Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

➧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

➧ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

⬥ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)*   2015-16

1. Details of the Institution

1.1 Name of the Institution   Narula Institute of Technology

1.2 Address Line 1   81, Nilgunj road, Agarpara

Address Line 2

City/Town   Kolkata

State   West Bengal

Pin Code   700109

Institution e-mail address   info@nit.ac.in

Contact Nos.   033-2563 7777/8888

Name of the Head of the Institution: Prof. (Dr.) Maitreyi Ray Kanjilal

Tel. No. with STD Code: 033-25637777

Mobile:

9433035580

Name of the IQAC Co-ordinator:

Prof. (Dr.) Sandip Chanda,

Mobile:

9836921589

IQAC e-mail address:

lqac_nit@jisgroup.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bott
   of your institution's Accreditation Certificate)

EC(SC)/04/A&A/05 dated December 10, 2014

1.5 Website address:

www.nit.ac.in

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.43	2014	5Yrs
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

03.01.2012

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

  i. AQAR _____NA____ _____ (DD/MM/YYYY)4
 ii. AQAR_____ _NA_____ (DD/MM/YYYY)
iii. AQAR_____ __NA_____ (DD/MM/YYYY)
 iv. AQAR_____ __NA_____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private √

Affiliated College   Yes √   No ☐

Constituent College   Yes ☐   No √

Autonomous college of UGC   Yes √   No ☐

Regulatory Agency approved Institution   Yes ☐   No √

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

Type of Institution   Co-education √   Men ☐   Women ☐

                Urban √   Rural ☐   Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering √   Health Science ☐   Management ☐

Others (Specify)   . MBA,MCA and Diploma

1.11 Name of the Affiliating University *(for the Colleges)*   Maulana Abul Kalam Azad University of Technology (MAKAUT)formerly West Bengal University of Technology(WBUT)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   √

University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers   7

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   2

2.4 No. of Management representatives   1

2.5 No. of Alumni   2

2. 6 No. of any other stakeholder and

   community representatives   1

2.7 No. of Employers/ Industrialists   2

2.8 No. of other External Experts   1

2.9 Total No. of members   18

2.10 No. of IQAC meetings held   8

2.11 No. of meetings with various stakeholders: No. [3]   Faculty [2]

Non-Teaching Staff Students [   ] Alumni [2] Others [1]

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ]   No [√]

If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [1] International [   ] National [   ] State [   ] Institution Level [√]

(ii) Themes   [Quality improvement in higher education: towards sustainability]

2.14 Significant Activities and contributions made by IQAC

Intimation of quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders are done by the following processes:
• The teaching and non-teaching faculty, the two wings of internal stakeholders are made aware of Quality assurance policies, mechanisms and outcomes through general meetings.
• The students, the third wing of the internal stakeholders, are informed through their teacher coordinator/mentor.
• The External Stakeholders including the alumni, the guardians and the local populace are communicated about the various quality assurance policies and outcomes through notices, college website and through Alumni meet, parent teacher meeting.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Learner centric approach in curriculum design: Under autonomous framework, every department/Stream/Subjects related to the Undergraduate and postgraduate courses of the Institute have its own Board of Studies (BOS) with Head of the Concerned Department as the Chairman and all whole-time teachers of the Department as members. Two external experts nominated by the Academic Council, one representative	Due to this modification of syllabus and curriculum, students are taking more interest in leraning and attending classes. The attendance report of the last year is a proff of it. The parents of the students have also reported improvement in the students

from industry/corporate sector and one University nominee are also the members of the BOS. Regular meeting of the BOS is held and after getting autonomous status initiatives have been taken to restructure and redesign the curriculum of the respective UG and PG courses. Accordingly, intradepartmental, interdepartmental meeting (in specific cases) has been organized to clarify objective and outcome of the respective courses, followed by meeting of BOS and Academic council. New course curriculum has been prepared keeping into account the existing curriculum of the reputed Institute, outcome of the course concerned and learners need about the course. A learner centric approach has been introduced in the revised curriculum. Consequently the syllabus of each subject has been prepared. This revised curriculum has become operative from the session 2015-16 1st year students.	during the year. The faculty members are also more enthusiastic on offering deliberations on their own designed curriculum and syllabus.

* Attach the Academic Calendar of the year as Annexure.

Academic Calendar is available in Annexure II.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> The management representatives of IQAC has discussed with the other members of BOG about AQAR in BOG meetings. The action taken report reflects the same as is provided in 7.2.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	05	00	05	00
UG	09	00	09	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	03	00	03	00
Certificate	0	0	0	0
Others	0	0	0	0
Total	17	00	17	00

Interdisciplinary				
Innovative				

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

Pattern		Number of programmes
Semester	√	17
Trimester	NA	
Annual	NA	

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]
    (On all aspects)

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

Please provide an analysis of the feedback in the Annexure
Specimen copies of Student ,Alumni, Parent and Employer is available Annexures 3,4,5, and 6 respectively.

Feedback System in Narula Institute of Technology

Every year students across all disciplines of the two consecutive semesters give their online feedback on the teaching learning process existing in the college. Based on the feedback, we understand the lacuna of the students and address them accordingly :

1. Different workshops based on relevant subjects are organised across all disciplines.

2. IIPC cell of the college takes initiative to bring industry personnel to breech the gap between academics and industry perspectives.
3. Students get exposure to different technical fields relevant to their discipline through industry visit.
4. To motivate students in their endeavour , we organise project fair and exhibition.

Specimen student feedback analysis is provided in the annexure.

Every year   alumni feedback is taken manually every year through the different activities organised by the alumni association of our college. Alumni get an opportunity to share their valuable industry experience and the problems faced by new entrance to the industry, keeping in mind their suggestions, the college takes the initiative to organise different programmes for the students:

1. In the 5th ,6th and 7th semester quantitative aptitude , verbal ability and technical aptitude training are conducted by in house faculty members and external vendors , for the overall development of every B.Tech student.
2. Induction programmes are organised at the very beginning of the semester for the 1st year students to develop their professional attitude from the very beginning of their career. Different industry personnel, motivational speakers and spiritual Gurus are invited in the induction programmes to develop their maturity and attitude to life.
3. Different industry talks, seminars are organised on the recent technologies introduced in industries to keep them updated about technological advancement.
Specimen Alumni feedback analysis is provided in the annexure.

Parents of the students get an opportunity to give their manual feedback on the academic process followed in our college, keeping in mind their suggestions, we have introduced different systems in our college form the administrative level and department level:

1. A very strong antiragging committee exists in our college, the committee members have a very clear observation on the activities of the students, thus we can claim that our college is " ragging free campus,.
2. Disciplinary committee , hostel committee ,women's cell looks after each an every issue related to the students.
3. A very structured mentor scheme exists in every department for special care of every student of our college.
4. Along with academic growth students also get an opportunity to unleash their latent potential through multifarious activities-cultural programmes, sports activities, environmental and community connect programmes and NSS activities.
Specimen Parents feedback analysis is provided in the annexure.

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

Department of BASIC SCIENCE AND HUMANITIES

Narula Institute of Technology is Autonomous College. In view of the Academic benefit of the Institute and students as a whole Revision and Update of syllabi has been done in the Department of Mathematics, Chemistry, Physics and English in order to restructure and redesign the curriculum of these subjects to suit the local as well as global needs of the students. The Modules of the Science and Humanities subjects of 1st year students are developed in a structured manner to meet the needs of the Engineering courses for next semesters.

Department of EE

The entire BTECH-EE syllabus has been revised for autonomy. This will be implemented from session 2016-17. In addition the following has been included.

1. In the 6th semester one day Sub-station visit shall be organized for 3rd year students for practical knowledge of Transformer testing by Megger.
2. Circuit Breaker Monitoring and testing will be included in B.Tech. as well as M.tech. syllabus.
3. B.Tech. course of EE dept. is already accredited by NBA for 2 years. Next NBA visit for B.Tech. will be held on month of May, 2016 and 1st NBA visit for M.Tech will held in February, 2015.
4. After NBA visit, we improved the Quality of the B.Tech. & M.Tech. Project reports. The feedback of NBA experts on the B.Tech Project report writing have been incorporated in June, 2014.
5. For B.Tech. 1st Year, Basic Electrical shall be in 1st semester and Basic Electronics shall be in 2nd semester separately.
6. In B.Tech 3rd semester, Strength of Material will be included.
7. In B.Tech 4th semester, Electrical & Electronics Measurement shall be written in place of Electrical Measurement and if possible revise the detail syllabus of Power Plant Engineering.
8. For B.Tech 7th semester, Grid Interfacing shall included in Nonconventional Energy Source and revised Subject name is Nonconventional Energy Source & Grid Integration.
9. Following experiments shall be covered in Laboratory as beyond the syllabus in B.Tech. course :
   (i) Transformer Group Test
   (ii) Scott connection
   (iii) Parallel operation of single phase Transformer.
   (iv) Heat Run Test of Transformer.

The MTECH-POWER SYSTEM syllabus is not being changed as it has been revised from session 2014-15. The following modifications have been incorporated.
10. For M.Tech 1st Year 1st semester, Power System Apparatus is to be replaced by Generalized Electrical Machines in Elective-I. In Elective –II, Optimization Technique and Soft Computing Technique shall be merged as Optimization Techniques and Soft-Computing.
11. For M.Tech 2nd semester Power System Instrumentation shall be replaced by Power System Transients and Power System Instrumentation shall be offered in Elective-III. Also, Power System Apparatus shall be offered in place of Flexible

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Deparment of CSE

For the benefit of the Institute and students a new syllabi for autonomy has been created in the Department of Computer Science so that it suit the local as well as global needs of the students. The aspects are as follows :
- To achieve a good mix of research and industry orientation
- To aquiented with the new technologies of application area so that the students get jobs more smoothly in s/w industry
- To improve percentage of qualifying students in competative exams like GATE, ISRO

Department of EIE

Yes . Incorporation of Analog & Digital Communication, Power Electronics in 5th and 6th semester. Incorporation of Signal and System subject in EIE syllabus in the new autonomy

Department of ECE

Yes, syllabus has been revised and updated. Syllabus for Basic Electronics, Circuit Theory & Networks, Solid State Devices   and Signal Systems has been revised. Also syllabus for Basic Science subjects are Revised.
Syllabus for above subjects are updated considering outcome based learning. Syllabus are revised emphasizing   on numerical problems on related topics, competitive examinations, research and also on student employability in Industry.

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

Department of BASIC SCIENCE AND HUMANITIES : NO
Department of EE   : NO
Department of CSE   : NO
Department of EIE   : NO
Department of ECE   : NO
Department of CE   : NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
218	187	17	14	0

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	187	0	17	20	14	11	0	0	218	31

2.4 No. of Guest and Visiting faculty and Temporary faculty

4	0	0

2.5 Faculty participation in conferences and symposia:

Department of Basic Science And Humanities

No. of Faculty	International level	National level	State level
Attended	10	1	-
Presented papers	10	1	-
Resource Persons	1	-	-

Department of EE

No. of Faculty	International level	National level	State level
Attended	8	20	3
Presented papers	8	10	-
Resource Persons	Nil	10	2

Department of CSE

No. of Faculty	International level	National level	State level
Attended	13	17	1
Presented papers	11	15	2
Resource Persons	NIL	NIL	NIL

Department of EIE

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	4	0
Presented papers	5	14	0
Resource Persons	0	0	0

Department of ECE

No. of Faculty	International level	National level	State level
Attended	4	-	-
Presented papers	6	-	-
Resource Persons	5	-	-

Department of CE

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	-	3	-
Resource Persons	-	-	-

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

Institute has developed over the years a transparent and objective oriented operation method of Continuous Evaluation System (CES). The system functions on

1. A printed Continuous Evaluation Track Book is circulated to all faculty members to keep track of the CES and administer the system. The record of stream wise, semester wise and batch wise teaching days, number of theory and laboratory classes along with section of the Subject Module Taught and Weekly tests or evaluation made are maintained in the diary. Any shortfalls on the part of the students are reported to the respective MENTORS by the respective faculty for initiating remedial action.
2. Each faculty members have their individual websites. From the commencement of semester each faculty member plan and update Lesson Plan and corresponding Delivery of Lecture in their website.
3. Relevant questions, Case studies etc and Examination Book and Result are maintained regularly.
4. The entire system is monitored and evaluated by College Management and Panel Senior Academicians and experts.

- As a part of CES two INTERNAL ASSESSMENT EXAMINATIONS per semester were conducted after having announced the dates sufficiently early with a common time table for all classes and with all teachers invigilating the examination. The first internal assessment examination during ODD Semester was conducted between 20th September 2015 to 21st September 2015 and the second test was conducted between 12th November 2015 and 16th November 2015 and during EVEN Semester dates were 18-19 March 2016 and 17-18 April 2016. General body of Parent Teacher Meet is conducted after each Internal Test to assess the progress of students immediately after the first internal assessment examination.
- Tutorial system is planned, executed and monitored through sound planning and each day two/ three classes are allocated in the class routine for all the batches across all streams. The present batch size is restricted to 20 students per batch to provide one to one interaction opportunity.

2.7 Total No. of actual teaching days

during this academic year   180

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,   No
Double Valuation, Photocopy, Online Multiple Choice Questions)

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

Each department has its own board of study(BOS) consisting of all the faculty members and staff, Head of the department , one eminent academician, and one renowned industrialist for deciding the course of academics in the department. Both curriculum and syllabus are discussed in detail in this forum and subsequent changes are incorporated in the syllabus.

2.10 Average percentage of attendance of students

BE & HU Dept : 80%	EE Dept : 76%	CSE Dept : 78%
EIE Dept : 82%	Ece Dpet : 96%	CE Dept : 76%
IT : 80%	M.Tech:80%	Diploma:80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction(70) %	I %	II %	III %	Pass %
B.TECH (CSE)	117	71	112	4	0	0
B.TECH (IT)	59	45	59	0	0	0
B.TECH (ECE)	149	82	142	2	0	0
B.TECH (EE)	144	58	124	10	0	0
B.TECH (CE)	74	43	68	1	0	0
B.TECH (EIE)	52	30	49	0	0	0
M.TECH (CSE)	10	9	10	0	0	0
M.TECH (ECE)	6	5	6	0	0	0
M.TECH (VLSI)	13	13	13	0	0	0
M.TECH (EE)	15	14	15	0	0	0
M.TECH (CE)	16	15	15	0	0	0
MBA	20	1	15	2	0	0
MCA	57	23	50	1	0	0

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

The IQAC functions as an overall advisory body operating constantly for the betterment of the teaching learning process. The IQAC meetings often result in the emergence of new ideas which help invigorate teaching methods. IQAC serves notices regarding effective teaching plans, modules maintained by the department and regular departmental meetings to be held for a holistic improvement of the academic environment. Not only this, feedbacks from students are obtained from time to time to ensure the best quality of teaching. IQAC acts as a guide and moral boost to all the new ventures that the faculty members conceptualize for their students.

2.13 Initiatives undertaken towards faculty development

Basic Science & Humanitis Department

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	

HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc. 1. Workshop on Bio-Chemical & Bio-Medical Engineering (28th July- 25th July, 2015) under TEQIP Phase II; Organised by dept. of Chemistry and EIE, NIT.	20

Others
 	
   1. Fifteenth IIRS Outreach Programme (10th August-27th November, 2015): Basics of Remote Sensing, Geographical Information System & Global Navigation Satellite System; Organised by ISRO and Coordinated by Dept. of Mathematics, NIT.
 	
   2. Sixteenth IIRS Outreach Programme (11th February-15th March, 2016): Geospatial Technologies for Urban Planning; Organised by ISRO and Coordinated by Dept. of Mathematics, NIT.
	10
	
	15

EE Department

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	5
Orientation programmes	5
Faculty exchange programme	2
Staff training conducted by the university	11
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	20
Others	10

CSE Department

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	

EIE Department

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	9 (TEQIP sponsored workshop)
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
Others	1 One day Seminar

ECE Department

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	26
Summer / Winter schools, Workshops, etc.	30
Others	

CE Department

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	4
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	41	-	2	2
Technical Staff	36	-	3	1

Criterion – III

3. Research, Consultancy and Extension

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

The Institution encourages faculty to actively participate in new and emerging areas of research. There are instances where faculty members are granted leave to participate in various workshops related to research methodology. Apart from this institute takes the following steps to promote research:
1. Memorandum of Understanding (MoU) between National Institute of Technology, Sikkim and Narula Institute of Technology, signed on 18/02/2015 on research collaboration.
2. MoU was signed with Asian Institute of Technology, Bangkok on 16.03.15 for research collaboration, student exchange and faculty exchange.
3. MoU was signed between Knowledge Incubation for Technical Education (KITE) Centre, Indian Institute of Technology, Kharagpur and Narula Institute of Technology For Academic and research Collaboration on 16.02.15
4. MoUs have been signed with Microsoft, Oracle ,Wipro, Infosys, IBM.
5. CII-NIT Innovation centre is established to promote students innovative ideas to incubation.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	1		
Outlay in Rs. Lakhs	39.5	17		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2		14
Outlay in Rs. Lakhs	2.5	5.98		55 (approx)

3.4   Details on research publications

	International	National	Others
Peer Review Journals	19	4	
Non-Peer Review Journals	4	0	
e-Journals	23	-	
Conference proceedings	23	0	

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [5]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-2017	Department of Atomic Energy-BRNS	Rs 17 lakhs	Rs 14 lakhs
	2011-2014	Department of Atomic Energy-BRNS	Rs 22 lakhs	Rs 22 lakhs
	2008-2011	Department of Atomic Energy-BRNS	Rs 10 lakhs	Rs 10 lakhs
	2012-2014	UGC	Rs 7.44 lakhs	Rs 7.44 lakhs
Minor Projects	2015-2017	UGC	Rs 2.2 lakhs	Rs 2.2 lakhs
	2015-2017	UGC	Rs 3.78 lakhs	Rs 2.78 lakhs
	2010-2012	AICTE	Rs 2.5 lakhs	Rs 2.5 lakhs
Interdisciplinary Projects	-			
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			Rs 64.92 lakhs	Rs 60.92 lakhs

3.7 No. of books published   i) With ISBN No.   `3`   Chapters in Edited Books   `4`

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from   `NIL`

UGC-SAP   CAS   DST-FIST

DPE   DBT Scheme/funds

3.9 For colleges   Autonomy `√`   CPE   DBT Star Scheme

INSPIRE   CE   Any Other (specify)

3.10 Revenue generated through consultancy   34000/-

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					1
Sponsoring agencies					Institute of Engineers

3.12 No. of faculty served as experts, chairpersons or resource persons   2

3.13 No. of collaborations   International   02   National   03   Any other

3.14 No. of linkages created during this year   19

3.15 Total budget for research for current year in lakhs :

From Funding agency   22.98   From Management of University/College   3.42

Total   26.4

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	1
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
1	1	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides   3
and students registered under them   2

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

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

JRF   2   SRF   Project Fellows   1   Any other   1(Part Time)

3.21 No. of students Participated in NSS events:

University level	360

State level	102	National level		International level	

3.22 No. of students participated in NCC events: Not yet.

University level		State level	
National level		International level	

3.23 No. of Awards won in NSS: Not Yet.

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC: Not Yet.

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum	21
College forum	32

NCC	NIL
NSS	3
Any other	16

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

- Tree plantation programme was organised by the students quite successfully.

- A blood donation camp was organised to inculcate social responsibility in student body.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	26395sqm	-	Management	26395
Class rooms	49	-	Management	49
Laboratories	81	--	Management	81
Seminar Halls	02	-	Management	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	12	5	Management	-
Value of the equipment purchased during the year (Rs. in Lakhs)	11.97	11.97	Management	11.97
Others(Rs. In Lakhs)	42.73	42.73	Management	42.73

4.2 Computerization of administration and library

- Library has arranged for access to e-journals & books through intranet.
- Publications of faculty and students can be accessed through Mandelay software.

4.3 Library services:

	Last Year		Newly added		Total	
	No.	Volume	No.	Volume	No.	Volume
Text Books	6715	71143	25	1426	6740	72569
Reference Books	485	860	15	40	500	900
e-Books	705	705	95	95	800	800
Journals	67	-	Same	-	67	-
e-Journals	435	-	Same	-	435	-
Digital Database		-	-	-	-	-
CD & Video	415	2798	105	366	520	3164
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	825	21	39 Mbps	2	1		IT, CSE, CA, EE, ECE	
Added	42(new replaced old PCs)	0	0	0	0		0	
Total	825	21	39 Mbps	2	1			

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

1. 5 day workshop on "Cloud computing and Big data analytics" was conducted.
2. A workshop was conducted on " Corporate pulse and next generation" in this period.
3. Many other seminars were organised on technological advancement and eminent speakers offered their deliberations on the same.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.26

ii) Campus Infrastructure and facilities   265.22

iii) Equipments   11.97

iv) Others   33.44

Total :   310.89

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. To inform the students about various scholarships and awards instituted by the college and other well-wishers through college Handbook and Calendar and also through College Website.
>
> 2. Identify and nurture the innovative minds through Incubation Centre. Technical, Financial supports are provided to the students to build the prototype model.
>
> 3. Supports are provided to students for patent and commercialization of the prototype.
>
> 4. Encourage all U.G. students to undergo GATE/ MAT/ CAT training. Class teachers may collect the names and hand it over to the coordinator.

5.2 Efforts made by the institution for tracking the progression

> The college has a formally stated quality policy inferring to its progression. The policies are discussed and reviewed in the IQAC meetings as and when required. Implementation of the plans depends upon various factors such as the financial approval, state laws, university statutes, etc. Policies are executed by the Teacher-in-Charge with the help of administrative section and concerned section head. IQAC monitors the proper functioning and maintains quality assurance of the Institution.

5.3 (a) Total Number of students: 974

UG	PG	Ph. D.	Others
941	33		974

(b) No. of students outside the state

97

(c) No. of international students

2

	Men			Women	
No	%		No	%
728	74.74		246	25.25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
597	44	5	72	718		806	41	69	58	-	974

Demand ratio   150%   Dropout 0%

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

BS & HU Department

1. To prepare students of different disciplines for GATE by giving training in Mathematics, Chemistry and Physics
2. To prepare students of different disciplines for CAT, GMAT, TOEFELL etc. by giving training in Mathematics and English

No. of students beneficiaries | 600 approx

EE Department

GATE coaching for 2nd and 3rd year students every year through evening classes.

No. of students beneficiaries | 600 approx

CSE Department

Students are trained by faculty members with specific routines. All the classes are scheduled after the college hours. Quality study materials are provided subject wise. Target domain of student is 3rd year.

No. of students beneficiaries | 130 approx

EIE Department

1. Gate Classes arranged

2. Dibyendu Sur is a member of Placement Committee of Narula Institute of Technology

3. Susmita Das is a member of Training Committee of Narula Institute of Technology

No. of students beneficiaries | 110

ECE Department

We conduct coaching classes of different subjects as per GATE syllabus every year for 2nd and 3rd year students. The duration of each class is two hours where we discuss problems with necessary theory followed by a MCQ based test.

Interested students are encouraged to form groups and provided area/module/topic specific guidance for competitive exams by respective faculty member.

Soft skills and area/opportunity specific coaching with mock interviews involving all faculty members in preparation of students for entrance exams

No. of students beneficiaries   80

CE Department

- GATE &
- Ready to appear in Govt. Service Exam.
- Ready to appear Service Exam.

No. of students beneficiaries   09   Higher studies   5 Nos. (M. Tech.)

2 Nos. (MBA)

Govt. Service   2 Nos. (in KMDA)

.5 No. of students qualified in these examinations

NET   1   SET/SLET   NIL

GATE   41   CAT   6

IAS/IPS etc   NIL   State PSC   NIL

UPSC   1   Others   3

5.6 Details of student counselling and career guidance

BS & HU Department

1. Mentorship of 1st year students of all disciplines.
2. Evaluation Tests in Science and Humanity for students of all disciplines in order to measure their gradual improvement in the subjects concerned.
3. Week student identification in Science and Humanity. Remedial classes conducted for improvement and enhancement of knowledge in the Subject concerned.
4. Conduction of Training classes in Analytical Ability, Reasoning & Communication skills for 3rd and 4th year students for Campus drives of different companies.

No. of students benefitted   650 Approx.

EE Deaprtment

One full day Student Counselling and career guidance sessions are held every semester at the department level. At the Institute level, these sessions are held for at least 10 days in every semester.

No. of students benefitted   600 Approx.

CSE Deaprtment

- Students are trained for the GATE exam after shcedule class hours
- Technical training for the campusing is provided from department and institute as well
- Mock tests are conducted to improve soft and technical skill of the students
- Training programs, workshops are conducted so that the students have the knowledge of the new technologies.
- Guest lectures, delivered by academicians and industry professionals are conducted for the benefits of the students
- Week student identification and Remedial classes conducted for improvement and enhancement of knowledge in the Subject concerned.

No. of students benefitted   130 Approx.

EIE Department

Students from 1st yr to 4th yr are motivated for higher studies and job opportunities with proper career guidance and teaching. Students from 1st yr to 4th yr are motivated to perform some project work and publish papers in national & International Journals & conferences.

No. of students benefitted   165

ECE Department

•A set of 5 students of each section of each class are assigned to a faculty member as a mentor to ensure constant individual student monitoring of academic and personal progress.
•The mentors maintain an individual file for each student and keeps constant track of the progress of student.
•The mentors are also the point of contact between the department and the students' parents/guardian. They keep the parents abreast of the events in case of any problems, or concerns.
•The practice of assigning a Faculty Coordinator to each class gives an assurance to the students of a 'one point contact' for any clarification required.
•Batch Coordinators/TICs interact with the students of the respective class.
•Regular counselling of students.
•Counselling status being continuously updated in student counselling diary for each student. This is maintained for the complete course duration of B.Tech. Program, in order to have a track of student progress in academic, extracurricular and emotional aspects.
•Display of counselling periods in special time table in departmental Notice board. Counselling periods increased from 1 to 2 periods.
•The departments assist the students towards exploring their career options. Orientation sessions are organized for students during their early days at the department highlighting the various opportunities. Equal emphasis is given on 'research as a career'.
•Whenever an alumnus of repute visits the department, the department organizes a session for the alumni to interact with the current students on various avenues and opportunities for choosing their career. Through this process students get immensely motivated towards their career. The students are well informed about the opportunities and challenges. This helps the students in choosing their career options.
•Faculty members frequently provide guidance on best options based on student performance, interest, aptitude and merit.
•Regular updates on school notice boards of new opportunities and announcements. Frequent updates on school website of new positions, fellowship opportunities/ announcements.
•At the time of joining, orientation programmes were conducted with regard to the course, curriculum, teaching and learning process, rules and regulations in the campus etc.
•Assignments and special coaching are provided to slow learners.
•Encouraged to perform group projects.

No. of students benefitted   480

CE Department

About 40 Student appeared in special tutorial Classes and guided for technical advancements

No. of students benefitted   32

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
92	631	356	65

5.8 Details of gender sensitization programmes
Report on Mini Marathon-2016

The bystanders and the residents at Kamarhati witnessed a brilliant show of harmony on March 8, 2016 when around five –hundred participants ran gleefully in the 3.5 km Mini Marathon organized by **Narula Institute of Technology, under JIS group Educational Initiatives.** The Marathon echoed the slogan *'Run with gaiety, Pledge for Parity'.* This event aimed to spread the message of Gender uniformity among the people. Besides the participants from the host institute, the schools in the neighbourhood also joined the Marathon in order to express their solidarity. The gender split was 46% females and 64%males and the participants ranged in the age group between **12 to 65 years**. The participants took an oath in favour of **Gender uniformity** before the commencement and then with the count of ten the race was flagged off by Mr.Soumen Bose, eminent cricket coach (Cricket Association of Bengal) from Kamarhati bus stand at 4pm. The runners were escorted by a furnished van where the cultural team of the college sang in chorus and imparted the message of parity and integrity. The entire route was well managed by the college volunteers and the traffic control. The event was graced by the **former national footballer Mr Pratap Senapati**, local councilor, Principals of neighboring schools and the dignitaries of JIS group.

The top finishers in the Men's category: Winner-Shahrukh Shaikh- NIT, 1st runner up-Suraj Rajbanshi-Kalyan Nagar High school, 2nd runner up-Srinath Bhui- NIT. The top finishers in the Women's category Tiasa Dhar and Ankita Dutta from Chandrachur Girls' High school bagged the first two positions and Tamasa Das of NIT won the 3rd place.

The Marathon touched the lives of the local people and ended with a note of respect to the womanhood.

5.9 Students Activities

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

State/ University level | 02 | National level | 01 | International level | |

No. of students participated in cultural events

State/ University level | 60 | National level | 01 | International level | |

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

Sports : State/ University level | 02 | National level | 01 | International level | |

Cultural: State/ University level | 25 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	14	8,81400
Financial support from government	0	0
Financial support from other sources	-	-
Number of students who received International/ National recognitions	100	40,96,000/-

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | | International level | |

Exhibition: State/ University level | 01 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 02 |

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Mission**
>
> To impart high quality Engineering and Management education to the budding professionals and provide the ambience needed for developing requisite skills to make a mark of excellence in Education, Business and Industry.
>
> **Vision**
>
> To develop responsible citizens who would 'think global and act local' and become the change agents of society to meet the challenges of future.

6.2 Does the Institution has a management Information System

> The entire administrative system runs on an Integrated ERP System controlled centrally. The staff attendance, leave accounts and applications are recorded through ERP. The accounts and pay roll operations are totally runs through the ERP. Purchase, store are an integral part of the ERP. All sections of the office are fully computerized

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

6.3.1 Curriculum Development

ECE Department

Curriculum for B-Tech (ECE), M-Tech (Communication) and M-Tech (Microelectronics & VLSI Design) has been restructured.

The Department follows a systematic process in the design and development of the curriculum. Syllabus is subjected to periodic updates. Feedback from each course teacher is collected by the respective coordinators which is consolidated and forwarded to the Board of Studies to be considered at the time of revision. Feedback from employers and alumni gives direction on the required modifications to be made in the syllabus. Subject experts both from academia (Professors from other Universities) and industry who are on the Board of Studies are consulted before revision of syllabus.

The Board of Studies frames the curriculum and the detailed syllabi of each program, after the discussion among its members. The suggestions of the board will be taken up by higher bodies such as Committee for PG Programs and Academic Council. •Departments introduce new electives in emerging areas on a regular basis as per current and projected needs.

In our department the curriculum revision also takes inputs from additional sources like ACM IEEE-CS Curricula, MIT Open Course Ware, Coursera, etc.

Faculty members are asked to maintain a separate file regarding the changes needs to be made in the next curriculum revision based on their day- today experience with the course content & current issues.

Internships: Compulsory for PG Students Courses comprises Lectures/Tutorials/Labs.

Seminars/Group Discussions/Presentations are highly encouraged Enrichment courses to support regular academic courses, Soft skills training programme for final year UG and PG students, Cultural education classes to inculcate social, ethical and moral values.

Special guidance is given to students for qualifying exams like GATE.

BE & HU Department : Module-wise Development and Structuring of Syllabi of Subjects such as Chemistry, Physics, Mathematics and English for B.Tech and M.Tech 1st year students.

EE Department : Meeting of Board of Studies is held every semester.

CSE Department : Curriculum is developed for autonomy with proper BOS meetings and with the involvment of all the faculty members of the CSE department.

EIE Department : New curriculum has been developed for the Autonomy syllabus.

6.3.2. Teaching And Learning

1. Departmental meetings be arranged periodically to review the progress of the academic plan for the current year. Appropriate measures are taken through extra classes.
2. Preparation of Objective Driven Teaching Plan.
3. A detailed lesson plan in accordance with the learning objective is to be prepared. Academic
4. Record it in the register kept in the department and Teacher's Diary. Under the semester system design the syllabus so as to finish it in 4months.
5. Continuous evaluation diary maintained by our Faculty Members will be continued, which contain
   - Tutorial hours with the names of the students
   - Administrative, curricular and co-curricular activities
   - Study Objective
   - Lesson Plan
   - The topic and the class engaged
   - Teaching methods
   - Questions & results of the surprise test
6. Evaluation of teachers by students will be conducted periodically through online systems and will be intimated personally.
7. Class analysis of each faculty members is conducted annually by external expert. Expert comment/ suggestions are shared with the faculty members for improvement.
8. Internal academic audit will be conducted.

6.3.3 Examination and Evaluation

1. In each semester two class tests are conducted.
2. End semester examinations are conducted twice in a year. One in July-Aug and the other in Nov-Dec.
3. University forms a list of competent examiners for evaluation.
4. Students can also review their copies through proper channel and procedure.

6.3.4 Research and Development

1. Staff members are motivated to take up UGC Research Projects (Major and Minor), AICTE RPS, DST, DAE and publish research articles, apply for patent.
2. Students are motivated to opt research base3d projects in final year which helps to inculcate research aptitude among the students.
3. All the departments have been equipped with computer and internet facility.
4. Encouragement is given to faculty members to attend international/national conferences/symposia/seminars.
5. Institute organises International /National conference/seminar/workshops regular basis.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library is of 950 Sq.m
2. Central computing facility of 440 Sq.m.
3. 81 laboratories and 49 class rooms with all modern equipments and necessities.

6.3.6 Human Resource Management

1. Periodical staff meetings to be conducted.
2. Different committees may be constituted and continued like BOS etc for effective functioning of the departments.
3. Non teaching staff will be given training in file management, clerical and secretarial works.

6.3.7 Faculty and Staff recruitment

The procedure of faculty and staff recruitment is as follows:

1. Applications are invited for the vacant posts through advertisement in the leading news papers.
2. A selection committee, consisting of external members, interviews the candidate and prepares a panel promising for the fill up of the vacant posts.
3. As per the recommendation of the selection committee , the HR personnel offers the appointment letter to the candidates, for their consent to join in the position they have been selected for.
4. A candidate joining in the institute is kept at probation for 2 years.
5. After successful completion of probation period, an appraisal committee reviews and recommends the candidate for permanent recruitment.

6.3.8   Industry Interaction / Collaboration

Campus drives were conducted with the following industries:

1. ABSAS Solutions Pvt. Ltd.
2. AAyuja Technologies.
3. Unisys.
4. IT Business Guru.
5. SIBIA Analytics and Consulting Services PL.
6. EffiaSoft Private Limited.
7. InfoCognitio.
8. WIPRO-GIS Division.
9. Trigent Software.
10. Panorama.
11. US Tech Solutions.
12. Beas Consultancy and services Pvt. Ltd.
13. Microland.
14. MAQ software.
15. Pratian Technologies(India) Pvt. Ltd.
16. Eden Realty Group.
17. CMC.
18. TCS
19. Kreeti Technologies Pvt.Ltd.
    Industry interactions were conducted with the following companies
    1. Energy management Ltd.
    2. Info Technology Ltd.
    3. CESC Ltd.
    4. Power ministry of West Bengal.
    5. ORACLE.

6.3.9   Admission of Students

The admission process of students has been described by this diagram:
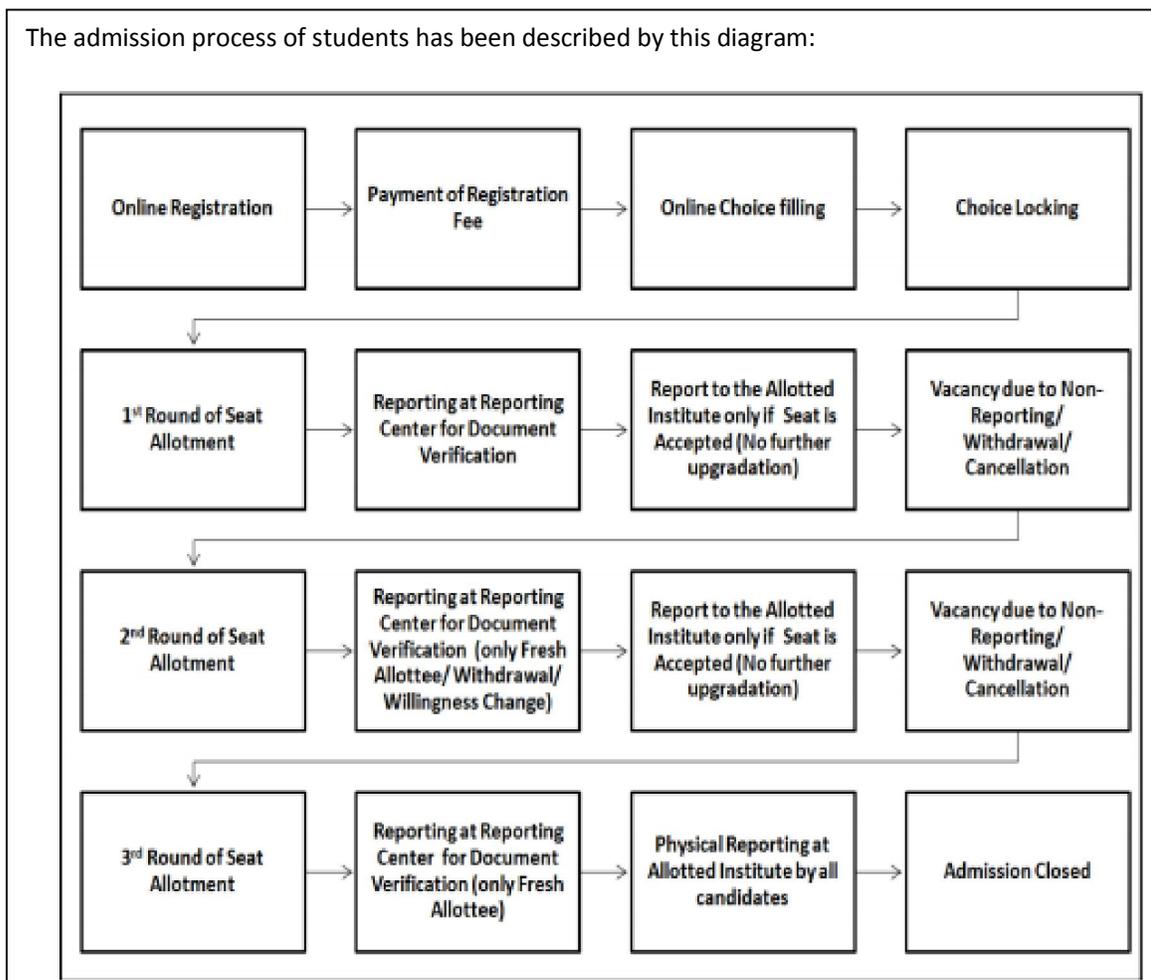
6.4 Welfare schemes for

Teaching	Soft loan provided by institute
Non teaching	Soft loan provided by institute
Students	Fee waiver for meritorious and needy student.

6.5 Total corpus fund generated

Rs.22,80,218/-

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	-	Yes	JIS Group
Administrative	Yes	-	Yes	JIS Group

66.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   √   No

For PG Programmes   Yes   √   No

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

Under autonomous framework, the Institute has separate Board of examinations for UG and PG courses. Each board of examination has been constituted following the regulations of the Institute (Reg. 4 (B.E.) & Reg. 4 (B.E.)) with the Controller of examination as the ex-officio Secretary. Regular meeting of either board of examinations is held and decisions are transmitted to the academic council for final approval. Noteworthy, modifications has been introduced in the examination systems under autonomous framework and there are specified rules for examination [Rule 1. (Examiners) to Rule 1. (Examiners)]. According to these rules, each paper under UG courses would be set, examined and moderated by external expert approved by Board of Studies of the concerned department.

Apart from these, reforms in written examinations, continuous evaluation system has been introduced with relevant marks reflected with internal marks (30% of total marks). Each faculty member maintains one continuous evaluation diary where results of surprise test, quiz, and question answer sessions are preserved. Innovative method of testing students' performance such as quizzing, group discussions are encouraged for evaluation of students' internal performance. In practical classes also continuous performance evaluation is included as a part of evaluation system.

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

The institute in already autonomous under JIS university affiliated to MAKUAT.

6.11 Activities and support from the Alumni Association

Activities
1) AGM (yearly)
2) Alumni Meet
3) Friendship Football Match (Alumni vs Current Students)
4) Friendship Cricket Match (Alumni vs Current Students)
5) Exhibition and Seminar by eminent personality
6) Frequent meet through different formal meetings
Support
7) Technical lectures by Alumni regularly.

6.12 Activities and support from the Parent – Teacher Association

BS & HU Department
1. Parent-Teacher Meet if and when required for regularising the discipline of the students concerned.
2. Addressing Parents of 1st year students in the Induction Program to welcome them and give information about course structure, curriculum and overall discipline of the students.

EE Department
Guardians' meetings are held once in every semester to review class attendance and performance of students.

CSE Department
1. Mentorship scheme is going on for all students.
2. Student meet with their respective mentors to discuss different issues regarding the academics and extra carricular activities.
3. The parents are informed and meeting with respective mentors are conducted if needed.

EIE Department

Continuous process of parent-teacher communication via meetings, telephonic conversations are done. Mentors' meet is conducted by twice in a month.

ECE Department

There is constant interaction between Coordinators, Mentors, TICs and parents which helps to provide timely support and encouragement to students in times of need. The TICs and other faculty members are often in touch with the parents.

Additionally, when there is a disciplinary problem or if there is poor performance in the examinations, the parents are contacted over the phone and counselling is held with parents. The Departmental website Portal at the College Web Site enables the parents to assess the feedback form to get their views.

Parents can contact the faculty any time. Interactions between the parents and the teachers regarding the support & progression of their respective wards in academic & personal aspects.

Parents who are working in core sector support the co-curricular activities through guest lectures and advise the department on matters pertaining to curriculum and career opportunities.

Parents share their views to improve the hostel facilities and various academic activities.

Semester wise Parents meetings are conducted after declaration of results of the semester examination. Parents can meet the Principal and the Head the Departments to discuss the performance of the student and measures to improve the results.

In our Department (ECE) we arranged meeting with parents and teachers- Twice in a year (During Odd and Even Semester)

In ODD Semester - (06/11/2015): The Agenda were as follows:

Awareness about autonomy, Teaching Learning Process, Student attendance, Feedback about the students regarding performance, Suggestion for remedial measures, Result Analysis, Others relevant topics.

In EVEN Semester- (25/03/2016): The Agenda were as follows:

A review of previous minutes of the meeting, Student attendance, Feedback about the students regarding performance, Teaching Learning Process, Result analysis of students, Others relevant topics.

CE Department

Very positive and attentive.

6.13 Development programmes for support staff

2 of the staff members have participated in

1. Management training programme.
2. International conference.

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

1. Two separate wastage bins are maintained for bio degradable (green color bin) materials and non bio degradable (yellow color bin) materials respectively.
2. Maintenance of garden, Playground, Auditorium, Gymnasium, Sports room.
3. Adherence to the E-Waste (Management and Handling) Rules, 2011, as laid down by Ministry of Environment and Forests. E- Waste materials are disposed in collaboration with Ramky E-Waste Recycling facility.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

Under autonomous framework, every department/Stream/Subjects related to the Undergraduate and postgraduate courses of the Institute have its own Board of Studies (BOS) with Head of the Concerned Department as the Chairman and all whole-time teachers of the Department as members. Two external experts nominated by the Academic Council, one representative from industry/corporate sector and one University nominee are also the members of the BOS. Regular meeting of the BOS is held and after getting autonomous status initiatives have been taken to restructure and redesign the curriculum of the respective UG and PG courses. Accordingly, intradepartmental, interdepartmental meeting (in specific cases) has been organized to clarify objective and outcome of the respective courses, followed by meeting of BOS and Academic council. New course curriculum has been prepared keeping into account the existing curriculum of the reputed Institute, outcome of the course concerned and learners need about the course. A learner centric approach has been introduced in the revised curriculum. Consequently the syllabus of each subject has been prepared. This revised curriculum has become operative from the session 2015-16 1st year students. Academic Review and Performance Evaluation Internal academic audit for the current academic year was conducted in 2015 by the IQAC. An IQAC subcommittee was constituted for the same. The IQAC subcommittee visited all the departments, verified all the documents, interacted with the all faculty members and submitted a draft report to the principal.

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

To note and ratify action report pursuant to proceeding of the 1ˢᵗ BOG meeting of 2016

Sl. No.	Agenda No	Agenda Notes	Resolution	Action Taken
1	Agenda – 1.2	To Report on Anti Ragging preventive measures and cases registered	No ragging has been reported. Members advised that in the minutes of the anti ragging committee meeting student members' signature should be present and later on if required it would be produced to AICTE.	Meeting of the committee is being held with the students members and their signature is taken in the member list. Meeting.
2	Agenda - 2	To discuss the forthcoming NBA visit for the eligible courses B.Tech CSE, M.Tech CSE, ECE, EE-Power System	To make follow up with the NBA Accreditation Bureau	Follow up has been made and visit date has been given by NBA Accreditation Bureau as 2nd to 4th September 2016
3	Agenda -5	To approve the Holiday list, Meeting Calendar and Academic Calendar 2016	Prof. Vir Singh, UGC Nominee suggested to modify the academic calendar from the next academic session where the dates of all academic like choice of elective, project distribution etc, would be reflected	Academic calendar has been framed including all academic activities
4	Agenda - 6	To discuss the result analysis of 1st year (B.Tech. M.Tech. MBA&MCA) and B.Tech (Lateral Entry) results under Autonomy	Result analysis should be prepared in the form of Bar Diagram Members suggested that Academic council meeting should be arranged in each semester after the examination.	Action would be initiated after the publication of result. Academic Council meeting for even semester (2015-16 session) has been conducted in June 2016
5	Agenda - 9	Discussion on Tools and Technology,	Syllabus under Autonomy has been placed before the members. Prof. Vir Singh , UGC	Curriculum Structure under Autonomy has

		Syllabus (beyond syllabus)	nominee, mentioned that total credit point for B Tech Curriculum should be around 190.	been framed accordingly.
6	Agenda - 13	Any other point	Next BOG meeting should be held on any Saturday or Holiday	BOG meeting is conducted accordingly.

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

> Refer to Annexure II

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

Best Practices have been depicted in i and ii.

7.4 Contribution to environmental awareness / protection

> 1. Regular campaigning through Roadshows, Posters, graffiti by students in and outside the campus to improve awareness about tree plantation, Swine flu etc. among the students and local community people.
>
> 2. Organized seminar on "Environmental Ethics and Value Crisis in Contemporary Society" by the Basic Science and Humanities department. Tree plantation is also done by the Principal to commemorate the issue.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

Strength
- Good location of the Institute
- NAAC Accreditation, NBA accreditated Programs, Autonomous status, MOU with different industries and institutes
- Dedicated and qualified Faculty and staff members
- Alumni Association
- Well equipped advanced laboratories and high-end Software
- Well furnished centralized computer labs with LAN connection
- WiFi facilities
- Library with large number of Hard copy and soft copy books with different titles for different branches
- Specified reading rooms for students and faculty members in the library
- Hard copy and online Journals, Repository of NPTEL online lectures
- World Bank funded TEQIP Project ,Research Project of DAE, Govt. of India
- UGC minor projects,Ragging free campus
- Student Life Center for extracurricular activities
- Large number of Research publication by the faculty members
- Good Faculty retention
- Good Academic ambience

WEAKNESS
- Lack of industry experienced faculty members
- Dedicated class rooms for each stream and each section
- Lack of Associate Professors
- Dean position in the Institute
- Lack of Sr. Experienced Faculty members in some departments

OPPORTUNITIES
- NBA accreditation for all programs
- Higher Grade in NAAC accreditation
- International accreditation
- Enhance interaction with industry
- Collaborative research project with industry
- Academic excellence
- Strengthen the Alumni Association

CHALLANGES

- Cope up with rapid technological change
- Admission of quality students

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

1. Keep the campus clean as part of the association activity. As a part of this process we made declared the campus plastic free zone on July 2016.
2. Introduce innovative and unique practices by each department for the welfare and academic excellence of the students.
3. Tree plantations to be done on regular basis in and outside the campus in coordination with local municipality.
4. Through website committee all program, information and achievements will be put on website.
5. All program of the departments and associations should be launched online.
6. Continue Publish manuscript magazines centrally as well as by all departments and
7. Publish selected works from manuscript magazines in the college magazine.

Governance

8. Budget Proposals from all departments to be centrally integrated with a clear and transparent policy.
9. Enhance the functioning of the Grievance Redressal Committee, Disciple Committee, Anti Ragging Committee..
10. Keep the files up to date and provide necessary information to the IQAC.

Name : Dr.Sandip Chanda   *Name:* Prof. (Dr.) Maitreyi Ray Kanjilal

_____   _____
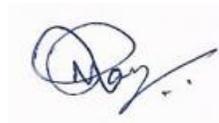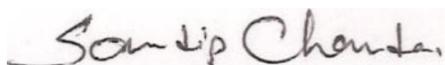
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

***

<div align="center">**Annexure IA**</div>

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

■■

Annexure IB

Best Practice I

1. Title of the Practice

A three day Entrepreneurship awareness camp

   1. Goal

• To encourage and assist in setting up enterprises by individual including first generation entrepreneurs through appropriate training

• To create awareness among various target groups on entrepreneurial opportunities

• To organise vocational training for skill up gradation including establishment of vocational training centers

   2. The Context

To spread entrepreneurial education at the college level in order to help and assist unemployed
youth in rural hinterland in acquiring skills for both wage and self-employment.

   3. The Practice

A three day Entrepreneurship awareness camp (under the aegis of National Science and Technology Entrepreneurship development board DST- Govt. of West Bengal was held on 20-22nd April, 2016. Interested students of all streams were allowed to participate in this event. This campaign included a factory visit to a start up company at Agarpara to gain first- hand experience on entrepreneurial ventures.

   4. Evidence of Success

A good response was observed from the students. Around 89 students participated in this event. Many of them were benefitted by the expert guidance of the resource persons.

Best Practice II

CII-NIT Innovation Club

   1. Goal

• To encourage young students and faculty members to apply their skills for innovation on demand in collaboration with Confederation of Indian Industries.

• To make them aware about the need of driving innovation and global competeveness.

• To inculcate the idea of Smart innovation in their projects.

   2. Context

With rapid technological advancements , students , would be engineers, must understand the industrial need. Their young and fresh minds may produce innovative solutions to the global technological problems. In pursuit of this idea , Narula Institute of Technology has launched this CII-NIT innovation Club in collaboration with Confederation of Indian Industry.

   3. Practice

A seminar on financing Innovation for supporting Smart Ideas was organised by Confederation of Indian Industries on 5th November, 2015.This was followed by the launch of innovation club with the underlying idea of "leveraging Innovation for business" on 27th February,2016 at the Park , Kolkata. During the Annual Technological Festival of Narula Institute of Technology, the CII-NIT Innovation club was launched in April,2016.In the same event students displayed innovative projects in front of eminent personalities and experts form CII.

   5. Evidence of Success

A few of the students project have been selected by CII for pursuing further research.

DATE	NO. OF DAYS	DAYS	PARTICULARS
23rd January	1	Saturday	Birthday of Netaji
26th January	1	Tuesday	Republic Day
13th February	1	Saturday	Saraswati Puja (Sree Panchami)
23rd March	1	Wednesday	Doljtra
24th March	1	Thursday	Holi
25th March	1	Friday	Good Friday
14th April	1	Thursday	Bengali New Year's Day
1st May	1	Sunday	May Day
6th July	1	Wednesday	Id-Ul-Fitre
15th August	1	Monday	Independence Day
25th August	1	Thursday	Janmastami
12th September	1	Monday	Id-Ud-Zoha
17th September	1	Saturday	Viswakarma Puja
30th September	1	Friday	Mahalaya
2nd October	1	Sunday	Birthday of Gandhiji
7th October to 15th October	9	Friday to Saturday	Durga Puja Vacation (Including Muharam & Lakshmi Puja)
29th October	1	Saturday	Kali Puja (Diwali)
30th October	1	Sunday	Immersion of Godess Kali
1st November	1	Tuesday	Bhatridwitiya
14th November	1	Monday	Birthday of Guru Nanak
25th December 1	1	Sunday	Christmas Day

ACADEMIC CALENDAR 2015-2016

Even Semester

		For Continuing batch
1	Semester Registration	January 4-5, 2016
2	Commencement of Academic Programme	January 6, 2016
3(a)	Distribution of Assignments	March 2, 2016
4(b)	Submission of Assignments	March 7, 2016
4	First Slot Test	March 14 to March 18, 2016
5	Publication of 1st Slot Test Result	March 28, 2016
6(a)	Distribution of Assignments	April 26, 2016
6(b)	Submission of Assignments	April 29, 2016
7	Second Slot Test	May 9 to May 13, 2016
8	Publication of 2nd Slot Test Result	May 19, 2016
9	Submission of Examination forms	Prior examination, relevant Notice will be available in the
10(a)	Practical Examinations & Viva-Voce	May 16 to May 21, 2016
10(b)	Theory Examinations	May 30 to June 16, 2016
11	Summer Recess	June 17 to July 02, 2016
12	Publication of Result	Results will be announced in the University website in August
	During Summer Recess, Practical Training (where applicable) may be conducted.	

Odd Semester

		For Ensuing New Batch	For Continuing Batch
1	Commencement of Academic Programme	August 4, 2015	July 1, 2015
2	Admission Activities (for ensuing new students) will be closed on	August 31, 2015	N.A.
3	Registration activities (for ensuing newly admitted students for the session 2015-16) will be closed on	Will be informed in due course, relevant Notice will be available in the University website.	N.A.
4(a)	Distribution of Assignments	September 14, 2015	September 14, 2015
4(b)	Submission of Assignments	September 18, 2015	September 18, 2015
5	First Test Slot	September 21 to 26, 2015	September 21 to 26, 2015
6	Publication of 1st Slot Test Result	October 6, 2015	October 6, 2015
7(a)	Distribution of Assignments	November 6, 2015	November 6, 2015
7(b)	Submission of Assignments	November 10, 2015	November 10, 2015
8	Second Slot Test	November 14 to 21, 2015	November 14 to 21, 2015
9	Publication of 2nd Slot Test Result	November 25, 2015	November 25, 2015
10(a)	Practical Examination & Viva-Voce	November 23 to 30, 2015	November 23 to 30, 2015
10(b)	Theory Examination	December 3 to 24, 2015	December 3 to 24, 2015
11	Inter Semester Break	December 25, 2015 to January 14, 2016	December 25, 2015 to January 4, 2016

Separate Supplementary Examination will be held on September 8 to 18, 2015. Details will be available in the University website in due course.

Narula Institute Of Technology

81, Nilgunj Road, Agarpara,Pin-700109

APPRAISAL OF FACULTY MEMBERS BY STUDENTS
(TO BE FILLED FOR THE CURRENT SEMESTER)

FACULTY NAME			
SUBJECT CODE		NAME OF THE SUBJECT	
DEPARTMENT			
SEMESTER		SESSION	2015-16
Please select the appropriate option for rating			

1	Does the Teacher come well prepared for the class?	Always ○ Sometimes ○ Never ○
2	The teacher's English presentation and teaching skills are:	Good ○ Satisfactory ○ Unsatisfactory ○
3	Does the faculty provide assistance beyond routine hours, whenever required?	Usually ○ Sometimes ○ Rarely ○
4	Does the teacher give presentation by using LCD / Overhead Projector and/or use Blackboard?	Clear ○ Satisfactory ○ Shabby ○
5	Does the teacher allow you to ask questions and answers the questions you have asked?	Always ○ Avoid ○ Never ○
6	Does the teacher revise and ask questions which are relevant to the topic of discussion?	Always ○ Rarely ○ Never ○
7	Does the teacher give sufficient examples and solve previous examination problems in the class?	Always ○ Rarely ○ Never ○
8	Does the teacher assist you in the Laboratory and solve Laboratory related problems in the class?	Always ○ Rarely ○ Never ○
9	Does the teacher give assignments and check the assignments?	Always ○ Sometimes ○ Never ○
10	Does the teacher come to the class on time and take full class time ?	Always ○ Sometimes ○ Never ○

11	Does the teacher ignore the acts of indiscipline in the class and outside the class?	**Never** ○ **Sometimes** ○ **Always** ○
12	**How does the teachers' assessment of your internal assessment (test) books?**	**Balanced** ○ **Strictly** ○ **Erratically** ○
13	Does the teacher favour some group of students while evaluating internal test books and regarding other issues?	**Yes** ○ **No** ○
14	**Does the teacher dictate notes in the class?**	**No** ○ **Yes (<25%)** ○ **Yes (Between 25-50%)** ○ **Yes (>50% time)** ○
15	Any additional information you wish to add about your teacher	

Specimen Student's Feedback Analysis of One faculty member

MIS (NEW FORMAT) :FAS-I

NARULA INSTITUTE OF TECHNOLOGY

SUMMARY OF FACULTY APPRAISAL FROM STUDENTS FEEDBACK (EVALUATION SHEET)

(FACULTY-WISE)

NAME OF FACULTY	MS. PRATUSHA BISWAS DEB			DEPARTMENT	ELECTRICAL ENGINEERING		
SUBJECT	EE401 : ELECTRICAL MACHINES		NO. OF STUDENTS	61	SEMESTER EVEN	ACADEMIC YEAR	2015-16

SL.NO.	Q.NO.	A			B			C			D			Out of	Total	%
		Nos	Multiplied By	Sub Total	Nos	Multiplied By	Sub Total	Nos	Multiplied By	Sub Total	Nos	Multiplied By	Sub Total			
1	1	57	6	342	4	3	12	0	1	0	0	0	0	366	354	96.721
2	2	55	6	330	5	3	15	1	1	1	0	0	0	366	346	94.536
3	3	56	6	336	4	3	12	1	1	1	0	0	0	366	349	95.355
4	4	54	6	324	5	3	15	2	1	2	0	0	0	366	341	93.169
5	5	56	6	336	4	3	12	1	1	1	0	0	0	366	349	95.355
6	6	55	6	330	5	3	15	1	1	1	0	0	0	366	346	94.536
7	7	56	6	336	4	3	12	1	1	1	0	0	0	366	349	95.355
8	8	54	6	324	6	3	18	1	1	1	0	0	0	366	343	93.716
9	9	54	6	324	6	3	18	1	1	1	0	0	0	366	343	93.716
10	10	55	6	330	5	3	15	1	1	1	0	0	0	366	346	94.536
11	11	52	6	312	6	1	6	3	3	9	0	0	0	366	327	89.344
12	12	54	6	324	7	3	21	0	1	0	0	0	0	366	345	94.262
13	13	16	0	0	45	10	450	0	0	0	0	0	0	610	450	73.77
14	14	6	0	0	13	3	39	17	5	85	25	2	50	305	174	57.049
Total														5307	4762	89.7
Percentage obtained : (On scale of 10)																8.97

MIS (NEW FORMAT):FAS-II

NARULA INSTITUTE OF TECHNOLOGY

**SUMMARY OF FACULTY APPRAISAL FROM STUDENTS FEEDBACK
(EVALUATION SHEET)**

(ON OVERALL BASIS)

SEMESTER	EVEN	ACADEMIC YEAR	2015–16	
SL.NO.	**Name Of Faculty**		**Total Number Of Feedbacks**	**Total Average**
1	MR. SARADINDU PANDA		2	9.2
2	MR. PRANAB HAZRA		62	9.14
3	MR. KAUSHIK SARKAR		81	9.12
4	PROF. S. C. KONAR		18	9.06
5	MS. PRATUSHA BISWAS DEB		140	8.98
6	DR. PRANAM PAUL		57	8.96
7	MS KAMALIKA BANERJEE		88	8.9
8	MS. LEENA SARKAR BHADURI		123	8.87
9	MS. SHARMISTHA BASU		79	8.85
10	DR. SANDIP CHANDA		143	8.85
11	MS. PAYEL BISWAS		61	8.85
12	MR. SURAJIT BARI		33	8.85
13	DR. (MRS.) MAITREYEE RAY KANJILAL		4	8.74
14	PROF. MANOJIT BASAK		18	8.73
15	MR. ARYA BANERJEE		145	8.73
16	PROF. AMLAN CHAKRABARTI		23	8.7
17	PROF. S.C BERA		100	8.69
18	MR. TAMAL DEB		95	8.69
19	MR. SOHAN GHARAI		23	8.67
20	MRS. DEBJANI CHAKRABARTI		153	8.66
21	MS. MADHUBANTI GUPTA		93	8.66
22	MS. SAGARIKA CHOWDHURY		130	8.65
23	MRS. RUPA SAHA		61	8.65
24	MR. SOUMEN GHOSH		46	8.61
25	MR. SOUMEN PAL		68	8.6
26	MR. ABHIJIT GHOSH		36	8.6
27	DR. SUMIT NANDY		216	8.53
28	MRS. SHYAMAPRIYA CHOWDHURY		56	8.53
29	MS. SUSHMITA DAS		71	8.5
30	MR. DHANANJAY KR. TRIPATHI		281	8.49
31	MRS. SUJATA KUNDU		43	8.48
32	MR. ANUKUL MAITY		88	8.47
33	MS. ARIJITA DAS		88	8.44

http://172.18.0.64/sfa/newoverallwinemis.asp

5/18/2016

NARULA INSTITUTE OF TECHNOLOGY

Alumni Feedback Form

a) Name: PARAMES MUKHERJEE

b) Designation: Associate IT Engineer

c) Batch: 2012

d) Stream: C.S.E.

e) Name of the Organization: CMC LTD.

   Address: 58, Camac Street, Kolkata

f) Contact Details:

   Mobile No.: 9097014490

   E-mail address: PARAMESMUKHERJEE@GMAIL (.epi)

Note: 1) Rate on a 10 Point Scale
   (10-Excellent, 8-9 – Very Good, 6-7 – Good, 5-Average, 3-4 – Poor, 0-2- very Poor)

   2) Kindly write Suggestions, if any, based on your professional career. These suggestions
   will be helpful to us for strengthening our teaching practices for current UG / PG
   students.

	Description	Marks	Suggestions (if any)
1.	How appropriate was the curriculum for UG / PG Course to comply industry need.	7	
2.	Do you think the technical knowledge imparted during UG/PG level are sufficient to solve Engineering problems in work.	9	
3.	How will you rate your ability to analyse or interpret the data to design a system, component or process as per the need of the industry?	7	
4.	Do you think you have learnt enough education during UG / PG study work in a team?	9	
5.	Do you think that the training for professional skill development during UG / PG level were sufficient?	5	
6.	Ability developed in UG / PG to use modern engineering tools.	8	
7.	Ability to understand professional and ethical responsibility imparted in UG / PG level?	7	
8.	Do you think the quality of laboratory / infrastructure used for imparting education at UG / PG level are State-of-the art in consonance with the industry expectations?	8	
9.	Do you think that the faculty / staff members associated with your department during your study, needs more knowledge / skills/ industry linkage for better quality of teaching?	8	
10.	How much pride do you feel to express yourself as an alumni of NIT	10	

Sl. No.	Description	Marks	Suggestions (if any)
11	Values reflects on you from industry and as an alumnus of NIT in comparison to other colleges / Universities?	8	
12	How would you rate the official website of the Institute in terms of professionalism and transparency?	6	

Would you like to be an entrepreneur in future? Yes / No

If yes, then, would you like to join our EDC cell? Yes

Annexure V
Parent's Feedback Analysis
Specimen Copy of only One Department

Good 677
Satisfactory 93
Un-satisfactory 2

Does teachers of ECE department provide assistance beyond routine hours, whenever required?

Yes 634
Sometime 37
No 1

Whether teachers of ECE department provide interactive teaching?

Always 817
Sometime 61
Rarely 2
Never 2

Does teachers of ECE assist you in the Laboratory and solve Laboratory
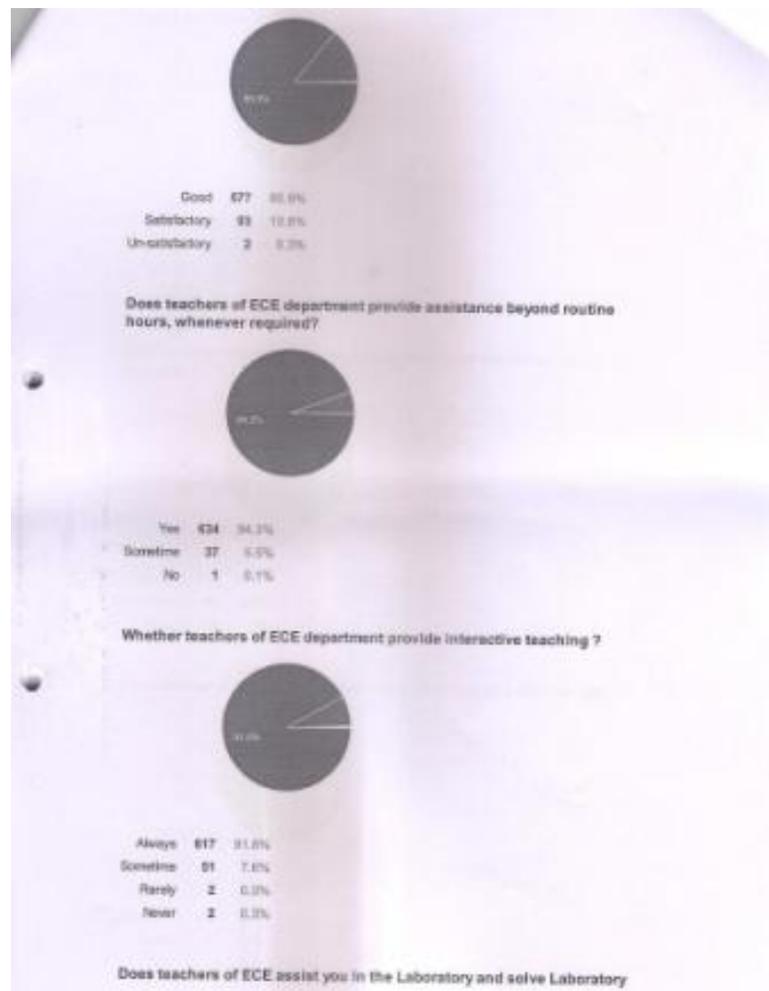
related problems ?

Always	620	92.3%
Sometime	49	7.3%
Rarely	2	0.3%
Never	1	0.1%

Does teacher of ECE give assignments and check the assignments regularly ?

Always	629	93.6%
Sometime	43	6.4%
Never	0	0%

Does teacher of ECE come to the class on time and take full class time ?

Always	646	96.1%
Sometime	25	3.7%
Never	1	0.1%

Annexure VI
Employer's Feedback Analysis

Specimen Copies of Employer's Feedback Analysis

Any additional information you wish to add about your ECE department teacher / teachers

The teachers are very helpful and very much encouraging. Only one thing should be done that some of the electronic instruments in the lab which are _really should be replaced_ otherwise our department meets all our needs.

The lintliect, theory, & practicals-AWESOME.

one think that I would like to add about the teachers of ECE is that they are friendly in nature... and always ready to help us in any circumstances...they not only give us educational knowledge... but they also give us information / advices which will useful in our future...

Teachers are awesome.

our teachers are really helpful and encourage us to enhance our skills. they r not jst teachers but mentors too.

THEY ALL ARE EXCELLENT.

The teachers of our department are very helpful and supportive.

ALL THE FACULTIES ARE VERY COOPERATIVE AND PROVIDE USEFUL GUIDENCE IN VERY FIELD IN STUDIES.

The infrastructure is good enough for ideal teaching learning processes.

The subjects taught from Semester 1 of B.Tech course, was close to the best of satisfaction on the part of college teaching faculty as well as us. The knowledge imparted was excellent, and the lab sessions by expert faculty were really helpful. Facility was stupendous and the we enjoyed and appreciated every bit of it.

There are some really good teachers in ece, but their numbers is overshadowed by a sizeable number of underqualified teachers, especially in terms of communication skills and practical knowledge, their numbers are needed to be reduced and more practical oriented learning methodologies needed to be implemented.

Our teachers guide us through the right path. With lots of care, understanding and with fun they make our classes lively and make learning of the problems with simple steps so that it becomes easier to us.

The best part about E.C.E is that our faculties give us their 100% assistance at all times, be it for technical matters and career oriented information. They guide us in all aspects at all times. Our HOD madam always steps up to solve any problems faced by the students and regularly interact with us about our progress in all sections of professional life. In all our faculties are – 1. Supportive. 2. Helpful. 3. Technically sound. 4. Motivating at all times. We are very happy to undergo our education under such professional guidance. Sir it will be helpful _if it can get Govt. exam and GATE preparatory class._

The teachers are very satisfactory.

Teachers of our department are very helpful. They always guide us in proper way and help us in every aspect to grow as a professional. I personally hope, I'll be getting the same.