



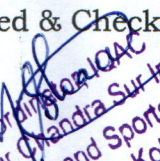
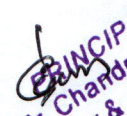
DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

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Policy for Academic & Administrative Audit (W.e.f 2020-21)

Revised and Approved by BOG
Dated on 04/07/2020
Under Agenda No. 3

Ref. No: <u>DSEITSC/ POLI/202021/31</u>	Compiled & Checked By:  <u>Coordinator, IQAC</u> <u>Dr. Sudhir Chandra Sur Institute</u> <u>of Technology and Sports Complex</u> <u>540, Dum Dum Road, Kolkata - 700074</u>	Approved By:  <u>PRINCIPAL</u> <u>Dr. Sudhir Chandra Sur Institute</u> <u>of Technology & Sports Complex</u> <u>540, Dum Dum Rd, Kolkata-74</u> <u>(Principal)</u>
Issue No- <u>4</u>		

Introduction

To introduce academic reforms, review their progress and support reforms in the respective Higher Education Institutions (HEIs), it was necessary to implement Academic and Administrative Audit (AAA).

The Academic and Administrative Audit is a peer review process including a self-study and a site visit by peers from inside and outside the institution. The purpose of an academic audit is to encourage programs, departments, and the institution to evaluate their quality processes and standards based on predetermined benchmarks and to suggest activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular programmes and activities and the infrastructure and support services.

I. Academic Audit:

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs.

II. Administrative Audit:

It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

Major objectives of AAA:

To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest methods for improvement and for overcoming the weaknesses.

To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms, and examination reforms etc.

To evaluate the optimum utilization of financial and other resources.

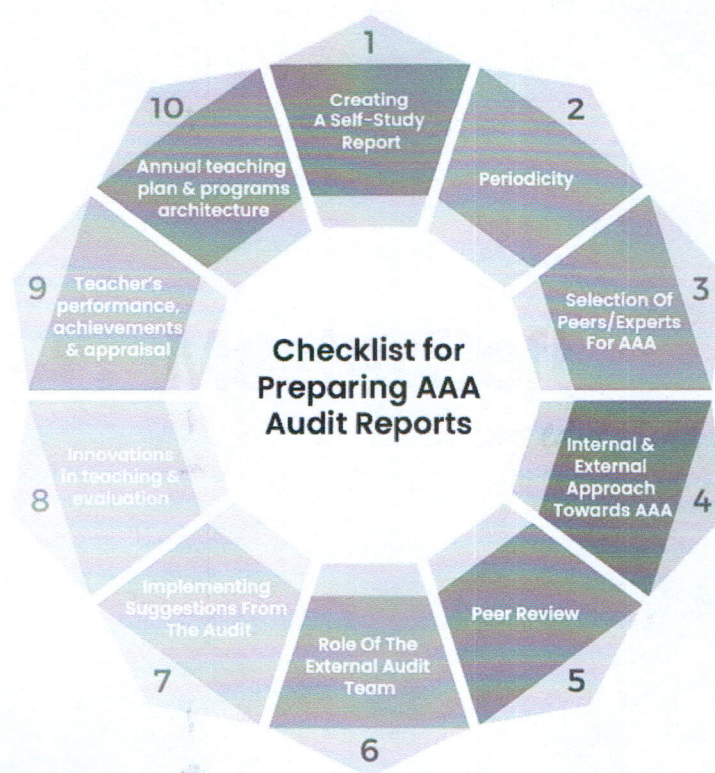
To suggest methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Types of AAA:

Generally, there are two types of AAA – Internal AAA and External AAA.

It has prescribed a specific methodology and guidelines for conducting Academic and Administrative Audit

(AAA) in the institutions. With the approval of the authorities, the IQAC of the respective institution can evolve strategies and procedures for conducting the audit, based on their requirements and in line with the different parameters fixed by the Accreditation bodies.



Internal Audit:

The internal audit shall be done by the Internal Quality Assessment Cell (IQAC) of the Institute every year. IQAC can co-opt faculty members in the auditing process.

Auditors will review the AAA form submitted by the Heads of the respective departments, verify supporting documents, and may ask for further documents and clarifications. After the verification of the documents, the internal auditors will prepare the AAA report for each department. The internal auditing shall be completed within 3-4 days.

The internal audit report shall necessarily make recommendations for improvement in parameters as relevant. The report shall be submitted to the Principal. The Principal shall place the Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

Composition of Internal AAA team:

The Internal Audit team usually consists of 3-5 senior teachers of the institution along with the Principal and the IQAC coordinator.

The Process of Internal AAA:

- a. The IQAC Coordinator in consultation with the Principal and Head of the Departments shall fix the schedules for the Academic & Administrative audit of the departments of the Institute. This schedule will be circulated to all Heads of the Departments.
- b. Typically, the AAA process must be conducted once every year and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Principal.
- c. The specified pro-forma for the Academic & Administrative Audit (Annexures to this policy) shall be developed by IQAC and approved by Principal. The same shall be communicated to all Heads of the Departments at least 15 days before the commencement of the internal audit.
- d. The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the Principal within one week of completion of the internal audit of the concerned department.

External AAA:

The external audit is to be done in the institution by external peers/ experts.

Composition of External AAA team:

External Audit consists of a senior faculty member of a University / Institute nominated by the Principal. Auditors are primarily teachers who have experience and/or training in academic quality systems, processes and strategies and audit tactics and methodologies.

The Process of External AAA:

- a. The External Audit needs 2-3 days to complete. The External Auditor, in the beginning, will meet and interact with the Principal and the IQAC team to collect the details of the programmes and activities being conducted/ undertaken during the period of audit.
- b. Auditors will then visit a particular department and facilities and generally verify the Self Study Report along with supporting documents. They will interact with the HOD or the teacher in charge of quality assurance and will seek doubts and clarifications if any.
- c. After conducting the audit in all the departments and facilities, the audit member will sit with the IQAC team to obtain further details of the other facilities, infrastructure & administrative work processes, documents, and clarifications.
- d. Before the exit meeting, the external auditor will again interact with the Principal and the IQAC coordinator and present the brief observations and findings of the audit. Both parties (the Principal, the IQAC Coordinator and the Audit member) can express their views and analysis on the observations and

findings of the audit.

- e. Finally, the External Audit member meets the teachers and staff and will present a summary of the observations and findings of the audit.

The Peer Team would also conduct the academic & administrative audit on following parameters:

1. Curriculum

- i. Evaluate curriculum design and review mechanisms.
- ii. Standards of curriculum
- iii. Conformity to National and global standards
- iv. Synchronization with OBE and CBCS philosophies

2. Teaching

- i. Pedagogy of teaching – methodology
- ii. Instructional design – methodologies
- iii. Instruments and tools of learning
- iv. ICT or audio-visual aids
- v. Usage of kits, labs, models
- vi. Compliance to Class Schedules
- vii. Quality of Guidance/Counseling/Supervision/Mentoring

3. Learning

- i. Methods for learning
- ii. Learning resources-books, notes, kits, SLMs
- iii. Policies & Programs for Slow, Average and Advanced Learners
- iv. Group dynamics and Projects.
- v. Experiential learning/field visits
- vi. Testing for the Learning Outcomes

4. Evaluation

- i. Good system of evaluation
- ii. Transparency / confidentiality
- iii. Question banks.
- iv. Continuous Assessment (CA).
- v. Slot Test
- vi. Evaluation of Non-Credit & Sessional Courses
- vii. Rubrics of Evaluation
- viii. Innovative practices / reforms
- ix. Detection and handling of malpractices
- x. UG/PG admission statistics
- xi. UG/PG examination statistics

5. Research

- i. Provision and promotion for faculty to undertake research.
- ii. Facilities, motivation, resources
- iii. Incentives / expenditure / encouragement

- iv. Output quantity / quality.
- v. Applied or Developmental Research
- vi. Students' participation in research

6. Consultancy

- i. Provision, promotion for faculty to undertake Consultancy.
- ii. Facilities, motivation, resources, and Coaching for Consultancy
- iii. Incentives / expenditure / Consultancy Policy
- iv. Output quantity / quality of Consulting Projects
- v. Involvement and usage of Institutional Resources
- vi. Brand name development of the Institute

7. Extension Services

- i. Collective activity with teachers & students
- ii. Useful to community, industry, and disadvantaged section of the society
- iii. Awards and recognitions
- iv. Impact on community
- v. Partnership with local units/industries
- vi. Partnership with other Universities/ Institutes
- vii. Joint ventures – NGOs / Govt. Bodies

8. Infrastructure

- i. Adequacy of classrooms, furniture, space
- ii. Faculty seating
- iii. Office space – structure – plan
- iv. Director/Dean - Offices
- v. Office equipment, consumables
- vi. Labs, equipment, models, kits

9. Library

- i. Number of books as per Regulatory norms / e-resources
- ii. Services, awareness, tests, visibility
- iii. Special collections, need-based collections.
- iv. Book selection process
- v. Library usage: Faculty and Students

10. Students' Progression

- i. Results and marks
- ii. Ranks
- iii. Dropout rates
- iv. Progression to Higher Education/Employment
- v. Progression to Civil Services/Armed Forces
- vi. Alumni Statistics

11. Governance and Leadership

- i. Management
- ii. Decentralization of power
- iii. Quality of leadership team
- iv. Board Governance
- v. Grievance redressal mechanism
- vi. Court cases (if any)

12. Administrative Processes

- i. Upkeep and Maintenance of Campus
- ii. Delegation of Authority Matrix
- iii. Financial Processes
- iv. Human Resource Processes
- v. IT Processes

The AAA report of external agency shall be both diagnostic as well as prescriptive in nature.

OUTCOME

The outcome of both the internal and external audit reports, and the Action Taken Reports shall be placed before the Academic Council and the Board of Management. The recommendations of the Academic Council and Board of Management shall be implemented and reported in the subsequent meetings of these statutory bodies.

Criteria for Academic & Administrative Audit:

With the approval of the authorities, the IQAC of the respective institution can evolve strategies and procedures for conducting the internal audit, based on their requirements and in line with the seven criteria fixed by the accreditation bodies.

Internal Audit:

The Internal Audit process might take 3-4 days to complete.

This is a comment-based table where audit members show various improvement areas by their suggestion.

INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT FORMAT

Department:

Academic Year:

Audit Date:

Auditors Name:

ACADEMIC AUDIT			
Sl. No	Description	Response	Observation
1	YEAR OF ESTABLISHMENT	2009	
2	MISSION & VISION OF THE DEPARTMENT	Yes / No	
3	COURSES OFFERED		
	PG		
	UG		
4	CURRICULUM		
	a) Steps followed in the design of Syllabus / Curriculum	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	b) Content of the curriculum as per industry & society need based	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	c) Does the department offer program with sufficient no. of electives options?	Yes / No	
5	TEACHING & LEARNING METHODS		
	a) Teaching methods and Teaching aids	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	b) E-Learning modules	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	c) Project based Learning	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	d) MOOCs based Learning	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	e) Value Added Courses		
	f) Examination System	Annual / Semester / Choice Based Credit System / Credit and Grading system / any	

		other system, specify	
	g) Participation of the department in the curriculum development for courses offered by the University		
	h) Student support for Weak & Bright Students	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	i) Remedial / Extra Classes Conduction	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	j) Parents-teacher meeting, student's progress report	Yes/ No	
	k) Feedback taken from all Stake holders	Yes / No	
	l) Analysis & Steps taken on feedback	Yes / No	
6	FACULTY PROFILE		
	a) Faculty Available		
	Professors		
	Associate Professors		
	Assistant Professor		
	Adjunct and Emeritus Professors		
	Visiting Fellows / Teachers		
	b) Faculty Qualification		
	No of Faculty with PhDs		
	No of Faculty with PG		
	c) Number of MooCs Courses / Certification Courses Certificate		
	d) Seminar / Conference attended		
	e) Refreshers Course/ FDP/ Training program / Workshop conducted		
	f) Refreshers Course/ FDP/ Training program / Workshop attended		
	g) Number of Faculty invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels		
	h) Number of Faculty participated as members in various executive committees at university level, State level, National level, international level bodies		
	i) Number of faculty participated as Member in Editorial Boards		

	j) Number of faculty participated as Member in Professional Bodies		
	k) Number of faculty participated as Research Guide (PhD Supervisor)		
	l) e-learning materials prepared		
	m) Preparation of Course files	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	n) Knowledge on OBE, Course outcome, CO-PO-PSO mapping and Attainment calculation	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	o) Awards / Prizes and recognitions received by teachers at university, state, national and international level		
7	TECHNICAL STAFF PROFILE		
	a) Staff Development Program Attended		
	b) Maintenance of Laboratories & Servicing of the Lab Equipment	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	c) Knowledge on OBE, Course outcome, CO-PO-PSO mapping, Rubrics and Attainment calculation	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
8	STUDENT PROFILE		
	a) Students' details-On roll		
	First Year		
	Second Year		
	Third Year		
	Fourth Year		
	b) Student Result:		
	Number student Appeared in the Final Exam		
	Percentage of the Student Qualified without Backlog		
	Percentage of the Student Qualified with Backlog		
	c) Student's involvement in extracurricular and co- curricular activities	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	d) Training & Internship		
	e) Industrial Visit		

	f) Awards & Achievements		
	International Level		
	National Level		
	State Level		
	Zonal Level		
	Institution Level		
	g) Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE, and other competitive examinations		
9	RESEARCH & DEVELOPMENT		
	a) Sponsored Project / Funding Received		
	Govt Agencies	Completed:	
		Ongoing:	
	Private Agencies	Completed:	
		Ongoing:	
	b) Paper Publication:		
	SCI/ ESCI Journal		
	SCOPUS / WoS		
	UGC CARE 1 Journal		
	c) Book Chapter		
	d) Books		
	e) Patent & IPR		
	Granted		
	Published		
	Filed		
	f) Consultancy Received		
10	ACTIVITIES OF THE DEPARTMENT		
	a) Number of student enrichment programmes conducted (special lectures / workshops / seminar) involving external experts.		
	b) Number of interactions with industry / research Center / Institutions etc.		
	c) Number of Collaboration / MoU		
	d) Number of Industry Sponsored Lab / Centre of Excellence established		
	e) Newsletter/Magazine/ Semester wise Wall/E- Magazine	Yes / No	

ADMINISTRATIVE AUDIT

11	ADMISSION		
	a) Intake	PG:	
		UG:	
	b) No of Students admitted	PG:	
		UG:	
12	TEACHING POSITIONS		
	a) Sanctioned		
	b) Filled		
	c) Vacant		
13	STUDENT TEACHER RATIO		
14	TEACHERS WORKLOAD / WEEK		
	a) HOD		
	b) Professor		
	c) Associate Professor		
	d) Assistant Professor		
15	NON-TEACHING POSITIONS		
	a) Technical Assistant		
	b) Non-Teaching Staff		
16	INFRASTRUCTURE OF THE DEPARTMENT		
	a) No of classrooms		
	b) Classrooms with ICT facility		
	c) No of laboratories		
	d) No of rooms for faculty members		
	e) No of computers for students		
	f) Number Computers with Internet facilities for staff		
	g) Department library	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	h) Internet connectivity	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	i) Laboratory Equipment	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	j) Number of Project Laboratories		
	k) Upgradation of Equipment / New Equipment purchased		
	l) Number of Research Laboratories		

	m) Central Library		
	Presence of Library operated Software	Yes / No	
	Books	Titles: Volumes:	
	eBooks	Titles: Volumes:	
	Hard Copy Journals		
	e-Journals		
	Digital Library	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	n) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Yes / No	
17	PLACEMENT		
	a) Number of Student Eligible for Placement		
	b) Number of Student Placed		
	c) Number of students pursuing Higher Studies		
	d) Number of Entrepreneurs		
	e) Percentage of Placement		
18	ADMINISTRATIVE ACTIVITIES		
	a) DAC Meetings / Staff Council Meetings/ DRC Meetings /Board of Studies Meetings are conducted in regular basis	Yes / No	
	b) Evidence of presence of departmental members in the Statutory & Non-statutory Committees and their meetings in regular basis	Yes / No	
	c) Green Audit, Energy Audit & Environmental Audit are performed in regular basis.	Yes / No	
	d) Medical facilities & Counselors available in regular basis	Yes / No	

After the internal audit happened in the institution there will be an external audit certificate generated and it was approved by principal IQAC head and one of the management committee members of the Institution. It was signature by the Convener and Chairman of the internal audit committee.

After that an external audit will be conducted.

External Audit:

The External Audit process might take 2 days to complete. It was same parameter as internal one but the difference between internal and external one is previous one is qualitative, and this one is quantitative as well as qualitative. It was made by the External audit member consulting with principal sir and IQAC head.

EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT FORMAT

Department:

Academic Year:

Audit Date:

Auditors Name:

Sl. No	Description	Max. Score	Actual Score	Observations of the Auditor
1	MISSION & VISION OF THE DEPARTMENT	50		
2	CURRICULUM	90		
	a) Steps followed in the design of Syllabus / Curriculum	50		
	b) Content of the curriculum as per industry & society need based	40		
	c) Does the department offer program with sufficient no. of electives options?	10		
3	TEACHING & LEARNING METHODS	220		
	a) Teaching methods and Teaching aids	25		
	b) E-Learning modules utilized	20		
	c) Project based Learning (@2/project)	15		
	d) MOOCs based Learning (@0.1/student)	10		
	e) Value Added Courses (@2/Course)	30		
	f) Examination System	40		
	g) Participation of the department in the curriculum development for courses offered by the University (@2/event)	10		
	h) Student support for Weak & Bright Students (@2/initiative)	20		
	i) Remedial / Extra Classes Conduction (@1)	10		
	j) Parents-teacher meeting, student's progress report (@2)	10		
	k) Feedback taken from all Stake holders	15		
	l) Analysis & Steps taken on feedback	15		
4	FACULTY PROFILE	200		
	a) Faculty Available with proper Cadre Ratio	10		
	b) No of Faculty with PhDs (@1)	10		
	c) Number of MooCs Courses /	20		

	Certification Courses Completed (@2)			
	d) Seminar / Conference attended (@1)	10		
	e) Refreshers Course/ FDP/ Training program / Workshop conducted (@2)	10		
	f) Refreshers Course/ FDP/ Training program / Workshop attended (@1)	10		
	g) Number of Faculty invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels (@5)	10		
	h) Number of Faculty participated as members in various executive committees at university level, State level, National level, international level bodies (@2/faculty)	10		
	i) Number of faculty participated as Member in Editorial Boards (@5)	10		
	j) Number of faculty participated as Member in Professional Bodies (@4)	20		
	k) Number of faculty participated as Research Guide (PhD Supervisor) (@5)	10		
	l) e-learning materials prepared (@5 /material)	20		
	m) Preparation of Course files (@2/ Course file)	20		
	n) Knowledge on OBE, Course outcome, CO-PO-PSO mapping and Attainment calculation	10		
	o) Awards / Prizes and recognitions received by teachers at university, state, national and international level. (@4/ International Award, @2/ University, State, National award)	20		
5	TECHNICAL STAFF PROFILE	50		
	a) Staff Development Program Attended (@2)	10		
	b) Maintenance of Laboratories & Servicing of the Lab Equipment	20		
	c) Knowledge on OBE, Course outcome, CO-PO-PSO mapping, Rubrics and Attainment calculation	20		
6	STUDENT PROFILE	150		
	a) Student Result:	20		
	Percentage of the Student Qualified without Backlog (Percentage \geq 90%-20,			



	90%>Percentage≥80%-15, 80%>Percentage≥75%-10, 75%>Percentage≥70%-5)			
	b) Student's involvement in extracurricular and co- curricular activities (@2/event)	30		
	c) Training & Internship (@0.1/student)	20		
	d) Industrial Visit (@2/visit)	10		
	e) Awards & Achievements	60		
	International Level (@10/award)			
	National Level (@5/award)			
	State Level (@2/award)			
	Zonal Level (@1/award)			
	h) Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE, and other competitive examinations (@2/student)	10		
7	RESEARCH & DEVELOPMENT	200		
	a) Sponsored Project (@25/project ≥ 20lacs, @20/project ≥ 10lacs, @20/project ≥ 5lacs @10/project≥1lacs)	25		
	b) Funding Received (@10/funding≥1lacs, @5/funding<1lacs)	20		
	c) Paper Publication: [@10/SCI, ESCI, SCIE, SCOPUS, WoS, @2/ UGC CARE 1 Journal]	50		
	d) Book Chapter (@5)	20		
	e) Books (@20)	20		
	f) Student Publication [@5/ international journals, @2/ national journals]	20		
	g) Patent & IPR (@25/Commercialized patent, @10/Granted patent, @5/Published Patent & IPR)	25		
	h) Consultancy Received (@20/Consultancy ≥ 5lacs, @10/project ≥ 2lacs, @5/project < 2lacs)	20		
8	ACTIVITIES OF THE DEPARTMENT	100		
	f) Number of student enrichment programmes conducted (special lectures / workshops / seminar) involving external experts (@2/event)	20		

	g) Number of interactions with industry / research Center / Institutions etc (@2/event)	20		
	h) Number of Collaboration / MoU (@15/MoU)	30		
	i) Number of Industry Sponsored Lab / Centre of Excellence established (@20/Lab or Centre)	20		
	j) Newsletter/Magazine/ Wall Magazine (@2)	10		
ADMINISTRATIVE AUDIT				
9	ADMISSION Percentage of admission: (Percentage \geq 90%-20, 90%>Percentage \geq 80%-15, 80%>Percentage \geq 75%-10, 75%>Percentage \geq 70%-5)	20		
10	STUDENT TEACHER RATIO (STR \leq 15:1-10, 18:1 \geq STR>15:1-5, 20:1 \geq STR>18:1-2)	10		
11	INFRASTRUCTURE OF THE DEPARTMENT	250		
	a) No of classrooms (As per AICTE Rule)	5		
	b) Classrooms with ICT facility (As per AICTE Rule)	5		
	c) No of laboratories (All labs according to curriculum=20)	20		
	d) No of rooms for faculty members (Separate room for faculty with separate seating arrangement=5)	5		
	e) No of computers for students (PC \leq 5:1=10, PC \leq 15:1=7.5, PC \leq 30:1=5, PC \leq 40:1=2.5)	10		
	f) Number Computers with Internet facilities for staff. (PC=1:1=10, PC \leq 2:1=8, PC \leq 3:1=5, PC \leq 4:1=2)	10		
	g) Department library (Books \geq 250-10, 250> Books \geq 150-8, 150>Percentage \geq 100-5, 100>Percentage \geq 60%-2)	10		
	h) Internet connectivity (Mbps) (BW \geq 500-10, 500> BW \geq 300-8 300> BW \geq 200-5 200> BW \geq 100-2)	10		

	i) Laboratory Equipment (More than 25% of total expenditure excluding salary=10)	10		
	j) Number of Project Laboratories (if yes full Marks)	5		
	k) Upgradation of Equipment / New Equipment purchased. (More than 25% of total expenditure excluding salary=5)	5		
	l) Number of Research Laboratories (if yes full Marks)	5		
	m) Central Library	150		
	Availability of student Usage and faculty Usage Logbook and average daily usage (@10)	10		
	Updation of Journal & eBooks (@10)	10		
	Updation of Accession register (@10)	10		
	Updation of subject wise list of books present in library (@10)	10		
	Repository of student thesis and CD of UG/PG/Ph. D Students (@10)	10		
	Repository of Books Written by faculty (@10)	10		
	Yearwise repository of Faculty & Students Publication (Index journals only) (@10)	10		
	Monthly maintenance of data of usage for Online Journal & submission of the same to HOI (@10)	10		
	NDLI Membership (@10)	10		
	Availability of Question paper repository (@10)	10		
	Monthly Book Issue Register (Student) (@10)	10		
	Availability of Library website with remote access (@10)	10		
	Maintenance of Issue & Return Procedure of books (@10)	10		
	Maintenance of Library Committee Minutes and actions taken on it (@10)	10		
	Digital Initiative (if Any) (@10)	10		
12	PLACEMENT	50		
	a) Number of Student Eligible for Placement			
	b) Number of Student Placed (Placement \geq 90%-20 90% $>$ Placement \geq 80%-15 80% $>$ Placement \geq 70%-10)	20		

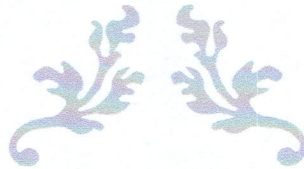
	70%>Placement≥60%-5)			
	c) Number of students pursuing Higher Studies (HS≥20%-5, 20%>HS≥10%-4 10%>Placement≥5%-3 5%>Placement≥2%-1)	5		
	d) Number of Entrepreneurs			
13	ADMINISTRATIVE ACTIVITIES			
	f) DAC Meetings / Staff Council Meetings/ DRC Meetings /Board of Studies Meetings are conducted in regular basis	Yes / No		
	g) Evidence of presence of departmental members in the Statutory & Non-statutory Committees and their meetings in regular basis	Yes / No		
	h) Green Audit, Energy Audit & Environmental Audit are performed in regular basis.	Yes / No		
	i) Medical facilities & Counselors available in regular basis	Yes / No		
	j) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Yes / No		
	TOTAL	1400		PERCENTAGE:

Score	Observations of Reviewer
50%-70%	Average
70%-80%	Good
>80%	Outstanding

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

ACTION TAKEN REPORT FORMAT

Sl. No.	Actions Taken for Improvement
1	Profile of Student Actions Taken
2	Infrastructure of the Dept. Actions Taken
3	Activities of the Department Actions Taken
4	Functioning of class/course committees Actions Taken
5	Schedule of Timetable Actions Taken
6	Attendance of Students Actions Taken
7	Quality of Projects Actions Taken
8	Conduct of Tutorial & Remedial Classes Actions Taken
9	Syllabus Coverage as per Lesson/Course Plan Actions Taken
10	Use of ICT enabled teaching methodologies. Actions Taken
11	Conduct of Practical Classes Actions Taken
12	Evaluation of Students performance in practical classes Actions Taken
13	Maintenance of Course files Actions Taken
15	Students feedback on faculties Actions Taken
16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken.
17	Performance of Students in Previous academic year results Actions Taken
18	Research Activities by Faculty members. Actions Taken.



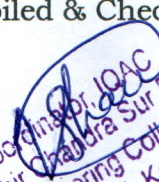

DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



Policy for Academic & Administrative Audit (W.e.f 2018-19)

Approved by BOG
Dated on 03/07/2018
Under Agenda No. 3

Ref. No: DSDEC/POL/2018-19/31	Compiled & Checked By:  Coordinator, IQAC Dr. Sudhir Chandra Sur Degree Engineering College (Coordinator, IQAC Cell) 540, Dum Dum Road, Kolkata -700074	Approved By:  Principal Dr. Sudhir Chandra Sur Degree Engineering College (Principal) 540, Dum Dum Road, Suremath Kolkata -74
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Introduction

To introduce academic reforms, review their progress and support reforms in the respective Higher Education Institutions (HEIs), it was necessary to implement Academic and Administrative Audit (AAA).

The Academic and Administrative Audit is a peer review process including a self-study and a site visit by peers from inside and outside the institution. The purpose of an academic audit is to encourage programs, departments, and the institution to evaluate their quality processes and standards based on predetermined benchmarks and to suggest activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular programmes and activities and the infrastructure and support services.

I. Academic Audit:

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs.

II. Administrative Audit:

It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

Major objectives of AAA:

To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest methods for improvement and for overcoming the weaknesses.

To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms, and examination reforms etc.

To evaluate the optimum utilization of financial and other resources.

To suggest methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Types of AAA:

Generally, there are two types of AAA – Internal AAA and External AAA.

It has prescribed a specific methodology and guidelines for conducting Academic and Administrative Audit (AAA) in the institutions. With the approval of the authorities, the IQAC of the respective institution can

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evolve strategies and procedures for conducting the audit, based on their requirements and in line with the different parameters fixed by the Accreditation bodies.

Internal Audit:

The internal audit shall be done by the Internal Quality Assessment Cell (IQAC) of the Institute every year. IQAC can co-opt faculty members in the auditing process.

Auditors will review the AAA form submitted by the Heads of the respective departments, verify supporting documents, and may ask for further documents and clarifications. After the verification of the documents, the internal auditors will prepare the AAA report for each department. The internal auditing shall be completed within 3-4 days.

The internal audit report shall necessarily make recommendations for improvement in parameters as relevant. The report shall be submitted to the Principal. The Principal shall place the Audit Report along with the Action Taken Report (ATR) before the Academic Council for its perusal and recommendations.

Composition of Internal AAA team:

The Internal Audit team usually consists of 3-5 senior teachers of the institution along with the Principal and the IQAC coordinator.

The Process of Internal AAA:

- a. The IQAC Coordinator in consultation with the Principal and Head of the Departments shall fix the schedules for the Academic & Administrative audit of the departments of the Institute. This schedule will be circulated to all Heads of the Departments.
- b. Typically, the AAA process must be conducted once every year and must be completed within a week. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Principal.
- c. The specified pro-forma for the Academic & Administrative Audit (Annexures to this policy) shall be developed by IQAC and approved by Principal. The same shall be communicated to all Heads of the Departments at least 15 days before the commencement of the internal audit.
- d. The internal audit team shall prepare a detailed Internal Audit Report and submit the same to the Principal within one week of completion of the internal audit of the concerned department.

External AAA:



The external audit is to be done in the institution by external peers/ experts.

Composition of External AAA team:

External Audit consists of a senior faculty member of a University / Institute nominated by the Principal. Auditors are primarily teachers who have experience and/or training in academic quality systems, processes and strategies and audit tactics and methodologies.

The Process of External AAA:

- a. The External Audit needs 2-3 days to complete. The External Auditor, in the beginning, will meet and interact with the Principal and the IQAC team to collect the details of the programmes and activities being conducted/ undertaken during the period of audit.
- b. Auditors will then visit a particular department and facilities and generally verify the Self Study Report along with supporting documents. They will interact with the HOD or the teacher in charge of quality assurance and will seek doubts and clarifications if any.
- c. After conducting the audit in all the departments and facilities, the audit member will sit with the IQAC team to obtain further details of the other facilities, infrastructure & administrative work processes, documents, and clarifications.
- d. Before the exit meeting, the external auditor will again interact with the Principal and the IQAC coordinator and present the brief observations and findings of the audit. Both parties (the Principal, the IQAC Coordinator and the Audit member) can express their views and analysis on the observations and findings of the audit.
- e. Finally, the External Audit member meets the teachers and staff and will present a summary of the observations and findings of the audit.

The AAA report of external agency shall be both diagnostic as well as prescriptive in nature.

OUTCOME

The outcome of both the internal and external audit reports, and the Action Taken Reports shall be placed before the Academic Council and the Board of Management. The recommendations of the Academic Council and Board of Management shall be implemented and reported in the subsequent meetings of these statutory bodies.



Criteria for Academic & Administrative Audit:

With the approval of the authorities, the IQAC of the respective institution can evolve strategies and procedures for conducting the internal audit, based on their requirements and in line with the seven criteria fixed by the accreditation bodies.

Internal Audit:

The Internal Audit process might take 3-4 days to complete.

This is a comment-based table where audit members show various improvement areas by their suggestion.

INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT FORMAT

Department:

Academic Year:

Audit Date:

Auditors Name:

ACADEMIC AUDIT			
Sl. No	Description	Response	Observation
1	YEAR OF ESTABLISHMENT	2007	
2	MISSION & VISION OF THE DEPARTMENT	Yes / No	
3	COURSES OFFERED		
	PG		
	UG		
4	CURRICULUM		
	a) Steps followed in the design of Syllabus / Curriculum	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	b) Content of the curriculum as per industry & society need based	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	c) Does the department offer program with sufficient no. of electives options?	Yes / No	
5	TEACHING & LEARNING METHODS		
	a) Teaching methods and Teaching aids	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	b) E-Learning modules	<ul style="list-style-type: none"> • Excellent • Very Good 	



		<ul style="list-style-type: none"> • Good • Not up to the Mark 	
	c) Project based Learning	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	d) MOOCs based Learning	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	e) Value Added Courses		
	f) Examination System	Annual / Semester / Choice Based Credit System / Credit and Grading system / any other system, specify	
	g) Participation of the department in the curriculum development for courses offered by the University		
	h) Student support for Weak & Bright Students	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	i) Remedial / Extra Classes Conduction	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	j) Parents-teacher meeting, student's progress report	Yes/ No	
	k) Feedback taken from all Stake holders	Yes / No	
	l) Analysis & Steps taken on feedback	Yes / No	
6	FACULTY PROFILE		
	a) Faculty Available		
	Professors		
	Associate Professors		
	Assistant Professor		
	Adjunct and Emeritus Professors		
	Visiting Fellows / Teachers		
	b) Faculty Qualification		
	No of Faculty with PhDs		
	No of Faculty with PG		
	c) Number of MooCs Courses / Certification Courses Certificate		
	d) Seminar / Conference attended		



	e) Refreshers Course/ FDP/ Training program / Workshop conducted		
	f) Refreshers Course/ FDP/ Training program / Workshop attended		
	g) Number of Faculty invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels		
	h) Number of Faculty participated as members in various executive committees at university level, State level, National level, international level bodies		
	i) Number of faculty participated as Member in Editorial Boards		
	j) Number of faculty participated as Member in Professional Bodies		
	k) Number of faculty participated as Research Guide (PhD Supervisor)		
	l) e-learning materials prepared		
	m) Preparation of Course files	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	n) Knowledge on OBE, Course outcome, CO-PO-PSO mapping and Attainment calculation	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	o) Awards / Prizes and recognitions received by teachers at university, state, national and international level		
7	TECHNICAL STAFF PROFILE		
	a) Staff Development Program Attended		
	b) Maintenance of Laboratories & Servicing of the Lab Equipment	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	c) Knowledge on OBE, Course outcome, CO-PO-PSO mapping, Rubrics and Attainment calculation	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
8	STUDENT PROFILE		
	a) Students' details-On roll		
	First Year		
	Second Year		
	Third Year		



	Fouth Year		
	b) Student Result:		
	Number student Appeared in the Final Exam		
	Percentage of the Student Qualified without Backlog		
	Percentage of the Student Qualified with Backlog		
	c) Student's involvement in extracurricular and co- curricular activities	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	d) Training & Internship		
	e) Industrial Visit		
	f) Awards & Achievements		
	International Level		
	National Level		
	State Level		
	Zonal Level		
	Institution Level		
	g) Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE, and other competitive examinations		
9	RESEARCH & DEVELOPMENT		
	a) Sponsored Project / Funding Received		
	Govt Agencies	Completed: Ongoing:	
	Private Agencies	Completed: Ongoing:	
	b) Paper Publication:		
	SCI/ ESCI Journal		
	SCOPUS / WoS		
	UGC CARE 1 Journal		
	c) Book Chapter		
	d) Books		
	e) Patent & IPR		
	Granted		
	Published		
	Filed		
	f) Consultancy Received		
10	ACTIVITIES OF THE DEPARTMENT		



	a) Number of student enrichment programmes conducted (special lectures / workshops / seminar) involving external experts.		
	b) Number of interactions with industry / research Center / Institutions etc.		
	c) Number of Collaboration / MoU		
	d) Number of Industry Sponsored Lab / Centre of Excellence established		
	e) Newsletter/Magazine/ Semester wise Wall/E- Magazine	Yes / No	

ADMINISTRATIVE AUDIT

11	ADMISSION		
	a) Intake	PG:	
	b) No of Students admitted	UG:	
12	TEACHING POSITIONS		
	a) Sanctioned		
	b) Filled		
	c) Vacant		
13	STUDENT TEACHER RATIO		
14	TEACHERS WORKLOAD / WEEK		
	a) HOD		
	b) Professor		
	c) Associate Professor		
	d) Assistant Professor		
15	NON-TEACHING POSITIONS		
	a) Technical Assistant		
	b) Non-Teaching Staff		
16	INFRASTRUCTURE OF THE DEPARTMENT		
	a) No of classrooms		
	b) Classrooms with ICT facility		
	c) No of laboratories		
	d) No of rooms for faculty members		
	e) No of computers for students		
	f) Number Computers with Internet facilities for staff		
	g) Department library	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	h) Internet connectivity	<ul style="list-style-type: none"> • Excellent • Very Good 	



		<ul style="list-style-type: none"> • Good • Not up to the Mark 	
	i) Laboratory Equipment	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	j) Number of Project Laboratories		
	k) Upgradation of Equipment / New Equipment purchased		
	l) Number of Research Laboratories		
	m) Central Library		
	Presence of Library operated Software	Yes / No	
	Books	Titles: Volumes:	
	eBooks	Titles: Volumes:	
	Hard Copy Journals		
	e-Journals		
	Digital Library	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Not up to the Mark 	
	n) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Yes / No	
17	PLACEMENT		
	a) Number of Student Eligible for Placement		
	b) Number of Student Placed		
	c) Number of students pursuing Higher Studies		
	d) Number of Entrepreneurs		
	e) Percentage of Placement		
18	ADMINISTRATIVE ACTIVITIES		
	a) DAC Meetings / Staff Council Meetings/ DRC Meetings /Board of Studies Meetings are conducted in regular basis	Yes / No	
	b) Evidence of presence of departmental members in the Statutory & Non-statutory Committees and their meetings in regular basis	Yes / No	
	c) Green Audit, Energy Audit & Environmental Audit are performed in regular basis.	Yes / No	
	d) Medical facilities & Counselors	Yes / No	



	available in regular basis		
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After the internal audit happened in the institution there will be an external audit certificate generated and it was approved by principal IQAC head and one of the management committee members of the Institution. It was signature by the Convener and Chairman of the internal audit committee.

After that an external audit will be conducted.

External Audit:

The External Audit process might take 2 days to complete. It was same parameter as internal one but the difference between internal and external one is previous one is qualitative, and this one is quantitative as well as qualitative. It was made by the External audit member consulting with principal sir and IQAC head.

EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT FORMAT

Department:

Academic Year:

Audit Date:

Auditors Name:

Sl. No	Description	Max. Score	Actual Score	Observations of the Auditor
1	MISSION & VISION OF THE DEPARTMENT	50		
2	CURRICULUM	90		
	a) Steps followed in the design of Syllabus / Curriculum	50		
	b) Content of the curriculum as per industry & society need based	40		
	c) Does the department offer program with sufficient no. of electives options?	10		
3	TEACHING & LEARNING METHODS	220		
	a) Teaching methods and Teaching aids	25		
	b) E-Learning modules utilized	20		
	c) Project based Learning (@2/project)	15		
	d) MOOCs based Learning (@0.1/student)	10		
	e) Value Added Courses (@2/Course)	30		
	f) Examination System	40		
	g) Participation of the department in the curriculum development for courses offered by the University (@2/event)	10		
	h) Student support for Weak & Bright Students (@2/initiative)	20		
	i) Remedial / Extra Classes Conduction	10		



	(@1)			
	j) Parents-teacher meeting, student's progress report (@2)	10		
	k) Feedback taken from all Stake holders	15		
	l) Analysis & Steps taken on feedback	15		
4	FACULTY PROFILE	200		
	a) Faculty Available with proper Cadre Ratio	10		
	b) No of Faculty with PhDs (@1)	10		
	c) Number of MooCs Courses / Certification Courses Completed (@2)	20		
	d) Seminar / Conference attended (@1)	10		
	e) Refreshers Course/ FDP/ Training program / Workshop conducted (@2)	10		
	f) Refreshers Course/ FDP/ Training program / Workshop attended (@1)	10		
	g) Number of Faculty invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels (@5)	10		
	h) Number of Faculty participated as members in various executive committees at university level, State level, National level, international level bodies (@2/faculty)	10		
	i) Number of faculty participated as Member in Editorial Boards (@5)	10		
	j) Number of faculty participated as Member in Professional Bodies (@4)	20		
	k) Number of faculty participated as Research Guide (PhD Supervisor) (@5)	10		
	l) e-learning materials prepared (@5 /material)	20		
	m) Preparation of Course files (@2/ Course file)	20		
	n) Knowledge on OBE, Course outcome, CO-PO-PSO mapping and Attainment calculation	10		
	o) Awards / Prizes and recognitions received by teachers at university, state, national and international level. (@4/ International Award, @2/ University, State, National award)	20		
5	TECHNICAL STAFF PROFILE	50		
	a) Staff Development Program Attended	10		



	(@2)			
	b) Maintenance of Laboratories & Servicing of the Lab Equipment	20		
	c) Knowledge on OBE, Course outcome, CO-PO-PSO mapping, Rubrics and Attainment calculation	20		
6	STUDENT PROFILE	150		
	a) Student Result: Percentage of the Student Qualified without Backlog (Percentage $\geq 90\%$ - 20, $90\% > \text{Percentage} \geq 80\%$ - 15, $80\% > \text{Percentage} \geq 75\%$ - 10, $75\% > \text{Percentage} \geq 70\%$ - 5)	20		
	b) Student's involvement in extracurricular and co-curricular activities (@2/event)	30		
	c) Training & Internship (@0.1/student)	20		
	d) Industrial Visit (@2/visit)	10		
	e) Awards & Achievements	60		
	International Level (@10/award)			
	National Level (@5/award)			
	State Level (@2/award)			
	Zonal Level (@1/award)			
	h) Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE, and other competitive examinations (@2/student)	10		
7	RESEARCH & DEVELOPMENT	200		
	a) Sponsored Project (@25/project ≥ 20 lacs, @20/project ≥ 10 lacs, @20/project ≥ 5 lacs @10/project ≥ 1 lacs)	25		
	b) Funding Received (@10/funding ≥ 1 lacs, @5/funding < 1 lacs)	20		
	c) Paper Publication: [@10/SCI, ESCI, SCIE, SCOPUS, WoS, @2/ UGC CARE 1 Journal]	50		
	d) Book Chapter (@5)	20		
	e) Books (@20)	20		
	f) Student Publication [@5/ international journals, @2/ national journals]	20		
	g) Patent & IPR (@25/Commercialized patent,	25		



	@10/Granted patent, @5/Published Patent & IPR)			
	h) Consultancy Received (@20/Consultancy \geq 5lacs, @10/project \geq 2lacs, @5/project $<$ 2lacs)	20		
8	ACTIVITIES OF THE DEPARTMENT	100		
	f) Number of student enrichment programmes conducted (special lectures / workshops / seminar) involving external experts (@2/event)	20		
	g) Number of interactions with industry / research Center / Institutions etc (@2/event)	20		
	h) Number of Collaboration / MoU (@15/MoU)	30		
	i) Number of Industry Sponsored Lab / Centre of Excellence established (@20/Lab or Centre)	20		
	j) Newsletter/Magazine/ Wall Magazine (@2)	10		
ADMINISTRATIVE AUDIT				
9	ADMISSION Percentage of admission: (Percentage \geq 90%-20, 90%>Percentage \geq 80%-15, 80%>Percentage \geq 75%-10, 75%>Percentage \geq 70%-5)	20		
10	STUDENT TEACHER RATIO (STR \leq 15:1-10, 18:1 \geq STR $>$ 15:1-5, 20:1 \geq STR $>$ 18:1-2)	10		
11	INFRASTRUCTURE OF THE DEPARTMENT	250		
	a) No of classrooms (As per AICTE Rule)	5		
	b) Classrooms with ICT facility (As per AICTE Rule)	5		
	c) No of laboratories (All labs according to curriculum=20)	20		
	d) No of rooms for faculty members (Separate room for faculty with separate seating arrangement=5)	5		
	e) No of computers for students (PC \leq 5:1=10, PC \leq 15:1=7.5, PC \leq 30:1=5, PC \leq 40:1=2.5)	10		
	f) Number Computers with Internet facilities for staff. (PC=1:1=10, PC \leq 2:1=8,	10		



PC ₃ :1=5, PC ₄ :1=2)			
g) Department library (Books _≥ 250-10, 250> Books _≥ 150-8, 150>Percentage _≥ 100-5, 100>Percentage _≥ 60%-2)	10		
h) Internet connectivity (Mbps) (BW _≥ 500-10, 500> BW _≥ 300-8 300> BW _≥ 200-5 200> BW _≥ 100-2)	10		
i) Laboratory Equipment (More than 25% of total expenditure excluding salary=10)	10		
j) Number of Project Laboratories (if yes full Marks)	5		
k) Upgradation of Equipment / New Equipment purchased. (More than 25% of total expenditure excluding salary=5)	5		
l) Number of Research Laboratories (if yes full Marks)	5		
m) Central Library	150		
Availability of student Usage and faculty Usage Logbook and average daily usage (@10)	10		
Updation of Journal & eBooks (@10)	10		
Updation of Accession register (@10)	10		
Updation of subject wise list of books present in library (@10)	10		
Repository of student thesis and CD of UG/PG/Ph. D Students (@10)	10		
Repository of Books Written by faculty (@10)	10		
Yearwise repository of Faculty & Students Publication (Index journals only) (@10)	10		
Monthly maintenance of data of usage for Online Journal & submission of the same to HOI (@10)	10		
NDLI Membership (@10)	10		
Availability of Question paper repository (@10)	10		
Monthly Book Issue Register (Student) (@10)	10		
Availability of Library website with remote access (@10)	10		
Maintenance of Issue & Return	10		



	Procedure of books (@10)			
	Maintenance of Library Committee Minutes and actions taken on it (@10)	10		
	Digital Initiative (if Any) (@10)	10		
12	PLACEMENT	50		
	a) Number of Student Eligible for Placement			
	b) Number of Student Placed (Placement \geq 90%-20 90% $>$ Placement \geq 80%-15 80% $>$ Placement \geq 70%-10 70% $>$ Placement \geq 60%-5)	20		
	c) Number of students pursuing Higher Studies (HS \geq 20%-5, 20% $>$ HS \geq 10%-4 10% $>$ Placement \geq 5%-3 5% $>$ Placement \geq 2%-1)	5		
	d) Number of Entrepreneurs			
13	ADMINISTRATIVE ACTIVITIES			
	f) DAC Meetings / Staff Council Meetings/ DRC Meetings /Board of Studies Meetings are conducted in regular basis	Yes / No		
	g) Evidence of presence of departmental members in the Statutory & Non-statutory Committees and their meetings in regular basis	Yes / No		
	h) Green Audit, Energy Audit & Environmental Audit are performed in regular basis.	Yes / No		
	i) Medical facilities & Counselors available in regular basis	Yes / No		
	j) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department?	Yes / No		
	TOTAL	1400		PERCENTAGE:

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

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ACTION TAKEN REPORT FORMAT

Sl. No.	Actions Taken for Improvement
1	Profile of Student Actions Taken
2	Infrastructure of the Dept. Actions Taken
3	Activities of the Department Actions Taken
4	Functioning of class/course committees Actions Taken
5	Schedule of Timetable Actions Taken
6	Attendance of Students Actions Taken
7	Quality of Projects Actions Taken
8	Conduct of Tutorial & Remedial Classes Actions Taken
9	Syllabus Coverage as per Lesson/Course Plan Actions Taken
10	Use of ICT enabled teaching methodologies. Actions Taken
11	Conduct of Practical Classes Actions Taken
12	Evaluation of Students performance in practical classes Actions Taken
13	Maintenance of Course files Actions Taken
15	Students feedback on faculties Actions Taken
16	Conduction of Seminar/Workshop/FDP/Conferences Actions Taken.
17	Performance of Students in Previous academic year results Actions Taken
18	Research Activities by Faculty members. Actions Taken.