



REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Regent Education and Research Foundation Group of Institutions

Approved by All India Council for Technical Education (AICTE)
Affiliated to Maulana Abul Kalam Azad University of Technology (MAKAUT),
West Bengal.



Amir M.
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CONSOLIDATED REPORT OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA: 2018-2023)

The academic audit has been done for individual departments in the month of June 2023. The extensive audit report of each department has been consolidated into the following clusters.

Cluster-1	Basic Science and Humanities
Cluster-2	Computer Science & Engineering
Cluster-3	Mechanical Engineering
Cluster-4	Electrical Engineering
Cluster-5	Electronics & Communication Engineering
Cluster-6	Civil Engineering
Cluster-7	Electrical & Electronics Engineering
Cluster-8	Master of Computer Application
Cluster-9	Master of Business Administration

Accolades

- Approved by AICTE since 2009.
- Accreditation by NAAC in the 1st cycle B Grade with CGPA 2.09 in 2018.
- Participated in NIRF.

Curricular and Teaching Learning Aspects

The academic audit report indicates a well-conceived, adopted and implemented OBE through all UG and PG programs.

- Skill Based Courses (SBC)
- Advanced Learners' Courses (ALC)


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- Foundation Courses
- Job Oriented Courses
- Add-on Courses
- Tests to assess the learning and understanding of basic fundamental principles of all courses from Semester I to Semester VIII (UG), Semester I to Semester IV (PG).

Faculty members throughout the college have endeavored to transition from traditional teaching to a facilitative learning approach, employing diverse methods and tools. These acquired insights are evaluated through Continuous Internal Assessments (CIA) based on the respective courses. Additionally, the course is comprehensively evaluated through the End-Semester Examination (ESE). There are scopes to increase the assessment of learning outcomes continuously toward a more effective OBE.

The students from all departments are strongly encouraged to engage in co-curricular and extracurricular activities. Many of these students have received awards and recognition for their active participation.

Intensive remedial coaching is provided to the students needing academic support throughout the program. In some departments, this assistance has been provided to almost 50% of the students.

The aforementioned factors have led to highly favorable learning outcomes at the individual course level as well as the overall program level. This is evident through impressive achievements such as strong placement records, successful progression to advanced studies, a number of individuals embarking on entrepreneurial ventures, and an exceptional overall pass rate of 100% for the final semester students.

Research Consultancy and extension

There are 102 faculty members in the 2022-23 session in the institute. All are well-experienced and highly qualified. Impressively, over 19.6% of the faculty members have achieved doctorate degrees, showcasing the institution's commitment to scholarly

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excellence. Additionally, the rest of the faculty members hold advanced degrees such as M.Tech./ME/MA. One notable initiative of the college involves providing seed funding to emerging educators, equipping them with the resources needed to blossom into adept researchers. This strategic investment aims to cultivate a pool of proficient researchers among young faculty, positioning them to secure external research funding in the times ahead. This multi-pronged research program and innovation have made an impact on the output of publications, patents filed etc. The faculties are continuously updating and upgrading their expertise through participation in trainings and workshops, FDPs, seminars and conferences both at national and international level. The institute believes that quality teaching by its classroom performers comes out from their in-depth knowledge base and the quality of research outcomes. Accordingly, all support is provided to the faculty members to pursue higher studies and research work. The publications/ innovations obtained from exceptional standard research work are also rewarded financially. In addition to the emphasis on community services to underprivileged/socially disadvantaged demography of the population, is also an important component of the institute's values of imparting education. A fairly good amount of effort is pursued to fulfill its corporate social responsibilities to the populous of nearby villages through the platform of NSS and local students.

Infrastructure and Learning Resources

The academic building is well equipped with adequate audio-visual aided classrooms, central computing facilities, computer and language labs, a central library, seminar/conference halls etc. to conduct different programs in a befitting manner. The campus ICT infrastructure includes fully networked LAN-based computing systems.

Student Support and Progression

The institute is steadfast in its commitment to offering comprehensive mechanisms that facilitate the advancement and well-rounded development of its students. The extent of this support is evident through various avenues, including previous data on student academic

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achievements, placement rates, dropout statistics, success percentages in nationwide competitive examinations, and enrollment figures in higher education pursuits. Additionally, the recognition bestowed upon the institute as a bastion of academic excellence by diverse regulatory bodies further underscores its dedication to these objectives.

Governance, Leadership and Management

The vision of the institute is to motivate the students to be quality executives with high standards of professionalism, moral values and ethics. In this era of economic liberalization, globalization and technological super-advancement we aim to put quality education in the light of Swamiji's vision of spreading education throughout the society. Moreover, the institute has to harmonize traditional Indian values with the new ideas brought through the progress of science and technology focusing on innovation and improvement. Propagation of advanced and modern education on the firm grounds of our philosophy and culture we strive to make the college a centre of excellence and satisfaction with the highest levels of academic standard. To meet the vision and mission of the institute an Internal Quality Assurance Cell was formed to create an academic workplace culture that is transparent and approachable, particularly to students. It also encourages collaboration and sharing between our responsible stakeholders as well as ensures continuous improvement of the quality of the student by monitoring, reviewing, establishing, and increasing standards of learning, teaching, and assessment.

Institutional Values and Best Practices

The academic and administrative bodies of the institute are quite proactive and vibrant in devising innovative and sustainable best practices in teaching, learning and evaluation to achieve academic excellence of professionalism in higher technical education.


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Audit Team (2022-2023)

SL.NO.	NAME	DESIGNATION	POSITION
1	Dr. Samik Chakraborty	Principal	Chairman
2	Dr. Rajdeep Chakravarty	Coordinator, IQAC	Member
3	Mr. Subhankar Ghosh	Registrar	Member
4	Mr. Amartya Ghosh	Asst. Professor-CSE	Member
5	Mr. Souvik Sarkar	Asst. Professor-CE	Member
6	Dr. Nibedita Mukherjea	Associate Professor-BSH	Member
7	Mr. Sukdev Saha	Asst. Professor-ECE	Member
8	Mr. Suman Kumar Dey	Asst. Professor-EEE	Member
9	Mr. Sanjib Pal	Asst. Professor-EE	Member
11	Mr. Sabyasachi Mukherjee	Asst. Professor-ME	Member
12	Mr. Arup Mallick	Asst. Professor-MCA	Member
13	Mr. Suprovat Basu	Asst. Professor-MBA	Member

The audit committee's composition should embody an inter-departmental structure, for instance, having a member from the CSE department in charge of the ECE audit, and a representative from the BSH department participating in the CSE audit, and so forth.

Broad functions:

- To create a benchmark for quality assurance or compel everyone to adhere to a regulatory body's standards.
- To conduct an audit following the quality benchmark mentioned above.
- To ensure fairness and inclusivity throughout the audit process and provide opportunities for input from all members of the department.
- To audit quantitative compliance without any external influence by assessing student attendance, class conduction reports of the faculties, and their alignment with the

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specified benchmark.

- To evaluate qualitative compliance, such as the quality of teaching delivery for a specific subject topic within a class, the audit process should involve seeking input from subject experts and presenting the findings to higher authorities. Nevertheless, the pedagogical compliance of the teacher can be assessed by the institutional authorities.
- To check and review the Course Files of the faculty members.
- To check and review Departmental Files from time to time.
- To carry out follow-up on the calibration of heavy equipment in laboratories and the testing of software, coordination with the relevant departments is essential.

REPORT - 2023

The audit report is highlighting the major domains mentioned in the following categories:

- Learning and Assessment, Teaching staff, Qualification, Admission, capacity building, Feedback, and Appraisal.
- Overall facilitative infrastructure, Assessment tools, Evaluation, Question Bank revision, Examination Policy, Question paper pattern.
- MoUs, Student support, scholarship merits, Research grants.
- IQAC and Committees, ISO report, Departmental targets, Review meetings, and Extracurricular activities.

The management established the Academic and Administrative Audit Committee to evaluate the AAA reports spanning from 2018 to 2023. The committee extensively reviewed the reports from the previous years and engaged with stakeholders in June 2023. The information is organized into four main categories:

1. Curricular Framework and Flexibility

The Academic Council comprises as per with the RERFGI, Barrackpore norms and they meet twice a year. The curriculum is framed with the objective of Outcome Based

[Signature]
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Education (OBE). Students have the flexibility to opt for the elective courses and online courses offered under the Swayam portal such as NPTEL and MOOCs.

The curricular models adhere to the guidelines set forth by apex bodies like UGC and AICTE. The structure varies across different clusters, such as 'Humanities,' 'Science with Practical,' and 'Engineering with Practical.' Bloom's taxonomy levels are taken into account when designing course outcomes and question papers. The assessment pattern is based on rubrics. Moreover, each course is aligned with program outcomes specific to its corresponding program.

All departments provide Add-on and Job Oriented Courses. Novel courses are introduced by the university based on societal demands, aiming to produce readily employable graduates.

The academic council agenda and minutes are transparent and displayed on the college website. The agenda is given to the members in advance to go through the document meticulously for enhancing the quality of the curriculum. The members used to have a full-day discussion for approving the agenda. The strength of faculty members is 102, categorized every year. Out of the 102 faculties, 20 have Ph.D. Faculty members are encouraged to enrich their knowledge by participating in various professional development activities such as Orientation Programs, Refresher Courses, Faculty Development Programs, workshops, and other short-term training programs offered by the college.

Admission

The capacity for admission in 1st year programs is a total of 540 students. But as a result of the global lockdown soon after the pandemic situation, the admission percentage has markedly decreased in the 1st Year programs, but in consequent years student strength increased remarkably.

Feedback and Appraisal

The college has established a well-planned feedback system to obtain feedback from the faculty, students, parents, alumni and employers. The performance of the college has

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been assessed on different scales and parameters. Student feedback is collected to obtain information on teaching efficiency, curriculum, and student support services. The faculty performance is assessed from student feedback, Staff performance self-appraisal, HOD's appraisal, Staff's departmental activity, and peer assessment. In total, the appraisal is done for 1000 points. If the performance of the faculty is poor, they are advised by the Principal to enhance their performance in the future.

Examination and Evaluation System


New regulations have been introduced by the university during 2019-20 session for the evaluation. The results are published very soon after the final examination. The question papers are set following the guideline of COs, POs and the blooms taxonomy. Faculties have provided suggestive questions of the respective courses before end-semester examinations conducted by the university.

Infrastructure Library

The library possesses a collection of near about 45000 books. In each transaction, faculty members have the privilege to borrow unlimited books. Apart from the book bank students are allowed to borrow 5 books extra as reference books.

In addition to the library's resources, faculty members and students have the privilege to access national libraries such as the National Digital Library of India (NDLI) to further enrich their academic pursuits.

Implementing an Enterprise Resource Planning (ERP) system within the library infrastructure can significantly enhance the management of its resources. Given the college's E-subscription to electronic resources, a well-equipped computer lab has been established. This lab is outfitted with an ample number of systems that come equipped with printing capabilities. This initiative will contribute to the seamless utilization and accessibility of the digital resources available.


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Canteen and Common rooms

The canteen is spacious extending over the ground floor with adequate infrastructure. It is observed that the canteen is maintained with good hygiene and follows certain green practices in reducing waste and avoiding single-use plastic items. The canteen has also received an FSSAI certificate. Separate common rooms with indoor games facilities have been provided for girls and boys students to pass their leisure time.

ICT Facilities

The entire college campus is covered with CCTV surveillance cameras thereby ensuring the safety and security of the students and staffs. ICT enabled 11 smart classrooms and the seminar hall is utilized for the audio-visual teaching-learning process.

A total of 520 MBPS of internet is provided on the campus to enable students and faculty to access e-resources. The recording facility and lecture capturing system have strengthened in the college to develop E-Contents for the students.

Student Support

For the development of students various initiatives were taken. Almost 100% of students have been registered under different scholarship schemes. There are several training programs and 11 MoUs have been arranged for the benefit of students. Approximately 14.5 L has been spent from the R&D cell for different project work, Robo club, IIC cell programs, journals, Tech fest, and seminar/webinars to develop the knowledge and analytical skills of the students. Special grooming classes and remedial evening classes have been arranged. Sometimes evening classes are also arranged in the local Bengali language for the weak students.

The IQAC

A proactive IQAC cell has organized various development programs viz. FDPs, seminars, conferences and workshops for the faculty and non-teaching staff during the last six

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years. Every year, an induction program is meticulously arranged for new students. This program serves as a platform for incoming freshers to acquaint themselves with the institution's prevailing systems, policies, curriculum, and overall operational environment. Feedback is obtained from the participants of all Faculty Development Programs and suggestions are considered for improvement. Furthermore, a consistent practice of gathering feedback from all stakeholders is maintained on a semester basis. Subsequent actions are taken responsively based on the received feedback. Faculties are also deputed to the conferences, seminars, and training programs which are organized by other institutions to improve their knowledge and competency. IQAC ensures that departments meet their targets every year and organize review meetings to achieve the targets. The AQAR report has been prepared, submitted every year and uploaded to the college website. IQAC meetings are organized regularly and the minutes are recorded. This year IQAC is planning for the 2nd NAAC accreditation process. The different criteria are discussed elaborately and the report is prepared with accuracy.

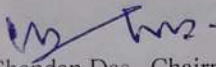
Concluding remarks

An excellent academic environment prevails on the campus which is fully supported by the compatible RERFGI administration. The credentials already earned NAAC accreditation in 2018 and led to participation in the NIRF ranking in 2023. The Academic Administration Audit report of 2018-2023 can be utilized for the development of the institute which may lead to elevate into an Institute of excellence in the near future.

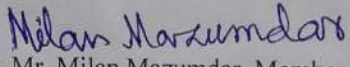

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External Audit Team Report

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Dr. Chandan Das
Principal
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2. Mr. Milan Mazumdar, Member
Principal, Regent Institute of Science
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Academic and Administrative Audit Action Taken Report

Department : BSH

Session : (2022-2023)

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Planning and Execution of Curriculum	<ol style="list-style-type: none">1. Curriculum should be in a table format with date.2. Addition of co-curricular and extracurricular activities are required.3. CO-PO attainment process required.4. Elective subject selection is required.5. Curriculum gap is to be identified.	<ol style="list-style-type: none">1. Conveyed to academic coordinator to prepare departmental academic calendar according to Curriculum.2. Conveyed to Time Table In charge.3. CO-PO attainment is done by the teachers for their respective subjects.4. Conveyed to academic coordinator.5. Curriculum gap is in process.
B. Mentoring of Students	<ol style="list-style-type: none">1. More parameters should be introduced to classify slow and advanced learners.	<ol style="list-style-type: none">1. Conveyed to all subject teachers.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. NPTEL/MOOC / FDP Courses should be taken.2. Self learning is required.3. Availability of materials on web sites are needed.4. Virtual lab for experimentation is needed.5. Encouragement for project and self learning based projects are needed .6. Consultancy and sponsored projects required.7. Conference papers are needed for teachers.8. Professional membership required.	Teachers are asked to improve their faculty profile and to make necessary action for serial No. 1 to 8.

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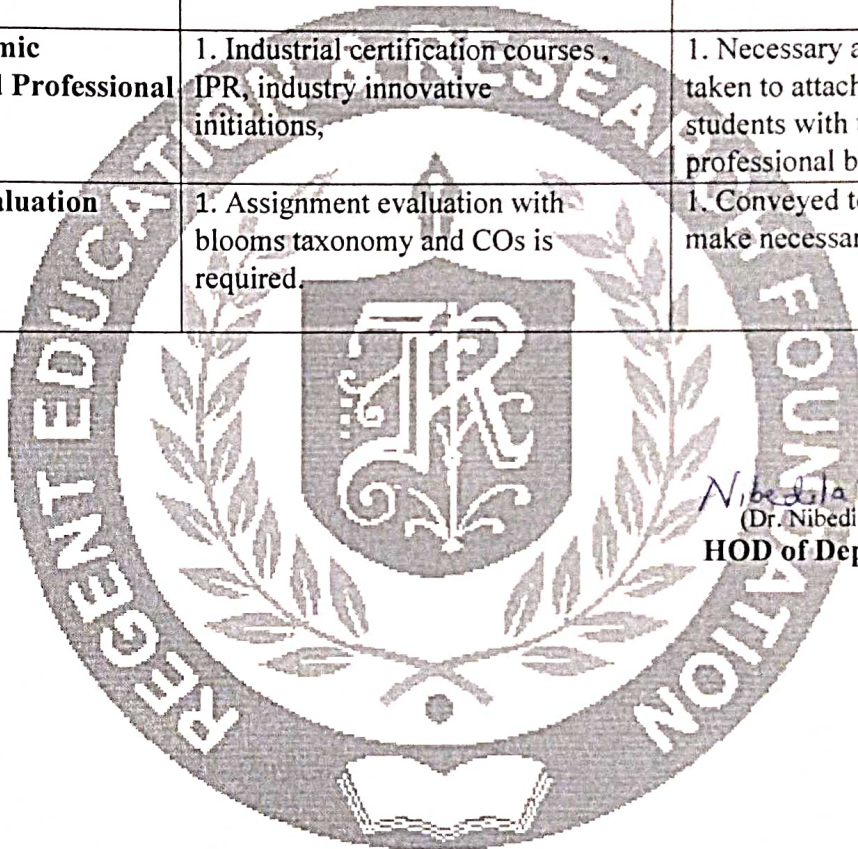




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D. Infrastructure and Resources	1. Every classroom should be a smart classroom. Quick implementation is required.	1. Discussed with the concerned In-charge and it is already in process.
E. Student Support System and Progression	1. Special actions should be taken for the placement of the students in the final year.	1. Grooming classes are taken for the better performance of the students.
F. Industry Academic Interaction and Professional Activities	1. Industrial certification courses, IPR, industry innovative initiations,	1. Necessary actions are taken to attach the students with the professional bodies.
G. Continuous Evaluation	1. Assignment evaluation with blooms taxonomy and COs is required.	1. Conveyed to all teachers to make necessary improvement .



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Department : BSH
Session : (2021-2022)

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Planning and Execution of Curriculum	<ol style="list-style-type: none">1. Curriculum should be in a table format with date.2. Elective subject selection is required.3. CO-PO attainment should be done by the teachers for their respective subjects.	<ol style="list-style-type: none">1. Conveyed to academic coordinator to prepare departmental academic calendar according to Curriculum.2. Conveyed to academic coordinator.3. Teachers tried to start the CO-PO attainment for the respective subjects.
B. Mentoring of Students	<ol style="list-style-type: none">1. More classes should be taken for the students to clear the doubts.	<ol style="list-style-type: none">1. Conveyed to all subject teachers to take necessary action.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. NPTEL/MOOC/FDP Courses should be taken.2. Teachers are advised for self learning.3. Virtual lab for experimentation should be practiced.4. Encouragement for project and self learning based projects are needed .	Teachers are asked to modify their faculty profile and to make necessary action for serial no. 1 to 4.



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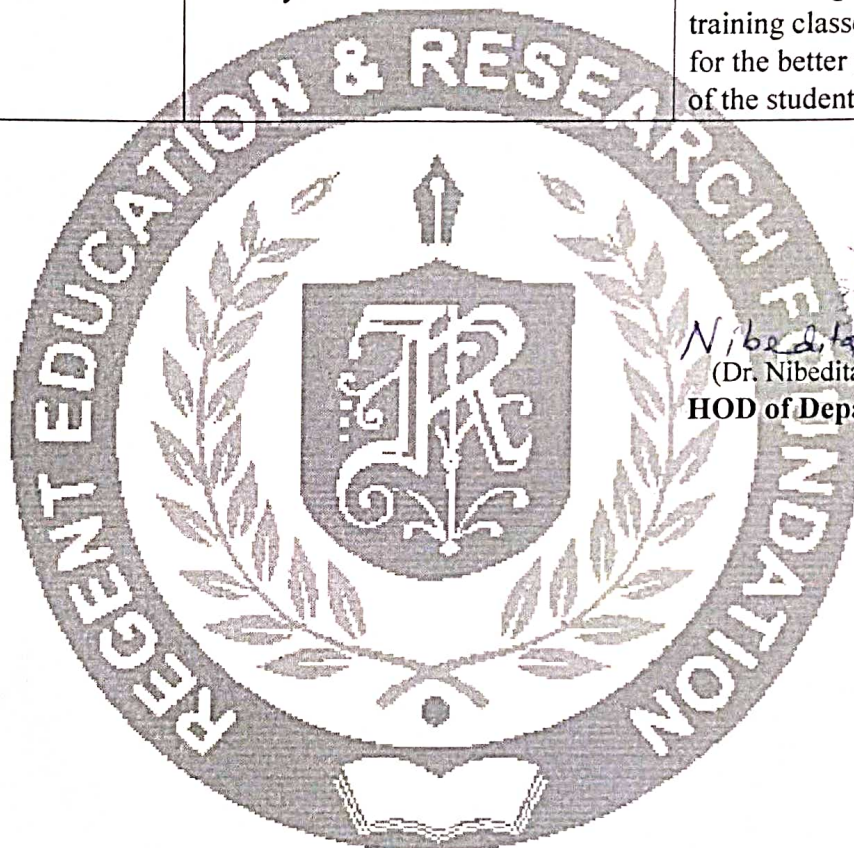
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D. Student Support System and Progression	1. Emphasis should be given for the placement for the students.	1. Extra classes are taken for the better performance of the students.
E. Industry Academic Interaction and Professional Activities	1. Arrangement for Webinar or expert talk to be conducted for the students to be acquainted with industry.	1. Different webinar are arranged to meet up the situation. 2. Grooming and proper training classes are taken for the better performance of the students.



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REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Academic and Administrative Audit Action Taken Report
Department : BSH
Session : (2020-2021)

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Planning and Execution of Curriculum	<ol style="list-style-type: none">1. Curriculum should be in a table format with date.2. Elective subject selection is required.3. Students are advised to have proper arrangement of online classes of their own.	<ol style="list-style-type: none">1. Online meetings were arranged for preparing the proper curriculum for taking online classes .2. Conveyed to academic coordinator.3. Students tried to cope up with the situation.
B. Mentoring of Students	<ol style="list-style-type: none">1. More classes should be taken for the students to clear the doubts.	<ol style="list-style-type: none">1. Conveyed to all subject teachers to take necessary action.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. NPTEL/MOOC/FDP Courses should be taken.2. Self learning is required.3. Virtual lab for experimentation is needed.4. Encouragement for project and self learning based projects are needed .	Teachers are asked to improve their faculty profile and to make necessary action for serial no. 1 to 4.



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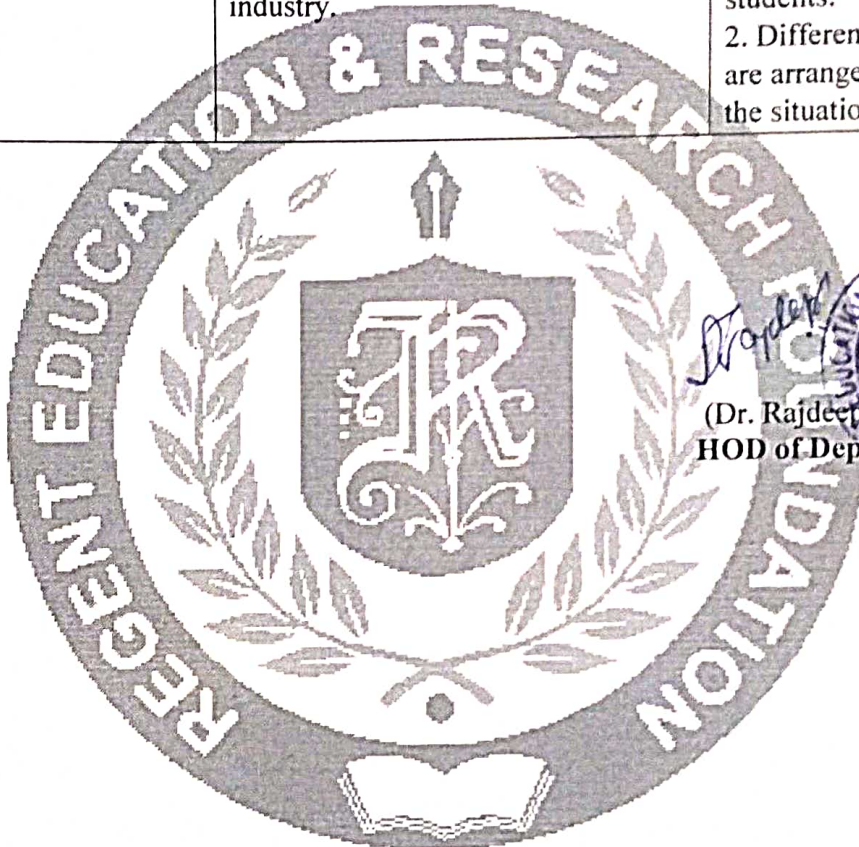
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D. Student Support System and Progression	1. Special actions should be taken for the placement of the students in the final year.	1. Extra classes are taken for the better performance of the students.
E. Industry Academic Interaction and Professional Activities	1. Arrangement for Webinar or expert talk to be conducted for the students to be acquainted with industry.	1. Grooming classes are taken for the better performance of the students. 2. Different webinars are arranged to meet up the situation.




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Academic and Administrative Audit Action Taken Report

Department: BSH

Session : (2019-2020)

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Planning and Execution of Curriculum	<ol style="list-style-type: none">1. Re-evaluation of curriculum for online classroom mode.2. Focusing more on co-curricular and extracurricular activities.3. Care should be taken for the smooth running of the online classes.	<ol style="list-style-type: none">1. Conveyed to academic coordinator to prepare schedule for online classes according to Curriculum.2. Conveyed to Time Table In charge.3. Classes should be taken on various online platforms.
B. Mentoring of Students	<ol style="list-style-type: none">1. Proper guidance from the mentors should be there for the students for their betterment.	<ol style="list-style-type: none">1. Conveyed to all the mentors.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. Self learning is required.2. Availability of materials on web sites are needed.3. Virtual lab for experimentation is needed.4. Teachers should have proficiency for taking online classes and are asked to improve their faulty profile.	Teachers were asked to make necessary actions for serial No. 1 to 4.
D. Infrastructure and Resources	<ol style="list-style-type: none">1. Proper arrangements should be there in the college premises for taking online classes.	<ol style="list-style-type: none">1. Concerned persons are conveyed to take necessary actions.
E. Student Support System and Progression	<ol style="list-style-type: none">1. Special actions should be taken for the smooth conduction of the online classes.	<ol style="list-style-type: none">1. Grooming classes are taken for the better performance of the students.


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Academic and Administrative Audit Action Taken Report

Department: BSH

Session : (2018-2019)

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Planning and Execution of Curriculum	<ol style="list-style-type: none">1. Implementation of Curriculum properly.2. Addition of co-curricular and extracurricular activities are required.	<ol style="list-style-type: none">1. Conveyed to academic coordinator to prepare departmental academic calendar according to Curriculum.2. Conveyed to Time Table In charge.
B. Mentoring of Students	<ol style="list-style-type: none">1. Focusing on the ratio of student and teacher.	<ol style="list-style-type: none">1. Conveyed to all subject teachers.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. Self learning is required.2. Encouragement for project and self learning based projects are needed .3. Consultancy and sponsored projects are required.4. Conference papers are needed for teachers.	Teachers are asked to improve their faulty profile and to make necessary action for serial No. 1 to 4.
D. Infrastructure and Resources	<ol style="list-style-type: none">1. Infrastructure of the classrooms should be improved.	<ol style="list-style-type: none">1. Discussed with the concerned In-charge and it is already in process.
E. Student Support System and Progression	<ol style="list-style-type: none">1. Special actions should be taken for the placement of the students in the final year.	<ol style="list-style-type: none">1. Extra classes are taken for the better performance of the students.
F. Industry Academic Interaction and Professional Activities	<ol style="list-style-type: none">1. Industrial certification courses, IPR, industry innovative initiations should be taken.	<ol style="list-style-type: none">1. Grooming classes are taken for the better performance of the students.2. Necessary actions are taken to attach the students with the professional bodies.


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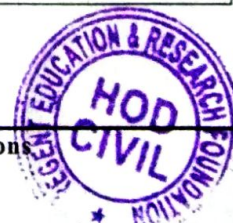
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Academic and Administrative Audit Action Taken Report
Department: CIVIL ENGINEERING
Session: 2018-2019

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">• Overall activity for curriculum planning and performance is very good.• Suggested for organizing more number of workshops, open ended experiment in each practical subject.	<ul style="list-style-type: none">• For organizing workshop related to Civil engineering. Number of experts have been shortlisted and communicated for future seminar.
B. Student Mentoring	<ul style="list-style-type: none">• All related files and related documents should available• Suggestion for organizing extra lectures.	<ul style="list-style-type: none">• Mentoring files were documented• Organized extra lectures and doubt clearance class
C. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Suggested to upload notes and assignment through learning platforms.• Motivate the faculties to participate in FDP.• Suggested to organizing FDP/STTP, conference and training programme .	<ul style="list-style-type: none">• Uploaded on Google classroom and also in student groups.• Some faculties completed different FDP Programmes.• Will organize in next session.
D. Infrastructure and Resources	<ul style="list-style-type: none">• Well equipped laboratories• Some recurring materials have to be procure for departmental library	<ul style="list-style-type: none">• Services were performed for some instruments in laboratories• Laboratory testing materials were purchased.
E. Student Support System and Progression	<ul style="list-style-type: none">• Placement number should be improved.• Motivate students for higher studies.	<ul style="list-style-type: none">• Took extra class for preparation of interviews and compassing.• Guest lecture organized for motivation on higher studies.

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
F. Continuous Evaluation	<ul style="list-style-type: none">Results analysis of students have to be done	<ul style="list-style-type: none">Results (both internal and external) results were analyzed and slow and advanced learners were identified.



Satabdi Saha

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Academic and Administrative Audit Action Taken Report
Department: CIVIL ENGINEERING
Session: 2019-2020

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">• Overall performance in curriculum planning and implementation is good.• Recommend for industrial visit.	<ul style="list-style-type: none">• Will organize in next session
B. Student Mentoring	<ul style="list-style-type: none">• All related files and related documents should available• Suggestion for organizing extra lectures.	<ul style="list-style-type: none">• Mentoring files were documented• Organized extra lectures and doubt clearance class
C. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Recommend uploading lecture notes through learning platforms..• Suggest uploading assignments on learning platforms..• Motivate faculty members to engage in consultancy work.• Encourage faculty participation in Faculty Development Programs (FDP) and propose organizing FDPs, Short-Term Training Programs (STTPs), and conferences.	<ul style="list-style-type: none">• Uploaded on Google Classroom and student groups.• Uploaded on Google Classroom and student groups.• Faculty motivation accomplished through meetings.• Scheduled for the next session.
D. Infrastructure and Resources	<ul style="list-style-type: none">• Well equipped laboratories• Departmental library	<ul style="list-style-type: none">• Laboratories as per norms• Available as per norms
E. Student Support System and Progression	<ul style="list-style-type: none">• Enhance placement numbers.• Focus on students pursuing higher studies.	<ul style="list-style-type: none">• Motivated the students for training and placement.• Guest lecture organized for Higher studies.

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
F. Continuous Evaluation	<ul style="list-style-type: none">Results analysis of students have to be done	<ul style="list-style-type: none">Results (both internal and external) results were analyzed and slow and advanced learners were identified.



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Academic and Administrative Audit Action Taken Report
Department: CIVIL ENGINEERING
Session: 2020-2021

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">The curriculum planning and implementation performance is good.Recommend arranging a greater number of seminars.	<ul style="list-style-type: none">Two numbers of webinars have been conducted.
B. Student Mentoring	<ul style="list-style-type: none">All relevant files and documents are accessible.Suggested for organizing additional lectures for students who struggle with learning.Encourage students to engage in NPTEL and SWAYAM MOOCS certificate courses.	<ul style="list-style-type: none">Conducted additional lectures for students with difficulties in learning.Students are motivated by mentors through meetings.
C. Faculty Profile and Faculty Development	<ul style="list-style-type: none">Recommend uploading lecture notes through learning platforms.Propose uploading assignments on learning platforms.Motivate faculty members for consultancy involvement and Encourage faculty to take part in webinar, FDPs.Suggest organizing FDPs, STTPs, and conferences and also recommend arranging training programs.	<ul style="list-style-type: none">Uploaded on Google Classroom and student groups.Uploaded on Google Classroom and student groups.Some faculties completed different webinar programmes.Scheduled for the next session.
D. Infrastructure and Resources	<ul style="list-style-type: none">Well equipped laboratoriesDepartmental library	<ul style="list-style-type: none">Laboratories as per normsReference books are available.
E. Student Support System and Progression	<ul style="list-style-type: none">Enhance placement figures.Focus on students pursuing higher studies.	<ul style="list-style-type: none">Motivated the students for training and placement.Guest lecture organized for Higher studies.

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
F. Continuous Evaluation	<ul style="list-style-type: none">Results analysis of students have to be done.	<ul style="list-style-type: none">Results (both internal and external) results were analyzed and slow and advanced learners were identified.



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Academic and Administrative Audit Action Taken Report
Department: CIVIL ENGINEERING
Session: 2021-2022

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">The curriculum planning and implementation performance is highly commendable.Recommend arranging a greater number of webinar/seminar.	<ul style="list-style-type: none">Two numbers of webinars and one seminar have been conducted.
B. Student Mentoring	<ul style="list-style-type: none">All related files and related documents availableSuggestion for organizing extra lectures for students.Encourage students to engage in NPTEL and SWAYAM – MOOCS certificate courses.	<ul style="list-style-type: none">Organized extra lectures for students.Some students completed online MOOCS course.
C. Faculty Profile and Faculty Development	<ul style="list-style-type: none">Recommend uploading notes through learning platforms.Propose uploading assignments through learning platforms.Encourage faculty to participate in consultancy projects and motivate faculty to take part in FDPs.Suggest organizing FDPs, STTPs, and conferences and recommend arranging training programs for both technical and administrative staff.	<ul style="list-style-type: none">Materials uploaded on Google Classroom and student groups.Materials uploaded on Google Classroom and student groups.Faculty motivation through meetings.Scheduled for the next session.
D. Infrastructure and Resources	<ul style="list-style-type: none">Well equipped laboratoriesDepartmental library	<ul style="list-style-type: none">Laboratories as per norms.Reference books are available for faculty members and students.
E. Student Support System and Progression	<ul style="list-style-type: none">Placement number should be improved.Higher studies students.	<ul style="list-style-type: none">Motivated the students for training and placement.Guest lecture organized for higher studies.

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
F. Continuous Evaluation	<ul style="list-style-type: none">Results analysis of students have to be done.	<ul style="list-style-type: none">Results (both internal and external) results were analyzed and slow and advanced learners were identified.



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Academic and Administrative Audit Action Taken Report
Department: CIVIL ENGINEERING
Session: 2022-2023

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">• Impressive execution in curriculum planning and achievement.• Suggest hosting more workshops and adding open-ended experiments to practical subjects.	<ul style="list-style-type: none">• Two numbers of seminars and one workshop have been conducted.
B. Student Mentoring	<ul style="list-style-type: none">• All relevant files and documents are available.• Recommend scheduling additional lectures for students.• Encourage students to engage in NPTEL and SWAYAM - MOOCS certificate courses.	<ul style="list-style-type: none">• Arranged extra lectures and offered guidance for students.• Students completed online MOOCS course.
C. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Suggestion to upload notes through learning platforms.• Suggestion to upload assignment through learning platforms.• Motivate the faculties to participate in FDP and suggest organizing FDP/STTP and conference.• Suggest to organize training programme.	<ul style="list-style-type: none">• Uploaded on Google classroom and also in student groups.• Uploaded on google classroom and also in student groups.• Motivated to faculty through meeting and some faculties completed FDP programme.• Will organize in next session.
D. Infrastructure and Resources	<ul style="list-style-type: none">• Well equipped laboratories• Departmental library	<ul style="list-style-type: none">• Laboratories as per norms• Reference books are available for faculty members and students
E. Student Support System and Progression	<ul style="list-style-type: none">• Placement number should be improved.• Higher studies students.	<ul style="list-style-type: none">• Motivated the students for training and placement.• Guest lecture organized for Higher studies.

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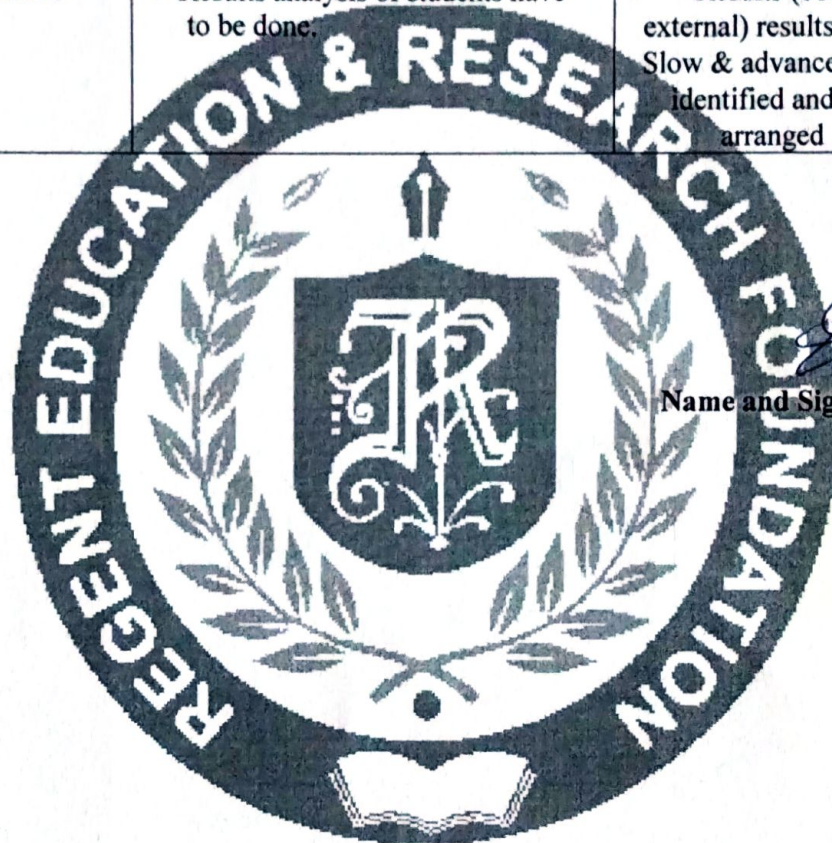




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Criteria	Observations and Suggestions given by Audit committee	Action Taken
F. Industry Academic Interaction and Professional Activities	<ul style="list-style-type: none">• Incorporate a chapter focusing on professional societies.	<ul style="list-style-type: none">• Students are participated in student chapter programme .
G. Continuous Evaluation	<ul style="list-style-type: none">• Results analysis of students have to be done.	<ul style="list-style-type: none">• Results (both internal and external) results were analyzed. Slow & advanced learners were identified and extra classes arranged for them.



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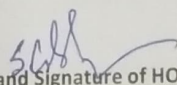


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Academic and Administrative Audit Action Taken Report
Department: Computer Science & Engineering
Year 2018 - 2019

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	Curriculum Planning & implementation is found to be Satisfactory. Following points needs more concerted & dedicated focus. MOOCS, NPTEL etc. Bloom's taxonomy needs to be implemented at advanced level. Record of success of course and remedial classes needs to be maintained	Students and Faculty Members are encouraged to register for MOOC and NPTEL courses. Faculty Members are instructed to draft questions for higher BT levels (within the Univ. syllabus content's limits)
B. Student Mentoring	To motivate and communicate with students need to improve interaction with mentees. All related files and related documents available.	All mentoring files are updated. Mentors have been shared all kind of information and conducted meetings with mentees to motivate.
C. Faculty Profile and Faculty Development	1. STR must improve. Number of PhD-registration should increase. Paper indexing must check in UGC- care. 2. NPTEL, MOOCS, SWAYAM, FDP need to be a regular feature for advanced learning among faculty and students.	1. Discussion has to be done on STR. Faculties are motivated to do PhD registration. 2. Paper Publication are in UGC Journal. 3. Faculty members are requested and encouraged to register for such courses.
D. Infrastructure and Resources	Infrastructure and Resources are in accordance with the standard.	Each room has AC, maintenance of light and fans. Accommodation of more than 60 students per room.
E. Student Support System and Progression	Functioning of T&P improvement require Sports activity conducted individual sport report required	Functioning of T&P will be improved. Individual sport report prepared
F. Industry Academic Interaction and Professional Activities	Seminar, Workshop and Industry Internship Initiatives needs to improve	Seminar, Workshop and Industry Internship will be improved.
G. Continuous Evaluation	Bloom's Taxonomy needs to be propagated with proper training. Internal exams should be conducted. Assignments should be given to the students.	Faculty members are aware of Blooms taxonomy by conducting brain storming sessions at department level. Internal Exams are conducted.


Name and Signature of HOD
(SUBHANKAR GHOSH)

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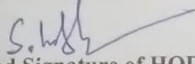
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Academic and Administrative Audit Action Taken Report

Department: Computer Science & Engineering

Year 2019 - 2020

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	Curriculum Planning & implementation is found to be Satisfactory . Following points need more concerted & dedicated focus. 1. MOOCS, SWAYAM & NPTEL etc. 2. Bloom's taxonomy needs to be implemented at advanced level. Record of success of course and remedial classes needs to be maintained	1. Students and Faculty Members are encouraged to register for MOOC, SWAYAM and NPTEL courses. 2. Faculty Members are instructed to draft questions for higher BT levels (within the Univ. syllabus content's limits)
B. Student Mentoring	Need frequent meetings with mentees to solve their problem and requirements. Encourage mentees for MAR related social work.	All mentoring files are updated. Mentors are dedicated for three years for enhance mentoring. Mentorship meetings have been taken frequently.
C. Faculty Profile and Faculty Development	1. Number of paper in reputed journal UGC/WoS/Scopus to be improved. 2. Conference paper to be improved 3. At least one FDP to be organized	1. Discussion has to be done on STR. Faculty members are motivated to do Ph.D registration. 2. Paper Publication are in UGC Journal. 3. Faculty members are requested and encouraged to attend FDP.
D. Infrastructure and Resources	Infrastructure and Resources are available as per ICT norms.	Smart classes have been implemented including projector etc.
E. Student Support System and Progression	1. Functioning of T&P improvement require 2. Sports activity conducted individual sport report required 3. Offline grooming class should be Conducted. 4. Departmental Library need to improve.	1. Functioning of T&P will be improved. 2. Individual sport report prepared 3. Grooming class has been taken in offline mode. 4. Requisition for new books
F. Industry Academic Interaction and Professional Activities	1. Seminar, Workshop and Industry Internship Initiatives needs to improve 2. No of Industry visit, Industrial Training should be increased.	1. Seminar, Workshop and Industry Internship will be improve 2. Students are encouraged for the same.
G. Continuous Evaluation	1. Bloom's Taxonomy needs to be propagated with proper training. 2. Internal exams should be conducted. 3. Assignments should be given to the students.	1. Faculty members are aware of Blooms taxonomy by conducting brain storming sessions at department level. 2. Internal Exams are conducted.


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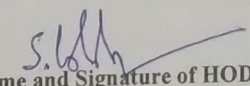


REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Academic and Administrative Audit Action Taken Report Department: Computer Science & Engineering Year 2020 - 2021

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1. Following points needs more concerted & dedicated focus.2. MOOCS, SWAYAM, COURSERA etc.3. Bloom's taxonomy needs to be implemented at advanced level.	<ol style="list-style-type: none">1. Students and Faculty Members are encouraged to register for MOOC, SWAYAM, NPTEL and COURSERA courses.2. Faculty Members are instructed to draft questions for higher BT levels (within the Univ. syllabus content's limits)
B. Student Mentoring	Mentors are asked to aware their mentees about COVID 19 and share information of camping and MAR during Lock-down period. Online meetings should be conducted.	Online meetings have been conducted to convey all the details to the mentees. WhatsApp groups are created.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. STR must improve. Number of PhD registration should increases.2. NPTEL, MOOCS, SWAYAM, FDP need to be a regular feature for advanced learning among faculty and students.3. Online webinar	<ol style="list-style-type: none">1. Discussion has to be done on STR. Faculties are motivated to do PhD registration.2. Paper Publication are in UGC CARL Listed Journal.3. Faculty members are requested and encouraged to register for webinar and seminar through online mode.
D. Infrastructure and Resources	Infrastructure and Resources are available as per norms. During Covid period online classes should be conducted through Google class room & Google Meet.	Online classes have been taken by using Google meet platform. Lab classes are also taken by online mode.
E. Student Support System and Progression	Functioning of T&P improvement required. Aptitude and reasoning classes are required.	Functioning of T&P will be improved. Online aptitude and reasoning classes are carried out as planned.
F. Industry Academic Interaction and Professional Activities	<ol style="list-style-type: none">1. Online Seminar, Workshop and Webinar Initiatives needs to improve2. Technical Events under Professional Societies not seen	<ol style="list-style-type: none">1. Online Seminars are conducted.2. Process of IEI professional chapter is currently underway.
G. Continuous Evaluation	Continuous evaluation is should be taken through online mode.	Continuous evaluation for previous semester are in progress. Online internal Exams have been conducted.


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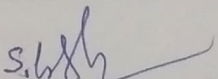
Group of Institutions

Academic and Administrative Audit Action Taken Report

Department: Computer Science & Engineering

Year 2022 - 2023

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	Curriculum Planning & implementation is found to be Satisfactory . Following points need more concerted & dedicated focus. 1. MOOCs, SWAYAM, COURSERA, UDEMY and EDX etc. 2. Record of success of course and remedial classes needs to be maintained 3. COs, POs and PSOs available. 4. Suggested for result analysis to fill the gaps identified by PSOs	1. Students and Faculty Members are encouraged to register for MOOC, SWAYAM, NPTEL, COURSERA, UDEMY & EDX courses for new students. 2. Faculty Members are instructed to draft questions for higher BT levels (within the Univ. syllabus content's limits) 3. Shared notes in classrooms. 4. Remedial classes have been taken.
B. Student Mentoring	Mentoring of course-end remedial classes and its success/failure impact needs to be maintained. All related files and related documents available	Offline meetings have been conducted. Mentors have updated all the files.
C. Faculty Profile and Faculty Development	1. STR must improve. Number of PhD registration should increase. 2. Paper indexing must check in UGC-care 3. FDP and MDP are required.	1. Discussion has to be done on STR. Faculties are motivated to do PhD registration. 2. Paper Published in UGC Journal. 3. Faculty members are requested and encouraged to attend FDP & MDP.
D. Infrastructure and Resources	Infrastructure and Resources are available as per ICT norms.	Smart classes have been implemented including smart board, projector etc.
E. Student Support System and Progression	1. Functioning of T&P improvement require 2. Offline grooming class should be conducted. 3. Student chapter should be opened from renowned organization.	1. Functioning of T&P will be improved. 2. Grooming class has been taken in online mode. 3. Process of initiating Student chapter in association with IET are in progress.
F. Industry Academic Interaction and Professional Activities	1. Seminar, Workshop and Industry Internship Initiatives needs to improve 2. Technical Events under Professional Societies not seen	1. Seminar, Workshop and Industry Internship will be improved. 2. Process of initiating Student chapter in association with IET are in progress. 3. Activities under forum will increase
G. Continuous Evaluation	1. Bloom's Taxonomy needs to be propagated with proper training. 2. CA1 to CA4 should be taken as per norm. 3. Internal Exams need to improve.	1. Faculty members are aware of Bloom's taxonomy by conducting brain storming sessions at department level. 2. CAs are taken as per schedule. 3. Online internal exams have been conducted.


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Academic and Administrative Audit Action Taken Report

Department: Electronics & Communication Engineering Department

Session: 2018-19

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1) Institute Academic Calendar in line with university calendar.2) COs, POs and PSOs available. No need to be redefined.3) Teaching plan for all courses available.	<ol style="list-style-type: none">1) Institute's Academic Calendar published and uploaded in Institute Website.2) COs will be redefined for new MAKAUT syllabus progressively. COs for second year will be finalized within the date.3) Teaching plans are ready and shared with students.
B. Student Mentoring	All related files and related documents available. <ol style="list-style-type: none">1) documents available Mentoring Scheme exists.2) Effective measure of past and new learners needs to be improved.	<ol style="list-style-type: none">1) All members are informed about the mentorship scheme. Mentorship related database and documents are collected by the mentors.2) Measures for able and advanced learners will be implemented as per new academic policy for second year from this session.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1) Good Faculty retention.2) Research Publications by faculty need to be improved.3) Lack of consultancy.4) Good No. of faculty attended workshops seminars, FDPs.	<ol style="list-style-type: none">1) Highly qualified and experienced Faculty members are attached with the department.2) Most of the faculty members are attached with their Research Work and they also try for their Research Publications.3) Already identified some projects / products for incubation center. The success of this will help us in getting consultancy projects from nearby industries.4) Faculty members have been asked to attend FDPs, Seminars/Workshops.
D. Infrastructure and Resources	<ol style="list-style-type: none">1) ICT enabled classrooms.2) Well- equipped laboratories.3) Department library with good number of books.	<ol style="list-style-type: none">1) ICT enabled classroom is available in department.2) Infrastructure and resources in laboratories are already available as per MAKAUT Syllabus.3) As per Suggestion given by Audit committee, We establish a

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		Departmental Library with good number of books.
E. Student Support System and Progression	<ol style="list-style-type: none">1) Career Guidance programs are conducted.2) Placement needs to be improved.	<ol style="list-style-type: none">1) To improve placement, the department has planned for different Grooming and technical Classes for the final year students.2) Electronics field has huge job market in Software, Hardware and also Telecommunication Industries. Institute has a Training and Placement Cell for conducting different types industrial training and campus interview. Hence we may expect to improve the Placement.
F. Industry Academic Interaction and Professional Activities	<ol style="list-style-type: none">1) Good Industry Internship.2) Guest lecture by Industry Person3) Less Industry sponsored projects.	<ol style="list-style-type: none">1) Plan for Internship programme with the assistance with Institute's Training and Placement Cell.2) Till now we have no Guest Faculty from Industry. So as per recommendation of Academic Audit Committee, try to hire some Industry Person as Guest Faculty.3) In this session we have two Sponsored projects but we will try to improve number in next session.
G. Continuous Evaluation	<ol style="list-style-type: none">1) Internal Question papers set as per Blooms Taxonomy.2) Continuous evaluation process is in place.	<ol style="list-style-type: none">1) We prepared Internal Question papers as per Blooms Taxonomy.2) Continuous evaluation process followed in the department as per the academic guidelines provided by MAKAUT.

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(*Pulak Mazumdar*)

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REGENT EDUCATION & RESEARCH FOUNDATION

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Academic and Administrative Audit Action Taken Report

Department: Electronics & Communication Engineering Department

Session: 2019-20

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1) The Institute's academic schedule matches the university's calendar.2) The availability of Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) is there. COs require redefinition.3) Teaching plans for all courses are accessible.	<ol style="list-style-type: none">1) Institute's Academic Calendar is ready by following the MAKAUT Academic Calendar and uploaded in Institute Website.2) COs will be redefined for MAKAUT syllabus progressively.3) Lesson plan and Sessional plans are ready and shared with students
B. Student Mentoring	All related files and related documents available <ol style="list-style-type: none">1) documents available Mentoring Scheme exists2) Effective measure of fast and slow learners needs to be improved.	<ol style="list-style-type: none">1) All mentees are informed about the mentorship scheme. Mentorship related database and documents are collected by the mentors.2) Measures for slow and advanced learners already implemented as per academic audit committee recommendation.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1) Good Faculty retention2) Research Publications by faculty need to be improved.3) Lack of consultancy4) Good no. of faculty attended workshops/seminars/FDPs.	<ol style="list-style-type: none">1) Highly qualified and experienced Faculty members are attached with the department.2) Most of the faculty members are attached with their Research Work and they also try for their Research Publications.3) Already identified some projects / products for incubation center. The success of this will help us in getting consultancy. Also trying to get consultancy projects from nearby industries.4) Few Faculty members already attend FDP and Seminars. Rest faculty members asked to attend FDPs, Seminars/Workshops.
D. Infrastructure and Resources	<ol style="list-style-type: none">1) ICT enabled classrooms.2) Well- equipped laboratories.3) Department library with good number of book titles.	<ol style="list-style-type: none">1) ICT enabled classroom is available in department.2) Infrastructure and resources in laboratories are already available as per MAKAUT Syllabus.

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		<p>Some discrete components like ICs, Wire purchased as per laboratory requirement.</p> <p>3) We have a Departmental Library with good number of books.</p>
E. Student Support System and Progression	<p>1) Career Guidance programs are conducted.</p> <p>2) Placement needs to be improved.</p>	<p>1) To improve placement, the department has planned for different Grooming and technical Classes for the final year students.</p> <p>2) Electronics field has huge job market in Software, Hardware and also Telecommunication Industries. Institute has a Training and Placement Cell for conducting different types industrial training and campus interview. But due to Lockdown Situation placement cell try to conduct Virtual interview for Final year students.</p>
F. Industry Academic Interaction and Professional Activities	<p>1) Good Industry Internship.</p> <p>2) Guest lecture by Industry Person</p> <p>3) Less Industry sponsored projects.</p>	<p>1) Plan for Internship programme with the assistance with Institute's Training and Placement Cell.</p> <p>2) One Industry Person was appointed as Guest Faculty</p> <p>3) Due to lockdown no industry sponsored projects are there.</p>
G. Continuous Evaluation	<p>1) Internal Question papers set as per Blooms Taxonomy.</p> <p>2) Continuous evaluation process is in place.</p>	<p>1) We prepared Internal Question papers as per Blooms Taxonomy.</p> <p>2) Continuous evaluation process followed in the department as per the academic guidelines provided by MAKAUI. But after Lockdown we took only online tests.</p>

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Academic and Administrative Audit Action Taken Report

Department: Electronics & Communication Engineering Department

Session: 2020-21

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1) The Institute Academic Calendar should match the university calendar.2) COs, POs, and PSOs are accessible. COs should be clarified.3) Teaching plans for all courses are provided.	<ol style="list-style-type: none">1) Institute's Academic Calendar is ready by following the MAKAUT Academic Calendar and uploaded in Institute Website.2) COs will be redefined for MAKAUT syllabus progressively.3) Lesson plan and Sessional plans are ready and shared with students and due to Lockdown situation all the academic activities are conducted through the Online platform.
B. Student Mentoring	<p>All the necessary files and documents are accessible.</p> <ol style="list-style-type: none">1) Mentoring Scheme documents are present.2) There is a need to enhance the effectiveness of measuring fast and slow learners.	<ol style="list-style-type: none">1) All mentees are informed about the mentorship scheme. Mentorship related database and documents are collected by the mentors.2) Measures for slow and advanced learners already implemented as per academic audit committee recommendation. But sometimes it is very difficult to judge the slow and advance learner in this Online academic system.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1) Good Faculty retention.2) Research Publications by faculty need to be improved.3) Lack of consultancy.4) Good No. of faculty attended workshops/seminars/ FDPs.	<ol style="list-style-type: none">1) Highly qualified and experienced Faculty members are attached with the department.2) Most of the faculty members are attached with their Research Work and but due to lockdown research works may be interrupted.3) Due to lockdown this recommendation can't be implemented.4) All Faculty members already attend online FDP and many webinars.
D. Infrastructure and Resources	<ol style="list-style-type: none">1) ICT enabled/ Hybrid mode / online classrooms.2) Department library with good number of book titles.3) Well-equipped laboratories.	<ol style="list-style-type: none">1) Due to Lockdown there is no need of ICT enabled classrooms, however introduce online learning platform for both theory and practical class.2) We have Departmental library but due to Lockdown there is no library access was required.

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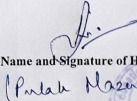
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		3) Infrastructure and resources in laboratories are already available as per MAKAUT Syllabus. But due to lockdown we have to take online lab via different simulation software.
E. Student Support System and Progression	1) Career Guidance programs are conducted. 2) Placement needs to be improved.	1) To improve placement, the department has planned for different online Grooming and technical Classes for the final year students. 2) Electronics field has huge job market in Software, Hardware and also Telecommunication Industries. Institute has a Training and Placement Cell for conducting different types industrial training and campus interview. But due to Lockdown Situation placement cell try to conduct Virtual interview for Final year students. Many students are placed in software companies.
F. Industry Academic Interaction and Professional Activities	1) Good Industry Internship. 2) Guest lecture by Industry Person 3) Less Industry sponsored projects	1) Plan for Internship programme with the assistance with Institute's Training and Placement Cell. 2) One Industry Person was appointed as Guest Faculty. 3) Due to lockdown no industry sponsored projects are there.
G. Continuous Evaluation	1) Internal Question papers Set as per Blooms Taxonomy. 2) Continuous evaluation process is in place.	1) We prepared Internal Question papers as per Blooms Taxonomy. 2) Continuous evaluation process followed in the department as per the academic guidelines provided by MAKAUT. But due to Lockdown online examination conducted.

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Academic and Administrative Audit Action Taken Report

Department: Electronics & Communication Engineering Department

Session: 2021-22

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1) Institute Academic Calendar in line with university calendar2) COs, POs and PSOs available. COs need to be redefined.3) Teaching plan for all courses available.	<ol style="list-style-type: none">1) Institute's Academic Calendar is ready by following the MAKAUT Academic Calendar and uploaded in Institute-Website.2) COs will be redefined for MAKAUT syllabus progressively.3) Lesson plan and Sessional plans are ready and shared with students and due to partial Lockdown situation all the academic activities are conducted through the Online platform and also in offline.
B. Student Mentoring	<p>All related files and related documents available</p> <ol style="list-style-type: none">1) documents available Mentoring Scheme exists2) Effective measure of fast and slow learners needs to be improved.	<ol style="list-style-type: none">1) All mentees are informed about the mentorship scheme. Mentorship related database and documents are collected by the mentors.2) Measures for slow and advanced learners already implemented as per academic audit committee recommendation. But sometimes it is very difficult to judge the slow and advance learner in this Online academic system.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1) Good Faculty retention.2) Research Publications by faculty need to be improved.3) Lack of consultancy4) Good No. of faculty attended workshops/seminars/FDPs.	<ol style="list-style-type: none">1) Experienced Faculty members are attached with the department.2) Most of the faculty members are attached with their Research Work and but due to lockdown research works may be interrupted.3) Due to lockdown this recommendation can't be implemented.4) All Faculty members already attend online FDP and many webinars.
D. Infrastructure and Resources	<ol style="list-style-type: none">1) Classrooms with ICT facilities/ Hybrid mode/ Online learning platform.2) Laboratories with proper equipment.3) Department library containing a substantial collection of book titles	<ol style="list-style-type: none">1) Due to Lockdown there is no need of ICT enabled classrooms , where as we have continue our teaching- learning and evaluation process through Google Classroom, virtual lab. etc.2) We have Departmental library but due to Lockdown there is no library access was required. However faculties were provided online learning materials and softcopy of notes, referred journals , video lectures etc.3) Infrastructure and resources in laboratories are

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		already available as per MAKAUT Syllabus. But due to Partial lockdown we have to take some online lab via different simulation software.
E. Student Support System and Progression	<ol style="list-style-type: none">1) Career Guidance programs reconducted.2) Placement needs to be improved.	<ol style="list-style-type: none">1) To improve placement, the department has planned for different online Grooming and technical Classes for the final year students.2) Electronics field has huge job market in Software, Hardware and also Telecommunication Industries. Institute has a Training and Placement Cell for conducting different types industrial training and campus Interview. But due to Lockdown Situation placement cell try to conduct Virtual interview for Final year students. Many students are placed in software companies.
F. Industry Academic Interaction and Professional Activities	<ol style="list-style-type: none">1) Good Industry Internship.2) Guest lecture by Industry Person3) Less industry sponsored projects.	<ol style="list-style-type: none">1) Plan for Internship programme with the assistance with Institute's Training and Placement Cell.2) One Industry Person was appointed as Guest Faculty.3) In this session we have two Sponsored projects but we will try to improve number in next session
G. Continuous Evaluation	<ol style="list-style-type: none">1) Internal Question papers set as per Blooms Taxonomy.2) Continuous evaluation process is in place.	<ol style="list-style-type: none">1) We prepared Internal Question papers as per Blooms Taxonomy.2) Continuous evaluation process followed in the department as per the academic guidelines provided by MAKAUT. But due to Lockdown online examination conducted.

fr *[Signature]*

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Academic and Administrative Audit Action Taken Report

Department: Electronics & Communication Engineering Department

Session: 2022-23

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1) Institute Academic Calendar in linewith university calendar.2) COs, POs and PSOs available. COs need to be redefined.3) Teaching plan for all courses available.	<ol style="list-style-type: none">1) Institute's Academic Calendar published and uploaded in Institute Website.2) COs will be redefined for new MAKAUT syllabus progressively.3) Teaching plans are ready and shared with students
B. Student Mentoring	<p>All related files and related documents available</p> <ol style="list-style-type: none">1) documents available Mentoring Scheme exists2) Effective measure of fast and slow learners needs to be improved.	<ol style="list-style-type: none">1) All mentees are informed about the mentorship scheme. Mentorship related database and documents are collected by the mentors.2) Measures for slow and advance learners implemented as per new academic policy.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1) Maintaining a active faculty team.2) Faculty should enhance their research publications.3) Need to address the absence of consultancy.4) Many faculty members participated in workshops, seminars, and FDPs.	<ol style="list-style-type: none">1) Highly qualified and experienced Faculty members are attached with the department.2) Most of the faculty members are attached with their Research Work and they also try for their Research Publications.3) Already identified some projects / products for incubation center. The success of this will help us in getting consultancy. Also trying to get consultancy projects from nearby industries.4) Few Faculty members already attend FDP and Seminars. Rest faculty members asked to attend FDPs, Seminars/Workshops.
D. Infrastructure and Resources	<ol style="list-style-type: none">1) ICT enabled classrooms.2) Well- equipped laboratories.3) Department library with good number of book titles.	<ol style="list-style-type: none">1) ICT enabled classroom is available in department.2) Infrastructure and resources in laboratories are already available as per MAKAUT Syllabus. Some discrete components like ICs, Wire purchased as per laboratory requirement.3) We have a Departmental Library with good number of books.

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E. Student Support System and Progression	<ol style="list-style-type: none">1) Career Guidance programs are conducted.2) Placement needs to be improved.	<ol style="list-style-type: none">1) To improve placement, the department has planned for different Grooming and technical Classes for the final year students.2) Electronics field has huge job market in Software, Hardware and also Telecommunication Industries. Institute has a Training and Placement Cell for conducting different types industrial training and campus interview. Hence we may expect to improve the Placement.
F. Industry Academic Interaction and Professional Activities	<ol style="list-style-type: none">1) Good Industry Internship.2) Guest lecture by Industry Person3) Less Industry sponsored projects.	<ol style="list-style-type: none">1) Plan for Internship programme with the assistance with Institute's Training and Placement Cell.2) One Industry Person was appointed as Guest Faculty.3) In this session we have one Sponsored projects but we will try to improve number in next session.
G. Continuous Evaluation	<ol style="list-style-type: none">1) Internal Question papers set as per Blooms Taxonomy.2) Continuous evaluation process is in place.	<ol style="list-style-type: none">1) We prepared Internal Question papers as per Blooms Taxonomy.2) Continuous evaluation process followed in the department as per the academic guidelines provided by MAKAUT.

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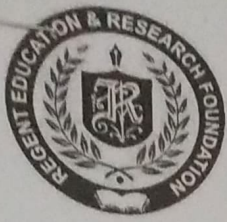
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Academic and Administrative Audit Action Taken Report

Department: MBA

Year: 2022-23

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1. Academic calendar and lesson plans followed.2. CO-PO attainment process completed3. student engagement in classroom and extracurricular activities.	<ol style="list-style-type: none">1. Focused on the outcome-based learning and detailed discussion with industry experts and alumni members.2. The practice to be continued3. Case study based and project-based learning commenced
B. Infrastructure and Resources	Existence of ICT based classrooms and learning materials	Upgradation and procurement of journals and e-journals
C. Faculty Profile and Faculty Development, Management Development	<ol style="list-style-type: none">1. Teaching methods, and research engagement.2. Self-learning3. Conference papers4. Professional membership, FDPs, MDPs	<ol style="list-style-type: none">1. Facilitated faculty participation in seminars and conferences, workshops etc to improve teaching methods.2. The practice to be continued3. In process4. Introduced financial support (for membership fees) to motivate faculties and staff about the advantages of professional memberships,
D. Student Mentoring	Slow and advanced learners identified.	Extra evening classes have been provided; competitive exam preparation has been initiated

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E. Continuous Evaluation	Assignment evaluation with blooms taxonomy and COS is required.	Conveyed to all teachers to make necessary improvement
F. Industry Academic Interaction and Professional Activities	Student participation in seminars, workshops, and extracurricular activities.	Organized industry interaction sessions, guest lectures, and workshops.
G. Student Support System and Progression	Placement to be improved always	Detailed discussion with Placement in-charge. She was asked to collect the data from students and also ask to take efforts in the view of Placements.



Basu

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Academic and Administrative Audit Action Taken Report

Department: MBA

Year: 2021-22

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Infrastructure and Resources	Infrastructure is satisfactory but can be improved for enhanced learning experiences.	Upgraded technology facilities and expanded library resources.
B. Faculty Profile and Faculty Development	Faculties should possess industry experience	Organized workshops, seminars, industry visits for faculty to gain more industry insights.
C. Academic Planning and Implementation	Focus should be given on recent developments in management	Conducted comprehensive meetings with industry professionals to understand current industry practices.
D. Student Mentoring	Student engagement in extracurricular activities needs a boost.	Initiated various activities for academic and extracurricular engagement.
E. Experiential Learning	Some student feedback indicates the need for more practical exposure.	Introduced mandatory internships and projects with corporate partners.
F. Research Support:	Faculty research output needs enhancement.	Provided resources to encourage faculty research activities.
G. Student Support System and Progression	Industry interactions like guest lectures; internships are required	Strengthened relationships with industry for more internships and placements.

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Academic and Administrative Audit Action Taken Report

Department: MBA

Year: 2020-21

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Student Engagement & Mentoring	Student engagement to ensure active participation and interaction with a virtual format	Implemented interactive activities and group discussions.
B. Online Teaching: Curriculum Planning and Implementation	The transition to online instruction was met.	Faculties conducted and attended various webinars to improve online teaching techniques for effective curriculum planning and implementation
C. Technological Infrastructure	Availability of online platforms and resources for seamless learning.	Ensured availability of required online platforms and tools.
D. Assessment Strategies	Adaptation of assessment methods required innovation	Introduced diverse online assessment methods.
E. Faculty Training Program: and Faculty Development	Faculty training on online teaching was not uniform earlier	Organized comprehensive online teaching training for faculties.
F. Student Placement and Succession	Few placements and internships faced disruptions due to pandemic-induced economic challenges.	Collaborated with industry for virtual placements and internships.
G. Health and Safety:	Health and safety protocols were enforced but needed continuous monitoring.	Ensured adherence to Covid-19 safety protocols.

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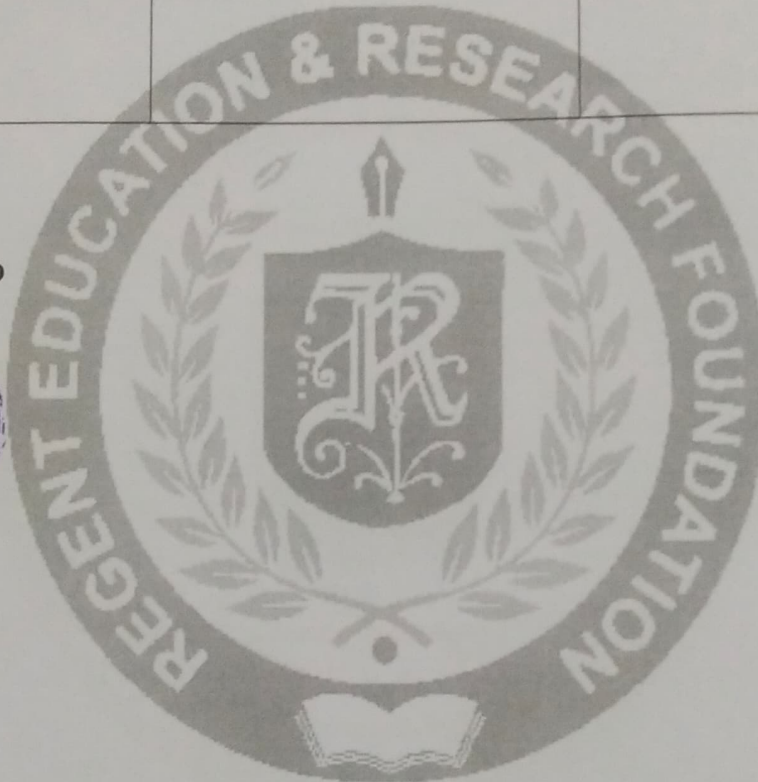


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H. Student Support Services:	Student support services were essential for maintaining student well-being.	Offered virtual counseling
I. Future Preparedness:	Future preparedness required a comprehensive approach	Developed strategies to enhance online learning infrastructure.

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Academic and Administrative Audit Action Taken Report
Department: MBA
Year: 2019-20

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Academic Planning and Implementation	Curriculum aligned well with industry trends	Increased collaboration with industries for workshops and internships.
B. Faculty Profile and Faculty Development	Faculty development showed potential for enhancement.	Organized and attended faculty development programs to enhance teaching techniques.
C. Student engagement/mentoring	Student engagement was satisfactory	Introduced more interactive sessions and academic projects.
D. Departmental Growth	Departmental growth was on track but required more aggressive strategies..	Increased marketing efforts to enhance departmental reputation
E. Effective Feedback	Feedback collection mechanisms needed refinement	implemented a structured feedback system
F. Student Placement and Succession	Placement success was moderate, requiring more focused efforts.	Implemented placement training and mock interview sessions

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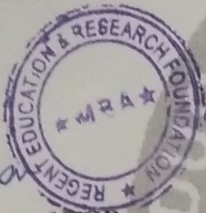
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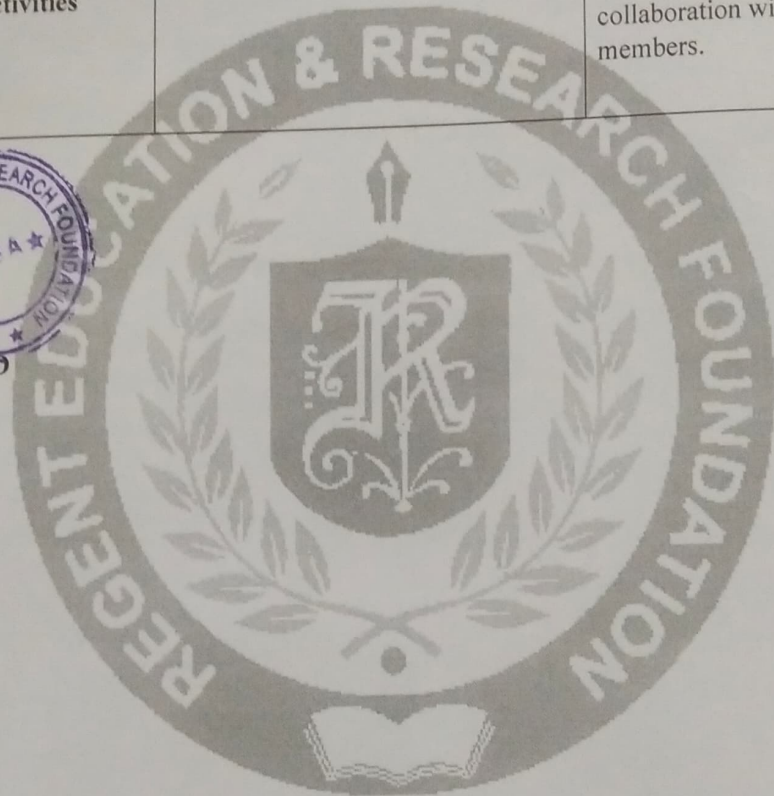


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G. Infrastructure and Resources	Infrastructure was well-maintained but needed continuous upgrade.	Upgraded classroom technology and library resources
H. Industry Academic Interaction and Professional Activities	Industry engagement showed potential for enhancement.	Organized various events and mentoring sessions with industry professionals in collaboration with alumni members.



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Academic and Administrative Audit Action Taken Report

Department: MBA

Year: 2018-19

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Academic Planning and Implementation	Academic Planning and implementation required updates to meet evolving industry needs.	Revamped to align with industry trends.
B. Faculty Profile and Faculty Development	Faculty development programs were limited.	Conducted regular workshops for faculty skill improvement to demonstrate improved teaching techniques.
C. Student Mentoring	1. Mentees struggled with effective communication. 2. Few mentor-mentee pairs lacked compatibility, affecting mentorship quality	1. Organized sessions on effective communication 2. Refined mentor-mentee pairing process based on preferences and needs.
D. Assessment	1. Limited variety in assessment formats impacted student engagement. 2. Feedback on evaluation, provided to students needed to improve.	1. Diversified assessment formats to promote student participation 2. Faculties provided constructive and detailed feedback to students.
E. Student Placement and Succession	Placement success needed more focused strategies.	Enhanced placement training and assistance in collaboration with training and placement cell

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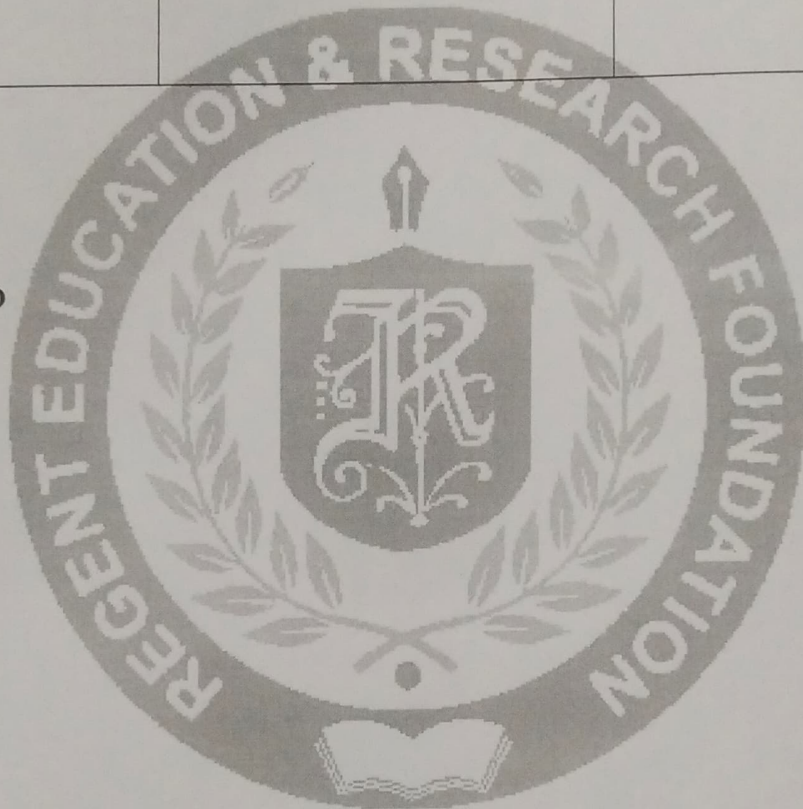


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F. Infrastructure and Resources	Well-equipped classrooms and resources.	Improved classroom facilities and library resources.
G. Industry Academic Interaction and Professional Activities	Industry collaboration should be more attractive	Established partnerships with local industries



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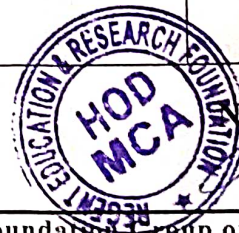


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Academic and Administrative Audit Action Taken Report
Department: MCA
Session 2022-2023

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Infrastructure and Resources	Smart class room is properly working	Class is going on
B. Faculty Profile and Faculty Development	1. NPTEL/MOOCs Courses 2. Self learning 3. Encouragement for project and self learning based projects. 4. Conference papers 5. Professional training, FDP	Conveyed to all teachers to make necessary improvement in serial No. 1 to 5.
C. Academic Planning and Implementation	1. Table for adherence as per date required 2. Time slot for co-curricular and extracurricular activities are to be added.	1. Conveyed to academic coordinator to prepare department academic calendar and to prepare Table for adherence. 2. Conveyed to Time Table In charge.
D. Student Mentoring	Each mentor holds regular meetings with their mentees to improved slow learner	It going on
E. Assessment of various Outcomes	Assessment tools are 1. Internal Exam 2. Course End 3. Semester Exam 4. Assignment, 5. Course Project, 6. Seminar	Conveyed to all teachers to make necessary improvement
F. Continuous Evaluation	Assignment evaluation with blooms taxonomy and COS is required.	Conveyed to all teachers to make necessary improvement



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Academic and Administrative Audit Action Taken Report

Department: MCA
Session 2021-2022

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Infrastructure and Resources	Maintenance and Cleanliness data is nicely maintained	Its monitoring properly
B. Academic Planning and Implementation	1. Table for adherence as per date required 2. Time slot for co-curricular and extracurricular activities are to be added. 3. CO-PO attainment process 4. Curriculum gap is to be identified.	1. Conveyed to academic coordinator to prepare department academic calendar and to prepare 2. Conveyed to Time Table In charge. 3. CO-PO attainment process complete 4. Conveyed to academic coordinator.
C. Faculty Profile and Faculty Development	1. Self learning, FDP 2. Availability of material on web site 3. Virtual lab for experimentation 4. Encouragement for project and self-learning based projects. 5. Consultancy and sponsored projects. 6. Conference/ Journal papers 7. Professional membership.	Conveyed to all teachers to make necessary improvement in serial No. 1 to 7
D. Student Mentoring	1. All related files and related documents available 2. Suggestion for organizing extra lectures for slow learner students.	1. Document Prepared 2. Convey subject teacher



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Academic and Administrative Audit Action Taken Report

Department: MCA
Session 2020-2021

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Academic Planning and Implementation	<ol style="list-style-type: none">1. Table for adherence online classes2. Time slot for co-curricular and extracurricular activities are to be added.3. CO-PO attainment process required.	<ol style="list-style-type: none">1. Conveyed to academic coordinator to prepare department academic calendar of online mode2. Conveyed to Time Table in online class.3. CO-PO attainment process required-conveyed to all subject teachers.
B. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. Number of paper in reputed journal UGC/WOS/Scopus to be improved.2. Conference paper to be improved3. Online FDP, webinar to be held	Conveyed to all teachers to make necessary improvement in serial No. 1 to 3
C. Student Mentoring	More parameters added in class such as soft skill, grooming class introduced slow learners in online platform due to Covid-19.	Conveyed to all Class teachers.
D. Continuous Evaluation	Assignment evaluation with blooms taxonomy and COS is required.	Conveyed to all teachers to make necessary improvement in serial No. 1



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Academic and Administrative Audit Action Taken Report

Department: MCA
Session 2019-2020

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Student Mentoring	1. introducing more parameters can potentially contribute to a More nuanced understanding of learners' abilities, It's important to approach this issue with caution and a focus on ethical considerations, practicality, and effectiveness.	1. Informed all subject teachers.
B. Curriculum Planning and Implementation	1. Table for adherence as per date required 2. Time slot for co-curricular and extracurricular activities are to be added. 3. CO-PO attainment process required. 4. Elective selection process is required.	1. Conveyed to academic coordinator to prepare department academic calendar and to prepare Table for adherence. 2. Conveyed to Time Table In charge. 3. CO-PO attainment process required-conveyed to all subject teachers. 4. Conveyed to academic coordinator.
C. Faculty Profile and Faculty Development	1. NPTEL/MOOCs Courses 2. Self learning 3. Availability of material on web site 4. Virtual lab for experimentation 5. Encouragement for project and self learning based projects. 6. Consultancy and sponsored projects. 7. Conference papers 8. Professional membership.	Conveyed to all teachers to make necessary improvement in serial No. 1 to 8.

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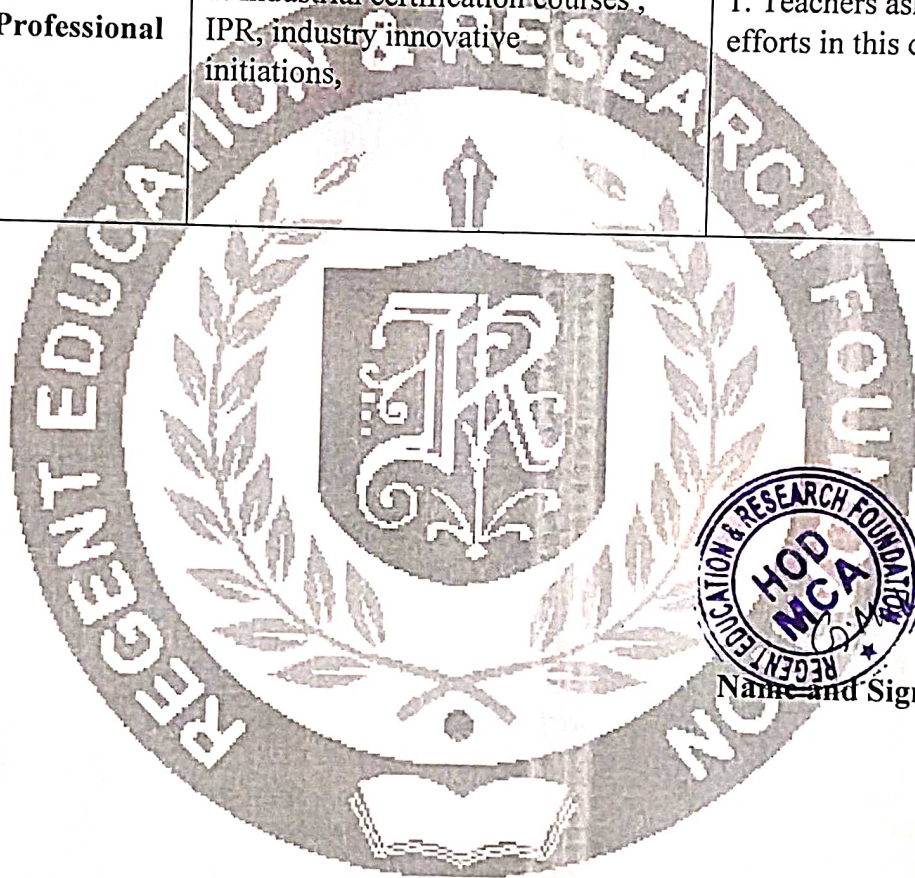
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F. Student Placement and Succession	1. Placement to improve	1. The placement coordinator asked for alumni assistance in gathering information and making efforts with placements in mind.
G. Industry Academic Interaction and Professional Activities	1. Industrial certification courses, IPR, industry innovative initiations,	1. Teachers ask to take efforts in this direction.



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Academic and Administrative Audit Action Taken Report

Department: MCA

Session 2018-2019

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ol style="list-style-type: none">1. Table for adherence as per date required2. Time slot for co-curricular and extracurricular activities are to be added.3. Curriculum gap is to be identified.	<ol style="list-style-type: none">1. Conveyed to academic coordinator to prepare department academic calendar and to prepare Table for adherence.2. Conveyed to Time Table In charge.3. Conveyed to academic coordinator.
B. Infrastructure and Resources	<ol style="list-style-type: none">1. Smart class room is in process. Need to be available at earliest.	<ol style="list-style-type: none">1. Discussed with the concern In-charge.
C. Faculty Profile and Faculty Development	<ol style="list-style-type: none">1. Encouragement for project and self learning based projects.2. Consultancy and sponsored projects.3. Conference papers, Journal paper.4. Professional membership, FDP, MDP	Conveyed to all teachers to make necessary improvement in serial No. 1 to 4
D. Student Mentoring	<ol style="list-style-type: none">1. More parameters should be introduced to identify slow and advanced learners.	<ol style="list-style-type: none">1. Conveyed to all subject teachers and mentor.

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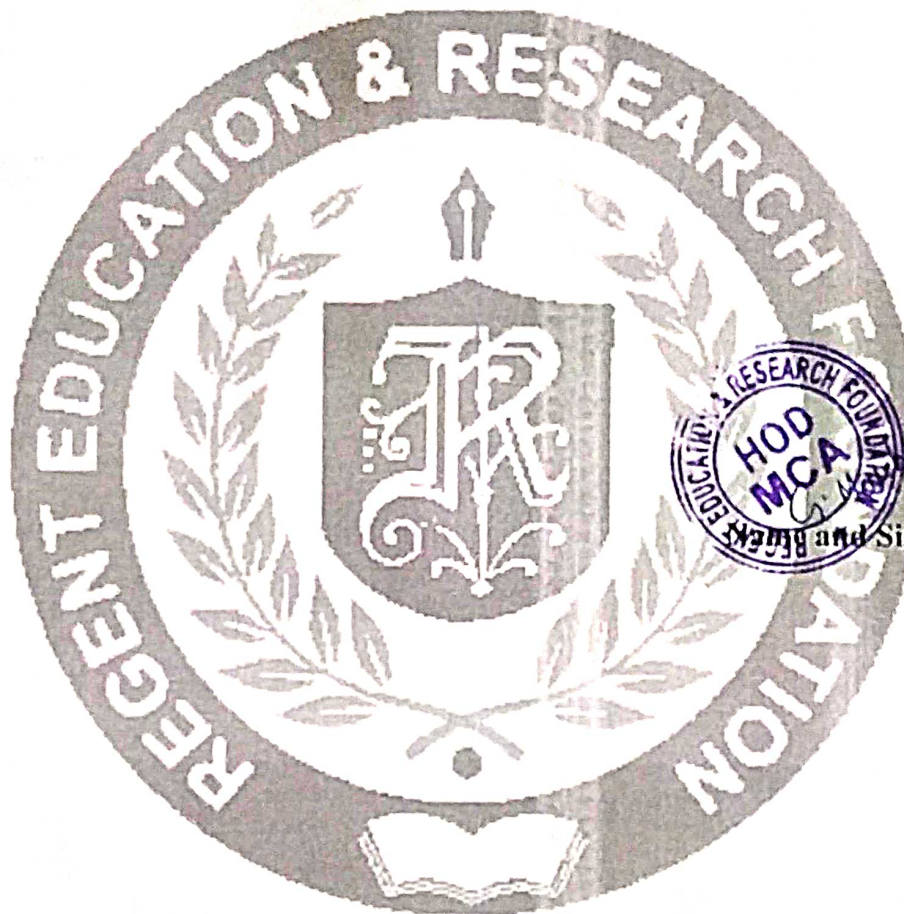
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G. Student Support System and Progression	1. Placement to improve	1. Discussion with the training placement cell in regular interval
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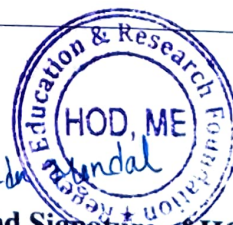


REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Academic and Administrative Audit Action Taken Report
Department: Mechanical Engineering
Session: 2018-2019

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">◆ Summary required◆ Date of Release of Academic Calendar (AC)◆ Document Supporting to AC need to be Completed	<ul style="list-style-type: none">◆ Summary Prepared◆ Date of Release of AC mentioned◆ Document Completed
B. Student Mentoring	<ul style="list-style-type: none">◆ Student's document is not observed	<ul style="list-style-type: none">◆ Document Prepared and informed to the mentees through mentors.
C. Faculty Profile and Faculty Development	<ul style="list-style-type: none">◆ Number of NPTEL Swayam-MOOC certification per faculty data needs lot to improve.◆ Encouragement for Self Learning is required◆ Number of Training programs for technical and admin Staff organized data is available in softcopy only	<ul style="list-style-type: none">◆ Numbers of NPTEL Swayam- MOOC certifications per faculty have been prepared.◆ Some of the faculties carried out online course works.◆ Hardcopy is prepared
D. Infrastructure and Resources	<ul style="list-style-type: none">◆ Renovation of some laboratories has to be carried out.	<ul style="list-style-type: none">◆ Proper servicing of some instruments has been carried out and makes them operational.
E. Student Support System and Progression	<ul style="list-style-type: none">◆ Functioning of T&P improvement require◆ Sports activity conducted individual sport report required	<ul style="list-style-type: none">◆ T&P cell is improving them and communicated with different companies.◆ Individual sport report prepared
F. Industry Academic Interaction and Professional Activities	<ul style="list-style-type: none">◆ Industries based participations should be improve	<ul style="list-style-type: none">◆ Improvement is going on



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Academic and Administrative Audit Action Taken Report

Department: Mechanical Engineering
Session: 2019-2020

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">◆ Date of Release of Academic Calendar (AC)◆ Document Supporting to AC need to be Completed Which Correctly in line with AC	<ul style="list-style-type: none">◆ Date of Release of AC stated◆ Documentation Completed
B. Faculty Profile and Faculty Development	<ul style="list-style-type: none">◆ The teachers should register for faculty development programs◆ Encouragement for Self Learning is required	<ul style="list-style-type: none">◆ Teachers will attend FDPs◆ Encouragement for Self Learning is going on
C. Student Support System and Progression	<ul style="list-style-type: none">◆ Functioning of T&P improvement require◆ Departmental teaching learning process needs to improve	<ul style="list-style-type: none">◆ Functioning of T&P is improved◆ Special classes are conducted for the weaker students.
D. Infrastructure and Resources	<ul style="list-style-type: none">◆ Renovation of some laboratories has to be carried out.	<ul style="list-style-type: none">◆ Proper servicing of some instruments has been carried out and makes them operational.
E. Continuous Evaluation	<ul style="list-style-type: none">◆ Implementation of AICTE Examination Reforms needs improvement◆ Transparency in Mechanism of internal assessment needs evidence.	<ul style="list-style-type: none">◆ Implementation of AICTE Examination Reforms is improved◆ Proper documentation is done for Transparency in Mechanism of internal assessment
F. Student Mentoring	<ul style="list-style-type: none">◆ Identification of weakly bright student's documents has no signature.	<ul style="list-style-type: none">◆ Document Prepared with signature

Krishnendu Mandal
HOD, ME
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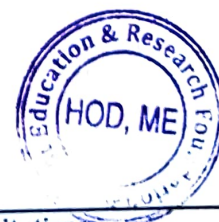
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Academic and Administrative Audit Action Taken Report

Department: Mechanical Engineering

Session: 2020-2021

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none"> ◆ Some point improvements are required as given below- <ol style="list-style-type: none"> 1) Course files are to be improved. 2) Few certification courses to be included. ◆ Industry sponsored project to be implemented 	<ul style="list-style-type: none"> ◆ All subject teachers are instructed to work and update session-wise data on the points in course file. ◆ Certificate courses for 4th & 6th sem have been conducted ◆ Final year projects allotted in 7th Sem, which started in online mode. Students were unable approach to industries due to Covid-19. From next session, will be improvised.
B. Student Mentoring	<ul style="list-style-type: none"> ◆ Special classes should be conducted for the weaker students 	<ul style="list-style-type: none"> ◆ Special classes for weaker students will be conducted
C. Faculty Profile and Faculty Development	<ul style="list-style-type: none"> ◆ Number of NPTEL Swayam-MOOC certification per faculty data needs to improve. ◆ The teachers should register for faculty development programs 	<ul style="list-style-type: none"> ◆ Number of NPTEL Swayam-MOOC certification per faculty is improved ◆ Teachers attended FDPs in online mode
D. Infrastructure and Resources	<ul style="list-style-type: none"> ◆ Renovation of some laboratories has to be carried out. 	<ul style="list-style-type: none"> ◆ Continuous infrastructure development is going on
E. Student Support System and Progression	<ul style="list-style-type: none"> ◆ Functioning of T&P improvement require 	<ul style="list-style-type: none"> ◆ T&P cell is improving them and communicated with different companies.



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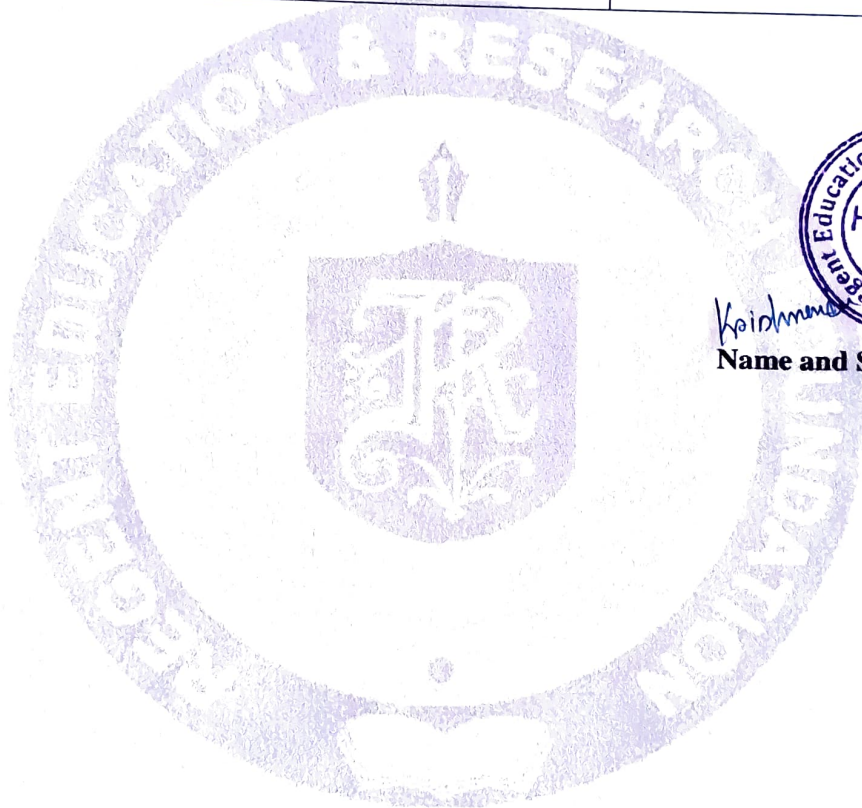
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F. Industry Academic Interaction and Professional Activities	<ul style="list-style-type: none">◆ IPR workshop, Industry Innovation Initiatives needs to improve◆ Technical Events under Professional Societies not observed	<ul style="list-style-type: none">◆ IPR workshop, Industry Innovation Initiatives will be improved◆ Technical Events under Professional Societies is under process
G. Continuous Evaluation	<ul style="list-style-type: none">◆ Implementation of AICTE Examination Reforms needs improvement	<ul style="list-style-type: none">◆ Implementation of AICTE Examination Reforms is improved



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Academic and Administrative Audit Action Taken Report

Department: Mechanical Engineering
Session: 2021-2022

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	<ul style="list-style-type: none">◆ Summary required◆ Date of Release of Academic Calendar (AC)	<ul style="list-style-type: none">◆ Summary Prepared◆ Date of Release of AC mentioned
B. Faculty Profile and Faculty Development	<ul style="list-style-type: none">◆ Encouragement for Self Learning is required◆ The teachers should register for more number of faculty development programs	<ul style="list-style-type: none">◆ Continuous Encouragement for Self Learning is going on◆ Teachers are attending FDPs online mode
C. Infrastructure and Resources	<ul style="list-style-type: none">◆ Renovation of some laboratories has to be carried out.	<ul style="list-style-type: none">◆ Proper servicing of some instruments has been carried out and makes them operational.
D. Student Support System and Progression	<ul style="list-style-type: none">◆ Special training for the 4th year batch can be conducted.	<ul style="list-style-type: none">◆ Special training for final and pre final year students is going on
E. Industry Academic Interaction and Professional Activities	<ul style="list-style-type: none">◆ Industries based participations should improve	<ul style="list-style-type: none">◆ Industries based participation improved
F. Student Mentoring	<ul style="list-style-type: none">◆ All related files and related documents have to prepare◆ Suggestion for organizing extra lectures for slow learner students.	<ul style="list-style-type: none">◆ Document Prepared◆ Extra lectures are given to slow learners.

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Academic and Administrative Audit Action Taken Report
Department: Mechanical Engineering
Session: 2022-2023

Criteria	Observations and Suggestions given by Audit committee	Action Taken
A. Curriculum Planning and Implementation	◆ Date of Release of Academic Calendar (AC) Document Supporting to AC need to be Completed	◆ Date of Release of AC mentioned ◆ Document Completed
B. Student Mentoring	◆ Suggestion for organizing extra lectures for slow learner students.	◆ Organized extra lectures for slow learner students.
C. Faculty Profile and Faculty Development	◆ Encouragement for Self Learning is required ◆ Number of Training programs for all faculties organized data is available in softcopy.	◆ Continuous Encouragement for Self Learning is going on ◆ Hardcopy is prepared
D. Infrastructure and Resources	◆ ICT enabled classes are required	◆ ICT enabled classes are established
E. Student Support System and Progression	◆ Functioning of T&P improvement required ◆ Special training for the 4th year batch can be conducted.	◆ Functioning of T&P is improved ◆ Special trainings for final year students are conducted
F. Industry Academic Interaction and Professional Activities	◆ Industries based participation should be improved ◆ Workshops/seminar/conference with Industry persons suggested	◆ Industries based participation improved ◆ Conference with Industry persons organized



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Academic and Administrative Audit Action Taken Report

Department: Electrical Engineering

Year: 2018-2019

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ul style="list-style-type: none">• Course files are to be improved.• Few certification courses to be included.• Industry sponsored project to be implemented• COs, POs and PSOs are accessible.	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Final year project is allotted in 7th Sem which started in online/offline mode through academic expert. So, students were not able approach to industries and were also not entertained so much. From next session, we will try to improvise the structure.</p>
2. Student Mentoring	<ul style="list-style-type: none">• There is a need to enhance the effectiveness of measuring fast and slow learners• Other Mentoring parameters is running smoothly	<p>-Trying to implement new policy for the slow and fast learners.</p>

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Trying to arrange at least one FDP once in a year.</p>
4. Infrastructure and Resources	Department have not enough deficiency under this section.	- Servicing of some instruments has been taken for the betterment.
5. Student Support System and Progression	<p>Alumni meet to be conducted.</p> <p>Alumni involvement in final year projects to be incorporated.</p>	-Initiation has been taken and some the students collaboratively carried out their projects.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.

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REGENT EDUCATION & RESEARCH FOUNDATION

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Academic and Administrative Audit Action Taken Report

Department: Electrical Engineering
Year: 2019-2020

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ul style="list-style-type: none">• Course files are to be improved.• Few certification courses to be included.• Industry sponsored project to be implemented• COs, POs and PSOs are accessible.	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p> <p>-COs have been modified</p>
2. Student Mentoring	<p>1) There is a need to enhance the effectiveness of measuring fast and slow learners</p> <p>2) Other Mentoring parameters is running smoothly</p>	<p>- New policy for the slow and fast learners has implemented.</p>

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Initiative has been started to arrange at least two FDP once in a year.</p>
4. Infrastructure and Resources	We have not enough deficiency under this section.	-Although some initiation has also been taken for the betterment.
5. Student Support System and Progression	Alumni meet to be conducted. Alumni involvement in final year projects to be incorporated.	-In final year project alumni supports are included.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.

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Department: Electrical Engineering
Year: 2020-2021

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ol style="list-style-type: none">1) Course files are to be improved.2) Few certification courses to be included.3) Industry sponsored project to be implemented	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p>
2. Student Mentoring	<ol style="list-style-type: none">1) There is a need to enhance the effectiveness of measuring fast and slow learners2) Other Mentoring parameters is running smoothly	<p>- New policy for the slow and fast learners for doubt clearance and extra class has implemented.</p>

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Initiate to arrange at least one FDP once in a year and corresponding speaker/s have been communicated.</p>
4. Infrastructure and Resources	We have not enough deficiency under this section.	-Although some initiation has also been taken for the betterment.
5. Student Support System and Progression	Alumni meet to be conducted. Alumni involvement in final year projects to be incorporated.	-Initiation has been taken.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Some new MOU has also been signed among different industries from the college.

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Department: Electrical Engineering
Year: 2021-2022

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ol style="list-style-type: none">1) Course files are to be improved.2) Few certification courses to be included.3) Industry sponsored project to be implemented	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p> <p>-Some retd. Industry expert has also been recruited.</p>
2. Student Mentoring	<ol style="list-style-type: none">1) There is a need to enhance the effectiveness of measuring fast and slow learners2) Other Mentoring parameters is running smoothly	<p>- Policy for the slow and fast learners has implemented and students feedback for academic and curricular gap have been identified.</p>

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Due to COVID period some faculties did FDPs in Online mode.</p>
4. Infrastructure and Resources	Recheck any deficiency in Laboratory instruments, if any.	-During COVID period we introduce virtual Lab for Experiments. Some instruments have been serviced and laboratory experiments performed in hybrid mode
5. Student Support System and Progression	<p>Alumni meet to be conducted.</p> <p>Alumni involvement in final year projects to be incorporated.</p>	-Initiation has been taken. Due to COVID some suggestion and collaboration taken in online mode.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.



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Department: Electrical Engineering
Year: 2022-2023

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ol style="list-style-type: none">1) Course files are to be improved.2) Few certification courses to be included.3) Industry sponsored project to be implemented	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p>
2. Student Mentoring	<ol style="list-style-type: none">1) There is a need to enhance the effectiveness of measuring fast and slow learners2) Other Mentoring parameters is running smoothly	<p>- Extra class, Webinar etc. in hybrid mode for both the slow and fast learners has implemented.</p>

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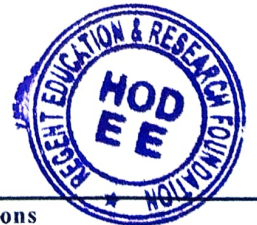
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Group of Institutions

Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Faculties were participated in FDP programmes.</p>
4. Infrastructure and Resources	We have not enough deficiency under this section.	- Some instruments have been serviced and few components have been purchased for the betterment.
5. Student Support System and Progression	<p>Alumni meet to be conducted.</p> <p>Alumni involvement in final year projects to be incorporated.</p>	-Some projects have been carried out through collaborative mode by the students and industry personals, alumni etc.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.

Sanjib Pal

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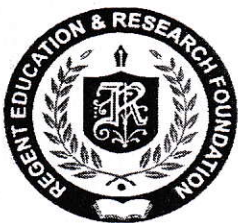
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REGENT EDUCATION & RESEARCH FOUNDATION

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Academic and Administrative Audit Action Taken Report
Department: Electrical & Electronics Engineering
Year: 2018-2019

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements are required as given below-</p> <ul style="list-style-type: none">• Course files are to be improved.• Few certification courses to be included.• Industry sponsored project to be implemented• COs, POs and PSOs are accessible.	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Final year project is allotted in 7th Sem which started in online/offline mode through academic expert. So, students were not able to approach to industries and were also not entertained so much. From next session, we will try to improve the structure.</p>
2. Student Mentoring	<ul style="list-style-type: none">• There is a need to enhance the effectiveness of measuring fast and slow learners• Other Mentoring parameters are running smoothly	<p>-Trying to implement new policy for the slow and fast learners.</p>

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">Number of paper in reputed journal UGC/WOS/Scopus to be improved.Conference paper to be improvedAt least one FDP to be organizedGood Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Trying to arrange at least one FDP once in a year.</p>
4. Infrastructure and Resources	Department have not enough deficiency under this section.	- Servicing of some instruments has been taken for the betterment.
5. Student Support System and Progression	<p>Alumni meet to be conducted.</p> <p>Alumni involvement in final year projects to be incorporated.</p>	-Initiation has been taken and some the students collaboratively carried out their projects.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.

Name and Signature of HOD



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Academic and Administrative Audit Action Taken Report Department: Electrical & Electronics Engineering Year: 2019-2020

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ul style="list-style-type: none">• Course files are to be improved.• Few certification courses to be included.• Industry sponsored project to be implemented• COs, POs and PSOs are accessible.	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p> <p>-COs have been modified</p>
2. Student Mentoring	<p>1) There is a need to enhance the effectiveness of measuring fast and slow learners</p> <p>2) Other Mentoring parameters is running smoothly</p>	<p>- New policy for the slow and fast learners has implemented.</p>

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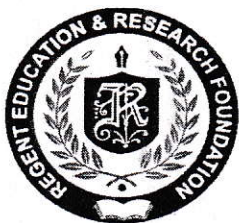
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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Initiative has been started to arrange at least two FDP once in a year.</p>
4. Infrastructure and Resources	We have not enough deficiency under this section.	-Although some initiation has also been taken for the betterment.
5. Student Support System and Progression	Alumni meet to be conducted. Alumni involvement in final year projects to be incorporated.	-In final year project alumni supports are included.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.

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Academic and Administrative Audit Action Taken Report Department: Electrical & Electronics Engineering Year: 2020-2021

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ol style="list-style-type: none">1) Course files are to be improved.2) Few certification courses to be included.3) Industry sponsored project to be implemented	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p>
2. Student Mentoring	<ol style="list-style-type: none">1) There is a need to enhance the effectiveness of measuring fast and slow learners2) Other Mentoring parameters is running smoothly	<p>- New policy for the slow and fast learners for doubt clearance and extra class has implemented.</p>

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Initiate to arrange at least one FDP once in a year and corresponding speaker/s have been communicated.</p>
4. Infrastructure and Resources	We have not enough deficiency under this section.	-Although some initiation has also been taken for the betterment.
5. Student Support System and Progression	<p>Alumni meet to be conducted.</p> <p>Alumni involvement in final year projects to be incorporated.</p>	-Initiation has been taken.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Some new MOU has also been signed among different industries from the college.

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Academic and Administrative Audit Action Taken Report Department: Electrical & Electronics Engineering Year: 2021-2022

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ol style="list-style-type: none">1) Course files are to be improved.2) Few certification courses to be included.3) Industry sponsored project to be implemented	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p> <p>-Some retd. Industry expert has also been recruited.</p>
2. Student Mentoring	<ol style="list-style-type: none">1) There is a need to enhance the effectiveness of measuring fast and slow learners2) Other Mentoring parameters is running smoothly	<p>- Policy for the slow and fast learners has implemented and students feedback for academic and curricular gap have been identified.</p>

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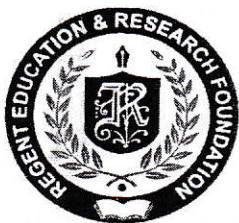
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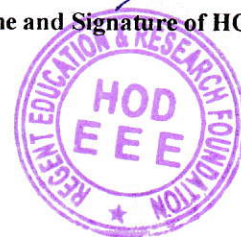


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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">Number of paper in reputed journal UGC/WOS/Scopus to be improved.Conference paper to be improvedAt least one FDP to be organizedGood Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Due to COVID period some faculties did FDPs in Online mode.</p>
4. Infrastructure and Resources	Recheck any deficiency in Laboratory instruments, if any.	-During COVID period we introduce virtual Lab for Experiments. Some instruments have been serviced and laboratory experiments performed in hybrid mode
5. Student Support System and Progression	<p>Alumni meet to be conducted.</p> <p>Alumni involvement in final year projects to be incorporated.</p>	-Initiation has been taken. Due to COVID some suggestion and collaboration taken in online mode.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.

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Academic and Administrative Audit Action Taken Report
Department: Electrical & Electronics Engineering
Year: 2022-2023

Criteria	Observations and Suggestions given by Audit committee	Action Taken
1. Curriculum Planning and Implementation	<p>Most of the points under this criterion are satisfactory. In some points improvements is required as given below-</p> <ol style="list-style-type: none">1) Course files are to be improved.2) Few certification courses to be included.3) Industry sponsored project to be implemented	<p>-All subject teachers are instructed to work and update session-wise data to their course file</p> <p>-A course on Auto-Cad Electrical will be implemented soon during final year studies.</p> <p>- Industry oriented Final year project is allotted in 7th Sem.</p>
2. Student Mentoring	<ol style="list-style-type: none">1) There is a need to enhance the effectiveness of measuring fast and slow learners2) Other Mentoring parameters is running smoothly	<p>- Extra class, Webinar etc. in hybrid mode for both the slow and fast learners has implemented.</p>

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Criteria	Observations and Suggestions given by Audit committee	Action Taken
3. Faculty Profile and Faculty Development	<ul style="list-style-type: none">• Number of paper in reputed journal UGC/WOS/Scopus to be improved.• Conference paper to be improved• At least one FDP to be organized• Good Faculty retention	<p>-Faculty members are motivated as well as encouraged to make publications in referred journals and to take participation in conferences.</p> <p>-Faculties were participated in FDP programmes.</p>
4. Infrastructure and Resources	We have not enough deficiency under this section.	- Some instruments have been serviced and few components have been purchased for the betterment.
5. Student Support System and Progression	<p>Alumni meet to be conducted.</p> <p>Alumni involvement in final year projects to be incorporated.</p>	-Some projects have been carried out through collaborative mode by the students and industry personals, alumni etc.
6. Industry Academic Interaction and Professional Activities	Industries based participation should be improve	-Different MOU has also been signed among different industries from the college.

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