



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly West Bengal University of Technology)
Main Campus: NH-12, Haringhata, Post Office- Simhat, Police Station-Haringhata, Pin-741249
City Office: BF-142, Salt Lake City, Kolkata – 700 064
Tel. No. : (033)2334 1909

INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT 2021-22

Dates of Audit: 2nd, 3rd and 4th November, 2022

The Members of the Audit Committee were:

1. Prof. B. B. Paira, Former Professor, Calcutta University
2. Prof. Sibamay Dasgupta, Director-School of Applied Sciences, MAKAUT-WB
3. Prof. Nabarun Bhattacharya, Director-School of Computer Science & Engineering, MAKAUT-WB
4. Prof. T. S. Sinha, Director-School of Computer Science & Engineering, MAKAUT-WB

The schedule of the audit was as follows:

1. 2nd November 2022: Biological Sciences, Media Science & Entertainment, Humanities, and Social Sciences
2. 3rd November 2022: Computer Science & Engineering, Information Science and Technology, IEM, Microelectronics & VLSI, Renewable Energy)
3. 4th November 2022: Management Sciences, Applied Science and Technology, Food Science & Agro Technology, Pharmaceutical Science & Technology.

Chakravorty





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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Department of Renewable Energy

Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	--	--
2	Annual report of the department/centre	85	All published reports available
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	80	AC resolutions to be collected and compiled
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	75	Syllabi and Curricula present but to be duly signed by the Board of Studies members
5	Board of Studies (Composition, minutes and transactions)	75	Duly signed physical documents are to be verified
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	Approval letters are to be verified
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	40	Industry Linkage with some collaborative institutes. Physical Documents are to be verified.
8	Consultancy records	80	Past records available
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	60	Only Flyers available for webinar and FDP, Conference blog available. Reports of seminars are to be verified physically

10	Alumni Details especially prominent alumni and some records of their feedback	60	This is to be formed. Very less number of students have passed in last two years.
11	Annual department budget and Budgetary provisions (if any)	30	Budget related email attachments are there. Proper documentation and filing need to be done.
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	40	Physical documents are to be verified. How mentorships are done and on what factors, that is to be verified.
13	Timetable	80	Duly signed physical documents by the Head of the department to be verified
14	Workload	50	Physical documents are to be verified.
15	Attendance registers for faculty and staff, wherever not automated and decentralized	80	Centrally attendance & Departmental Faculty attendance Register (from this year 2022)
16	Teaching Staff profile	100	Available. To be included in departmental website.
17	Non-teaching (both administrative and technical) staff profile	N/A	
18	Student list (year-wise, batch-wise, class-wise)	100	All records in Excel sheets
19	Department at a glance and infrastructure display through boards/banners	40	Need to take more necessary actions in this regard
20	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	40	Only student research theses are available. Some more are to be incorporated. Physical verification of the documents are to be done.
21	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	60	Physical verification of documents are to be done.
22	List of laboratories with details of equipment and investments	60	Physical documents are to be verified.

23	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lectures outside, etc. Records of all faculty being sponsored for seminars/conferences	50	Certificates are available with the faculty members.
24	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	30	Physical documents are to be verified.
25	Outcome-Based Education (OBE) document with process, transactions and documents	10	Mainly based on some case based this has been done. Related to this physical verification of documents are to be done.
26	Evaluation Procedure for various courses with samples	80	All the CA exams question papers and answer sheet
27	Instructional material developed by Staff, if any	50	
28	Minutes of Department meetings	90	All physical documents are to be checked and verified with dully signed by the Head of the department.
29	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	80	Hardcopy of students Docs, submitted at the time of marksheets collection.
30	Infrastructure summary with a list of equipment purchased during the last five years.	80	Bills and Invoices are to be physically verified, of all the instruments purchased
31	Stock and Equipment register excluding labs	50	Stock Registers to be checked physically.
32	Register of equipment for which customs/excise duty exemption was utilized	N/A	
33	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	30	Student attendance from this year, CA Answer scripts from this year 2022
34	Student Counselling dairies, notebooks and records	NIL	
35	Records of special coaching for weak students	NIL	
36	Examination results and action taken report for weak students	NIL	
37	List of medalists and rank holders	NIL	
38	Students feedback, report of analysis and action taken	60	Not for all Batches taken.
39	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70	Need to be documented chronologically
40	Books published by faculty	20	Details are with faculty

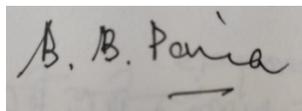
41	List and copies of Book Chapters published by faculty	20	Details are with faculty
42	List and copies of publications of faculty in international and national journals	80	Details are with faculty
43	List and copies of publications of faculty in international and national conferences	50	Details are with faculty
44	List and copies of patents filed and granted	NIL	Faculty members along with students must keep this in priority

General Comments

- Self-Assessment Report (SAR) of the department has been thoroughly checked.
- The faculty: student ratio is 1:15. The intake is 30 and for two years M.Tech programme the students strength is 30X2=60 (actual intake). Also faculty-cadre ratio is also be updated. The present physical strength of students in two years programme are: 2021-2022: 20/30 and 2022-2023: 24/30.
- CO-PO-PSO attainment has to be done. It has been suggested by the internal audit committee to prepare a CO-PO-PSO attainment of at least last two batches when there were very less number of students.
- Physical verification of the documentations related to academic activities and feedback mechanisms adopted by the department are to be thoroughly checked.
- Faculties and students need to focus more on research, publication and IPR activities
- New and motivational strategy has to be adopted by the department with reference to : Live projects in collaboration with the department of Electronics, Computer Science and Information Technology, Training and Placement of students, Alumni Association and its time to time utilization along with the present students for proper bridging of Interactions between Industry-Institute.



Prof Sibamay Dasgupta



Prof B.B. Paira




Prof Nabarun Bhattacharya



Prof T.S.Sinha



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INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT(2021-22)

Department Name: Department of Food Science and Technology(4th November, 2022)

Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	--	--
2	Annual report of the department/centre	90	All published reports available
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	90	AC resolutions to be collected and compiled
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	80	Syllabi and Curricula present but to be duly signed by the Board of Studies members
5	Board of Studies (Composition, minutes and transactions)	75	Duly signed physical documents are to be verified
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	Approval letters are to be verified
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	30	Industry Linkage with some collaborative institutes. Physical Documents are to be verified.
8	Consultancy records	Nil	To be initiated by the department
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP	50	Reports of seminars are to be verified physically

	organized by department		
10	Alumni Details especially prominent alumni and some records of their feedback	40	This is to be formed. Very less number of students has passed in last two years.
11	Annual department budget and Budgetary provisions (if any)	30	Budget related email attachments are there. Proper documentation and filing need to be done.
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	40	Physical documents are to be verified. How mentorships are done and on what factors, that is to be verified.
13	Timetable	80	Duly signed physical documents by the Head of the department to be verified
14	Workload	80	Physical documents are to be verified.
15	Attendance registers for faculty and staff, wherever not automated and decentralized	80	Centrally attendance & Departmental Faculty attendance Register (from this year 2022)
16	Teaching Staff profile	100	Available. To be included in departmental website.
17	Non-teaching (both administrative and technical) staff profile	N/A	
18	Student list (year-wise, batch-wise, class-wise)	100	All records in Excel sheets
19	Department at a glance and infrastructure display through boards / banners	40	Need to take more necessary actions in this regard
20	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	30	Only student research theses are available. Some more are to be incorporated. Physical verification of the documents is to be done.
21	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	50	Physical verification of documents are to be done.
22	List of laboratories with details of equipment and investments	60	Physical documents are to be verified.
23	Faculty Development Programs: Proof of attending and organizing staff	50	Certificates are available with the

	development programs/ orientation programs/refresher programs, delivering expert lecture/invited lectures outside, etc. Records of all faculty being sponsored for seminars/conferences		faculty members.
24	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	30	Physical documents are to be verified.
25	Outcome-Based Education (OBE) document with process, transactions and documents	10	Mainly based on some case based this has been done. Related to this physical verification of documents are to be done.
26	Evaluation Procedure for various courses with samples	80	All the CA exams question papers and answer sheet
27	Instructional material developed by Staff, if any	50	
28	Minutes of Department meetings	90	All physical documents are to be checked and verified with dully signed by the Head of the department.
29	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	80	Hardcopy of students Docs, submitted at the time of marksheets collection.
30	Infrastructure summary with a list of equipment purchased during the last five years.	80	Bills and Invoices are to be physically verified, of all the instruments purchased
31	Stock and Equipment register excluding labs	50	Stock Registers to be checked physically.
32	Register of equipment for which customs/excise duty exemption was utilized	N/A	
33	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	30	Student attendance from this year, CA Answer scripts from this year 2022
34	Student Counseling dairies, notebooks and records	NIL	
35	Records of special coaching for weak students	NIL	
36	Examination results and action taken report for weak students	NIL	
37	List of medalists and rank holders	NIL	
38	Students feedback, report of analysis and action taken	60	Not for all Batches taken.
39	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70	Need to be documented chronologically
40	Books published by faculty	20	Details are with faculty
41	List and copies of Book Chapters published by faculty	20	Details are with faculty

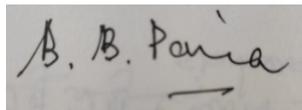
42	List and copies of publications of faculty in international and national journals	80	Details are with faculty
43	List and copies of publications of faculty in international and national conferences	50	Details are with faculty
44	List and copies of patents filed and granted	NIL	Faculty members along with students must keep this in priority

General Comments

- Self-Assessment Report (SAR) of the department has been thoroughly checked.
- The faculty: student ratio is 1:15. Also faculty-cadre ratio is also be updated. At present total faculty members in the department are 08. The present physical strength of students in two years programme is: 2021-2022: 11 and 2022-2023: 15.
- CO-PO-PSO attainment has to be done. It has been suggested by the internal audit committee to prepare a CO-PO-PSO attainment of at least last two batches when there were very less number of students.
- Physical verification of the documentations related to academic activities and feedback mechanisms adopted by the department are to be thoroughly checked.
- Faculties and students need to focus more on research, publication and IPR activities
- New and motivational strategy has to be adopted by the department with reference to : Live projects in collaboration with the local people or organizations for the benefits of the society like against mal-nutrition, clinical nutrition and so on. Must also initiate to give good Training and Placement tips to the students specially how to start consultancy work as a Nutritionist, Alumni Association and its time to time utilization along with the present students for proper bridging of Interactions between Industry-Institute.



Prof Sibamay Dasgupta

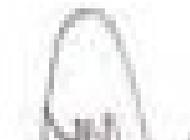


Prof B.B. Paira



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INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT(2021-22)

Department Name: Department of Pharmaceutical Technology

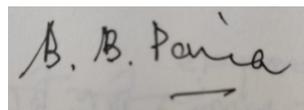
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental Annual report seperately
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	95%	Very good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	9%%	Very Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	70%	Need sufficient improvement in linking with industry
8	Consultancy records	60%	Fair, Improvement necessary
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDPorganized by department	90%	Good
10	Alumni Details especially prominent alumni and some records of their feedback	N/A	
11	Annual department budget and Budgetary provisions (if any)	90%	Good

12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	90%	Good
13	Timetable	95%	Very Good
14	Workload	95%	Very Good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	70%	More or less satisfactory Biometric attendance should be introduced
16	Teaching Staff profile	95%	Very good
17	Non-teaching (both administrative and technical) staff profile	95%	Very good
18	Student list (year-wise, batch-wise, class-wise)	95%	Very good
	Department at a glance and infrastructure display through boards / banners	75%	Fair
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	85%	Fairly Good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	90%	Good
21	List of laboratories with details of equipment and investments	80%	Fairly Good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	85%	Good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	85%	Moderately Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Fair, Improvement is essential
25	Evaluation Procedure for various courses with samples	85%	Fairly Good
26	Instructional material developed by Staff, if any	75%	Satisfactory
27	Minutes of Department meetings	85%	Fairly Good
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	70%	More or less satisfactory

29	Infrastructure summary with list of equipment purchased during the last five years.	85%	Good
30	Stock and Equipment register excluding labs	85%	Good
31	Register of equipment for which customs/excise duty exemption was utilized	90%	Good
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	95%	Very Good
33	Student Counselling dairies, note books and records	80%	Moderately good
34	Records of special coaching for weak students	80%	Moderately good
35	Examination results and action taken report for weak students	80%	Moderately good
36	List of medallists and rank holders	N/A	
37	Students feedback, report of analysis and action taken	85%	Fairly Good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	75%	Satisfactory
39	Books published by faculty	75%	Satisfactory
40	List and copies of Book Chapters published by faculty	75%	Satisfactory
41	List and copies of publications of faculty in international and national journals	95%	Highly Satisfactory
42	List and copies of publications of faculty in international and national conferences	95%	More or less satisfactory
43	List and copies of patents filed and granted	60%	Fair



Prof Sibamay Dasgupta

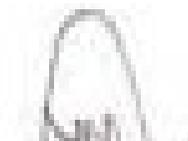


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INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT 2021-22

Department Name: Department of Management

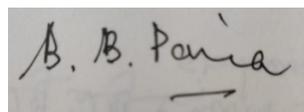
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental Annual report separately
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	95%	Very good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	95%	Very Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	75%	Satisfactory , Need improvement in linking with industry
8	Consultancy records	60%	Fair, Improvement necessary
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90%	Good
10	Alumni Details especially prominent alumni and some records of their feedback	80%	Moderately Good
11	Annual department budget and Budgetary provisions (if any)	95%	Very Good

12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	95%	Very Good
13	Timetable	95%	Very Good
14	Workload	90%	Good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	70%	More or less satisfactory Biometric attendance should be introduced
16	Teaching Staff profile	90%	good
17	Non-teaching (both administrative and technical) staff profile	95%	Very good
18	Student list (year-wise, batch-wise, class-wise)	95%	Very good
	Department at a glance and infrastructure display through boards / banners	75%	Fair
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	85%	Fairly Good
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21	List of laboratories with details of equipment and investments	80%	Moderately Good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	90%	Good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	85%	fairly Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	70%	More or less satisfactory
25	Evaluation Procedure for various courses with samples	85%	Fairly Good
26	Instructional material developed by Staff, if any	80%	Moderately Good
27	Minutes of Department meetings	85%	Fairly Good
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	70%	More or less satisfactory

29	Infrastructure summary with list of equipment purchased during the last five years.	85%	Good
30	Stock and Equipment register excluding labs	85%	Good
31	Register of equipment for which customs/excise duty exemption was utilized	90%	Good
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	95%	Very Good
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34	Records of special coaching for weak students	80%	Moderately good
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36	List of medallists and rank holders	60%	Fair
37	Students feedback, report of analysis and action taken	85%	Fairly Good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	75%	Satisfactory
39	Books published by faculty	75%	Satisfactory
40	List and copies of Book Chapters published by faculty	75%	Satisfactory
41	List and copies of publications of faculty in international and national journals	85%	Fairly Good
42	List and copies of publications of faculty in international and national conferences	90%	Good
43	List and copies of patents filed and granted	60%	Fair



Prof Sibamay Dasgupta



Prof B.B. Paira




Prof Nabarun Bhattacharya



Prof T.S. Sinha



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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Department of Information Technology

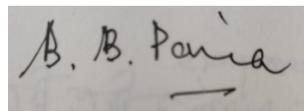
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental Annual report seperately
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	95%	Very Good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	95%	Highly Satisfactory
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	75%	Scope of improvement
8	Consultancy records	60%	Fair, more involvement needed
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDPorganized by department	95%	Highly Satisfactory
10	Alumni Details especially prominent alumni and some records of their feedback	75%	Needs further improvement
11	Annual department budget and Budgetary provisions (if any)	95%	very good
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings,	95%	Still needs improvement in mentoring

	supplementary coaching, etc)		
13	Timetable	95%	Highly satisfactory
14	Workload	95%	Highly satisfactory
15	Attendance registers for faculty and staff, wherever not automated and decentralized	75%	Biometric system should be introduced
16	Teaching Staff profile	95%	Highly satisfactory
17	Non-teaching (both administrative and technical) staff profile	90%	Good
18	Student list (year-wise, batch-wise, class-wise)	80%	Moderately good
	Department at a glance and infrastructure display through boards / banners	90%	Good
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	90%	Good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	90%	Good
21	List of laboratories with details of equipment and investments	90%	Good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	95%	Highly satisfactory
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	90%	Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Needs concentrated efforts
25	Evaluation Procedure for various courses with samples	90%	Good
26	Instructional material developed by Staff, if any	75%	Satisfactory but needs further improvement
27	Minutes of Department meetings	95%	Highly satisfactory
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	70%	More or less satisfactory
29	Infrastructure summary with list of equipment purchased during the last five years.	95%	Highly satisfactory
30	Stock and Equipment register excluding labs	75%	Satisfactory

31	Register of equipment for which customs/excise duty exemption was utilized	70%	More or less satisfactory
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	75%	Satisfactory
33	Student Counselling dairies, note books and records	70%	More or less satisfactory
34	Records of special coaching for weak students	70%	More or less satisfactory
35	Examination results and action taken report for weak students	70%	More or less satisfactory
36	List of medallists and rank holders	70%	More or less satisfactory
37	Students feedback, report of analysis and action taken	90%	Good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70%	More or less satisfactory
39	Books published by faculty	60%	Needs more effort
40	List and copies of Book Chapters published by faculty	60%	Needs more effort
41	List and copies of publications of faculty in international and national journals	90%	Good
42	List and copies of publications of faculty in international and national conferences	90%	Good
43	List and copies of patents filed and granted	80%	Moderately good



Prof Sibamay Dasgupta



Prof B.B. Paira




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INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT

2021-22

Department Name: Department of Information Science (UG)

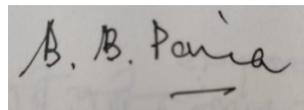
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental Annual report separately
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	85%	Fairly Good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	90%	Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	90%	Good
8	Consultancy records	60%	Needs improvement
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90%	Good
10	Alumni Details especially prominent alumni and some records of their	75%	Needs further improvement

	feedback		
11	Annual department budget and Budgetary provisions (if any)	95%	Very good
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	80%	Moderately good, further improvement necessary
13	Timetable	95%	Highly satisfactory
14	Workload	90%	Good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	75%	Biometric should be implemented
16	Teaching Staff profile	90%	good
17	Non-teaching (both administrative and technical) staff profile	90%	good
18	Student list (year-wise, batch-wise, class-wise)	80%	Moderately good
	Department at a glance and infrastructure display through boards / banners	90%	good
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	80%	Moderately good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	80%	Moderately good
21	List of laboratories with details of equipment and investments	80%	Moderately good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	80%	Moderately good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	85%	Fairly Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Needs further improvement
25	Evaluation Procedure for various courses with samples	90%	Good
26	Instructional material developed by Staff, if any	75%	Satisfactory but needs further improvement
27	Minutes of Department meetings	95%	good

28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	70%	Moderately satisfactory
29	Infrastructure summary with list of equipment purchased during the last five years.	90%	good
30	Stock and Equipment register excluding labs	75%	Satisfactory
31	Register of equipment for which customs/excise duty exemption was utilized	70%	More or less satisfactory
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	75%	satisfactory
33	Student Counselling dairies, note books and records	70%	More or less satisfactory
34	Records of special coaching for weak students	70%	More or less satisfactory
35	Examination results and action taken report for weak students	70%	More or less satisfactory
36	List of medallists and rank holders	70%	More or less satisfactory
37	Students feedback, report of analysis and action taken	90%	Good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70%	More or less satisfactory
39	Books published by faculty	60%	Fair, needs improvement
40	List and copies of Book Chapters published by faculty	80%	Moderately Good
41	List and copies of publications of faculty in international and national journals	80%	Moderately Good
42	List and copies of publications of faculty in international and national conferences	80%	Moderately Good
43	List and copies of patents filed and granted	60%	Fair, needs improvement



Prof Sibamay Dasgupta



Prof B.B. Paira




Prof Nabarun Bhattacharyya



Prof T.S. Sinha



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INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT 2021-22

Department Name: Department of Emerging Technology

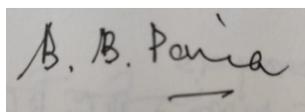
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental report separately
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	80%	Moderately good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	90%	Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	70%	More or less satisfactory
8	Consultancy records	60%	Fair, needs effort massively
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90%	Good
10	Alumni Details especially prominent alumni and some records of their feedback	95%	Very Good

11	Annual department budget and Budgetary provisions (if any)	95%	Very good
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	80%	Moderately good, further enhancement necessary
13	Timetable	95%	Very good
14	Workload	90%	good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	75%	Biometric should be implemented
16	Teaching Staff profile	90%	good
17	Non-teaching (both administrative and technical) staff profile	90%	good
18	Student list (year-wise, batch-wise, class-wise)	80%	Moderately good
	Department at a glance and infrastructure display through boards / banners	90%	good
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	85%	Fairly good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	80%	Moderately good
21	List of laboratories with details of equipment and investments	85%	Fairly good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	90%	good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	85%	Fairly good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Needs further improvement
25	Evaluation Procedure for various courses with samples	90%	Good
26	Instructional material developed by Staff, if any	75%	Satisfactory but needs further improvement
27	Minutes of Department meetings	95%	Highly satisfactory
28	Present and past students profile (Maintained by the class)	70%	More or less satisfactory

	advisor/mentor/counsellor)		
29	Infrastructure summary with list of equipment purchased during the last five years.	90%	good
30	Stock and Equipment register excluding labs	75%	satisfactory
31	Register of equipment for which customs/excise duty exemption was utilized	70%	More or less satisfactory
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	75%	satisfactory
33	Student Counselling dairies, note books and records	70%	More or less satisfactory
34	Records of special coaching for weak students	70%	More or less satisfactory
35	Examination results and action taken report for weak students	70%	More or less satisfactory
36	List of medallists and rank holders	70%	More or less satisfactory
37	Students feedback, report of analysis and action taken	90%	good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70%	good
39	Books published by faculty	60%	Fair needs more effort
40	List and copies of Book Chapters published by faculty	60%	Fair needs more effort
41	List and copies of publications of faculty in international and national journals	80%	Moderately good
42	List and copies of publications of faculty in international and national conferences	80%	Moderately good
43	List and copies of patents filed and granted	60%	Fair needs more effort



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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Department of Bio-Informatics

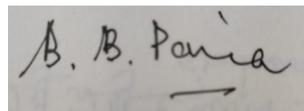
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental Annual report seperately
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	85%	Fairly good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	75%	Satisfactory
5	Board of Studies (Composition, minutes and transactions)	85%	Fairly Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	90%	Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	70%	Need sufficient improvement in linking with industry
8	Consultancy records	60%	Fair, Improvement necessary
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDPorganized by department	90%	Good

10	Alumni Details especially prominent alumni and some records of their feedback	75%	Satisfactory, but there is scope for further improvement
11	Annual department budget and Budgetary provisions (if any)	90%	Good
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	80%	Moderately good
13	Timetable	95%	Very Good
14	Workload	90%	Good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	60%	Biometric attendance should be introduced
16	Teaching Staff profile	95%	Very good
17	Non-teaching (both administrative and technical) staff profile	95%	Very good
18	Student list (year-wise, batch-wise, class-wise)	95%	Very good
	Department at a glance and infrastructure display through boards / banners	75%	Fair
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	90%	Good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	90%	Good
21	List of laboratories with details of equipment and investments	80%	Fairly Good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	85%	Good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	80%	Moderately Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Fair, Improvement is essential
25	Evaluation Procedure for various courses with samples	85%	Fairly Good
26	Instructional material developed by Staff, if any	75%	Satisfactory
27	Minutes of Department meetings	85%	Fairly Good
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	60%	Fair

29	Infrastructure summary with list of equipment purchased during the last five years.	85%	Good
30	Stock and Equipment register excluding labs	85%	Good
31	Register of equipment for which customs/excise duty exemption was utilized	90%	Good
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	95%	Very Good
33	Student Counselling dairies, note books and records	70%	More or less satisfactory
34	Records of special coaching for weak students	70%	More or less satisfactory
35	Examination results and action taken report for weak students	70%	More or less satisfactory
36	List of medallists and rank holders	60%	Fair
37	Students feedback, report of analysis and action taken	85%	Fairly Good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	75%	Satisfactory
39	Books published by faculty	75%	Satisfactory
40	List and copies of Book Chapters published by faculty	75%	Satisfactory
41	List and copies of publications of faculty in international and national journals	95%	Highly Satisfactory
42	List and copies of publications of faculty in international and national conferences	95%	More or less satisfactory
43	List and copies of patents filed and granted	60%	Fair



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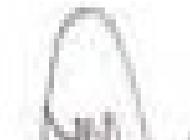


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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Department of Information Science (PG)

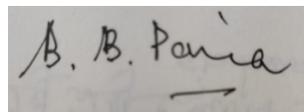
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental report separately
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	85%	Fairly good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	90%	Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	85%	Fairly good, still needs improvement
8	Consultancy records	60%	Needs improvement
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90%	Good
10	Alumni Details especially prominent alumni and some records of their feedback	75%	Needs further improvement

11	Annual department budget and Budgetary provisions (if any)	95%	Very good
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	80%	Moderately good, subsequent improvement necessary
13	Timetable	95%	Highly satisfactory
14	Workload	90%	Good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	75%	Biometric should be introduced
16	Teaching Staff profile	90%	Good
17	Non-teaching (both administrative and technical) staff profile	90%	Good
18	Student list (year-wise, batch-wise, class-wise)	80%	Moderately good
	Department at a glance and infrastructure display through boards / banners	90%	Good
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	80%	Moderately good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	80%	Moderately good
21	List of laboratories with details of equipment and investments	80%	Moderately good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	80%	Moderately good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	85%	Fairly Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Needs further improvement
25	Evaluation Procedure for various courses with samples	90%	Good
26	Instructional material developed by Staff, if any	75%	Satisfactory but needs further improvement
27	Minutes of Department meetings	95%	Very good
28	Present and past students profile (Maintained by the class)	70%	More or less satisfactory

	advisor/mentor/counsellor)		
29	Infrastructure summary with list of equipment purchased during the last five years.	90%	Good
30	Stock and Equipment register excluding labs	75%	Satisfactory
31	Register of equipment for which customs/excise duty exemption was utilized	70%	More or less satisfactory
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	75%	Satisfactory
33	Student Counselling dairies, note books and records	70%	More or less satisfactory
34	Records of special coaching for weak students	70%	More or less satisfactory
35	Examination results and action taken report for weak students	70%	More or less satisfactory
36	List of medallists and rank holders	70%	More or less satisfactory
37	Students feedback, report of analysis and action taken	90%	Good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70%	More or less satisfactory
39	Books published by faculty	60%	Fair, Needs improvement
40	List and copies of Book Chapters published by faculty	60%	Fair, Needs improvement
41	List and copies of publications of faculty in international and national journals	80%	Moderately Good
42	List and copies of publications of faculty in international and national conferences	80%	Moderately good
43	List and copies of patents filed and granted	60%	Fair, needs further improvement



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INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT 2021-22

Department Name: Department of Geo-informatics

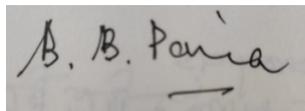
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental report annually
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	85%	Fairly Good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	90%	Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	90%	Good
8	Consultancy records	60%	Needs improvement
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90%	Good
10	Alumni Details especially prominent alumni and some records of their	75%	Needs further improvement

	feedback		
11	Annual department budget and Budgetary provisions (if any)	95%	Very Good
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	80%	Moderately good, needs further improvement
13	Timetable	95%	Highly satisfactorily
14	Workload	90%	good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	75%	Biometric system for all should be introduced
16	Teaching Staff profile	90%	Good
17	Non-teaching (both administrative and technical) staff profile	90%	Good
18	Student list (year-wise, batch-wise, class-wise)	80%	Moderately good
	Department at a glance and infrastructure display through boards / banners	90%	Moderately good
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	80%	Moderately good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	80%	Moderately good
21	List of laboratories with details of equipment and investments	80%	Moderately good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	85%	Fairly Good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	85%	Fairly Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Need further improvement
25	Evaluation Procedure for various courses with samples	90%	Need further improvement
26	Instructional material developed by Staff, if any	75%	Satisfactory but needs further improvement
27	Minutes of Department meetings	95%	Very good

28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	70%	More or less satisfactory
29	Infrastructure summary with list of equipment purchased during the last five years.	90%	Good
30	Stock and Equipment register excluding labs	75%	satisfactory
31	Register of equipment for which customs/excise duty exemption was utilized	70%	More or less satisfactory
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	75%	satisfactory
33	Student Counselling dairies, note books and records	70%	More or less satisfactory
34	Records of special coaching for weak students	70%	More or less satisfactory
35	Examination results and action taken report for weak students	70%	More or less satisfactory
36	List of medallists and rank holders	70%	More or less satisfactory
37	Students feedback, report of analysis and action taken	90%	good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70%	More or less satisfactory
39	Books published by faculty	60%	Fair needs improvement
40	List and copies of Book Chapters published by faculty	60%	Fair needs improvement
41	List and copies of publications of faculty in international and national journals	80%	moderately good
42	List and copies of publications of faculty in international and national conferences	80%	Moderately good
43	List and copies of patents filed and granted	60%	Fair, needs improvement



Prof Sibamay Dasgupta



Prof B.B. Paira




Prof Nabarun Bhattacharyya



Prof T.S. Sinha



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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Department of Computer Application

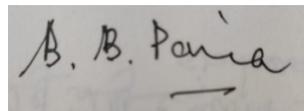
Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish departmental report annually
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	85%	Fairly Good
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	90%	Good
5	Board of Studies (Composition, minutes and transactions)	90%	Good
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	90%	Good
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	80%	Moderately good, needs further improvement
8	Consultancy records	60%	Needs improvement
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90%	Good
10	Alumni Details especially prominent alumni and some records of their	75%	Needs further improvement

	feedback		
11	Annual department budget and Budgetary provisions (if any)	95%	Very Good
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	80%	Moderately good, needs further improvement
13	Timetable	95%	Highly satisfactorily
14	Workload	90%	good
15	Attendance registers for faculty and staff, wherever not automated and decentralized	75%	Biometric system for all should be introduced
16	Teaching Staff profile	90%	Good
17	Non-teaching (both administrative and technical) staff profile	90%	Good
18	Student list (year-wise, batch-wise, class-wise)	80%	Moderately good
	Department at a glance and infrastructure display through boards / banners	90%	Moderately good
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	80%	Moderately good
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	80%	Moderately good
21	List of laboratories with details of equipment and investments	80%	Moderately good
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	85%	Fairly Good
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	85%	Fairly Good
24	Outcome-Based Education (OBE) document with process, transactions and documents	60%	Need further improvement
25	Evaluation Procedure for various courses with samples	90%	Need further improvement
26	Instructional material developed by Staff, if any	75%	Satisfactory but needs further improvement
27	Minutes of Department meetings	95%	Very good

28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	70%	More or less satisfactory
29	Infrastructure summary with list of equipment purchased during the last five years.	90%	Good
30	Stock and Equipment register excluding labs	75%	satisfactory
31	Register of equipment for which customs/excise duty exemption was utilized	70%	More or less satisfactory
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	75%	satisfactory
33	Student Counselling dairies, note books and records	70%	More or less satisfactory
34	Records of special coaching for weak students	70%	More or less satisfactory
35	Examination results and action taken report for weak students	70%	More or less satisfactory
36	List of medallists and rank holders	70%	More or less satisfactory
37	Students feedback, report of analysis and action taken	90%	good
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	70%	More or less satisfactory
39	Books published by faculty	60%	Fair needs improvement
40	List and copies of Book Chapters published by faculty	60%	Fair needs improvement
41	List and copies of publications of faculty in international and national journals	80%	moderately good
42	List and copies of publications of faculty in international and national conferences	80%	Moderately good
43	List and copies of patents filed and granted	60%	Fair, needs improvement



Prof Sibamay Dasgupta



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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
 2021-22**

Department Name: Department of Biotechnology

SI No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	80	ok
2	Annual report of the department/centre	80	Ok and checked
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of Biological Sciences and Technology..... , Number of full time teachers year-wise, Number of sanctioned posts year-wise	80	Ok
4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision, Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department	85	Ok
5	Board of Studies (Composition, minutes and transactions)	80	Ok
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	Ok

7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	75	Industry linkage to be increased
8	Consultancy records	NIL	Consultancy activity is to be started
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90	OK
10	Alumni Details especially prominent alumni and some records of their feedback	75	
11	Annual department budget and Budgetary provisions (if any)	90	Ok
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	90	Ok
13	Timetable	90	Ok
14	Workload	80	Ok
15	Attendance registers for faculty and staff, wherever not automated and decentralized	90	Ok
16	Teaching Staff profile	90	Ok. Published in website
17	Non-teaching (both administrative and technical) staff profile	90	Ok
18	Student list (year-wise, batch-wise, class-wise)	100	Ok
	Department at a glance and infrastructure display through boards / banners, Number of revaluation applications received from students' year-wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage of students	70	Ok
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	80	Ok
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	90	Ok
21	List of laboratories with details of equipment and investments	90	Ok

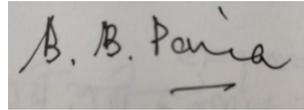
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	90	Ok
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	80	OK
24	Outcome-Based Education (OBE) document with process, transactions and documents, (Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	90	Ok
25	Evaluation Procedure for various courses with samples	90	Ok
26	Instructional material developed by Staff, if any	80	Ok
27	Minutes of Department meetings	80	Ok
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	80	Ok
29	Infrastructure summary with list of equipment purchased during the last five years.Total number of classrooms and seminar halls in the Department, Total number of computers in the Department	80	Ok
30	Stock and Equipment register excluding labs	80	Ok
31	Register of equipment for which customs/excise duty exemption was utilized	80	Ok
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	80	Ok
33	Student Counselling dairies, note books and records	70	To be improved
34	Records of special coaching for weak students	75	Ok
35	Examination results and action taken report for weak students	75	To be improved
36	List of medallists and rank holders	90	Controlled and maintained by the department of COE.
37	Students feedback, report of analysis and action taken	75	OK
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	80	OK
39	Books published by faculty	NIL	Initiatives to be taken
40	List and copies of Book Chapters published by faculty	75	Ok
41	List and copies of publications of faculty in international and national journals	90	Ok
42	List and copies of publications of faculty in international and national conferences	90	Ok
43	List and copies of patents filed and granted	50	Initiatives to be taken

General Comments

- A number of major non-compliances have been observed.
- Need to initiate immediate actions on major non-compliances as stated above.
- More focus need to be attached to systematic documentation



Prof Sibamay Dasgupta

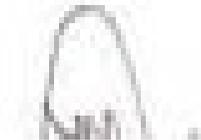


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INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT 2021-22

Department Name: Department of Life Sciences

Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	50	ok
2	Annual report of the department/centre	80	Ok
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of Biological Sciences and Technology..... , Number of full time teachers year-wise, Number of sanctioned posts year-wise	75	Ok
4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision, Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department	80	Ok
5	Board of Studies (Composition, minutes and transactions)	80	Ok
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	Ok
7	Academic, research and industry linkages (Copies of Memoranda of	60	Industry linkage to be increased

	Understanding, project reports etc)		
8	Consultancy records	NIL	Consultancy activity is to be initiated
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90	OK
10	Alumni Details especially prominent alumni and some records of their feedback	70	Department is newly formed
11	Annual department budget and Budgetary provisions (if any)	80	Ok
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	90	Ok
13	Timetable	90	Ok
14	Workload	70	More faculty to be recruited
15	Attendance registers for faculty and staff, wherever not automated and decentralized	90	Ok
16	Teaching Staff profile	90	Ok. Published in website
17	Non-teaching (both administrative and technical) staff profile	NIL	Ok
18	Student list (year-wise, batch-wise, class-wise)	100	Ok
	Department at a glance and infrastructure display through boards / banners, Number of revaluation applications received from students' year- wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage of students	70	Ok
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	80	Ok
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	90	Ok
21	List of laboratories with details of equipment and investments	90	Ok
22	Faculty Development Programs: Proof of attending and organizing staff	70	To be improved

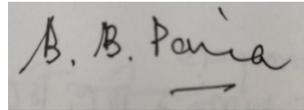
	development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences		
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	80	OK
24	Outcome-Based Education (OBE) document with process, transactions and documents, (Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	70	New Department. OBE implementation is going on.
25	Evaluation Procedure for various courses with samples	90	Ok
26	Instructional material developed by Staff, if any	80	Ok
27	Minutes of Department meetings	80	Ok
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	60	Department is Newly formed.
29	Infrastructure summary with list of equipment purchased during the last five years.Total number of classrooms and seminar halls in the Department, Total number of computers in the Department	80	Ok
30	Stock and Equipment register excluding labs	80	Ok
31	Register of equipment for which customs/excise duty exemption was utilized	70	Department is newly formed.
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	80	Ok
33	Student Counselling dairies, note books and records	70	To be improved
34	Records of special coaching for weak students	75	Ok
35	Examination results and action taken report for weak students	75	To be improved
36	List of medallists and rank holders	90	Controlled and maintained by the department of COE.
37	Students feedback, report of analysis and action taken	75	OK
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	80	OK
39	Books published by faculty	NIL	Initiatives to be taken
40	List and copies of Book Chapters published by faculty	75	Ok
41	List and copies of publications of faculty in international and national journals	90	Ok
42	List and copies of publications of faculty in international and national conferences	90	Ok
43	List and copies of patents filed and granted	50	Initiatives to be taken

General Comments

- A number of major non-compliances have been observed.
- Need to initiate immediate actions on major non-compliances as stated above.
- More focus need to be attached to systematic documentation



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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Department of Computer Science and Engineering

Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/centre	80%	Should publish the Annual Report independently
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of School of Computational Sciences. , Number of full time teachers year-wise, Number of sanctioned posts year-wise	95%	Cadre ratio should improve

4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision, Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department	90%	Should further improve
5	Board of Studies (Composition, minutes and transactions)	95%	Should continue to maintain regularity
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	95%	ok
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	70%	Needs considerable improvement
8	Consultancy records	60%	Fair, needs improvement
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	75%	Satisfactory, Lot of scope of improvement
10	Alumni Details especially prominent alumni and some records of their feedback	60%	Department should keep details of the Alumni particularly of the prominent ones
11	Annual department budget and Budgetary provisions (if any)	100%	Satisfactory
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	70%	Needs considerable improvement

13	Timetable	100%	Highly Satisfactory
14	Workload	80%	Not Overloaded
15	Attendance registers for faculty and staff, wherever not automated and decentralized	60%	Biometric should be introduced There should be attendance register for all faculty & staff
16	Teaching Staff profile	95%	Very good
17	Non-teaching (both administrative and technical) staff profile	95%	Very good
18	Student list (year-wise, batch-wise, class-wise)	90%	Well maintained
19	Department at a glance and infrastructure display through boards / banners, Number of revaluation applications received from students' year- wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage of students	70%	Scope of sufficient improvement
20	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	85%	fairly Good
21	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	70%	Needs improvement

22	List of laboratories with details of equipment and investments	70%	Needs improvement
23	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/ refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	75%	satisfactory
24	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	80%	Moderately good
25	Outcome-Based Education (OBE) document with process, transactions and documents, (Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	60%	Needs immediate improvement
26	Evaluation Procedure for various courses with samples	85%	fairly Good
27	Instructional material developed by Staff, if any	70%	More or less satisfactory
28	Minutes of Department meetings	80%	moderately Good
29	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	60%	Needs Immediate improvement
30	Infrastructure summary with list of equipment purchased during the last five years. Total number of classrooms and seminar halls in the Department, Total number of computers in the Department	85%	Further improvement necessary
31	Stock and Equipment register excluding labs	75%	Satisfactory
32	Register of equipment for which customs/excise duty exemption was utilized	---	---
33	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	80%	Moderately Good

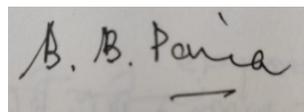
34	Student Counselling dairies, note books and records	70%	More or less satisfactory
35	Records of special coaching for weak students	60%	fair
36	Examination results and action taken report for weak students	80%	Moderately good
37	List of medallists and rank holders	90%	good
38	Students feedback, report of analysis and action taken	80%	Moderately good
39	Annual report and records, photographs, albums of professional clubs/associations associated with the department	60%	Needs Improvement
40	Books published by faculty	80%	Moderately Good
41	List and copies of Book Chapters published by faculty	80%	Moderately Good
42	List and copies of publications of faculty in international and national journals	75%	Satisfactory
43	List and copies of publications of faculty in international and national conferences	75%	Satisfactory
44	List and copies of patents filed and granted	75%	Needs Improvement

General Comments

- A number of major non-compliances have been observed.
- Need to initiate immediate actions on major non-compliances as stated above.
- More focus need to be attached to systematic documentation



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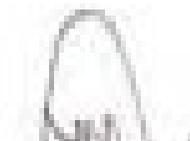


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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
 2021-22**

Department Name: Department of Life Sciences

Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	50	ok
2	Annual report of the department/centre	80	Ok
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of Biological Sciences and Technology..... , Number of full time teachers year-wise, Number of sanctioned posts year-wise	75	Ok
4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision, Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department	80	Ok

5	Board of Studies (Composition, minutes and transactions)	80	Ok
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	Ok
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	60	Industry linkage to be increased
8	Consultancy records	NIL	Consultancy activity is to be initiated
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90	OK
10	Alumni Details especially prominent alumni and some records of their feedback	70	Department is newly formed
11	Annual department budget and Budgetary provisions (if any)	80	Ok
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	90	Ok
13	Timetable	90	Ok
14	Workload	70	More faculty to be recruited
15	Attendance registers for faculty and staff, wherever not automated and decentralized	90	Ok
16	Teaching Staff profile	90	Ok. Published in website
17	Non-teaching (both administrative and technical) staff profile	NIL	Ok
18	Student list (year-wise, batch-wise, class-wise)	100	Ok
	Department at a glance and infrastructure display through boards / banners, Number of revaluation applications received from students' year-wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage of students	70	Ok
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	80	Ok
20	List of research projects or activities of departments/centers. Details such as	90	Ok

	name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects		
21	List of laboratories with details of equipment and investments	90	Ok
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	70	To be improved
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	80	OK
24	Outcome-Based Education (OBE) document with process, transactions and documents, (Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	70	New Department. OBE implementation is going on.
25	Evaluation Procedure for various courses with samples	90	Ok
26	Instructional material developed by Staff, if any	80	Ok
27	Minutes of Department meetings	80	Ok
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	60	Department is Newly formed.
29	Infrastructure summary with list of equipment purchased during the last five years.Total number of classrooms and seminar halls in the Department, Total number of computers in the Department	80	Ok
30	Stock and Equipment register excluding labs	80	Ok
31	Register of equipment for which customs/excise duty exemption was utilized	70	Department is newly formed.
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	80	Ok
33	Student Counselling dairies, note books and records	70	To be improved
34	Records of special coaching for weak students	75	Ok
35	Examination results and action taken report for weak students	75	To be improved
36	List of medallists and rank holders	90	Controlled and maintained by the department of COE.
37	Students feedback, report of analysis and action taken	75	OK
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	80	OK
39	Books published by faculty	NIL	Initiatives to be taken
40	List and copies of Book Chapters published by faculty	75	Ok
41	List and copies of publications of faculty in international and national journals	90	Ok
42	List and copies of publications of faculty in international and national	90	Ok

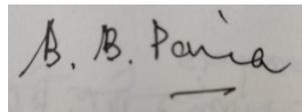
	conferences		
43	List and copies of patents filed and granted	50	Initiatives to be taken

General Comments

- A number of major non-compliances have been observed.
- Need to initiate immediate actions on major non-compliances as stated above.
- More focus need to be attached to systematic documentation

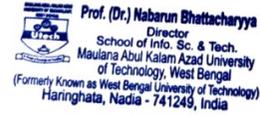


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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Department of Media Science

SI No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	50	ok
2	Annual report of the department/centre	80	Ok
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of Media Science and Entertainment ,Number of full time teachers year-wise, Number of sanctioned posts year-wise	70	To be improved.
4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision, Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department	70	More action to be taken for improvement.
5	Board of Studies (Composition, minutes and transactions)	80	Ok
6	Approval letters and resolutions from academic council or statutory bodies with	80	Ok

	regard to the programmes run by the department		
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	60	Industry linkage to be increased
8	Consultancy records	NIL	Consultancy activity is to be initiated
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	90	OK
10	Alumni Details especially prominent alumni and some records of their feedback	90	Department is newly formed
11	Annual department budget and Budgetary provisions (if any)	80	Ok
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	70	Ok
13	Timetable	90	Ok
14	Workload	70	More faculty to be recruited
15	Attendance registers for faculty and staff, wherever not automated and decentralized	90	Ok
16	Teaching Staff profile	90	Ok. Published in website
17	Non-teaching (both administrative and technical) staff profile	60	Ok
18	Student list (year-wise, batch-wise, class-wise)	100	Ok
	Department at a glance and infrastructure display through boards / banners, Number of revaluation applications received from students' year-wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage of students	70	To be improved
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	70	To be improved
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	60	Actions to be taken in this regard

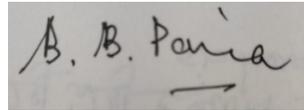
21	List of laboratories with details of equipment and investments	80	Ok
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	70	To be improved
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	80	OK
24	Outcome-Based Education (OBE) document with process, transactions and documents, (Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	70	New Department. OBE implementation is going on.
25	Evaluation Procedure for various courses with samples	90	Ok
26	Instructional material developed by Staff, if any	80	Ok
27	Minutes of Department meetings	80	Ok
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	80	Ok
29	Infrastructure summary with list of equipment purchased during the last five years.Total number of classrooms and seminar halls in the Department, Total number of computers in the Department	80	Ok
30	Stock and Equipment register excluding labs	80	Ok
31	Register of equipment for which customs/excise duty exemption was utilized	NIL	Ok
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	80	Ok
33	Student Counselling dairies, note books and records	70	To be improved
34	Records of special coaching for weak students	50	To be improved
35	Examination results and action taken report for weak students	75	To be improved
36	List of medallists and rank holders	90	Controlled and maintained by the department of COE.
37	Students feedback, report of analysis and action taken	75	OK
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	80	OK
39	Books published by faculty	NIL	Initiatives to be taken
40	List and copies of Book Chapters published by faculty	NIL	Initiatives to be taken
41	List and copies of publications of faculty in international and national journals	NIL	Initiatives to be taken
42	List and copies of publications of faculty in international and national conferences	NIL	Initiatives to be taken
43	List and copies of patents filed and granted	NIL	Initiatives to be taken

General Comments

- A number of major non-compliances have been observed.
- Need to initiate immediate actions on major non-compliances as stated above.
- More focus need to be attached to systematic documentation



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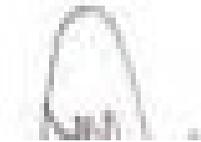


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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Applied Chemistry

Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	NIL	Hand book to be made ready
2	Annual report of the department/centre	80	OK and checked
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering, Number of full time teachers year-wise, Number of sanctioned posts year-wise	NIL	All relevant records to be collected
4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision, Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department	80	OK and checked
5	Board of Studies (Composition, minutes and transactions)	NIL	All the documents need to be

			collected and produced
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	NIL	All the documents need to be collected and produced
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	40	Industry linkage through student projects, internships and industry visits
8	Consultancy records	NIL	Efforts should be focused on this aspect.
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	70	OK and checked
10	Alumni Details especially prominent alumni and some records of their feedback	65	Feedback collected through google form.
11	Annual department budget and Budgetary provisions (if any)	NIL	Document should be collected and produced
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	70	OK
13	Timetable	90	OK and checked
14	Workload	80	OK and checked
15	Attendance registers for faculty and staff, wherever not automated and decentralized	80	Attendance registered centrally for faculties. Department also has attendance register for visiting and INSPIRE faculties.
16	Teaching Staff profile	80	Profiles available in University main website. Departmental website not linked yet with University main website.
17	Non-teaching (both administrative and technical) staff profile	N/A	No non-teaching staffs are there in the department.
18	Student list (year-wise, batch-wise, class-wise) Number of revaluation applications received from students' year-wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage	80	OK and checked

	of students		
	Department at a glance and infrastructure display through boards / banners	20	Displays and banners are not there. Only notice board displays are there.
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	30	Information is available. The available information to be collated and research report to be made.
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	NIL	NIL
21	List of laboratories with details of equipment and investments	NIL	Register to be made
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	30	All the documents to be collected and brought into a single folder.
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	65	OK. Supplementary class register is there.
24	Outcome-Based Education (OBE) document with process, transactions and documents (Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	70	OK and checked
25	Evaluation Procedure for various courses with samples	80	As per University norms
26	Instructional material developed by Staff, if any	30	Powerpoint presentations made; audio and video lectures not prepared
27	Minutes of Department meetings	80	OK and checked
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	80	OK and checked
29	Infrastructure summary with list of equipment purchased during the last five years, Total number of classrooms and seminar halls in the Department, Total number of computers in the Department	10	Proper documents not done yet.
30	Stock and Equipment register excluding labs	NIL	This register need to be made on priority
31	Register of equipment for which customs/excise duty exemption was utilized	NIL	NIL
32	Student attendance records & work registers, sample question paper and answer	75	OK. Well documented in a file

	scripts of students in each course, course files, course plans, mentor/counsellor files		
33	Student Counselling dairies, note books and records	NIL	NIL
34	Records of special coaching for weak students	60	OK and checked
35	Examination results and action taken report for weak students	65	OK
36	List of medallists and rank holders	80	OK
37	Students feedback, report of analysis and action taken	95	OK
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	50	Chronological data is missing
39	Books published by faculty	NIL	NIL
40	List and copies of Book Chapters published by faculty	NIL	Need to improve in this front
41	List and copies of publications of faculty in international and national journals	80	OK
42	List and copies of publications of faculty in international and national conferences	70	OK
43	List and copies of patents filed and granted	NIL	NIL
44	Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni	Checked	Checked
45	Feedback processes as classified as follows: A. Feedback collected, analysed, action taken and feedback hosted on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	Checked	Checked
46	Student - Fulltime teacher ratio (Part-time / Ad-hoc / visiting faculty will not be included/considered)	Checked	Checked
47	Ratio of students to mentor for academic and other related issues	Checked	Checked
48	Average percentage of full-time teachers against sanctioned posts	Checked	Checked

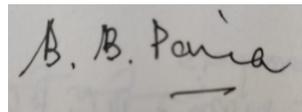
49	Average percentage of full-time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies	Checked	Checked
50	Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations	Checked	Checked
51	barrier free environment for differently abled people	Checked	Checked
		Checked	Checked

General Comments

- Documentation need to be more systematic.
- More focus need to be attached to research, publication and IPR
- Major non-compliances as stated above need to be addressed on priority.



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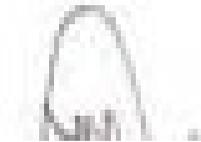
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**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
2021-22**

Department Name: Material Science

SI No:	Item	Per cent age of Co mpl etio n	Remarks/Suggestions
1	Handbook	60	OK
2	Annual report of the department/centre	60	OK (Department started four years back. So annual report for four years checked.
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering ,Number of full time teachers year-wise, Number of sanctioned posts year-wise	75	OK
4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage	75	OK and checked

	of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department		
5	Board of Studies (Composition, minutes and transactions)	80	OK and checked
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	OK. AC resolutions available and checked.
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	30	Industry linkage through student projects and internships
8	Consultancy records	NIL	Need to improve in this front
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	70	OK and checked
10	Alumni Details especially prominent alumni and some records of their feedback	N/A	New department.
11	Annual department budget and Budgetary provisions (if any)	65	OK and checked
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	65	Plan for supplementary coaching to be implemented
13	Timetable	80	OK and checked
14	Workload	75	OK and checked
15	Attendance registers for faculty and staff, wherever not automated and decentralized	80	Attendance registered centrally. Department also has attendance register.
16	Teaching Staff profile	50	Details available in University main website. But departmental website is incomplete.
17	Non-teaching (both administrative and technical) staff profile	N/A	N/A No non-teaching staff in the department
18	Student list (year-wise, batch-wise, class-wise) Number of revaluation applications received from students' year-wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage of students	80	OK and checked
	Department at a glance and infrastructure display through boards / banners	50	More displays need to be arranged.
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile,	75	OK and checked

	programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.		
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	NIL	Efforts should be focused in this aspect.
21	List of laboratories with details of equipment and investments	70	OK and checked
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	70	Physical file to be created with all the records chronologically.
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	30	DC minutes to be shown
24	Outcome-Based Education (OBE) document with process, transactions and documents(Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	60	BoS approved document for outcome based education to be produced.
25	Evaluation Procedure for various courses with samples	80	As per University norms
26	Instructional material developed by Staff, if any	40	Power point presentations for various subjects completed. Audio and video materials not prepared.
27	Minutes of Department meetings	80	OK and checked
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	80	OK and checked
29	Infrastructure summary with list of equipment purchased during the last five years.Total number of classrooms and seminar halls in the Department, Total number of computers in the Department	70	OK and checked
30	Stock and Equipment register excluding labs	70	Ok and checked
31	Register of equipment for which customs/excise duty exemption was utilized	70	OK and checked
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	70	OK
33	Student Counselling dairies, note books and records	NIL	NIL
34	Records of special coaching for weak students	55	Document to be produced
35	Examination results and action taken report for weak students	55	Document to be produced
36	List of medallists and rank holders	80	OK
37	Students feedback, report of analysis and action taken	60	OK and checked
38	Annual report and records, photographs, albums of professional	80	OK. Annual report for the department is

	clubs/associations associated with the department		available.
39	Books published by faculty	NIL	NIL
40	List and copies of Book Chapters published by faculty	80	OK
41	List and copies of publications of faculty in international and national journals	80	OK
42	List and copies of publications of faculty in international and national conferences	80	OK
43	List and copies of patents filed and granted	NIL	NIL
44	Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni	Checked	Checked
45	Feedback processes as classified as follows: A. Feedback collected, analysed, action taken and feedback hosted on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	Checked	Checked
46	Student - Fulltime teacher ratio (Part-time / Ad-hoc / visiting faculty will not be included/considered)	Checked	Checked
47	Ratio of students to mentor for academic and other related issues	Checked	Checked
48	Average percentage of full-time teachers against sanctioned posts	Checked	Checked
49	Average percentage of full-time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies	Checked	Checked
50	Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations	Checked	Checked
51	barrier free environment for differently abled people	Checked	Checked

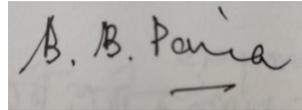
		Checked	Checked
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General Comments

- This is a new department
- Major non-compliances as pointed above need to be addressed on priority.
- More focus need to be attached to research, publications and IPR



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 (Formerly Known as West Bengal University of Technology)
 Haringhata, Nadia - 741249, India

Prof Nabarun Bhattacharya



Prof T.S. Sinha



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
 (Formerly West Bengal University of Technology)
 Main Campus: NH-12, Haringhata, Post Office- Simhat, Police Station-Haringhata, Pin-741249
 City Office: BF-142, Salt Lake City, Kolkata – 700 064
 Tel. No. : (033)2334 1909

**INTERNAL/EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
 2021-22**

Department Name: Industrial Engineering and Management

SI No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	60	To be made
2	Annual report of the department/centre	80	ok
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering ,Number of full time teachers year-wise, Number of sanctioned posts year-wise	80	ok
4	List of Programs offered by the Department (year wise), Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision, Number of courses in all Programs year-wise (Same courses offered by different programs should not be counted multiple times), Details of Syllabus revisions, Average percentage of courses having focus on employability/ entrepreneurship/ skill development in the syllabus, New programs/courses introduced, Percentage of Programs in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented, Number of value-added courses for imparting transferable and life skills offered by the Department	80	All documents from 2021-22 are available and checked. Syllabi related documents and respective approvals from BoS are available from 2018-19. DRC minutes and formation are checked
5	Board of Studies (Composition, minutes and transactions)	80	OK
6	Approval letters and resolutions from academic council or statutory bodies with	75	OK

	regard to the programmes run by the department		
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	20	Industry linkages need to be improved
8	Consultancy records	NIL	Consultancy efforts need to be focused.
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department	NIL	No record available
10	Alumni Details especially prominent alumni and some records of their feedback	50	More effort required in strengthening alumni linkage
11	Annual department budget and Budgetary provisions (if any)	NIL	Need to collate necessary information.
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	65	Lesson plan, routine, mentors / project guides list available. DC minutes checked. More systematic documentation required
13	Timetable	80	OK
14	Workload	75	Workload appropriately distributed
15	Attendance registers for faculty and staff, wherever not automated and decentralized	75	Attendance register maintained centrally
16	Teaching Staff profile	80	Teaching staff profile available in website
17	Non-teaching (both administrative and technical) staff profile	70	Non-teaching staff profile available in website
18	Student list (year-wise, batch-wise, class-wise) Number of revaluation applications received from students' year-wise, Number of eligible applications received for admissions to all the Program of the Department year-wise, Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise, Average Percentage of students enrolled in courses having focus on employability/ entrepreneurship/ skill development, Percentage of students undertaking field projects / research projects / internships, Pass percentage of students	80	Database of students maintained in the Department. Checked.
	Department at a glance and infrastructure display through boards / banners	20	Need to be introduced when the Department shifts to new academic building
19	Research report: A comprehensive report covering details such as current	30	Research publications list

	academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.		checked. Need to focus efforts in getting funded research projects.
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	NIL	Need to improve in this front
21	List of laboratories with details of equipment and investments	70	Stock register in the department checked.
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences	50	All related documents need to be aggregated in a single file.
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	60	Department needs to compile all the relevant documents and information systematically.
24	Outcome-Based Education (OBE) document with process, transactions and documents(Vision and Mission of the Department, PEO, PO, PSO, CO of each programs, CO-PO Mapping and Attainments etc)	70	All documents from 2021-22 available and checked
25	Evaluation Procedure for various courses with samples	80	Complied and documented as per university norms
26	Instructional material developed by Staff, if any	30	Power points presentations for various courses developed by individual faculties. Need to focus efforts in developing video lectures for online delivery
27	Minutes of Department meetings	80	Available and checked.
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	60	Database available with department
29	Infrastructure summary with list of equipment purchased during the last five years.Total number of classrooms and seminar halls in the Department, Total number of computers in the Department.	70	Stock register available
30	Stock and Equipment register excluding labs	70	Registered in Stock register
31	Register of equipment for which customs/excise duty exemption was utilized	NIL	Information to be collected and aggregated in a file
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor	75	Available and checked

	files		
33	Student Counselling dairies, note books and records	NIL	Counselling generally done verbally. Need to document these in future
34	Records of special coaching for weak students	40	Record checked
35	Examination results and action taken report for weak students	40	Appropriate actions are taken for week students. Record to be developed.
36	List of medallists and rank holders	80	Database is available and checked
37	Students feedback, report of analysis and action taken	60	Course end survey and student exit survey record available and checked.
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	80	Avilable and checked
39	Books published by faculty	NIL	NIL
40	List and copies of Book Chapters published by faculty	80	List of book chapters authored by faculties well documented.
41	List and copies of publications of faculty in international and national journals	80	Available and checked
42	List and copies of publications of faculty in international and national conferences	80	Available and checked
43	List and copies of patents filed and granted	NIL	Need to improve in this front
44	Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni	NIL	Need to improve
45	Feedback processes as classified as follows: A. Feedback collected, analysed, action taken and feedback hosted on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback	40	Need to improve

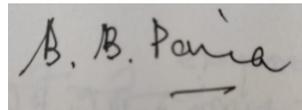
	collected E. Feedback not collected		
46	Student - Fulltime teacher ratio (Part-time / Ad-hoc / visiting faculty will not be included/considered)	Checked	Checked
47	Ratio of students to mentor for academic and other related issues	Checked	Checked
48	Average percentage of full-time teachers against sanctioned posts	Checked	Checked
49	Average percentage of full-time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies	Checked	Checked
50	Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations	Checked	Checked
51	barrier free environment for differently abled people	Checked	Checked

General Comments

- Few major non-compliances as pointed above need to be addressed on priority
- More focus needed towards research, consultancy and publications



Prof Sibamay Dasgupta

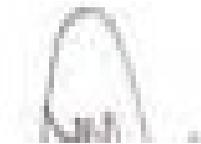


Prof B.B. Paira




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2021-22**

Department Name: Statistics

Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook	80	ok
2	Annual report of the department/centre	80	Ok and checked
3	Faculty composition, minutes, transactions and resolutions under which the department is conceptually part of like faculty of engineering	NIL	All the documents need to be aggregated on priority.
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision	60	Syllabi details to be attached to the MoM's
5	Board of Studies (Composition, minutes and transactions)	30	Necessary documents to be integrated in one folder chronologically
6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	Ok and checked
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	NIL	Need to improve in this front
8	Consultancy records	NIL	Need to increase effort in this line.
9	Brochures/flyers/proceedings of all	80	OK and checked

	conferences/seminars/symposia/workshops/contests/competitions/FDP organized by department		
10	Alumni Details especially prominent alumni and some records of their feedback	N/A	New Department. Process started
11	Annual department budget and Budgetary provisions (if any)	70	Applied science budget is checked
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	60	Need for class and course committee composition and minutes. Remaining documents are available.
13	Timetable	90	ok
14	Workload	30	Need to be documented on priority
15	Attendance registers for faculty and staff, wherever not automated and decentralized	80	Centrally maintained.
16	Teaching Staff profile	80	Ok. Published in departmental website
17	Non-teaching (both administrative and technical) staff profile	N/A	N/A
18	Student list (year-wise, batch-wise, class-wise)	90	100
	Department at a glance and infrastructure display through boards / banners	30	Partially available through website. No physical board and banners.
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.	20	Efforts need to be increased. New department.
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects	NIL	Nil
21	List of laboratories with details of equipment and investments	30	No laboratory infrastructure is there in the department. Faculties and students share laboratories of other departments.
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored	30	No sponsorship availed for seminars/conferences. Participation in FDP needs to be

	for seminars/conferences		enhanced.
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)	40	Teaching process need to be documented.
24	Outcome-Based Education (OBE) document with process, transactions and documents	50	OBE Evaluation process has been fully started this year and partially done in previous year.
25	Evaluation Procedure for various courses with samples	70	As per evaluation procedure of the University
26	Instructional material developed by Staff, if any	40	Need to intensify efforts in this area. Handouts, class notes and few audio-video content have been developed.
27	Minutes of Department meetings	80	Ok
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	30	Mentor assignment has been completed. Further actions need to be taken on priority.
29	Infrastructure summary with list of equipment purchased during the last five years.	60	List of PC's and other equipment are available in the asset register
30	Stock and Equipment register excluding labs	20	Register to be made
31	Register of equipment for which customs/excise duty exemption was utilized	N/A	N/A
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files	30	Attendance register to be downloaded from University ERP system.
33	Student Counselling dairies, note books and records	10	Needs to be developed.
34	Records of special coaching for weak students	50	Routine, attendance and associated details are available.
35	Examination results and action taken report for weak students	40	Documentation on actions taken for weak students based on the examination results needs to be completed.
36	List of medallists and rank holders	50	Controlled and maintained by the department of COE.
37	Students feedback, report of analysis and action taken	40	Feedback collected but needs to be analysed and corresponding actions to be taken.
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department	60	OK

39	Books published by faculty	NIL	Nil
40	List and copies of Book Chapters published by faculty	NIL	Nil
41	List and copies of publications of faculty in international and national journals	10	Most teachers have joined recently and their publications are not under the affiliation of MAKAUT.
42	List and copies of publications of faculty in international and national conferences	10	Most teachers have joined recently corresponding conferences are not under the affiliation of MAKAUT.
43	List and copies of patents filed and granted	NIL	Nil
44	Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni	Checked	Checked
45	Feedback processes as classified as follows: A. Feedback collected, analysed, action taken and feedback hosted on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	Checked	Checked
46	Student - Fulltime teacher ratio (Part-time / Ad-hoc / visiting faculty will not be included/considered)	Checked	Checked
47	Ratio of students to mentor for academic and other related issues	Checked	Checked
48	Average percentage of full-time teachers against sanctioned posts	Checked	Checked
49	Average percentage of full-time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies	Checked	Checked
50	Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations	Checked	Checked

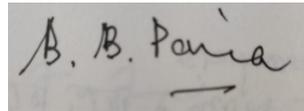
51	barrier free environment for differently abled people	Checked	Checked
		Checked	Checked

General Comments

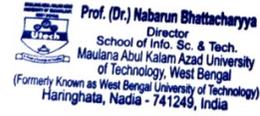
- A number of major non-compliances have been observed.
- Need to initiate immediate actions on major non-compliances as stated above.
- More focus need to be attached to systematic documentation



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6	Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department	80	Ok and checked
7	Academic, research and industry linkages (Copies of Memoranda of Understanding, project reports etc)	NIL	Need to improve in this front
8	Consultancy records	NIL	Need to increase effort in this line.
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDPorganized	80	OK and checked

	by department		
10	Alumni Details especially prominent alumni and some records of their feedback	N/A	New Department. Process started
11	Annual department budget and Budgetary provisions (if any)	70	Applied science budget is checked
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)	60	Need for class and course committee composition and minutes. Remaining documents are available.
13	Timetable	90	ok
14	Workload	30	Need to be documented on priority
15	Attendance registers for faculty and staff, wherever not automated and decentralized	80	Centrally maintained.
16	Teaching Staff profile	80	Ok. Published in departmental website
17	Non-teaching (both administrative and technical) staff profile	N/A	N/A
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	Department at a glance and infrastructure display through boards / banners	30	Partially available through website. No physical board and banners.
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28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)	30	Mentor assignment has been completed. Further actions need to be taken on priority.
29	Infrastructure summary with list of equipment purchased during the last five years.	60	List of PC's and other equipment are available in the asset register
30	Stock and Equipment register excluding labs	20	Register to be made
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46	Student - Fulltime teacher ratio (Part-time / Ad-hoc / visiting faculty will not be included/considered)	Checked	Checked
47	Ratio of students to mentor for academic and other related issues	Checked	Checked
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49	Average percentage of full-time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies	Checked	Checked
50	Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations	Checked	Checked
51	barrier free environment for differently abled people	Checked	Checked

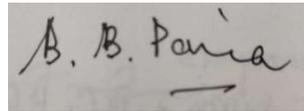
		Checked	Checked
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General Comments

- A number of major non-compliances have been observed.
- Need to initiate immediate actions on major non-compliances as stated above.
- More focus need to be attached to systematic documentation



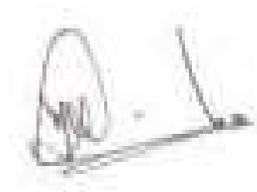
Prof Sibamay Dasgupta



Prof B.B. Paira




Prof Nabarun Bhattacharya



Prof T.S. Sinha




Dr. Somdatta Chakravorty
(Director, IQAC)