

Submission of Annual Quality Assurance Report (AQAR) for the A.Y. 2013-2014

To



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

From



HALDIA INSTITUTE OF TECHNOLOGY

Haldia, West Bengal, Pin-721657.

On 30.06.2014

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	Haldia Institute of Technology
1.2 Address Line 1	HIT Campus, ICARE Complex,
Address Line 2	Hatiberia, Haldia
City/Town	Haldia, Purba Medinipur
State	West Bengal
Pin Code	721657
Institution e-mail address	adm@hithaldia.in
Contact Nos.	03224-255616 / 252900 / 253061
Name of the Head of the Institution:	Prof. Anjan Kumar Dey
Tel. No. with STD Code:	03224-252800
Mobile:	8945523302
Name of the IQAC Co-ordinator:	Prof. Tarun Kanti Jana
Mobile:	+ 91 9434102354

IQAC e-mail address:

admin@hithaldia.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) WBCOGN26183

1.4 Website address:

www.hithaldia.in

Web-link of the AQAR:

http://hithaldia.in/hit_resource/naac/aqar_2013_14.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	68	2005	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

13/08/2011

1.7 AQAR for the year (for example 2010-11)

2011-12

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 30/06/2011 (DD/MM/YYYY)4
- ii. AQAR 30/06/2012 (DD/MM/YYYY)
- iii. AQAR 30/06/2013 (DD/MM/YYYY)
- iv. AQAR NIL (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes AICTE No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

MCA

1.11 Name of the Affiliating University (for the Colleges) West Bengal University of Technology

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

NOT APPLICABLE

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="21"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="05"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="32"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="01"/>
	Non-Teaching Staff <input type="text" value="01"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input type="text" value="v"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Establishing the number of faculty and staff members in different department.
2. Establishing laboratory, equipment, consumables etc.
3. Formation of routine committee.
4. Improvement of teaching and learning process by taking remedial classes, tutorial classes.
5. Arrangement of personality development classes.
6. Organising different seminars, conferences etc to promote quality education.
7. Application for sponsored projects.
8. Academic progress monitoring.
9. End semester result analysis and taking corrective measure for improvement.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Publishing advertisement for recruitment of faculty members in leading news papers.	Faculties recruited through selection committee.
Procedure for purchase according to institutes' norms.	Phase-wise procurement of different items was made.
3-4 meetings with the HODs for subject distribution.	Routine was framed before commencement of the semester and followed accordingly.
Proposal for remedial / grooming and tutorial classes in the daily routine.	Necessary grooming / remedial classes was arranged.
Proposal to all department for organising conference / seminars / workshops at least once in a year.	Four seminars were organised by different department.
Encouraging research work to foster quality education.	Quite a number of project proposals were sent to different agencies and six [including three seminar grants] were granted.

Proposal for introduction of Career Advancement Scheme for faculty and non-teaching staff members.	Hon'ble BOG has approved the proposal.
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Proposals were submitted to the Academic Council and subsequently to the BOG and the necessary actions were taken as detailed in 2.15

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	07	00	07	00
UG	12	00	12	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	19			
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

- 1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core~~/Elective option / ~~Open options~~
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19

Trimester	00
Annual	00

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As per modification by affiliated university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
230	185	29	16	-

2.2 No. of permanent faculty with Ph.D.

48

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	35	-	11	-	5	-	-	20	51

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

01

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	03	-
Presented papers	11	03	-
Resource Persons	NA	NA	NA

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The faculty members are very much aware of the outcomes of the concerned subjects. Firstly, they undertake the task of accomplishing for a strong theoretical and practical understanding of the subjects. The courses are taught through different methods, that suit the subject, and most of the faculties undertake case study methods to make the students aware of the intricacies and the way it is implemented. The students are encouraged to look beyond their own needs to the needs of others and to do their part in uplifting humanity. They are given opportunity to build up leadership skills, group activities and team work through different Institutional programme such as Annual Sports, Cultural Meet, Annual Festival, College Magazine, Technical Festival, Workshop/Seminar/Conference, etc. Various schools for better academic administrative process were introduced.

2.7 Total No. of actual teaching days during this academic year

12/13 weeks per semester

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Online MCQ

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02 02 02

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
CHE	60	40	46.66	3.34	10	100
CSE	144	18.75	49.3	3.47	28.48	100
EIE	59	23.72	52.54	18.64	5.1	100
ECE	134	39.55	50.74	8.95	0.76	100
EE	74	48.64	33.78	8.13	9.45	100
IT	67	17.91	59.7	19.4	2.99	100
ME	77	36.36	49.35	10.38	3.91	100
BT	49	32.65	57.14	8.16	2.05	100
CE	75	38.66	36	16	9.34	100
IC	54	42.59	46.29	5.56	5.56	100
PE	40	32.5	55	10	2.5	100
FT	34	32.35	52.94	11.76	2.95	100
MBA	45	57.77	35.55	4.44	2.24	100
MCA	18	5.58	27.77	38.88	27.77	100

Note : Distinction above 75%, First Class above 60%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The HODs, Deans, Principal, Director closely monitor the day to day teaching learning- activities of different departments. The shortcomings/difficulties, if any, are addressed suitably to improve the process,

The results of the intermediate tests are evaluated by HODs and subject teachers and weaker students are encouraged to attend remedial/extra classes to mitigate the lags,

Progress of classes on different subjects are reported to the Academic Council for necessary corrective actions,

New and innovative approaches are suggested by different members of IQAC and adopted by the teachers to make the teaching-learning process more effective.

IQAC members emphasize on project work, seminars, etc so as to be acquainted with current developments and emerging and thrust areas.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	07
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	121	18	18	-
Technical Staff	62	4	4	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Faculty members are encouraged by providing weightage in appraisal system for research papers publication in national and internal journals.
- Faculties are encouraged to submit research projects to various funding agencies like , AICTE, DBT, DST, AICTE etc.
- Addressing various research schemes through Research and Development Cell.
- Encouraged to organized various seminar/conference FDT etc. In the Institute.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	9	1	-
Outlay in Rs. Lakhs	-	193.85	23.60	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	86	75	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	61	53	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-14	SRB	28.30 Lac	Yes
	2013-14	DST	152.95 Lacs	Yes
	2013-14	CSIR	29.31 Lacs	Yes
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored				
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-

Any other(Specify)	-	-	-	-
Total				49.71

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	1			3
Sponsoring agencies	IEEE, CSIR. DST. DBT	DST. CSIR			In house

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3

[]

3.19 No. of Ph.D. awarded by faculty from the Institution

08

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [] SRF 4 Project Fellows [] Any other []

3.21 No. of students Participated in NSS events:

University level 0 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The Institute conducted various short term courses with subsidized fees under Services to Community.
- The Institute conducted various activities like, cleanliness in Coastal zone in association with Indian Coast Guard, Blood donation camp, tree plantation, eye check up plan, various social awareness programmes with the assistance of Haldia Municipality, Thalassemia detection camp etc. under NSS Activities, as required by the University norms.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	36.98	-	-	36.98
Class rooms	61	17	-	78
Tutorial Room	17	-	-	17
Drawing Hall	02	-	-	02
Laboratories	90	19	-	119
Seminar Halls	02	02	-	04
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		96.70 lac		
Others				

4.2 Computerization of administration and library

- The Central Library is digitized with LIBSYS Soutware. In addition to that, WEB OPEC is available.
- Use of computer and data storage in all the administrative departments / section and Central Library section.
- Use of Tally Software for Accounts Department.
- 10 Mbps BSNL lease line available all through the campus by Campus wide networking introduced under TEQIP Project.

4.3

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	74048	2280744	5274	1771039	79322	24578472
Reference Books	6326	3	71		6397	
e-Books	-	-	-	-	-	-
Journals	100	279893-	-	-	100	279893-
e-Journals	436	681797	-	-	436	681797
Digital Database	-	-	-	-	-	-
CD & Video	231	1562659	-	-	231	1562659
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	1471	21	10 Mbps	1	1	35	1436	0
Added	10	0	10 Mbps	0	0	0	10	0
Total	1481	21	20 Mbps	1	1	35	1446	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Awareness programme were organized by the Institute for use of Internet and e-governance amongst the employees and students in the S. N. Bose Convention Centre.
- Access to internet and computer facilities to all faculties of the Institute
- Access to internet in all the students' hostels, Library Reading rooms

4.6 Amount spent on maintenance in lakhs :

i) ICT	1333096.00
ii) Campus Infrastructure and facilities	3739359.00
iii) Equipments	134696.00
iv) Others	102000.00
Total :	5309151.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has contributed a lot in enhancing awareness about students support services and provides various supports to students.

- i. Training & placement assistance through Career Development Centre.
- ii. GATE coaching classes.
- iii. Common computer centre for surfing.
- iv. Provision of Hi-tech Gym.
- v. Health centre facility.
- vi. Grievance redressal committee.
- vii. by organizing seminars and workshops for students
- ix. Arrangement of Industrial Visit to enhance practical knowledge.

5.2 Efforts made by the Institution for tracking the progression

Institute has devised various mechanisms to monitor the student progression regularly.

- i. Conduct career development programs for students.
- ii. Following transparent admission procedure
- iii. Highlighting achievements of students in College news letter.
- iv. Making college Bus facility available on industrial visits.
- v. Making parents meet and informing them on the progress of their children.
- vi. A Class coordinator is allocated for each class in each programme to monitor and counsel the students' progress in academic as well as extra-curricular activities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3683	230	-	-

(b) No. of students outside the state

588

(c) No. of international students

0

Men

No	%
NA	

Women

No	%
NA	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2737	564	51	295	70	3717	2677	728	76	402	30	3913

Demand ratio : 95%

Dropout %: %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- i. Technical aptitude test
- ii. Technical Seminar
- iii. Group Discussion
- iv. Aptitude classes for placement
- v. Conferences/seminars/workshops
- vi. Special Training Program on new Technology
- vii. Gate coaching classes
- viii. Career Development program

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- i. Student mentor system to counsel and guide the students
- ii. Technical orientation programme for I year students
- iii. Aptitude Training Programme to enhance the problem solving skills of students
- iv. GATE Coaching for student’s higher studies
- v. Student Counselling on Ethics and Social Development
- vi. Organized National level Seminars and Conferences for students
- vii. PDP Classes to enhance the soft skills

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
75	769	528	Numbers Depicted including off campus and on campus

5.8 Details of gender sensitization programmes

Internal Complaint Committee (ICT), previously constituted as “Anti-Sexual Harassment Committee” was constituted in the College. The Institute authority keeps sensitizing the students about gender issues whenever address to the students.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	500	89,49,500.00
Financial support from government	393	69,15,200.00
Financial support from other sources	372	1,05,56,200.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NA

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission

To achieve Centre of Excellence in the field of Science, Technology and Management Education for creating dynamic human resources of global standards with capabilities of accepting new challenges

Vission

- To impart quality and value based education to raise satisfaction level of all stake-holders.
- To create competent, creative professionals, and great entrepreneurs who can work as individual or in group in multi-cultural global environments.
- To prepare citizens who would grow to be competent enough to contribute significantly with personal integrity and civic responsibility for the betterment of mankind throughout their careers and profession

6.2 Does the Institution has a management Information System

Yes, the Institute has Management Information System.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum development is under the purview of the affiliating University. However, necessary suggestions are forwarded to the University taking into the consideration according to the requirement of the industries.

6.3.2 Teaching and Learning

- i. Implementation of outcome based education.
- ii. ICT method of teaching is followed
- iii. Live-demos of working models using you tube
- iv. Academic research
- v. Guest lecturers
- vi. Case studies seminars
- vii. Discussion with groups
- viii. Field trips and lab lectures
- ix. Mentoring
- x. Tutorial teaching
- xi. Personality Development classes for pre-final and final year students

6.3.3 Examination and Evaluation

- i. Evaluation of marks comprises of Internal marks from continuous assessment test and external marks scored in End Semester Examination.
- ii. Continuous Assessment Tests and End Semester Examinations are conducted by the office of the Controller of Examinations.
- iii. Both the marks in the continuous assessment and End Semester Examinations are considered while declaring the results.
- iv. Mentor system is introduced to evaluate the progress of the students throughout the programme
- vi. Automation of the examination cell to ensure timely declaration of results to keep the academic calendar on schedule.

6.3.4 Research and Development

Research has been considered as an important integral part of the academic endeavours in our College. Many Seminars and workshops are organized by the College to provide expert information on research methodology. The College promotes faculty participation in research by granting them leave, helping them in participation of faculty improvement programmes and arranging for books required by them. The Management of the institution has a policy of felicitating the faculty members acquiring Ph.D. degree. Infrastructure facilities like well equipped laboratory for student learning as well as for faculty research are made available. The equipments and consumables are purchased often, as and when required to strengthen research activities. The library is also well equipped with required titles and volumes of text books, e-journals, computer hardware and software for conducive learning. Students and faculty are sponsored for presentations in conferences hosted by other institutions both domestic and in abroad.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i. Every year Central library is added with new books and journals
- ii. Central library and department libraries are equipped with Air-conditioner
- iii. OPAC Software is provided for personal assistance to each and every user while accessing the library books
- iv. Library staff also guides the users in subsequent uses.
- v. Every department has individual LCD projector, system with internet connection

6.3.6 Human Resource Management

In the Institution, assessment of manpower requirement is done routinely. Any requirement is advertised in national dailies, as per the AICTE and the affiliating University norms. ERP has been implemented partially. Various welfare scheme, like EPF, Group Gratuity Scheme. Group Mediclaim Policy for employee and dependent (Spouse and children) have been implemented. Service Rules for employees have been implemented. Effective appraisal system are followed to assess the faculty performance.

6.3.7 Faculty and Staff recruitment

- i. Releasing the advertisement in the Leading daily newspapers.
- ii. Scrutinizing of Application as per the college norms.
- iii. Conducting Interview in the presence of External Experts and University Nominees.
- iv. Selection of Candidates as per the norms of staff selection committee.

6.3.8 Industry Interaction / Collaboration

Interaction with industries was improved followed by organizing lectures by industry experts, industrial visits and organizing various national/international seminars with joint collaborations.
MOU with industry.
Training programme by various industries like, Infosys, Tech Mahindra, AMCAT etc.

6.3.9 Admission of Students

Admission of students are carried out strictly as per norms of the Govt. Of West Bengal and AICTE / Affiliating University, followed by WB Joint Entrance, PGET, and MAT/JEMAT, JECA and lateral entry.

TFW @5% on sanctioned intake are done.

6.4 Welfare schemes for

Teaching	CAS facilities as per norms of AICTE/UGC Leave facilities Maternity leave for Female employee Leave Encashment EPF facilities Group Mediclaim Facility Group Gratuity scheme On duty leave for Pursuing Ph.D. and higher studies. On duty leave for attending various seminar /conference for paper presentation with Registration fee and other admissible allowance like TA/DA as per norms.
Non teaching	CAS facilities as norms of the State Govt. Leave facilities Maternity leave for Female employee Leave Encashment EPF facilities Group Mediclaim Facility / ESI Group Gratuity scheme On duty leave for attending various workshop with Registration fee and other admissible allowance like TA/DA as per norms.
Students	Student concession (Extended by the Indian Railway for attending various national/international seminear/Tech fest/or any such other cultural events/sports event. Various Student Chapters NSS Scheme. Book Bank facility in library

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

YES

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	YES	IQAC/ISO
Administrative	Yes (Accts)	M/s. K R Sriram & Co	YES	IQAC/ISO

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

YES

No

For PG Programmes

Yes

YES

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Conducting examinations and declaration of results are under purview of the affiliating university.
However, Class test are conducted by the Institute as per schedule and guidelines of the university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NOT Applicable.

6.11 Activities and support from the Alumni Association

Alumni meet is organized every year. Senior Alumni having companies conduct campus interviews and recruit the Students. The Alumni working in MNCs will make arrangements to interact our college with HR for our student recruitment. They also involve in activities like conducting training programmes, seminars and workshops.

6.12 Activities and support from the Parent – Teacher Association

Parents are called for meeting regarding student progress. Students progress and attendance records are send to parents twice in each semester. Suggestions are also received from the parents for the improvement of the institution according we try to implements them.

6.13 Development programmes for support staff

Staff development programme by the Institute. In addition, responsible officer from Administration and Library are sent to various workshop with registration fee and TA/DA.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The Institute has implemented Rain Water Harvesting Project partially. Efforts are being taken to introduce solar power partially. Test of Drinking water are done by the authorized govt. Laboratories every year.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Soft Skill	PDP classes
Analytical skill	Aptitude classes
Core subject and advanced knowledge (Industry oriented)	Various joint activities are done with the local industries. Trg. Progamme are conducted by Infosys, Tech Mahindra, AMCAT etc.

Comprehensive laboratory has been introduce to improve the communication skill of the students.

Various short term courses under Services to Community and Economy are conducted with the subsidized fees for the rural students.

Coaching classes are conducted for the students for various competitive exams.

The College also organize various summer training, workshop,. Guest lectures in various domains to the students by expert from industry and academia.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Submission for SSR for re-accreditation	On expiry, the Institute has proposed to submit SSR for re-accreditation with higher grade.
Organizing Seminar/conference/conference	The Institute has organized various seminar/conference/FDP for employees.
To conduct competitive exams.	Aptitude classes and coaching classes are conducted for the students for appearing in GATE/JAM and other competitive exams.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- To enhance research potential in students and faculty members.
- Skill enhancement for improving student employability / for higher education.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

*** Energy conservation**

The college has been very conscious about the energy conservation For this the college has gradually moved on from normal light bulbs (least required wattage) to tube lights, slim lights, CFLs, LEDs and the college also replaced most of the CRT monitor from LCD monitors thus conserving energy to the extent required. College also promotes procurement and installation of efficient electrical systems to save electricity.

*** Water harvesting:** A network of seven rain water harvesting system is built in the campus to ensure continuous recharging of ground water table.

*** Plantation :** Each block of the building and playgrounds are surrounded by large green lawns, and plants which maintain healthy and balanced environment. The Gardeners are taking care of the trees and plants in the college campus.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

- The Institute possesses an effective and efficient mix of young, dynamic, versatile along with many experienced faculties with increased number them having Ph.D. degrees.
- The Institute is proud of having extraordinarily scenic campus and ample space with state-of-the-art academic infrastructure.
- The residential nature of the Institute Campus makes it one of the most attractive destination for students all across India.
- The Institute and all its constituent Departments are competent and actively contribute towards improvement of students' employability (70 – 80% rate of recruitment in the last 4 – 5 years) as well as their performance in competitive exams like GATE, GRE, TOEFL, CAT, MAT, etc.
- Many of the faculties have been actively engaged in research with the research grants of approximately Rs. 1 – 2 crores (during last year) from DST, DBT, CSIR, and other Government agencies.
- Many of the faculties have been actively publishing in national/international journal, peer-reviewed journals, books, book chapters, etc.
- Students passing out from the Institute have been strengthening a tremendously successful pool of alumni, who are achieving excellent heights as professionals in different academic, business and industry organizations of national and international repute.

- Mentorship, guidance, counseling, enhanced student-teacher communication in the Campus, and financial assistance to brilliant students from economically backward families has enhanced and advanced the Institute profile.

Weakness

- Institute's distance from Kolkata curtails opportunities to collaborate with distinguished professionals and Organizations of national and international repute.
- Lack of research orientation among some of the relatively inexperienced faculties, and some of them are not having Ph. D. degrees
- Deficiencies in the rate of updating and enrichment of course curriculum

Opportunities

- More employment opportunities for engineering graduates in the context of rapid modernization and emerging technologies in all the manufacturing sectors
- Unprecedented opportunities for research through the existing M. Tech. programmes and Ph. D. research through collaboration with Institutes / Universities of national and international repute
- The extra-ordinary pool of the Institute alumni, and future prospects of the Institute's collaboration and network building
- Innovative approaches towards teaching-learning process to enhance and enrich learning outcomes
- Good state-of-the-art infrastructure, well developed facilities and space in the Institute Campus, and highly qualified and dedicated professionals serving the Institute presents scopes for unprecedented improvement of the Institute in near future.
- Being located in the heart the Haldia industry hub, and the Haldia Port, the Institute enjoys tremendous opportunities of Industry-Academia collaboration.

Challenges

- Upgradation of Institute infrastructures (e.g. laboratory facilities and space, library and other academic infrastructures) to suit the pace of modernization and emerging technological upliftment
- Upgrading skills of Faculty members to match rapid growth and technology advancements in industries
- Attracting more students with outstanding academic records towards engineering education and future prospects
- Routine upgradation and improvement on curriculum
- Training and development of English communication skills, and other aspects of professional communication and team work in students from rural / semi-urban background
- Overall stagnation / recession in global manufacturing businesses
- To uplift the consultancy services to the industries.
- To uplift the status of Entrepreneurship development.
- To develop MSME cluster in our locality through DST.

- Introduction of M. Tech. courses in Electrical Engineering
- Introduction of Second Shift courses in B. Tech. courses
- Introduction of PIO seats.
- In addition to the existing CCF, creation of additional CCF labs with 500 seat capacity.
- Application to NBA for re-accreditation of NBA accredited courses.
- Preparation of SSR for re-accreditation of NAAC accreditation.
- To sign MOU with industries for students training.
- To organizes National and international seminar/conference in the Institute
- To conduct industrial visits for students.
- To perform higher placement for students in comparison to previous years.
- To conduct classes for competitive exams in both semester in regular time tables.
- More students participation in national /state level/international participation.

Name : Prof. Tarun Kanti Jana

Name : Prof. Anjan Kumar Dey

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test

NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

TWO BEST PRACTISES

Practice 1:

Title of the Practice – “Improvement of students’ employability through enrichment of their abilities of facing recruitment drives and communication skills”

Goal – This Best Practice is aimed to ensure our achievements towards overall development of engineering and management students . This also catalytic towards continuous growth and environment in the globalized Indian professional perspective.

The Context– In today’s globalized world, engineering, technology and management education has become extremely competitive and outcome based. Potential students and their families are looking for educational Institutes that are not only focused not only conventional academics, but also emphasize to impart necessary attributes required to be acquired by the students. Such Professional skill-set of these budding professionals enable them to be better prepared to contribute significantly in the challenging environment of technology up-gradation, international business, and trade. In this context, the Best Practice of our Institute is a continuously exercise that is being carried out along with our day to day academic activities.

The Practice– The students are provided with effective assistance to enhance their preparation to face competitive exams like GATE, CAT, GRE, TOEFL, etc. and campus recruitment drives through grooming sessions, preparatory mock test, mock-GD and mock-interview sessions, sessions involving enrichment and improvement of students’ English communication skills, regular tutorials, etc. A significant part of these co-curricular sessions are already incorporated in the Institute’s academic semester schedule. The Institute is targeting to keep its existence almost in all segments of all available industries and academics by creating opportunities through corporate relations and imparting required training to make our students employable.

Evidence of Success– Haldia Institute of Technology is one of the leaders in terms of students’ employability achieving 65 – 80% recruitment for our engineering and

management graduates over the last two decades. In the context of global recession in manufacturing and service providing businesses, Indian economic scenario has also been adversely impacted. Still, like a few Institutes / Universities of repute, Haldia Institute of Technology has been able to maintain ~ 70% recruitment of our B. Tech., MBA, and MCA students for the last 5-6 years. This is the evidence of success achieved through the described Best Practice.

Problems encountered and resources required – Haldia Institute of Technology is facing challenge of identification of emerging yardsticks of professional achievements in the ever-changing global necessities of businesses. Our Institute also faces the challenge of providing our students with the best resource person(s) to carry out this Best Practice.

Practice 2:

Title – “Collaborative efforts with other Institute / University / Business / Industry / other professional Organizations aimed at improved educational and research atmosphere at the Institute”

Goal – This is a joint effort to enrich technical education and soft skills enhancing quality of students. Such improvement shall help students achieve greater learning outcomes in the professional arena in the IT sector

The Context – In today’s globalized world, engineering, technology and management education has become extremely competitive. Potential students and their families are looking for educational Institutes that are focused not only on routine academics, but also emphasize overall development of students. Budding engineers, who have already developed certain valuable professional skills necessary to survive and achieve considerable success in the IT sector, have tremendous value. Such skills enable these budding professionals to be better prepared to face challenges, continuously upgrade their technical know-how, and be effective communicator, team player, and leader. In this context, this Best Practice of our Institute is a timely exercise that is being carried out along with our routine academic activities. The Institute is proud to collaborate with Infosys through MoU agreements.

The Practice – The Campus Connect program is for pre-final and final year students. The training course is designed by Infosys and Tech Mahindra. Classes are held at the rate of 1 – 2 h per day. The total duration (in hours) for each of the 4 – 5 subjects of training are RDBMS, C, Java, and modern internet technologies, along with algorithm. After finishing of the training, online tests are conducted to evaluate students’ learning outcomes. Besides, a Project Work performed by each student is also evaluated to ensure their acumen for application of their technical know-how. Certificates are provided by Infosys Ltd., Bangaluru, and TechMahindra, Kolkata.

Collaborative research works are being carried out with Indian Institute of Engineering, Science and Technology, Shibpur, Jadavpur University, Burdwan University, National Institute of Technology, Durgapur, etc. In these research projects, many of the faculties are doing their Ph.D. works.

Evidence of Success – Students’ technical knowledge and application orientation are enriched with these kind of collaborative teaching and training efforts. A significant number of faculties have / are improved / improving their credentials and teaching-learning acumen through these collaborative research projects.

Academic Calendar of 13-14

Odd Semester

First Class Test Slot : Sept 16-20, 2013

Second Class Test Slot: Nov 11-15, 2013

End of Semester Classes : Nov 10^h, 2013

WBUT Semester Exam: Nov 21– Dec 24, 2013

Cultural Event: Sept 01-10, 2013

Outdoor Sport [Foot Ball]: Sept – Nov, 2013

Even Semester

Commencement of Academic Programme: Jan 6, 2014

First Class Test Slot : March 10-21, 2014

Second Class Test Slot: May 5-10, 2014

End of Semester Classes : May 10, 2014

WBUT Semester Exam: May 13, 2014 onwards

Annual Sports: Jan 21, 2014

Cultural Fest: Jan 28-29, 2014

Tech Fest: April 9-11, 2014