



## YEARLY STATUS REPORT - 2020-2021

### 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.) Sanjib Sil**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03324219951**
- Mobile no **7605027823**
- Registered e-mail **principalciem@ciem.co.in**
- Alternate e-mail **iqac@ciem.co.in**
- Address **24/1A, Chandi Ghosh Road**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700040**

##### 2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Maulana Abul Kalam Azad University of Technology**
- Name of the IQAC Coordinator **Prof. (Dr.) Sanjib Sil**
- Phone No. **03324219951**
- Alternate phone No. **7605027824**
- Mobile **7605027823**
- IQAC e-mail address **iqac@ciem.co.in**
- Alternate Email address **principalciem@ciem.co.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[https://ciem.co.in/wp-content/themes/ciem/assets/iqac-docs/aqar/2019-2020\\_aqar\\_report.pdf](https://ciem.co.in/wp-content/themes/ciem/assets/iqac-docs/aqar/2019-2020_aqar_report.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://ciem.co.in/iqac/>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.7</b>	<b>2019</b>	<b>04/03/2019</b>	<b>03/03/2024</b>

**6.Date of Establishment of IQAC**

**13/02/2018**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year**      **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

Add-on course on Advanced Object Oriented Programming Language

Add-on course on Advanced Python and basics of Sales Force

Add-on course on Electronics and it's Applications

Add-on course on Introduction to MATLAB

Add-on course on Soil Exploration and Report Generation

Add-on course on Enhancement of Business Communication Skills

Online coding competition

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Introduce more ADD-ON course/Certificate programs	Successfully completion of 7 ADD-ON course with 100% attendance
To facilitate online Internship or On-job training	Increase in number of placements and On-job training
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 02.07.2020-19.05.2021	Some faculties and technical assistants started using softwares like Proteus and 8085 simulator.

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Board of Governors	23/02/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT</b>
• Name of the Head of the institution	<b>Prof. (Dr.) Sanjib Sil</b>
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• Pin Code	<b>700040</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Self-financing</b>
• Name of the Affiliating University	<b>Maulana Abul Kalam Azad University of Technology</b>
• Name of the IQAC Coordinator	<b>Prof. (Dr.) Sanjib Sil</b>

• Phone No.	03324219951				
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<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://ciem.co.in/iqac/">https://ciem.co.in/iqac/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.7	2019	04/03/2019	03/03/2024
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			<b>Yes</b>		

website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Add-on course on Advanced Object Oriented Programming Language		
Add-on course on Advanced Python and basics of Sales Force		
Add-on course on Electronics and it's Applications		
Add-on course on Introduction to MATLAB		
Add-on course on Soil Exploration and Report Generation		
Add-on course on Enhancement of Business Communication Skills		
Online coding competition		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

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Online class monitoring with the set time table in 02.07.2020- 19.05.2021	Some faculties and technical assistants started using softwares like Proteus and 8085 simulator.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Board of Governors	23/02/2024

<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	24/02/2022

<b>15. Multidisciplinary / interdisciplinary</b>
<p>CIEM follows multidisciplinary curriculum to equip the students with an overall knowledge on allied fields besides their core subjects under MAKAUT.</p> <p>For every B.Tech. Course there are options for learning subjects like Physics, Chemistry, Mathematics, English, Biology, Environmental Science, Language laboratory are taught in their</p>



1st four semesters.

Sample course structure for B.Tech 1st year:

First Year First Semester						
Mandatory Induction Program- 3 weeks duration						
Sl No.	Category	Subject Code	Subject Name	Total Number of contact hours		
				L	T	P
<b>Theory</b>						
1	Basic Science course	BS-PH101/ BS-CH101	Physics-I (Gr-A)/ Chemistry-I (Gr-B)	3	1	0
2	Basic Science course	BS-M101/ BS-M102	Mathematics -IA*/ Mathematics -IB *	3	1	0
3	Engineering Science Courses	ES-EE101	Basic Electrical Engineering	3	1	0
<i>Total Theory</i>				9	3	0
<b>Practical</b>						
1	Basic Science course	BS-PH191/ BS-CH191	Physics-I Laboratory (Gr-A)/ Chemistry-I Laboratory (Gr-B)	0	0	3
2	Engineering Science Courses	ES-EE191	Basic Electrical Engineering Laboratory	0	0	2
3	Engineering Science Courses	ES-ME191/ ES-ME192	Engineering Graphics & Design (Gr-B) / Workshop/Manufacturing Practices (Gr-A)	1	0	4
<i>Total Practical</i>				1		9
<b>Total of First Semester</b>				10	3	9

Credit based course on Environmental education is a part of the curriculum. Students are encourage to take part in various activities like distribution of necessary accessories to needy people, blood donation camps, celebration of International Womens' and Language Day, sit and draw competition for local

children, facilitation and providing of scholarship to under privileged and meritorious students. These are credited as a part of their Mandatory Additional Requirement (MAR) points.

As per the present curriculum structure B.Tech. Students take admission in 1st year and in 2nd year(lateral entry) and finally complete the course at the end of 4th year.

The institute has a research cell named Innovation Cell where multiple student activities happened throughout the year. They organised various events like tech fest, coding competitions etc. They are involved under the supervision of a highly enthusiastic team of faculties.

#### **16.Academic bank of credits (ABC):**

CIEM, being an institute affiliated under MAKAUT, has limited scope for change or upgradation of syllabus. Still in its thrive for excellence, it offers maximum number of choice based optional subjects to the students. It also encourages students to participate in various national level competitions and conferences.

#### **17.Skill development:**

\_The institution emphasises on skill development by offering multiple electives and add-on courses.

The Institute organizes various hardware as well as software model based competitions and exhibitions throughout the year (eg. tech fest) which is open to both internal and external students. The judges are eminent personalities from respective fields.

The soft skill development program is an integral part of every student's curriculum.

The Constitution of India is a mandatory course for many B.Tech courses. Values and Ethics course is made mandatory for all to have ethical values inculcated.

Mandatory participation of students in various MOOCs courses (NPTEL, SWAYAM platform, Coursera).

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

As per existing guidelines of MAKAUT there is no provision for introducing regional language based curriculum and the

corresponding teaching-learning system. Primary language of communication is English.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

As per existing guidelines of MAKAUT, CIEM introduced various assessment methods by taking online quizzes and assignments using google classroom. This helps to get an idea about the student's understanding of the subject and can measure the learning outcomes.

### 20.Distance education/online education:

Online education through lectures in google classroom platform for both theoretical and practical subjects have been imparted throughout the year. Students are directed to do MOOCs courses in NPTEL, SWAYAM platform.

## Extended Profile

### 1.Programme

1.1	6
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1275
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	135
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	326
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	73
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	68
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	2741436
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	320
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution follows the curriculum provided by Maulana Abul Kalam Azad University of Technology. 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.

Faculties are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits.

Monthly work load analysis is conducted by HOD. Progress of the course is monitored by HOD, The Institution follows Outcome-based education (OBE).

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.

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.

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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before commencement of the academic year, the Institution prepares

and publishes an 'Academic calendar'. The academic calendar is published on the website of the college and displayed in the notice boards. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, test and semester examinations. For the implementation of the Internal Assessment Process, Examination committee is formed at the college level which monitors the overall internal assessment process.

Measurement of academic progress of the students is done by internal assessment, result analysis, attendance and project through academic units and functionaries

- Student's feedback-Institution conducts student feedback process every semester to improve teaching quality, infrastructure and the entire learning experience.
- Mentoring: - The faculty regularly interacts with the assigned students to access and monitor the progress of each student.
- Student's academic evaluation- Each theory class followed workbook assignment as well as Google classroom assignment and online quiz test for performance evaluation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

06

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

316

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In order to integrate cross-cutting issues such as gender, environment and sustainability, human values and professional ethics, University has incorporated a variety of courses into curriculum, some of which focus on professional competencies while others aim to instil general competencies such as social and ethical values, human values, environmental sensitivity etc. resulting in a holistic development of the students.

1. Professional Ethics: Students are offered course on professional ethics to equip them with necessary soft skills for prospective future profession.
2. Gender Sensitivity: There are numerous hands-on gender sensitivity activities that allow students to interact with real-life circumstances such as field work, community outreach and gender sensitization activities under Internal Complaints Committee (ICC).
3. Human Values: Working with NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, cleanliness drives, workshops on social concerns, feeding and taking care of street dogs etc. are some of the examples of social development activities taken up by students and faculty members.
4. Environment studies: All UG programs contain a course on environment studies. A variety of activities, such as seminars, workshops, guest lectures, tree plantation and field excursions, were scheduled for students of all programs to raise awareness about environmental and sustainability issues.



File Description	Documents
Any additional information	<b>No File Uploaded</b>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Programme / Curriculum/ Syllabus of the courses	<b>No File Uploaded</b>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

1

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

**A. All of the above**

**from the following stakeholders Students  
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

189

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

36

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students are admitted on the basis of WBJEE Rank. After taking admission, they undergo a bridge course (Physics-Chemistry-Mathematics) before the commencement of regular classes. This is to help the students from different backgrounds to be at par with each other. Once the classes commence, the learners are evaluated by means of both direct (internal tests) and indirect assessment (tests on soft skills, projects, practical knowledge...). 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. The slow learners are given additional support by conducting Remedial Classes for them beyond class hours to help them cope with the studies. These classes are taken whenever the teacher concerned decides on its necessity. On the other hand, the better learners are given opportunities to work with their teachers in various projects. In addition, since peer-to-peer learning is constantly encouraged the advanced learners get an additional opportunity to reinforce their knowledge. Further, they are given opportunities to deliver presentations in seminars, and participate in group discussions in order that they can improve themselves.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1275	73

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

As it was fully lockdown time due to COVID-19, the mode of classes were online basis even all the laboratory classes are also performed by the students through online mode. The teaching learning process was not only the one way but our student also performed some activities which are related to the internal assesments. The faculty members set a topic for Powerpoint Presentation and instructed them to perform the presentation in Google Meet platform accordingly they got marks which are finally uploaded to the university portal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All theory and Laboratory classes were held on the platform of Google meet using google class room.

Some laboratory classes were taken software mode only on google class room using the following simulators like Proteus, Scilab. Etc.

Institute provides the following Information and Communication Technology (ICT) facilities:

Internet-300 mbps

LCD Projector- 15 (8+7)

Desktop- 626

Laptop- 15

Printer-15

Smart Class room-10

Digital Library- 1

Journal-15

E-Journal-2335 (INTERNATIONAL LEVEL: IEEE-206+JGATE-2000+ NATIONAL LEVEL (29))

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

**Nil**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

?At college level Two internal in a semester are conducted for internal evaluation.

?The procedure & guidelines of evaluation are given to the teachers for both theory & practical exams.

?Evaluation of copies are done by teachers and copies are shown to students to make them aware of the errors in their answer scripts. Students are encouraged to express their doubts, if any, in the evaluation to the notice of concerned teachers.

? Internal 1 is based on the student centric activities where students present PPT on a topic provided by the respective faculties.

? Internal 2 is based on Assignment on a topic given by respective faculties.

?Examinations are held under strict invigilation.

?The marks are then displayed department wise and a copy of the marks is uploaded on the Controller of the Examination Section of our University MAKAUT from individual faculty account.

? MAKAUT gives the ultimate internal marks which is 30% of total marks on the basis of all CA examinations.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**Nil**

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated

and displayed on website and communicated to teachers and students.

Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are framed by the department following extensive consultation with all faculty and stakeholders, in strict conformity with the objectives of Outcome Based Education (OBE). Following the achievement of consensus, the information is extensively disseminated and popularized via various methods described below.

?Website

?Department Notice Boards

?Meetings with employers

?Laboratories

?Library

?Induction Programs

?Faculty meetings

?Parent meet

?Alumni meetings

The HODs along with the faculty members provide information to students, raise awareness, and stress the importance of achieving the goals. Specified skill requirements to be met by students at the micro level and by the end of the programme known as PSOs. The PSOs are normally prepared by the programme coordinators in cooperation with course coordinators. The BOS of each department, will discuss and approve the proposal after approval by the Principal.



File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional information	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/All_CO-PO_2020-21_Final.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/All_CO-PO_2020-21_Final.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Each course contains a set of COs and evaluation criteria that must be met. The course results are mapped to the POs. Through the mapping of questions to COs and COs to POs and PSOs, the students' performance on examinations over the semester in each course is utilized to compute the level of achievement of the POs and PSOs

The process of course outcome assessment is by direct or indirect method. The direct method consists of Mid Examinations and Semester End Examination. The indirect assessment is done through the course end survey.

Rubrics are framed for the assessments.

The attainment of each CO is computed by setting the class average mark as the target. The COs of each course are mapped to POs & PSOs with weightages of 3 (Strong), 2 (Medium) and 1 (Weak).

**Assessment of CO of courses**

A course result should satisfy at least one or more of the program's outcomes. These are the abilities, knowledge that students can display after course completion. CO attainment is calculated using the percentage of pupils whose score over 80% in each measured criterion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<b>Nil</b>

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year****330**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**[Nil](#)**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institute has a knowledge resource centre. In order to increase the students' employability, the institute has made various certificate programmes. These programmes are aimed to give students practical training in a variety of areas. For the benefit of the students, who are primarily from economically disadvantaged classes, the institute has arranged scholarships and created a facilitation centre. The institute features a separate seminar room where lectures on career counselling and job prospects in different industries are held. The institution fosters the growth of entrepreneurial ideas and skills across all disciplines and forms partnerships with businesses and entrepreneurs to mentor our students and inspire them to become interested in research as well as to launch their own start-ups. There is a well-equipped Innovation cell that organises different technical competitions and exhibitors for Intra College and Intercollege students

throughout the years.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<b>No File Uploaded</b>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

04

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To help students acquire social ideals and a sense of responsibility, the college has organised a variety of extracurricular activities. Campus cleanliness is regular activities of college. The Institute had organized a neighbourhood street play to raise awareness of the dangers of air pollution. Additionally, campaigns for cleanliness and planting trees are frequently used. Through student activities, groups, seminars, gatherings, and projects with participation from other organisations, the college has included the community in its outreach efforts. These have a huge impact on the students' public consciousness and help in their developmental process. The institution promotes and arranges students' involvement in social activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

20

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

03

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

#### Response:

Yes, the institution has adequate infrastructure and physical facilities for teaching-learning process. Calcutta Institute of Engineering and Technology, Main Campus, established in the year 2003 is one among the top college in west Bengal State. The college is located on a 2.54-acre campus with 8410 Sq.mts built-up area and is permanently affiliated to MAKAUT. The college is conducting 5 undergraduate and 1 post- graduate programs. CIEM has a state-of-the-art infrastructure, creating an environment for progressive learning and development. We have well-equipped classrooms and laboratories as per the AICTE requirements to cater to the academic needs of the students.

#### Classrooms:

There are 22Classrooms and 2 Seminar Halls which are equipped with ICT facilities.

#### Laboratories:

There are 30 laboratories, 2 R&D centers and 1 Workshops which are well equipped and maintained. Computer laboratories are installed with licensed software as well as open-source software.

Apart from regular labs, we have well-established R&D Labs, Project Lab'S.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

.Yes- Sports activities occupy a significant part of the college curriculum in calcutta Institute of Engineering and Management.

**Cultural Activities:**

To encourage student's innate talents the College Cultural Committee conducts events like essay writing, debates, group discussions, general quiz, dumb C, extempore, singing, dance, etc. It allows the students to show their skill, display their leadership qualities, and unleash their latent and hidden talents. We host the Cricket Tournament and Football Tournament inter-collegiate every year. Students with a passion for music and dance are encouraged.

**Yoga:**

Every year we celebrate yoga day in our yoga center in direction of educated yoga teacher.

**Sports & Games:**

There is also a dedicated area of 174 Sq.mts for Indoor sports, including Table Tennis, Badminton, Chess, and Caroms and 5023 Sq.mts for outdoor sports, including Football, Badminton, Cricket, and volley ball.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2741436

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Knowledge Resource Center of Calcutta Institute of Engineering and management College is the treasure house of information and is one of the important central facilities of the Institution, established in the year 2001, catering to the educational and information needs of faculty and students in Engineering at both UG & PG level.

#### Library Automation:

The library is fully automated and library software is used for Circulation, Procurement and Project Reports. All the library documents are bar-coded and books are issued to users by reading

the bar-code of the document.

A register is maintained to know the number of users who make use of the library every day.

#### OPAC

CIEM Library provides a remote access facility to current Students, Faculty Members, and Staff Members to access the subscribed e-resources from an off-campus location, through the "Remote Log" software service.

Name of ILMS software :

LSEase 4 college edition(LIBSYS)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution frequently updates its IT facilities including Wi-Fi .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

522

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

##### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1002445

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### STUDENT SUPPORT AND PROGRESSION

##### 5.1 - Student Support

##### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

358

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

#### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)



**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**We have several committees with student representatives to look after various co curricular and extra curricular activities.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**NOT APPLICABLE**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year **E. <1Lakhs**  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

To impart high-quality technical education with efforts to instil 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. The institute believes in freedom to right, hence right from the administrative bodies to the academic bodies, other statutory bodies as per the requirement of AICTE guidelines, there is active participation of members from all corners in it. There is active involvement of faculty members as well as administrative staff in the different committees in the institute, as per the AICTE mandates, in some committees there are student representatives too. As one of the ways to enhance the quality of the institute, the (IQAC) was formed, the body was entrusted the responsibility of sensitizing and preparing the entire institute for the NAAC accreditation.

Institute encourages and promotes the formation of strong bond between the faculty members and students by judiciously forming the student activity related committees by selecting good number of faculty members in them along with the student members. Although the courses of the institute are in compliance with the (MAKAUT) guidelines, but the departments are given full freedom to operate the courses by them by making alterations as vetted by the respective Departmental Academic Committees (DACs) keeping in perspective the benefit of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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 transpired 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. The Institution also has Editorial Committee which looks after the publication of the institution's journal. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 BOG's plan the Principal and the departmental TiC's 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.

1. More emphasis on ICT enabled teaching learning process.
2. Effective use of ICT in non academic platforms too.
3. Thrust on more Add On certificate courses on subjects based on industrial requirements to bridge the industry-academia gap.
4. More emphasis on an Industry-Institute partnership.

5. More emphasis on Extra-Curricular activities such as encouraging effective organisation of Technical Fests, encouraging the students to participate in different technical as well as non technical competitions.

6. To encourage the faculty members to be involved with distinguished Universities in various capacities.

7. To encourage the adoption of means (ratified through BoG) to convert the institute into a "Centre for Excellence".

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Delegations of responsibility - some of the key responsibility areas are identified and delegated at different levels - office function, Principal, HOD/Asst. HOD.

- Academic Council-All academic matter ( including BOS functions) through academic council
- Internal Quality Assessment Cell (IQAC)
- Participatory Management-Subcommittee for different functional activities comprises representatives of teachers, non-teaching staff and students. It includes the involvement of the staff for organizing different programmers of the college.
- Staff Orientation Programmers are organized by the college on a regular basis.
- Performance appraisal system is practiced.
- Promotion policy - College follows the promotion policies of the Higher Education Department.

In addition, the institute also has introduced seniority based and performance-based promotions.

- Policy for compensation-College extends the following benefits to the staff members. Such as:
- Provident fund-Each member of the staff shall subscribe to duly constituted College Provident Fund in accordance with statutory rule.
- Gratuity-College pays Gratuity to the staff members.
- Performance Recognition-The College gives performance recognition by way of monetary incentives, like, sponsoring registration fees for the faculty members whose paper have been accepted at Seminars and Conferences (including International Conferences) providing the Ph. D registration fees to the candidates by felicitating the retired staff members and recognizing contributing efforts of those, with at least 2 years of service.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://ciem.co.in/ciem-society/">https://ciem.co.in/ciem-society/</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Provide the list of existing welfare measures for teaching and

**non- teaching staff**

The Institute acknowledges its employees & provides a caring and supportive working environment to all staff which enables them to develop and optimize their full potential.

Existing welfare measures for teaching and non-teaching staff are listed below:

**1. Leave for Staff member :**

- Casual Leave - Applicable for 12 days in a year
- Earned Leave- Depending on authority, it is granted for 15 days in a year with cumulative effect but not more than 120 days.
- Medical Leave- Ten full days or twenty half days sick leave granted in a year.
- Maternity Leave - It is granted only for 6 months, if any employee needed more that, will be depending by authority.
- Study Leave- Not more than 2 years, and it may be twice within the whole service period by maintaining the gap of 5 years.

**2. EPF ( Employee Provident Fund) Scheme**

**3. Life Insurance Scheme**

**4. Gratuity, Provident Fund, Employees State Insurance (E.S.I)**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

3



File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The following factors are effectively scrutinized in the appraisal system for teaching staff. The Students feedback, University Examination results, Attitude, involvement, commitment and achievement of a faculty with respect to his/her non-academic administrative activities, Feedback and review of performance from other faculties in peer groups. The faculty who rejuvenated through attending various programs and presenting the same to the colleagues in turn pertaining to their feedback. The duly filled Self-appraisal form manually, is received from each faculty at the end of every semester. Encouragement is given to the faculty members, to participate in conferences and publish the research papers in the international / national journals. By granting on duty (OD) to the faculty members based on their competency requirement, they are counseled to attend faculty Development Program (FDP) and workshops organized by the reputed Institutions / universities. The faculty members are encouraged to organize national / international seminars / guest lecturers / workshops/conferences by sponsoring such events from the institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The accounts of the Institute are audited by chartered accountants regularly as per the Government rules. Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the approval authority of the management.

The Institute has a finance committee and appointed a qualified Auditor and also forms a team of staff under them to do a methodical verification on a periodic basis. The purpose is to provide an objective source of information to the management with a view to efficient conduct of activities of the institute, safeguarding assets, preventing and detecting fraud and other unlawful acts, completeness & accuracy of financial records and timely preparation of financial statements. done by checking each bill and vouchers, books/laboratory equipment and other materials are purchased at a least price taking proper quotation collected from the parties.

**External Audit:**

The external auditor is appointed by the college to perform audits of the financial statements of the Institute. The financial records are audited by qualified chartered accountants at the end of each financial year. The financial records are certified i.e., income and expenditures, balance sheet and notes on accounts. audited financial statements on the institution's website ast information for concerned people.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute of Engineering & Management mobilizes its funds received mainly from students as fees. Apart from students fees resource mobilization is also carried out by following means:

1. Overhead charges from the research grants and project development fund received from various government and non-government authorities.
2. Competitive examinations like WBJEE, JEE, NEET etc. and also various programs are conducted by outside agencies on holidays in our Institute using its existing infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- 
- As decided to introduce more add on courses for quality enhancement, 2 ADD-ON course has been successfully completed with 100% attendance.
- Increase the number of placement and on - job training to facilitate internship or in job training.

- Sample survey done and corresponding results are available with us, as collection of feedbacks from the stakeholders.
- Faculties and technical assistants started using software like Proteus and 8085 stimulators for online class monitoring with the set time table in 02.07.2020- 19.05.21.
- Add on course done on Advanced object-oriented programming language, Advanced Python and Basics sales Force, Electronics and its application, Introduction to MARLAB, Add on course on Soil exploration and Report generation, Enhancement and business communication and also on coding competition.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The faculty members of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fixing dates for the term-end tests and preparing the academic calendar of that session. Since the inception of the CBCS system introduced by CU at UG level, college follows Continuous Evaluation System through Internal Assessment, Tutorial and Project Work. The departments organized students' seminars, quiz contests, poetry/drama workshops in online mode. Heads of the Departments took care of day to day student support as and when needed. Regular reports are prepared and submitted to IQAC. Technology-enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching regularly. Almost all the Honours departments organized State/National Level webinars. The departments also arrange eclasses for the Honours students. Multiple choice questions are also set in the class tests to encourage the students to read the text books thoroughly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute has effectively installed CCTV cameras at important strategic and sensitive locations such as at corridors, canteen, entry gate and other public places The college has posted male and female security guards at the entry gate to fully curb the entry of outsiders. The college do has an active Women Development Cell and also a redressal body that takes into account any complaints made by the students regarding sexual harassment. For smooth dissemination of information related to all the college notice board displays the names and telephone numbers of the chairperson, secretary, staff members, non-teaching members and student members. Special attention is paid to ensure the safety of female

students. The method of registering of complaints is fairly accessible. The complaint about sexual harassment made by the victim is kept confidential. Appropriate arrangement is made to provide emotional support to the victim in the form of counseling. The college has a girls' common room, where the girl students can share their thoughts and enjoy leisure time. Sanitary Napkin Vending Machine has been installed in the College for the benefit of girl students. The report is reviewed by the IQAC and the recommendations are shared with the Principal.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** **E. None of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The waste is segregated into dry and wet waste. The waste is collected in different disposable bins kept at different locations in the college. IQAC has taken the necessary measures to make the campus plastic-free and clean. Vermi-compost is produced from the bio waste matter as organic nutrients for the plantations with the firm endeavor of promoting recycling of waste and dissemination of

the practice of organic farming. The eco-friendly waste management system involves a magnetic flux created with controlled oxygen presence which ensures the complete combustion of waste decomposing municipal solid waste material into ash. During the destruction process there is no odour, flies or leaching of contaminants. The college adheres to a strict protocol of liquid waste disposal in its laboratories. The liquid waste is segregated into organic and inorganic waste. The college has taken steps to optimize its repository of computers through reassembling, modification and up gradation by a team of IT Administrator, faculty members and students of Computer Science Engineering and Information Technology. No discarded computers or printers are lying idle in the office premises. The E wastes generated will be safely disposed through certified E waste recyclers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic

## 5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**NIL**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the Covid times everything was under lockdown and the normal day to day activities of the institute was hampered. But within this time the institute has not deprived its students from their duties even if they were doing it from their home. The institute published notices for online cultural events, which to the surprise was a success. The students participated in the online activities with whole heartedness. The notices were served digitally through different official WhatsApp groups that were functional. The programs that were organised in online mode are as follows : 1) Awareness Program on gender equity 2) Awareness program on sexual harassment of woman at workplace 3) Woman empowerment 4) International women's day 5) Seminar on gender stereotypes in science and education 6) Debate on -"Does God Favor a Gender"

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf</a>
Any other relevant information	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Social_Responsibilities_2020-2021.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Social_Responsibilities_2020-2021.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**The institute maintains the basic ethics and also shows the social responsibility of expressing its**

**Contribution to the society by paying tribute to the national heroes and also by celebrating different**

**Festivals. In this context, during the Covid times the institute**

could not observe Saraswati Puja, Basanta Utsab and Viswakarma Puja. All of them from the core of their hearts express the strong sense of belongingness to the institute by getting involved in these celebrations. Moreover, these events also provide an opportunity to strengthen the relation between the different staff of the institute, both academic and administrative by shedding all barriers and getting actively involved in the events. These events also serve a platform for the students to closely interact with the faculty members thereby strengthening the bond between them. The institute also observed International Mother Language Day as a mark of expressing the freedom of speech and also to promote the mother tongue. For all, the entire financial support is borne by the institute. The institute upholds the importance of recognising the national heroes who fought for our freedom. Due to covid few programs had been done in online mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Cross Departmental Mentoring of the students

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 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, the practice is very important in also addressing issues for the students concerned confined not only to institute but also outside.

2. ICT-based teaching-learning 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.

File Description	Documents
Best practices in the Institutional website	<a href="https://docs.google.com/document/d/1qG0PVXeox_ALTrMOZcjBoHpsXo08Gkjm/edit?pli=1">https://docs.google.com/document/d/1qG0PVXeox_ALTrMOZcjBoHpsXo08Gkjm/edit?pli=1</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Keeping in linewith the vision, the institutehas 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. 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 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. The very fact that it is a non-profitable organization is well reflected in its activities, for instance to give scholarships to needy and deserving and enable them to rise high in the society along with the institute

**Part B****CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution follows the curriculum provided by Maulana Abul Kalam Azad University of Technology. 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.

Faculties are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits.

Monthly work load analysis is conducted by HOD. Progress of the course is monitored by HOD, The Institution follows Outcome-based education (OBE).

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.

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.

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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before commencement of the academic year, the Institution prepares and publishes an 'Academic calendar'. The academic calendar is published on the website of the college and displayed in the notice boards. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, test and semester examinations. For the implementation of the Internal Assessment Process, Examination committee is formed at the college level which monitors the overall internal assessment process.

Measurement of academic progress of the students is done by internal assessment, result analysis, attendance and project through academic units and functionaries

- Student's feedback-Institution conducts student feedback process every semester to improve teaching quality, infrastructure and the entire learning experience.
- Mentoring: - The faculty regularly interacts with the assigned students to access and monitor the progress of each student.
- Student's academic evaluation- Each theory class followed workbook assignment as well as Google classroom assignment and online quiz test for performance evaluation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to

B. Any 3 of the above

**curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

06

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

316

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In order to integrate cross-cutting issues such as gender, environment and sustainability, human values and professional ethics, University has incorporated a variety of courses into curriculum, some of which focus on professional competencies while others aim to instil general competencies such as social and ethical values, human values, environmental sensitivity etc. resulting in a holistic development of the students.

1. Professional Ethics: Students are offered course on professional ethics to equip them with necessary soft skills for prospective future profession.
2. Gender Sensitivity: There are numerous hands-on gender sensitivity activities that allow students to interact with real-life circumstances such as field work, community outreach and gender sensitization activities under Internal Complaints Committee (ICC).
3. Human Values: Working with NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, cleanliness drives, workshops on social concerns, feeding and taking care of street dogs etc. are some of the examples of social development activities



taken up students and faculty members.

4. **Environment studies:**All UG programs contain a course on environment studies. A variety of activities, such as seminars, workshops, guest lectures, tree plantation and field excursions, were scheduled for students of all programs to raise awareness about environmental and sustainability issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

1

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

189

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

36

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students are admitted on the basis of WBJEE Rank. After taking admission, they undergo a bridge course (Physics-Chemistry-Mathematics) before the commencement of regular classes. This is to help the students from different backgrounds to be at par with each other. Once the classes commence, the learners are evaluated by means of both direct (internal tests) and indirect assessment (tests on soft skills, projects, practical knowledge...). 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. The slow learners are given additional support by conducting Remedial Classes for them beyond class hours to help them cope with the studies. These classes are taken whenever the teacher concerned decides on its necessity. On the other hand, the better learners are given opportunities to work with their teachers in various projects. In addition, since peer-to-peer learning is constantly encouraged the advanced learners get an additional opportunity to reinforce their knowledge. Further, they are given opportunities to deliver presentations in seminars, and participate in group discussions in order that they can improve

themselves .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1275	73

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

As it was fully lockdown time due to COVID-19, the mode of classes were online basis even all the laboratory classes are also performed by the students through online mode. The teaching learning process was not only the one way but our student also performed some activities which are related to the internal assesments. The faculty members set a topic for Powerpoint Presentationand instructed themto perform the presentation in Google Meet platform accoringly they got marks which are finally uploaded to the university portal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All theory and Laboratory classes were held on the platform of Google meet using google class room.

Some laboratory classes were taken software mode only on google

class room using the following simulators like Proteus, Scilab. Etc.

Institute provides the following Information and Communication Technology (ICT) facilities:

Internet-300 mbps

LCD Projector- 15(8+7)

Desktop- 626

Laptop- 15

Printer-15

Smart Class room-10

Digital Library- 1

Journal-15

E-Journal-2335 (INTERNATIONAL LEVEL: IEEE-206+JGATE-2000+ NATIONAL LEVEL (29))

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

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File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

Nil

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

?At college level Two internal in a semester are conducted for internal evaluation.

?The procedure & guidelines of evaluation are given to the teachers for both theory & practical exams.

?Evaluation of copies are done by teachers and copies are shown to students to make them aware of the errors in their answer scripts. Students are encouraged to express their doubts, if any, in the evaluation to the notice of concerned teachers.

? Internal 1 is based on the student centric activities where students present PPT on a topic provided by the respective faculties.

? Internal 2 is based on Assignment on a topic given by respective faculties.

?Examinations are held under strict invigilation.

?The marks are then displayed department wise and a copy of the marks is uploaded on the Controller of the Examination Section of our University MAKAUT from individual faculty account.

? MAKAUT gives the ultimate internal marks which is 30% of total marks on the basis of all CA examinations.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<b>Nil</b>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

**Nil**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are framed by the department following extensive consultation with all faculty and stakeholders, in strict conformity with the objectives of Outcome Based Education (OBE). Following the achievement of consensus, the information is extensively disseminated and popularized via various methods described below.

?Website

?Department Notice Boards

?Meetings with employers

?Laboratories

?Library

?Induction Programs

?Faculty meetings

?Parent meet

?Alumni meetings



The HODs along with the faculty members provide information to students, raise awareness, and stress the importance of achieving the goals. Specified skill requirements to be met by students at the micro level and by the end of the programme known as PSOs. The PSOs are normally prepared by the programme coordinators in cooperation with course coordinators. The BOS of each department, will discuss and approve the proposal after approval by the Principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/iqac-docs/co-po/All_CO-PO_2020-21_Final.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/iqac-docs/co-po/All_CO-PO_2020-21_Final.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Each course contains a set of COs and evaluation criteria that must be met. The course results are mapped to the POs. Through the mapping of questions to COs and COs to POs and PSOs, the students' performance on examinations over the semester in each course is utilized to compute the level of achievement of the POs and PSOs

The process of course outcome assessment is by direct or indirect method. The direct method consists of Mid Examinations and Semester End Examination. The indirect assessment is done through the course end survey.

Rubrics are framed for the assessments.

The attainment of each CO is computed by setting the class average mark as the target. The COs of each course are mapped to POs & PSOs with weightages of 3 (Strong), 2 (Medium) and 1 (Weak).

Assessment of CO of courses

A course result should satisfy at least one or more of the

program's outcomes. These are the abilities, knowledge that students can display after course completion. CO attainment is calculated using the percentage of pupils whose score over 80% in each measured criterion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

330

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Nil](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institute has a knowledge resource centre. In order to increase the students' employability, the institute has made various certificate programmes. These programmes are aimed to give students practical training in a variety of areas. For the benefit of the students, who are primarily from economically disadvantaged classes, the institute has arranged scholarships and created a facilitation centre. The institute features a separate seminar room where lectures on career counselling and job prospects in different industries are held. The institution fosters the growth of entrepreneurial ideas and skills across all disciplines and forms partnerships with businesses and entrepreneurs to mentor our students and inspire them to become interested in research as well as to launch their own start-ups. There is a well-equipped Innovation cell that organises different technical competitions and exhibitors for Intra College and Intercollege students throughout the years.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	<b>Nil</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

**0**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<b>No File Uploaded</b>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

**04**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**To help students acquire social ideals and a sense of responsibility, the college has organised a variety of**

extracurricular activities. Campus cleanliness is regular activities of college. The Institute had organized a neighbourhood street play to raise awareness of the dangers of air pollution. Additionally, campaigns for cleanliness and planting trees are frequently used. Through student activities, groups, seminars, gatherings, and projects with participation from other organisations, the college has included the community in its outreach efforts. These have a huge impact on the students' public consciousness and help in their developmental process. The institution promotes and arranges students' involvement in social activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### **3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

#### **3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

12

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

20

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

03

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries,

corporate houses etc. during the year

### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

#### Response:

Yes, the institution has adequate infrastructure and physical facilities for teaching-learning process. Calcutta Institute of Engineering and Technology, Main Campus, established in the year 2003 is one among the top college in west Bengal State. The college is located on a 2.54-acre campus with 8410 Sq.mts built- up area and is permanently affiliated to MAKAUT. The college is conducting 5 undergraduate and 1 post- graduate programs. CIEM has a state-of-the-art infrastructure, creating an environment for progressive learning and development. We have well-equipped classrooms and laboratories as per the AICTE requirements to cater to the academic needs of the students.

#### Classrooms:

There are 22 Classrooms and 2 Seminar Halls which are equipped with ICT facilities.

#### Laboratories:

There are 30 laboratories, 2 R&D centers and 1 Workshops which are well equipped and maintained. Computer laboratories are



installed with licensed software as well as open-source software.

Apart from regular labs, we have well-established R&D Labs, Project Lab'S.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

.Yes- Sports activities occupy a significant part of the college curriculum in calcutta Institute of Engineering and Management.

**Cultural Activities:**

To encourage student's innate talents the College Cultural Committee conducts events like essay writing, debates, group discussions, general quiz, dumb C,extempore, singing, dance, etc. It allows the students to show their skill, display their leadership qualities, and unleash their latent and hidden talents. We host the Cricket Tournament and Football Tournament inter-collegiate every year. Students with a passion for music and dance are encouraged.

**Yoga:**

Every year we celebrate yoga day in our yoga center in direction of educated yoga teacher.

**Sports & Games:**

There is also a dedicated area of 174 Sq.mts for Indoor sports, including Table Tennis, Badminton, Chess, and Caroms and 5023 Sq.mts for outdoor sports, including Football, Badminton, Cricket, and volley ball.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

**7**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<b>No File Uploaded</b>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

**2741436**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**The Knowledge Resource Center of Calcutta Institute of Engineering and management College is the treasure house of**

information and is one of the important central facilities of the Institution, established in the year 2001, catering to the educational and information needs of faculty and students in Engineering at both UG & PG level.

**Library Automation:**

The library is fully automated and library software is used for Circulation, Procurement and Project Reports. All the library documents are bar-coded and books are issued to users by reading the bar-code of the document.

A register is maintained to know the number of users who make use of the library every day.

**OPAC**

CIEM Library provides a remote access facility to current Students, Faculty Members, and Staff Members to access the subscribed e-resources from an off-campus location, through the "Remote Log" software service.

Name of ILMS software :

LSEase 4 college edition(LIBSYS)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution frequently updates its IT facilities including Wi-Fi .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

522

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1002445

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<b>No File Uploaded</b>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**E. none of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<b>No File Uploaded</b>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**358**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**E. None of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

0



File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**We have several committees with student representatives to look after various co curricular and extra curricular activities.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**NOT APPLICABLE**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

To impart high-quality technical education with efforts to instil 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. The institute believes in freedom to right, hence right from the administrative bodies to the academic bodies, other statutory bodies as per the requirement of AICTE guidelines, there is active participation of members from all corners in it. There is active involvement of faculty members as well as administrative staff in the different committees in the institute, as per the AICTE mandates, in some committees there are student representatives too. As one of the ways to enhance the quality of the institute, the (IQAC) was formed, the body was entrusted the responsibility of sensitizing and preparing the entire institute for the NAAC accreditation.

Institute encourages and promotes the formation of strong bond between the faculty members and students by judiciously forming the student activity related committees by selecting good

number of faculty members in them along with the student members. Although the courses of the institute are in compliance with the (MAKAUT) guidelines, but the departments are given full freedom to operate the courses by them by making alterations as vetted by the respective Departmental Academic Committees (DACs) keeping in perspective the benefit of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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 transpired 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. The Institution also has Editorial Committee which looks after the publication of the institution's journal. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 BOG's plan the Principal and the departmental TiC's 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.

1. More emphasis on ICT enabled teaching learning process.
2. Effective use of ICT in non academic platforms too.
3. Thrust on more Add On certificate courses on subjects based on industrial requirements to bridge the industry-academia gap.
4. More emphasis on an Industry-Institute partnership.
5. More emphasis on Extra-Curricular activities such as encouraging effective organisation of Technical Fests, encouraging the students to participate in different technical as well as non technical competitions.
6. To encourage the faculty members to be involved with distinguished Universities in various capacities.
7. To encourage the adoption of means (ratified through BoG) to convert the institute into a "Centre for Excellence".

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Delegations of responsibility - some of the key responsibility

areas are identified and delegated at different levels - office function, Principal, HOD/Asst. HOD.

- Academic Council-All academic matter ( including BOS functions) through academic council
- Internal Quality Assessment Cell (IQAC)
- Participatory Management-Subcommittee for different functional activities comprises representatives of teachers, non-teaching staff and students. It includes the involvement of the staff for organizing different programmers of the college.
- Staff Orientation Programmers are organized by the college on a regular basis.
- Performance appraisal system is practiced.
- Promotion policy - College follows the promotion policies of the Higher Education Department.

In addition, the institute also has introduced seniority based and performance-based promotions.

- Policy for compensation-College extends the following benefits to the staff members. Such as:
- Provident fund-Each member of the staff shall subscribe to duly constituted College Provident Fund in accordance with statutory rule.
- Gratuity-College pays Gratuity to the staff members.
- Performance Recognition-The College gives performance recognition by way of monetary incentives, like, sponsoring registration fees for the faculty members whose paper have been accepted at Seminars and Conferences (including International Conferences) providing the Ph. D registration fees to the candidates by felicitating the retired staff members and recognizing contributing efforts of those, with at least 2 years of service.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://ciem.co.in/ciem-society/">https://ciem.co.in/ciem-society/</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Provide the list of existing welfare measures for teaching and non- teaching staff

The Institute acknowledges its employees & provides a caring and supportive working environment to all staff which enables them to develop and optimize their full potential.

Existing welfare measures for teaching and non-teaching staff are listed below:

1. Leave for Staff member :

- Casual Leave - Applicable for 12 days in a year
- Earned Leave- Depending on authority, it is granted for 15 days in a year with cumulative effect but not more than 120 days.
- Medical Leave- Ten full days or twenty half days sick leave granted in a year.
- Maternity Leave - It is granted only for 6 months, if any employee needed more that, will be depending by authority.
- Study Leave- Not more than 2 years, and it may be twice within the whole service period by maintaining the gap of 5

years.

2. EPF ( Employee Provident Fund) Scheme

3. Life Insurance Scheme

4. Gratuity, Provident Fund, Employees State Insurance (E.S.I)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

#### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

##### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The following factors are effectively scrutinized in the appraisal system for teaching staff. The Students feedback, University Examination results, Attitude, involvement,

commitment and achievement of a faculty with respect to his/her non-academic administrative activities, Feedback and review of performance from other faculties in peer groups. The faculty who rejuvenated through attending various programs and presenting the same to the colleagues in turn pertaining to their feedback. The duly filled Self-appraisal form manually, is received from each faculty at the end of every semester. Encouragement is given to the faculty members, to participate in conferences and publish the research papers in the international / national journals. By granting on duty (OD) to the faculty members based on their competency requirement, they are counseled to attend faculty Development Program (FDP) and workshops organized by the reputed Institutions / universities. The faculty members are encouraged to organize national / international seminars / guest lecturers / workshops/conferences by sponsoring such events from the institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The accounts of the Institute are audited by chartered accountants regularly as per the Government rules. Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the approval authority of the management.

The Institute has a finance committee and appointed a qualified Auditor and also forms a team of staff under them to do a methodical verification on a periodic basis. The purpose is to provide an objective source of information to the management with a view to efficient conduct of activities of the institute, safeguarding assets, preventing and detecting fraud and other unlawful acts, completeness & accuracy of financial records and timely preparation of financial statements. done by checking each bill and vouchers, books/laboratory equipment and other materials are purchased at a least price taking proper

quotation collected from the parties.

#### External Audit:

The external auditor is appointed by the college to perform audits of the financial statements of the Institute. The financial records are audited by qualified chartered accountants at the end of each financial year. The financial records are certified i.e., income and expenditures, balance sheet and notes on accounts. audited financial statements on the institution's website ast information for concerned people.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute of Engineering & Management mobilizes its funds received mainly from students as fees. Apart from students fees resource mobilization is also carried out by following means:

1. Overhead charges from the research grants and project development fund received from various government and non-government authorities.

2. Competitive examinations like WBJEE, JEE, NEET etc. and also various programs are conducted by outside agencies on holidays in our Institute using its existing infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- 
- As decided to introduce more add on courses for quality enhancement, 2 ADD-ON course has been successfully completed with 100% attendance.
- Increase the number of placement and on - job training to facilitate internship or in job training.
- Sample survey done and corresponding results are available with us, as collection of feedbacks from the stakeholders.
- Faculties and technical assistants started using software like Proteus and 8085 stimulators for online class monitoring with the set time table in 02.07.2020-19.05.21.
- Add on course done on Advanced object-oriented programming language, Advanced Python and Basics sales Force, Electronics and its application, Introduction to MARLAB, Add on course on Soil exploration and Report generation, Enhancement and business communication and also on coding competition.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The faculty members of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fixing dates for the term-end tests and preparing the academic calendar of that session. Since the inception of the CBCS system introduced by CU at UG level, college follows Continuous Evaluation System through Internal Assessment, Tutorial and Project Work. The departments organized students' seminars, quiz contests, poetry/drama workshops in online mode. Heads of the Departments took care of day to day student support as and when needed. Regular reports are prepared and submitted to IQAC. Technology-enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching regularly. Almost all the Honours departments organized State/National Level webinars. The departments also arrange eclasses for the Honours students. Multiple choice questions are also set in the class tests to encourage the students to read the text books thoroughly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute has effectively installed CCTV cameras at important strategic and sensitive locations such as at corridors, canteen, entry gate and other public places. The college has posted male and female security guards at the entry gate to fully curb the entry of outsiders. The college does have an active Women Development Cell and also a redressal body that takes into account any complaints made by the students regarding sexual harassment. For smooth dissemination of information related to all the college notice board displays the names and telephone numbers of the chairperson, secretary, staff members, non-teaching members and student members. Special attention is paid to ensure the safety of female students. The method of registering of complaints is fairly accessible. The complaint about sexual harassment made by the victim is kept confidential. Appropriate arrangement is made to provide emotional support to the victim in the form of counseling. The college has a girls' common room, where the girl students can share their thoughts and enjoy leisure time. Sanitary Napkin Vending Machine has been installed in the College for the benefit of girl students. The report is reviewed by the IQAC and the recommendations are shared with the Principal.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<b>Nil</b>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>E. None of the above</b>
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File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management
--

The waste is segregated into dry and wet waste. The waste is collected in different disposable bins kept at different locations in the college. IQAC has taken the necessary measures to make the campus plastic-free and clean. Vermi-compost is produced from the bio waste matter as organic nutrients for the plantations with the firm endeavor of promoting recycling of waste and dissemination of the practice of organic farming. The eco-friendly waste management system involves a magnetic flux created with controlled oxygen presence which ensures the complete combustion of waste decomposing municipal solid waste material into ash. During the destruction process there is no odour, flies or leaching of contaminants. The college adheres to a strict protocol of liquid waste disposal in its laboratories. The liquid waste is segregated into organic and inorganic waste. The college has taken steps to optimize its

repository of computers through reassembling, modification and up gradation by a team of IT Administrator, faculty members and students of Computer Science Engineering and Information Technology. No discarded computers or printers are lying idle in the office premises. The E wastes generated will be safely disposed through certified E waste recyclers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**NIL**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the Covid times everything was under lockdown and the normal day to day activities of the institute was hampered. But within this time the institute has not deprived its students from their duties even if they were doing it from their home. The institute published notices for online cultural events, which to the surprise was a success. The students participated in the online activities with whole heartedness. The notices were served digitally through different official WhatsApp groups that were functional. The programs that were organised in online mode are as follows : 1) Awareness Program on gender equity 2) Awareness program on sexual harassment of woman at workplace 3) Woman empowerment 4) International women's day 5) Seminar on gender stereotypes in science and education 6) Debate on -"Does God Favor a Gender"

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Gender_Equity_Programme_2020-2021.pdf</a>
Any other relevant information	<a href="https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Social_Responsibilities_2020-2021.pdf">https://ciem.co.in/wp-content/themes/ciem/assets/igac-docs/co-po/Social_Responsibilities_2020-2021.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**The institute maintains the basic ethics and also shows the social responsibility of expressing its**

**Contribution to the society by paying tribute to the national heroes and also by celebrating different**

Festivals. In this context, during the Covid times the institute could not observe Saraswati Puja, Basanta Utsab and Viswakarma Puja. All of them from the core of their hearts express the strong sense of belongingness to the institute by getting involved in these celebrations. Moreover, these events also provide an opportunity to strengthen the relation between the different staff of the institute, both academic and administrative by shedding all barriers and getting actively involved in the events. These events also serve a platform for the students to closely interact with the faculty members thereby strengthening the bond between them. The institute also observed International Mother Language Day as a mark of expressing the freedom of speech and also to promote the mother tongue. For all, the entire financial support is borne by the institute. The institute upholds the importance of recognising the national heroes who fought for our freedom. Due to covid few programs had been done in online mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Cross Departmental Mentoring of the students

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 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, the practice is very important in also addressing issues for the students concerned confined not only to institute but also outside.

2. ICT-based teaching-learning 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.

File Description	Documents
Best practices in the Institutional website	<a href="https://docs.google.com/document/d/1qGOPVXeoX_ALTrMOZcjBoHpsXo08Gkjm/edit?pli=1">https://docs.google.com/document/d/1qGOPVXeoX_ALTrMOZcjBoHpsXo08Gkjm/edit?pli=1</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Keeping in line with the vision, the institute 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. 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 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. The very fact that it is a non-profitable organization is well reflected in its activities, for instance to give scholarships to needy and deserving and enable them to rise high in the society along with the institute

File Description	Documents
Appropriate web in the Institutional website	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

### 7.3.2 - Plan of action for the 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.