Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**BUDGE BUDGE INSTITUTE OF TECHNOLOGY**
Name of the head of the Institution	**Dr. Avijit Kar**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**033-24820676**
Mobile no.	**9748493158**
Registered Email	**director@bbit.edu.in**
Alternate Email	**executivedirector@bbit.edu.in**
Address	**Nischintapur, Budge Budge**
City/Town	**KOLKATA**
State/UT	**West Bengal**
Pincode	**700137**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Prof. (Dr.) S.K. Brahma**
Phone no/Alternate Phone no.	**03324820676**
Mobile no.	**9831222519**
Registered Email	**iqac@bbit.edu.in**
Alternate Email	**agm.admin@bbit.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.bbit.edu.in/download-file

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://bbit.edu.in/downloads/academic_calender-2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.56**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC	**01-Sep-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participated to NIRF and All India Survey on Higher Education (AISHE) - Online Submission	**20-Feb-2018 0**	**0**

Academic Audit has been done following university guideline in their prescribed format	29-Oct-2018 2	10
Preparation of students' database for even semester 2019 and analyzing the department-wise category distribution	27-Sep-2018 2	5
Scrutiny and forwarding the applications for promotion under career advancement scheme of full time teachers to the competent authority	13-Aug-2019 3	10
Scrutiny and forwarding the applications for promotion under career advancement scheme of full time teachers to the competent authority	06-Jun-2019 2	10
Meeting related to preparation of student satisfaction survey report by IQAC	25-Apr-2019 2	8
Meeting of IQAC to organize workshop on E-content development, promotion of teachers, student satisfaction survey etc.	03-Jan-2019 1	8
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
BIMAL DATTA, CSE	DST SPONSORED PROJECT	DST	2019 6	1000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

i. Improved the Graduation Results AND Enhanced employability by implementing personality development programs, value added certificate courses and preplacement training program for the students, more avenues for students to engage in community services AND Sensitizing students to ecological and environmental issues.

ii. Maintenance of Eco Friendly and Green Campus . Blood Donation Camp organised

iii. Conduction of remedial coaching for slow learning students to enhance their learning capability. Special focus on communication skills and soft skills of students to enhance their learning capability

iv. Conducted several meetings with faculties to prepare research proposals to be submitted to external funding agencies.

v. Encourage the college library to procure good quality books, journals etc.

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

Plan of Action	Achivements/Outcomes
To encourage the students to open student chapters of professional institutions	**Department of EE and ECE have opened up student chapters at "Institute of Engineers".**
To encourage the departments to conduct in house FDPs.	**One 4-days long in house faculty development program (FDP) has been conducted.**
To encourage the students to participate in the college, university, state and national level sports and games events.	**Students have participated in the college, level sports and games events.**
To encourage the departments to write research proposals.	**Several departments have submitted their research proposals**
To encourage the faculty members to	**Several faculty members participated in**

participate in seminar, workshops and faculty development programs.	seminar, workshops and faculty development programs
To encourage the students to deliver good quality seminar presentations by introducing prizes.	Students from all the departments delivered their seminar presentations and prizes have been given to the winners.
To encourage all the departments to conduct workshops/seminars.	ECE and EE department conducted a seminar on "Indian Telecom Scenario and challenges ahead".
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
MANAGEMENT OF BUDGE BUDGE INSTITUTE OF TECHNOLOGY	03-Sep-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**20-Dec-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Yes, the Institute is well equipped with an information system which takes care of various activities like admission, attendance, office management, accounts and student grievance redressal. Here IT resources are currently provided to all bonafide students of the college as well as teaching faculty and supporting staff. The College seeks to ensure the integrity of IT resources made available to the community to prevent disruption to academic and administrative requirements. The college has a LAN through which students, teachers and supporting staff can access the current data base of students, their academic performance as also other academic query. The current ERP Module takes care of all the**

activities which have been mentioned below. 1. Admission – Institute MIS admission modules helps in admission process of all UG and PG students of the institute are required to complete the admission formality by filling up online admission forms writing all the academic and other information on this forms. The module helps in collecting the information of this academic admissions program wise and also helps in making merit list as per the institute norms. 2. Examinations – This module takes care of the exam activities in the form of appointment of examiners, collection of the question papers, collection and compilation of continuous evaluation marks, end semester marks and declaration of results using CGPA system. 3. Administration – The day to day data related to attendance of regular and temporary faculty is part of this module which also helps in monthly salary payment of all employee of the institute. 4. Time Table – Preparation and displaying of academic calendar as well as the timetable. 5. Attendance – Institute have a student attendance module which helps in recording online attendance of all lectures and practical's conducted for UG and all PG programmes. This module determines the list of list who does not qualify minimum attendance requirement of the institute. 6. Fees Payment – Students through this module can pay their annual tuition fee, exam fee and other fees using online mode. 7. Accounts and Finance – Institutes accounts and finance is run with all its functions using accounts and finance modules.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Budge Budge Institute of Technology (BBIT) has a transparent mechanism that ensures effective curriculum delivery through a well-planned and documented process. The departments endeavour effective curriculum delivery through a combination of time-tested and innovative methods in the Institute. The teaching plans consist of comprehensive allotment of the syllabus among all the faculties of a particular department. Our Faculty members take utmost care to

complete the syllabus in time and students are encouraged to meet faculty beyond classroom hours for doubt-clearing and curricular discussions. Delivery of curriculum is regularly monitored and necessary course corrections are also initiated by the respective authorities. The key to the effective implementation of the Institute - prescribed curriculum is efficient planning. Each department strives to ensure that there is efficient curriculum delivery and teachers are encouraged to use innovative teaching learning methods to achieve this goal. The college administration supports the departments in this process in every possible way. The time table and faculty load is maintained strictly and actively. Value addition activities are also included in the time table to benefit the students in their career opportunities.Time table is also communicated to all students by posting it on the Notice Boards / ERP etc. The department also plan for the industry visit, guest lectures, workshop, seminars and conferences.The range and scope of the courses in each programme assure that the students achieve academic excellence in the respective discipline. The teaching plans consist of detailed allotment of the syllabus among all the faculty members of a particular department. The assigning is done democratically through discussion and deliberations among faculty members in departmental meetings. Faculty members take utmost care to complete the syllabus in time. Tutorials/projects, class tests and internal assessments comprise the formal evaluative processes, but students are encouraged to meet faculty beyond classroom hours for doubt-clearing and curricular discussions.Extra hours are devoted to taking remedial classes after completion of internal examinations to strengthen student's preparedness before examinations. Special lectures delivered by eminent scholars on topics related to the curriculum further intensify students' learning experience. The Institution deliberates support for teaching, learning and assessment at Budge Budge Institute of Technology (BBIT), we provide seminars and workshops on teaching, learning and assessment, workshops on teaching. Students are also given the opportunity to attend seminars organised by other institutes in order to give new boundaries to their knowledge.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Mtech	CSE	10/04/2018
Mtech	POWER SYSTEM IN EE	10/04/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	CSE	15/05/2018
BTech	EE	15/05/2018
BTech	ECE	15/05/2018
BTech	CE	15/05/2018

BTech	ME	15/05/2018
MBA	MBA	15/05/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
SOFT SKILL DEVELOPMENT	**16/08/2018**	**278**
TECHNICAL TRAINING	**15/01/2018**	**432**
GENERAL APTITUDE	**07/01/2019**	**339**
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Budge Budge Institute of Technology (BBIT) collects the feedback on curriculum aspects and courses from Students, Alumni, Faculty members and Staffs etc. Institution established Academic Cell in order to ensure and analyse the academic excellence at student and faculty levels. Periodical analysis is made by Academic Cell from the following: student performance, faculty performance in every semester, utilization of infrastructure and requirements for quality enrichment. Budge Budge Institute of Technology (BBIT) thoroughly reviews the curriculum for every academic year. Institute collects the feedback physically from Students, Parents and Teachers on Curriculum. Receiving feedback from students about teaching helps us to identify and meet the needs of our students. It also assists in improving and further developing the teaching aspect. Students can provide feedback on everyday teaching experiences. It allows to make adjustments needed by students in the class before the end of the semester and will foster a feeling among the students that you care about the teaching. A set of open-ended questions allows students to elaborate on their numeric ratings and provides instructors with more in-depth feedback. Students play a critical part in the evaluation, development and enhancement of the quality of this learning experience. Besides providing students with an

opportunity to comment on the quality of the teaching and learning environment at Budge Budge Institute of Technology (BBIT), Feedback ensures that lecturers and Boards of Studies are made aware of problems perceived or encountered by students, and provides an opportunity for the conduct of self-evaluation and revision, where necessary. The main objective is to provide students with the opportunity to comment on the quality of their learning experiences, as required in preparation for and as part of review processes, to assess the success of academic provision in relation to the expectations of students and to provide feedback to lecturers and Boards of Studies in order to improve delivery and/or content of the study-unit and/or programme. The results of the student feedback processes, as well as the recommendations and the action taken on the basis of such recommendations are important considerations for the Programme Review which each Department is required to undertake.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	i. HR ii. Systems iii. Finances iv. Marketing	60	34	26
Mtech	i. Electrical Engineering in Power Systems ii. Computer Science and Engineering	60	17	11
BTech	i. Civil Engineering ii. Mechanical Engineering iii. Computer Science and Engineering iv. Electrical Engineering v. Electronics and Communication Engineering	540	653	329
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	329	26	138	17	19

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
155	113	15	6	6	17

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

Yes, the Student Mentoring System is very much embedded within the institution. The scheme is adopted for the value addition to the students like bridging the gap between the teachers and the students, creation of a better environment in college where the students can easily approach their mentors for both education and personal guidance. The mentors can motivate their mentees for higher studies and entrepreneurship. Also, advice and support for improvement in academic performances is provided on a regular basis. In order to resolve day to day academic problems of the students, one mentor are appointed for a batch of not more than 20 students and they will also counsel the respective students once in a week at least to solve their problems which are faced during the course of study. This is a continuous process till the end of the academic career of the student. During the last semester of study, students have been advised for higher studies along with proper career guidance. Reasonable number of students has secured admissions for their higher studies and they in turn guide their juniors for their prospective admissions. The scheme aims at addressing conflicts in attitude, habits and knowledge of the students towards the learning practices and an overall attaining a better academic performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2445	155	1:9

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
148	155	0	8	44

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mr. Debajit Banerjee	Assistant Professor	Active SPOC (from NPTEL SWAYAM)
2018	Mr. Kartik Sau	Assistant Professor	FELLOWSHIP, IEI

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BTech	007	EVEN	09/06/2018	09/07/2018
BTech	001	EVEN	09/06/2018	09/07/2018
BTech	013	EVEN	09/06/2018	09/07/2018
BTech	016	EVEN	09/06/2018	09/07/2018
BTech	003	EVEN	17/06/2019	31/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Budge Budge Institute of Technology follows the guidelines of Maulana Abul Kalam Azad University of Technology (MAKAUT) for internal evaluation and assessment procedure. For Undergraduate Programs, the institute conducts internal examination comprising of 25 marks. On the allocated marks, five marks is designated to MCQ, five marks for a short answer and one 15 marks long answer. End semester examination is of 70 marks which are conducted by the University. Also, five marks are allocated for the attendance of each student. For Post-Graduate Programs, the institute conducts internal examination of 25 marks as per the university norms. After completion of the internal examination, the faculty evaluates the answer scripts and distribute to the students for doubt clarifications or re-correction. The faculty submits the re-corrected scripts to the examination branch and marks are displayed on the notice board. Then the principal conducts a meeting with HODs to discuss the students performance and necessary action plan for further improvement. Reforms in the Evaluation Process: • Awareness of evaluation and assessment system in orientation program • Conducting tutorial classes to clarify doubts and re-explaining the critical topics. • Regular unit tests, Surprise test Quiz are conducted prior to mid examinations • Industrial visits are arranged for the students and students submit the visit report which is also evaluated Students' performance is also evaluated based on the following parameters: communication skills, use of modern tools (NPTEL, M-Tutor, V-labs), critical thinking skills, problem-solving skills, ability to work in teams, and leadership qualities.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is affiliated to AICTE and is under MAKAUT. The institution has been accredited by NAAC as well as NBA. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All departments conduct internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website.Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning.This ensures that the curriculum is enriched through related activities like gust lecture, extension series and industry interaction. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. The Academic Calendar is prepared by the Dean of the Institution in consultation withy the HoDs of the respective departments. • In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations. • Only head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. • The Schedule of All

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://bbit.edu.in/pages/b-tech-po-peo-pso

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
016	BTech	EE	55	41	74.54
013	BTech	CE	119	58	48.73
007	BTech	ME	101	79	78.21
003	BTech	ECE	44	38	86.36
001	BTech	CSE	70	67	95.71
	MBA	MBA	14	11	78.57
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://assessmentonline.naac.gov.in/public/index.php/hei/dept1

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	DST	1000000	1000000
Industry sponsored Projects	913	Jagannath Gupta Institute of Medical Sciences And Hospital Kolkata	400000	400000
Industry sponsored Projects	548	Bhagyalakshmi PVT LTD	400000	400000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Generation, Utilization	ELECTRICAL ENGINEERING	22/02/2019

and Control"		
Fabrication of Emerging Electronic Devices and Systems"	ELECTRONICS AND COMMUNICATION	27/03/2018
Training on Hydraulic Systems	MECHANICAL ENGINEERING	17/01/2018
Future Robotics	MECHANICAL ENGINEERING	05/03/2018
3D Printing	MECHANICAL ENGINEERING	18/09/2018
Development of Artificial Organ	MECHANICAL ENGINEERING	15/01/2019
ANSYS	MECHANICAL ENGINEERING	12/02/2019
Energy System	ELECTRICAL ENGINEERING	21/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
WON 2nd PRIZE IN MODEL EXHIBITION FOR DESIGN A WASTE WATER TREATMENT PLANT FOR THE LEATHER INDUSTRY SITUATED IN KANPUR, ON THE BANK OF RIVER GANGA	SHAYAN DHAR, SAURAV DAS, SUPRIYO SAMANTA, SPANDAN SINHA, SUMIT HAZRA	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	11/03/2019	STUDENTS
WON 2nd PRIZE IN CRIAR Event	AMULYA RATAN KUMAR, RITUPARNA DAS, SARNALI SARKAR, DEEPSHIKHA SEN, KOYEL SAHA	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	11/03/2019	STUDENTS
WON 3rd PRIZE IN CRIAR Event	SAEED AHMED, ARINDAM MOURI, SIMON NAGURI, SUDIPTA NAQG, RANAJOY CHAKRABORTY	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	11/03/2019	STUDENTS
WON 3rd PRIZE IN CIVIONICS Event	SAMBIT CHANDRA CHANDRA, SANDIP DAS, ARKA PRAVA PANJA, SHAYAN DHAR, RUPESH SARKAR	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	11/03/2019	STUDENTS
WON 3rd PRIZE IN ROTOLARE Event	SAMRAT SARKAR, RITWIK HALDER, RIYANKA MONDAL, SAYAN MONDAL	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	11/03/2019	STUDENTS
WON 1ST PRIZE IN INSTRIDGE	MD JAMIL ANSARI, AHELI	MEGALITH 2018, Civil	10/03/2018	STUDENTS

Event	SOM, BARNALI PATRA	Engineering Tech Fest, IIT-Kharagpur			
WON 3rd PRIZE IN CIVIONICS Event	ARKA PRAVA PANJA, SAMBIT CHANDRA CHANDRA, AMULYA RATAN KUMAR, SAYAN DEY	MEGALITH 2018, Civil Engineering Tech Fest, IIT-Kharagpur	10/03/2018	STUDENTS

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**96000**	**55000**

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
ELECTRICAL ENGINEERING	2
ELECTRONICS COMMUNICATION AND ENGINEERING	1
BSH	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	MECHANICAL ENGINEERING	1	0.77
National	BSH	2	0.54
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ELECTRICAL ENGINEERING	2
ELECTRONICS COMMUNICATION AND ENGINEERING	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self

					the publication	citation
No Data Entered/Not Applicable !!!

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS	BBIT	17	85
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
HEALTH CARE AWARENESS PROGRAMME	RECOGNITION	ARTI NURSING HOME	26
Blood Donation Camp	Maximum number of Blood donors	JIMSH	71
NSS	Awards	NSS	94
Carrier Guidance to Youth	Appreciation	BBIT	41
SWAYAM NPTEL	Awards	SWAYAM NPTEL	3
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
MEDICAL CARE	BBIT	FREE HEALTH CHECK UP	7	39
GO GREEN	BBIT	TREE PLANTATION	14	61
BLOOD DONATION	ARTI NURSING	BLOOD DONATION	11	92

CAMP		CAMP		
BLOOD DONATION CAMP	JIMSH	BLOOD DONATION CAMP	9	47
SWACHH BHARAT	NSS	CLEAN CAMPUS, TREE PLANTATION, RANGOLI COMPETITION	3	27
BLOOD DONATION CAMP	BBIT	BLOOD DONATION CAMP	7	59
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
IIT KHARAGPUR, CE, MEGA LITH 2018	50	8200	21
IIT KHARAGPUR, CE, MEGA LITH 2019	96	8200	21
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MARCO BLOWERS INDIA PVT LTS	15/04/2019	INDUSTRIAL VISITS, TRAINING, PLACEMENT SUPPORT	96
KEROSS RESEARCH AND DEVELOPMENT CENTRE PVT LTD	06/09/2019	PLACEMENT SUPPORT	79
DHRUTI DESIGN SERVICES	06/02/2019	INDUSTRIAL TRAINING	66
INNORAFT SOLUTIONS PVT LTD	28/12/2018	PLACEMENT SUPPORT	72
MILLIONMINDS	05/11/2018	PLACEMENT TRAINING	52
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
120000000	117727924

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSYS	Fully	Z.39.50	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	41433	414058	886	121200	42319	535258
Reference Books	853	2160000	553	140462	1406	2300462
Journals	27	87000	11	37142	38	124142
Library Automation	1	256060	0	0	1	256060
e-Journals	5	11500	2	4600	7	16100
No file uploaded.					

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Tilottama Roy	MOOCS	Online	27/11/2018
Mr. Debajit	NPTEL	Online	16/07/2019

Banerjee

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	691	14	100	1	1	5	5	100	0
Added	100	11	100	1	1	1	2	100	0
Total	791	25	200	2	2	6	7	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
BBIT Digital Library	http://172.16.0.9/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
300000	15685	1700000	1666116

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

The college ensure the availability of latest equipments and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipments. College has well established system procedure for maintenance and utilization of available supporting facilities. All the HOD's of the science departments are responsible to maintain their respective departments with the help of other members in the departments. Suitable budget is allocated every year for the maintenance of various facilities. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities like – laboratory, library, sports complex, computers, classrooms etc. The college boasts of well-equipped Electronics and Electrical Engineering Labs, Mechanical Engineering Labs, Civil Engineering Labs and Computer Science Engineering Labs to strengthen the technical knowledge of the students. The Technical Assistants maintain records of the Laboratory which is supervised by HoDs of the concerned departments. The calibration, repairing and maintenance of sophisticated Laboratory Equipments are done by the Technical Assistants. Most of the lectures take place in classrooms with projector, microphone and speakers. This is to ensure usage of new audiovisual pedagogical techniques during the teaching process. The college

has a Technical Assistant and Lab Assistants and Lab Attendants to ensure proper upkeep of the various labs including computer center. There are various committees in the college which are dedicated to the maintenance and upkeep of the infrastructure Library is innovatively computerized it is well equipped with barcode printers and Xerox Machines. The library is fully digitized and is open even after class hours. It has computer terminals with internet facility and large reading spaces. A regular update on new additions is provided by the library. An eco-friendly environment is of prime importance in the college. Librarian is responsible for the maintenance of the library building. Regular maintenance of library is been preserved effectively for the students. The Library department efficiently follows Library management system which helps in maintaining data of books issued to learners and books are available in the library as per the requirement of syllabus for the betterment of the students. The Sports department is very active and encourages students to participate in various sports activities, along with training and coordinating various sports in the college. The outdoor ground is maintained and utilized for track and field events. The Indoor hall is utilized for indoor games. The Gym is well equipped with multi set gymnasium station, for men and women. A centralised computer laboratory has been established in the institute to enrich the students knowledge. ERP software has recently been initiated to maintain the details of all the Faculty Members along with the students.

https://www.bbit.edu.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	BBIT SCHOLARSHIP	85	2550000
Financial Support from Other Sources			
a) National	SVMCM, SC, ST, OBC , MINORITY	364	10920000
b)International	0	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development	24/09/2018	294	Self (Institution Teachers)
Language Lab	14/08/2018	254	Self (Institution Teachers)
Mentoring	27/11/2018	319	Self (Institution Teachers)
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

2018	BBIT CAREER GUIDANCE SCHEME	119	119	98	71

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.TECH	EE	BBIT	MBA
2019	1	B.TECH	ECE	BBIT	MBA
2019	2	B.TECH	ME	BBIT	MBA
2019	3	B.TECH	CE	BBIT	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GMAT	11
GATE	4
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	MEGALITH 2018, Civil Engineering Tech Fest, IIT-Kharagpur	National	0	1	321, 246, 012, 064, 024, 011	ARKA PRAVA PANJA, SAMBIT CHANDRA CHANDRA, AMULYA RATAN KUMAR, SAYAN DEY
2018	MEGALITH 2018, Civil Engineering Tech Fest, IIT-Kharagpur	National	0	1	231, 247, 014, 069, 070, 051	MD JAMIL ANSARI, AHELI SOM, BARNALI PATRA
2019	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	National	0	1	143, 121, 072, 042, 081	SHAYAN DHAR, SAURAV DAS, SUPRIYO SAMANTA, SPANDAN SINHA, SUMIT HAZRA
2019	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	National	0	1	024, 124, 134, 142, 111	AMULYA RATAN KUMAR, RITUPARNA DAS, SARNALI SARKAR, DEEPSHIKHA SEN, KOYEL SAHA
2019	MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur	National	0	1	121, 114, 012, 009	SAEED AHMED, ARINDAM MOURI, SIMON NAGURI, SUDIPTA NAQG, RANAJOY CHAKRABORTY
2019	MEGALITH 2019, Civil Engineering Tech Fest, IIT-	National	0	1	049, 074, 116, 188	SAMBIT CHANDRA CHANDRA, SANDIP DAS, ARKA PRAVA

| 2019 | MEGALITH 2019, Civil Engineering Tech Fest, IIT-Kharagpur | National | 0 | 1 | 091, 044, 108, 132, 154 | SAMRAT SARKAR, RITWIK HALDER, RIYANKA MONDAL, SAYAN MONDAL |

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The process of election for framing student's council at collegial level started in year 2014-15. The institution has a well functional student council which takes care for augmentation of various infrastructural, academic and administrative activities for student benefit and welfare. The council organized a successful oath taking ceremony for various elected student representative of different committees. It endeavours to take advantage of every opportunity to create and sustain an environment that nurtures life in its fullness, for every member of its community and set it on the path of excellence. Various activity societies like library society, cultural activity society etc were form by student's council along with college management for smooth running of the tasks. Youth festival was organized in the institution by the student council and the college management in which various cultural activities were organized and the students were selected to represent the college at university level. The student's council took initiative and have been successfully running the science council of the institution. The council actively participated in organizing and conducting programmes SVEEP and other collegial programs like tree plantation, cleaning of college premises, Swachh Bharat Abhiyan, blood donation camp etc. In the blood donation camp organize by student's council, the staff and students donated blood for which they were given certificate. The student's council have also successfully conducted seminars and workshops for girls' safety, women helpline and eve teasing for safety of the college girls. This association includes the representative body of students along with members from management, administration, faculty members and staff members. The student body is formed with the class representatives from every class. There are two representatives, one male and one female, who are elected or selected by the students of every class. The student body is headed by three key leaders. Viz: 1. Student Coordinator 2. Assistant Student Coordinator – Male 3. Assistant Student Coordinator – Female These three leaders are elected by all the Class Representatives (CRs) for one academic session. The student coordinator and assistant student coordinator are members of the disciplinary committee and the core committee of the association. Thus, they, on behalf of the whole student community take part in the decision making. BBIT Kolkata provides necessary support to the council members in organizing coordinating the events. It encourages the students to develop their leadership skills through these activities. Student members in this council can become real heroes and competent managers in future by learning all these skills.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

We have presently more than 500 Alumni enrolled in BBIT Alumni Association from B.Tech, Diploma and MBA courses. We conduct yearly Alumni get together, which witnesses a huge participation of Alumni's. Generally, Alumni Meet is organised once a year. Our current batch of students and faculty come together to organises a huge welcome and interaction session for BBIT Alumni's. As a part of welcome ceremony various societies of BBIT present their programmes in the form of dance, drama, discussion and portray how new students have taken up the responsibility to become the face of the college. After the welcome ceremony, the college management and director interact with Alumni. Then some of the Alumni shares their success stories and discuss about the measures required to take BBIT to greater heights. All faculty members participate in the gathering to appreciate the progress and success of their students in the 21st century world and feel proud of the various positions achieved by their students in reputed organisations. Finally, a sumptuous lunch is organized for Management, faculty, Alumni and students.

5.4.2 – No. of enrolled Alumni:

508

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Interactive session with students, Guest Lecture, Placement workshop, Alumni meet. Alumni have been engaged for availing their expertise, for mentoring, fundraising, for career support to current students. A number of sessions have been organized in this regard. The alumni association will be conducting events along with other Committees and Departments in which the alumni would be engaged as experts to utilize their expertise and rich experiences for the benefit and progress of the present students.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. Institution focuses keen on decentralization by intending equal opportunity (equal role to participate is the functioning of the Institution management comprises of management committee, college governing council and each committee has been provided with specific functions cater to the needs of institution for the ongoing progress and development of the Institution. Management committee takes case of infrastructure facilities which fulfil the quality and the required needs of the higher education bodies to reach the set goals or bench -marks of the Institution. It also extends all the amenities for the teaching and nonteaching faculty and students. College Governing Council takes care of financial management and the implementation of facilities for the institution with the cries to upgrade the standard of amenities which supports effectively the teaching learning and research

aspects. It guides and articulates the available resources and provides freehand to the head of the Institution to carry out the activities in order to reach the expected maximum standard in turn to motivate the teaching and non teaching faculty to work according to the goal set. Teacher guardian committee is available in college taking care of students from first year of student's admission. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participate growth of institution and to act according to the aims and objectives of the Institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The Institute benchmarks its courses with the best business schools in the country and abroad. Core curriculum is revised once every year based on the changing requirements of industry and feedback generated from industry practitioners, recruiters and alumni. Each faculty member offering a core/elective course compulsorily engages with an industry practitioner (ideally a recruiter) who is an integral part of classroom delivery and advises on course content, sequencing of topics and assessments. This ensures that each course is up to date and fulfils the future employment requirement of students.
Teaching and Learning	As part of the efforts to streamline the teaching learning process at BBIT we have initiated Thursday Academic Meetings. Every Thursday, all the faculty members assemble and discuss different aspects of the teaching learning process, starting from curriculum to pedagogy, best practices, latest trends in knowledge and industry. Each course module plan is presented discussed thread bare in the meetings on a pre-decided template, covering seven different aspects of course content, delivery assessment. All course module reviews are presented to the faculty body and the results analysed discussed to check the assurance of learning.
Examination and Evaluation	Each course outline lays down the assessment components for the respective course and marks allocated to each component. Usually assessment

	components are in line with the number of credits allocated to the paper a 3 credit paper has 3 different forms of assessment, and a 2 credit paper has 2. The different forms of assessments includes, assignments, project work, problem sets, quizzes, class tests, group activities and presentations, role plays and end term examinations. The grading pattern for each course, an assessment rubric is also incorporated in the course outline to allow a student understand how she/he needs to prepare for each test.
Research and Development	The Research Cell holds regular meetings and programmes and presentations to broaden the academic perspectives through presentations of research done by students and faculty
Library, ICT and Physical Infrastructure / Instrumentation	Computers were purchased to replace older versions. A conference room was created and furnished and an air conditioner installed therein. New water coolers were introduced for students, and a toilet for persons with disability was also constructed. Separate internet connection in the library to access the e- resources.
Human Resource Management	Self-appraisal of the teachers through maintenance of Academic Diary. Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee.
Industry Interaction / Collaboration	Industry experts are invited on a regular basis to give talks and share their expertise. Various departments of the Institute organize Professional Internships, Industrial Visits to give students experiential learning. Alumni of the Institute are well placed in the industry various departments organize talks and guidance sessions of alumni on a regular basis. These sessions are extremely helpful for the existing students for their professional development.
Admission of Students	Admission Cell adheres to a stringent entrance process with various user-friendly options like making admit card available online and sending message alerts. The admission data was analysed, and feedback was provided to the promotion team, which led to an increase in the number of applicants.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	All faculty rooms are equipped with desktop computers, furniture, pin boards etc. Besides this WiFi connectivity is also available free of cost throughout the campus. All Class rooms are equipped with LCD Projection Systems, USB ports for Laptop connectivity, Wireless Audio systems and Green boards. These facilities enhance lecture delivery and effective communication.
Administration	The college authorities can exercise full supervision of all service modules in the office through the MIS software. The college is connected through high-speed internet of bandwidth 100 MBPS.Fully automated, wireless office with 24x7 internet facility. The college have Biometric attendance for teaching and non-teaching staff. The college campus id equipped with CCTV Cameras at very place of need.
Finance and Accounts	The accounts of the institution are maintained through the Tally software for or proper functioning of Finance and Accounts department of the college. The college conducts regular audit of annual books of accounts. The account department keeps the all financial records.The account department maintains the Books of Accounts properly which helps in auditing procedure.
Student Admission and Support	Student Admission are followed as per University (MAKAUT) Admission process is mission significant for Budge Budge Institute of Technology. It is executed professionally so that the satisfaction level of prospective student's increases and it also helps in enhancing the quality of the student along with the branding of the institute.
Examination	Marks submission will have to be done through online portal of the university

6.3 – Faculty Empowerment Strategies

 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2018	DR. RISHAB DEV SHUKLA	REGISTRATION FEE FROM IIT NPTEL EXAM	IIT	4400
2019	DIPAK KUMAR SHAW	REGISTRATION FEE FROM IIT NPTEL EXAM	IIT	5870
2018	PRIYANKA CHATTERJEE	TOASTMASTER INTERNATIONAL MEMBERSHIP FEE	INTERNATIONAL	15500

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	YOGA DAY	YOGA DAY	22/10/2018	22/10/2018	57	121
2018	FDP	DATA MANAGEMENT ON ADVANCED EXCEL	13/08/2018	16/08/2018	29	41
2019	FDP	Personality Development	02/01/2019	04/01/2019	96	92

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FACULTY DEVELOPMENT PROGRAMME	18	02/01/2019	04/01/2019	4
FACULTY DEVELOPMENT PROGRAMME	12	13/08/2018	16/08/2018	4

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
155	155	62	56

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

| PF, DA, HRA, TA, Gratuity, ML, PL | PF, HRA, Gratuity, ML, PL | Institutional Scholarship |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, Budge Budge Institute of Technology conducts internal and external financial audits regularly. Our Institution has an effective mechanism for auditing the accounts.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
SUDIP KUMAR GHOSH	500000	DEVELOPMENT

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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	BBIT	Yes	Constituted Committee
Administrative	Yes	BBIT	Yes	Constituted Committee

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

The PTA of the College is playing a pivotal role in the efficient functioning of the College. The PTA is very active in giving all kinds of support and assistance towards the development of the College. Students who excel in arts, sports and in other fields are also duly recognized by the PTA. The PTA holds regular meetings to discuss matters relating to the progress of the College. At least three general body meetings are held every year and extra ordinary meetings are held as and when required. Parents' meeting on class basis are also convened to analyze the performance of each student in the curricular and co-curricular activities. The PTA of the College is maintaining close relationship with the College and authorities to strengthen the higher education programmes initiated in the area.

6.5.3 – Development programmes for support staff (at least three)

Proper ID cards have been generated for all teaching and non-teaching staffs. Promotion Schemes, Supportive Staff welfare is taken care., Health Care Programmes and Medical Check-ups are conducted, Indoor sports facilities, Swimming Pool, Gym are also available for the Staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Teachers are encouraged to acquire higher qualification through research, Complete Automation of Library and digital and virtual library may be provided, Collaborative linkages with industry and institutes of research may be undertaken, Students to be coached for NET, SLET and competitive examination and regular teaching hours may be increased, Improvement and maintenance of

> infrastructure and providing greater sports facilities needs to be urgently undertaken, Indoor sports facilities, Feedback mechanism from students, academic peers, administration and other stakeholders may be formalized, Orientation and training programmes for teachers may be regularly organized, Attempts should be made to attract teachers and students from other states for giving more exposure to existing students and teachers.

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	FDP ON PEDAGOGY AND PERSONAL EFECTIVENESS	05/01/2019	05/01/2019	05/01/2019	142
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Health	13/08/2018	13/08/2018	152	0
lecture on women protection law	27/09/2018	27/09/2018	85	92
Workshop on Sensitization regarding gender equity	20/11/2018	20/11/2018	11	91

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
25185 Kilowatts

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	Yes	11
Ramp/Rails	Yes	14
Rest Rooms	Yes	13

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	2	29/12/2018	4	WATER SAVING	WATER SAVING	359
2018	1	2	27/11/2019	4	MEDICAL CARE	HEALTH CARE	487
2019	1	2	16/01/2019	4	SWACHH BHARAT ABHYAN	HYGIENE	776
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Yes Separate code of conduct is prepared by the institute for the students .Teachers follow the code of conduct of MAKAUT University.	09/07/2018	Code of conduct (Service Rules) for Teaching Non-Teaching Staff. Responsibility and Accountability Teachers should handle the subjects assigned by the Head of the Department Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same. Teachers shall monitor the respective group of students who are attached to them. Assignment topics for each course are to be given to the students within a week of the beginning of the semester One internal examination should be conducted for 30 marks in each semester and the answer books are to be assessed, marks are to be informed to the students as well as sent the University. Teachers should be good and they should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and

successful. Value based education must be their motto. Teachers should maintain decorum both inside and outside the classroom and set a good example for the students. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. Teachers should sign the attendance register as well as register their attendance biometrically while reporting for duty. Teachers are expected to be present in the college campus atleast 10 minutes before the College time. Teachers should remain in the campus till the end of the College hour

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Free heath Check up	22/08/2018	22/08/2018	51
Soft Skill Development	05/10/2018	05/10/2018	80
Republic day	26/01/2019	26/01/2019	100
Independence Day	15/08/2018	15/08/2018	113
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Water Conservation and Management, Rain water harvesting structures and utilization in the campus, Usage of plastics bags strictly banned in the campus. Kitchen and plant waste are decomposed in compost pit. Providing green environment by cultivating organic vegetables and herbs. Recycle of waste papers by paper Mache art. Usage of Jute bags

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Transparency in Internal Assessment Evaluation Process. Scholarship initiatives for more beneficiaries.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.flickr.com/photos/bbitpict/albums/72157698443728940

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution is keenly interested on women empowerment by educating economically underprivileged students for the upliftment of the society. Hence the priority is given to the educationally and economically deprived students in admission. Further more Dyslexic students are admitted and special care is given for them. During University Examination, they are given extra time and if necessary scribes are also arranged. The Management has appointed visually challenged staff in the department of languages. The scholarship Committee enable the deserving students from both Central and State Government. Besides, the Institution provides scholarship for the meritorious students.The Vision, Mission and Objectives of the institution clearly points towards a value based education based on the curriculum of the affiliating university combining it with the core values. Budge Budge Institute of Technology runs under the aegis of Jagannath Gupta Family Trust. The college has completed 10 years of existence in and has a strong bonding with the local people. This includes a number of minorities and marginalized section students. The college successfully implemented the semester system. The focus is on skill development, career oriented programs, industry visit, industry - academia interaction and college have brought all these aspects under curriculum implementation and enrichment. Special attention is given to weak students especially belonging to SC/ST., OBC and minority groups. The students of Budge Budge Institute of Technology are not only guided to achieve excellence in the education but are thoroughly equipped with the knowledge of social perseverance and environmental sustainability. It lays special effort on students understanding of current environmental crisis and through its various schemes like energy conservation, waste management, rain water harvesting, plantation drives urges them to become eco friendly citizens. In keeping with our founder and the institution's vision of promoting the core values of justice, freedom, sincerity, truth and joy, BBIT has always given priority to the education of underprivileged women to empower them. The institution stresses on outreach programmes and inculcates in its students an awareness of the value of a holistic education and empathy for the less privileged sections of society. An active NSS and Social Service Cell organize outreach programmes for the student community. Through proper planning and strategies, the institution focuses at delivering to its best ability the vision of the college. The nation in general and the state in particular, is marred with the problem unemployment among educated youth. Therefore, the need for "Skill-based system of education" is becoming more vocal in present times. The college aims at creating a hatching ground for the students to develop their hobbies and achieve success in life. The two centres are steps towards facilitating the students with the required knowledge, experience and exposure to pursue their dreams with gainful employment. With the skills gained, the student becomes more determined and confident in facing the future. Institute's Web-Link: https://www.bbit.edu.in/

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Shaping the Future of Budge Budge Institute of Technology will always be a primarily aiming at scaling the intellectual environment of the institute, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. This includes aiming at inducting a better quality of students, faculty and intellectual output. BBIT Kolkata possesses certain faculty resources who are dedicated to the field of business research. The institution strongly believes that academic research can strongly contribute to corporate decision making and has a well developed research plan for the upcoming year. Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional activity. We are planning to conduct a large number of pre-placement activities for the final year students of various courses, so as to help them optimally utilise the benefits of placement opportunities. Rigorous academic research strengthens the input given to the management students at the business school, as also, ushers in a culture of critical thinking, creativity and fosters an inspirational learning environment. The institution plans to host a set of international conferences in the upcoming year. The objective of these research based forums will be to serve as inter-disciplinary and multi-disciplinary avenues for exchange of business ideas, best research practices and research outcomes, for the benefit of the corporate professionals, industry practitioners, academicians and researchers at large. Research workshops and special sessions are also being organised with the intention of familiarising individuals with the latest developments pertaining to research methods, technological evolution and research paper writing, thereby aiming at increasing the intellectual output of the institution. The plan of action for the said academic year would be in sync with NAAC guidelines. • To ensure fair access to and affordability of academic programmes for various sections of society • To enhance outreach programmes for the members of the backward community • To enhance the number of smart class rooms in the academic departments • To provide infrastructure comparable to international standards • To introduce fully e-based system for different administrative processes like, admission, result publication, etc. • To strengthen the liaison among the stakeholders like, students, teachers, parents, employers etc. • To prepare and publish yearly academic calendar before the beginning of the academic year • To ensure 100 utilization of lecture timings • To make the subjects more interesting • To address student grievances • To enhance collaborative research among the departments and to take initiative for inter-institutional collaboration • To conduct greater numbers of seminars and workshops of National and International importance at our campus • To arrange special programs for teaching/non-teaching staff • To strengthen industry linkages • To strengthen alumni participation