



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT
Name of the head of the Institution		Prof.(Dr.) Amitabha Das
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324219951
Mobile no.		9433022498
Registered Email		principal@ciem.ac.in
Alternate Email		iqac@ciem.ac.in
Address		24/1A, Chandi Ghosh Road
City/Town		Kolkata
State/UT		West Bengal
Pincode		700040

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Prof. (Dr.) Amitabha Das
Phone no/Alternate Phone no.	03324219951
Mobile no.	9433022498
Registered Email	principal@ciem.ac.in
Alternate Email	iqac@ciem.ac.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/16hlJK5n1HujfZZTuUA4BERRKlfSe38G-/view?pli=1
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://drive.google.com/file/d/1jjB5XI T7bOqC5N5vKPYvmD6QljcazL1X/view

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.7	2019	04-Mar-2019	03-Mar-2024

6. Date of Establishment of IQAC	13-Feb-2018
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Familiarisation with new software in online mode (Proteus, 8085 simulator in computer/ mobile app)	07-Apr-2020 38	186
Online feedback training and implementation	21-May-2020 1	140
Add-on course on Basic Electronics	04-May-2020 9	180
Online coding competition	18-Jun-2020 1	25

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
CSE	IEI RD GrantinAid	The Institute of Engineers (India)	2019 365	35000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Add on course on Basic Electronics

Online coding competition

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Introduce ADDON course/Certificate programs	Successfully completion of 1 ADDON course with 100 attendance
Collection of feedbacks from all the stakeholders: 1. Feedback from student regarding faculties and college management 2. Feedback from parent 3. Feedback from employers to be conducted by TPO 4. Feedback from teachers	Sample survey done and the corresponding results are available with us
Online class monitoring with the set time table in lockdown period - 23.03.2020	Some faculties and technical assistants started using softwares like Proteus and 8085 simulator.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Board of Governors	13-May-2023

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

21-Feb-2019

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution follows the curriculum provided by Maulana Abul Kalam Azad University of Technology. At the outset, the Principal of the Institution conducts meetings with the various department heads to develop strategies for effective implementation of the curriculum. An academic calendar is prepared

based on the calendar received from the University, with dates set and fixed for the internal exams and extracurricular events. The entire academic activities and events are recorded and implemented through professionally developed ERP software (e-campus). Both the faculty members and students can individually log-on to the e-campus software through their respective password via computer or mobile app (posto). Faculties are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods. At the beginning of every semester, HOD holds a meeting where the academic calendar and lesson plan (prepared by the respective faculty) for the semester is discussed and a plan of action is formulated. Once the semester commences, the teachers identify the slow learners and fast learners through direct and indirect assessment and take remedial classes for slow learners and arrange for additional support for advanced learners. The individual lesson plans of every subject are uploaded by the respective teacher on the college automation ERP software (e-campus) along with the calendar. Work diary is also updated by the teachers in the ERP. Monthly work load analysis is conducted by HOD. Progress of the course is monitored by HOD, if required extra classes are arranged. The Institution follows Outcome-based education (OBE). Departmental committees as a result of their rigorous assessment evaluate each student's performance and advise teaching plans based on their ability for effective teaching and learning process to ensure better results. Attention to student needs is given by the teachers and mentors. The students have mentors who they can approach in case of issues or counselling. For a group of around 15 students a teacher is allocated as Mentor. Mentor conducts a weekly meeting and does the counselling of the students. The students can use mobile App to access and download course materials, take tests and assignments, and hence learning is not restricted just within the boundaries of the classroom. The Institute provides ample books and other teaching and reference materials like journals, magazines, teaching models and software to enable its teachers to ensure effective delivery of curriculum. Through the Training and Placement Cell various training and certification programs are conducted to make the students industry-ready. Several guest lectures and industrial visits are also arranged periodically to keep the students ahead of the existing knowledge. Language Labs are also conducted to improve the skill-set of students and make them competent, hence increasing their employability. Feedback from industry and alumni is given due importance in defining graduate attributes and design of course outcomes. Timely feedback is obtained from the students and staff. Measures are taken to enforce necessary changes by the HODs and principal.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting	Programme Specialization	Date of implementation of
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CBCS	CBCS/Elective Course System
No Data Entered/Not Applicable !!!	

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Add on course on Basic Electronics and its Applications	04/06/2020	180
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The entire feedback system was recorded and implemented through Google Forms which are mailed to all the stakeholders. They are received and analysed in online mode. Feedback from industry was given due importance in defining graduate attributes and design of course outcomes. Timely feedback was obtained from the students and staffs. Measures were taken to enforce necessary changes by the IQAC cell and was implemented by respective departmental HODs.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BTech	Electronics & Communication Engg	60	55	53
BTech	Computer Sc. and Engg	60	65	60

BTech	Information Technology	60	63	59
BTech	Electrical Engg.	120	40	12
BTech	Civil Engg.	60	15	11
MBA	MBA	60	28	20
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	240	20	73	5	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
73	73	2	3	5	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has an active mentoring system in place. Each mentor connects to the mentee through personalized communication both in physical and online mode. Mentors regularly assigned task to the mentees. The mentors do a regular follow up with the mentees. Each student is assigned to a mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1393	78	1:18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
3	3	6	3	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BTech	01	1st,3rd,5th,7th	21/12/2019	27/02/2020
BTech	01	2nd, 4th, 6th 8th	09/06/2020	31/07/2020
BTech	02	1st,3rd,5th,7th	21/12/2019	27/02/2020
BTech	02	2nd, 4th, 6th 8th	09/06/2020	31/07/2020
BTech	03	1st,3rd,5th,7th	21/12/2019	27/02/2020
BTech	03	2nd, 4th, 6th 8th	09/06/2020	31/07/2020
BTech	13	1st,3rd,5th,7th	21/12/2019	27/02/2020
BTech	13	2nd, 4th, 6th 8th	09/06/2020	31/07/2020
BTech	16	1st,3rd,5th,7th	21/02/2019	27/02/2020
BTech	16	2nd, 4th, 6th 8th	09/06/2020	31/07/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute sets the dates for the internals and the semester/yearly exams as per the University academic timetable. The same is conveyed to the students in their induction program about the academic schedule for the semester/year, and the evaluation methods used. Once the classes commence, the learners are evaluated by means of both direct (e.g. internal tests) and indirect assessment (e.g. tests on soft skills, group projects, practical knowledge etc.). By dint of the data collected in this process, the teachers can easily identify the good, average, and poor learners according to the proficiency in relevant fields of knowledge. The institute makes sure that they receive adequate support for their development. Further, the teachers use various methods to evaluate students to give them all a fair chance to display their strengths, such as debates, group discussions, quizzes etc. Open book tests are also conducted as a method of evaluation. The internal tests marks are declared once evaluated and the answers are discussed with the students. All the previous year question papers are available in the library for reference purposes. Furthermore, online MCQ tests are conducted by the institute on a regular process to assess the proficiency levels of the learners. The internal questions are mapped to Course and Program Objectives, in order to assess the level of CO and PO attainment. The attainment is then calculated and steps are taken towards better attainment if the achieved attainment is low.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute strictly follows the curriculum prescribed by the Maulana Abul Kalam Azad University of Technology (previously WBUT). It adheres to the Academic Calendar set by the University. Thus, all the internal tests, examinations, and extra-curricular activities are organized according to the routine prepared by MAKAUT. Each department sincerely plans before every semester the best methods for the implementation of the Academic Calendar. To that end, the TICs/HODs of each and every department call for meetings to discuss session plans in order to formulate plans for their implementation. On the very first week of each semester, the learners undergo a bridge course before the commencement of regular classes. This is to help the students of various proficiency levels to be at par with each other before the commencement of the regular classes. The internals are held on the scheduled time set by the University without any changes and the results are announced within the stipulated time. The class routine for each department is prepared and displayed on the notice boards of each respective department to make it accessible to whosoever it may concern. In addition, the routine is also displayed on the college website (www.ciem.ac.in).

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://drive.google.com/file/d/1GMZeq--b7OX4tpOzoxK27Tu2pR6R2rXz/view>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
01	BTech	CSE	68	68	100
02	BTech	IT	61	61	100
03	BTech	ECE	64	64	100
13	BTech	CE	69	69	100
16	BTech	EE	72	72	100
40	BTech	ICE	39	39	100
09	MBA	MBA	47	47	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Any Other (Specify)	365	The Institute of Engineers	0.35	0.35
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
CIVIL	2
CSE	1
View Uploaded File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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No Data Entered/Not Applicable !!!

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
As a token of community engagement a sit and draw competition was organized on 01.01.20 commemorating the Birth Anniversary of our founder , respected Shri. Prasanta Sur. The event witnessed the participation from small children from all religions	CIEM	20	30
The institute celebrated mother Language Day to inculcate in all the importance of language and also to highlight the freedom of speech as far as its applicability is concerned for expressing oneself	CIEM	12	25
The institute arranged a voluntery blood	CIEM	30	25

donation camp as a symbol of contribution to the need of the society			
Republic Day	CIEM	40	100
International Womens Day	CIEM	25	50
Independence Day	CIEM	20	40
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	CIEM	As a token of community engagement a sit and draw competition was organized on 01.01.20 commemorating the Birth Anniversary of our founder , respected Shri. Prasanta Sur. The event witnessed the participation from small children from all religions	25	40
NA	CIEM	The institute celebrated mother Language Day to inculcate in all the importance of language and also to highlight the freedom of speech as far as its	15	30

		applicability is concerned for expressing oneself		
NA	CIEM	The institute arranged a voluntary blood donation camp as a symbol of contribution to the need of the society	30	25
NA	CIEM	Republic Day	40	100
NA	CIEM	International Womens Day	25	50
NA	CIEM	Independence Day	20	40
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
21000000	20995067

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LSEase 4 College Edition(LIBSYS)	Fully	LSEase (Rel 6.3)	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	40424	80473	380	178185	40804	258658
Reference Books	149	26105	52	60082	201	86187
e-Books	1807	77910	0	0	1807	77910
Journals	47	31160	0	0	47	31160
Digital Database	17432	64900	0	0	17432	64900
Digital Database	0	0	0	0	0	0
CD & Video	520	0	550	0	1070	0
Library Automation	10	0	10	0	20	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(s pecify)	0	0	0	0	0	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	522	19	100	1	1	45	27	100	0
Added	0	0	0	0	0	0	0	0	0
Total	522	19	100	1	1	45	27	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
566000	565825	2972000	2971433

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Library: The Teacher-In-Charge of each department reviews the requirement of books at the beginning of each semester based on the discussion with the faculty members and students of their respective department and then sends the requirement list to the Principal for further action. The principal, after receiving the requirements from the departments, sends the lists to the Librarian for verification of the availability books in the central library. After receiving the verified lists from the Librarian, the Principal sends the list lists to the Purchase committee for final purchase action. There is library committee with the Principal as the chairman and the Librarian as the convenor to review the functioning of the central library at regular intervals.

Laboratory and computers: The departmental academic committees review the status of the laboratories or workshops with the input from laboratory or workshop in charges. Each of the workshop or laboratory is under the supervision of an in charge selected from the faculty members of the respective academic departments.

https://docs.google.com/document/d/10K7CMYNBc-r1ri_qlHA7IXeZ0cMrTVMB/edit

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	Half Free, Full Free	17	1320500
Financial Support from Other Sources			
a) National	SVMCM, WBFS	13	865500
b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Career Counselling	08/01/2020	423	CIEM
LANGUAGE LAB	09/10/2019	200	CIEM
Personal Counselling	05/11/2019	1393	CIEM
REMEDIAL EE,CE,CS E,ECE,IT,MBA	19/08/2019	1393	CIEM
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Competitive Examination Guidance	422	422	76	76
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	0	0	CTS, TCS, MINDTREE LTD, CAPGEMINI, DRONA HQ, DELOIT	413	76

TE, INFOSYS, W
IPRO LTD, LT,
HCL, MPP, HCL,
CGI, PROFINCH
, IMERIT
TECHNOLOGY.

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.TECH	IT	MAKAUT	M.TECH in Information Technology(A I)
2020	1	B. Tech.	IT	Jadavpur University	M.TECH in PT
2020	1	B. Tech.	IT	FRIEDRICH ALEXANDER UNIV, GERMANY	MS
2020	1	B. Tech.	ECE	Jadavpur University	M.TECH IN IT
2020	1	B. Tech.	CE	IQ CITY UNITED WORLD SCHOOL OF BUSINESS	Master in Business Adm inistration

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Celebration of International Mother Language Day	COLLEGE LEVEL	122
Rangeela: Celebration of Holi	College	500
Sporsho: Freshers Welcome	College	650
Teachers Day Celebration	College	750

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There are active student committees in the institution. The students with the help of the college takes proper initiatives to form the student committee comprising of various conveners' who conduct various activities like organizing the college fresher's, annual fest as well as various other activities including seminars, quiz competitions, debate competition as well as sports meets which include inter college football tournament, volleyball tournament and cricket tournament. The committee shoulders the responsibility of forming various bodies like the cultural club, drama club and other non-academic and extracurricular activities of the student community. The committee also actively takes part by providing members to IQAC and Anti-ragging body. The committees ensure that student interests are adequately represented and their grievances voiced and addressed in the college. The student committee members play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members. The student committees were formed with some objectives, which can be summed up as follows:

- To provide practical exposure and experience to the willing students, through various activities conducted during their tenure in the college.
- To develop various skills in students by involving them in planning and implementation of academic, social and co-curricular activities.
- To cultivate learning process through practical experiences which encourage and make students more confident and effective as well as apt in their communication skills and personality grooming.
- To act as an effective resource (collaboration with the entrepreneurship cell of the college) for students to help them build successful careers and become great business leaders.
- To provide a chance to interact with all students and faculty. The student committees plays an active role in conducting Days like Independence Day, Teachers Day, and International Mother-language Day etc. Students also play a supportive role in innovative practices. The students who wish to be a member of any committee can apply for membership of the same through a mobile application.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The effective leadership is reflected in various institutional practices such as decentralization and participative management. Decentralization and participative management of the college is visible in all its academic and administrative spheres. Multi layered transparent governance system is ensured through written policies, systems and procedures, distinct job description and well knit committee. In CIEM different bodies include the IQAC, Departmental academic committee, and Examination cell, Anti Ragging Committee, Library Committee and Research Committee. Moreover in liaison with the CIEM Society the Institute has a few more committees in the form of Purchase Committee, Building work's Committee and Revenue Generation Committee. All these committees function in accordance to their specific guidelines.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	The institute's operation is guided by a strategic plan as decided by the Board of Governors (BoG) of the institute which has been formed in accordance to the University norms and regulations to which it is affiliated. As per BOGs plan the Principal and the departmental TiCs execute the operation. At the end of each academic year a review and evaluation is carried out by the BOG. The Principal presents a thorough report of the academic performance of the institution in the BoG meeting. The non-compliance or anomalies (if any) are spotted by the BOG and subsequently instructed to carry out corrective measures to eliminate the same. The BOG also suggests necessary actions to be followed for academic excellence. The follow up action and corrective measures are taken in the next academic year and the results are presented in the next BoG meeting for evaluation. Thus the academic excellence and quality of operation is continuously monitored, guided and ensured.
Library, ICT and Physical Infrastructure / Instrumentation	More emphasis on ICT enabled teaching learning process. Effective use of ICT in non academic platforms too.
Industry Interaction / Collaboration	More emphasis on an Industry-Institute partnership.

Curriculum Development	Thrust on more Add On certificate courses on subjects based on industrial requirements to bridge the industry-academia gap.
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Implementation of E-governance in Administration.
Finance and Accounts	Implementation of E-governance in Finance and Accounts.
Student Admission and Support	Implementation of E-governance in Student admission and Support.
Examination	Implementation of E-governance in Examination.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NA	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	3	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Gratuity, Provident Fund, E.S.I	Gratuity, Provident Fund, Employees State Insurance (E.S.I)	Internal Scholarship scheme

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institute conducts both internal and external audit once in every financial year. The internal audit is conducted by account officer and Principal. The entire financial transaction of the institutes fund is examined thoroughly and a statement is prepared. Further the Institute conducts another audit by a certified Auditor. The internal financial audit statement which has been prepared by the internal audit is presented to the external auditor. The external auditor receives it and proceeds for re-examination of the financial transaction and fund management.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> • Recruiting and hiring regular staff. • Personnel files and data maintain. • Setting staff and employment policies .

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>? To improve the result of the students some Remedial classes has been taken in all Department. ? In CE Department Add on courses done on STAAD PRO Software and Remote sensing and Gis. ? Every day 30 minutes remedial classes taken to improve the results. ? Mock Interviews done. ? Mentorship done of each student in all Departments. ? Continuous monitoring for result improvement.</p>

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Familiarisation with new software in online mode (Proteus, 8085 simulator in computer/mobile app)	07/04/2020	07/04/2020	29/05/2020	186
2020	Online feedback training and implementation	21/05/2020	21/05/2020	21/05/2020	140
2020	Add-on course on Basic Electronics	04/05/2020	04/05/2020	29/06/2020	180
2020	Online coding competition	18/06/2020	18/06/2020	18/06/2020	25

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness program on gender equity	21/06/2019	21/06/2019	35	43
Awareness program on sexual harassment of woman at workplace	22/07/2019	22/07/2019	30	37
Woman Empowerment	16/08/2019	16/08/2019	45	44
Debate on -"Does God favor a gender"?	09/09/2019	09/09/2019	30	35

Seminar on Gender stereotypes in science and education	11/02/2020	11/02/2020	30	48
International Women's' Day	09/03/2020	09/03/2020	25	28

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	Nil	17/01/2020	1	Traffic Awareness Drive	understanding the traffic flow and assisting the police	50
2020	1	Nil	18/02/2020	1	Traffic Awareness Drive	understanding the traffic flow and assisting the	45

						police	
2020	Nil	1	29/01/2020	1	Greener-the Cleaner	A greener and cleaner environment	53
2020	Nil	1	07/02/2020	1	Standing Under pre viledged	Balnket distribut ion to the adjacent under pre viledged people	42
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students of CIEM	11/01/2018	Code of Conduct for students of CIEM: 1. Each student should abide by the rules and regulations of the Institute which are in force now and which will be revised from time to time. 2. Each student can apply for admission after being completely satisfied about the standing and capability of the Institute. 3. Each student must not take part in any act of indiscipline and also shall not participate in any other course organised by any other authority/organisation without written permission from the Principal/Director of the institute and the decision of the Principal/director of the Institute shall be final and binding on the student regarding the matter. 4. Each student should be aware of any indiscipline activity initiated by him/her or taking part themselves in any indiscipline activities organized by

students of other organizations on behalf of the students on any ground will lead to the summary expulsion of students from the Institute and in this matter the decision of the management of the Institute will be final and binding on the student. In the above matter, the Principal of the Institute may exercise his authority of declaring closure of the Institute sine-die, provided in his opinion the prevailing situation is not conducive to an educational environment.

5. Each student will undertake a declaration that he/she will not indulge any form of abusive behaviour in the Institute. 6. It is mandatory for students to not participate in any kind of agitation in any form the reason what so ever inside the Institute. 7. A student should abide by the anti ragging act prevailed in the Institute published by Govt. of West Bengal on 2000. 8. A student will abide by the rules according to AICTE regulation dated 1/7/2009 and MAKAUT along with subsequent amendments to be followed wholeheartedly. 9. A student, if found, attendance of theoretical as well as practical classes fall short of 75, will not be sent for University examination. During examination, if any student is found to practise any unfair means, he/she will be punished according to the Institute/University rules. 10. Wearing

college uniform is mandatory during university examination and also for some occasion when asked by the Institute. 11.

Attendance and participation of students in occasions organised by the Institute on the days of National importance and also on extracurricular activities is mandatory.

12. A student needs to file an application for their absence for more than consecutive 3 days providing proper medical certificates during the semester. 13. In case of academic discontinuity or leaving the Institute permanently, student should inform the concerned authority in writing showing the proper reasons for regularization of all his further activities including issuing of the transfer certificate / college leaving certificate.

Code of Conduct for
CIEM Employees

11/01/2018

CHAPTER-4. Duties, Responsibilities Working Hours 4.1.1 The following shall be general duties responsibilities of an employee run by the Society- Every employee shall bear in mind that he shall faithfully discharge his duties, shall always behave courteously with the members of the public or colleagues with whom he has to come in contact in the discharge of his duties and shall always try to help them in all possible ways through quick and faithful discharge of the duties assigned to him/her a. Every employee of the Society shall in the

discharge of his duties
rise above all personal,
political and other
considerations and
maintain integrity,
imparity, impartiality
and devotion to duty b.
Every employee of the
Society shall not
withstanding his personal
views on any matter
relating to
Institute policy and
programmes, carry out
faithfully the duties and
responsibilities
entrusted to him as an
employee of this Society.
c. Every employee of the
Society shall practise,
promote and encourage
collective functioning in
the interest of the
administrative and
academic efficiency and
apply his personal
initiative to the
efficient discharge of
his/her duties d. When in
the discharge of his/her
duties an employee of the
Society is called upon to
decide a matter in which
he/she or a relation of
his is financially or
otherwise interested,
every such employee
shall, at the earliest
opportunity bring this
fact in writing to the
notice of the authority
to whom he/she is
subordinate e. Every
employee shall be at the
disposal of the Society
and he/she may be
employed in any manner
required by the Society
without any claim for
additional remuneration.
f. An employee shall
devote his/her whole time
and attention to his/her
duties and shall not
carry on or be concerned
with any other business
or occupation whatsoever
with or without

remuneration during the period of service with the Society, g. No employee, while in service, shall accept any other employment or undertake any other service or profession with or without remuneration - either direct or indirect without permission from the Director. h. Every employee shall abide by such rules, regulations, orders, directions and instructions as are in force or as the Society may frame from time to time governing the terms of employment, conditions of service, pay and allowances etc and shall eschew all wasteful practises and obey such orders and directions as may be received from the Director and Principal. i. Every employee shall observe constitutional means and shall eschew agitational steps and/or such other actions which may have the effect of interrupting or disrupting the work of the Institute and/or the normal functioning of the Institute or any of its departments may have the effect of causing damage. delays, inconvenience etc. to any person(s) having dealing with the Institute. j. Every employee shall perform all such duties and all other duties incidental and ancillary thereto, which the Society shall lay down and/or assign from time to time. k. No employee shall, during working hours, engage himself in any work other than that entrusted to him by the Society. l. No employer shall except

with the previous permission of the Director, participate in a radio or TV broadcast or write or publish a book or contribute an article or write a letter either in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or a periodical. However, no such permission shall be required if such broadcast or such contribution is purely of a literary, artistic or scientific nature or for promotion of social cause. m. No employee shall interfere in or hinder performance of Societys duty / right to enforce discipline. n. No employee shall engage himself or participate in any demonstration either within the premises of the Institutes under Society and/or during working hours. o. Any employee who is suspected to be under the influence of alcoholic drink or drug or suffering from contagious or infectious disease or in the possession of any article prejudicial to the security of the Society or other employees or deemed by the Society to be likely to create disturbances, shall not enter or be allowed entry into the premises although otherwise entitled to do so. If such employee is already inside the premises of the Society, he may be asked to leave the premises by the HOD/Dean/Principal or Director who shall have the right to remove such employee from the

premises besides the Society initiating necessary disciplinary action. 4.1.2. Working Days The working days of the Institutes run by the Society, shall normally be from Monday to Friday while Saturdays and Sundays shall be considered as weekly holidays. However, unless otherwise stated specifically in terms of appointment, every full time employee may, if the exigencies of work so demand, be called to perform such duties as assigned to him/her, whether within scheduled working hours or beyond or on any Saturday / or any holiday. 4.2. Working Hours Normal working hours of the Society shall be from 9.30am. to 6.00pm. from Monday to Friday. All employees shall be present in the Institute during working hours and record their attendance on entering and leaving the Institutes under Society in the manner prescribed by the Society, Members of staff reporting after 09.45 a.m. without prior written permission from the Director would be marked Late and for which one days CL would be deducted for every three days of late attendance. However anybody arriving late after 10.00 a.m., unless authorised in advance by the Director, one will be treated as absent. No Teaching/ Non-Teaching staff member will leave the premises of the Institutes run by the Society, while on duty, whether for official reason or otherwise, without

following the procedure of obtaining permission in this regard, in the specified format. 4.5 Job responsibilities: - Following guidelines are only indicative and not exhaustive. There will be flexibility in assignment of responsibilities either one level up or one level down. Besides, the Director/and Dy. Director as well as Principal. will be empowered to change the duties and responsibilities assigned to a particular post, if the circumstances so warrant, subject to ratification, by the GB of the Society in its next meeting.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A tribute to the national heroes	22/08/2019	22/08/2019	73
Teacher- A true guradian in every aspect	05/09/2019	05/09/2019	65
Gandhi Jayanti	02/10/2019	02/10/2019	52
J.N NEHRU : A childrens Favourite	14/11/2019	14/11/2019	65
INDIRA GANDHI BIRTHDAY	19/11/2019	19/11/2019	50
Constitution Day: Know your Constitutional Rights	26/11/2019	26/11/2019	50
VIVEKANANDA BIRTHDAY - MESSAGE TO THE YOUTH - OUR FUTURE	13/01/2020	13/01/2020	75
NETAJI JAYANTI- DEDICATION TOWARDS THE NATION	22/01/2020	22/01/2020	74
REPUBLIC DAY : Democracy and Constitutional Rights	27/01/2020	27/01/2020	60
SAROJINI NAIDU :	13/02/2020	13/02/2020	45

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Semi-Paperless office • Green landscaping with trees and plants • Numbering of Trees and Plants . The college promotes green practices in and around the college premises so as to aid the larger goal of sustainable Environment. It takes special initiatives to instill environment awareness amongst students. The college has dedicated space for the bicycle stand adjacent to the car parking area. The use of bicycles is not just environment friendly but also helps in healthy living. Our constant endeavor is to encourage the staff and students to use public transport, especially the metro and CNG buses. User oriented awareness programs are held at times. These efforts are made to ensure minimal carbon footprint. This also checks emission of oxides of sulphur and nitrogen. In this manner the college delivers its duty in curbing environmental pollution. For reducing carbon footprint, the college has started replacing the old air conditioners with five star rated air conditioners and has a proposed idea to replace the air conditioner with other environment friendly techniques in the next five years. The Chemistry lab has an inverter air conditioner installed which consumes very less electricity. It is ensured that all fans, lights, monitors and other electrical appliances are switched off after everybody leaves the college. The IQAC has taken initiatives to ensure a plastic free zone. To achieve this goal, the college limits the use of non-biodegradable materials in the premises. For instance, the college canteen either uses utensils made of stainless steel or paper plates which are eco-friendly and biodegradable. The college promotes semi paperless documentation for all official purposes. The information to various departments, faculty members and students is sent by e-mail and college website. The practice is evolving and is getting better. The students got to know the advantages of using green fuel which would create lesser pollution and subsequently less greenhouse effect. The college has worked towards green landscaping by planting varieties of trees and plants. Proposal for planting medicinal plants.....such as Aswagandha , Bael / Bilva, Chiraita, Bhumi Amla, Kalmegh, Bhui neem, Lemon Grass.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

INSTITUTIONAL BEST PRACTICES-19-20 7.2 Best Practices 7.2.1 Describe at least two institutional best practices (as per NAAC Format) Response: 1. Title of the Practice Cross Departmental Mentoring of the students 2. Objectives of the Practice The basic objective of this practice is to help the students to get rid of several impediments and hindrances towards successfully concentrating on their studies. The practice helps to address the problems of the students as far as possible. The practice also enables some students to share their confidentiality regarding some problems with their mentors. The practice helps to bridge the gap between the students and their mentors. 3. The Context Since the institute has students from diversified classes of the society, hence the inborn nature and habits of the students are also different. The way of expressing the problems, the type of the problems for the different students also varies. Hence the mentor has to clearly understand the problems stated by the students and then to solve it accordingly in line with the psychology of the students. 4. The Practice The practice is quite unique in the sense that it gives the most convenient platform to the student to share their personal problems to the mentors taking into confidence their mentors. As far as the present state of higher education is concerned in India, it can reach the top

if a proper understanding of the thought process of the faculty member is totally perceived by the student. This is best achieved if the students are in the best frame of minds which can only happen if they have no problems. Moreover, sometimes the problems are not confined within the domains of the institute but can also extend to the family of the students concerned. Hence, the practice is very important in also addressing issues for the students concerned confined not only to institute but also outside.

5. Evidence of Success The practice has proven success as many of the students registered under their respective mentees have improved in their studies and have also improved their behavior. Most of the mentees devote a substantial part of their weekly load in addressing several issues of the students individually as well as collectively.

6. Problems Encountered and Resources Required The basic requirement for the practice happens to be manpower and help from the highest authority of the institute to stand by the mentees related to implementation of any decision given by the mentees to solve any specific problem of the students.

Title of the Practice ICT-based teaching-learning

1. Objectives of the Practice The basic objective of this practice is to encourage all the faculty members and the students of the institute to acclimatize themselves with the most modern methods of teaching learning. The practice enables the faculty members and the students to establish more close linkages with one another through this platform. The practice is aimed at making the institute rise up in the present context of teaching learning processes.

2. The Context Every institute or organization is unique in its own sense and characteristics. But what makes an institute unique and sustaining is its ability to cope up with the present day requirements and to inculcate the best practices to move forward. The practice is aimed at making the teaching learning process more vibrant and acceptable to all.

3. The Practice Through this practice, the faculty members of the institute are able to give their assignments, course materials for subjects taught, power point presentations of different subject related topics, beyond syllabus course materials, class test or internal question papers and also marks to the students. The detailed activities of the faculty members, their accomplishments, extension activities and their every minute detail which enhances their credentials can be uploaded through ERP. In fact, the practice also enables the students to upload their every details and credentials, may be in some cases through the intervention of the concerned faculty members.

4. Evidence of Success The students and faculty members have expressed their strong satisfaction for the practice.

5. Problems Encountered and Resources Required As of now, the system is working smoothly but as time proceeds based upon the needs, some changes as applicable can be suggested.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://drive.google.com/file/d/14B4JLhK-V66vm_gRV23S-z2f1auCOjyF/view

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness under Best Practices (19-20) 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust Response: Keeping in line with the vision of the institute :to emerge as a premier Engineering and Management Institute of the country with academic excellence in collaboration with industry and develop students as modern citizens who would serve and enrich the society by using their technical prowess competently for its development and prosperity, the institute rightly aims to deliver quality education, grounded in sensitivity towards individual dignity, professional integrity, and a positive and nurturing environment via enhancing the commitment of faculty, administrative

staff and the students to the centrality of diversity, social justice, and democratic citizenship”, has resulted in students outperforming themselves and depicting exemplary results at the university level. Additionally, the faculty has also been actively participating in various national and international seminars and conferences, faculty development programs along with conducting extensive research (refer faculty profile). In this direction the college has conducted and encouraged various development programs. Furthermore, the administrative staff has also been motivated to participate in various training programs to increase their efficiency levels, which has been observed in their ability to perform daily tasks. This, in fact also relates to the mission of the institute so as to impart high quality technical education with efforts to instill strong human values, entrepreneurial skills, research capability, effective communication skills and problem solving abilities to face the contemporary world with solutions for its crisis or problems. Surpassing all these, the most notable feature of the institute is its contribution to the society, even in this present day of lust for more profit by the different stakeholders of different private institutes, CIEM keeps its head high and feet rooted to the ground, believes in excelling and to rise through quality and by contributing in every respect to the betterment of the society. In this context CIEM has developed a COMPOST PIT (1 m 1m 1.5 m) in which the bio degradable waste of the college and the gardening waste is dumped and the fertilizer that is being produced from this compost pit is distributed among the locals for free of cost to help in their farming works, else CIEM uses its own homegrown fertilizer to their use. Hence, CIEM is trying to spread the knowledge of recycling and resource utilization to its fullest. Apart from everything, being a Non-Profitable organization CIEM is trying to act like a beacon to the society in recycling the waste of the environment and in terms develop a sustainable environment for the future.

Provide the weblink of the institution

<https://drive.google.com/file/d/1xoe2JHl4dFd15m7-YTD0t4092ltgG9e9/view>

8.Future Plans of Actions for Next Academic Year

1. To Improve On-campus placement: The Institute plans to collaborate with some of the reputed industries so that there will be regular campus placement drive from these companies.
2. To establish a research lab in the respective departments.
3. To submit proposals to funding agencies for research and modernization of laboratories.
4. To sign MOU with industries to get Industry sponsored projects and internship, training of students.
5. To enhance outreach programs for the members of the backward community.
6. To enhance the number of smart class rooms in the departments.
7. To introduce fully ERP system for different examination, administrative processes like, admission, result publication, etc.
8. To appoint student counsellor for addressing student grievances.