analysis of the results for the Odd semester 2020-21 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	2020-21
■ Publications in SCIE/SCOPUS/Web of Science Journal	4	11	8

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

Table: Publications in SCIE/SCOPUS/Web of Science Journal
Details in the year 2020-21

Title of paper	Name of the author/s	Name of journal	ISSN number
Ortho_Sim_Loc: Essential protein prediction using orthology and priority-based similarity approach."	Anjan Kumar Payra	Computational Biology and Chemistry	1476-9271
Knowledge Mining in Spreading Pattern of COVID-19 and Its Impact on India Economy	Madhusmita Mishra	Journal of Physics	1742-6596
Effect of Polymer Concentration on Size and Optical Properties of PbS Quantum Dots Embedded in PVA	Abhigyan Ganguly, Saradindu Panda	Nanosystems, Nanomaterials, Nanotechnologies	1816-5230
Water Shortage Analysis based on Reservoir Surfaces with varying Population and Rainfall for 2011-20 at Egra in Purba Medinipur	Souvik Chakraborty	International Journal for Research in Applied Science & Engineering Technology	2321-9653
Migration of Seawater Intrusion in Fresh Aquifer of South 24 Parganas, West Bengal	Souvik Chakraborty	Indian Journal of Environmental Protection	0253-7141

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The 2019 Novel Coronavirus (COVID-19) Pandemic: A Blessing For Planetary Health Amidst Climate Crisis	Sushovan Sarkar	Indian Journal of Environmental Protection	0253-7141
Scope of Recycling of Municipal Wastewater	Sushovan Sarkar	Indian Journal of Environmental Protection	0253-7141
An Eco-Critical Perspective of 'Hunger' in "The Hungry Tide"	Nibedita Biswas	Journal of Emerging Technologies and Innovative Research	2349-5162

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ANNEXURE II

Book / Book Chapter Publication

	2018-19	2019-20	2020-21
■ Book / Book Chapter Publication	1	2	2

Figure: Comparison in Publications in Book / Book Chapter

Table: Publications in Book / Book Chapter Details in the year 2020-21

Name of the teacher	Title of the paper	Title of the Proceedings of the Conference	ISBN number of the proceeding	Name of the publisher
Souvik Chakraborty	A Comprehensive Study on the Arsenic Contamination in the Groundwater of Assam and West Bengal with a Focus on Normalization of Arsenic-Filled Sludge from Arsenic Filters	Smart Technologies for Energy and Environmental Sustainability	978-3-030-80702-3	Springer Cham
Sushovan Sarkar	Fixed Bed Hybrid Bioreactor: Theory and Practice. Springer Nature	Fixed Bed Hybrid Bioreactor Theory and Practice	978-981-33-4546-1	Springer Singapore

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ANNEXURE III

University Correspondence & VAC
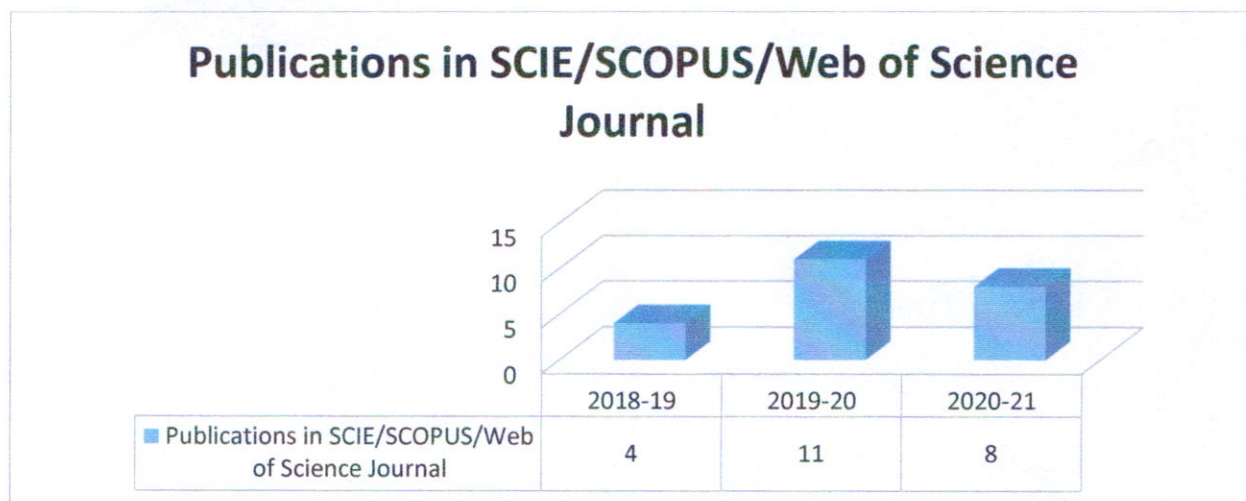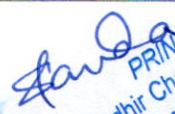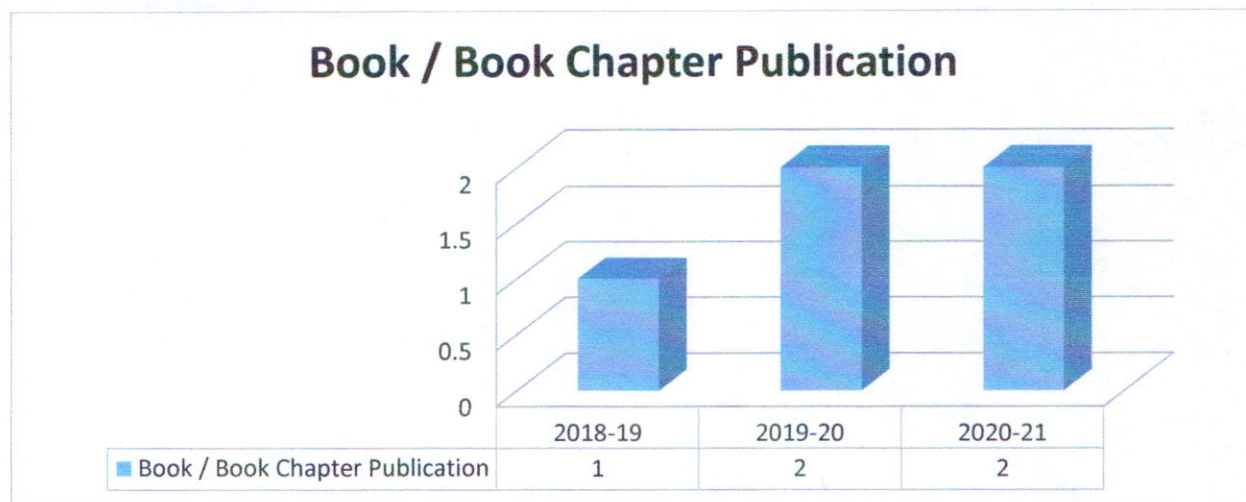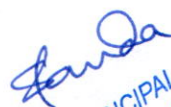
SARADINDU PANDA

Digitally signed by SARADINDU PANDA
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2.5.4.20=dc051023d5ef6eedc0adf77e0795389f7704e418ab
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Bengal,
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e88543469bec7f95be812409f, cn=SARADINDU PANDA
Date: 2024.04.28 11:30:08 +05'30'

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, 2020-21

Principal DSDEC < principal_dsdec@jisgroup.org >   Wed, Oct 27, 2021 at 11:51 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,

Thanks & Regards
Prof. (Dr.) Saradindu Panda
PhD (NIT-Durgapur), M.Tech (JU), BE (BU)
Immediate Past Chair, IEEE CAS Chapter, Kolkata Section
MIEEE (ECS & EDS Chapter), MIEI, MCSTA, MIRED, MIAE, MITEEA
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ORCID ID: 0000-0002-1945-4104
Web of Science Researcher ID: AAH-3588-2019

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8 attachments

- 2020 - 2021 - Alumni Feedback Analysis - AUE.pdf 120K
- 2020 - 2021 - Employer Feedback Analysis - AUE.pdf 121K
- 2020 - 2021 - Faculty Feedback Analysis - AUE.pdf 120K
- 2020 - 2021 - Student Feedback Analysis - AUE.pdf 120K
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Principal DSDEC<principal_dsdec@jisgroup.org>   Wed, Oct27, 2021at12:17 PM

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

Wed, Oct 27,2021 at 02:54PM

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Value Added Courses Conducted

	2018-19	2019-20	2020-21
■ Value Added Courses Conducted	38	38	38
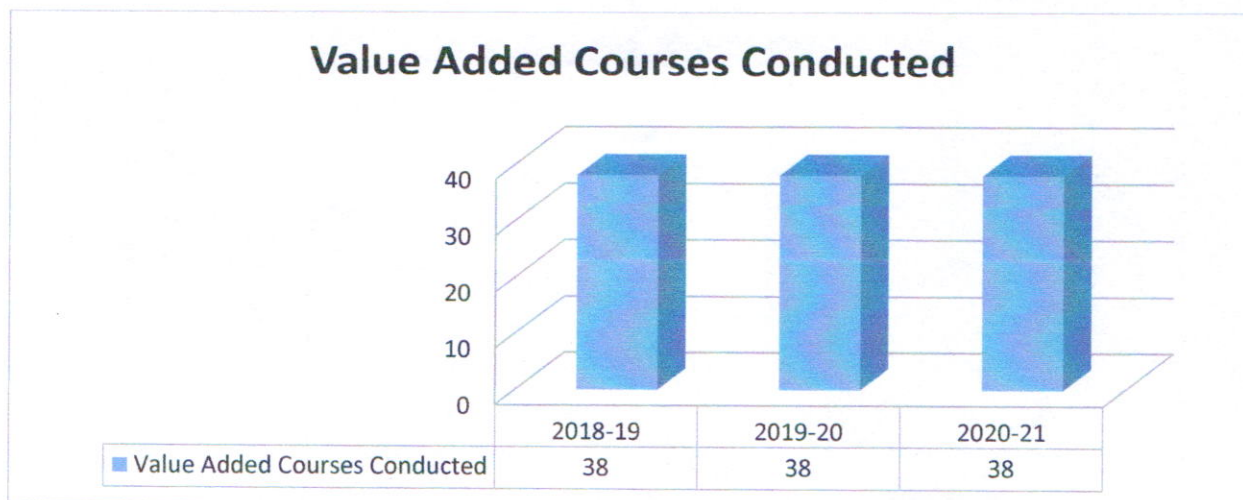
Figure: Comparison in Value Added Courses

Table: Value Added Courses Details in the year 2020-21

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	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	47	44
Design of Experiment and Analysis in Minitab Software	AUE/VAC/005	2020 - 2021	·17-08-2020 - 21-08-2020	30 Hrs	47	44
Internet of Vehicle	AUE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	54	50
Thermochemistry of Reactive System	AUE/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	47	45
Introduction to Solar Vehicle	AUE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	47	45
Autonomous Vehicle	AUE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	54	50
Device Fabrication and Simulation	EC/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	106	101
Machine Learning using Python	EC/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	114	110
Switching in Network Security	EC/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	116	110

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Data Handling with Python Programming	EC/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	106	100
Design and Analysis of Antenna Structures	EC/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	114	111
DevOps and CI/CD Pipeline	EC/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	116	111
Simulation with HFSS	EC/VAC/003(M.Tech)	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	5	5
3d Drawing & Modelling Workflow Through AutoCAD 3D	CE/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	57	54
AR & VR Workflow Through Revit & Horizontal & Vertical Angle & Distance Measurement Process Through Total	CE/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	55	51
Fem Structure Analysis Using SAP 2000	CE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	60	57
3D modelling and rendering using GOOGLE SKETCHUP	CE/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	57	55
Analysis of building & steel frame structure using ETABS	CE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	55	52
Slope stability analysis using STEDWIN	CE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	60	56
Part design using Autodesk Inventor	ME/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	82	79
Differential gear using Autodesk	ME/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	100	91
MATLAB for engineers	ME/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	91	85
Part design using Autodesk SoildWorks	ME/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	82	80
Mechanism design using Autodesk inventor	ME/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	100	90
System Dynamics using MATLAB	ME/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	91	83
Optimization Techniques	ME/VAC/003(M.Tech)	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	10	7
AUTOCAD	EE/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	56	51
PVSYST	EE/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	52	48
PLC SCADA	EE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	40	38
ANSYS	EE/VAC/004	2020 - 2021	17-05-2021 - 21-	30 Hrs	56	50

			05-2021			
PYTHON	EE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	52	49
PSCAD	EE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	40	37
Search Engine Optimization with Google Analytics & AMP; Web Master Tools	CSE/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	66	66
Mobile Application Development	CSE/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	72	71
Arduino with IOT	CSE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	72	70
Ethical Hacking	CSE/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	66	63
Introduction to Django	CSE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	72	72
Blockchain	CSE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	72	72

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ANNEXURE IV

Participation in FDP/MDP/PDP

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)
2020-2021	Sayantan Chakraborty	Associate Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Soumen Dhara	Assistant Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Sudipta Acharya	Assistant Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Atreyee Kundu	Assistant Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Anirban Chowdhury	Assistant Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Aviroop Dewan	Assistant Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Prathita Roy	Assistant Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Rumrum Banerjee	Assistant Professor	FDP on ICT Tools for Teaching, Learning Process and Institute	15/03/2021 to 26/03/2021
2020-2021	Madhusmita Mishra	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Debdatta Chatterjee	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Sanjoy Bhattacharjee	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Ruchira Dutta	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Rupan Panja	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020

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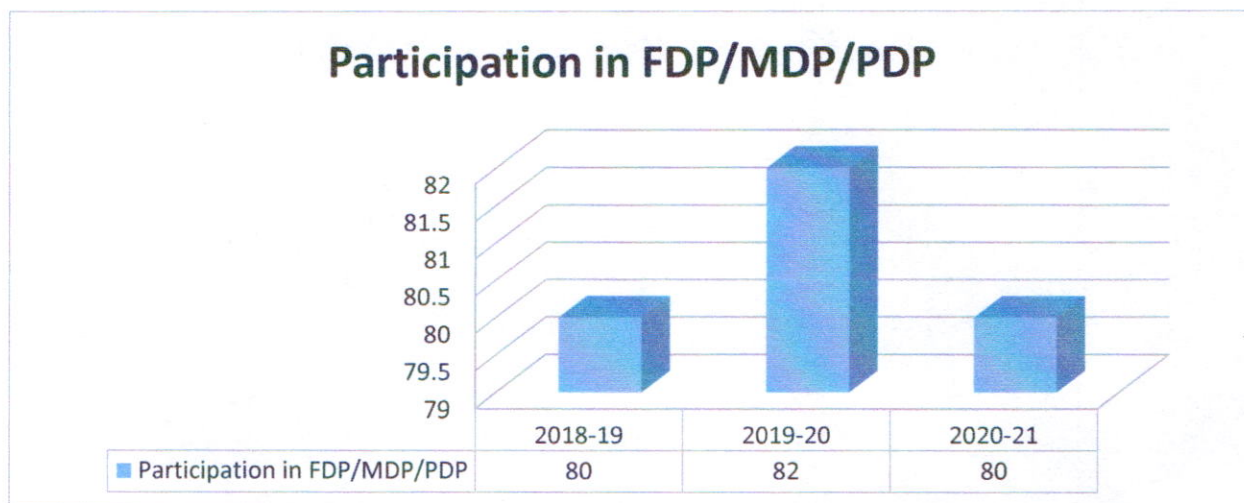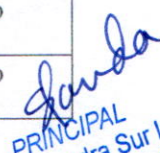# Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
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2020-2021	Monu Bhagat	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Bandana Khan	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Arpita Saha Chowdhury	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Arnab Hazra	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Jayanta Mondal	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Anjan Kumar Payra	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Mallika De	Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Rinku Supakar	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Sutanu Ghosh	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Debasmita Manna	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Anuva Ganguly Mukherjee	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Rumrum Banerjee	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Tanmay Das	Assistant Professor	FDP on Cloud computing and big data analytics	21/12/2020 to 25/12/2020
2020-2021	Jayanta Si	Senior Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Sandip Bhadra	Senior Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Supriya Dhara	Junior Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Papiya Nayek	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Soumita Banerjee	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Deepta Debnath	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Maheswar Das	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Sayani Roy	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Abhishek Bysack	Assistant System Administrator	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Manoj Kumar Pandey	Lab Attendant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Mayukh Bairagi	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Pallabi Das	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Sanjib Sarkar	Lab Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Anupama Kumar Guha	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Jit Majumder	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021

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2020-2021	Tanmoy Das	Technical Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Soumik Jash	Accounts Officer	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Abhishek Das	Account Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Kripashankar Tiwari	Office Executive	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Suman Singh	Front Office Executive	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Nirupam Sarkar	Office Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Sayani Ghosh Saha	Marketing Executive	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Suparna Rej	Telecaller	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Prasenjit Paul	Assistant Librarian	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Prabir Dutta	Library Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Rahul Choudhary	Store Keeper	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Debina Dey	Manager	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Antara Chowdhury	Office Executive	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Madhab Naskar	Office Assistant	MDP on Stress management in working place	04/01/2021 to 08/01/2021
2020-2021	Budhhdeb Bhattacharya	Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Sushovan Sarkar	Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Abhijit Kundu	Assistant Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Biswabandhu Chatterjee	Assistant Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Baibaswata Das	Assistant Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Krishnendu Kundu	Assistant Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Souvik Chakraborty	Assistant Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Debasish Roy	Assistant Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Prasun Seal	Assistant Professor	FDP on Recent Advancement in Computation on Civil Engineering	17/08/2020 to 21/08/2020
2020-2021	Arpita Podder	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Arindam Banerjee	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Arpita Chatterjee	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Rahul Kumar Prajapati	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Sujoy Saha	Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021

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2020-2021	Geetika Kumari Salwan	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Anish Biswas	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Pradeep Kumar Sharma	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Probhas Bose	Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Ruma Sen	Associate Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Subhasish Halder	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Subhendu Pal	Assistant Professor	FDP on Electric Vehicles	17/05/2021 to 21/05/2021
2020-2021	Pritam Bhattacharjee	Assistant Professor	FDP on Emerging Trends in Mechanical Engineering	07/12/2020 to 11/12/2020
2020-2021	Kalyan Mukherjee	Assistant Professor	FDP on Alternate Fuels	21/09/2020 to 25/09/2020
2020-2021	Shankha Ghosh	Assistant Professor	FDP on Rejuvenating Learning with World Class Business Improvement Approach-Lean Six: Sigma	28/06/2021 to 02/07/2021
2020-2021	Arindam Mukherjee	Assistant Professor	FDP on Additive Manufacturing	21/09/2020 to 25/09/2020

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ANNEXURE V

MOU and Correponding Activities During Last 3 Years

	2018-19	2019-20	2020-21
■ MOU	1	2	1
■ Corresponding Activities	3	5	4
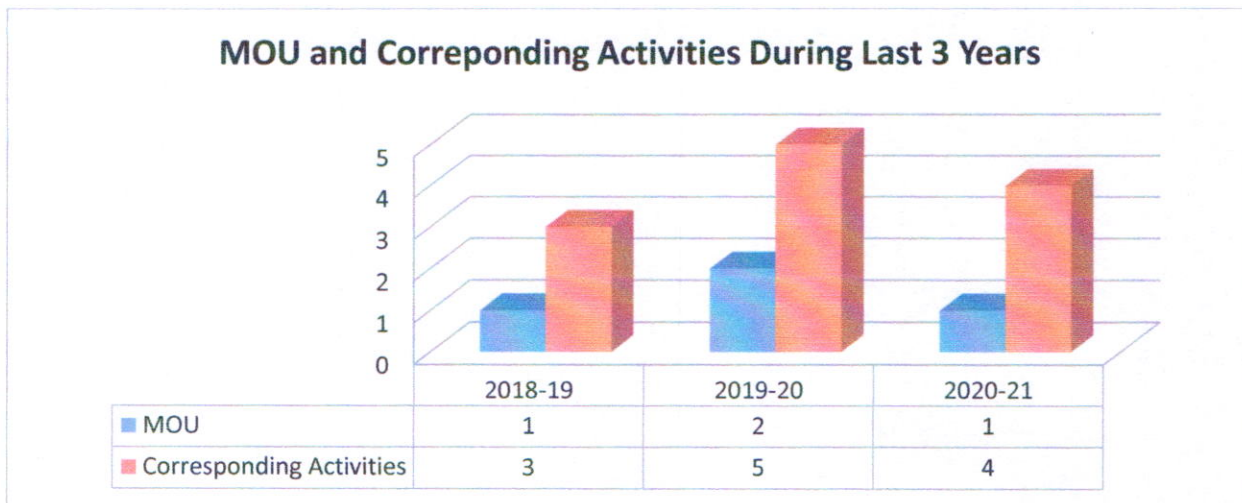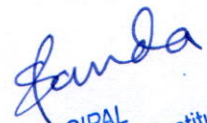
Figure: Comparison in MOU

Table: MOU Details in this Academic Year

Name of Company MoU With	Year of Signing MoU
HYUNDAIMOTORINDIALIMITED	2020-21

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ANNEXURE VI
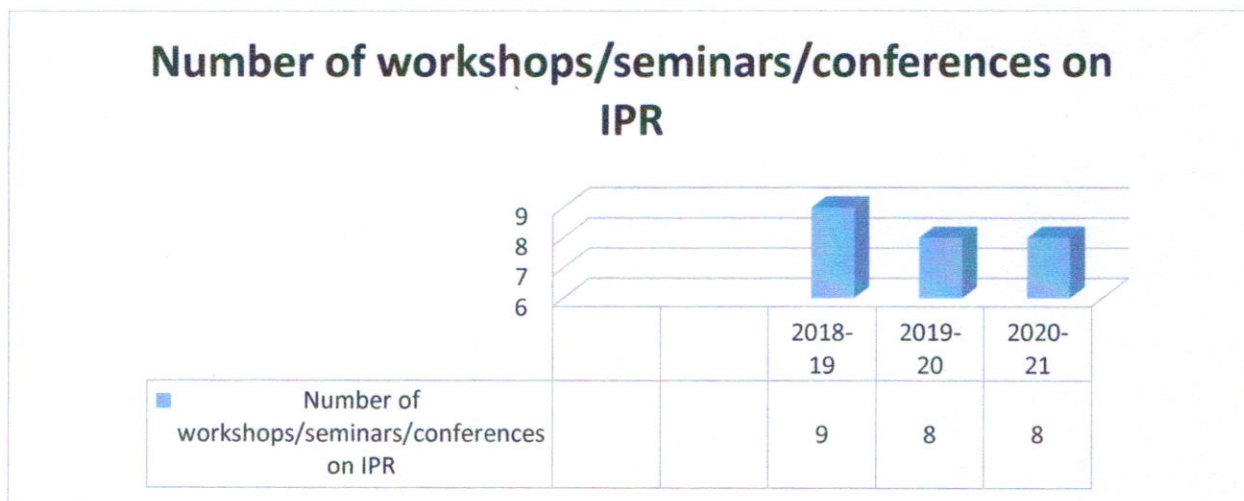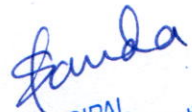
Figure: Comparison in workshops/seminars/conferences on IPR

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

Year	Name of the workshop/ seminar
2020 - 2021	Talk On "From Your Phd./ Master's Thesis To A Start-Up(Entrepreneurship)
2020 - 2021	My Story - Motivational Session By Successful Entrepreneurs/Startups Founder
2020 - 2021	Workshop on Intellectual Property Rights (IPRS) and IP management for start up
2020 - 2021	Webinar on Use of Market Data and Application of Marketing Research Tools and Research Methodology - Advance Level
2020 - 2021	Online Coding Contest
2020 - 2021	Webinar on Mobile Technology(2G, 3G, 4G)
2020 - 2021	Webinar on Ethical Hacking
2020 - 2021	Webinar on Introduction to 3-D printing/Additive Manufacturing

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ANNEXURE VII
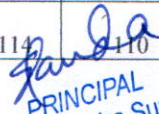
Figure: Comparison in Value Added Courses

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	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	47	44
Design of Experiment and Analysis in Minitab Software	AUE/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	47	44
Internet of Vehicle	AUE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	54	50
Thermochemistry of Reactive System	AUE/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	47	45
Introduction to Solar Vehicle	AUE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	47	45
Autonomous Vehicle	AUE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	54	50
Device Fabrication and Simulation	EC/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	106	101
Machine Learning using Python	EC/VAC/005	2020 - 2021	17-08-2020 - 21-	30 Hrs	114	110

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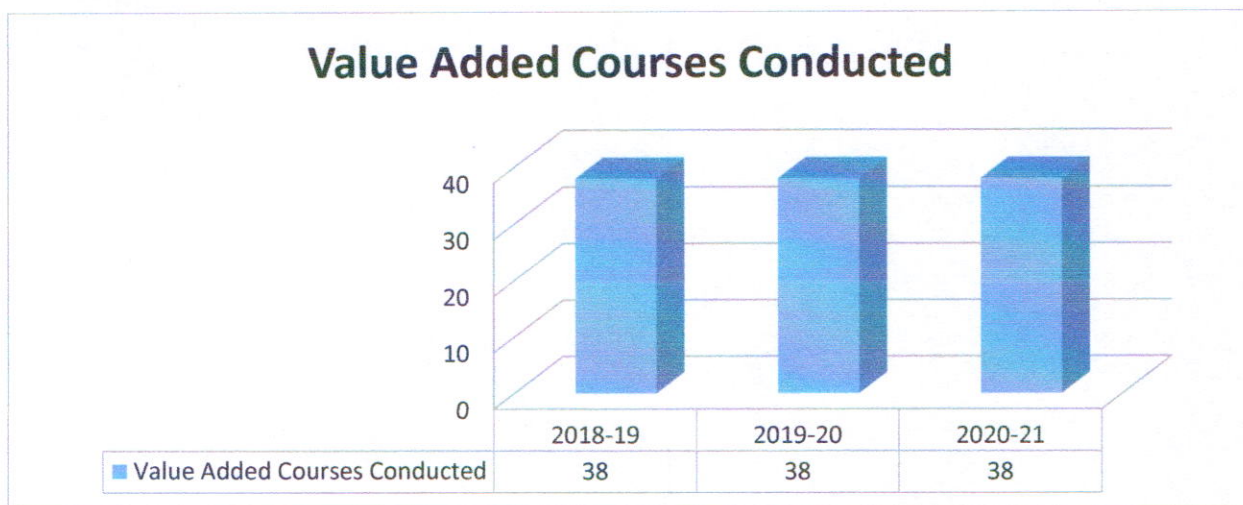|			08-2020			
Switching in Network Security	EC/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	116	110
Data Handling with Python Programming	EC/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	106	100
Design and Analysis of Antenna Structures	EC/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	114	111
DevOps and CI/CD Pipeline	EC/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	116	111
Simulation with HFSS	EC/VAC/003(M.Tech)	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	5	5
3d Drawing & Modelling Workflow Through AutoCAD 3D	CE/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	57	54
AR & VR Workflow Through Revit & Horizontal & Vertical Angle & Distance Measurement Process Through Total	CE/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	55	51
Fem Structure Analysis Using SAP 2000	CE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	60	57
3D modelling and rendering using GOOGLE SKETCHUP	CE/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	57	55
Analysis of building & steel frame structure using ETABS	CE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	55	52
Slope stability analysis using STEDWIN	CE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	60	56
Part design using Autodesk Inventor	ME/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	82	79
Differential gear using Autodesk	ME/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	100	91
MATLAB for engineers	ME/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	91	85
Part design using Autodesk SoildWorks	ME/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	82	80
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Optimization Techniques	ME/VAC/003(M.Tech)	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	10	7
AUTOCAD	EE/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	56	51
PVSYST	EE/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	52	48

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PLC SCADA	EE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	40	38
ANSYS	EE/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	56	50
PYTHON	EE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	52	49
PSCAD	EE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	40	37
Search Engine Optimization with Google Analytics & AMP; Web Master Tools	CSE/VAC/003	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	66	66
Mobile Application Development	CSE/VAC/005	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	72	71
Arduino with IOT	CSE/VAC/007	2020 - 2021	17-08-2020 - 21-08-2020	30 Hrs	72	70
Ethical Hacking	CSE/VAC/004	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	66	63
Introduction to Django	CSE/VAC/006	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	72	72
Blockchain	CSE/VAC/008	2020 - 2021	17-05-2021 - 21-05-2021	30 Hrs	72	72

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SurTech

Action Taken Report
on
Academic & Administrative Audit Report
for
Academic Year: 2020-21

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: 2020-21

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

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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: 2020-21	
Plan of Actions for AcademicYear:2021-22	
Sl. No.	**Actions Taken for Improvement**
1	**Profile of Student** **Actions Taken** • Enhanced emphasis on securing placements, particularly within core companies. Provision of training tailored to specific job requirements is essential. • Increased engagement of students in research endeavors is recommended. • Students should be motivated to take part more actively in extracurricular and non-academic pursuits. • Greater encouragement should be given for student participation in activities conducted through digital platforms.
2	**Infrastructure of the Dept.** **Actions Taken** • Implementation of a Departmental Center of Excellence is in consideration. • There is a plan to increase the frequency of Live Projects and Entrepreneurial activities.
3	**Activities of the Department** **Actions Taken** • Greater encouragement should be given to departmental activities, meetings, and interactions with industries.
4	**Functioning of class/course committees** **Actions Taken** • 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. • Parents should consistently receive updates on their children's performance during Parent-Teacher Meetings. • Frequent monitoring of student attendance should be implemented.

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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.
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 fulfillment 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** • Evaluating students proficiency in using equipment, conducting experiments, and interpreting results, as well as their understanding of the underlying principles and concepts. • 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** • Ensuring that course files are organized in a systematic manner, with clear labeling and categorization for easy retrieval and reference.

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14	**Students feedback on faculties** **Actions Taken** • Collaborating with faculty members to develop action plans aimed at addressing the feedback received, setting specific goals and timelines for improvement.
15	**Conduct of Seminar/Workshop/FDP/Conferences** **Actions Taken** There should be an increase in the organization of seminars, workshops, model-making competitions, and innovative idea competitions.
16	**Performance of Students in Previous academic year results** **Actions Taken** • 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.
17	**Research Activities by Faculty members.** **Actions Taken** • 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.

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Principal

Prof. (Dr.) Saradindu Panda

Department of Civil Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2020-21

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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 2020-2021

Sl. No.	Actions Taken for Improvement
1	**Profile of Student** Actions Taken • **Active Engagement in Assigned Projects:** 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. • **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:** The department invests in modernizing ICT-based classrooms to create better learning environments for students. • **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 • **Expansion of Student Enrichment Programs:** The department has broadened its spectrum of student enrichment programs, transcending the boundaries of the conventional curriculum. • **Strengthening Ties with 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. • **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

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	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.
5	**Schedule of Timetable** Actions Taken • **Thorough Planning:** The department conducts comprehensive planning to create a timetable covering all necessary courses, lectures, practical sessions, and academic activities for the semester or academic year.
6	**Attendance of Students** Actions Taken • **Mentor-Mentee Meetings for Students:** 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. • **Regular Parents-Teacher's Meetings:** The department conducts regular Parents-Teacher meetings to keep parents informed about their wards' attendance status and academic progress.
7	**Quality of Projects** Actions Taken • **Encouragement to Represent Projects in Conferences:** 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. • **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 • **Dedicated Time Slots in the Timetable:** 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. • **Personalized Guidance and Support:** During tutorial and remedial classes, instructors offer personalized guidance and support to students. They address individual students' questions and concerns, providing tailored explanations and assistance to reinforce key concepts and enhance understanding.

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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 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 - **Emphasis on Active Classroom Interaction:** The primary emphasis is placed on fostering active classroom interaction through a range of activities. These activities include research paper presentations, seminars, debates, group discussions, assignments, quizzes/tests/visa's, and laboratory work - **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. - **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 of Necessary Equipment and Resources:** Prior to the class, instructors ensure that all necessary equipment, materials, and resources are set up to facilitate the practical session. This proactive preparation guarantees that students have access to the tools and materials required for the practical learning experience, promoting efficiency and effectiveness in the session. - **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

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	• **Assessment of Practical Tasks:** Students' ability to perform practical tasks accurately and effectively is assessed during the practical session. • **Review of Lab Reports:** Lab reports submitted by students are reviewed to further evaluate their performance in practical classes. • **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 and Labelling:** Course files are organized systematically with clear labelling and categorization for easy retrieval and reference. This ensures that relevant materials are easily accessible to instructors, administrators, and other authorized personnel. • **Backup and Storage:** Implementing backup procedures to prevent loss of course files, and storing them securely to maintain confidentiality and integrity. • **Regular Updates:** Course files are regularly updated to incorporate new materials, resources, or changes in curriculum or syllabus. • **Version Control:** Managing versions of course files to track changes and revisions and to facilitate collaboration among stakeholders involved in course development and maintenance.
14	Students feedback on faculties Actions Taken • **Thorough Analysis of Feedback:** Thoroughly analysing the feedback provided by students to identify common themes, concerns, and areas for improvement. This analysis helps in understanding the perspectives and experiences of students, enabling targeted interventions to address their needs and concerns effectively. • **Review with Faculty Members:** 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.

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	• **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.
15	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken. • **Organization of Student Enrichment Programs:** 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 • **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.
17	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. • **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

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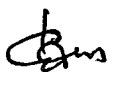540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074
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offered professional development opportunities such as workshops, seminars, and conferences to enhance their research skills, methodologies, and scholarly dissemination strategies. 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 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.

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Principal of the Institution.

Department of Computer Science and Engineering

Action Taken Report
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Academic Year: 2020-21

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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. This hands-on approach helps students apply theoretical knowledge in practical settings, fostering creativity, problem-solving skills, and competitiveness. • **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. These classes aim to strengthen students' understanding of key concepts, improve their problem-solving abilities, and boost their confidence for achieving better results in 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. This may include installing modern audiovisual equipment, interactive whiteboards, and other technology tools to facilitate effective teaching and learning experiences. • **Better Utilization of Project Laboratory:** Efforts are made to optimize the utilization of the project laboratory within the department. This could involve upgrading equipment, improving access to resources, and implementing efficient scheduling systems to ensure that students have ample opportunities to engage in hands-on project work and experimentation. • **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. This ensures that students and faculty members have access to a wide range of academic resources to support their research, learning, and professional development needs.
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. They may include workshops, seminars, guest lectures, skill development sessions, and extracurricular activities. • **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. These interactions help students gain real-world insights, industry exposure, and

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	practical experience relevant to their field of study. • **More Collaborations with Industries:** The department has actively pursued collaborations with industries to foster mutually beneficial partnerships. These collaborations may involve joint research projects, technology transfer initiatives, sponsored research, consultancy services, or industry-sponsored scholarships and awards. By working closely with industries, the department aims to address industry needs, promote innovation, and enhance the employability of its graduates. • **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. These publications serve as platforms for sharing updates, fostering communication within the department, and promoting a sense of community among students, faculty, staff, and stakeholders. They also contribute to enhancing the visibility and reputation of the department both internally and externally.
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. This involves regularly reviewing and updating course content, learning objectives, and assessment methods to align with the latest academic standards and industry requirements. • **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. These courses are designed to cater to emerging trends, technological advancements, and specialized areas of study not covered by the standard curriculum. By offering such courses, the department aims to provide students with diverse learning opportunities and enhance their competitiveness in the job market.
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. By properly maintaining the timetable, the department aims to optimize student and faculty schedules, minimize conflicts, and ensure smooth functioning of academic operations.
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. This personalized approach aims to address

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	underlying issues affecting student attendance and well-being. • **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. This communication between parents and teachers fosters collaboration and support in monitoring and addressing students' attendance issues effectively.
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. Participating in conferences also allows students to network with peers, professionals, and experts in their field, fostering collaboration and exposure to new ideas. • **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. By facilitating student publications, the department aims to promote academic excellence, contribute to the advancement of knowledge in the field, and enhance the reputation of both students and the department.
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. By integrating tutorial and remedial classes into the timetable, the department ensures that students have access to resources and opportunities for personalized learning and academic support. • **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. Special classes are designed to provide students with in-depth understanding and practice in areas of difficulty, enhance their learning experience, and prepare them for academic challenges such as exams and assessments. Through the conduction of regular special classes, the department aims to promote student engagement, comprehension, and overall academic success.
9	Syllabus Coverage as per Lesson/Course Plan Actions Taken • **Discussion of Syllabus Coverage in DAC Meetings:** The coverage of the

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	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 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. By engaging in these discussions, the department aims to maintain alignment with academic standards and enhance the effectiveness of teaching and learning processes. • **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. Extra classes may be conducted outside of the normal timetable or during designated study periods to accommodate students' needs and facilitate comprehensive learning. By arranging extra classes as needed, the department ensures that students have sufficient exposure to the curriculum and are adequately prepared for examinations and assessments.
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. This approach enhances the teaching-learning process by leveraging multimedia resources to engage students, illustrate complex concepts visually, and cater to diverse learning styles. • **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. These interactive sessions promote student engagement, critical thinking, collaboration, and knowledge application, thereby enriching the learning experience and facilitating deeper understanding of the subject matter. • **Establishment of Specialized Computer Laboratory:** A specialized computer laboratory equipped with internet connectivity has been established to promote self-directed learning among students. This dedicated facility provides students with access to computer-based resources, online databases, educational software, and internet resources, empowering them to explore topics independently, conduct research, and enhance their digital literacy skills. • **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. These measures may include password protection, encryption protocols, firewalls, and access controls to ensure the confidentiality, integrity, and availability of network resources. By implementing robust security measures, the department ensures a safe and secure online learning environment for students and faculty members

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	alike.
11	**Conduct of Practical Classes** Actions Taken • **Preparation:** Setting up necessary equipment, materials, and resources ahead of the class. • **Demonstration:** Demonstrating procedures, techniques, or experiments to the students, providing them with a clear understanding of what is expected. • **Hands-on Experience:** Allowing students to actively engage in the practical tasks themselves, under supervision, to apply theoretical knowledge and develop practical skills. • **Assessment and Feedback:** Evaluating students' performance during the practical session, providing constructive feedback, and assessing their understanding and proficiency in the subject matter.
12	**Evaluation of Students performance in practical classes** Actions Taken • **Performance Evaluation:** Assessing students' ability to perform practical tasks accurately and effectively, including their demonstration of relevant skills and techniques. • **Documentation Review:** Reviewing lab reports submitted by students, which may include observations, data collected, and analyses conducted during the practical session. • **Skills Assessment:** Evaluating students' proficiency in using equipment, conducting experiments, and interpreting results, as well as their understanding of the underlying principles and concepts. • **Feedback and Reflection:** Providing feedback to students on their performance, highlighting areas of strength and areas needing improvement, and encouraging reflection on their learning experiences and outcomes from the practical classes.
13	**Maintenance of Course files** Actions Taken • **Organization:** Ensuring that course files are organized in a systematic manner, with clear labeling and categorization for easy retrieval and reference. • **Updating Content:** Regularly updating course files to incorporate new materials, resources, or changes in curriculum or syllabus. • **Quality Control:** Reviewing course files periodically to ensure accuracy, relevance, and alignment with learning objectives and standards. • **Backup and Storage:** Implementing backup procedures to prevent loss of course files, and storing them securely to maintain confidentiality and integrity. • **Accessibility:** Ensuring that course files are accessible to authorized personnel, such as instructors and administrators, while maintaining appropriate levels of security and privacy. • **Version Control:** Managing versions of course files to track changes and revisions, and to facilitate collaboration among stakeholders involved in

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	course development and maintenance.
15	Students feedback on faculties Actions Taken • **Analysis:** Thoroughly analyzing the feedback provided by students to identify common themes, concerns, and areas for improvement. • **Feedback Compilation:** Compiling and summarizing the feedback received from students for each faculty member, ensuring anonymity to encourage honest and constructive input. • **Review Process:** Reviewing the feedback with the respective faculty members in a constructive and supportive manner, emphasizing areas of strength and areas needing improvement. • **Action Plan Development:** Collaborating with faculty members to develop action plans aimed at addressing the feedback received, setting specific goals and timelines for improvement. • **Training and Development:** Providing faculty members with training, resources, and support to enhance their teaching skills, communication abilities, and overall effectiveness in addressing student needs. • **Monitoring and Evaluation:** Monitoring the progress of faculty members in implementing the action plans, and evaluating the effectiveness of interventions based on subsequent student feedback and performance indicators. • **Continuous Improvement:** Emphasizing a culture of continuous improvement, where feedback from students is valued and used to inform ongoing efforts to enhance the quality of teaching and learning experiences.
16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken. • A good number of students enrichment programs such as Seminars/Webinars/Workshops/Industry visits have been organized.
17	Performance of Students in Previous academic year results Actions Taken • **Analysis and Identification of Trends:** Thoroughly analyzing the academic results to identify trends, patterns, and areas of concern, such as courses with low pass rates or subjects where students struggled. • **Intervention and Support Programs:** Implementing targeted intervention and support programs aimed at addressing specific academic challenges identified in the analysis, such as providing additional tutoring, study skills workshops, or academic advising services. • **Curriculum Review and Adjustment:** Reviewing the curriculum and instructional strategies to identify opportunities for improvement, ensuring alignment with learning outcomes, and making necessary adjustments to enhance student understanding and performance. • **Faculty Development Initiatives:** Providing faculty members with professional development opportunities focused on enhancing teaching effectiveness, incorporating active learning strategies, and implementing assessment methods that support student success.

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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.

Principal
Prof. (Dr. Subhradip Panda)

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Road, Kolkata-74

Department of Electronics and Communication Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2020-21

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

ACTION TAKEN REPORT FORMAT

Sl. No.	Actions Taken for Improvement
1	**Profile of Student** **Actions Taken** • Students are supported with more project works for participation in various national and regional competitions. • Regular special and BCT classes are conducted for better results in various competitive exams.
2	**Infrastructure of the Dept.** **Actions Taken** • Improvements in ICT based classrooms. • Better utilization of project laboratory • Quality books and journals in the central and departmental libraries.
3	**Activities of the Department** **Actions Taken** • Increased number of student enrichment programs • Increased number of industry interactions • More collaborations with industries • Regular publications of wall magazines and newsletters
4	**Functioning of class/course committees** **Actions Taken** • MAKAUT curriculum is properly maintained. • New courses being introduced beyond curriculum
5	**Schedule of Timetable** **Actions Taken** • Timetable is properly maintained.

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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.
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

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	practical session. • Skills Assessment: Evaluating students' proficiency in using equipment, conducting experiments, and interpreting results, as well as their understanding of the underlying principles and concepts. • Feedback and Reflection: Providing feedback to students on their performance, highlighting areas of strength and areas needing improvement, and encouraging reflection on their learning experiences and outcomes from the practical classes.
13	Maintenance of Course files Actions Taken • Organization: Ensuring that course files are organized in a systematic manner, with clear labeling and categorization for easy retrieval and reference. • Updating Content: Regularly updating course files to incorporate new materials, resources, or changes in curriculum or syllabus. • Quality Control: Reviewing course files periodically to ensure accuracy, relevance, and alignment with learning objectives and standards.
	• Backup and Storage: Implementing backup procedures to prevent loss of course files,and storing them securely to maintain confidentiality and integrity. • Accessibility: Ensuring that course files are accessible to authorized personnel, such as instructors and administrators, while maintaining appropriate levels of security and privacy. • Version Control: Managing versions of course files to track changes and revisions, and to facilitate collaboration among stakeholders involved in course development and maintenance.
15	Students feedback on faculties Actions Taken • Analysis: Thoroughly analyzing the feedback provided by students to identify common themes, concerns, and areas for improvement. • Feedback Compilation: Compiling and summarizing the feedback received from students for each faculty member, ensuring anonymity to encourage honest and constructive input. • Review Process: Reviewing the feedback with the respective faculty members in a constructive and supportive manner, emphasizing areas of strength and areas needing improvement. • Action Plan Development: Collaborating with faculty members to develop action plans aimed at addressing the feedback received, setting specific goals and timelines for improvement. • Training and Development: Providing faculty members with training, resources, and support to enhance their teaching skills, communication abilities, and overall effectiveness in addressing student needs. • Monitoring and Evaluation: Monitoring the progress of faculty members in implementing the action plans and evaluating the effectiveness of interventions based on subsequent student feedback and performance indicators. • Continuous Improvement: Emphasizing a culture of continuous improvement, where feedback from students is valued and used to inform ongoing efforts to enhance the quality of teaching and learning experiences.

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16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken. • A good number of students enrichment programs such as Seminars/Webinars/Workshops/Industry visits have been organized.
17	Performance of Students in Previous academic year results Actions Taken • Analysis and Identification of Trends: Thoroughly analyzing the academic results to identify trends, patterns, and areas of concern, such as courses with low pass rates or subjects where students struggled. • Intervention and Support Programs: Implementing targeted intervention and support programs aimed at addressing specific academic challenges identified in the analysis, such as providing additional tutoring, study skills workshops, or academic advising services. • Curriculum Review and Adjustment: Reviewing the curriculum and instructional strategies to identify opportunities for improvement, ensuring alignment with learning outcomes, and making necessary adjustments to enhance student understanding and performance.
	• Faculty Development Initiatives: Providing faculty members with professional development opportunities focused on enhancing teaching effectiveness, incorporating active learning strategies, and implementing assessment methods that support student success.
18	Research Activities by Faculty members. Actions Taken • Funding Opportunities: Facilitating access to internal and external funding opportunities to support faculty research projects, including grants, fellowships, and research awards. • Research Infrastructure: Providing access to research facilities, equipment, laboratories, and resources necessary for conducting research in various disciplines. • Collaborative Initiatives: Encouraging interdisciplinary collaboration and partnerships among faculty members, departments, research centers, and external organizations to foster innovative research projects and initiatives. • Professional Development: Offering professional development opportunities, workshops, seminars, and conferences to enhance faculty members' research skills, methodologies, and scholarly dissemination strategies. • Administrative Support: Providing administrative assistance and support to facilitate grant applications, research project management, ethics approvals, and compliance with regulatory requirements. • Publication and Dissemination: Supporting faculty members in publishing their research findings in peer-reviewed journals, presenting at conferences, and disseminating their work to the academic community and broader public. • Recognition and Awards: Recognizing and rewarding faculty members for their research achievements, including publications, presentations, patents, and grants received. • Mentorship and Networking: Facilitating mentorship opportunities and

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		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.

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Rd Kolkata-74

Department of Electrical Engineering

Action Taken Report
on
Academic & Administrative Audit
for
Academic Year: 2020-21

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ACTION TAKEN REPORT 2020-2021

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 discuss any challenges or concerns related to the pace of syllabus completion

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		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. • **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

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		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.
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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

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		• **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 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.

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- **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.) Saradindu Panda

Department of Mechanical Engineering

Action Taken Report
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Academic & Administrative Audit
for
Academic Year: 2020-21

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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 : Greater encouragement should be given to departmental activities, meetings, and interactions with industries.
4	Functioning of class/course committees Actions Taken: NIL
5	Schedule of Timetable Actions Taken: NIL
6	Attendance of Students Actions Taken: Students with attendance below 75% will be ineligible to take internal tests. Parents should consistently receive updates on their children's performance during Parent-Teacher Meetings. Frequent monitoring of student attendance should be implemented.
7	Quality of Projects Actions Taken:Students should be motivated to engage in projects that can lead to high-quality publications. Students should be inspired to take part in competitions involving projects, ideas, and models.
8	Conduct of Tutorial & Remedial Classes Actions Taken:
9	Syllabus Coverage as per Lesson/Course Plan Actions Taken:Every subject instructor should ensure the thorough coverage of the course syllabus as per the designated course/lesson plan.
10	Use of ICT enabled teaching methodologies. Actions Taken:College administration and departments should be notified about the utilization of ICT-enabled teaching methods and digital courses.

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	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 **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. **OfferingProfessionalDevelopmentOpportunities:**Facultymembersare 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.

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