YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	INSTITUTE OF ENGINEERING AND MANAGEMENT
• Name of the Head of the institution	Prof. (Dr.) Satyajit Chakrabarti
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03323572969
• Mobile no	9903846956
• Registered e-mail	director@iemcal.com
• Alternate e-mail	iqac@iemcal.com
• Address	Salt Lake Electronics Complex, Sector - V, Salt Lake
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700091
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Maulana Abul Kalam Azad University of Technology**
• Name of the IQAC Coordinator	**Prof. (Dr.) Arun Kumar Bar & Prof. (Dr.) Sanghamitra Poddar**
• Phone No.	**+919433310775**
• Alternate phone No.	**9163584977**
• Mobile	**9433586880**
• IQAC e-mail address	**iqac@iemcal.com**
• Alternate Email address	**arun.bar@iemcal.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://iemgroup.s3.amazonaws.com/uploads/2021/01/AQAR-2019-2020-final.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://iem.edu.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.25**	**2017**	**09/06/2017**	**08/06/2022**

6.Date of Establishment of IQAC	**30/04/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Prof. Amartya Mukherjee, Prof. Ayan Kumar Panja	Research Project	Ericsson India Global Services Private Limited	1	6372000
Prof. G.S.Taki	Research Project	AICTE	3	1600000

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**		
• Upload latest notification of formation of IQAC	View File		
9.No. of IQAC meetings held during the year	**4**		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**		
• If yes, mention the amount	**Rs. 30000**		

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

1. Successful planning & conduction of online classes & examination as well evaluation. 2. Improvement in NIRF Ranking from 191 to 169. 3. Successful introduction and running of new courses which are in trend and demand in the field of technology and management like Computer Science And Business System, Computer Science And Engineering (Internet Of Things And Cyber Security Including Block Chain Technology),Computer Science & Engineering (IOT), Computer Science And Engineering(Artificial intelligence And Machine Learning). 4. Conducting rigorous Academic Audit & Green Audit. 5.

`Implementation of Tri Mentoring through the IEMCONNECT Program.`

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

Plan of Action	Achievements/Outcomes
Significantly increase the number and quality of publications by organising seminars /FDP on Research Methodology,writing papers etc.	Increased the number & quality of publications & few new conferences were planned and incentive policies were framed.
Sensitization of faculty & staff members towards NIRF requirements and collection of data in proper format.	Improvement in NIRF Ranking.
Startup policies to promote innovation & startup projects	Significant increase the number of startups
Creating an Energy friendly campus & improving on the existing energy friendly facilities	Significant reduction in power consumption due to implementation of solar cells,LED lights & sensor based lights.
Conducting Green Audit	Improvement in environmental awareness.
Examination reforms	? Workshops/ seminar organized for all teachers on Question paper setting as per Bloom's taxonomy & predefined course outcome. ? Online uploading of attendance and internal marks. ? Digitization of the examination process. ? Successful implementation of attainment of course outcomes & individual facilities.
Feedback analysis from various stakeholders	IQAC has been periodically involved in obtaining & analyzing the feedback from various stakeholders students, guardians, employers & alumni etc and immediate implementations of the suggestions were carried out.
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**17/11/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019	**24/02/2020**

Extended Profile

1.Programme

1.1	**17**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**4535**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**0**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**1262**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**252**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**30**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**82**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**33830**
4.3 Total number of computers on campus for academic purposes	**2146**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institute is currently having the following mechanisms for effective delivery of curriculum:

1. **Before academic session/semester starts, departmental meetings are held in every department in which the subjects are**

distributed to the teachers after discussion with them.

2. Teachers prepare their course material and upload in IEMCRP (https://www.iemcrp.com/) and IEMLEARNING (https://www.iemlearning.com/) according to the syllabus allotted and routine.

3. We have a wi-fi enabled central library working on KOHA software with an open access system working 24x7. The institute has registered for NPTEL (National Programme On Technology Enhanced Learning) where students can have the access of e-learning through online Web and Video courses for various streams.

4. Daily online class tests through CRP, mid-semester examinations, two semester viva, regular assessment , viva-voce, remedial and tutorial classes in practical classes are done to monitor the improvement of students.

5. The Board of studies (BOS) at PG & UG Levels consists of members from industry, expert faculty and student alumni. The feedback collected from students , employer, alumni and faculty for curriculum and suggestions are placed in BOS meetings. Analysis of all collected feedback done on employability and value-based education.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

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

process.

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

? Student's feedback –Institution conducts student feedback process every semester to improve teaching quality, infrastructure and the entire learning experience.

? Parent teacher meeting/monitoring – Parents are invited at least once in a semester to discuss the progress of their wards.

? Mentoring: - The faculty regularly interacts with the assigned students to access and monitor the progress of each student.

? Internal academic audit – Regular academic audit (internal/external) are conducted. Audit reports are reviewed and approved by management and thus suggesting improvements.

? Student's academic evaluation- Each theory class followed workbook assignment as well as Google classroom assignment and IEMCRP online quiz test for performance evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

224

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1532

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

7294

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

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

1. Professional Ethics

Students are offered course on professional ethics to equip them with necessary soft skills for prospective future profession.

2. Gender Sensitivity

There are numerous hands-on gender sensitivity activities that allow students to interact with real-life circumstances such as field work, community outreach and gender sensitization activities under Internal Complaints Committee.

3. Human Values

Working with NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, cleanliness drives, workshops on social concerns, feeding and taking care of street dogs etc are some of the examples of social development activities taken up students and faculty members.

4. Environment studies

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

sustainability issues.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

119

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

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

5828

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

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

File Description	Documents
URL for stakeholder feedback report	https://naac.iem.edu.in/criterion-1-4/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://naac.iem.edu.in/criterion-1-4/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1247

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

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

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

86

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The institute identifies the learning level of the students by a standard/benchmark which is set as 50% marks in mid semester examinations.Based on that the institute gives special attention to the academic welfare of the students. Bridge courses are conducted for slow learners whenever required. Continuous monitoring is done by the department to see that the students are not facing any kind of difficulty in understanding. In order to prepare the students ready for industries and higher studies the institute has the following policies:

1. Institute provides video lectures of eminent professors through different platforms as follows:

- Iem-learning for both advanced and slow learners and encourages students to listen to these lectures.

- Special bridge courses for slow learners.

- Coursera (free courses for 1000 students) for both advanced and slow learners.

- SDP,ESP classes & special GATE coaching classes forboth advanced and slow learners.

- NPTEL courses for both advanced and slow learners & fees are reimbursed.

- Special Induction Programs are also arranged for both advanced and slow learners.

- IEMCONNECT for both advanced and slow learners.

1. In association with industries, different departments of the institute conduct industrial training, workshops, seminars etc. on latest technologies

2. The advanced learners are also encouraged to participate in various conferences and submit research papers.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
4535	**252**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Faculty members guide the students in their final year projects which are assigned from 2nd year & monitor their progress regarding the same on a monthly basis.Selected projects are also encouraged for submission in different international conferences organised by the institute & the presented papers are published in the conference proceedings. Faculty members also monitor academic performance and counsel them regarding their performance, apart from regular teaching.

Experiential learning & Participative learning :

To keep the students industry ready,special training programs such as Computer training, Personality development, Spoken English classes are organized.Students are encouraged to take up Industry related projects under the supervision of the teacher/mentor &

selected projects are also encouraged for submission in different competitions.To give better exposure to industries the college has entered into MOUs with different organizations (Industry,Universities,research institute,students chapters.

Problem solving methodologies:

To keep the students motivated for higher studies,research and government jobs & to enhance their practical problem ability, special training programsare organized every week as SDP ,ESP ,General studies,Gate classes for competitive exams and higher studies.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

During the past few years, the world has witnessed a phenomenal growth in communication technology, computer network and information technology that have created numerous possibilities to use a variety of new technology tools for teaching and learning systems. The integration of computers and communications i.e. Information and Communication Technology (ICT) offers unprecedented opportunities to the education systems with its capacity to interact over a wide geographic area.

The following tools are used by the Institute-

1. Projectors- Projectors are available in different classrooms/labs

2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.

3. Auditorium- It is digitally equipped with a mike, projector, cameras and computer system.

4. Seminar Rooms- Three seminar halls are equipped with all digital facilities.

5. Printers- They are installed at Labs, HOD Cabins and all

prominent places.

6. Photocopier machines & Scanners - Multifunction printers are available at all prominent places in the institute.

7. Online Classes through Zoom, Google Meet,Gotowebinar, Microsoft Team, Google Classroom.

9. MOOCs Platform (Iem-Learning, NPTEL, Coursera, SAP, Udemy, Edx and many more)

10. Digital Library resources are also available.

11. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.

12. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

365

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

252

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

80

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

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

2.4.3.1 - Total experience of full-time teachers

1492

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal Assessment is conducted in the following modes:

1.Method 1 :

The Controller of Examination Section.In the pandemic the examinations were conducted online through Google classroom and proctoring was done via Google meet. Examination routine is given well ahead of the commencement of the exam. Peer reviewing of question papers is done. Exams are held under strict invigilation. Evaluation of copies are done by teachers and copies are shown to students to make them aware of the errors in their answer scripts. The marks are then displayed department wise and a copy of the marks is sent to the Controller of Examination Section. A strict deadline is maintained for completing the evaluation process and displaying the marks.

2.Method2

Another method of internal assessment is giving assignments in each subject to students at certain intervals and the students are assessed on the basis of assignments. In pandemic the assignments are being given in Google classrooms and the students are given a deadline within which they have to upload the assignments in the Google classroom.

After each class online quizzes are conducted using the iemcrp software. This also reflects the attendance of the students and is a part of internal assessment.Giving projects and having seminars on the project work is another mode of internal assessment.

The weightage is taken from all the above modes of assessment and total marks out of 100 is sent as internal assessment marks to the COE section at the end of the semester. 30 % of these marks is taken as internal assessment weightage for end semester evaluation.

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

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

Mechanism to deal with internal examination related grievances:

Grievance may be there due to error in question, incomplete question or question being out of syllabus. If any such grievance is reported at the examination hall then appropriate action is taken by the Controller of Examination. The grievance is at first verified with the respective department.

Mechanism to deal with marks related grievances:

The mid semester examination copies are shown to students by respective subject teachers of different departments after evaluation. So any grievance related to marks by the student is immediately clarified by the subject teacher and rectified if necessary. After this the mid semester marks are published by the departments.

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

2.6 - Student Performance and Learning Outcomes

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

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

- **Website**

- **Department Notice Boards**

- **Meetings with employers**

- **Laboratories**

- **Library**

- **Induction Programs**

- **Faculty meetings**

- **Parent meet**

- **Alumni meetings**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

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

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

Rubrics are framed for the assessments.

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

Assessment of CO of courses

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

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

Attainment of PO and PSO

All of the courses that contribute to the PO are recognized, and are assessed using both direct and indirect assessments through the COs. The degree of achievement of each CO is compared to the specified targets for each course, and if they are not met, faculty offers ways to improve it.

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

2.6.3 - Pass percentage of Students during the year

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

1086

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://docs.google.com/document/d/1zRM542MfaYG0KuO--876oJrSopIpWRE5/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

79.72

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

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

3.1.2.1 - Number of teachers recognized as research guides

80

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

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

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

2

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

3.2 - Innovation Ecosystem

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

Institute of Engineering and Management (IEM) Kolkata has always provided numerous opportunities to its students and supported them to shape their ideas into reality since its inception through a number of student bodies, clubs and project labs. Innovation and Entrepreneurship Development Cell (IEM-IEDC), funded by the Department of Science and Technology (DST), Government of India, and all other innovation labs like Augmented and Virtual Reality Lab, Advanced Material Research Lab, Antenna Design Lab, IoT Lab, Information Security and Application Development Lab have always reinforced creativity, fortified innovation and mentored students to work with cutting-edge technologies and indorse their entrepreneurial spirits. The foremost objective is to form a student community that fosters the Research and Product Development culture. In addition, those labs conduct different activities like Entrepreneurship Awareness Camp, Experts Talk, Webinars, Tech-Fest (Innovacion), Poster competition and also encourage students to actively participate in various competitions organized by government or non-government organizations. Outreach programs are also organized in collaboration with the industrial giants like TCS Innovation Lab, Confederation of Indian Industry (CII) and PwC. Furthermore, IEM Entrepreneurship Cell (E-Cell) supports more than 200 startups every year, ensuring that the students receive the right guidance and proper mentorship.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

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

15

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

3.3 - Research Publications and Awards

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

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

15

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

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

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

96

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

178

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

IEM Kolkata has been in the forefront in sensitizing its students pertaining to social issues through its curriculum and extension activities.

Pet society of IEM has provided food, vaccination, neutering and medical assistance to all the dogs and other animals in the vicinity of the college area.

Inner wheel club of IEM organizes various extension activities as daily food distribution, distribution of covid-19 awareness kit, tree plantation, daily grocery & utensils distribution, vaccination drive, contribution for YAAS, blood donation camp, books & stationery distribution to slum children.

Rotary Club of Salt Lake Silicon Valley under the aegis of IEM Kolkata has organized different diversified activities like daily living kit distribution, food and cloth distribution, household items and utensil distribution, sanitization kit distribution, sanitary napkin distribution, polio eradication, launch of automated temperature sensing kiosk and tree plantation.

The College also initiated LIONS CLUB OF Kolkata IEM (138242) for different activities like cultural program, charity and socio-academic program (free education).

Smile Club of IEM organizes various extension activities like blood donation camp,tree plantation & various webinars on mental health

related issues.

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

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

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

49

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

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

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

64

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

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

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

5238

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

2010

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institute is facilitated with a sufficient number of classrooms, technology enabled learning spaces, seminar halls, laboratories, specialized facilities, equipment for teaching, learning and research etc.Sufficient numbers of well-ventilated, well-furnished classrooms are available for conducting theory classes..Each room has a seating capacity of 60 students, provided with LCD projectors, Wi-Fi and LAN enabled internet connectivity.Seminar halls are equipped with speakers, microphones along with LCD projectors, LCD screens, white boards and public addressing systems.Laboratories are well equipped and maintained so that students can carry out both curriculum and research related activities. Laboratories are equipped with latest instruments along with high speed Wi-Fi networks.The college has Language Labs for students to improve their communication skills.In addition to the central library each department has its own library & students can access many online courses from COURSERA, MOOCs, NPTEL, EDX and Iem-learning. Digital library of the college provides lectures of IIT professors through NPTEL.Also they can access e-journals(J Gate,EBSCO,Delnet,NDLI etc)for their study purpose.To promote the research activities, the college has established an individual research Centre for all , named IEDC innovation laboratory.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

1. College has sports facilities for outdoor and indoor games like Badminton, Table Tennis, Carom, Chess, Basketball, Volleyball, Mini-Golf, Cricket.

2. Institution has separate boys & girls' common room and sports rooms with TT boards, carrom boards, football, cricket, volleyball, table tennis, chess kits, yoga mats and basic fitness accessories.

3. Winners are felicitated with mementos/ cash awards.

4. There are regular yoga, karate and games classes which are included in daily routine & permanent professors are employed for taking these classes.

5. IEM organizes annual Cricket, Football, Volleyball, badminton, & Basketball tournaments for different classes or streams & also participates in various inter-college competitions.

6. Public speaking forums are organized to develop the communication skill of students, also debate, group discussions are held on occasions such as Swami Vivekananda's Birthday, IEM Cultural Festival, etc.

7. College also celebrates festivals such as Saraswathi Puja and Vishwakarma puja on Campus.

8. Short cultural programs are held during events like Rabindra Jayanti, Independence Day, Netaji's Birthday, Teacher's Day, etc.

9. College also hosts a Cultural Fest, Fresher's Welcome, Farewell Ceremony, Durga Puja Agomoni, etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

82

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

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

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

33830

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

4.2 - Library as a Learning Resource

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

LSEase & KOHA software were installed in the library. This is an open-source integrated library system, used world-wide by public, school and special libraries. In college first LSEase software were installed in the year 2005 & KOHA software were installed in the year 2017. This two were very helpful software which helps students to find required books. Koha is a fully featured, scalable library management system. Development is sponsored by libraries of varying types and sizes, volunteers, and support companies worldwide. LSEase is a small library management system for automation of small libraries and resource centres with small set up. LSEase has been derived from LIBSYS 10, Library Management System and has all the basic library management modules.

- **Name of ILMS software :(LSEase and KOHA)**

- **Nature of automation: (partially)**

- **Version : (LSEase(Rel.5.0), KOHA (19.05.06.000))**

- **Year of Automation: (LSEase software was bought in the year 2005,**

KOHA software was Bought in the year 2017)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

40.34

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

2961

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Internet service is available for both faculty and students on the campus with 2.4 GBPS line.All systems in the campus have internet facility on them. The college provides internet facility to all faculty members in all systems of the institute irrespective of the departments to preserve and download materials for academic purposes as and when required. All faculty members are provided with their personal computers. The principal's office, Administrative office, Placement section- all enjoy internet facilities. Uninterrupted power supply is made available on the campus to access the internet without hindrance. Wi-Fi connectivity is available in and around the campus. Wi-Fi is also available in all the hostels. Computer systems are upgraded with the latest software once every 3 years. Obsolete computers are duly replaced, and new ones are procured. The cost provisions are also made on a sufficiently broader scale for this in the annual budget.Also we have updated our service from c All systems are duly monitored. Students are also taught to use them with utmost care and precaution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

2146

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

33830

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in-house staff on a daily basis and periodically. Separate funds are allotted to all H.O.D's for the maintenance of the laboratories and the classrooms in college.Each laboratory has one teacher as lab incharge and Lab Assistant. Lab in-charge is responsible to maintain and upgrade the laboratory. Cleaning staff cleans& maintainsthe classrooms and the laboratories every day. The college garden is maintained by the gardener appointed by the institute. Director of sports of the institute looks after the sports facilities and the activities. The Library is opened for all 24hrs*7days.The library is also provided with a LAN facility for the computers and they are loaded with the library software. A Librarian with supporting staff has been appointed to maintain the central library. Wi-Fi enabled facilities are provided in all floors of the collegeand computing facilities are made available to the students. A pool of team-technicians take care of the maintenance of the computers. Necessary licensed softwares is provided in computers for the students.Servers like LINUX, WINDOWS, web-servers, database, etc. are provided in computers of colleges.The ICT Smart Class Rooms and the related systems are maintained with AMC of the corresponding service provider. Maintenance related to electrical and plumbing is done with the trained persons and the expenditure is made from yearly allotted budget approved by the competent authorities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

41

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

143

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://naac.iem.edu.in/criterion-5-1/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1135

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

1135

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

892

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

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

5.2.2.1 - Number of outgoing student progression to higher education

60

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

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

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

109

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

5.3 - Student Participation and Activities

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

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

22

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

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

The Institute encourages active representation of students on academic and administrative bodies and committees of the Institute all headed by Gymkhana. The representatives of different committees

are selected through the IEM Gymkhana initiative. The different committees are as follows:

Administrative

The administrative activities are stated below

- IEM Students' Gymkhana and IQAC Members:

The student members participate actively in the development and application of quality benchmarks set by the institute for the various academic and administrative activities.

- Class & Syllabus Committees :

All programs have class committees for each course that comprises student members representing along with faculty members nominated by the department and provide feedback on all aspects of the program and respective course.

- Anti ragging Committees:

This committee abides with the programs set by the institute and helps the students overcome all personal, social and academic barriers.

- Student grievance Committees:

This committee deals with the students' grievances.

- Hostel Administration:

Students provide strong support in the administration and management of hostel affairs.

Co-Curricular

The activity includes various IEEE student chapters such as IEEE WE,IEEE CAS,IEEE Antenna & Propagation, Pet Society and many more.

Extracurricular

The activity includes various Cultural and Sports Committees,Dance Club,Quiz club,Drama, and many more.

The above activities enhance the soft skills of the students and build confidence in each of them.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

351

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

5.4 - Alumni Engagement

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

The Alumni Association acts as a link between the "Alma Mater" and the "Alumni". It is moving ahead, with selfless intentions for the growth and development of the institute and the students. The association provides a platform for interaction between alumni, present students, faculty of the institute and institute administration. It has contributed significantly through financial and non-financial means during the last five years to improve the facilities and infrastructure of the college with the help of the

active participation of the alumni.

Contribution of the Alumni Association:

- The Alumni Association has granted free-ship Scholarships, Prizes, Financial assistance, books and stationery to the poor and deserving students, etc. at a personally appropriate level.

- The Association grants funds to innovative projects to aspiring students and thereby encourages the Research & Development of the institute.

- Various social welfare and awareness activities organized by the institute such as Swatchata Abhiyan, Tree plantation, Blood Donation Camp, Free Medical and eye test camp, Covid Vaccination drive and many more were implemented to create self-reliance among the present students and especially the poor and the needy.

- They have provided career and vocational guidance for professional and career development.

- The members of the Association get every type of possible assistance.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/1__yb8mFG-Uisv5Ruv-nN0xAeq2_yxNB2/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision & mission of institute is stated below :

Vision:

To be a globally recognized educational institution known for outcome based education and application oriented research.

Mission:

1. To assist students to understand and enjoy the seamless nature of knowledge and encourage them to apply the acquired knowledge to practical use, so that they become worthy, socially responsible good human beings sought after for their leadership qualities.

1. To foster creativity, innovation, and excellence through an example based teaching-learning process imparted in the most simple and easily comprehensible way.

1. To continuously upgrade the knowledge base of our manpower, improve infrastructure and use of latest technology/pedagogical tools, and update curriculum through periodic feedback from stakeholders to enable students to meet professional requirements and their expectations.

The following process was adapted for defining the Vision and Mission of the Institute:

Step 1: The Vision and Mission are created by taking into account various factors such as critical elements of the teaching-learning

system of the institution, and the future scope of the courses.

Step 2: Suggestions are collected from the stakeholders such as Faculty, Students, Alumni and employers.

Step 3: The mission and vision is then reviewed, analyzed and approved by the Board of Governors.

Step 4: The vision and mission of the institute is then published.

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

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

The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A Morning meeting is held every day from 9.00 am to 9.15 am in the college seminar hall. The top management including the President, Directors, Deans, faculty members and staff are present in the meeting to discuss the various issues related to the regular administrative and academic activities.

At the beginning of the semester, department-wise subject allocation is done in the presence of all delegates. If any faculty has any issue related to his allotted subject, he/she can discuss it in this meeting and based on the opinion of HOD, an alternative teacher is allotted that subject. The HOD oversees the Teaching Plans of his/her departmental faculties.

Upcoming semester routine is prepared & academic activities are assigned to all the faculties. The academic calendar is prepared where semester wise teaching plans, examination routines, seminars, workshops, career counseling sessions, remedial and tutorial classes, excursions and study tours are provided in the presence of all delegates.

Requirements of new books and laboratory instruments are informed in

the meeting and corresponding letters are submitted and finally approved through proper channels. Any departmental problem is also resolved in the morning meeting.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

An incredible progress has been shown by the Institute of Engineering and Management (IEM) over the past 32 years. Sustainability of IEM has been accomplished by successful formulation and implementation of strategic/ prospective plans. Research is of great relevance in education. Apart from ensuring in-depth knowledge over a topic, scientific research contributes to the world of knowledge. Moreover, it has been observed that the students, who have proficient research papers available in their names, possess a maximum chance to get a scholarship to study in the top universities of the world. Hence IEM has started hosting a good number of Scopus Indexed International Conferences where the faculties and students are encouraged to publish their research and project works. This great initiative not only enhances publication numbers but also motivates students as well as faculties to ensure enriched research-based practice and knowledge production. Students are encouraged to publish at least one research paper based on their final year project in order to get their course completion certificate. Different incentive policies are introduced to draw the interest of the faculty members towards research like incentive for journal publication & book chapters. The registration fees towards these conferences are also reimbursed by the institute.

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

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

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

- **Academic Council–All academic matter (including BOS functions) through academic council**

- **Internal Quality Assessment Cell (IQAC)**

- **Participatory Management-Subcommittee for different functional activities comprises representatives of teachers, non teaching staff and students. It includes the involvement of the staff for organizing different programmes of the college.**

- **Faculty Development Programmes are organized by the college on a regular basis.**

- **Performance appraisal system is practiced.**

- **Promotion policy – College follows the promotion policies of the Higher Education Department.**

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

- **Policy for compensation-College extends the following benefits to the staff members. Such as:**

- **Provident fund-Each member of the staff shall subscribe to duly constituted College Provident Fund in accordance with statutory rule.**

- **Gratuity-College pays Gratuity to the staff members.**

- **Performance Recognition-The College gives performance recognition by way of monetary incentives, like, sponsoring registration fees for the faculty members whose paper have been accepted at Seminars and Conferences (including International Conferences) providing the Ph.D registration**

fees to the candidates by felicitating the retired staff members and recognising contributing efforts of those,with at least 2 years of service.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://docs.google.com/presentation/d/1dLT9swFWm3Ke7PsQxSCBFG-gak6McnYa/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Upload any additional information	**No File Uploaded**

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

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

1. LEAVE FOR STAFF MEMBERS:

a. CASUAL LEAVE: Employee can apply for a casual leave when he/she is absent from duty without disruption of his/her pay. On his/her priority, an employee can get a maximum of 7 casual leave in a year.

b. STUDY LEAVE: Employees can get a study leave if the Director can approve his/her leave for further study, Training or Research program in a University or other Institution.

c. EARNED LEAVE: Employees can earn this leave by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application.

d. MEDICAL LEAVE: On his/her medical emergency employee can apply for medical leave.

e. MATERNITY LEAVE: Women employees of college can apply maternity leave after her pregnancy for a period of 6 months

2. EPF (Employee Provident Fund) SCHEME: As per the existing norms of Central Government, EPF (Employee Provident Fund) and ESI schemes are implemented for the teaching, non-teaching and contingent staff.

3. MEDICAL FACILITIES: On requirement, employees can apply for loans for medical needs. College also provides an insurance benefit to all employees on an emergency basis. For free medical checkup MD. Doctors & nurses are always present in college. A MoU is signed with Sudarshan Chakraborty Memorial Centre for free medical treatment & different diagnostic blood tests like Sugar, Uric acid, Thyroid, Eye Test etc.

4. FREE BUS SERVICE: To avoid the public transport in this pandemic situation free bus services are provided for teaching as well as non-teaching staff and also for students.

5. FREE VACCINATION SERVICE: To fight against covid-19 free vaccination drive (1st dose & 2nd dose) is organized for all faculty and staff along with their family members. Student community (current students, alumni) is also vaccinated through this drive.

6. FESTIVE ADVANCE: Festival allowance is given to all the employees once in a year.

7. INCENTIVE SCHEME: The following incentive schemes are given to all eligible faculty member as shown below:

a. Rs 5,000 for publications in SCI/SSCI journals and list of IIMS recognized

Management journals.

b. Rs 5,000 for publications in SCI(E) journal.

c. Rs.3,000 for publications in SCOPUS and ESCI

d. Rs.1,000 for IEM-UEM foreign journals (except where the same article

published in conference)

8. BOOK PUBLICATION INCENTIVE:Incentive for Publications of text books in relevant engineering discipline is given below:

· Rs. 25,000/- if the text book is published by an international publisher like McGraw Hill, Prentice Hall, Oxford University Press, IEEE Press, Springer-Verlag GmbH or other internationally reputed publishers.

· Rs. 15,000/- if the text book is published by a national publisher.

· Rs. 10,000/- if the text book is published by Regional / Local publishers.

· Rs. 5,000 if a book chapter is published.

9. EXTERNAL EXAM CO-ORDINATION:30% of revenue will be retained by the institute and 70% will be disbursed to the faculty and staff.

10. FOREIGN VISITS INCENTIVES: Each faculty and staff member will be eligible for incentives up to 1 lac per visit, 3 times a year, for organizing conferences/ Study Abroad Programmes.

11. CONFERENCE INCENTIVE: Each staff member is eligible, twice per year, towards registration and travel expenses for institute recognized list of Conference / Journal/Conferences organized by IEM-UEM group:

· Rs. 5000 reimbursement for attending National conferences for presentation of paper/s.

· Rs. 20,000 for attending International Conferences for presentation of paper/s / publication of papers.

12. BEST TEACHER INCENTIVE: The top 3 teachers of each department who have more than 90%.

13. REIMBURSEMENT OF TUITION FEE: Based on application, tuition fee of wards of full time employed staff members of IEM-UEM group, studying in IEM can be reimbursed w.e.f. January 2020.

Along with existing welfare, non-teaching staff are also benefited by following schemes:

· Group insurance.

· Separate cooperative society

· Life insurance schemes

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

108

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

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

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

40

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

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

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

252

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

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

The following factors are effectively scrutinized in the appraisal

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

File Description	Documents
Paste link for additional information	http://iemhrdc.com/api/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Institute of Engineering & Management has an effective mechanism for
Internal and External Audits. The accounts department of the
Institute are audited by Chartered Accountants regularly as per the
Government rules. Whenever there are additional expenses over and
above the budget proposals, special sanction is to be taken from the
approval authority of the management. The Accounting and Auditing
Committee looks after the internal audit and it is presented to the
certified Chartered Accountant.

Internal Audit:

The Institute has a finance committee and appointed a qualified
Auditor and also forms a team of staff under them to do a methodical
verification on a periodic basis. The purpose of internal audit is

to provide an objective source of information to the management with a view to efficient conduct of activities of the institute, safeguarding assets, preventing and detecting fraud and other unlawful acts, completeness & accuracy of financial records and timely preparation of financial statements. Internal Audit is done by checking each bill and vouchers, books/laboratory equipment and other materials are purchased at a least price taking proper quotation collected from the parties.

External Audit:

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

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

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

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

27.2

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

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

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

1. Interest of corpus fund

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

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

4. Funding from alumni donors.

Funds generated from above are principally used for maintenance and development of the institute. The trust body of the institute provides space on lease basis to facilitate various commercial utility services to the students, faculty members and officials of the institute such as IDBI Bank, Punjab National Bank and Indian Overseas Bank.

Optimal utilization of resources:

1. Sufficient funds are allocated for effective teaching-learning practices that include training programmes, orientation programmes, workshops, and interdisciplinary activities.

2. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.

3. Requisite funds are utilized every year towards enhancement of library facilities to augment learning facilities

4. Adequate funds are utilized for development of and maintenance of infrastructure of the institute.

5. Some funds are utilized for community development and social welfare activities.

Main motto of resource mobilization and utilization of resources is

to put Institute of Engineering & Management on standard with a view to achieve best quality teaching and unique quality of students.

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

6.5 - Internal Quality Assurance System

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

IQAC is one of the major policy making and implementing bodies in our college. It assesses and suggests the parameters of quality education.

Following two best practices are

Online test taken through IEMCRP for continuous evaluation:

Before commencement of any academic session, departmental meetings are held in every department in which the subjects are distributed to the teachers after discussion with them. Faculty members prepare their course materials and upload in IEMCRP (https://www.iemcrp.com/) according to the syllabus allotted and routine. Regular online class tests through IEMCRP are taken to monitor the improvement of the performance of the students. Slow paced learners are identified and remedial classes are taken for them. In past, class tests were taken manually once a week. Now the entire process is executed online on a daily basis. An incremental improvement in the performance of the students has been observed due to this. The entire process is monitored by IQAC.

Providing scholarship/free ship to students in need during pandemic:

This initiative was taken by the college along with the IQAC Cell to provide scholarship/free ship to students who had lost their only earning member to this widespread pandemic or to the students whose parents lost their job because of this pandemic situation to complete their studies. By this initiative many students benefited from this practice.The challenges faced to execute this practice were that the list of such students was very long and the authenticity of the problem had to be verified before providing these scholarships/free ships.

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

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

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are:

i. Regular online test taken through IEMCRP for continuous evaluation by IQAC:

Before commencement of any academic session, departmental meetings are held in every department in which the subjects are distributed to the teachers after discussion with them. Faculty members prepare their course materials and upload in IEMCRP (https://www.iemcrp.com/) according to the syllabus allotted and routine. Regular online class tests through IEMCRP are taken to monitor the improvement of the performance of the students. Slow paced learners are identified and remedial classes are taken for them. In past, class tests were taken manually once a week. Now the entire process is executed online on a daily basis. An incremental improvement in the performance of the students has been observed due to this. The entire process is monitored by IQAC.

ii. Feedback, Analysis and Action Taken on syllabus and introduction of new courses:

IQAC makes it a tradition to essentially collect feedback from stakeholders in virtual mode. The feedback is collected and analyzed and suggestions are forwarded to concerned authorities so as to initiate the action for improvement. In past it used to be collected manually, but now it has been made system supported & online. The feedback committee collects inputs and suggestions from the stakeholders and further action to be taken is discussed with departments and authorities. The decisions taken by the authorities are forwarded to IQAC for action to be initiated. The volume of feedbacks collected has increased due to virtual mode, especially

from alumni and employers, thereby marginally improving the overall feedback analysis process. Keeping in mind the rise in demand of the new technologies like Artificial Intelligence (AI), Machine Learning (ML), Internet of Things (IOT), Cyber Security, Blockchain the following subjects were introduced as new courses:

a. B.Tech In Computer Science And Engineering (Internet Of Things And Cyber Security Including Block Chain Technology)

b. B.Tech In Computer Science And Business System

c. B.Tech In Computer Science And Engineering(Artificial intelligence And Machine Learning)

d. B.Tech In Computer Science & Engineering (Artificial Intelligence)

e. B.Tech In Computer Science & Engineering (IOT)

f. M.Tech In Computer Science And Business System

g. MCA (Masters In Computer Applications)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

IEM possesses a privileged right to promote advanced technical education, and to ensure women empowerment through gender equality. To promote women education, the Institute makes consistent efforts.

The Institute organizes several training programs, seminars, workshops etc. on gender equality and sensitization. "Virangana '' - workshop on girl empowerment through self-defence in association with Rotary Club of Calcutta was organized by the institute. The Institute also organises various programs in association with Rotary Club and the Lion's Club for the upliftment and empowerment of women. The Institute organizes events for Vijyanika Club (a part of Kolkata Nivedita Shakti) only for girl students of both schools and colleges to keep them aware about women scientists and their contribution to the field of science and technology. In addition to these, Women's Day is also celebrated every year.

The Institute has taken several measures to enhance safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing 24 hours *7 days security. Women security guards are also available on the premises of the Institute to ensure the safety of women.

The Institute has also ensured gender equality in representation of women in all top positions. The Placement cell, Office of the Deans, Examination Controller Department, HR are all headed by women.

The Institute has two women counsellors who provide regular counselling sessions to both girl students and female faculty

members on a regular basis.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1Z6sRmT5t7iXFNRZ6wC5mi8BGaN34wT67/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1Z6sRmT5t7iXFNRZ6wC5mi8BGaN34wT67/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

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

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

The institute has successfully adopted a well-developed waste management system for greater efficiency and sustainability. Following are the key steps performed for waste management:

Solid Waste Management

Different garbage collecting bins have been placed at various locations for solid waste management. Waste disposal is done by NKDA on a daily basis. It is also ensured that all of these components are recycled at lowest possible cost and with least amount of effort.

Liquid Waste Management

Wastewater and sewage treatment follows the aerobic sewage treatment technique. Waste-water is treated and used in the gardening process. Rainwater harvesting is also practiced, which involves collecting and storing rainwater for later use.

E-waste Management

Defective electronic devices are repaired to guarantee that they can be utilized further. E-waste is safely disposed of in collaboration with Hulladek Recycling Pvt. Ltd. as per state government guidelines.

Waste recycling system

Waste-water after the purification process is used for gardening. Paper-waste is recycled and e-waste is disposed of in a proper way.

Hazardous chemicals waste management :

Firstly, in the lab we use very dilute solutions.

Secondly, we never discard the chemicals/solutions directly to the basin/environment. Rather, we use a neutralization pit into which the students discard solutions which are mostly slightly acidic or alkaline, as and when they need. And later on we make the solutions/chemicals neutralized and then we dispose of it from the neutralization pit.

Campus is free of hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

A. Any 4 or all of the above

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

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

The students are taught different subjects of socio-cultural importance at different phases of their course. Other than the Professional Core Courses, the curriculum contains some specific subjects on "Humanities & Social Sciences including Management courses". Some of the significant subjects include, Organizational

Behaviour, Environmental Sciences, Essential Studies for Professionals, Skill Development for Professionals, Values & Ethics, Principles of Management, Constitution of India/ Essence of Indian Knowledge Tradition, Economic Policies in India .

Besides these, different socio-economic initiatives like tree plantation, IEM MUN (Model United Nations), debate competitions, panel discussions on vital contemporary topics are organized quite often.The IEM Toastmaster clubs throughout the year organised differents events to improve the global perspective of the faculty members & students.The 6th Edition of IEM MUN for the tenure of 2020-2021 was held from 10th to 11th of October, 2020 in collaboration with the UN information Centre of India and Bhutan. The event turned out to be a gargantuan source of knowledge in world affairs and contributed a huge number of take away pointers to make an impact for the world so that the participants could move forward into a better tomorrow.Viswakarma and Saraswati puja were also celebrated physically as well as virtually by our students and teachers. Celebration of christmas and halloween were also celebrated physically in college. Different national celebrations like Gandhi Jayanti, Independance Day, Republic Day, Birthday of Netaji, Ravindra Jayanti, etc.

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

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

The institute holds one of the leading positions in setting a benchmark as a responsible educational unit of the country. Frequent talks, seminars, events, debate competitions, panel discussions, workshops, tree-plantation initiatives are taken by the institute in order to nurture the socio economic responsibilities of the students and faculties of the institution. Different Child care homes, orphanages, old age homes etc are often visited and donation camps are held by the students (guided by faculties). The institute also runs a pet society where stray dogs are not only fed regularly but are provided medical care on requirement. Celebration of Independence day, Republic day, celebration of birthday of Subhas Chandra Bose & Mahatma Gandhi & Rabindra Nath Tagore ,Engineers day

,Teachers day etc are also conducted at the college premises which enhances the essence of duties and responsibilities that each of the students and faculties hold as an Indian citizen.

The students are taught different subjects of socio-cultural importance at different phases of their course. Other than the Professional Core Courses, the curriculum contains some specific subjects on "Humanities & Social Sciences including Management courses". Some of the significant subjects include, Organizational Behaviour, Environmental Sciences, Essential Studies for Professionals, Skill Development for Professionals, Values & Ethics, Principles of Management, Constitution of India/ Essence of Indian Knowledge Tradition, Economic Policies in India .

During the cultural fests, farewell and other annual activities, attempts are made to highlight the cultural heritage of the nation. Different classical songs and dance performances are encouraged in these events. Renowned personalities from different fields (socio-cultural) are invited as guests so that they can share their views and nurture the thought process of the young minds to build them as a better citizen of this country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1NG1-e1cQpZ0KEt-IiXVYOvbtB2vDZ4Lu/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

The institution believes that events and festivals should be celebrated as it is an important aspect of learning and instilling in students a strong sense of cultural identity. However due to Covid 19 pandemic most of the events were organized online and some events were conducted offline following the Covid protocol. Faculty members, Staff, and Students get together to observe these occasions and promote the message of unity, peace, love, and happiness throughout the institution.

In the academic year 2020-21, the following events were primarily celebrated in virtual mode.

Independence day and Republic day were celebrated on 15th August and 26th January respectively with great enthusiasm and pride by hoisting flags physically. Teacher's day was also celebrated on 5th September to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. World Environment Day was also celebrated on 5th June to raise awareness of the environment. Birth anniversary of Netaji Subhas Chandra Bose, Mahatma Gandhi, Swami Vivekananda are celebrated and speakers from the relevant fields were invited to appraise the audience regarding the historic relevance and importance of the events. Women's day was celebrated on 8th March, 2021 which aims to help nations worldwide eliminate discrimination against women. Viswakarma and Saraswati puja were also celebrated physically by our students and teachers.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Practice 1:

Title of the practice: Providing scholarship/freeship to students in need during pandemic

Goal: To provide scholarship/freeship to students who lost one of their earning parents or suffered huge financial loss(loss of jobs/business/sudden medical emergency) during this Pandemic period .So that they can continue with their academic courses.

The context: Many students had lost their only earning member to this widespread pandemic. Even many parents lost their jobs because of this pandemic situation.

The practice: Students with no earning member in their family due to the pandemic were provided scholarship/freeship to complete their studies.

Evidence of success: Students suffering from acute financial losses or personal losses benefited from this practice could continue with their studies.

Problem encountered and resources required:The list of such students was very long and the authenticity of the problem had to be verified before providing these scholarships/freeship.A committee of faculty members & alumini was formed to interview all the candidates after their application & the final list of the students were made.

Practice 2:

Title of the practice: Free vaccination for all IEM associates against COVID-19 virus,when availility of vaccines was very

critical.

Goal: The aim of the practice is to vaccinate all faculties, staff members and other stakeholders like students, affiliating University staff & faculty, alumni, corporates associated with the Institute against COVID-19 virus.

The context: Free Covishield vaccination drive was conducted by IEM, Kolkata in association with Woodlands hospital for its staff & their family members, students, alumni and industry collaborators.

1st Dose-

31st May, 2021 - 180

1st June, 2021 - 208

7th June, 2021 - 39

11th June, 2021 - 106

18th June, 2021 - 99

26th June, 2021 - 56

Total - 688

2nd Dose-

26th August, 2021 - 242

31st August, 2021 - 132

6th September, 2021 - 132

20th September, 2021 - 77

Total - 583

The practice: Due to this vaccination drive, all IEM members were relieved from getting severe effects of COVID -19 virus and are safe-guarded from further consequences of the pandemic.

Evidence of success: The faculties, staff and students were much less worried about the pandemic and became much more regular and

focused in their work.

Problem encountered and resources required: The main problem was to maintain the COVID protocol during the vaccination drives. Another problem was that the demand for vaccines was more than its supply.

File Description	Documents
Best practices in the Institutional website	https://naac.iem.edu.in/criterion-7-2/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Institute of Engineering and Management has many courses which are not included in regular course curriculum structure. These courses are basically provided to students to make them ready for life after graduation from the institute. Courses like soft skills, aptitude classes, special GATE classes and management classes which help the students to seek jobs, secure good ranks in different competitive exams like GATE, CAT, GRE, TOEFL, etc. In comparison to last year, the quality of students have improved in every aspect due to these extra classes.

All students are encouraged to publish research papers in different scopus indexed conferences conducted by our institute based on their final year projects which helps the students to pursue higher studies abroad. The registration fees of all students& faculty members publishing different research papers in national ,International conferences/seminars/Workshops are reimbursed to promote the culture of R&D. The college entirely funds the establishment of different laboratories so that the faculty members & students can pursue their research works.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institute is currently having the following mechanisms for effective delivery of curriculum:

1. Before academic session/semester starts, departmental meetings are held in every department in which the subjects are distributed to the teachers after discussion with them.

2. Teachers prepare their course material and upload in IEMCRP (https://www.iemcrp.com/) and IEMLEARNING (https://www.iemlearning.com/) according to the syllabus allotted and routine.

3. We have a wi-fi enabled central library working on KOHA software with an open access system working 24x7. The institute has registered for NPTEL (National Programme On Technology Enhanced Learning) where students can have the access of e-learning through online Web and Video courses for various streams.

4. Daily online class tests through CRP, mid-semester examinations, two semester viva, regular assessment , viva-voce, remedial and tutorial classes in practical classes are done to monitor the improvement of students.

5. The Board of studies (BOS) at PG & UG Levels consists of members from industry, expert faculty and student alumni. The feedback collected from students , employer, alumni and faculty for curriculum and suggestions are placed in BOS meetings. Analysis of all collected feedback done on employability and value-based education.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

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

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

? Student's feedback -Institution conducts student feedback process every semester to improve teaching quality, infrastructure and the entire learning experience.

? Parent teacher meeting/monitoring – Parents are invited at least once in a semester to discuss the progress of their wards.

? Mentoring: - The faculty regularly interacts with the assigned students to access and monitor the progress of each student.

? Internal academic audit – Regular academic audit (internal/external) are conducted. Audit reports are reviewed and approved by management and thus suggesting improvements.

? Student's academic evaluation- Each theory class followed workbook assignment as well as Google classroom assignment and IEMCRP online quiz test for performance evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

224

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

1532

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

7294

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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

1. Professional Ethics

Students are offered course on professional ethics to equip them with necessary soft skills for prospective future profession.

2. Gender Sensitivity

There are numerous hands-on gender sensitivity activities that allow students to interact with real-life circumstances such as

field work, community outreach and gender sensitization activities under Internal Complaints Committee.

3. Human Values

Working with NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, cleanliness drives, workshops on social concerns, feeding and taking care of street dogs etc are some of the examples of social development activities taken up students and faculty members.

4. Environment studies

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

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

119

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

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

5828

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://naac.iem.edu.in/criterion-1-4/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://naac.iem.edu.in/criterion-1-4/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1247

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

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

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

86

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institute identifies the learning level of the students by a standard/benchmark which is set as 50% marks in mid semester examinations.Based on that the institute gives special attention

to the academic welfare of the students. Bridge courses are conducted for slow learners whenever required. Continuous monitoring is done by the department to see that the students are not facing any kind of difficulty in understanding. In order to prepare the students ready for industries and higher studies the institute has the following policies:

1. Institute provides video lectures of eminent professors through different platforms as follows:

   - Iem-learning for both advanced and slow learners and encourages students to listen to these lectures.

   - Special bridge courses for slow learners.

   - Coursera (free courses for 1000 students) for both advanced and slow learners.

   - SDP,ESP classes & special GATE coaching classes forboth advanced and slow learners.

   - NPTEL courses for both advanced and slow learners & fees are reimbursed.

   - Special Induction Programs are also arranged for both advanced and slow learners.

   - IEMCONNECT for both advanced and slow learners.

1. In association with industries, different departments of the institute conduct industrial training, workshops, seminars etc. on latest technologies

2. The advanced learners are also encouraged to participate in various conferences and submit research papers.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
4535	**252**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Faculty members guide the students in their final year projects which are assigned from 2nd year & monitor their progress regarding the same on a monthly basis.Selected projects are also encouraged for submission in different international conferences organised by the institute & the presented papers are published in the conference proceedings. Faculty members also monitor academic performance and counsel them regarding their performance, apart from regular teaching.

Experiential learning & Participative learning :

To keep the students industry ready,special training programs such as Computer training, Personality development, Spoken English classes are organized.Students are encouraged to take up Industry related projects under the supervision of the teacher/mentor & selected projects are also encouraged for submission in different competitions.To give better exposure to industries the college has entered into MOUs with different organizations (Industry,Universities,research institute,students chapters.

Problem solving methodologies:

To keep the students motivated for higher studies,research and

government jobs & to enhance their practical problem ability, special training programsare organized every week as SDP ,ESP ,General studies,Gate classes for competitive exams and higher studies.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

During the past few years, the world has witnessed a phenomenal growth in communication technology, computer network and information technology that have created numerous possibilities to use a variety of new technology tools for teaching and learning systems. The integration of computers and communications i.e. Information and Communication Technology (ICT) offers unprecedented opportunities to the education systems with its capacity to interact over a wide geographic area.

The following tools are used by the Institute-

1. Projectors- Projectors are available in different classrooms/labs

2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.

3. Auditorium- It is digitally equipped with a mike, projector, cameras and computer system.

4. Seminar Rooms- Three seminar halls are equipped with all digital facilities.

5. Printers- They are installed at Labs, HOD Cabins and all prominent places.

6. Photocopier machines & Scanners - Multifunction printers are available at all prominent places in the institute.

7. Online Classes through Zoom, Google Meet,Gotowebinar, Microsoft Team, Google Classroom.

```
9. MOOCs Platform (Iem-Learning, NPTEL, Coursera, SAP, Udemy, Edx
and many more)

10. Digital Library resources are also available.

11. Video Conferencing- Students are counseled with the help of
Zoom / Google meet applications.

12. Online quiz- Faculties prepare online quiz for students after
the completion of each unit with the help of Google Forms.
```

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

365

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

252

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

80

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

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

2.4.3.1 - Total experience of full-time teachers

1492

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

Internal Assessment is conducted in the following modes:

1.Method 1 :

The Controller of Examination Section.In the pandemic the examinations were conducted online through Google classroom and proctoring was done via Google meet. Examination routine is given well ahead of the commencement of the exam. Peer reviewing of question papers is done. Exams are held under strict invigilation. Evaluation of copies are done by teachers and copies are shown to students to make them aware of the errors in their answer scripts. The marks are then displayed department wise and a copy of the marks is sent to the Controller of Examination Section. A strict deadline is maintained for completing the evaluation process and displaying the marks.

2.Method2

Another method of internal assessment is giving assignments in each subject to students at certain intervals and the students are assessed on the basis of assignments. In pandemic the assignments are being given in Google classrooms and the students are given a deadline within which they have to upload the assignments in the Google classroom.

After each class online quizzes are conducted using the iemcrp software. This also reflects the attendance of the students and is a part of internal assessment.Giving projects and having seminars on the project work is another mode of internal assessment.

The weightage is taken from all the above modes of assessment and total marks out of 100 is sent as internal assessment marks to the COE section at the end of the semester. 30 % of these marks is taken as internal assessment weightage for end semester evaluation.

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

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

Mechanism to deal with internal examination related grievances:

Grievance may be there due to error in question, incomplete question or question being out of syllabus. If any such grievance is reported at the examination hall then appropriate action is taken by the Controller of Examination. The grievance is at first verified with the respective department.

Mechanism to deal with marks related grievances:

The mid semester examination copies are shown to students by respective subject teachers of different departments after evaluation. So any grievance related to marks by the student is immediately clarified by the subject teacher and rectified if necessary. After this the mid semester marks are published by the departments.

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

2.6 - Student Performance and Learning Outcomes

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

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

- **Website**

- **Department Notice Boards**

- **Meetings with employers**

- **Laboratories**

- **Library**

- **Induction Programs**

- **Faculty meetings**

- **Parent meet**

- **Alumni meetings**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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

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

Rubrics are framed for the assessments.

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

(Weak).

Assessment of CO of courses

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

Attainment of PO and PSO

All of the courses that contribute to the PO are recognized, and are assessed using both direct and indirect assessments through the COs. The degree of achievement of each CO is compared to the specified targets for each course, and if they are not met, faculty offers ways to improve it.

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

2.6.3 - Pass percentage of Students during the year

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

1086

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/document/d/1zRM542MfaYG0KuO--876oJrSopIpWRE5/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

79.72

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

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

3.1.2.1 - Number of teachers recognized as research guides

80

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

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

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

2

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

3.2 - Innovation Ecosystem

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

Institute of Engineering and Management (IEM) Kolkata has always provided numerous opportunities to its students and supported them to shape their ideas into reality since its inception through a number of student bodies, clubs and project labs. Innovation and Entrepreneurship Development Cell (IEM-IEDC), funded by the Department of Science and Technology (DST), Government of India, and all other innovation labs like Augmented and Virtual Reality Lab, Advanced Material Research Lab, Antenna Design Lab, IoT Lab, Information Security and Application Development Lab have always reinforced creativity, fortified innovation and mentored students to work with cutting-edge technologies and indorse their entrepreneurial spirits. The foremost objective is to form a student community that fosters the Research and Product Development culture. In addition, those labs conduct different activities like Entrepreneurship Awareness Camp, Experts Talk, Webinars, Tech-Fest (Innovacion), Poster competition and also encourage students to actively participate in various competitions organized by government or non-government organizations. Outreach programs are also organized in collaboration with the industrial giants like TCS Innovation Lab, Confederation of Indian Industry (CII) and PwC. Furthermore, IEM Entrepreneurship Cell (E-Cell) supports more than 200 startups every year, ensuring that the students receive the right guidance and proper mentorship.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

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

15

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

3.3 - Research Publications and Awards

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

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

15

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

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

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

96

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

178

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

IEM Kolkata has been in the forefront in sensitizing its students pertaining to social issues through its curriculum and extension activities.

Pet society of IEM has provided food, vaccination, neutering and medical assistance to all the dogs and other animals in the vicinity of the college area.

Inner wheel club of IEM organizes various extension activities as daily food distribution, distribution of covid-19 awareness kit, tree plantation, daily grocery & utensils distribution, vaccination drive, contribution for YAAS, blood donation camp, books & stationery distribution to slum children.

Rotary Club of Salt Lake Silicon Valley under the aegis of IEM Kolkata has organized different diversified activities like daily living kit distribution, food and cloth distribution, household

items and utensil distribution, sanitization kit distribution, sanitary napkin distribution, polio eradication, launch of automated temperature sensing kiosk and tree plantation.

The College also initiated LIONS CLUB OF Kolkata IEM (138242) for different activities like cultural program, charity and socio-academic program (free education).

Smile Club of IEM organizes various extension activities like blood donation camp,tree plantation & various webinars on mental health related issues.

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

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

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

49

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

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

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

64

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

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

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

5238

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

2010

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institute is facilitated with a sufficient number of classrooms, technology enabled learning spaces, seminar halls, laboratories, specialized facilities, equipment for teaching, learning and research etc.Sufficient numbers of well-ventilated, well-furnished classrooms are available for conducting theory classes..Each room has a seating capacity of 60 students, provided with LCD projectors, Wi-Fi and LAN enabled internet connectivity.Seminar halls are equipped with speakers, microphones along with LCD projectors, LCD screens, white boards and public addressing systems.Laboratories are well equipped and maintained so that students can carry out both curriculum and research related activities. Laboratories are equipped with latest instruments along with high speed Wi-Fi networks.The college has Language Labs for students to improve their communication skills.In addition to the central library each department has its own library & students can access many online courses from COURSERA, MOOCs, NPTEL, EDX and Iem-learning. Digital library of the college provides lectures of IIT professors through NPTEL.Also they can access e-journals(J Gate,EBSCO,Delnet,NDLI etc)for their study purpose.To promote the research activities, the college has established an individual

research Centre for all , named IEDC innovation laboratory.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1. College has sports facilities for outdoor and indoor games like Badminton, Table Tennis, Carom, Chess, Basketball, Volleyball, Mini-Golf, Cricket.

2. Institution has separate boys & girls' common room and sports rooms with TT boards, carrom boards, football, cricket, volleyball, table tennis, chess kits, yoga mats and basic fitness accessories.

3. Winners are felicitated with mementos/ cash awards.

4. There are regular yoga, karate and games classes which are included in daily routine & permanent professors are employed for taking these classes.

5. IEM organizes annual Cricket, Football, Volleyball, badminton, & Basketball tournaments for different classes or streams & also participates in various inter-college competitions.

6. Public speaking forums are organized to develop the communication skill of students, also debate, group discussions are held on occasions such as Swami Vivekananda's Birthday, IEM Cultural Festival, etc.

7. College also celebrates festivals such as Saraswathi Puja and Vishwakarma puja on Campus.

8. Short cultural programs are held during events like Rabindra Jayanti, Independence Day, Netaji's Birthday, Teacher's Day, etc.

9. College also hosts a Cultural Fest, Fresher's Welcome, Farewell Ceremony, Durga Puja Agomoni, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

82

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

33830

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

LSEase & KOHA software were installed in the library. This is an open-source integrated library system, used world-wide by public,

school and special libraries. In college first LSEase software were installed in the year 2005 & KOHA software were installed in the year 2017.This two were very helpful software which helps students to find required books. Koha is a fully featured, scalable library management system. Development is sponsored by libraries of varying types and sizes, volunteers, and support companies worldwide. LSEase is a small library management system for automation of small libraries and resource centres with small set up. LSEase has been derived from LIBSYS 10, Library Management System and has all the basic library management modules.

- Name of ILMS software :(LSEase and KOHA)

- Nature of automation: (partially)

- Version : (LSEase(Rel.5.0), KOHA (19.05.06.000))

- Year of Automation: (LSEase software was bought in the year 2005,

KOHA software was Bought in the year 2017)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

40.34

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

2961

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

4.3 - IT Infrastructure

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

Internet service is available for both faculty and students on the campus with 2.4 GBPS line.All systems in the campus have internet facility on them. The college provides internet facility to all faculty members in all systems of the institute irrespective of the departments to preserve and download materials for academic purposes as and when required. All faculty members are provided with their personal computers. The principal's office, Administrative office, Placement section- all enjoy internet facilities. Uninterrupted power supply is made available on the campus to access the internet without hindrance. Wi-Fi connectivity is available in and around the campus. Wi-Fi is also available in all the hostels. Computer systems are upgraded with the latest software once every 3 years. Obsolete computers are duly replaced, and new ones are procured. The cost

provisions are also made on a sufficiently broader scale for this in the annual budget.Also we have updated our service from c All systems are duly monitored. Students are also taught to use them with utmost care and precaution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

2146

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

33830

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in-house staff on a daily basis and periodically. Separate funds are allotted to all H.O.D's for the maintenance of the laboratories and the classrooms in college.Each laboratory has one teacher as lab incharge and Lab Assistant. Lab in-charge is responsible to maintain and upgrade the laboratory. Cleaning staff cleans& maintainsthe classrooms and the laboratories every day. The college garden is maintained by the gardener appointed by the institute. Director of sports of the institute looks after the sports facilities and the activities. The Library is opened for all 24hrs*7days.The library is also provided with a LAN facility for the computers and they are loaded with the library software. A Librarian with supporting staff has been appointed to maintain the central library. Wi-Fi enabled facilities are provided in all floors of the collegeand computing facilities are made available to the students. A pool of team-technicians take care of the maintenance of the computers. Necessary licensed softwares is provided in computers for the students.Servers like LINUX, WINDOWS, web-servers, database, etc. are provided in computers of colleges.The ICT Smart Class Rooms and the related systems are maintained with AMC of the corresponding service provider. Maintenance related to electrical and plumbing is done with the trained persons and the expenditure is made from yearly allotted budget approved by the competent authorities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

41

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

143

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to Institutional website	https://naac.iem.edu.in/criterion-5-1/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1135

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

1135

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

892

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

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

5.2.2.1 - Number of outgoing student progression to higher education

60

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

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

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

109

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

5.3 - Student Participation and Activities

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

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

22

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

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

The Institute encourages active representation of students on academic and administrative bodies and committees of the Institute all headed by Gymkhana. The representatives of

different committees are selected through the IEM Gymkhana initiative. The different committees are as follows:

Administrative

The administrative activities are stated below

- IEM Students' Gymkhana and IQAC Members:

The student members participate actively in the development and application of quality benchmarks set by the institute for the various academic and administrative activities.

- Class & Syllabus Committees :

All programs have class committees for each course that comprises student members representing along with faculty members nominated by the department and provide feedback on all aspects of the program and respective course.

- Anti ragging Committees:

This committee abides with the programs set by the institute and helps the students overcome all personal, social and academic barriers.

- Student grievance Committees:

This committee deals with the students' grievances.

- Hostel Administration:

Students provide strong support in the administration and management of hostel affairs.

Co-Curricular

The activity includes various IEEE student chapters such as IEEE WE,IEEE CAS,IEEE Antenna & Propagation, Pet Society and many more.

Extracurricular

The activity includes various Cultural and Sports Committees,Dance Club,Quiz club,Drama, and many more.

The above activities enhance the soft skills of the students and build confidence in each of them.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

351

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

5.4 - Alumni Engagement

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

The Alumni Association acts as a link between the "Alma Mater" and the "Alumni". It is moving ahead, with selfless intentions for the growth and development of the institute and the students. The association provides a platform for interaction between alumni, present students, faculty of the institute and institute administration. It has contributed significantly through

financial and non-financial means during the last five years to improve the facilities and infrastructure of the college with the help of the active participation of the alumni.

Contribution of the Alumni Association:

- The Alumni Association has granted free-ship Scholarships, Prizes, Financial assistance, books and stationery to the poor and deserving students, etc. at a personally appropriate level.

- The Association grants funds to innovative projects to aspiring students and thereby encourages the Research & Development of the institute.

- Various social welfare and awareness activities organized by the institute such as Swatchata Abhiyan, Tree plantation, Blood Donation Camp, Free Medical and eye test camp, Covid Vaccination drive and many more were implemented to create self-reliance among the present students and especially the poor and the needy.

- They have provided career and vocational guidance for professional and career development.

- The members of the Association get every type of possible assistance.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/1__yb8mFG-Uisv5Ruv-nN0xAeq2_yxNB2/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision & mission of institute is stated below :

Vision:

To be a globally recognized educational institution known for outcome based education and application oriented research.

Mission:

1. To assist students to understand and enjoy the seamless nature of knowledge and encourage them to apply the acquired knowledge to practical use, so that they become worthy, socially responsible good human beings sought after for their leadership qualities.

1. To foster creativity, innovation, and excellence through an example based teaching-learning process imparted in the most simple and easily comprehensible way.

1. To continuously upgrade the knowledge base of our manpower, improve infrastructure and use of latest technology/pedagogical tools, and update curriculum through periodic feedback from stakeholders to enable students to meet professional requirements and their expectations.

The following process was adapted for defining the Vision and Mission of the Institute:

Step 1: The Vision and Mission are created by taking into account various factors such as critical elements of the teaching-

learning system of the institution, and the future scope of the courses.

Step 2: Suggestions are collected from the stakeholders such as Faculty, Students, Alumni and employers.

Step 3: The mission and vision is then reviewed, analyzed and approved by the Board of Governors.

Step 4: The vision and mission of the institute is then published.

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

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

The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A Morning meeting is held every day from 9.00 am to 9.15 am in the college seminar hall. The top management including the President, Directors, Deans, faculty members and staff are present in the meeting to discuss the various issues related to the regular administrative and academic activities.

At the beginning of the semester, department-wise subject allocation is done in the presence of all delegates. If any faculty has any issue related to his allotted subject, he/she can discuss it in this meeting and based on the opinion of HOD, an alternative teacher is allotted that subject. The HOD oversees the Teaching Plans of his/her departmental faculties.

Upcoming semester routine is prepared & academic activities are assigned to all the faculties. The academic calendar is prepared where semester wise teaching plans, examination routines, seminars, workshops, career counseling sessions, remedial and tutorial classes, excursions and study tours are provided in the

presence of all delegates.

Requirements of new books and laboratory instruments are informed in the meeting and corresponding letters are submitted and finally approved through proper channels. Any departmental problem is also resolved in the morning meeting.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

An incredible progress has been shown by the Institute of Engineering and Management (IEM) over the past 32 years. Sustainability of IEM has been accomplished by successful formulation and implementation of strategic/ prospective plans. Research is of great relevance in education. Apart from ensuring in-depth knowledge over a topic, scientific research contributes to the world of knowledge. Moreover, it has been observed that the students, who have proficient research papers available in their names, possess a maximum chance to get a scholarship to study in the top universities of the world. Hence IEM has started hosting a good number of Scopus Indexed International Conferences where the faculties and students are encouraged to publish their research and project works. This great initiative not only enhances publication numbers but also motivates students as well as faculties to ensure enriched research-based practice and knowledge production. Students are encouraged to publish at least one research paper based on their final year project in order to get their course completion certificate. Different incentive policies are introduced to draw the interest of the faculty members towards research like incentive for journal publication & book chapters. The registration fees towards these conferences are also reimbursed by the institute.

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

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

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

- Academic Council-All academic matter (including BOS functions) through academic council

- Internal Quality Assessment Cell (IQAC)

- Participatory Management-Subcommittee for different functional activities comprises representatives of teachers, non teaching staff and students. It includes the involvement of the staff for organizing different programmes of the college.

- Faculty Development Programmes are organized by the college on a regular basis.

- Performance appraisal system is practiced.

- Promotion policy – College follows the promotion policies of the Higher Education Department.

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

- Policy for compensation-College extends the following benefits to the staff members. Such as:

- Provident fund-Each member of the staff shall subscribe to

duly constituted College Provident Fund in accordance with statutory rule.

- **Gratuity-College pays Gratuity to the staff members.**

- **Performance Recognition-The College gives performance recognition by way of monetary incentives, like, sponsoring registration fees for the faculty members whose paper have been accepted at Seminars and Conferences (including International Conferences) providing the Ph.D registration fees to the candidates by felicitating the retired staff members and recognising contributing efforts of those,with at least 2 years of service.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://docs.google.com/presentation/d/1dLT9swFWm3Ke7PsQxSCBFG-gak6McnYa/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

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

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

1. LEAVE FOR STAFF MEMBERS:

a. CASUAL LEAVE: Employee can apply for a casual leave when he/she is absent from duty without disruption of his/her pay. On his/her priority, an employee can get a maximum of 7 casual leave in a year.

b. STUDY LEAVE: Employees can get a study leave if the Director can approve his/her leave for further study, Training or Research program in a University or other Institution.

c. EARNED LEAVE: Employees can earn this leave by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application.

d. MEDICAL LEAVE: On his/her medical emergency employee can apply for medical leave.

e. MATERNITY LEAVE: Women employees of college can apply maternity leave after her pregnancy for a period of 6 months

2. EPF (Employee Provident Fund) SCHEME: As per the existing norms of Central Government, EPF (Employee Provident Fund) and ESI schemes are implemented for the teaching, non-teaching and contingent staff.

3. MEDICAL FACILITIES: On requirement, employees can apply for loans for medical needs. College also provides an insurance benefit to all employees on an emergency basis. For free medical checkup MD. Doctors & nurses are always present in college. A MoU is signed with Sudarshan Chakraborty Memorial Centre for free medical treatment & different diagnostic blood tests like Sugar, Uric acid, Thyroid, Eye Test etc.

4. FREE BUS SERVICE: To avoid the public transport in this

pandemic situation free bus services are provided for teaching as well as non-teaching staff and also for students.

5. FREE VACCINATION SERVICE: To fight against covid-19 free vaccination drive (1st dose & 2nd dose) is organized for all faculty and staff along with their family members. Student community (current students, alumni) is also vaccinated through this drive.

6. FESTIVE ADVANCE: Festival allowance is given to all the employees once in a year.

7. INCENTIVE SCHEME: The following incentive schemes are given to all eligible faculty member as shown below:

a. Rs 5,000 for publications in SCI/SSCI journals and list of IIMS recognized

Management journals.

b. Rs 5,000 for publications in SCI(E) journal.

c. Rs.3,000 for publications in SCOPUS and ESCI

d. Rs.1,000 for IEM-UEM foreign journals (except where the same article

published in conference)

8. BOOK PUBLICATION INCENTIVE:Incentive for Publications of text books in relevant engineering discipline is given below:

· Rs. 25,000/- if the text book is published by an international publisher like McGraw Hill, Prentice Hall, Oxford University Press, IEEE Press, Springer-Verlag GmbH or other internationally reputed publishers.

· Rs. 15,000/- if the text book is published by a national publisher.

· Rs. 10,000/- if the text book is published by Regional / Local publishers.

· Rs. 5,000 if a book chapter is published.

9. EXTERNAL EXAM CO-ORDINATION:30% of revenue will be retained by

the institute and 70% will be disbursed to the faculty and staff.

10. FOREIGN VISITS INCENTIVES: Each faculty and staff member will be eligible for incentives up to 1 lac per visit, 3 times a year, for organizing conferences/ Study Abroad Programmes.

11. CONFERENCE INCENTIVE: Each staff member is eligible, twice per year, towards registration and travel expenses for institute recognized list of Conference / Journal/Conferences organized by IEM-UEM group:

· Rs. 5000 reimbursement for attending National conferences for presentation of paper/s.

· Rs. 20,000 for attending International Conferences for presentation of paper/s / publication of papers.

12. BEST TEACHER INCENTIVE: The top 3 teachers of each department who have more than 90%.

13. REIMBURSEMENT OF TUITION FEE: Based on application, tuition fee of wards of full time employed staff members of IEM-UEM group, studying in IEM can be reimbursed w.e.f. January 2020.

Along with existing welfare, non-teaching staff are also benefited by following schemes:

· Group insurance.

· Separate cooperative society

· Life insurance schemes

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

108

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

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

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

40

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

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

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

252

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

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

File Description	Documents
Paste link for additional information	http://iemhrdc.com/api/
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

Institute of Engineering & Management has an effective mechanism for Internal and External Audits. The accounts department of the Institute are audited by Chartered Accountants regularly as per the Government rules. Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the approval authority of the management. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant.

Internal Audit:

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

External Audit:

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

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

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

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

27.2

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

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

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

1. **Interest of corpus fund**

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

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

4. **Funding from alumni donors.**

Funds generated from above are principally used for maintenance

and development of the institute. The trust body of the institute provides space on lease basis to facilitate various commercial utility services to the students, faculty members and officials of the institute such as IDBI Bank, Punjab National Bank and Indian Overseas Bank.

Optimal utilization of resources:

1. Sufficient funds are allocated for effective teaching-learning practices that include training programmes, orientation programmes, workshops, and interdisciplinary activities.

2. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.

3. Requisite funds are utilized every year towards enhancement of library facilities to augment learning facilities

4. Adequate funds are utilized for development of and maintenance of infrastructure of the institute.

5. Some funds are utilized for community development and social welfare activities.

Main motto of resource mobilization and utilization of resources is to put Institute of Engineering & Management on standard with a view to achieve best quality teaching and unique quality of students.

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

6.5 - Internal Quality Assurance System

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

IQAC is one of the major policy making and implementing bodies in our college. It assesses and suggests the parameters of quality education.

Following two best practices are

Online test taken through IEMCRP for continuous evaluation:

Before commencement of any academic session, departmental meetings are held in every department in which the subjects are distributed to the teachers after discussion with them. Faculty members prepare their course materials and upload in IEMCRP (https://www.iemcrp.com/) according to the syllabus allotted and routine. Regular online class tests through IEMCRP are taken to monitor the improvement of the performance of the students. Slow paced learners are identified and remedial classes are taken for them. In past, class tests were taken manually once a week. Now the entire process is executed online on a daily basis. An incremental improvement in the performance of the students has been observed due to this. The entire process is monitored by IQAC.

Providing scholarship/free ship to students in need during pandemic:

This initiative was taken by the college along with the IQAC Cell to provide scholarship/free ship to students who had lost their only earning member to this widespread pandemic or to the students whose parents lost their job because of this pandemic situation to complete their studies. By this initiative many students benefited from this practice. The challenges faced to execute this practice were that the list of such students was very long and the authenticity of the problem had to be verified before providing these scholarships/free ships.

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

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

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are:

i. Regular online test taken through IEMCRP for continuous

evaluation by IQAC:

Before commencement of any academic session, departmental meetings are held in every department in which the subjects are distributed to the teachers after discussion with them. Faculty members prepare their course materials and upload in IEMCRP (https://www.iemcrp.com/) according to the syllabus allotted and routine. Regular online class tests through IEMCRP are taken to monitor the improvement of the performance of the students. Slow paced learners are identified and remedial classes are taken for them. In past, class tests were taken manually once a week. Now the entire process is executed online on a daily basis. An incremental improvement in the performance of the students has been observed due to this. The entire process is monitored by IQAC.

ii. Feedback, Analysis and Action Taken on syllabus and introduction of new courses:

IQAC makes it a tradition to essentially collect feedback from stakeholders in virtual mode. The feedback is collected and analyzed and suggestions are forwarded to concerned authorities so as to initiate the action for improvement. In past it used to be collected manually, but now it has been made system supported & online. The feedback committee collects inputs and suggestions from the stakeholders and further action to be taken is discussed with departments and authorities. The decisions taken by the authorities are forwarded to IQAC for action to be initiated. The volume of feedbacks collected has increased due to virtual mode, especially from alumni and employers, thereby marginally improving the overall feedback analysis process. Keeping in mind the rise in demand of the new technologies like Artificial Intelligence (AI), Machine Learning (ML), Internet of Things (IOT), Cyber Security, Blockchain the following subjects were introduced as new courses:

a. B.Tech In Computer Science And Engineering (Internet Of Things And Cyber Security Including Block Chain Technology)

b. B.Tech In Computer Science And Business System

c. B.Tech In Computer Science And Engineering(Artificial intelligence And Machine Learning)

d. B.Tech In Computer Science & Engineering (Artificial Intelligence)

e. B.Tech In Computer Science & Engineering (IOT)

f. M.Tech In Computer Science And Business System

g. MCA (Masters In Computer Applications)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

IEM possesses a privileged right to promote advanced technical

education, and to ensure women empowerment through gender equality. To promote women education, the Institute makes consistent efforts.

The Institute organizes several training programs, seminars, workshops etc. on gender equality and sensitization. "Virangana '' - workshop on girl empowerment through self-defence in association with Rotary Club of Calcutta was organized by the institute. The Institute also organises various programs in association with Rotary Club and the Lion's Club for the upliftment and empowerment of women. The Institute organizes events for Vijyanika Club (a part of Kolkata Nivedita Shakti) only for girl students of both schools and colleges to keep them aware about women scientists and their contribution to the field of science and technology. In addition to these, Women's Day is also celebrated every year.

The Institute has taken several measures to enhance safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing 24 hours *7 days security. Women security guards are also available on the premises of the Institute to ensure the safety of women.

The Institute has also ensured gender equality in representation of women in all top positions. The Placement cell, Office of the Deans, Examination Controller Department, HR are all headed by women.

The Institute has two women counsellors who provide regular counselling sessions to both girl students and female faculty members on a regular basis.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1Z6sRmT5t7iXFNRZ6wC5mi8BGaN34wT67/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1Z6sRmT5t7iXFNRZ6wC5mi8BGaN34wT67/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

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

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

The institute has successfully adopted a well-developed waste management system for greater efficiency and sustainability. Following are the key steps performed for waste management:

Solid Waste Management

Different garbage collecting bins have been placed at various locations for solid waste management. Waste disposal is done by NKDA on a daily basis. It is also ensured that all of these components are recycled at lowest possible cost and with least amount of effort.

Liquid Waste Management

Wastewater and sewage treatment follows the aerobic sewage treatment technique. Waste-water is treated and used in the gardening process. Rainwater harvesting is also practiced, which involves collecting and storing rainwater for later use.

E-waste Management

Defective electronic devices are repaired to guarantee that they can be utilized further. E-waste is safely disposed of in collaboration with Hulladek Recycling Pvt. Ltd. as per state government guidelines.

Waste recycling system

Waste-water after the purification process is used for gardening.

Paper-waste is recycled and e-waste is disposed of in a proper way.

Hazardous chemicals waste management :

Firstly, in the lab we use very dilute solutions.

Secondly, we never discard the chemicals/solutions directly to the basin/environment. Rather, we use a neutralization pit into which the students discard solutions which are mostly slightly acidic or alkaline, as and when they need. And later on we make the solutions/chemicals neutralized and then we dispose of it from the neutralization pit.

Campus is free of hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

A. Any 4 or All of the above

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	No File Uploaded

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

The students are taught different subjects of socio-cultural importance at different phases of their course. Other than the Professional Core Courses, the curriculum contains some specific subjects on "Humanities & Social Sciences including Management courses". Some of the significant subjects include, Organizational Behaviour, Environmental Sciences, Essential Studies for Professionals, Skill Development for Professionals, Values & Ethics, Principles of Management, Constitution of India/ Essence of Indian Knowledge Tradition, Economic Policies in India .

Besides these, different socio-economic initiatives like tree plantation, IEM MUN (Model United Nations), debate competitions, panel discussions on vital contemporary topics are organized quite often.The IEM Toastmaster clubs throughout the year organised differents events to improve the global perspective of the faculty members & students.The 6th Edition of IEM MUN for the tenure of 2020-2021 was held from 10th to 11th of October, 2020 in collaboration with the UN information Centre of India and Bhutan. The event turned out to be a gargantuan source of knowledge in world affairs and contributed a huge number of take away pointers to make an impact for the world so that the participants could move forward into a better tomorrow.Viswakarma and Saraswati puja were also celebrated physically as well as virtually by our students and teachers. Celebration of christmas and halloween were also celebrated physically in college. Different national celebrations like Gandhi Jayanti, Independance Day, Republic Day, Birthday of Netaji, Ravindra Jayanti, etc.

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

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

The institute holds one of the leading positions in setting a benchmark as a responsible educational unit of the country. Frequent talks, seminars, events, debate competitions, panel discussions, workshops, tree-plantation initiatives are taken by the institute in order to nurture the socio economic responsibilities of the students and faculties of the institution. Different Child care homes, orphanages, old age homes etc are often visited and donation camps are held by the students (guided by faculties). The institute also runs a pet society where stray dogs are not only fed regularly but are provided medical care on requirement. Celebration of Independence day, Republic day, celebration of birthday of Subhas Chandra Bose & Mahatma Gandhi & Rabindra Nath Tagore ,Engineers day ,Teachers day etc are also conducted at the college premises which enhances the essence of duties and responsibilities that each of the students and faculties hold as an Indian citizen.

The students are taught different subjects of socio-cultural importance at different phases of their course. Other than the Professional Core Courses, the curriculum contains some specific subjects on "Humanities & Social Sciences including Management courses". Some of the significant subjects include, Organizational Behaviour, Environmental Sciences, Essential Studies for Professionals, Skill Development for Professionals, Values & Ethics, Principles of Management, Constitution of India/ Essence of Indian Knowledge Tradition, Economic Policies in India .

During the cultural fests, farewell and other annual activities, attempts are made to highlight the cultural heritage of the nation. Different classical songs and dance performances are encouraged in these events. Renowned personalities from different fields (socio-cultural) are invited as guests so that they can

share their views and nurture the thought process of the young minds to build them as a better citizen of this country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1NG1-e1cOpZ0KEt-IiXVYOvbtB2vDZ4Lu/edit?usp=sharing&ouid=106040888050805601057&rtpof=true&sd=true
Any other relevant information	**Nil**

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

The institution believes that events and festivals should be celebrated as it is an important aspect of learning and instilling in students a strong sense of cultural identity. However due to Covid 19 pandemic most of the events were organized online and some events were conducted offline following

the Covid protocol. Faculty members, Staff, and Students get together to observe these occasions and promote the message of unity, peace, love, and happiness throughout the institution.

In the academic year 2020-21, the following events were primarily celebrated in virtual mode.

Independence day and Republic day were celebrated on 15th August and 26th January respectively with great enthusiasm and pride by hoisting flags physically. Teacher's day was also celebrated on 5th September to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. World Environment Day was also celebrated on 5th June to raise awareness of the environment. Birth anniversary of Netaji Subhas Chandra Bose, Mahatma Gandhi, Swami Vivekananda are celebrated and speakers from the relevant fields were invited to appraise the audience regarding the historic relevance and importance of the events. Women's day was celebrated on 8th March, 2021 which aims to help nations worldwide eliminate discrimination against women. Viswakarma and Saraswati puja were also celebrated physically by our students and teachers.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Practice 1:

Title of the practice: Providing scholarship/freeship to students in need during pandemic

Goal: To provide scholarship/freeship to students who lost one of their earning parents or suffered huge financial loss(loss of jobs/business/sudden medical emmergency) during this Pandemic period .So that they can continue with their academic courses.

The context: Many students had lost their only earning member to this widespread pandemic. Even many parents lost their jobs because of this pandemic situation.

The practice: Students with no earning member in their family due to the pandemic were provided scholarship/freeship to complete their studies.

Evidence of success: Students suffering from acute financial losses or personal losses benefited from this practice could continue with their studies.

Problem encountered and resources required:The list of such students was very long and the authenticity of the problem had to be verified before providing these scholarships/freeship.A committee of faculty members & alumni was formed to interview all the candidates after their application & the final list of the students were made.

Practice 2:

Title of the practice: Free vaccination for all IEM associates against COVID-19 virus,when availibility of vaccines was very critical.

Goal: The aim of the practice is to vaccinate all faculties, staff members and other stakeholders like students, affiliating University staff & faculty, alumni, corporates associated with the Institute against COVID-19 virus.

The context: Free Covishield vaccination drive was conducted by IEM, Kolkata in association with Woodlands hospital for its staff & their family members, students, alumni and industry collaborators.

1st Dose-

31st May, 2021 - 180

1st June, 2021 - 208

7th June, 2021 - 39

11th June, 2021 - 106

18th June, 2021 - 99

26th June, 2021 - 56

Total - 688

2nd Dose-

26th August, 2021 - 242

31st August, 2021 - 132

6th September, 2021 - 132

20th September, 2021 - 77

Total - 583

The practice: Due to this vaccination drive, all IEM members were relieved from getting severe effects of COVID -19 virus and are safe-guarded from further consequences of the pandemic.

Evidence of success: The faculties, staff and students were much less worried about the pandemic and became much more regular and focused in their work.

Problem encountered and resources required: The main problem was to maintain the COVID protocol during the vaccination drives. Another problem was that the demand for vaccines was more than its supply.

File Description	Documents
Best practices in the Institutional website	https://naac.iem.edu.in/criterion-7-2/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Institute of Engineering and Management has many courses which are not included in regular course curriculum structure. These courses are basically provided to students to make them ready for life after graduation from the institute. Courses like soft

skills, aptitude classes, special GATE classes and management classes which help the students to seek jobs, secure good ranks in different competitive exams like GATE, CAT, GRE, TOEFL, etc. In comparison to last year, the quality of students have improved in every aspect due to these extra classes.

All students are encouraged to publish research papers in different scopus indexed conferences conducted by our institute based on their final year projects which helps the students to pursue higher studies abroad. The registration fees of all students& faculty members publishing different research papers in national ,International conferences/seminars/Workshops are reimbursed to promote the culture of R&D. The college entirely funds the establishment of different laboratories so that the faculty members & students can pursue their research works.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of Action

- Significantly increase the number and quality of publications by organizing seminars /FDP on Research Methodology,writing papers etc.

- Sensitization of faculty & staff members towards NIRF requirements and collection of data in proper format.

- Startup policies to promote innovation & startup projects

- Creating an Energy friendly campus & improving on the existing energy friendly facilities

- Conducting Green Audit

- Examination reforms

- **Feedback analysis from various stakeholders**