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Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Autonomous Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

NAAC

VISION

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

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

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

Introduction

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

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

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

Operational Features of the IQAC

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

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

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

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing

Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC **(For Autonomous Colleges)**

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : **Heritage Institute of Technology**
 - Name of the Head of the Institution : **Prof. (Dr.) Pranay Chaudhuri**
 - Designation : **Principal**
 - Does the institution function from own campus : **Yes**
 - Phone No. / Alternate Phone No. : **+91 (33) 66270614/0622/0623**
 - Mobile No. : **+919830014571**
 - Registered E-Mail : **principal@heritageit.edu**
 - Alternate E-Mail : **pranay.chaudhuri@heritageit.edu**
 - Address : **994 Madurdaha, Chowbaga Road
Anandapur, P.O. – East Kolkata
Township, Kolkata - 700107**
 - City/Town : **Kolkata**
 - State/UT : **West Bengal**
 - PIN Code : **700107**
2. Institutional Status:
 - Autonomous Status *(provide the date of Conformance of Autonomous Status)*: **21.07.2014**
 - Type of Institution : Co-education/Men/Women : **Co-education**
 - Location : Rural/Semi-urban/Urban : **Urban**

- Financial Status : Grants-in aid / UGC 2f and 12 (B) / Self-financing
(please specify) : **UGC 2(f) & Self-financing**
- Name of the IQAC Co-ordinator/Director : **Prof. Kalarab Ray**
- Phone No. / Alternate Phone No. : **+91(33) 66270616/ 0681**
- Mobile : **+919830020922**
- IQAC E-Mail Address : **kalarab.ray@heritageit.edu**
- Alternate E-Mail Address : **admin@heritageit.edu**

3. Website Address : **http://www.heritageit.edu**

Web-link of the AQAR: (Previous Academic Year) : **Not Applicable**

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

4. Whether Academic Calendar prepared during the year?

✓ **Yes**/~~No~~, if yes, whether it is uploaded in the Institutional Website: ✓ **Yes, uploaded in the Institutional website**

Weblink: **http://www.heritageit.edu/PDF/AcademicCalendar19.pdf**

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B++	2.76	2017	from: 22.02.2017 to: 21.02.2022
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: **18/02/2016**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item / Title of the Quality Initiative by IQAC	Date and Duration	Number of Participants / Beneficiaries
Accreditation by NBA of PG Programmes in AEIE, BT, CSE and ECE in 2018	19.01.2018	59 students of M.Tech. 1st & 2nd yr of 4 (four) departments and all concerned members of faculty

Accreditation by NBA of UG programmes in CSE in 2014	Tentatively scheduled on February 2019	All UG students of the concerned department
Considering the AICTE guidelines, upgradation of UG/PG syllabus in line with national standard	09.08.2018 (14 th meeting of Academic Council)	962 students of 1 st yr B.Tech. & M.Tech programme
Conduction of IQAC meetings at regular interval. Four meetings were held during the Academic Year 2017-2018	25/07/2017, 10/11/2017, 30/01/2018, 29/05/2018	IQAC vetted major decisions of the Institute in respect of selection of faculty members and proposals on various development aspects.
Academic Audit conducted and hence its recommendations have been submitted for consideration of IQAC	Yes	Expected beneficiaries are Members of Faculty and students
Institute participated in NIRF in AY 2017-2018	04/12/2017	The Institute has been ranked within the band 101-150 among Engineering Universities and Institutes (considering both Government and Private) in the country

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Heritage Institute of Technology	TEQIP-II	MHRD, Govt. of India and Govt. of West Bengal	2012 for 4 years	6 crores
Heritage Institute of Technology	Awarded Autonomous status by UGC and the affiliating University	NA	19.06.2014 initially for a period of 6 years	Not Applicable

Heritage Institute of Technology	UGC awarded special status U/s 2(f)	Not Applicable	21.01.2010	Not Applicable
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9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: ✓ **Yes, uploaded**
 *upload latest notification of formation of IQAC :
<http://www.heritageit.edu/AQARAndIQAC.aspx>

10. No. of IQAC meetings held during the year: **4 (four)**

Dates of meetings are as follows: **25/07/17, 10/11/17, 30/01/18, 29/05/18**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website Yes /No: ✓ **Yes, uploaded in our Institutional website**
<http://www.heritageit.edu/AQARAndIQAC.aspx>

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

If yes, mention the amount : **NA** Year : **NA**

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

- ✓ **Consideration of Examination Rules under Operational Guidelines regarding Paper-setters and Moderators for Semester Examination Question Papers**
- ✓ **Introduction of Refundable Caution Deposit for Full-time Research Scholars registered with affiliating University, MAKAUT and carrying out research at HIT [approved for implementation from Jul-2017]**
- ✓ **Considered to provide facility for Semester-long Project Work for External Students, which have been approved by BOG for implementation from AY 2018-2019.**
- ✓ **Recommended for implementation of MAKAUT guidelines regarding Mandatory Additional Requirement for earning B Tech Degree from the AY 2018-2019**
- ✓ **Recommended for implementation of AICTE Guidelines regarding Course Structures for B Tech and M Tech programmes.**

13. 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
1. Modification of Examination Rules: To Scrutinize the existing examination rules with respect to engagement of Paper Setter and Moderator which runs as follows: <i>“Based on the recommendations of the respective HOD’s and approved by the</i>	1. Based on the experience it has been decided to continue the present practice

<p><i>Principal, the COE will appoint two paper setters for independently framing two sets of question paper and also at least one moderator, who should be an external subject expert, for each course code.”</i></p> <p>2. Implementation of MAKAUT directives regarding Mandatory Additional Requirement for earning B.Tech. degree through Activity Points to address needs of industry and society.</p> <p>3. Implementation of AICTE Guidelines regarding course structure for B.Tech. and M.Tech. programmes for students taking admission from 2018-2019 onward</p>	<p>2. Worked out the requisite details for implementation of the same from Academic Year 2018-19</p> <p>3. Worked out the requisite details for implementation of the same from Academic Year 2018-19</p>
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14. Whether the AQAR was placed before statutory body? Yes / No: ✓ Yes

Name of the Statutory Body: **Board of Governors**

Date of Meeting(s): **17.11.2018**

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

Yes/ No: **✓ No**

Date: **NA**

16. Whether institutional data submitted to AISHE: Yes/No: ✓ Yes

Year: **2017-2018**

Date of Submission: **6th February 2018**

17. Does the Institution have Management Information System?

Yes ✓ No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

The following functions have been implemented through ERP:

- **Student Attendance**
- **Faculty / Staff Attendance and Leave Management**
- **Library Facilities**
- **Infrastructure Maintenance Request Tracking and Management**
- **Examination Form Fill-up, Fee Payment and Admit Card Issue**

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Design and Development					
1.1.1 Programmes for which syllabus revision was carried out during the Academic year					
Name of Programme	Programme Code		Dates of Revision		
B.Tech. MCA	4 th Year 2 nd Year		Jul-2017		
1.1.2 Programmes / Courses focussed on employability / entrepreneurship / skill development during the Academic year					
Programme with Code	Date of Introduction		Course with Code		Date of Introduction
Entreprerna 2K17	14.09.2017		--		--
TCS Executive Level Meet - Interaction with Members of Faculty and students	19.4.2018		--		--
Industry Readiness Intervention Schedule (IRIS)	07.08.2018		Personality Grooming and Soft Skills Development		07.08.2018
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year - Nil					
Programme/Course			Date of Introduction		
Not Applicable					
1.2.2 Programmes in which Choice Based Credit System (CBCS) / Elective Course System implemented at the College level during the Academic year. -					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Free Elective Course System made effective in UG programme				2017-2018	
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
EFRAC		2017-2018		15	
Ardent Computech Pvt. Ltd.		2017-2018		94	
Siemens Limited		2017-2018		85	
TCS Onternship		2017-2018		62	
Jadavpur University		2017-2018		46	
BOSCH		2017-2018		43	
Abacus Digital Pvt. Ltd.		2017-2018		23	
International Institute for Advanced Training on Control and Automation		2017-2018		15	
TCS ion		2017-2018		10	
Summer Training at NJIT, USA		2017-2018		8	

1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title			No. of students enrolled for Field Projects / Internships	
As a compulsory 6-week internship training of 3 rd year students at the end of 6 th semester examination at different industries / R&D Labs / Educational Institutes			1057	
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
✓ Yes /No	✓ Yes/No	✓ Yes/No	✓ Yes/No	✓ Yes/No
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
The Institute has specific mechanism for receiving feedback from different stakeholders.				
Feedback system from the students - An online feedback system as per the guidelines of the Institute is conducted with participation of students.				
Feedback system from the Members of Faculty – Each of the Members Faculty has to appear for an open session with the Principal and the Management separately. Various aspects including the students’ feedback, academic performance, interest of Members of Faculty in the area of research, publication, administrative activities, problem solving aptitude towards the industries, commitment towards the society are being assessed from this open session.				
Feedback system from the Employers: The Institute collect feedback from the employers of different industries on a regular basis. Feedback so received are being analyzed and the students are being trained as per industry need.				
Feedback from Alumni: Recommendations received from the Alumni Annual Meet on various aspects of infrastructural facilities and curriculum part of the Institute are being discussed by the appropriate authority and necessary measures being adopted.				
Feedback from Parents: Degree Awarding Departments collect feedback from parents of concerned students and necessary action are being taken accordingly.				
CRITERION II -TEACHING-LEARNING AND EVALUATION				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year				
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled
B Tech	900 + 45 (TFW)	Applications received by WBJEE Board for admission to various B.Tech. courses		855+38 (TFW)
M Tech	126	Application received by PGET Board, MAKAUT, WB for admission to various M.Tech. courses		42
MCA	60	Applications received by WBJEE Board for admission to MCA course		51

2.2 Catering to Student Diversity**2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full-time teachers available in the institution teaching only UG courses	Number of full-time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	884+39 (TFW)	38	188	21	209 (Full time) + 36 (Adjunct) = 245

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

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
209	209	→ Laptop for accessing online resources → Wifi access for document sharing and device connectivity → A projector with white screen	52	18	Electronic journals, electronic books, online databases in varied digital formats

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

In all the departments, faculty mentors are assigned to individual students who monitor the performance of students under their mentorship. Problems related to academic performance are reported to the concerned faculties and/or to the HOD and due support are extended to the respective students. Problems related to any continued absenteeism are reported to the respective parents as well.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
884+39 (TFW)	209	1:21

2.4 Teacher Profile and Quality**2.4.1 Number of full-time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph D
209	209	Nil	031	095

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full-time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Prof. (Dr.) Pinaki Bhattacharya	Emeritus Professor & Head Research	Adjudged IChE Awards for the year 2018 : IChE NRC Award 3rd Best Paper in Indian Chemical Engineer 2017
2018	Prof. (Dr.) Swami Vedajnananda	Professor	Elected as President of the Section of Engineering Sciences for 2018-2019 in the 106th Session of the Indian Science Congress to be held on January 2019
2018	Prof. (Dr.) Soma Banerjee	Assistant Professor	Selected as Nominee to CPCSEA (Committee for the Purpose of Control & Supervision of Experiments on Animals), under Ministry of Environment, Forest and Climate Change Animal Welfare Division, Govt. of India.
2017	Prof. (Dr.) Jayati Datta	Professor and Head, Department of Chemistry	Member, The National Academy of Science, India (MNASC)

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester / Year	Last date of the last semester-end / year-end examination	Date of declaration of results of semester-end / year- end examination
UG	B Tech	Odd	22.12.2017	16.02.2018
PG	M Tech	Odd	19.12.2017	16.02.2018
	MCA	Odd	21.12.2017	16.02.2018
UG	B Tech	Even	01.06.2018	10/7/2018 & 01/08/2018
PG	M Tech	Even	28.05.2018	10/7/2018 & 01/08/2018
	MCA	Even	30.05.2018	01/08/2018

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

***Do not include re-evaluation/ re-totalling**

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	Odd Semester: 4185 Even Semester: 4181	Nil

2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
http://www.heritageit.edu/Programmes.aspx				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester / year examination	Pass Percentage
UG	B Tech	937	879	93.81
PG	M Tech	34	34	100
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
<ul style="list-style-type: none"> • Feedback system from the students – An online feedback system as per the guidelines of the Institute is conducted with participation of students. • At the end of the course, Students' Counsellor used to have an Exit Meeting with the outgoing students where in they are required to filled in an structured proforma. The outcome of the same is then placed before the appropriate authority and necessary action is taken accordingly. • Mentors report about the mentees are being collected on yearly basis and submitted concerned HOD for taking decision. 				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Promotion of Research and Facilities				
3.1.1 The institution provides seed money to its teachers for research,				
Yes / No: No If yes, give details Not Applicable				
Name of the teacher getting seed money			The amount of seed money	Year of receiving grant
However, infrastructural facilities and administrative support are being provided by the Institute. Study leave is provided in case of deserving members of faculty				
3.1.2 Teachers awarded National/International fellowship for advanced studies / research during the year - Nil				
	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National				
International				

3.2 Resource Mobilization for Research				
3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major Projects	4 years	SERB-DST	14 lakhs	--
	3 years	DST, Govt of West Bengal	9.43 lakhs	2.99 lakhs
	2-3 years	AICTE, CDAC	45 lakhs	5 lakhs
	5 years	ITRA, Govt. of India	43.55 lakhs	12.97 lakhs
	3 years	DST-NM, CSIR, MNRE	287.05 lakhs	210.05 lakhs
Minor Projects	1 year	BIRAC-SRISTI	1 lakh	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored Projects	--	--	--	--
Projects sponsored by the University / College	--	--	--	--
Students Research Projects (other than compulsory by the College)	1 year 1 year	BIRAC-SRISTI	1 lakh 0.5 lakh	1 lakh 0.5 lakh
International Projects	3 years	European Union	15653 Euro (about Rs. 12.5 lakhs)	--
Any other (MODROBS)	2 years	AICTE	4.65 lakhs	3.72 lakhs
Total			Rs. 418.68 lakhs	Rs. 236.23 lakhs
3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years				
AEIE -1 (Faculty involved : 2) , BT – 1 (Faculty involved – 1), ECE – 2 (Faculty involved : 4), MCA – 1 (Faculty involved 2), Chemistry – 2 (Faculty involved-1)				
3.3 Innovation Ecosystem				
3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Department		Date(s)	
The Global trend in Dye Sensitised and Perovskite Solar Cells: New-generation Photo-voltaics (HIT-K, India-Great Cell Solar, Italy)	Chemistry, HIT, Kolkata		13th July, 2018	

3.3.2 Awards for Innovation won by Institution / Teachers / Research Scholars / Students during the year				
Title of the Innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
1. Cost effective self stabilizing smart hand held platform (spoon/pen) for elderly or Parkinson’s diseases patients	Mr. Debjyoti Chowdhury with Supervisor Dr. Madhurima Chattopadhyay	BIRAC-SRISTI (GYTI-Appreciation Award)	13th March, 2017	Technology
2. Development of power efficient hearing aid using MEMS microphone	Mr. Souvik Mallik with Supervisor Dr. Madhurima Chattopadhyay	BIRAC-SRISTI(GYTI-Appreciation Award)	26th Aug., 2017	Technology
3. Cost effective non-clinical scheme for early detection of malignancy in leukocytes by MEMS capacitive sensor	Mr. Somnath Chakraborty with Supervisor Dr. Madhurima Chattopadhyay	BIRAC-SRISTI(Appreciation Award)	30th Oct., 2017	Technology
4. Vaccine against fire smoke	Mahima Choudhuri Amisha Agarwal Snehil Khemka	IEST Shibpur	04.11.18.	Innovation Challenge, INSTRUO - 2018
5. Asthama Reliever	Tania Jaiswal	IIT Kharagpur	19.01.18.	Eureka event for most innovative idea in Biotechnology
3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year - Nil				
Incubation Centre	Name	Sponsored by		
Name of the Start-up	Nature of Start-up	Date of commencement		
3.4 Research Publications and Awards				
3.4.1 Ph.D.s awarded during the year				
Name of the Department			No. of Ph.Ds Awarded	
Applied Electronics & Instrumentation Engineering			01	
Civil Engineering			03	
Electronics & Communication Engineering			01	
Mechanical Engineering			01	
Mathematics			01	
Humanities			01	
3.4.2 Research Publications in the Journals notified on UGC Website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	All Deptts.	106	3.5	
International			4.75 (h-Index)	
3.4.3 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				

Department			No. of Publication
All Departments			Book Chapter: 4 Conference Proceedings: 48
3.4.4 Patents published/awarded during the year : NIL			
Patent Details	Patent Status Published/ Filed	Patent Number	Date of Award
3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus / Web of Science or Pub Med / Indian Citation Index Details of publication in peer reviewed journals are attached as Annexure – I. Average Impact Factor is 3.5			

Title of the Paper	Name of the Author	Title of the Journal	Year of Publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
Vide Annexure - I						
3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) : h-index 4.75 (average)						
Title of the Paper	Name of the Author	Title of the Journal	Year of Publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year:						
No. of Faculty		International level	National level	State level	Local level	
Seminars / Workshops = 91		21	50	10	10	
Presented Papers = 50		36	14	--	--	
Resource Persons = 15		01	09	02	03	
3.5 Consultancy						
3.5.1 Revenue generated from Consultancy during the year						
Name of the Consultant(s) Department		Name of Consultancy Project		Consulting/Sponsoring Agency	Revenue Generated (amount in Rupees)	
Biotechnology		Laboratory facility extended to the students of affiliating University (MAKAUT,WB)		MAKAUT,WB	Rs 40,000/-	

3.5.2 Revenue generated from Corporate Training by the institution during the year				
Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue Generated (amount in Rupees)	Number of Trainees
Prof. (Dr.) Swami Vedajnananda, Department of ChE	ISDPP2 Training for Nirman Sahayak	Dept. of Panchayat & Rural Development, Govt. of West Bengal	Rs. 2,00,000/-	41
3.6 Extension Activities				
3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year				
Title of the Activities	Organising Unit / Agency / Collaborating Agency	Number of Teachers co-ordinated in such activities	Number of Students participated in such activities	
Mahandan 3.0 (Blood Donation Camp)	NSS & Rotaract Club of HITK	1	226	
3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award / Recognition	Awarding Bodies	No. of Students Benefited	
Smart India Hackathon 2018	4th prize	Ministry of HRD & AICTE	6	
	4th prize	Ministry of HRD & AICTE	6	
	5th prize	Ministry of HRD & AICTE	6	
Cadence Tensilica Hackathon 2018	3rd prize	Cadence	2	
3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the Scheme	Organising Unit / Agency / Collaborating Agency	Name of the Activity	Number of Teachers co-ordinated such activities	Number of Students participated in such activities
Gender Issues	Rotaract Club of HITK	Code Red - a Menstruation awareness session	01	06
Health care, Plantation and Awareness	Rotaract Club of HITK	Extension of support to an unchartered Delta – Kumirmari, Sunderban	01	09

3.7 Collaborations			
3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of Activity	Participant	Source of Financial Support	Duration
MEMS capacitive sensor fabricated at SCL, Chandigarh	03	BIRAC	Dec 2017- Jan 2018
Research Project with IPGMER, Kolkata, & RG Kar Medical College & Hospital, Kolkata	01	DST, Govt. of West Bengal	Jan 2016 – Jan 2019
Research	01	DST	2016-2019
Research	01	DST (Imprint)	2017-2020
Collaborative Research, Joint Publications and Student Internship	HIT, Kolkata IIM, Calcutta IEST, Shibpur JU, Kolkata	ITRA, Govt. of India	2013-2018

3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of Linkage	Title of the Linkage	Name of the Partnering Institution / Industry / Research Lab with contact details	Duration (From-To)	Participant
M.Tech Project (AEIE) R&D	To fabricate microfluidic channel for CBC test using Indus beam line	RRCAT, Indore	13-20 April, 2018	03
Internship	Internship	Edward Food Analysis & Research Centre (EFRAC), Barasat, WB	Dec 2017 – Jan 2018	02
Project Work	Project Work	Jadavpur University, Kolkata	July 2017 – June 2018	01
Project Work	Project Work	CSIR-CGCRI, Kolkata	July 2017 – June 2018	01
Internship	Internship	Indian Statistical Institute, Kolkata	June 2018 – July 2018	02
Internship	Internship	IIT Kharagpur	June 2018 – July 2018	03
Internship	Internship	IIT Guwahati	June 2018 – July 2018	05
Internship	Internship	IIT Bombay	June 2018 – July 2018	02
Internship	Internship	NIT Durgapur	June 2018 – July 2018	04
Internship	Internship	NIT Rourkela	June 2018 – July 2018	02
Internship	Internship	CSIR-Indian Institute of Chemical Biology, Kolkata	June 2018 – July 2018	03
Internship	Internship	CSIR-Bose Institute, Kolkata	June 2018 – July 2018	01
Internship	Internship	IEST, Shibpur, West Bengal	June 2018 – July 2018	01
Internship	Internship	Jadavpur University, Kolkata	June 2018 – July 2018	04
Internship	Internship	Chittaranjan National Cancer Institute, Kolkata	June 2018 – July 2018	03

Internship	Internship	IISER, Kolkata	June 2018 – July 2018	01
Internship	Internship	National Institute of Biomedical Genomics, Kalyani	June 2018 – July 2018	02
Internship	Internship	DRDO, New Delhi	June 2018 – July 2018	02
Internship	Internship	Institute of Tropical Medicine, Kolkata	June 2018 – July 2018	03
Internship	Internship	ONGC, Duliajan, Assam	June 2018 – July 2018	01
Internship	Internship	NIRJFT, Kolkata	June 2018 – July 2018	01
Internship	Internship	Uppsala University, Sweden	June 2018 – July 2018	01
Internship	Internship	M/s Sankalp Semiconductor	6 weeks (approx.)	16
Project work	2P Design Module for High Efficiency PV Modules	Vikram Solar Ltd.	July 2017- June 2018	01
Project work	To set up Facility for Solar Cell PID Testing and correlation of Cell PID failures with Module PID failures	Vikram Solar Ltd.	July 2017- June 2018	01
Project work	Optimization of System Design Through Levelized Cost of Energy Modeling	Vikram Solar Ltd.	July 2017- June 2018	01
Project work	Test Setup for Hot Spot Evaluation of PV Modules and Understanding of Ways to Prevent Hotspot	Vikram Solar Ltd.	July 2017- June 2018	01
Multi Institutional Project	Project DiSARM, funded by ITRA, GoI	IIT KGP IIM, Calcutta IEST, Shibpur NIT, DGP KGEC, Kalyani	2013-2018	50
Summer Internship	Internship	NJIT, USA	June 2017 to July 2018	03
Summer Internship	Internship	Star Cement, Meghalaya	June 2017 to July 2018	06
Summer Internship	Internship	Emami Cement, West Bengal	June 2017 to July 2018	06
Winter Internship	Internship	EFRAC, West Bengal	Dec 2017 to Jan 2018	04

3.7.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of Students / Teachers participated under MoUs
SCL, Chandigarh	08.08.2017	To pursue MEMS based sensors and actuators & VLSI related activities	03
M/s. Samriddhi Organics	14.09.2018	Development and manufacture of food and personal-care products	01
DXCorr Hardware Technologies Pvt Ltd	08-11-2017	Development and up-gradation of technology, innovation and training in the field of VLSI Design, Layout, Verification Methods and Nano-Technology	30

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
175 lacs	173.05 lacs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	8.79 acres	--
Class rooms	5620 sq.m. (66 nos.)	--
Laboratories	8333 sq.m. (109 nos.)	--
Seminar Halls	1377 sq.m. (9 nos.)	--
Classrooms with LCD facilities	18 nos	--
Classrooms with Wi-Fi/ LAN	Yes	--
Seminar halls with ICT facilities	Yes	--
Video Centre	Yes	--
No. of important equipment purchased (\geq 1-0 lakh) during the current year	86	01
Value of the equipment purchased during the year (Rs. in Lakhs)	22307240	106200
Others	--	--

4.2 Library as a Learning Resource

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

Name of the ILMS Software	Nature of Automation (fully or partially)	Version	Year of Automation
LIBSYS	Fully	LSEase	Aug-2016

4.2.1 Library Services: (Number of Titles given below under “No.” columns)						
	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4,510		75		4,585	Rs. 16,02,090/-
Reference Books	1,492		315		1,807	
e-Books	2,670		8,330		11,000	
Journals	179		0		179	
e-Journals	1,500		200		1,700	
Digital Database	5		0		5	
CD & Video	3,500		10		3,510	
Library automation						
Weeding (Hard & Soft)						
Others (specify)	Web OPAC, D-space, American Library, BCL, IEI, NDL		Nil		Web OPAC, D-space, American Library, BCL, IEI, NDL	
4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc. – Nil						
Name of the teacher	Name of the module	Platform on which module is developed			Date of launching e – content	
--	--	--			--	

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computer s	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departme nts	Available Bandwidth (MGBPS)	Others
Existing	1565	24	100 Mbps	01	01	01	01	100 Mbps	--
Added	240	--	--	--	--	--	--	--	--
Total	1805	24	100 Mbps	01	01	01	01	100 Mbps	--
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
100 Mbps									
4.3.3 Facility for e-content – Nil									
Name of the e-content development facility						Provide the link of the videos and media centre and recording facility			
4.4 Maintenance of Campus Infrastructure									
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year									
Assigned budget on academic facilities		Expenditure incurred on maintenance of academic facilities			Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities		
Rs. 125.00 lakhs		Rs. 120.17 lakhs			Rs. 200.00 lakhs		Rs. 182.58 lakhs		

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name / Title of the Scheme	Number of Students	Amount in Rupees
Financial support from institution	West Bengal Freeship Scheme	325	Rs. 13,03,200/-
	University Student Welfare Committee	05	Rs, 4,99,850/-

Financial support from other sources

a) National	National Scholarship, MCM Scholarship for Backward Class, Swami Vivekananda Merit Cum Means Scholarship	281	Rs. 45,00,000/-
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill Development, Remedial Coaching, Language Lab, Bridge Courses, Yoga, Meditation, Personal Counselling and Mentoring, etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	August 2018	63	Faculty members of EE Dept.
Mentoring	July 2017	254	Faculty members of ECE Dept.
Remedial Class for Lateral entry Student	September 2017	25	Faculty members of ECE Dept.
Extra classes for lateral entry and stream change students	September 2018 to November 2018	48	Faculty members of CSE Dept.
Mentoring	Throughout the year	1st to 4th year students	Faculty members of CSE Dept.

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-2018	Industry Readiness Intervention Programme	--	1031	--	505

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
03		03		10 days	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Number of Organizations Visited	Number of Students Participated		Number of Students Placed	Number of Students Placed	
068	729		461	44	
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	08	B.Tech.	Applied Electronics & Instrumentation Engineering	→ NJIT, USA → University of Twente, Netherlands → IEST, Shibpur → IMT, Ghaziabad → IIM Calcutta → IIT Hyderabad → BIT Meshra → IMI, Bhubaneswar	M.S.,M.E., M.Tech., MBA,
2017-18	21	B.Tech. & M.Tech.	Biotechnology	→ Univ. of Toronto, Canada → Rutgers University, USA → University of Newcastle, Australia → CSIR-CGCRI, Kolkata → ISI, Kolkata → IIT – Madras, Kanpur, Delhi, Guwahati → NIT – Rourkela, Bhopal, → BITS Pilani	Ph.D., M.S., M.Tech., M.E., M.Sc.
2017-18	09	B.Tech.	Civil Engineering	→ Technical University of Munich, Germany →IIT – Mumbai, Chennai, →Jadavpur University →NIT – Durgapur, Trichi, Rourkela	M.S., M.Tech., M.E.,

2017-18	20	B.Tech. & M.Tech.	Chemical Engineering	→ Uni. of Brown, USA → Univ. of Colorado, Boulder, USA → Uni Kiel, Germany → IIT – Kharagpur, Guwahati, Roorkee → ISM, Dhanbad → Jadavpur University → Univ. of Calcutta	Ph.D., M.S., M.Tech., M.E.
2017-18	13	B.Tech. & M.Tech.	Computer Science & Engineering	→ Arizona State University, USA → Syracuse University, USA → ISI, Kolkata → IIT – Kharagpur, Kanpur → IIM – Kozikhode, Indore → NIT, Surathkal → Jadavpur University → IIIT – Hyderabad, Allahabad	Ph.D., M.S., M.Tech., MBA,
2017-18	18	B.Tech. and M.Tech.	Electronics & Communication Engineering	→ Univ. of Windsor, Canada → UCLA, Purdue, USA → Uni. Of Florida, USA → Texas Tech University, USA → IIT – Kharagpur, Bombay → NIT – Agartala → IIM – Indore → BITS Pilani (Hyderabad) → IMT Ghaziabad → Jadavpur University	Ph.D., M.S., M.Tech., MBA, ME
2017-18	02	B.Tech.	Electrical Engineering	→ Presidency University, Bangalore → Jadavpur University	ME, M.Tech.
2017-18	5	B.Tech	Information Technology	→ ICFAI Business School (Bangalore) → IIM Ranchi → MDI Gurgaon	MBA, M.Tech.

				→ ISM Dhanbad, → Univ. of Canada	
2017-18	04	B.Tech.	Mechanical Engineering	→ IIT – Kharagpur, Guwahati → NITIE, Guwahati → IMT Ghaziabad	M.Tech., MBA

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

Items	No. of Students selected / qualifying	Registration number / roll number for the exam
NET	--	--
SET	--	--
SLET	--	--
GATE	12	(IT) – Registration No.CS18S36059496
GMAT	--	--
CAT	9	(IT) – Reg. No.7140354, 7039033
GRE	10	
TOFEL	10	
Civil Services	--	--
State Government Services	--	--
Any Other	57	
IBS	1	(IT) Enrolment No. 18BSP2731
IELTS	1	--

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

Activity	Level	Participants
Autonomous Robotics Workshop 'Lord of the Tracks 1.0'	Institution Level	40
Inter Departmental Elocution Competition organized to Celebrate National Science Day and Commemoration of 125 Birth Anniversary of Prof. S.N. Bose	Institution Level	120
3rd Inter College Competition on Prototype Design for Mankind (3rd ICCPDM)	Inter College Level	120
Yoga on the occasion of International Yoga Day	Institute Level	45

5.3 Student Participation and Activities

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

Year	Name of the Award/ Medal	National / International	Sports	Cultural	Student ID Number	Name of the Student
2018	Cadence Tensilica Hackathon 2018 – 3 rd Prize	National	-	-	→ Roll No. 1551127 → Roll No. 1551060	→ Rajat Varma → Deepak Prasad
2018	Prototype Design for Mankind – Joint 1 st , 2 nd and 3 rd Prize	Inter College	--	-	1 st Prize → Roll No. 1453015 → Roll No. 1453001 → Roll No. 1453030 → Roll No. 1453017 2 nd → Roll No. 1453065 → Roll No. 1453067 → Roll No. 1453068 → Roll No. 1453069 3 rd → Roll No. 1453008 → Roll No. 1453013 → Roll No. 1453041 → Roll No. 1453057 →	Tanay Ghosh Dwiteeya Chaudhury Shreya Shett Anirban Dutta Amit Kumar Nandi Utpal Bag Jaynul Haque Laskar Chandan Banerjee Joyeeta Giri Mona Singh Anjali Gupta Shashi Kumar Sharma
2018	Smart India HACKATHON 2018 - Team Name : Programatori informatici – 4 th Prize	National	--	-	→ Roll No. 1551091 → Roll No. 1554049 → Roll No. 1554058 → Roll No. 1554041 → Roll No. 1554048 → Roll No. 1554008	Rohit Agarwal Aman Khandelwal Anirban Ghosh Aishik Deb Dhruv Mundra Shruti Sinha
	Smart India HACKATHON 2018: Team Name: Ciphers – 4 th Prize	National	--	-	→ Roll No. 1551060 → Roll No. 1551207 → Roll No. 1551037 → Roll No. 1554046	Deepak Prasad Sagar Sangam Aman Aadersh Pritam Raj
	Smart India HACKATHON 2018: Team Name: SoloS – 5 th Prize	National	--	-	→ Roll No. 1551147 → Roll No. 1551154 → Roll No. 1551163 → Roll No. 1551148 → Roll No. 1551168 → Roll No. 1551137	Mukul Kumar Himanshu Kumar Aniruddh Kumar Ranjabati Sen Seema Anjum Raushan Kumar

5.3.2 Activity of Student Council and Representation of students on Academic & Administrative Bodies / Committees of the institution (maximum 500 words)
Students' Council create a conducive environment for teaching learning process and overall development of the students. Presently Students' Council has been kept in abeyance for some unavoidable circumstances. However, all the activities related to Students' Council are being conducted through various club activities headed by Faculty In-Charge.
Due to non existence of Students' Council, students representation in various bodies does not arise.
5.3 Alumni Engagement
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
Yes. https://heritageit.almaconnect.com/
5.3.2 No. of Registered Alumni:
9426
5.3.3 Alumni Contribution during the year (in Rupees):
Rs. 93800/-
5.3.4 Meetings / Activities organized by Alumni Association:
Quarterly
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<ul style="list-style-type: none"> The Board of Governors as per the recommendations of the Academic Council headed by the Principal of the Institute delegates all academic and operational decision to the Heads of the Academic Departments to fulfil the objectives of the Institute in the years to come. Members of Faculty are nominated as members in various Committees / Bodies and allowed to recommend their suggestions / proposals for various academic and administrative activities of the Institute to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs.
6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:
Partial.
<ul style="list-style-type: none"> The Institute has a system to record students information in the students database at the time of admission in UG & PG courses and various data analysis are being conducted based on the same. Employees HR related information are being managed through an MIS software Accounting functions of the Institute are being managed through a accounts related

software.

- Procurement of different goods and services are being carried out with the help of an MIS software
- Examination Form Fill-up, Fee Payment and Admit Card Issue

6.2 Strategy Development and Deployment

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

❖ Curriculum Development

→ Implementation of AICTE guidelines regarding course structure for B.Tech. and M.Tech. programmes is consistently followed taking in consideration the directives issued by the MAKAUT, WB (affiliating University) from time to time in this regard.

→ The Institute adopted Choice based free elective subjects for the B.Tech. students.

→ Based on topographical consideration elective papers are offered to the B.Tech. students.

❖ Teaching and Learning

→ The strategy on improving the quality of teaching has been started by prioritizing the need to continue to improve students' attendance and their ability to access the curriculum. To help bring about these improvements, the institute has initiated mentor system comprising of teachers in charge and senior students who keep constant touch with fresher.

The actions the Institute has adopted to improve the quality of teaching and learning include:

Revisiting the exiting teaching and learning strategy, with a clear focus on creating independent and resilient learners

- Integrating all skills strategies to sustain the development of skills across the curriculum
- Introducing home assignment and class room quiz
- Redefining marking and feedback practice
- Employing best possible teachers for working towards consistently outstanding teaching by sharing best practice, challenging and supporting staff
- Introducing evaluation of teachers' performance ability through learners' feedback at the end of the semester.

❖ Examination and Evaluation

The Institute having been an autonomous status, focussed its strategy on continuous improvement in its examination process. Smooth conduct of examination with maximum attention on its clarity and validity are the main objectives of the Institutional examination arena. The Rules and Regulations and structure are being framed as per the guidelines of the competent authorities.

→ The actions the Institute has adopted for quality examination, evaluation system include :

- The Institute has its own Statutes, Rules and Regulations in place.
- Two paper setters submit two sets of question papers which are moderated by the external expert moderator to maintain the quality standard.
- Since the Institute follows continuous evaluation system students have to appear two internal assessment tests in each semester. These examinations are also conducted by the respective Section.
- The Institute conducts examination on a semester basis as per the Examination Rules laid down in Statutes, Rules and Regulations.
- Special Supplementary Examination for the 1st and final years students have been introduced for their academic benefits.
- Conduction of examination and publishing results are strictly followed as per the Academic Calendar.
- Online facilities are provided to students for submitting examination forms, fees, downloading admit card, grade cards and provisional certificate at the end of the course.

❖ Research and Development

→ The Institute has adopted as a strategy the combined and unceasing efforts of everyone - researchers, teachers and technical staffs to make changes that will lead to better patent outcome, better system performance, and better professional development. All these three goals have been focused with equal weight age. Quality improvement is achieved through a variety of methods which include systematic reviews, controlled trials, case reports, and hybrid quantitative/qualitative reports. These different methods have different strengths.

→ Rigorous evaluations of the research outcome is assessed by the Institute by emphasizing a diagnostic process that first identifies barriers, then addresses the most important barriers with specific interventions, and, finally, evaluates the effects of the different interventions through rigorous evaluation designs. In each year in recognition of commendable research the institute offers awards to concerned faculty members.

→ The Institute as a strategy encourages research partnerships with various stakeholders, such as industry institute collaboration, researcher of educational institute of national importance, and implementers. The Institute strongly feels that such partnerships are necessary in order to understand what types of knowledge are needed and how that knowledge can best be developed

❖ Library, ICT and Physical Infrastructure / Instrumentation

→ The Library is well equipped with standard text and reference books. Students avail the facilities of borrowing one text books on each subject for the semester long time. The Library housed in a well spacious room where students can sit and read reference books and journals. Members of Faculty can also avail of the facility of borrowing books as well as get the access of research journals for their R&D activities. E-journals and E-books related to Engineering & Technology are received through IEEE (ASPP). Besides the Institute also subscribes for NPTEL, a joint initiative of IITs and IISc Bangalore funded by MHRD, GOI.

→ All departments are equipped with their own computer facilities with sufficient number of computers. The entire campus is WiFi connected for 24 hours net surfing and online study. All students are provided with unique email id for having any time access to Institute related information.

→ Each department of the Institute are having sufficient number of classrooms, laboratories, tutorial rooms, workshops, seminar halls as per the norms laid down by the regulatory bodies.

→ Laboratories and workshop are well equipped with working instruments and equipments as per the specified syllabus.

→ Institute posses licensed softwares, viz., Fluent, MatLab, QualComm, Cadence, Mentor Graphics, Xilinx Vivado, Synopsis TCAT etc.

→ Online facilities are being created for submission of semester fees.

❖ Human Resource Management

→ This is managed as per the Service Rules of the Institute.

→ Selection norms of Members of Faculty and Staff are guided by the Rules of affiliating University.

→ Members of Faculty are encouraged to participate in Faculty Development Programmes for improving their teaching quality. Faculty members on Ph.D. track are allowed leave as per the Institute Rule to carry out the research work at educational institutes of repute.

❖ Industry Interaction / Collaboration

→ Academic curricula and syllabi are supplemented keeping in view the requirements of industry by regular interactive workshops, seminars and short-term courses with active participation of academic and industry. Close connectivity with industries like TCS, EFRAC, Vikram Solar, M/s. Sankalp Semiconductor, Emami Cement, Star Cement etc. to name a few helps the students to get a first hand feel of the industry environment during their course of studies. M.Tech. project of Energy Engineering course under the Department of Chemical Engineering is carried out at Vikram Solar.

→ The Institute has MOU with different industries to strengthen its research activities and industry readiness of the students. During the year 2017-2018 the Institute signed MOU with M/s. DXCorr Hardware Technologies Pvt. Ltd. for development, up-gradation of technology, Innovation and Training in the field of VLSI Design, Layout, Verification methods and Nano-Technology.

❖ Admission of Students
<p>→ Admission of students are guided by the Government Order issued by the Department of Higher Education, Govt. of West Bengal. 80% seats are being filled up by WBJEE candidates, 10% by JEE Mains and the rest under Management Quota for candidates qualified through WBJEE / JEE Mains examination.</p> <p>→ Lateral Entry of Diploma holders and B.Sc. degree holders admitted through JELET conducted by WBJEE Board in the 2nd year with an additional intake of 20% of the approved intake.</p>
6.2.2 Implementation of e-governance in areas of operations:
❖ Planning and Development
❖ Administration
❖ Finance and Accounts
❖ Student Admission and Support
❖ Examination
❖ Procurement of Materials

6.3 Faculty Empowerment Strategies				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-2018	Prof. (Dr.) Pinaki Bhattacharya	International Conference on Energy option for tomorrow: Tech of Sustainability (ICEOT'17)	The Neotia University, Kolkata	10,000/-
	Prof. Indrajit Naskar	6th International Conference on Frontiers of Intelligent Computing: Theory and Applications (FICTA) 2017, Bhubaneswar	KIIT University, Bhubaneswar	9,000/-
	Prof. Sabyasachi Banerjee	International Conference on VLSI Design and Embedded System, 2018	VLSI Society of India	10,000/-
	Prof. Arindam Chatterjee	International Conference on Information Technology, 2017	Silicon Institute of Technology in collaboration with Orissa IT Society	8,000/-
	Prof. Kaustav Bakshi	International Conference on Mechanical Engineering, 2018	Jadavpur University	6,000/-
	Prof. Avijit Ghosh	International Conference on Nano Technology, 2017	Dept. of Biotechnology, Govt. of India	6,000/-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year - Nil					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year		
Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Workshop on Advanced Android Programming at IIM Calcutta	Prof. Siuli Roy	12.07.2017 – 14.07.2017 – 2 days
Workshop on Advanced Android Programming at IIM Calcutta	Prof. Souvik Basu	12.07.2017 – 14.07.2017 – 2 days
Delivered Invited talk, as Resource Person in Short term course on "Soft Computing & Optimisation Technique" at NIT Durgapur, Sponsored by QIP, AICTE	Prof. Tapas Chakrabarti	16.10.2017 – 1 day
National workshop on Environmental Priorities and Challenges organized by CSIR-NEERI at The Stadel, Kolkata	Prof. Swami Vedajnananda	28.11.2017 – 29.11.2017 – 2 days
Short term course on the topic Recent Trends in Condition Monitoring of Power Apparatus and Systems at IIT, Madras	Prof. Amitava Hatia	18.02.2018 – 24.02.2018 – 7 days
QIP short course on "Mathematical Methods in Civil Engineering" at IIT, Kharagpur.	Prof. Monideepa Paul	19.02.2018 – 23.02.2018 – 5 days
Workshop on Aiming for Excellence: Pathways to Institutional Advancement through Research	Prof. Dinabandhu Bhandari	26.02.2018 – 27.02.2018 – 2 days
Workshop on Aiming for Excellence: Pathways to Institutional Advancement through Research	Prof. Anindya Sen	27.02.2018 – 1 day
Workshop on Aiming for Excellence: Pathways to Institutional Advancement through Research	Prof. Dwaipayan Sen	27.02.2018 – 1 day
Workshop on Neural Network - "Data Science with R"	Prof. Dinabandhu Bhandari	26.03.2018 – 1 day
Workshop on Neural Network - "Data Science with R"	Prof. Sumon Ghosh	26.03.2018 – 1 day
Workshop on IoT and Machine Learning	Prof. Debjyoti Chowdhury	19.04.2018 – 20.04.2018 – 2 days
FDP on Electrohydraulic System Simulation	Prof. Sukanta Saha	25.04.2018 – 26.04.2018 – 2 days
FDP on Big Data Analytics at IIT Guwahati	Prof. Chandrima Roy	24.05.2018 – 31.05.2018 – 7 days
Workshop on embedded technologies at Convocation Centre, New Town	Prof. Madhurima Chattopadhyay	15.06.2018 – 15.06.2018 – 1 day

6.3.4 Faculty and Staff Recruitment (no. for permanent recruitment):			
Teaching		Non-teaching	
Permanent = 209	Adjunct Faculty = 36	Permanent = 160	Full-time (Contractual) = 16

6.3.5 Welfare Schemes for	
Teaching	PF, ESI, Gratuity, Leave (CL, EL, ML, Maternity Leave), On Duty Leave, Bis Pick-up / Drop, Canteen, Library
Non-teaching	PF, ESI, Gratuity, Leave (CL, EL, ML, Maternity Leave), On Duty Leave, Bus Pick-up / Drop, Canteen, Library
Students	Scholarship, Canteen, Book-bank, Library, Sports / Games / Recreational Facilities

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly
(within 100 words each)

The activities and operations of the College are reviewed, monitored and evaluated through internal committee of the Institute, independent Internal Auditor and Statutory Auditor. The purpose is to conduct an objective examination of evidence and provide an independent assessment on the Activities and Operations (academic activities, risk management, control and governance processes) of the college and contribute to the improvement of activities and operations of the college.

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

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Not Applicable	Nil	NA

6.4.2 Total corpus fund generated **Nil**

6.5 Internal Quality Assurance System

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

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

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

- Annual meet between parents and the administration along with Members of Faculties is being held at the beginning of each Academic Session.**
- Mutual interaction taking place is then translated to effective measure for the academic and administrative developments.**
- Head of each department keeps constant touch with the parents for updating them about the progress of their wards.**

6.5.3 Development Programmes for Support Staff (at least three)	
<ul style="list-style-type: none"> • Skill upgrade and training of support staff • All staff members are encouraged to attend seminars / workshops to keep in touch with latest theories / concepts on their practice areas • All staff members are encouraged to participate in sports, cultural activities, picnic organised by institute 	
6.5.4 Post Accreditation initiative(s) (mention at least three)	
6.5.5	
a. Submission of Data for AISHE portal	: (✓ Yes / No)
b. Participation in NIRF	: (✓ Yes / No)
c. ISO Certification	: (Yes / ✓ No)
d. NBA or any other quality audit	: (✓ Yes / No)

6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017-2018	Accreditation by NBA of PG Programmes in AEIE, BT, CSE and ECE in 2018	19.01.2018		Members of faculty of participating 4 (four) departments
	Considering the AICTE guidelines, upgradation of UG/PG syllabus in line with national standard	09.08.2018 (14th meeting of Academic Council)		All UG & PG Departments
	Conduction of IQAC meetings at regular interval. Four meetings were held during the Academic Year 2017-2018	25/07/2017, 10/11/2017, 30/01/2018, 29/05/2018		IQAC vetted major decisions of the Institute in respect of selection of faculty members and proposals on various development aspects.
	Academic Audit conducted and hence its recommendations have been submitted for consideration of IQAC	Yes		Expected beneficiaries are Members of Faculty and students
	Institute participated in NIRF in AY 2017-2018	04/12/2017		The Institute has been ranked within the band 101-150 among Engineering Universities and Institutes (considering both Government and Private) in the country

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES						
7.1 - Institutional Values and Social Responsibilities						
7.1.1 Gender Equity (number of gender equity promotion programmes organized by the institution during the year)						
Title of the programme			Period (from-to)		Participants	
					Female	Male
--			--		--	--
7.1.2 Environmental Consciousness and Sustainability / Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
To have a pollution free environment and to meet the scarcity of electricity, the Heritage Group of Institutions have taken a step forward by installing a 100 kWh Stand Alone Roof Top Solar Power Plant at the Heritage Complex with the assistance of WBREDA and MNRE, New Delhi, which is first of its kind in the State of West Bengal.						
The campus is exquisitely landscaped with intertwined roads connecting various buildings inside the campus. It provides a tranquil surrounding with a backdrop of lush greenery, which offers an aesthetically pleasing and serene atmosphere, on one hand, and an intellectually stimulating pollution free environment, on the other.						
Constant efforts are made by the Institute to keep the campus plastic free.						
7.1.3 Differently-abled (Divyangjan) Friendliness						
Items Facilities				Yes/No	No. of Beneficiaries	
Physical Facilities				Yes	All differently abled students	
Provision for Lift				Yes	All differently abled students	
Ramp / Rails				Yes	All differently abled students	
Braille Software / Facilities				No	NA	
Rest Rooms				No	--	
Scribes for Examination				Yes	As and when required	
Special Skill Development for Differently-abled Students				No	NA	
Any other similar facility				No	NA	
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-2018	Ecofriendly campus		Throughout the academic year			Students and staff are encouraged to participate
	Facilities for primary school for		Throughout the academic year			

	local community people					
	Ideal environment for teaching and learning		Throughout the academic year			
	Tress Plantation through NSS activities		Throughout the academic year			
	Free health checkup camps		Conducted once in a year			
7.1.5 Human Values and Professional Ethics - Nil						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication			Follow up (maximum 100 words each)	
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)			Number of Participants	
COMPASS - Freshers' Orientation Programme		25-26.07.2018			All newly admitted students	
Mentorship		Throughout the year			All students	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
The initiatives are as follows: <ol style="list-style-type: none"> 1. Solar power installation has been done & up gradation in process 2. Phasing out in process to make Campus Plastic free zone 3. Garbage disposal system to segregate bio degradable waste. 4. Rain water harvesting process initiated 5. Complete LED conversion from CFL in process. 						
7.2 Best Practices						
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link → Encouraging Members of Faculty of the Institute through the Annual Award Program The main objective is to <ul style="list-style-type: none"> • To create an environment of encouragement, motivation and recognition • To boost satisfaction level of teachers that directly impacts the teaching –learning environment of the institute. On September 5 each year, the institute celebrates its Foundation day and it is on this day that the Annual Awards of Excellence are handed over to members of the faculty and staff. Annual						

Award of Excellence to deserving members of faculty and staff, are presented in the following five categories:

- outstanding teaching
- outstanding research accomplishments
- outstanding service to the HIT(Heritage Institute of Technology) Community
- outstanding contribution to public service
- to include the private sector and the non-government community and
- all-round excellent performance in a combination of two or more of the above areas

→ Holistic education of students to enhance their employability and ensure inculcation of other professional and personal skills.

The main objective is to

- To not only aim at making them employable but also ensure inculcation of emotional, cognitive, corporal, and social values
- To achieve high placement records.

Along with courses in English language, Language Laboratory (since First year of B.Tech), which aim at improving English Language skills, students are offered a variety of other Humanities courses such as Values and Ethics in Profession, Organization Behaviour, Economics for Engineers, Principles of Management etc. These courses cover a wide gamut of preparation that one must have to succeed in all endeavours in life. The students are also exposed to several key aspects of psychic grooming.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

Heritage Institute of Technology, by virtue of its cutting edge quality of education, the uniqueness of its teaching-learning process and the continuous emphasis on the all-round development of students, has created a niche for itself. A harmonious integration of valued traditions with modern outlook is the guiding principle behind the development of academic environment of the Institute.

Besides the required curricular activities, students are exposed to a number of other programs like group discussions, interactive seminars, brain storming sessions etc. – all designed to bring about qualitative growth of the students. Through such programs, students are constantly motivated and encouraged to develop their leadership qualities and improve their communication skills. There is a constant endeavour on the part of the members of faculty and staff of the Institute to help students in this grooming process.

Although the assessment of the students' performance is generally guided by the prevalent regulations, the respective course teacher also adopts a continuous evaluation system independently to track and record the overall growth of students.

8. Future Plans of action for next academic year (500 words)

The immediate future plan includes starting a Design Institute at UG and PG level programmes. The Board of Governors of the Institute in its meeting dated 19.05.2018 took a resolution to establish a Design Institute for introduction of 4 (four) years UG and 2 (two) years PG programme on Design. Accordingly expert suggestions from Members of National Institute of Design (NID), Ahmedabad were sought in this respect. They suggested that the Institute should proceed for introduction of such an upcoming academic programme since the Institute is having the finest infrastructure necessary for starting this course. More so in the eastern region no such course is existing at present.

The Institute meanwhile engaged National Institute of Design, Ahmedabad as Consultant for establishing a new Design Institute. A visit by the senior members of faculty and administrators from the Institute at IIT Mumbai and NID, Ahmedabad, Nirma University and CEPT University was organized during November, 2018. A workshop in this respect was also attended by the representatives of HITK during their visit at NID, Ahmedabad.

(Prof. Kalarab Ray)

Coordinator, IQAC

(Prof. (Dr.) Pranay Chaudhuri)

Principal, HITK & Chairperson, IQAC

Abbreviations:

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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Kolkata**

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