



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	HERITAGE INSTITUTE OF TECHNOLOGY (AUTONOMOUS)
• Name of the Head of the institution	Prof. (Dr.) Basab Chaudhuri
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	03366270611
• Alternate phone No.	03366270622
• Mobile No. (Principal)	9830217296
• Registered e-mail ID (Principal)	principal@heritageit.edu
• Address	994 Madurdaha, Chowbaga Road, Anandapur, P.O.- East Kolkata Township, Kolkata-700107
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700107
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	21/07/2014
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the IQAC Co-ordinator/Director	Prof.(Dr.) Dinabandhu Bhandari				
• Phone No.	03366270681				
• Mobile No:	9830770921				
• IQAC e-mail ID	iqac@heritageit.edu				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://heritageit.edu/AQARAndIOACpdf/AQAR_HITK_2019_2020.pdf				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.heritageit.edu/PDF/AcademicCalendar2020.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.76	2017	22/02/2017	21/02/2022
6.Date of Establishment of IQAC			18/02/2016		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI	View File				
9.No. of IQAC meetings held during the year	4				

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Did IQAC receive funding from any funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Monitored the process of updating the course structures and detailed syllabus for B.Tech., MCA and M.Tech. degree programmes following AICTE Guidelines. Also got involved in the process of preparing the syllabus for the newly introduced B. Tech. courses on Computer Science (Artificial Intelligence and Machine Learning) and Computer Science (Data Science) as per AICTE guidelines.</p>		
<p>Reviewed the progress of the online classes organized during the COVID-19 pandemic. Also reviewed the evaluation process adopted by the Institute.</p>		
<p>Provided input to the management of the Institute during the exercise for granting promotion of the existing members of faculty from Assistant Professor to Associate Professor through Career Advancement Scheme. Sixteen (16) members of faculty have been promoted during the year.</p>		
<p>Contributed to the documentation process for Extension of the Autonomous Status of the Institute.</p>		
<p>Contributed to the documentation process for participation in NIRF and AISHE..</p>		
12. Plan of action chalked out by IQAC at 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
Introduction of the new course B. Tech. in Computer Science (Artificial Intelligence and B.Tech. in Machine Learning) and Computer Science (Data Science)	Approval received from AICTE and the Affiliating University for two new under graduate courses.
13. Was the AQAR placed before the statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Academic Council	23/12/2021
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
13/03/2020	13/03/2020

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	18
2.Student	
2.1 Total number of students during the year:	4240
2.2 Number of outgoing / final year students during the year:	1091
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	4116
3.Academic	
3.1 Number of courses in all programmes during the year:	841
3.2 Number of full-time teachers during the year:	266
3.3 Number of sanctioned posts for the year:	266
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	71
4.2 Total number of Classrooms and Seminar halls	65
4.3 Total number of computers on campus for academic purposes	1071
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	327.91

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Heritage Institute of Technology (HIT), after receiving the autonomous status, has taken cognizance of major developments in the global scenario of scientific and technological advancements and is continuously striving to instill the skills required by the industry and society at large, in its students. The Institute believes that the curriculum should be designed in such a way that the rising needs of the present dynamic society get fulfilled.

In this endeavour, the curriculum design, development and implementation process at Heritage Institute of Technology are done keeping in mind the local, regional, national and global needs. The curriculum is designed and implemented according to the guidelines of AICTE and UGC adopting Outcome Based Education (OBE). Each curriculum contains properly defined OBE components, viz., Program Educational Objectives (PEOs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs).

Development of curriculum is a continuous process at HIT. All the basic elements of curriculum development, viz., relating the units of the course content to learning resources, choosing the appropriate strategies for curricular transaction, suggesting the suitable media, exploring relevant learning experiences and progressive testing of the achievement of objectives through these experiences are meticulously considered during the curriculum development exercise.

The methodology followed at HIT for design of curriculum follows a bottom-up approach. A preliminary draft of the programme curriculum along with the individual syllabus of each course is prepared by the members of the faculty. The curriculum and the syllabi of different courses are prepared to fulfil the basic objectives of Outcome Based Education (OBE). The COs of each course are defined in accordance with the twelve POs adopted by National Board of Accreditation (NBA). During the time of framing the curriculum due inputs are taken from the curriculum/syllabi of reputed IITs, Universities, NITs and other similar engineering Institutes. Feedback from alumni and relevant industry experts are also considered. The draft curriculum is placed before the Board of Studies (BOS) which includes, apart from all the faculty members of the concerned department, representatives from other departments, alumni members of the concerned department and external experts from industry as well as academia having domain knowledge in the respective field. After having the approval of BOS, the curriculum and syllabi are placed before the Academic Council of the Institute for the final approval. Periodic reviews are made as and when felt necessary for any modification in the curriculum following the guidelines of AICTE, UGC and the affiliating University, namely, Maulana Abul Kalam Azad University of Technology (MAKAUT).

The advantage of autonomy is thus fully utilized by offering courses with the transactional paradigm focus on whether or not the current needs of different stakeholders, especially students, have been met and whether the negotiated learning events have met the participants' satisfaction.

The list of courses that are relevant to the national, regional and global developmental needs and having linkage with Govt. of India's initiatives are uploaded in additional information with detailed justification.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.heritageit.edu/Programmes.aspx

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

10

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

726

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

240

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

18

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Heritage Institute of Technology has explicitly mentioned in its vision that its main objective is to prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values. It strongly believes that holistic development of the students is only possible in reality if successful integration of cross cutting issues relevant to professional ethics, gender, environment and sustainability, human values and most importantly professional ethics could be done.

In order to meet this challenge, the Institute has designed different courses to cater to the needs of the students. It is believed that such student-centric curriculum development will empower them to become professionally successful through logical reasoning and decisions in times of crisis as well as to be a leader in the technological development in the domain area.

In this endeavour, curricula have been designed taking advice of expert members of Board of Studies and Academic Council to meet the learning needs of all elements of Outcome Based Education. The curriculum emphasizes on enhancing domain knowledge, experimental

skill and self-confidence. Compulsory courses like Human Values and Professional Ethics and Environmental Science have been introduced to prepare the students to be socially responsible citizens. The institute has judiciously applied its academic flexibility to introduce in its curricula the Choice Based Credit System. Students thus have the freedom to choose subjects of their choice for moulding their career. The curricula are tailor-made to suit the need of professional expertise of students in their future activities. Based on andragogic feedback received from industry, alumni and similar stakeholders, students are offered a broad range of professional elective and free elective papers to meet the new and emerging challenges which prepare them to accept professional leadership in their future life.

The advantage of autonomy in academic activity is fully utilized through periodic revision of the entire course curriculum. Based on the emerging need at national level in particular and global requirement in general new courses including core and elective papers are offered from time to time following the guidelines of AICTE, UGC and the affiliating university.

Thus the autonomy of the Institute has enabled it to offer unique need based course curricula which cater its students not only an excellent chance of good employability but at the same time nurture them as an individual with human values honouring professional ethics.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

318

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

2989

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

954

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni **A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.heritageit.edu/NAAC_Feedback.asp x
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

C. Feedback collected and analysed

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.heritageit.edu/NAAC_Feedback.asp x
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1067

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

6

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 students' learning levels and organises special programmes for both slow and advanced learners.

In order to uplift the slow learners, all the departments conduct bridge courses, remedial classes and several other remedial measures. The advanced learners are offered add-on courses and encouraged to complete courses, Short Term Training Programmes (STTP), internships etc. beyond the curricula.

Bridge course:

- Bridge courses are essential for most of the students to acquire additional skills.
- Skill Development Programmes, Personality Development Programmes, Mock evaluations and online tests on Technical, Aptitude and Soft Skills are some of the common bridge courses.
- These are mostly conducted by Training & Placement Cell and the faculty members of the Humanities Department. External experts are also involved as and when necessary.

Remedial Class

- Remedial classes, or special classes, are conducted for slow learners.
- As the lateral entry students join late with the regular students, such courses are also conducted for lateral entry students.

Add - on Courses for all:

- Intensive soft skill and technical / aptitude training is conducted prior to start of campus recruitment season.
- Students in the first and second year are given grooming sessions and group discussion training.
- The Humanities Department conducts soft skill and communication class room programmes in line with course curriculum.
- In addition corporate companies like TCS are invited and they conduct seminars on relevant topics for the benefit of the senior students.
- Students are also connected to the Infosys Campus Connect, TCS Campus Commune through which they continue to get guidance and training inputs from these organizations.
- The Institute has a Microsoft Innovation Centre which is

utilized by the students for various grades of training and certification programmers of Microsoft.

Value added Curricular and Extra Curricular Courses/Training;

Summer training for the students of pre-final year in line with curriculum requirement is also specially arranged through reputed organizations on specified technical and skill development programmes to improve their employability prospects.

Students are encouraged to participate in Value Added Courses offered by NPTEL-SWAYAM. The Institute is a local chapter of NPTEL-SWAYAM as well. Programmes are also organized for employability enhancement of students in technical and soft skill areas, especially tailored to the employer demands from time to time.

Special training is arranged for unplaced students to aid their selection by recruiters.

The Institute conducts employability evaluation tests by organizations like CMC, Aspiring Minds etc. to identify the areas of weakness of each individual student and address them suitably while conducting training programmes as above.

The advanced learners are encouraged to take part in Hackathons and other technical events and competitions at Inter-University/ State/ National/ International level. Special training is arranged by the concerned departments and student clubs for this purpose.

Students are encouraged to take part in the activities of different student chapters, namely,

1. Institute of Electrical and Electronics Engineers (IEEE) - Electron Devices Society (EDS) Student Branch Chapter (SBC)
2. Association for Computing Machinery (ACM)
3. Instrument Society of India (ISOI)
4. Indian Institute of Chemical Engineers (IIChE)
5. Indian Plumbing Association (IPA) Society of Mechanical Engineers, HIT-K

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/routines.aspx

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/07/2020	4240	266

File Description	Documents
Upload any additional information	View File

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:

Heritage Institute of Technology, since 2014, has formally adopted Outcome Based Education (OBE), which is a student centric teaching and learning methodology. All programs and courses are designed and revised by the Board of Studies and Academic Council, consisting of various stakeholders, in line with objectives and outcomes as felt necessary to prepare dynamic and caring citizens to meet the challenges of global society as stated in the Vision statement of the Institute.

As stated by David Kolb in his famous article on Experiential Learning Model (ELM), in order to gain genuine knowledge from an experience, the learner must have four abilities: willingness to be actively involved, ability to reflect on the experience, analytical skills to conceptualize the experience and decision making and problem solving skills. The teaching learning process at Heritage Institute of Technology not only focuses on Experiential Learning but also focuses on developing these four abilities as mentioned above among the students.

Various Experiential Learning practices of Heritage Institute of Technology are as follows:

Practicals: The curriculum of Heritage Institute of Technology is designed to ensure that students spend at least 50% of their time in

laboratories gaining hands-on experience of their theoretical studies.

Internships: Every year 100% students are sent to mandatory Internships in various reputed industries and organizations to harness their skill and knowledge. This also helps them to experience how the theories and experiments they are performing in laboratories are applied in practice.

Field Projects: Students are encouraged to take up field projects under the joint supervision of faculty members and industry experts.

Industry Visits: This is a regular practice at Heritage Institute of Technology which enables students to experience the functioning of various technological aspects of an Industry and subsequently add components to their industry readiness,

The teaching-learning process at Heritage Institute of Technology is mostly 'with' the students rather than 'for' the students where the teachers and students form a team and the outcomes are owned by the team rather than any individual. Few examples of Participative Learning practices at Heritage Institute of technology are as follows:

Classroom Interaction: Classroom Interactions at Heritage Institute of Technology manifests on changing instructional role towards more support and negotiation over content and methods and focuses developing and supporting students' autonomy of critical thinking.

Peer-Learning: During project work students' collaborate among themselves and share their knowledge and skill.

Conferences/ Seminars/ Webinars: The Institute organizes these events regularly and encourages students to participate and interact with resource persons and peers.

Use of Technology Stack: Google Classroom is being used as a LMS so that students and teachers can always stay connected and participate in academic discussions.

Club Activities: Students conduct several competitions, workshops and lecture series as part of activities of 22 Student Clubs at the Institute.

The Mission statements of Heritage Institute of Technology includes "To provide an environment for critical and innovative thinking, and

to encourage life-long learning.” In line with that, the Institute fosters creativity, critical Thinking and problem solving abilities by

1. Assignments: Containing application oriented real-life problems.
2. Project-based Learning: Mandatory project work by all the students.
3. Case-based learning: Explaining concepts through proper case studies, wherever possible.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://www.heritageit.edu/NAAC_Certificates_ofstudents_undertaking_fieldwork_projects_in_ternships.aspx

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Since inception, Heritage Institute of Technology has promoted the usage of ICT enabled tools in the teaching learning process. As a result, all the classrooms are ICT enabled with

- overhead projectors and
- wi-fi connectivity

11 the computer laboratories are equipped with

- 1:1 student to computer ratio, with computers having state-of-the-art configuration and
- LAN connectivity

Adequate number of computers with internet connectivity is available at the Central Library as well where students can access digital contents, e.g., IEEE Journals, NPTEL Courses, E-Books, Question Papers of previous years etc.

Wi-fi connectivity is available in the entire campus so that

students can log-in with their institutional email account and use the facility for their academic activities.

During the pandemic from March, 2020, in order to minimize the academic loss of the students, faculty members adopted 'Education in Emergency' and started conducting online classes from 23rd March 2020. Both students and faculty members have responded promptly in getting accustomed with the transition of andragogy from traditional face-to-face teaching-learning process to online teaching-learning process. Necessary guidelines regarding the modus-operandi of online classes and evaluation procedure have been circulated through emails by the Principal, Dean, Controller of Examinations and Associate Dean. The management of the Institute provided every possible support in this regard. Faculty members conducted thorough research to prepare instructional design suitable for online mode of teaching by reading articles and watching tutorials in various online platforms, attending webinars and discussing among peer groups. Initially, both the students and faculty members faced some tethering problems in getting accustomed with the online platforms and tools but with their untiring efforts they had been able to overcome. Online platform that is used to conduct classes is Zoom, Google Meet or Webex, depending on the individual's comfort zone. Google Classroom is being used by all the faculty members to apply the flipped classroom strategy. Faculty members are uploading various learning resources such as articles, pre-recorded videos, YouTube links, assignments etc. on the respective Google Classroom on a regular basis and students are also responding to those very well. Various online tools such as Kahoot, Quizizz, Mentimeter etc. are also being used by some of the faculty members to make online classes more engaging. Once thought impossible to conduct virtually for some cases, all the laboratory classes are also being conducted online. In many cases different open source simulation softwares are being used for conducting laboratory classes online. For laboratory classes where such softwares is not available, Institute has created facilities for recording videos, having proper resolution and acoustics, of the experiments that have been done by the faculty members in laboratories. While recording such videos, the members of faculty and technical assistants explained every single step of the concerned experiment with great care so that students face no difficulty in understanding. During the online laboratory classes, faculty members are referring to those videos while explaining the concerned experiments. Links to those videos are also provided to the students so that they can complete the lab assignments comfortably. Though initially few students faced issues due to the 'digital divide' but such problems also got resolved in due course of time and it was observed that close to a cent percent of the

students are attending almost all the online classes which is a phenomenon that could not be seen in the previous years.

Heritage Institute of Technology went into a partnership with Coursera, a premier organization offering online courses on emerging topics, under the 'Coursera for Campus' program. This partnership enabled students to learn emerging topics of their choice from the best resource persons of the world in that domain and that too completely free of cost for a span of six months. Many students have successfully completed a large number of courses among the available ones and earned certificates which will be valuable for their career. In fact, during this pandemic students of the Institute have completed more than 4000 various online courses, internships and training programmes offered by the leading universities, institutes and organizations of the world such as Stanford University, John Hopkins University, University of California (Irvine, San Diego), Yale University, Imperial College London, University of Michigan, Duke University, DeepLearning.AI, Google, Microsoft, NPTEL etc. through various online platforms such as NPTEL, Coursera, Udemy, Internshala, LinkedIn Learning etc.

There is no denying the fact that due to the advancement of technology, there was already high growth and adaptation in education technology and online education. COVID-19 has just accelerated that growth and adaptation. It is believed that the teaching-learning process in future has to be a proper combination of face-to-face, synchronous and asynchronous learning. Keeping that in mind, all the stakeholders of Heritage Institute of Technology are continuously engaged in exploring the best practices for the best interest of the students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.heritageit.edu/NAACDoc/1412685186232Link.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

266

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar:

The Principal of the Institute, in consultation with the Deans, Registrar, Controller of Examinations and Heads of the Departments prepares Academic Calendar for every academic session, in accordance with the guidelines notified by UGC, AICTE and the affiliating university, namely, MAKAUT. Academic Calendar consists of information regarding duration of classes and examinations, inter-semester breaks, registration dates, holidays etc. so that students can plan their activities accordingly.

Such an Academic Calendar is strictly adhered in all respects unless any change becomes necessary due to any circular by the UGC, AICTE or MAKAUT under any unforeseen emergency situation like outbreak of COVID-19. The Academic calendar is published on the website of the Institute and in the College Diary at the beginning of the academic session.

Timetable:

The time table is planned and prepared well in advance for each semester. A Routine Committee is formed with nominated members from each department for this purpose. The Convener of the Routine Committee ensures that the schedule of academic activities as per the Academic Calendar is carried out without any inconsistencies.

In addition to the courses as per the curriculum, slots are kept open for Remedial Classes, Value Added Courses like Soft Skills, Life Skills etc., Interactive Sessions with HoDs and Library Accession.

Teaching Plan:

The Teaching Plan, in accordance with the syllabus, is prepared by each one of the faculty members and is circulated among the students.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

266

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

110

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

2143

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

3

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The objective of the examination system at HITK is to expose students to continuous evaluation rather than focus only at term end exams. This system ensures that the students develop the ability to study regularly and do not need to put any extraordinary work towards the end of the semester. This system also puts the onus on students to perform consistently and not study in a sporadic manner.

Each discipline of the B.Tech / MCA / M.Tech. programme consists of the following three components:

(a) Theory papers (b) Practical papers (c) Sessionals

a) Theory Papers:

Under this classification each theory paper is evaluated on the basis of 100 percentage points, sub-divided into the two categories:

(1) End-semester examination: 70 points (2) Internal Assessment: 30 points.

b) Practical Papers:

Every paper in this category shall be evaluated out of 100 percentage points, divided into two categories.

(1) End-semester examination: 60 percentage points (2) Laboratory Sessional: 40 percentages points

c) Sessional Papers: 100 points

End Semester Examination System

- A comprehensive examination rule and academic regulations are prepared, publicized and available on the website. (<https://www.heritageit.edu/PDF/StatutesRegulationsRules2.pdf>)
- Question banks are prepared for all the courses and is available in the Institute Library.
- The examination schedule is published on the institute website and communicated to the students. (<https://www.heritageit.edu/ExamCell.aspx>)
- At least two tests are conducted at near-identical intervals. The best performance is considered for the final reckoning (15 points out of 30 points of Internal).
- The course teachers conduct at least 2 unannounced quizzes during the lecture/tutorial class and suitable number of home assignments are cleared by the student within stipulated time (10 points out of 30 of internal assessment)
- Attendance regularity and participation in the class carries 5 points of internal 30 points
- Based on the recommendations of the respective HOD's and

approved by the Principal, the COE appoints two paper setters for independently framing two sets of question paper and also at least one moderator, who is an external subject expert, for each course code. The final question paper is prepared from amongst the two above sets by the moderator in presence of COE.

- The COE appoints Head Examiners/Examiners/Scrutineers, as per the Exam rule of HITK, with the approval of the Principal & HOD.
- All the theory papers are evaluated simultaneously at the COE office.
- For Practical papers continuous assessment of the laboratory classes for the entire semester carries 40 points.
- There is an End Semester Examination in each laboratory item . The evaluation is done based on: • Organization of the experiment • Actual data generated and the actual conduct of the experiment assigned. • Data analysis/Synthesis and Conclusions etc. (40 points)
- A comprehensive Viva-Voce seeking general awareness of the lab subject.(20 points).
- Sessional which is conducted outside the institution viz., Industrial training, Co-curricular / Extra-curricular participation etc. - assessment is made on the basis of Supervisor's assessment, report submitted by the student, if any, participation & attendance, and Viva-Voce conducted by a Departmental Committee, constituted by the Departmental Head and duly ratified by the Principal. In some cases, external subject experts are also appointed to oversee the evaluation process.

Disciplinary Measures:

- A Board of Discipline comprises of (i) Principal - Chairman, Ex-Officio, (ii) Dean (UG), Ex-Officio, Member, (iii) Dean (PG & Research), Ex-Officio, Member, (iv) Registrar, Ex-Officio, Member, (v) Controller of Examinations, Ex-Officio, Member Secretary look up all cases of breach of discipline in connection with examinations and is reported with relevant documents and details.

Re-examination:

- A candidate can apply for post publication review (PPR) within stipulated time from (but excluding) the date of publication of result, for one or more subject items of the just concluded end-semester examination on payment of a prescribed fee to the Institute as per details indicated from time to time through notification.
- After the result of PPR is declared, a fresh grade sheet is issued to the candidate incorporating changes.

Grade Improvement:

- A candidate can apply to reappear in a regular examination of an already passed paper to improve the grade by depositing the requisite fees. Maximum number of such attempts is in two (2) theory papers in the entire degree program for a regular student.
- A student who has already completed all curricular requirements but not awarded the degree due to securing a DGPA below 6 can reappear in a maximum of four (4) theory papers in a semester till he/she attains a DGPA of 6. In order to receive the degree, a student must complete all curricular requirements and secure a DGPA of 6 or more within the maximum period stipulated by the affiliating University, MAKAUT, WB.

Graduation Ceremony:

- In January of every year Institute organise graduation ceremony to distribute the medals (Gold, Silver and Bronze) and degree certificates to the graduands.
- Renowned academicians, motivators are invited in the said ceremony.
- Vice Chancellor of our parent university used to give away the medals.

Online Examination System (for Pandemic Situation):

- HITK has developed methodology to conduct online examination and subsequent digital evaluation system

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://heritageit.edu/ExamCell.aspx

2.6 - Student Performance and Learning Outcomes

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

- The statements of Course Outcomes have been prepared by the subject experts describing significance and essential learning that learners have achieved at the end of a course. Attainment of COs in each course is evaluated based on the performance of students in the Class Test, Continuous Assessment and End-Semester Examinations.
- Program Outcomes and Program Specific Outcomes have been prepared by senior members of faculty of each Program in consultation with other members and stakeholders, viz., alumni and employers.
- All these outcomes are aimed to prepare students both technically and mentally suitable to serve the needs of industry in particular and society in general by imparting cutting edge technology, interdisciplinary expertise, human values and self confidence.
- The course and program outcomes for each syllabus so prepared are placed in the BOS of the respective department and its recommendation is sent to the Academic Council for final approval.
- While setting question papers, the concerned paper setter pays utmost importance to ensure that allied Course Objective is clearly reflected in each question.
- Students are provided with the course plan at the outset of the academic session and lecture materials are also given to the students during the progress of the session. Both of these contain clearly defined Course Outcome so that students can understand what they would achieve through this course.
- All the departments of the Institute pay utmost importance and

care to communicate its students and other stake holders their Program Outcomes (POs) and Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) through a wide range of platform. These include and not necessarily limited to Webpage of concerned department and prominent places of the department, viz., Notice Board, Class Room, Office of the Head of the Department, Laboratories

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://www.heritageit.edu/Programmes.aspx

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institute follows a rigorous procedure for evaluating the attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs).

Course Outcomes: These are the abilities and skills the students are expected to possess after completion of a particular course in the curriculum. These attributes are expressed in terms of clearly measurable and/or observable performance metrics. 4 – 6 COs are prepared for each course by the faculty members of the Institute teaching that particular course. The outcomes are prepared in accordance with the procedures specified by Bloom's taxonomy.

Program Outcomes: These are attributes which are expected to be possessed by students at the time of their graduation. These attributes for an engineering graduate include problem identifying and solving skills, communication skills, knowledge of societal, environmental and ethical issues related to engineering profession, teamwork skills etc. All the programs in the Institute have framed POs in accordance with the guidelines of NBA.

Program Specific Outcomes: These refer to skill sets and knowledge gained by the graduating students which are specific to the program of study. Each program in the Institute has its own specific outcomes developed by the faculty members of that program after consultation with external experts from industry and academia.

Attainment of COs: The data for evaluation of direct attainment of course outcomes are gathered from Class Test, Continuous Assessment and End-Semester Examinations. The questions set in the examinations are mapped with the course outcomes for that course.

Attainment of POs and PSOs: Attainment of POs and PSOs are assessed by mainly two methods:

a) Direct Assessment

b) Indirect Assessment

Direct Assessment is based on data collected for the assessment of CO attainment from internal and semester end examinations. Indirect Assessment is based on surveys conducted among employers, research guides, alumni and parents who are the major stakeholders of the program. These surveys mainly record the perception of the stakeholders about the graduating students of the program in terms of the defined POs and PSOs. The assessment is carried out at the end of every academic year. Exit interviews are also conducted among the graduating students to record their feedback about the level of graduate attributes they have attained on completion of the program.

For Direct Assessment, the COs are mapped with the POs and PSOs, where weightages are assigned to each CO depending on how much it contributes to the attainment of a particular PO/PSO. The attainment levels of all the COs of a particular course, calculated from the internal and end-semester assessments, are then mapped with each PO/PSO after weighting with the weightage factor. The average of these is recorded as the contribution of the overall course to the attainment of each PO/PSO. This exercise is carried out for some defined courses in the curriculum (10 courses which contribute the most to the attainment of PO/PSOs). The results are recorded in a Program articulation Matrix and the average attainment level of each PO/PSO from all the COs is calculated.

POs/PSOs are also mapped with the Program Educational Objectives (PEOs) which are long term attributes expected to be possessed by a graduate of the program. The CO, PO and PEO attainment levels are analyzed every year for identifying curricular /pedagogical gaps and taking corrective actions.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/Programmes.aspx

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1091

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://www.heritageit.edu/NAAC_ExaminationCell.aspx

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://www.heritageit.edu/NAAC_Feedback.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institute was started with the primary objective of producing competent graduate engineers who will be the work-force in various industries like IT, and core sectors. State-of-the-art laboratories were set up so as to train the students in engineering applications. Gradually Masters programmes were initiated and a need was felt to upgrade the laboratories. The laboratories of Biotechnology, Applied Electronics and Instrumentation Engineering, Electronics and Communication Engineering, etc., got gradual face-lift with

continuous addition of set-ups and facilities. The idea was to give the students the flavor of research and also to give impetus to the members of the faculty to undertake research work.

Every quarterly meeting of the Board of Governors makes an assessment of the R & D activities of the institute and publications made in the quarter are placed before the BOG.

When the members of the faculty complete Ph.D., their salaries are enhanced through increments in accordance with the University Grants Commission regulations. Also, on the Foundation Day of the institute, members of the faculty making substantial contributions in research are identified and rewarded through Certificates and Cash Prizes. This has been going on for years, from the time when the accreditation by the NAAC was not mandatory. Thus, right from the inception, the institute, having had its aim of producing competent graduate engineers, set its target to build research slowly but steadily. In meetings after meetings, the members of the faculty were told to publish research papers in reputed journals. But the publication guidelines were not made mandatory as there was no restriction on autonomy in teaching and research. The institute has believed strongly in autonomy of the faculties and firmly believes that good research cannot be done through regulations. The desire to make solid research contributions stems from an urge from within and our vision statement clearly states "Atmodeepo Bhobo". Enlightenment talked about in the Mantra itself is the crux of the institute's research policy and members of the faculty are encouraged to make substantial contributions in research, not in terms of numbers, but in terms of quality of research. During the Covid Pandemic, the institute had taken up an ambitious project of developing oral vaccines against the virus and steps to do clinical trials have been completed.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.heritageit.edu/NAAC_Research.asp x
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research**3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)**

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

6.94

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

5

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/NAACDoc/342375213_3.2.2_Research_Projects.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

25

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

5

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://www.serb.gov.in/home.php
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The establishment of the institution itself is an innovation: building structure after structure on the wetlands in the Eastern Part of Kolkata was a success story by itself. During the initial years, members of the faculty who joined the institute are still working with the institute because they saw the commitment and the innovations in building the institute. There was no compromise in the academic quality of the courses and the delivery mechanism and that is why year after year, through the last twenty years, the institute could entice students to the extent that 95% of the undergraduate seats have been filled every year. Socio-economic reasons compel the students to take up jobs right after graduation. So, Masters Programmes have to run with a small number of students. This is interesting to ponder over the matter: the better the quality of the undergraduate engineering programmes in a private institute, the better is the placement and naturally lesser number of students comes to the Masters programmes. There are some dedicated centres of research under the Department of Biotechnology, and Electronics and Communication Engineering.

In recent years, students passing out of the institute have shown remarkable entrepreneurship skills. For example,

Collegeshala

Founded by Mr. Upamanyu Chatterjee, EE, Batch: 2018-2022 and Mr. Fazal Mustafa, IT, Batch: 2018-2022) is a community driven edtech platform aiming to cater to the 20 million non- technical undergraduate students of the country. Collegeshala brings curated content from experienced professors of local universities. Collegeshala has also partnered in building and implementing one of India's only digital classroom software, named Lecture Rooms. Currently, the company is operational in West Bengal & Jharkhand. Recently, Collegeshala has raised a seed round of 1.83 crores from

Indian edtech startup Lecturenotes.in and Singapore based HNI investors. The website of the company is www.collegeshala.com .

Paving+ (RAU Industries LLP)

RAU Industries LLP is a startup cofounded by Ranjan Kumar Gupta (Civil Engineering, Batch 2017-2021), Anushka Nayak (EE, Batch: 2016-2020) and Upamanyu Chatterjee (EE, Batch 2018-2022). The objective is to manufacture bricks and paver blocks from a plastic-waste based material patented by Mr Ranjan Kumar Gupta. The bricks and paver block so manufactured are of superior quality and available at one tenth the market price. The start-up got mentored by the Entrepreneurship Development and Incubation Cell (EDIC), HITK. The startup came first at NIT Durgapur and was invited to the National Festival of Innovation and Entrepreneurship, organized by National Innovation Foundation, which has the Hon'ble President of India as its chief guest. It was selected as one of India's top 20 startups at Global Entrepreneurship Summit organized by IIT KGP. It was also the winner of Entreprerna, organized by the E-Cell of Heritage Institute of Technology, Kolkata. Paving+ had been selected for incubation by the Bengal Chamber of Commerce at its new incubation facility in WEBEL Bhavan. The cofounders have had positive talks with the various foreign delegations, notably from Japan and Bangladesh, in their efforts to sell their product in foreign markets. Recently the company has received a seed funding of around 2Cr. and is having 3 production units in and around Kolkata. The website of the company is <https://rau-industries-llp.business.site/> .

The alumni entrepreneurs of the Institute are being featured in different reputed national and international forums as well. For example,

- Ms. Joyeeta Das (ECE, Batch 2002-2006) , currently Head of Artificial Intelligence at EVANA AG and a serial entrepreneur, has been awarded as FT 100 BAME leader, 21 Asian stars in UK Tech, 2021 , Top 100 Asian in UK Tech., 2018, 2019, 2020.
- Mr. Sarbajit Das (AEIE: 2003-2007), founder of Sundew Solutions got featured in The High and Mighty Power List 2021 by India Today

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.collegeghala.com

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

4

File Description	Documents
URL to the research page on HEI website	https://www.heritageit.edu/NAAC_Research.asp x
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

1

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/NAAC_Research.asp x

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

102

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

6

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

22.16

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Since inception, the mission statements of Heritage Institute of Technology include "To inculcate leadership qualities for serving the society." The students, staff and faculty members of the Institute remain involved in several extension activities throughout the year. Although there is no credit associated with such activities but according to the guidelines for Mandatory Additional Requirements (MAR), participating in such activities are mandatory for the students for getting the degree.

Such requirements have been made mandatory in order to create opportunities for the students to inculcate attributes, which are not restricted only to engineering knowledge and acumen. Industry needs professionals who can work successfully in teams, who have leadership qualities, who are alive to social and community needs and who can bring innovation and creativity to their work and who are also digitally proficient. Hence, in order to prepare its students to match these multiple requirements, the Institute, in accordance with the directive of the affiliating university, MAKAUT has created a mechanism of awarding 100 Activity Points over and above the academic grades. It is expected that the students will be involved in these activities at their own pace and comfort and such involvement will help them to serve, reflect and learn. It is expected that by the time students reach their Final Year, they would have developed themselves so well both through their studies in the respective technological field and through their active participation in the co-curricular and extra-curricular activities

as also through SAWYAM based learning activities that they would be well-prepared for contributing to every sphere of society and life.

The following activities of NSS wing and Rotaract Club at the Institute are few examples of such activities:

- COVID Relief Force
- Drops of Hope - Blood Donation Camp
- Wishes of Warmth - Blanket Distribution drive
- PAHEL - Covid essentials distribution drive
- SAVE THE DROP - discussion session on water crisis
- Sayannya - Ration Donation Initiative
- Let's be Aware - webinar on necessities and precautions of blood donation crisis of Covid-19 pandemic
- WAR - Wildlife Awareness Rally
- YAAR Session - Young Autistic Adults Recreation

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/NAACDoc/1467752867361Extension_Activities.pdf

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

56

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2105

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

19

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

10

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

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 equipments, etc.

The Institute is located on 8.3 Acres of land on a lush green campus with huge physical infrastructure to accommodate all departments properly. All the buildings are aesthetically designed and the campus contains a fully air conditioned indoor auditorium having 500 seating capacity with all modern facilities. A beautiful playground also constitutes a part of the campus'

The major part of the Institute consists of required numbers of highly equipped laboratories, 59 classrooms, 13 tutorial rooms, 4 drawing halls and 6 seminar halls along with boys and girls hostel separately. All the classrooms are well ventilated and well equipped with ICT facilities. All the laboratories contain equipment and instruments suiting the requirements of teaching and research, The Institute owns a huge library on 1858 sqm. area with total seating capacity 250. The library has a rich collection of 62664 books, 137 print journals, 3000 CD/DVDs, 216 e-journals, e-books (Delnet) and also lectures videos from NPTEL.

All the computers at the campus are connected with Gigabit LAN where every student can access a dedicated computer to do their project and laboratory assignments. In the Institute, every faculty is provided with a dedicated computer. Institute owns many softwares and the entire campus is embedded with a WiFi facility. All the facilities are maintained regularly. The total number of 1071 computers with internet facility and LAN is in operation. The entire campus is under CC camera surveillance for 24 hours. Infrastructure augmentation is a continuous process and a considerable amount of funds is allocated in the annual budget. .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/NAAC_ClassroomsAndSeminarHallswithICT_EnabledFacilities.aspx

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

The Institute has following facilities for the students

Auditorium

There is an Auditorium (Swami Vivekananda Auditorium) with 500 seating capacity which is centrally air-conditioned.

Health Care

A medical unit is available in the campus. In addition the Institute made arrangements with nearby hospitals for emergency medical treatment.

Transportation

Transportation is available from prominent locations in Kolkata at scheduled hours based on students' demand. Transport facilities for members of faculty and staff, as also for visitors, are available from Ruby Island.

Hostel

Board and lodging facilities are available separately for outstation boys and girls. Seats are limited and allotted on distance basis.

Banking

A branch of Punjab National Bank is located within the campus with ATM facility for the benefit of students and members of faculty & staff. It also extends various soft loans.

Postal facilities

All postal facilities are available at East Kolkata Township P.O. located nearby. Besides there is an arrangement with DTDC so that

members of faculty, staff and students can also avail themselves of courier services.

Cafeteria

The Institute has an excellent cafeteria. Multi-cuisine lunch and snacks are served in the cafeteria. Beside, a fast food restaurant-cum-convenience store is also there.

Students' Corner

Essential books, stationery etc., as well as reprographic facilities are available in the corner.

Common Room

The Institute has separate Common Rooms for boys and girls, equipped with indoor games facilities like table tennis, carom, chess etc.

Games & Sports

There are excellent facilities for outdoor games and sports like cricket, football, volleyball and basketball managed by a Sports Officer.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	https://heritageit.edu/Facilities.aspx

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

50

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

36.63

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- Name of ILMS software : Libsys
- Nature of automation : Full
- Version : LSEase (1.0) /2016
- Year of Automation : 2002 to till date

Features of LIBSYS

LSEase library management software flexible to run on any operating system & support for multimedia files. Interactive, screen oriented and menu driven user interface. It is a package bundled with basic library management modules . The various LSEase modules are: Acquisition, Cataloguing, Circulation, Serial. LSEase supports MARC 21 with full support for RDA. It supports AACR-2 and ISBD formats. Circulation can be handled using Biometrics, Smart Card, RFID based cards or standard barcode based cards. It supports various electronic resources like the Image and multimedia files. Bar-code ID cards can be printed along with an option of attaching members' photographs.

Central Library of Heritage Institute of Technology, Kolkata (HITK)

HITK library comprises the Central library and Departmental libraries. Central Library of the Heritage Institute of Technology, Kolkata (HITK) is situated in the Central Building, spreading over approximately 20,000 Sq. feet. The Central library is centrally air-conditioned and equipped with computers and communication network and has a seating capacity of 250 readers. This is equipped with CCTV, Anti Theft Solution system and also with Wi-Fi connectivity. The library is fully automated with LIBSYS library management

software (LSEase1.0) used for Acquisition, Cataloguing, Circulation, Procurement of books, Serial control modules and Web-OPAC, with barcode technology. Web-OPAC facilities are available from anywhere locally and remotely (<http://136.232.2.202:8380/opac/>) and also through Institute's Library webpage (<https://www.heritageit.edu/Library.aspx>) The barcode ID and scanner are used for charging and discharging the books.

The HITK library has a generous collection of Engineering & Management books, Reference, Humanities, Social Sciences and Career Guidance books (approx. 62664 as on 19/07/2021) , Scientific Journals etc. Separate stacking racks are maintained for books, journals, magazines and Newspapers. For cataloguing AACR2R and for classification DDC (23ed.) are followed.

"Semester Issue" facility: It is an additional facility provided to B. Tech and MCA students. They can retain books (normally one text book for each subject) for the entire semester.

Digital Library

The Central library of the Institute has a digital library section with 20 systems. It is run through D -Space software. It has a collection of e-journals from IEEE-ASPP, Delnet and Journal of the Indian Chemical Society, PCQuest, Voice & Data and Dataquest etc. The services provided by digital library (D-Space software) are available, at present, within the campus through the URL 172.16.0.4:8085/heritage . IP based access to DELNET is provided within the campus and also outside the campus through delnet.in (with User Id and Password) NPTEL lessons are accessible through LAN. Some of the current facilities include:

Institutional Repository

- Question papers of all departments (all semesters) under autonomous HITK.
- Bibliographical data of the publications of the Academics and others of HITK have been uploaded.
- All online journals/ databases subscribed by Heritage are listed with its respective URLs
- Course materials (National /International)
- Career Guidance
- List of CD/DVD
- NDLI services
- Alerting of new arrival of books
- Current content of journals

Digital Repository: URL : 172.16.0.4:8085/heritage

IEEE (ASPP): <http://www.ieeexplore.ieee.org>

Delnet : delnet.in (with User Id and Password)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://heritageit.edu/Facilities.aspx

4.2.2 - Institution has access to the following: e- A. Any 4 or more of the above journals e-ShodhSindhu Shodhganga

Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

11.49

File Description	Documents
Audited statements of accounts	View File
Any additional information	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 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

5

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

WHY IT Policy Required: --

Heritage Institute of Technology IT Policy sets the central policies that govern the responsible usage of all users of the Institute information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the Institute is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

This policy establishes Campus-wide strategies and responsibilities for protecting the confidentiality, of the information assets that are accessed, created, managed, and/or controlled by the Institute.

Applicability of IT Policy:-

This IT Policy applies to all Heritage Institute of Technology faculty, admin staff and students and all others using the IT resources, whether personally or of Institute owned, which access, transmit or store various types of related information.

Intention of This Policy:-

Each user of the Campus Information Resources must ensure that it is used for promoting the mission of the Institute towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

1. To ensure the integrity, reliability, availability, and superior performance of the Campus IT Systems
2. To ensure that the IT resources protects the official e-identity (allocated by the Institute) of an individual

3. To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

Resources USED:-

Network Devices wired/ wireless

Internet Access

Official Websites, web applications

Official Email services

Data Storage

Mobile/ Desktop / server computing facility

Documentation facility (Printers/Scanners)

IT Equipment Installation Policy:-

An individual in whose room the computer is installed and is primarily used by his/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

Computers purchased by the Institute should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, computers would be maintained by System Department on call basis. Such maintenance should include OS re-installation hardware support and checking virus related problems also.

All the computers and peripherals should be connected to the electrical point strictly through Central UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

Prohibitions:-

The users of the Institute shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including institute website, online admission systems, and

course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the Institute and e-Library resources.

The Institute shall stress upon the users to comply with Institute policies and legal obligations (including licenses and contracts).

The Institute shall strive to arrange for an awareness programme to acquaint the users with the effective usage of IT resources.

Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

Social Media Usage- Users must abide by the rules of the Institute towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.

Commercial Usage - The Institute IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under Institute rules.

Software Installation and Licensing Policy:-

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, Institute IT policy does not allow any pirated/unauthorized software installation on the institute owned computers. In case of any such instances, the Institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

Data Backup :-

Individual users should perform regular backups of their vital data in Google Drive. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on CD or other storage devices such as pen drives.

Network Resources Usage Policy: -

Hostels WIFI Facility:-

Usage of Wireless infrastructure in hostels is to enhance the accessibility of the internet for academic purposes and to browse exclusive online resources of the Institute for student's.

Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each and every area in each floor of every block will have the same kind of signal strength, coverage and throughput.

Access to Wireless internet is only an extended service and neither students nor anyone who is residing in the hostels can demand the service. Availability of wireless services solely depends on the discretion of the Institute and it has rights to stop/interrupt the services at any given point of time, if required for any technical purpose.

The access points provided in hostels are the property of Heritage Institute of Technology and any damage or loss of the equipment will be considered as a serious breach of Institute code of conduct and disciplinary action will be initiated on the student/s who are found guilty for the loss or damage of the Wireless Infrastructure or the corresponding equipment in the hostels buildings. In the event of any loss or damage to the wireless infrastructure, the Institute will assess the damage and the same will be recovered from all the students who are residing in that floor/building/hostel.

Policy Implementation: -

For implementation of this policy, the Institute will decide necessary changes in rules from time to time.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4240	1071

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**289.59**

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

Details of the policy:

The Institute established an effective mechanism for maintaining and utilizing Physical, Academic and support facilities. The Institute have separate departments for maintenance works headed by qualified Maintenance Manager. Maintenance is carried out on daily basis based on the complaints received through ERP in order to ensure effective functioning of the Institute. The instruments are calibrated by calibration agencies. Computers, CCTVs and few other electrical/electronic equipment have been put under AMC.

Systems for Maintenance and Utilization:

The Institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received as per the requirements.

Laboratory:

(a) Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

(b) The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.

(c) Laboratory rules and regulations are prepared and displayed in every lab.

Library:

(a) The requirement of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

(b) Suggestion box is installed inside the reading room. Continuous feedback helps in introducing new ideas regarding library enrichment.

(c) To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

(d) Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

(e) LIBSYS software with kiosk using RFID are used in Library.

Sports:

(a) The institute is having two big playgrounds of 77756.50 sq ft and 210000 sqft for outdoor games activities and separate common rooms of 1635.26 sq ft each for boys and girls for the purpose indoor games.

(b) Games and sports Facilities like Cricket, Football, Volleyball, Kabaddi, Kho-Kho, Badminton, table tennis, carom etc. are available.

(c) Institutional sports in charge is devotedly deputed for conduct of sports activities and maintenance of sports grounds/common rooms and sports equipment.

Computers:

(a) Separate as well as centralized computer laboratory facilities are available to facilitate student-computer ratio 1:1.

(b) ERP software is used for maintaining faculty attendance, purchase/procurement management, store management, maintenance module and almost all affairs of student management.

(c) The whole campus including hostels are covered with a centralized WIFI system.

(d) Open access journals facilities are available.

(e) All servers, storage boxes and computers are kept under AMC coverage.

Classrooms:

(a) The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.

(b) Campus Administrator looks after all day to day requirements to include facilities services, daily maintenance, sanitization etc.

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 benefitted by scholarships and freeships provided by the Government during the year

38

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

175

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://heritageit.edu/SoftSkill.aspx
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

920

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

607

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

58

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

107

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

43

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The basic objective of the Students' Council at Heritage Institute of Technology is to create a forum for involvement of students in the matters of student interest. The Students' Council not only organizes games, sports, technical and cultural festivals and publishes magazines, but also discusses academic and placement issues with the faculty and management. Students' Council creates an environment, which will be conducive for improved teaching-learning process and overall development of the students. The Students' Council has representation in various academic and administrative bodies of the Institute, e.g., Anti-Ragging Committee, Library Committee, Placement Committee etc.

The students, under the mentorship of faculty members manages the activities of 23 active student clubs or cells at the Institute, namely,

1. Robotics Club
2. Atmadweep (Quiz)
3. Gaming (Computer Games)
4. Geeks United (Coding and Technology)

5. Science Club
6. DebSoc (Debate)
7. HEGA (Environment)
8. Flyers (Aeronautics Club)
9. Sports Club
10. Anubhav (Drama)
11. Rotaract Club
12. Google Developer Students Club (DSC)
13. Language Club
14. Resonance (Music)
15. Anahita (Literary)
16. Entrepreneurship Development and Incubation Cell (EDIC)
17. Yoga Club
18. Ghungroo (Dance)
19. National Service Scheme, HIT-K
20. Pravasana (Photography, Film and Painting)
21. Fashion Club
22. TEDx HIT Kolkata
23. HULT Prize at HIT-K

Apart from the above-mentioned club activities, the students also manage the activities of the following student chapters under the guidance of faculty mentors:

1. Institute of Electrical and Electronics Engineers (IEEE) - Electron Devices Society (EDS) Student Branch Chapter (SBC)

2. Association for Computing Machinery (ACM)
3. Instrument Society of India (ISOI)
4. Indian Institute of Chemical Engineers (IIChE)
5. Indian Plumbing Association (IPA)
6. Society of Mechanical Engineers, HIT-K
7. ASME Student Section Enterprise

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://heritageit.edu/StudentsActivities.aspx

5.3.3 - Number of sports and cultural events / competitions organised by the institution

59

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association of Heritage Institute of Technology closely associated with various activities of the institute. The association is has contributed significantly during the year:

1. Provided feedback in the development of the academic aspects of the institute as Active members of various academic and administrative bodies of the Institute such as Board of studies, IQAC etc..
2. Delivered technical lectures on their current works and shared

their achievements in the respective departments and in ACM and IEEE students chapters.

3. Act as judges in cultural and sports competitions.

4. Helped in organizing Alumni Reunion events in January.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://alumniheritage.com/

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision:

To prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values.

Mission:

- To prepare students with strong foundation in their disciplines and other areas of learning.*
- To provide an environment for critical and innovative thinking, and to encourage life-long learning.*
- To develop entrepreneurial and professional skills.*
- To promote research and developmental activities and interaction with industry.*
- To inculcate leadership qualities for serving the society*

Core Values:

- Honesty or Uprightness**

2. Exceed
3. Equality of All
4. Diversity
5. Concern for Stakeholders

Strategies:

To develop, strengthen, and implement academic programs that are responsive to the mission of the Institute and to set a road map for pro-growth and pro-active development of HIT, the institute aims to achieve the following targets:

1. Expansion of the Institute in respect of Academic Programmes
2. To impart outstanding teaching and learning experience for all students at par with international standard
3. Enhanced R&D Activities
4. Industry-Institute Partnership
5. Collaboration with Educational Institution

Effective governance of the institution towards fulfilment of its Vision and Mission:

The organization has a strong governing body constituted as per the statutory provisions that explicitly adheres to the vision and mission of the Institute, thereby fostering continuous growth, development and excellence amongst one and all. The institute has a strategic and perspective plan and. e-governance is implemented in more than 80% of its activity. The rest are being implemented'

The Institute has an efficient and participative managerial body with defined functional areas and they review and assess the functions and responsibilities by conducting meetings with all its stakeholders at stipulated intervals

The Institute has various statutory committees where decision for handling several academic and administrative issues are taken by the Board of Governors, Advisory Council, Academic

Council, Boards of Studies and other statutory and non-statutory bodies. The meetings of the Board of Governors, Academic Council, and Boards of Studies are held regularly.

The College has evolved various effective knowledge development strategies among students for national development, fostering global competencies, enhancing entrepreneurial and professional skills and promoting use of technology with a quest for excellence. The College

also promotes value orientations and traditions and prepares dynamic and caring citizens to meet the challenges of global society.

The Institute has a formal policy to ensure and maintain quality through *Internal Quality Assurance Cell*. The Institute gives importance to feedback obtained from employers, parents, students and alumni.

The College has an Anti-Ragging Committee and Anti-Ragging Squad as per Supreme Court recommendations and AICTE guidelines along with a Grievance Redressal Committee and Internal Complaints Committee for the Sexual Harassment of Women at Workplace.

The Institute fulfils various societal requirements by conducting campaigns and programs through its Rotaract Club, Social Awareness & Community Service Club.

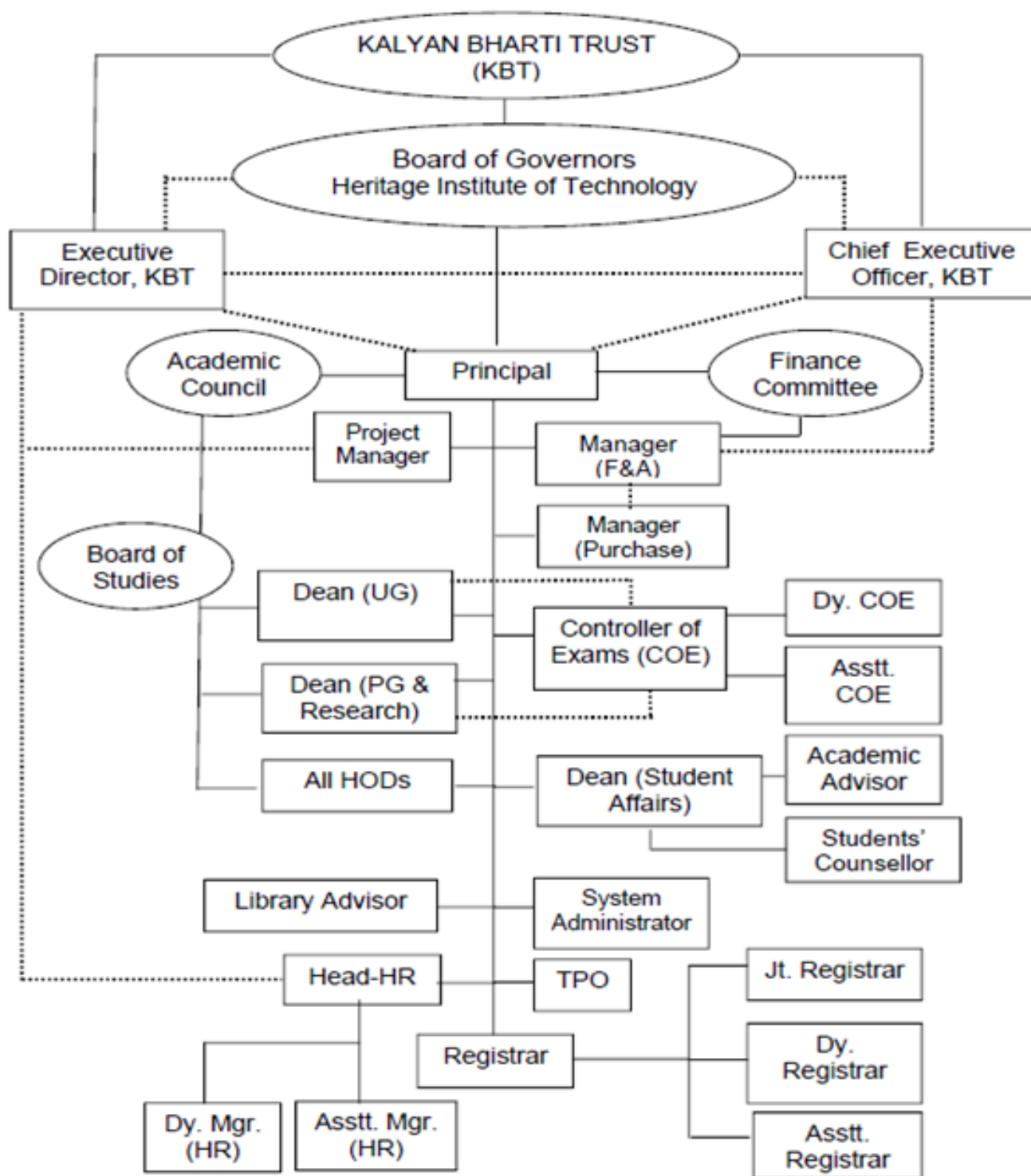
The Institute ensures complete transparency in budgeting, and expenditure. As a customary BOG and Finance Committee approve the Annual Budget. The monthly expenditure and budget utilization reviews and finalization of external audited balance sheet are done regularly.

Thus the Institute continuously enhances its quality to reach its vision and mission.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/BOG.aspx

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Since its inception the Institute has adopted a highly transparent mechanism in its management policies by successful adaptation of decentralization and participative governance in all its activities. The Leadership hierarchy in our Institute is as follows



i: Levels do not indicate positional status and hierarchy. Individual designations may change from time to time, with the approval of the competent authority, without disturbing the basic structure.

The Board of Governors (BOG) is the apex body responsible for proper management of the affairs of the Institute and exercises all such powers and discharges all such functions as may be necessary for the purpose affairs of the Institute. The Board of Governors ordinarily meet once in every three months. The minutes of the BOG meeting are published on the Institute website.

The principal is the academic and administrative executive

authority for implementation of the policies set by the BOG. He is responsible to implement the statutory regulations of AICTE and the affiliating University. By virtue of his position the Principal is the Chairman of the Academic Council, a statutory body having power to scrutinise and approve the proposals of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, panel of examiners etc., It also takes decisions on several administrative activities as laid down in the statute. The minutes of the academic Council meeting are published on the Institute website.

The head of the Department provides leadership for the academic administration of the program and is the Chairman of the Board of studies, a statutory body having power to

prepare syllabi for various courses keeping in view the objectives of the Institute,

interest of the stakeholders and national requirement for consideration and approval of

the Academic Council, suggest methodologies for innovative teaching and evaluation techniques, suggest panel of names to the Academic Council for appointment of examiners, coordinate research, teaching, extension and other academic activities in the

department / Institute.

The Finance Committee is an Advisory Body to the Board of Governors and is responsible for preparing budget estimates before the commencement of the financial year, maintaining a watch over the progress of income and expenditure provided for in the Budget, preparing revised estimate after the 2nd quarter of a financial year and making necessary arrangement for auditing the accounts at the close of a financial year..

The decentralized and participative management policies of the Institute are also delegated through various other Non-Statutory Authorities which include but not necessarily limited to :

(i) Planning and Evaluation Committee

(ii) Grievance Redressal Committee (other than sexual harassment)

(iii) Examination Committee

(iv) Library Committee

(v) Student Welfare Committee

(vi) Extra Curricular Activities Committee

(vii) Internal Complaints Committee (against sexual harassment).

All these salutatory and non salutatory bodies contain representation of major stake holders, viz., representatives of government, administrators, teacher, staff, employer, alumni, parents and students. Senior and competent faculties having administrative capabilities are nominated as Dean, Co-ordinator of IQAC, Controller of Examination etc.

Case Studies: Design and Implementation of Programme Curriculum:

The strategies followed by the Institute for implementation of Programme Curriculum are a classical example of decentralization and participative management.

Following is the process flow chart which is followed for the design of the program curriculum and individual syllabi:

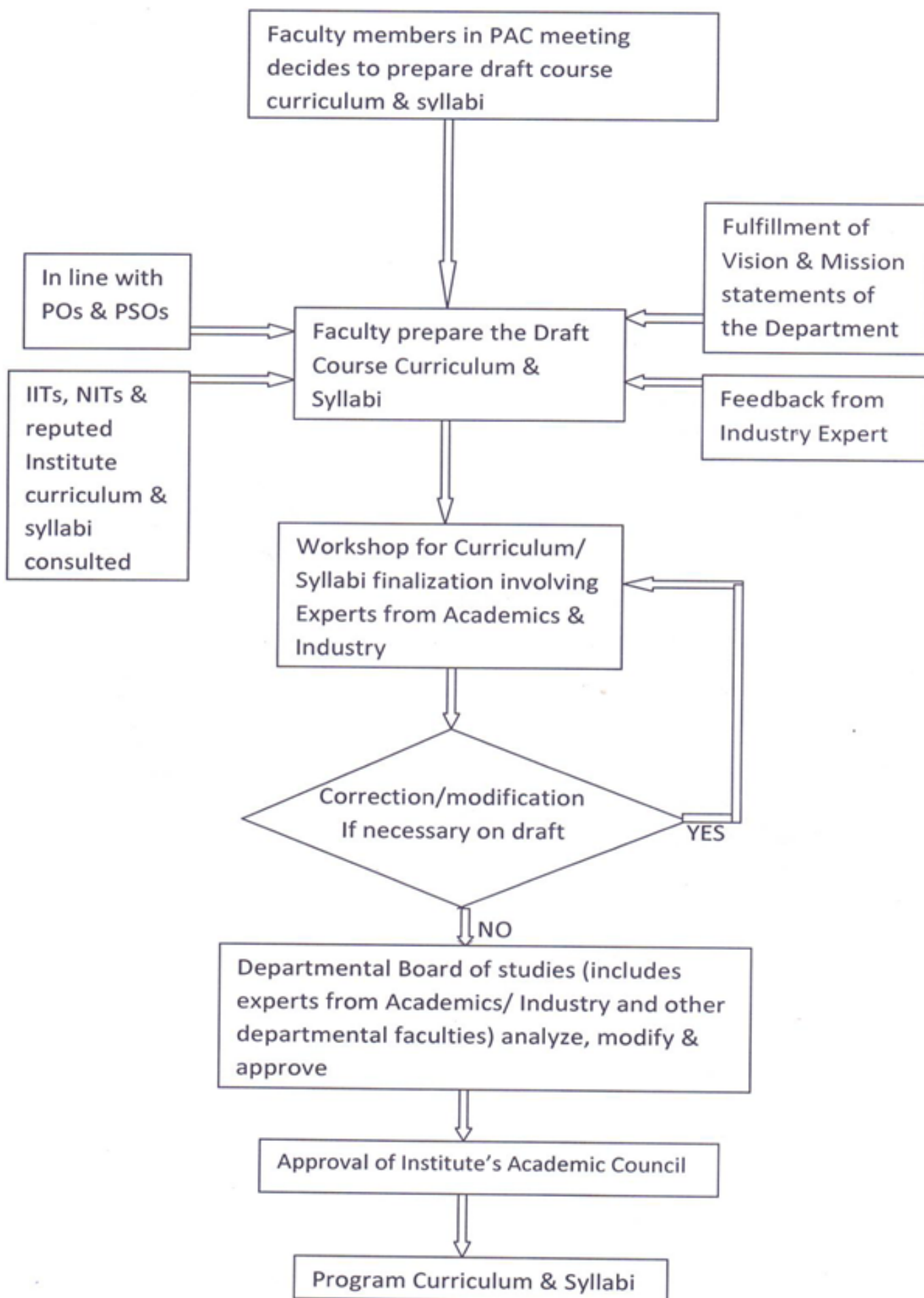


Fig 1. Flow chart showing the process of program curriculum and syllabi formation

The process of compliance of curriculum with POs & PSOs :

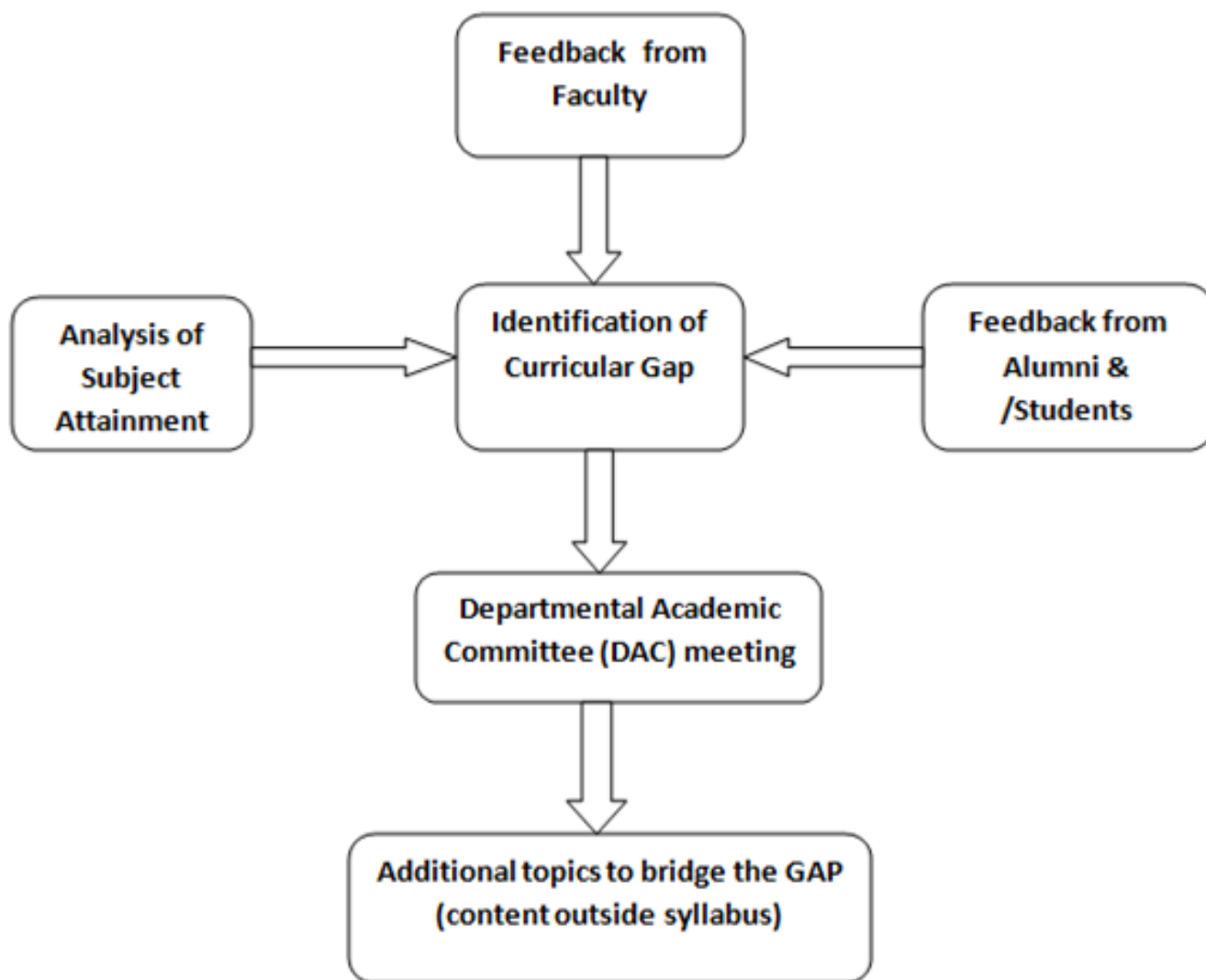


Fig 2. Flow chart showing the process of compliance of curriculum with POs & PSOs

Participation of Stakeholders in this process;

Feedback from students:

? Students feedback is the most important role in the program

? Student's feedback is considered for improving curriculum and syllabus.

Feedback from Industry personnel:

? Plays a great role in framing of program, establishment and POs / PEOs.

? Getting feedback from industry personnel for curriculum and syllabus.

? Finally the students go to industry, so their feedback is extremely important.

Feedback from Parents:

? Parents are important stakeholder for the entire academic program. Their valuable feedback and suggestions are also important.

Feedback from Alumni:

? Successful Alumni are the most important measure of success of the entire program. Their valuable feedback and suggestions help in curriculum and syllabus design to meet the need of Engineering Industry and Higher Education.

Allocation of Subjects to Members of faculty:

Before the beginning of Semester class, teachers send their subject option accordingly to their specialization to the HOD. A departmental subcommittee compiles the option and send their decision to the HOD who in turn finalizes the subject allocation in consultation with the concerned teachers. Usually, but not always subject allocation to an individual teacher is changed after a period of three years.

Committee and Cells:

The Co-Curricular and Extracurricular activities of the Institute are conducted by different cells and committee formed in a democratic way under the supervision of the Institute.

Participative Management:

The Institute believes in participative management. Participation of student member in the Academic Council and Board of Studies has been introduced. Similarly participations of alumni and experts from industry as well as academia in BOS are now in practice. Alumni Association and many clubs and cells (cultural and sports) s are

managed jointly by the students and faculty members and representatives from management.

Succession:

The Institute follows a top down management system. In case of non availability of the specified in charge, the next man in the order will automatically take the charge and disposes off the responsibility.

The case study discussed above is just an example of decentralized and participative management practice of the Institute. In a similar way the Institute has adopted a highly transparent mechanism in its management policies in all its activities by successful adaptation of decentralization and participative governance.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/PDF/StatutesRegulationsRules2.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

1. One of the major thrusts of the Institute was to bring in its fold Departments having commonality in courses and objectives. This could improve resource sharing and create interdependent bridges between/ among departments. A natural collaboration could thus result in. The Department of MCA was outside the ambit of the Heritage Institute of Technology (HIT). Right after getting the autonomous status, the institute thought of bringing the Department of MCA under the fold of the HIT. This stratagem of bringing MCA into the HIT was translated into reality during the period under review. The syllabi were modernized and new subjects were introduced. The teaching and learning process thus improved a great deal and students' enrollment saw impressive growth. Students' placements were encouraging too. It can be claimed that the strategy worked out well in favor of the institute more than expected.

2. Right from inception HIT had an edge over other colleges in the area of Computer Science. The introduction of subjects like Artificial Intelligence and Machine Learning, and Data Science was a natural follow-up under the tutelage of the Department of Computer Science. Thus, from the Academic Session 2021 - 2022, these subjects have been introduced in the HIT and the seats were filled in no time. The HIT claims that its foresight bore fruits.

3. The focus of HIT is to train students who can work in industry right after getting their degrees. Brilliant students are keen to join industry. If they could be retained for research, it would have been given dividends in the long run. HIT faculties are now trying to engage in research themselves and trying to involve students in research. Although the pandemic has brought in its wake roadblocks hitherto not envisaged, members of the faculty have developed quickly sanitization solutions. An automated mask with an appropriate filter for filtering exhaled gases and pumping in fresh ambient air has been designed by making use of 3D printer. There has been research on vaccine also and a state-of-the-art laboratory is being set up for the purpose. A good number of MOUs have been signed and members of the faculty are trying their best to do quality research work and publish them in reputed journals. It must be pointed out, however, that research is a long and engaging activity and it will take still some more time to make a dent on the research front.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.heritageit.edu/AICTEORDERPDF/2021_22AICTEOrder.pdf
Upload any additional information	No File Uploaded

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

By virtue of the autonomous status granted on recommendation of the University Grants Commission to Heritage Institute of Technology, Kolkata (HITK) under the affiliating university (MAKAUT) and in exercise of the powers conferred by Kalyan Bharti Trust, the Board of Governors of Heritage Institute of Technology has made the

statutes relating to Constitution, Powers and Functions of the authorities of HITK. The administrative authorities are as follows;

The following are the Statutory Authorities of the Institute:

1. Board of Governors
2. Academic Council
3. Board of Studies
4. Finance Committee
5. Internal Complaints Committee (against sexual harassment)

The following are the Non-Statutory Authorities of the Institute :

1. Planning and Evaluation Committee
2. Grievance Redressal Committee (other than sexual harassment)
3. Examination Committee
4. Library Committee
5. Student Welfare Committee
6. Sports & Extra Curricular Activities Committee

Option has been provided to constitute other bodies as and when required.

The Basic Organizational Structure (Organogram) is available on the website of the Institute.

Statutory Authorities:

Board of Governors (BOG):

The Board of Governors is responsible for proper management of the affairs of the Institute and may exercise all such powers and discharge all such functions as may be necessary for the purpose.

In particular and without prejudice to the generality of the foregoing provision, the

Board of Governors, in order to provide the instructional and other services necessary for

the efficient and effective functioning, shall exercise the following powers and discharge

the following duties :

(i) To create teaching, administrative, technical and other posts

under the Institute

and to ratify appointments thereto for the efficient management of the affairs of the

Institute and to regulate their recruitment and conditions of service, in accordance

with the Statutes, Rules & Regulations of the Institute and the relevant provisions made by other competent authorities like AICTE, UGC, affiliating university and the Govt. of

West Bengal

(ii) To provide necessary guidance for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline

(iii) to review the results of examinations and to suggest for academic improvements on the recommendations of the Academic Council

(iv) To ensure that all information returns, reports and other materials as required by AICTE / UGC / affiliating university or the Govt. of West Bengal are made available promptly

(v) To make sure that directions issued by MAKAUT are carried out expeditiously

(vi) To hold, control and administer the properties and funds of the Institute

(vii) To approve the Annual Budget on the recommendations of the Finance

Committee and sanction expenditure as may be required

(viii) To provide for promotion of welfare of students, their residences, health, recreation and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students

(ix) to enter into agreements for and on behalf of the Institute which will be signed

by the Principal as the Member Secretary of the Board of Governors

(x) To appoint Committee(s) or Sub-Committee(s) for disposal of any business of the Institute or for rendering advice in any matter pertaining to the Institute

(xi) To delegate to such extent, as it may deem necessary, any of its powers to any senior member of faculty or Committee or Sub-committee constituted by the Board of Governors

(xii) To perform such other additional functions and to carry such duties as may, from time to time, be assigned to it by the Kalyan Bharti Trust.

Academic Council:

The Academic Council has powers to:

(i) Scrutinise and approve the proposals of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, panel of examiners etc.,

provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Boards of Studies or reject it, after giving reasons to do so.

(ii) Make regulations regarding the admission of students to different programmes of study in the Institute.

(iii) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(iv) Make proposals to the Board of Governors for establishment of a new department /

centre for study and research.

(v) Recommend to the Board of Governors proposals for the institution of new programmes of study.

(vi) Recommend to the Board of Governors institution of scholarships, studentships,

fellowships, prizes and medals, and to frame regulations for the award of the same.

(vii) Submit each year its Annual Report to the Board of Governors.

(viii) Perform such other functions as may be assigned by the Board of Governors..

Boards of Studies:

The Boards of Studies have the following functions to perform:

(i) Prepare syllabi for various courses keeping in view the objectives of the Institute,

interest of the stakeholders and national requirement for consideration and approval of

the Academic Council

(ii) Suggest methodologies for innovative teaching and evaluation techniques

(iii) Suggest panel of names to the Academic Council for appointment of examiners

(iv) Coordinate research, teaching, extension and other academic activities in the department / Institute.

Finance Committee

The function of the Finance Committee is to:

(i) Prepare budget estimates before the commencement of the financial year

(ii) Shall maintain a watch over the progress of income and expenditure provided for in the Budget

(iii) Prepare revised estimate after the 2nd quarter of a financial year

(iv) Make necessary arrangements for auditing the accounts at the close of a financial year.

Internal Complaints Committee (against sexual harassment):

A policy against sexual harassment, as defined under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and

Redressal) Act, 2013, has been framed and duly approved by the Board of Governors, in terms of which there is an Internal Complaints Committee

Detail compositions and functions of all the above bodies are available on the website of the Institute

Functions of various bodies, service rules, procedures, recruitment, promotional policies, etc., are also available on the website of the Institute.

Non-Statutory Authorities:

Planning and Evaluation Committee

Planning and Evaluation Committee is the principal planning body of the Institute and is responsible for monitoring of its development and preparing the Road Map. Recommendations of the Planning and Evaluation Committee are placed before the Board of Governors for consideration and approval. Proposals relating to academic matters are processed through the Academic Council.

Grievance Redressal Committee (other than sexual harassment)

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment (other than sexual) and interpersonal coordination, shall be redressed through the Grievance Redressal Committee.:

Library Committee:

The Library Committee is constituted for the purpose of maintenance and management of the

Institute Central Library and Departmental Libraries. The Library Committee functions under

the control of the Board of Governors.

Student Welfare Committee:

The Committee is competent to:

(i) Formulate and make recommendations on matters of policy concerning all aspects of student welfare.

(ii) Implement the policy of the Institute in respect of welfare of students

(iii) Make recommendations to the Board of Governors on all matters relating to discipline amongst students

File Description	Documents
Paste link to Organogram on the institution webpage	https://heritageit.edu/PDF/OrganizationalChart.pdf
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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 interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Since inception, Heritage Institute of Technology has adopted various welfare measures for teaching and non-teaching staffs. The Institute has also provided the employees with various avenues for their career development. Following are some of the welfare measures, career development avenues and incentives available at the Institute:

1. Implementing QIP scheme of Govt. of India
2. Encouraging faculty members to complete their Ph.D. by granting special leave after registration for Ph.D.

3. Three additional increments in salary of the faculty members after completion of their Ph.D.
4. Promotion through Career Advancement Scheme
5. Award of Excellence to the members of faculty and staff every year in different categories
6. Employees' Provident Fund
7. Gratuity
8. Group Accidental Insurance Policy
9. Transport facility from nearby bus stop
10. Psychological Counselling for the members of faculty and staff members
11. COVID 19 vaccination camp for teaching and non-teaching staffs

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

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

1

File Description	Documents
Upload any additional information	View File
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 programmes organized by the Institution for its teaching and non-teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

65

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The activities and operations of the Heritage Institute of Technology are reviewed, monitored and evaluated by internal committee of the Institute, independent Internal Auditor & Statutory Auditor. The purpose is to conduct an objective examination of evidence and provide an independent assessment on the Activities and Operations (risk management, control and governance processes) of the college & contribute to the improvement of activities and operations of the college using a systematic and disciplined approach.

For the above purpose Independent Internal Auditors have been appointed and they conduct audit of various function periodically to ensure Internal control system regarding authorization procedures, record maintenance, safeguarding of assets, etc. The Auditors submit their observations to the Institute for review and corrective actions if any.

The Annual Accounts of the institute are audited by the Independent Statutory Auditor appointed for the purpose. Annual Accounts are

placed before the Finance Committee for consideration. Suggestions arising out of the meeting of the committee are duly considered in the Annual Accounts and the Statutory Auditors conduct the audit thereafter. The Accounts so approved by the Auditors are placed before the Board of Governors for final approval.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Broadly major internal resource mobilization by the Institute is through collection of Tuition Fee from students. It also generates resources from Examination Fee, Library Fee & Students' Welfare Games & Sports Fee. Fund is also mobilized from Research Consultancy works and Sponsored Research Projects.

To ensure proper and optimum use of the resources a strict budgetary control on expenditure is exercised. The internal and external audit are also carried out regularly and audit objection, if any, are taken care of.

Budget is prepared keeping in mind developmental criteria of the College. Funds collected are spent on payment of salary of teaching and non-teaching staff of the Institute and other activities. Accordingly provisions are made in the budget, which is prepared by

a team of experts under supervision of the Principal and then approved by Finance Committee. It is then deployed on different Heads of Expenditures in accordance with approval. The Institute utilizes its funds in a transparent manner.

Adequate funds are allocated for effective teaching-learning practices that include Induction and Orientation Programs, workshops, Inter-disciplinary activities, Training programs, Faculty Development Programs, Conferences, Industry Academia interactions that ensure quality education.

Adequate funds are utilized for development and maintenance of infrastructure of the College. The requirements of the laboratory equipments of various departments are duly considered and procurements are made accordingly. Budget is utilized to meet day to day administrative and maintenance expenses.

For enhancement of library resources requisite funds are utilized every year.

State-of-the-Art improvement through up-gradation of lab facilities in various departments is being setup. Renovation of classrooms, Labs and faculty rooms etc. are duly taken care off.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The primary responsibility of the Internal Quality Assurance Cell (IQAC) is to work towards the continuous improvement of quality and achieving academic excellence. Setting up processes to impart high-quality teaching requires commitment from the top management to the departmental level. It helps to identify and promote good practices to achieve the desired goal. This involves regular reviews of the existing processes, analysis of feedback received from the students, and recent developments of the technology and teaching process.

Finally, smooth implementation across departments and planning an effective support mechanism that meets the needs of teachers and students.

Heritage Institute of Technology (HIT) is on a mission of achieving excellence in teaching and research, empowering learners in achieving their professional goals, building the society and the nation, and relating learning with the highest human values. Institute offers a Master's degree and Research programs in 5 Departments and Undergraduate programs in 10 departments. The vision and mission of the institute are publicized in each department as well as it is emphasized well in its website, calendar, and prospectus. The curriculum each course is periodically evaluated and improved by institute level (AC: Academic Council) and department level (BOS: Board of Studies) competent committees. All departments plan and execute orientation programs, guest lectures, study tours, internships, industrial training, and many more activities to mark the goal.

A quality assurance system helps HIT to monitor and track core processes. IQAC helps to launch and monitor numerous initiatives grouped under the following headings:

1. Policy Framing and Monitoring: Setting the milestones, and then preparing a plan to reach there is most important. IQAC plays an important role in developing a quality culture at the institutional level, like policy framing, designing an action plan, and monitoring its execution to achieve the desired result. HIT adopts quality management strategies in all academic and administrative aspects. It has also implemented an academic audit mechanism at the institute level as well as department level.

2. Curriculum Designing and revision: Departments design a curriculum of individual courses keeping in mind the academic and industrial needs, and state of the art of each subject. The same is discussed in the departmental board of study (BOS) meeting. The BOS comprises of all faculties of the department, Academic and Industry experts. The BOS approved curriculum is then being presented before the academic council members for their concurrence. The co-ordinator of IQAC actively participates in all steps to finalize the curriculum.

3. Support the core process: Teaching-learning and research are the core processes in any HEI. The IQAC remains cautious to achieve goals set according to the vision and mission of the university. The IQAC also promotes research activities through financing conference

attendance, research awards, felicitation of achievers and setting up research and development Laboratories.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Academic Administrative Audit (AAA) and follow up action taken: Institute has taken initiative to perform periodic audit by the external peer review team consisting of 3 experts from recognized universities and institutes of national interest. The team visited the institute, audited the academic activities and talked to the management, academic staffs and IQAC coordinator. The team has quantitatively judged the institute's academic activities based on several parameters and provided a few suggestions to improve further.

Orientation programme on quality issues for teachers and students: Institute organizes awareness programmes for improving internal quality in academic activities such as teaching and learning, research and development. Moreover, most of the faculties and academic staffs actively participate and contribute in AQAR, and several other audits and accreditation process.

Update of Course structure and syllabus: Institute has a strict guidelines to update the course structures and syllabus. Each department works on the structure considering the state of the art of the subjects and suggestions received from the members of departmental board of studies (BOS) and academic council (AC). The syllabus is then discussed in BOS meetings and finally approved by the AC.

Attaining the Outcomes: A process has been started where each department is tracking the attainment of the COs mentioned in the syllabus.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://heritageit.edu/AQARAndIQAC.aspx
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

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

Heritage Institute of Technology has adopted following measures for the promotion of gender equity during the year:

1. Ensuring that educational materials are free from gender stereotypes.
2. Not referring to stereotypical characteristics like 'boys don't cry' or 'girls don't fight' which limits understanding of gender roles.
3. Avoiding segregating boys and girls into separate lines, separating sports activities and mixing seating up in the classroom.

4. Ensuring any educational materials used show genders in equal measure.
5. Mixing boys and girls to work on projects together.
6. Exploring gender concepts and roles from different communities.
7. Helping students identify instances of gender bias, through awareness activities or historical events, laws and cultural changes.
8. Internal Complaints Committee (ICC) for addressing any grievance related to gender issues and also conducting events to promote gender equity.

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

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

A. Any 4 or All of the above

File Description	Documents
Geotagged 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 a maximum of 200 words)

The Institute abides by the Municipal Solid Wastes Management Rule and developed the solid waste management and disposal scheme. Storage and segregation of biodegradable and non-biodegradable waste have been duly ensured. 2.83T waste are being disposed off per day. Different coloured bins have been provided for different categories of waste. From different collection basis finally transfer at central location. Further segregation are being done at central station to collect recyclables such as plastic, polythene, glass, rubber, paper etc. and separate compartments had been provided for each type of recyclables.

Hazardous waste is collected and stored during various activities

and proper disposal of the same is being done as per hazardous waste rules. Spent oil from DG sets are stored in HDPE drums in isolated covered facility and disposed of properly. E-waste are collected separately for transportation to the authorized recycling units.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

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 **A. Any 4 or all of the above**

File Description	Documents
Geotagged 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
Geotagged 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 undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

A. Any 4 or all of the above

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

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

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

A. Any 4 or all of the above

reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
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, socio-economic and other diversities (within a maximum of 200 words).

"Unity in Diversity" is the primary essence of Indian society. As stated in the Vision statement: "To prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values", the institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, there is no intolerance towards cultural, regional, linguistic, communal socio-economic and other diversities. Various national and international commemorative events, birth anniversaries and other important events are organized at the Institute with great enthusiasm. The Institution organizes various cultural and extension activities on a regular basis to celebrate the diversity that exists in the country, e.g., PROTHOMA to celebrate the festivals of different states of the country. NSS and Rotaract Units of the Institute participate in various programmes related to social issues, e.g., Blood Donation Camp, Education Camp for the under-privileged children of nearby slums, Winter Cloth Distribution among street dwellers, Celebrating Raksha Bandhan with Army personnels etc. During the pandemic period, students of the Institute formed a group named as COVID Relief Force and helped people in distress. Every year the Language Club of the Institute organizes various events to celebrate International Mother Language Day on the 21st day of the month of February where students from different demograhic locations perform acts in their mother language.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

The Institute sensitizes the students and employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular, co-curricular and extra-curricular activities. The Institute offers courses like Indian Constitution and Civil Society (INCO3016) and Human Values and Professional Ethics (HMTS2001) as compulsory course for all the students. Code of conduct is prepared for students and staff and everyone obeys the conduct rules. The Institute encourages participation of students in Cultural, Technical, Sports and Games, NCC and NSS activities at National and International level to strengthen nationwide bond and relation. The institution takes pride of raising up successful leaders among the students by making them Coordinator and Leaders of 29 active clubs and student chapters of the Institute. Debate, Drama and Extempore are organized by the students regularly highlighting topics on Ethical Values, Rights, Duties and Responsibilities of Citizens. Students are encouraged to participate in various social activities like Blood Donation Camp, Education Camp for the under-privileged children of nearby slums, Winter Cloth Distribution among street dwellers, Celebrating Raksha Bandhan with Army personnels etc. During the pandemic period, students of the Institute formed a group named as COVID Relief Force and helped people in distress.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on

A. All of the above

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 Annual awareness programmes on the Code of Conduct are organized

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 programmes, 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

Celebrating events and festivals is an integral part of learning and building a strong cultural belief. The institute celebrates several national and international events throughout the year where students and staff members actively participate with enthusiasm. In year 2020-21, we celebrated Teachers' Day, World Environment Day, International Yoga Day, Independence Day, Republic Day and many more.

The Institute's Foundation Day, which falls on Teachers' Day (5th September), is celebrated with enthusiasm and reverence to the teaching fraternity. Students also organize Freshers' Welcome to induct the new-comers to the Heritage family and Farewell ceremony for the outgoing students. This year on the institute's foundation day we organised a whole programme where several eminent persons of the society were present and delivered lectures. Moreover a cultural event was also organised by the faculties and students. On the International Yoga Day a live session was organised and many students and staffs participated. To commemorate the World Environment Day, activities like cleaning and plantation are being arranged. To celebrate the Science Day, Mathematics Day, different departments organise several events like workshops, special lectures and competitions (Hackathon, Coding, Poster, Quiz etc.).

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice I:

Title: Award of Excellence to the Members of faculty of the Institute

Objective:

Heritage Institute of Technology Kolkata (HITK) recognizes that its ability to achieve its vision and mission will be greatly dependent upon the performance of the members of its faculty and staff, and the extent to which their individual contributions impact on the services provided by the Institute to the community. The objective has been achieved through:

- Creating an environment of encouragement, motivation and recognition.
- Boosting satisfaction level of teachers that directly impacts the improved academic environment of the Institute.

Judicious guidelines have been framed to establish the parameters for a system, which will recognize and reward outstanding performance of its faculty. The value of the awards will be INR 10,000 each and a certificate.

Context:

Heritage Institute of Technology Kolkata (HITK) has developed a practice through which it can encourage, acknowledge and appreciate the efforts of those persons who are steadily contributing and are quintessential to its growth. Such practices lead to a better academic environment in the institute.

The scheme is entitled 'HERITAGE INSTITUTE OF TECHNOLOGY AWARD FOR EXCELLENCE'. A total of five (5) awards are given in recognition of accomplishment and/or as an incentive for continued excellent performance.

Practice:

Since its inception The Institute celebrates its Foundation Day on September 5, each year. It is on this auspicious day the Annual Awards of Excellence are presented to the selected members of faculty in the following award categories:

1. outstanding teaching;
2. outstanding research accomplishments;
3. outstanding service to the HITK Community;
4. outstanding contribution to public service, to include the private sector and the non-government community;
5. all-round excellent performance in a combination of two or more of the above areas.

The entire practice follows a rigorous selection procedure as stated below:

1. ELIGIBILITY

All current members of the Academic staff and Administrative staff (excluding Executive Management, Registrar and Head HR), who have been in the continuous service of the institute for at least 5 years prior to the application or nomination and not more than 60 years of age at the time of application are eligible for an award. Award categories (i) and (ii) are specifically for Members of Faculty.

1. CRITERIA

Awards will be based on excellent performance, assessed primarily on the candidate's achievements during the 5-year period immediately preceding nomination for the award.

Criteria to be used in the evaluation of applications for awards in the four Core Areas are:

i. Outstanding Teaching, as demonstrated, for example, by: excellent student ratings, testimonials and peer recognition; development of innovative course delivery methods; development of effective

instructional materials; evidence of reflective and scholarly teaching and learning; outstanding students advisory activities; outstanding students supervisory activities.

ii. Outstanding Research Accomplishments, as demonstrated, for example, by: an outstanding publication record in refereed journals, books or chapters in books; evidence of the scholarly or professional impact of the work; evidence of the international, regional or national recognition of the work; evidence of effectiveness at generating research funds; evidence of excellence in supervision of graduate research.

iii. Outstanding Service to the HITK Community, as demonstrated, for example, by: excellent administrative / managerial / professional leadership; exceptional service; the development of effective and innovative administrative, managerial and professional systems; excellence in the servicing of institutional meetings.

iv. Outstanding Contribution to Public Service, as demonstrated, for example, by: effective chairmanship or membership of boards/commissions/committees/task forces at national or international levels, whether these be in the public sector, the private sector, or other non-governmental sectors that brings distinction to the Institute; transformative advisory services; significant service to professional and scholarly associations, particularly at national or international levels.

v. Outstanding Contribution in a combination of two or more of the above areas.

III. PROCEDURAL GUIDELINES

A. The Application

A written application can be submitted by eligible faculty/staff members. Faculty/staff members can nominate other staff members based on college recognition.

The application for an award will include:

(1) In case of self-nomination, a first person narrative of no more than 1000 words summarizing excellent performance over the last 5 years in one or more of the core areas. Alternatively, in the case of nominations by peers, person(s) knowledgeable about the candidate's achievements may write the narrative.

(2) An updated curriculum vitae. An appendix may be attached containing information as the applicant chooses which sustains and/or supports a claim to excellent performance or professional promise.

(3) In case of a nomination for excellence in teaching, the application should be accompanied by comments from colleagues and reports of student assessment of teaching, where available. Alternatively, the assessment committee will obtain the same from the HR department.

The application must be submitted prior to the established deadline.

B. Repeat Applications

(i) Repeat applications from persons whose first applications have not been successful, are encouraged.

(ii) Repeat applications from persons whose first applications were successful, where the new application is for a different category from the previous award, will be reviewed on merit - without prejudice - as new applications, provided at least 3 years have passed since the earlier award.

(iii) Repeat applications from persons whose first applications were successful will not be considered if the new application is for the same category.

C. Initiation

An eligible member of faculty/staff who wishes to be considered for an award or faculty/staff members who wish to nominate colleagues, will submit an application to the Registrar, by the established deadline. If not a self-nomination, the Registrar will refer the nominations to the nominees for their input.

D. Selection Process

Step#1: The Registrar will be the first conduit for the processing of applications. The Registrar will be responsible for receiving the applications and submitting the applications for further screening and evaluation.

Step#2: The Registrar will submit the application, together with supporting materials, to a Faculty/Administrative Sub-Committee appointed for the purpose. In addition, the Registrar may submit

accompanying comments on the applications but will not be required to rank the applicants in any way.

Step#3: The Faculty/Administrative Sub-Committee will screen the applications to ensure that all application procedures (including submission of the required documentation) have been fulfilled. If necessary the candidate or person making the nomination should be asked to clarify information presented or provide additional information. This would be in addition to the 1,000-word narrative, which the nominee or the person making the nomination is required to write. It makes a short-list of nominees/applicants and submits this to the Principal.

Step#4: The Principal's Advisory Committee will meet to review the recommendations and applications and select the recipients of the award.

Step#5: The Office of the Principal will announce the award recipients after ratification by BOG and/or BOT, as appropriate.

E. Announcement of Awards

Awards will be announced publicly in the form of a notification.

F. Awards Ceremony

Awards will be presented at an Award Ceremony organized for this purpose, preferably on the Institute's Foundation day.

Evidence of Success:

Success of this Best Practice has been reflected on the overall activity of the teaching community of the institute in terms of enhanced publication of research papers, quality of teaching as well as participation in the community programme.

Problems Encountered and Resource Required.

Award for Excellence programme was first implemented in the year 2012. Since then this highly acclaimed programme did not encounter any problem. Increased number of participation of the members of the faculty in this programme evidently shows its great success.

Regarding requirement of resources, a committee is formed to look into the details such as budget approvals, inviting nominations, setting up jury, etc.

Best Practice II:

Title: Reform in Institutional Examination System through
Full Proof

Moderation of Question Papers by External
Academics

Objectives

Reform in Institutional Examination system deserves a holistic evaluation of its necessity to transform the existing structure with the aim of raising the quality of education. Heritage Institute of Technology Kolkata (HITK) recognizes that its ability to achieve its vision and mission will be highly dependent upon the standard of examination system as well as the performance of its students in their future professional life. In this respect the Institute strongly feels that besides the adaptation of a holistic teaching learning process, a full proof evaluation of the merits of students should be made through a rigorous examination system.

Context

As per UGC and AICTE guidelines evaluation, grading and certification rest on examinations which play an important role in the progression of a learner on the learning path. The examinations not only indicate whether the desired learning outcomes have been achieved but also assess the level of achievements against benchmarks. Thus, examinations serve as checkpoints for both the learner and the external world, allowing appropriate certification to be issued reflecting the proficiency of an individual operating in socio-economic spheres.

In order to fulfil the laid down guidelines by the statutory bodies, the Heritage Institute of Technology recognizes the importance of moderation of examination papers by external experts at the Semester Examinations as an important quality standard. The moderation will help to maintain a high standard at the semester examinations as well as ensure transparency in the process.

Practice:

Theory Papers:

Under this classification each theory paper is evaluated on the basis of 100 percentage points, sub-divided into the two categories:(1) End-semester examination: 70 points and (2) Internal Assessment: 30 points.

In the end semester examination based on the recommendations of the respective Head of the Department and approved by the Principal, the Controller of Examinations appoints two paper setters for independently framing two sets of question papers in each subject. He also appoints (at least) one senior academician as a moderator from an educational institute of repute whose field of expertise falls in the subject area of the examination paper. The appointed Academics from Institutes of National/International repute conduct the process of scrutiny of examination papers to ensure the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. Sometimes, a senior person from the industry may also come as a moderator for an applied subject; however, such cases are rare. It also ensures that the weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the statutory bodies to ensure fairness, accuracy and consistency in marking. The final question paper is prepared from amongst the two above sets by the moderator in presence of the Controller of Examinations.

Functions of the Moderator

- The moderator has the right to change / modify / add questions.
- The moderator shall go through the entire syllabus and ensure that that the questions are set from within the syllabus and that there is no ambiguity in the question, the wording of each question is precise, definite and easily understandable.
- The moderator shall ensure that the questions have been set from all the modules of the syllabus.
- The moderator should ensure that the distribution of marks has been done properly keeping in mind the standard of students of high merit as well as that of the students of average merit.
- The moderator shall ensure that after moderation, the question papers are handed over to the controller of examinations in person.
- The moderator must take all necessary measures to ensure the security and confidentiality of the examination papers and other material.

- Since the appointment of the moderators comes under the official secret act, it is mandatory that the moderators would not disclose their appointment to any person.

Evidence of Success:

The following changes have been observed over time ever since the system of external moderation has been introduced. It may not possible to associate a provable causal relationship between the system and the following effects, but we have nevertheless observed these facts over the last few years.

- Success rate of students in examination has been increased after introduction of external moderation system.
- Zero complaint regarding the quality of question papers after introduction of external moderation system.
- Remarkably less number of re-examination request received from students.
- Alertness of members of faculty to cover the entire syllabus of the subject.

Problems Encountered and Resource Required

The programme relating to Reform in Institutional Examination System through Full Proof Moderation of Question Papers by External Academicians adopted by the Heritage Institute of Technology through its office of the Controller of Examinations has not encountered any problem so far. The Institute has its locational advantage. It is surrounded by a number of Educational Institutes and National laboratories like The University of Calcutta, Jadavpur University, Indian Statistical Institute, Indian Institute of Engineering Science and Technology (Shibpur) Indian Institute of Chemical Biology, Central Glass and Ceramic Research Institute to name a few. Indian Institute of Technology, Kharagpur, National Institute of Technology, Durgapur, Central Mechanical Engineering Research Institute, IISER and Moulana Abul Kalam Azad University of Technology, the affiliating university of this Institute are also not far off. Thus appointment of moderators of extremely high eminence has not been a problem so far.

File Description	Documents
Best practices in the Institutional website	https://heritageit.edu/PDF/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

HITK has attracted the best possible faculty since its inception and has created one of the finest infrastructures available in the state of West Bengal. On the face of cut-throat competition in every field of academics, students all across the nation are now searching for courses which are more industry and job oriented. to get an edge over their peers. The visionary founder members of the Institute have apprehended it long before and thus created distinctive facilities at par to its vision, priority and thrust to be the leader in this field.

In order to orient teaching learning activities towards more industry and job, the Institute under the guidance and advice of its Advisory Council comprising of top level executives from industry and academics has augmented laboratories and workshops with advanced facilities following the guidelines of UGC, AICTE and the affiliating University MAKAUT. In theory papers, a large number of industry oriented professional, free electives and emerging topics have been introduced giving freedom to the students to opt according to their own choice.

Incubation Centre is another avenue provided by the authority where talented students can nurture their innovative brain child and sometimes come up with widely acclaimed outputs.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Heritage Institute of Technology (HIT), after receiving the autonomous status, has taken cognizance of major developments in the global scenario of scientific and technological advancements and is continuously striving to instill the skills required by the industry and society at large, in its students. The Institute believes that the curriculum should be designed in such a way that the rising needs of the present dynamic society get fulfilled.

In this endeavour, the curriculum design, development and implementation process at Heritage Institute of Technology are done keeping in mind the local, regional, national and global needs. The curriculum is designed and implemented according to the guidelines of AICTE and UGC adopting Outcome Based Education (OBE). Each curriculum contains properly defined OBE components, viz., Program Educational Objectives (PEOs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs).

Development of curriculum is a continuous process at HIT. All the basic elements of curriculum development, viz., relating the units of the course content to learning resources, choosing the appropriate strategies for curricular transaction, suggesting the suitable media, exploring relevant learning experiences and progressive testing of the achievement of objectives through these experiences are meticulously considered during the curriculum development exercise.

The methodology followed at HIT for design of curriculum follows a bottom-up approach. A preliminary draft of the programme curriculum along with the individual syllabus of each course is prepared by the members of the faculty. The curriculum and the syllabi of different courses are prepared to fulfil the basic objectives of Outcome Based Education (OBE). The COs of each course are defined in accordance with the twelve POs adopted by National Board of Accreditation (NBA). During the time of

framing the curriculum due inputs are taken from the curriculum/syllabi of reputed IITs, Universities, NITs and other similar engineering Institutes. Feedback from alumni and relevant industry experts are also considered. The draft curriculum is placed before the Board of Studies (BOS) which includes, apart from all the faculty members of the concerned department, representatives from other departments, alumni members of the concerned department and external experts from industry as well as academia having domain knowledge in the respective field. After having the approval of BOS, the curriculum and syllabi are placed before the Academic Council of the Institute for the final approval. Periodic reviews are made as and when felt necessary for any modification in the curriculum following the guidelines of AICTE, UGC and the affiliating University, namely, Maulana Abul Kalam Azad University of Technology (MAKAUT).

The advantage of autonomy is thus fully utilized by offering courses with the transactional paradigm focus on whether or not the current needs of different stakeholders, especially students, have been met and whether the negotiated learning events have met the participants' satisfaction.

The list of courses that are relevant to the national, regional and global developmental needs and having linkage with Govt. of India's initiatives are uploaded in additional information with detailed justification.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.heritageit.edu/Programmes.aspx

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

10

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

726

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year**

240

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

18

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Heritage Institute of Technology has explicitly mentioned in its vision that its main objective is to prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values. It strongly believes that holistic development of the students is only possible in reality if successful integration of cross cutting issues relevant to professional ethics, gender, environment and sustainability, human values and most importantly professional ethics could be done.

In order to meet this challenge, the Institute has designed different courses to cater to the needs of the students. It is believed that such student-centric curriculum development will empower them to become professionally successful through logical reasoning and decisions in times of crisis as well as to be a leader in the technological development in the domain area.

In this endeavour, curricula have been designed taking advice of expert members of Board of Studies and Academic Council to meet the learning needs of all elements of Outcome Based Education. The curriculum emphasizes on enhancing domain knowledge, experimental skill and self-confidence. Compulsory courses like Human Values and Professional Ethics and Environmental Science have been introduced to prepare the students to be socially responsible citizens. The institute has judiciously applied its academic flexibility to introduce in its curricula the Choice Based Credit System. Students thus have the freedom to choose subjects of their choice for moulding their career. The curricula are tailor-made to suit the need of professional expertise of students in their future activities. Based on andragogic feedback received from industry, alumni and similar stakeholders, students are offered a broad range of professional elective and free elective papers to meet the new and emerging challenges which prepare them to accept professional leadership in their future life.

The advantage of autonomy in academic activity is fully utilized through periodic revision of the entire course curriculum. Based on the emerging need at national level in particular and global requirement in general new courses including core and elective papers are offered from time to time following the guidelines of AICTE, UGC and the affiliating university.

Thus the autonomy of the Institute has enabled it to offer unique need based course curricula which cater its students not only an excellent chance of good employability but at the same time nurture them as an individual with human values honouring professional ethics.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

318

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

2989

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

954

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.heritageit.edu/NAAC_Feedback.aspx
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

C. Feedback collected and analysed

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.heritageit.edu/NAAC_Feedback.aspx
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1067

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

6

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 students' learning levels and organises special programmes for both slow and advanced learners.

In order to uplift the slow learners, all the departments conduct bridge courses, remedial classes and several other remedial measures. The advanced learners are offered add-on courses and encouraged to complete courses, Short Term Training Programmes (STTP), internships etc. beyond the curricula.

Bridge course:

- Bridge courses are essential for most of the students to acquire additional skills.
- Skill Development Programmes, Personality Development Programmes, Mock evaluations and online tests on Technical, Aptitude and Soft Skills are some of the common bridge courses.
- These are mostly conducted by Training & Placement Cell and the faculty members of the Humanities Department. External experts are also involved as and when necessary.

Remedial Class

- Remedial classes, or special classes, are conducted for slow learners.

- As the lateral entry students join late with the regular students, such courses are also conducted for lateral entry students.

Add - on Courses for all:

- Intensive soft skill and technical / aptitude training is conducted prior to start of campus recruitment season.
- Students in the first and second year are given grooming sessions and group discussion training.
- The Humanities Department conducts soft skill and communication class room programmes in line with course curriculum.
- In addition corporate companies like TCS are invited and they conduct seminars on relevant topics for the benefit of the senior students.
- Students are also connected to the Infosys Campus Connect, TCS Campus Commune through which they continue to get guidance and training inputs from these organizations.
- The Institute has a Microsoft Innovation Centre which is utilized by the students for various grades of training and certification programmes of Microsoft.

Value added Curricular and Extra Curricular Courses/Training;

Summer training for the students of pre-final year in line with curriculum requirement is also specially arranged through reputed organizations on specified technical and skill development programmes to improve their employability prospects.

Students are encouraged to participate in Value Added Courses offered by NPTEL-SWAYAM. The Institute is a local chapter of NPTEL-SWAYAM as well. Programmes are also organized for employability enhancement of students in technical and soft skill areas, especially tailored to the employer demands from time to time.

Special training is arranged for unplaced students to aid their selection by recruiters.

The Institute conducts employability evaluation tests by organizations like CMC, Aspiring Minds etc. to identify the areas of weakness of each individual student and address them suitably while conducting training programmes as above.

The advanced learners are encouraged to take part in Hackathons and other technical events and competitions at Inter-University/ State/ National/ International level. Special training is arranged by the concerned departments and student clubs for this purpose.

Students are encouraged to take part in the activities of different student chapters, namely,

1. Institute of Electrical and Electronics Engineers (IEEE) - Electron Devices Society (EDS) Student Branch Chapter (SBC)
2. Association for Computing Machinery (ACM)
3. Instrument Society of India (ISOI)
4. Indian Institute of Chemical Engineers (IIChE)
5. Indian Plumbing Association (IPA) Society of Mechanical Engineers, HIT-K

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/routines.aspx

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/07/2020	4240	266

File Description	Documents
Upload any additional information	View File

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:

Heritage Institute of Technology, since 2014, has formally adopted Outcome Based Education (OBE), which is a student centric teaching and learning methodology. All programs and courses are designed and revised by the Board of Studies and Academic Council, consisting of various stakeholders, in line with objectives and outcomes as felt necessary to prepare dynamic and caring citizens to meet the challenges of global society as stated in the Vision statement of the Institute.

As stated by David Kolb in his famous article on Experiential Learning Model (ELM), in order to gain genuine knowledge from an experience, the learner must have four abilities: willingness to be actively involved, ability to reflect on the experience, analytical skills to conceptualize the experience and decision making and problem solving skills. The teaching learning process at Heritage Institute of Technology not only focuses on Experiential Learning but also focuses on developing these four abilities as mentioned above among the students.

Various Experiential Learning practices of Heritage Institute of Technology are as follows:

Practicals: The curriculum of Heritage Institute of Technology is designed to ensure that students spend at least 50% of their time in laboratories gaining hands-on experience of their theoretical studies.

Internships: Every year 100% students are sent to mandatory Internships in various reputed industries and organizations to harness their skill and knowledge. This also helps them to experience how the theories and experiments they are performing in laboratories are applied in practice.

Field Projects: Students are encouraged to take up field projects under the joint supervision of faculty members and industry experts.

Industry Visits: This is a regular practice at Heritage Institute of Technology which enables students to experience the functioning of various technological aspects of an Industry and subsequently add components to their industry readiness,

The teaching-learning process at Heritage Institute of Technology is mostly 'with' the students rather than 'for' the students where the teachers and students form a team and the outcomes are owned by the team rather than any individual. Few examples of Participative Learning practices at Heritage Institute of technology are as follows:

Classroom Interaction: Classroom Interactions at Heritage Institute of Technology manifests on changing instructional role towards more support and negotiation over content and methods and focuses developing and supporting students' autonomy of critical thinking.

Peer-Learning: During project work students' collaborate among themselves and share their knowledge and skill.

Conferences/ Seminars/ Webinars: The Institute organizes these events regularly and encourages students to participate and interact with resource persons and peers.

Use of Technology Stack: Google Classroom is being used as a LMS so that students and teachers can always stay connected and participate in academic discussions.

Club Activities: Students conduct several competitions, workshops and lecture series as part of activities of 22 Student Clubs at the Institute.

The Mission statements of Heritage Institute of Technology includes "To provide an environment for critical and innovative thinking, and to encourage life-long learning." In line with that, the Institute fosters creativity, critical Thinking and problem solving abilities by

1. **Assignments:** Containing application oriented real-life problems.
2. **Project-based Learning:** Mandatory project work by all the students.
3. **Case-based learning:** Explaining concepts through proper case studies, wherever possible.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://www.heritageit.edu/NAAC_Certificatesofstudents_undertaking_fieldwork_projects_internships.aspx

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Since inception, Heritage Institute of Technology has promoted the usage of ICT enabled tools in the teaching learning process. As a result, all the classrooms are ICT enabled with

- overhead projectors and
- wi-fi connectivity

All the computer laboratories are equipped with

- 1:1 student to computer ratio, with computers having state-of-the-art configuration and
- LAN connectivity

Adequate number of computers with internet connectivity is available at the Central Library as well where students can access digital contents, e.g., IEEE Journals, NPTEL Courses, E-Books, Question Papers of previous years etc.

Wi-fi connectivity is available in the entire campus so that students can log-in with their institutional email account and use the facility for their academic activities.

During the pandemic from March, 2020, in order to minimize the academic loss of the students, faculty members adopted 'Education in Emergency' and started conducting online classes from 23rd March 2020. Both students and faculty members have responded promptly in getting accustomed with the transition of andragogy from traditional face-to-face teaching-learning process to online teaching-learning process. Necessary guidelines regarding the modus-operandi of online classes and evaluation procedure have been circulated through emails by the Principal, Dean, Controller of Examinations and Associate Dean. The management of the Institute provided every possible support in this regard. Faculty members conducted thorough research to prepare instructional

design suitable for online mode of teaching by reading articles and watching tutorials in various online platforms, attending webinars and discussing among peer groups. Initially, both the students and faculty members faced some tethering problems in getting accustomed with the online platforms and tools but with their untiring efforts they had been able to overcome. Online platform that is used to conduct classes is Zoom, Google Meet or Webex, depending on the individual's comfort zone. Google Classroom is being used by all the faculty members to apply the flipped classroom strategy. Faculty members are uploading various learning resources such as articles, pre-recorded videos, YouTube links, assignments etc. on the respective Google Classroom on a regular basis and students are also responding to those very well. Various online tools such as Kahoot, Quizizz, Mentimeter etc. are also being used by some of the faculty members to make online classes more engaging. Once thought impossible to conduct virtually for some cases, all the laboratory classes are also being conducted online. In many cases different open source simulation softwares are being used for conducting laboratory classes online. For laboratory classes where such softwares is not available, Institute has created facilities for recording videos, having proper resolution and acoustics, of the experiments that have been done by the faculty members in laboratories. While recording such videos, the members of faculty and technical assistants explained every single step of the concerned experiment with great care so that students face no difficulty in understanding. During the online laboratory classes, faculty members are referring to those videos while explaining the concerned experiments. Links to those videos are also provided to the students so that they can complete the lab assignments comfortably. Though initially few students faced issues due to the 'digital divide' but such problems also got resolved in due course of time and it was observed that close to a cent percent of the students are attending almost all the online classes which is a phenomenon that could not be seen in the previous years.

Heritage Institute of Technology went into a partnership with Coursera, a premier organization offering online courses on emerging topics, under the 'Coursera for Campus' program. This partnership enabled students to learn emerging topics of their choice from the best resource persons of the world in that domain and that too completely free of cost for a span of six months. Many students have successfully completed a large number of courses among the available ones and earned certificates which will be valuable for their career. In fact, during this pandemic

students of the Institute have completed more than 4000 various online courses, internships and training programmes offered by the leading universities, institutes and organizations of the world such as Stanford University, John Hopkins University, University of California (Irvine, San Diego), Yale University, Imperial College London, University of Michigan, Duke University, DeepLearning.AI, Google, Microsoft, NPTEL etc. through various online platforms such as NPTEL, Coursera, Udemy, Internshala, LinkedIn Learning etc.

There is no denying the fact that due to the advancement of technology, there was already high growth and adaptation in education technology and online education. COVID-19 has just accelerated that growth and adaptation. It is believed that the teaching-learning process in future has to be a proper combination of face-to-face, synchronous and asynchronous learning. Keeping that in mind, all the stakeholders of Heritage Institute of Technology are continuously engaged in exploring the best practices for the best interest of the students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.heritageit.edu/NAACDoc/1412685186232Link.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

266

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar:

The Principal of the Institute, in consultation with the Deans, Registrar, Controller of Examinations and Heads of the Departments prepares Academic Calendar for every academic session, in accordance with the guidelines notified by UGC, AICTE and the affiliating university, namely, MAKAUT. Academic Calendar consists of information regarding duration of classes and examinations, inter-semester breaks, registration dates, holidays etc. so that students can plan their activities accordingly.

Such an Academic Calendar is strictly adhered in all respects unless any change becomes necessary due to any circular by the UGC, AICTE or MAKAUT under any unforeseen emergency situation like outbreak of COVID-19. The Academic calendar is published on the website of the Institute and in the College Diary at the beginning of the academic session.

Timetable:

The time table is planned and prepared well in advance for each semester. A Routine Committee is formed with nominated members from each department for this purpose. The Convener of the Routine Committee ensures that the schedule of academic activities as per the Academic Calendar is carried out without any inconsistencies.

In addition to the courses as per the curriculum, slots are kept open for Remedial Classes, Value Added Courses like Soft Skills, Life Skills etc., Interactive Sessions with HoDs and Library Accession.

Teaching Plan:

The Teaching Plan, in accordance with the syllabus, is prepared by each one of the faculty members and is circulated among the students.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

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

266

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

110

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

2143

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

3

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The objective of the examination system at HITK is to expose students to continuous evaluation rather than focus only at term end exams. This system ensures that the students develop the ability to study regularly and do not need to put any extraordinary work towards the end of the semester. This system also puts the onus on students to perform consistently and not study in a sporadic manner.

Each discipline of the B.Tech / MCA / M.Tech. programme consists of the following three components:

(a) Theory papers (b) Practical papers (c) Sessionals

a) Theory Papers:

Under this classification each theory paper is evaluated on the basis of 100 percentage points, sub-divided into the two categories:

(1) End-semester examination: 70 points (2) Internal Assessment: 30 points.

b) Practical Papers:

Every paper in this category shall be evaluated out of 100 percentage points, divided into two categories.

(1) End-semester examination: 60 percentage points (2)
Laboratory Sessional: 40 percentages points

c) Sessional Papers: 100 points

End Semester Examination System

- A comprehensive examination rule and academic regulations are prepared, publicized and available on the website.
(
<https://www.heritageit.edu/PDF/StatutesRegulationsRules2.pdf>
f)
- Question banks are prepared for all the courses and is available in the Institute Library.
- The examination schedule is published on the institute website and communicated to the students.
(<https://www.heritageit.edu/ExamCell.aspx>)
- At least two tests are conducted at near-identical intervals. The best performance is considered for the final reckoning (15 points out of 30 points of Internal).
- The course teachers conduct at least 2 unannounced quizzes during the lecture/tutorial class and suitable number of home assignments are cleared by the student within stipulated time (10 points out of 30 of internal assessment)
- Attendance regularity and participation in the class carries 5 points of internal 30 points
- Based on the recommendations of the respective HOD's and approved by the Principal, the COE appoints two paper setters for independently framing two sets of question paper and also at least one moderator, who is an external subject expert, for each course code. The final question paper is prepared from amongst the two above sets by the moderator in presence of COE.

- The COE appoints Head Examiners/Examiners/Scrutineers, as per the Exam rule of HITK, with the approval of the Principal & HOD.
- All the theory papers are evaluated simultaneously at the COE office.
- For Practical papers continuous assessment of the laboratory classes for the entire semester carries 40 points.
- There is an End Semester Examination in each laboratory item . The evaluation is done based on:
 - Organization of the experiment
 - Actual data generated and the actual conduct of the experiment assigned.
 - Data analysis/Synthesis and Conclusions etc. (40 points)
- A comprehensive Viva-Voce seeking general awareness of the lab subject.(20 points).
- Sessional which is conducted outside the institution viz., Industrial training, Co-curricular / Extra-curricular participation etc. - assessment is made on the basis of Supervisor's assessment, report submitted by the student, if any, participation & attendance, and Viva-Voce conducted by a Departmental Committee, constituted by the Departmental Head and duly ratified by the Principal. In some cases, external subject experts are also appointed to oversee the evaluation process.

Disciplinary Measures:

- A Board of Discipline comprises of (i) Principal - Chairman, Ex-Officio, (ii) Dean (UG), Ex-Officio, Member, (iii) Dean (PG & Research), Ex-Officio, Member, (iv) Registrar, Ex-Officio, Member, (v) Controller of Examinations, Ex-Officio, Member Secretary look up all cases of breach of discipline in connection with examinations and is reported with relevant documents and details.

Re-examination:

- A candidate can apply for post publication review (PPR)

within stipulated time from (but excluding) the date of publication of result, for one or more subject items of the just concluded end-semester examination on payment of a prescribed fee to the Institute as per details indicated from time to time through notification.

- After the result of PPR is declared, a fresh grade sheet is issued to the candidate incorporating changes.

Grade Improvement:

- A candidate can apply to reappear in a regular examination of an already passed paper to improve the grade by depositing the requisite fees. Maximum number of such attempts is in two (2) theory papers in the entire degree program for a regular student.
- A student who has already completed all curricular requirements but not awarded the degree due to securing a DGPA below 6 can reappear in a maximum of four (4) theory papers in a semester till he/she attains a DGPA of 6. In order to receive the degree, a student must complete all curricular requirements and secure a DGPA of 6 or more within the maximum period stipulated by the affiliating University, MAKAUT, WB.

Graduation Ceremony:

- In January of every year Institute organise graduation ceremony to distribute the medals (Gold, Silver and Bronze) and degree certificates to the graduands.
- Renowned academicians, motivators are invited in the said ceremony.
- Vice Chancellor of our parent university used to give away the medals.

Online Examination System (for Pandemic Situation):

- HITK has developed methodology to conduct online examination and subsequent digital evaluation system

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://heritageit.edu/ExamCell.aspx

2.6 - Student Performance and Learning Outcomes

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

- The statements of Course Outcomes have been prepared by the subject experts describing significance and essential learning that learners have achieved at the end of a course. Attainment of COs in each course is evaluated based on the performance of students in the Class Test, Continuous Assessment and End-Semester Examinations.
- Program Outcomes and Program Specific Outcomes have been prepared by senior members of faculty of each Program in consultation with other members and stakeholders, viz., alumni and employers.
- All these outcomes are aimed to prepare students both technically and mentally suitable to serve the needs of industry in particular and society in general by imparting cutting edge technology, interdisciplinary expertise, human values and self confidence.
- The course and program outcomes for each syllabus so prepared are placed in the BOS of the respective department and its recommendation is sent to the Academic Council for final approval.
- While setting question papers, the concerned paper setter pays utmost importance to ensure that allied Course Objective is clearly reflected in each question.
- Students are provided with the course plan at the outset of the academic session and lecture materials are also given to the students during the progress of the session. Both of these contain clearly defined Course Outcome so that students can understand what they would achieve through this course.
- All the departments of the Institute pay utmost importance and care to communicate its students and other stake holders their Program Outcomes (POs) and Program Educational Objectives (PEOs) and Program Specific Outcomes

(PSOs) through a wide range of platform. These include and not necessarily limited to Webpage of concerned department and prominent places of the department, viz., Notice Board, Class Room, Office of the Head of the Department, Laboratories

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://www.heritageit.edu/Programmes.aspx

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institute follows a rigorous procedure for evaluating the attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs).

Course Outcomes: These are the abilities and skills the students are expected to possess after completion of a particular course in the curriculum. These attributes are expressed in terms of clearly measurable and/or observable performance metrics. 4 - 6 COs are prepared for each course by the faculty members of the Institute teaching that particular course. The outcomes are prepared in accordance with the procedures specified by Bloom's taxonomy.

Program Outcomes: These are attributes which are expected to be possessed by students at the time of their graduation. These attributes for an engineering graduate include problem identifying and solving skills, communication skills, knowledge of societal, environmental and ethical issues related to engineering profession, teamwork skills etc. All the programs in the Institute have framed POs in accordance with the guidelines of NBA.

Program Specific Outcomes: These refer to skill sets and knowledge gained by the graduating students which are specific to the program of study. Each program in the Institute has its own specific outcomes developed by the faculty members of that program after consultation with external experts from industry

and academia.

Attainment of COs: The data for evaluation of direct attainment of course outcomes are gathered from Class Test, Continuous Assessment and End-Semester Examinations. The questions set in the examinations are mapped with the course outcomes for that course.

Attainment of POs and PSOs: Attainment of POs and PSOs are assessed by mainly two methods:

a) Direct Assessment

b) Indirect Assessment

Direct Assessment is based on data collected for the assessment of CO attainment from internal and semester end examinations. Indirect Assessment is based on surveys conducted among employers, research guides, alumni and parents who are the major stakeholders of the program. These surveys mainly record the perception of the stakeholders about the graduating students of the program in terms of the defined POs and PSOs. The assessment is carried out at the end of every academic year. Exit interviews are also conducted among the graduating students to record their feedback about the level of graduate attributes they have attained on completion of the program.

For Direct Assessment, the COs are mapped with the POs and PSOs, where weightages are assigned to each CO depending on how much it contributes to the attainment of a particular PO/PSO. The attainment levels of all the COs of a particular course, calculated from the internal and end-semester assessments, are then mapped with each PO/PSO after weighting with the weightage factor. The average of these is recorded as the contribution of the overall course to the attainment of each PO/PSO. This exercise is carried out for some defined courses in the curriculum (10 courses which contribute the most to the attainment of PO/PSOs). The results are recorded in a Program articulation Matrix and the average attainment level of each PO/PSO from all the COs is calculated.

POs/PSOs are also mapped with the Program Educational Objectives (PEOs) which are long term attributes expected to be possessed by a graduate of the program. The CO, PO and PEO attainment levels are analyzed every year for identifying curricular /pedagogical gaps and taking corrective actions.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/Programmes.aspx

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1091

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://www.heritageit.edu/NAAC ExaminationCell.aspx

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://www.heritageit.edu/NAAC_Feedback.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institute was started with the primary objective of producing competent graduate engineers who will be the work-force in various industries like IT, and core sectors. State-of-the-art laboratories were set up so as to train the students in engineering applications. Gradually Masters programmes were initiated and a need was felt to upgrade the laboratories. The laboratories of Biotechnology, Applied Electronics and Instrumentation Engineering, Electronics and Communication

Engineering, etc., got gradual face-lift with continuous addition of set-ups and facilities. The idea was to give the students the flavor of research and also to give impetus to the members of the faculty to undertake research work.

Every quarterly meeting of the Board of Governors makes an assessment of the R & D activities of the institute and publications made in the quarter are placed before the BOG.

When the members of the faculty complete Ph.D., their salaries are enhanced through increments in accordance with the University Grants Commission regulations. Also, on the Foundation Day of the institute, members of the faculty making substantial contributions in research are identified and rewarded through Certificates and Cash Prizes. This has been going on for years, from the time when the accreditation by the NAAC was not mandatory. Thus, right from the inception, the institute, having had its aim of producing competent graduate engineers, set its target to build research slowly but steadily. In meetings after meetings, the members of the faculty were told to publish research papers in reputed journals. But the publication guidelines were not made mandatory as there was no restriction on autonomy in teaching and research. The institute has believed strongly in autonomy of the faculties and firmly believes that good research cannot be done through regulations. The desire to make solid research contributions stems from an urge from within and our vision statement clearly states "Atmodeepo Bhobo". Enlightenment talked about in the Mantra itself is the crux of the institute's research policy and members of the faculty are encouraged to make substantial contributions in research, not in terms of numbers, but in terms of quality of research. During the Covid Pandemic, the institute had taken up an ambitious project of developing oral vaccines against the virus and steps to do clinical trials have been completed.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.heritageit.edu/NAAC_Research.aspx
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

6.94

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

5

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/NAACDoc/3423752_133.2.2_Research_Projects.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

25

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

5

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://www.serb.gov.in/home.php
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The establishment of the institution itself is an innovation: building structure after structure on the wetlands in the Eastern Part of Kolkata was a success story by itself. During the initial years, members of the faculty who joined the institute are still working with the institute because they saw the commitment and the innovations in building the institute. There was no compromise in the academic quality of the courses and the delivery mechanism and that is why year after year, through the last twenty years, the institute could entice students to the extent that 95% of the undergraduate seats have been filled every year. Socio-economic reasons compel the students to take up jobs right after graduation. So, Masters Programmes have to run with a small number of students. This is interesting to ponder over the matter: the better the quality of the undergraduate engineering programmes in a private institute, the better is the placement and naturally lesser number of students comes to the Masters programmes. There are some dedicated centres of research under the Department of Biotechnology, and Electronics and Communication Engineering.

In recent years, students passing out of the institute have shown remarkable entrepreneurship skills. For example,

Collegeshala

Founded by Mr. Upamanyu Chatterjee, EE, Batch: 2018-2022 and Mr. Fazal Mustafa, IT, Batch: 2018-2022) is a community driven edtech platform aiming to cater to the 20 million non- technical undergraduate students of the country. Collegeshala brings curated content from experienced professors of local universities. Collegeshala has also partnered in building and

implementing one of India's only digital classroom software, named Lecture Rooms. Currently, the company is operational in West Bengal & Jharkhand. Recently, Collegeshala has raised a seed round of 1.83 crores from Indian edtech startup Lecturenotes.in and Singapore based HNI investors. The website of the company is www.collegeshala.com .

Paving+ (RAU Industries LLP)

RAU Industries LLP is a startup cofounded by Ranjan Kumar Gupta (Civil Engineering, Batch 2017-2021), Anushka Nayak (EE, Batch: 2016-2020) and Upamanyu Chatterjee (EE, Batch 2018-2022). The objective is to manufacture bricks and paver blocks from a plastic-waste based material patented by Mr Ranjan Kumar Gupta. The bricks and paver block so manufactured are of superior quality and available at one tenth the market price. The start-up got mentored by the Entrepreneurship Development and Incubation Cell (EDIC), HITK. The startup came first at NIT Durgapur and was invited to the National Festival of Innovation and Entrepreneurship, organized by National Innovation Foundation, which has the Hon'ble President of India as its chief guest. It was selected as one of India's top 20 startups at Global Entrepreneurship Summit organized by IIT KGP. It was also the winner of Entreprerna, organized by the E-Cell of Heritage Institute of Technology, Kolkata. Paving+ had been selected for incubation by the Bengal Chamber of Commerce at its new incubation facility in WEBEL Bhavan. The cofounders have had positive talks with the various foreign delegations, notably from Japan and Bangladesh, in their efforts to sell their product in foreign markets. Recently the company has received a seed funding of around 2Cr. and is having 3 production units in and around Kolkata. The website of the company is <https://rau-industries-llp.business.site/> .

The alumni entrepreneurs of the Institute are being featured in different reputed national and international forums as well. For example,

- Ms. Joyeeta Das (ECE, Batch 2002-2006) , currently Head of Artificial Intelligence at EVANA AG and a serial entrepreneur, has been awarded as FT 100 BAME leader, 21 Asian stars in UK Tech, 2021 , Top 100 Asian in UK Tech., 2018, 2019, 2020.
- Mr. Sarbajit Das (AEIE: 2003-2007), founder of Sundew Solutions got featured in The High and Mighty Power List

2021 by India Today

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.collegeshala.com

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

4

File Description	Documents
URL to the research page on HEI website	https://www.heritageit.edu/NAAC_Research.aspx
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

1

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/NAAC_Research.aspx

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

102

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

6

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

22.16

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Since inception, the mission statements of Heritage Institute of Technology include "To inculcate leadership qualities for serving the society." The students, staff and faculty members of the Institute remain involved in several extension activities throughout the year. Although there is no credit associated with such activities but according to the guidelines for Mandatory Additional Requirements (MAR), participating in such activities are mandatory for the students for getting the degree.

Such requirements have been made mandatory in order to create opportunities for the students to inculcate attributes, which are not restricted only to engineering knowledge and acumen. Industry needs professionals who can work successfully in teams, who have leadership qualities, who are alive to social and community needs and who can bring innovation and creativity to their work and who are also digitally proficient. Hence, in order to prepare its students to match these multiple requirements, the Institute, in accordance with the directive of the affiliating university, MAKAUT has created a mechanism of awarding 100 Activity Points over and above the academic grades. It is expected that the students will be involved in these activities at their own pace and comfort and such involvement will help them to serve, reflect and learn. It is expected that by the time students reach their Final Year, they would have developed themselves so well both through their studies in the respective technological field and through their active participation in the co-curricular and extra-

curricular activities as also through SAWYAM based learning activities that they would be well-prepared for contributing to every sphere of society and life.

The following activities of NSS wing and Rotaract Club at the Institute are few examples of such activities:

- COVID Relief Force
- Drops of Hope - Blood Donation Camp
- Wishes of Warmth - Blanket Distribution drive
- PAHEL - Covid essentials distribution drive
- SAVE THE DROP - discussion session on water crisis
- Sayannya - Ration Donation Initiative
- Let's be Aware - webinar on necessities and precautions of blood donation crisis of Covid-19 pandemic
- WAR - Wildlife Awareness Rally
- YAAR Session - Young Autistic Adults Recreation

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/NAACDoc/1467752867361Extension_Activities.pdf

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

56

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2105

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

19

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

10

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

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 equipments, etc.

The Institute is located on 8.3 Acres of land on a lush green campus with huge physical infrastructure to accommodate all departments properly. All the buildings are aesthetically designed and the campus contains a fully air conditioned indoor auditorium having 500 seating capacity with all modern facilities. A beautiful playground also constitutes a part of the campus'

The major part of the Institute consists of required numbers of highly equipped laboratories, 59 classrooms, 13 tutorial rooms, 4 drawing halls and 6 seminar halls along with boys and girls hostel separately. All the classrooms are well ventilated and well equipped with ICT facilities. All the laboratories contain equipment and instruments suiting the requirements of teaching and research, The Institute owns a huge library on 1858 sqm. area with total seating capacity 250. The library has a rich collection of 62664 books, 137 print journals, 3000 CD/DVDs, 216 e-journals, e-books (Delnet) and also lectures videos from NPTEL.

All the computers at the campus are connected with Gigabit LAN where every student can access a dedicated computer to do their project and laboratory assignments. In the Institute, every faculty is provided with a dedicated computer. Institute owns many softwares and the entire campus is embedded with a WiFi facility. All the facilities are maintained regularly. The total number of 1071 computers with internet facility and LAN is in operation. The entire campus is under CC camera surveillance for 24 hours. Infrastructure augmentation is a continuous process and

a considerable amount of funds is allocated in the annual budget.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.heritageit.edu/NAAC_Classrooms AndSeminarHallswithICT_EnabledFacilities.a spx

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

The Institute has following facilities for the students

Auditorium

There is an Auditorium (Swami Vivekananda Auditorium) with 500 seating capacity which is centrally air-conditioned.

Health Care

A medical unit is available in the campus. In addition the Institute made arrangements with nearby hospitals for emergency medical treatment.

Transportation

Transportation is available from prominent locations in Kolkata at scheduled hours based on students' demand. Transport facilities for members of faculty and staff, as also for visitors, are available from Ruby Island.

Hostel

Board and lodging facilities are available separately for outstation boys and girls. Seats are limited and allotted on distance basis.

Banking

A branch of Punjab National Bank is located within the campus with ATM facility for the benefit of students and members of faculty & staff. It also extends various soft loans.

Postal facilities

All postal facilities are available at East Kolkata Township P.O. located nearby. Besides there is an arrangement with DTDC so that members of faculty, staff and students can also avail themselves of courier services.

Cafeteria

The Institute has an excellent cafeteria. Multi-cuisine lunch and snacks are served in the cafeteria. Beside, a fast food restaurant-cum-convenience store is also there.

Students' Corner

Essential books, stationery etc., as well as reprographic facilities are available in the corner.

Common Room

The Institute has separate Common Rooms for boys and girls, equipped with indoor games facilities like table tennis, carom, chess etc.

Games & Sports

There are excellent facilities for outdoor games and sports like cricket, football, volleyball and basketball managed by a Sports Officer.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	https://heritageit.edu/Facilities.aspx

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

50

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

36.63

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

- Name of ILMS software : Libsys
- Nature of automation : Full
- Version : LSEase (1.0) /2016
- Year of Automation : 2002 to till date

Features of LIBSYS

LSEase library management software flexible to run on any operating system & support for multimedia files. Interactive, screen oriented and menu driven user interface. It is a package bundled with basic library management modules . The various LSEase modules are: Acquisition, Cataloguing, Circulation, Serial. LSEase supports MARC 21 with full support for RDA. It supports AACR-2 and ISBD formats. Circulation can be handled using Biometrics, Smart Card, RFID based cards or standard barcode based cards. It supports various electronic resources like the Image and multimedia files. Bar-code ID cards can be printed along with an option of attaching members' photographs.

Central Library of Heritage Institute of Technology, Kolkata

(HITK)

HITK library comprises the Central library and Departmental libraries. Central Library of the Heritage Institute of Technology, Kolkata (HITK) is situated in the Central Building, spreading over approximately 20,000 Sq. feet. The Central library is centrally air-conditioned and equipped with computers and communication network and has a seating capacity of 250 readers. This is equipped with CCTV, Anti Theft Solution system and also with Wi-Fi connectivity. The library is fully automated with LIBSYS library management software (LSEase1.0) used for Acquisition, Cataloguing, Circulation, Procurement of books, Serial control modules and Web-OPAC, with barcode technology. Web-OPAC facilities are available from anywhere locally and remotely (<http://136.232.2.202:8380/opac/>) and also through Institute's Library webpage (<https://www.heritageit.edu/Library.aspx>) The barcode ID and scanner are used for charging and discharging the books.

The HITK library has a generous collection of Engineering & Management books, Reference, Humanities, Social Sciences and Career Guidance books (approx. 62664 as on 19/07/2021) , Scientific Journals etc. Separate stacking racks are maintained for books, journals, magazines and Newspapers. For cataloguing AACR2R and for classification DDC (23ed.) are followed.

"Semester Issue" facility: It is an additional facility provided to B. Tech and MCA students. They can retain books (normally one text book for each subject) for the entire semester.

Digital Library

The Central library of the Institute has a digital library section with 20 systems. It is run through D -Space software. It has a collection of e-journals from IEEE-ASPP, Delnet and Journal of the Indian Chemical Society, PCQuest, Voice & Data and Dataquest etc. The services provided by digital library (D-Space software) are available, at present, within the campus through the URL 172.16.0.4:8085/heritage . IP based access to DELNET is provided within the campus and also outside the campus through delnet.in (with User Id and Password) NPTEL lessons are accessible through LAN. Some of the current facilities include:

Institutional Repository

- Question papers of all departments (all semesters) under

autonomous HITK.

- Bibliographical data of the publications of the Academics and others of HITK have been uploaded.
- All online journals/ databases subscribed by Heritage are listed with its respective URLs
- Course materials (National /International)
- Career Guidance
- List of CD/DVD
- NDLI services
- Alerting of new arrival of books
- Current content of journals

Digital Repository: URL : 172.16.0.4:8085/heritage

IEEE (ASPP): <http://www.ieeexplore.ieee.org>

Delnet : delnet.in (with User Id and Password)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://heritageit.edu/Facilities.aspx

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

11.49

File Description	Documents
Audited statements of accounts	View File
Any additional information	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 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

5

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

WHY IT Policy Required: --

Heritage Institute of Technology IT Policy sets the central policies that govern the responsible usage of all users of the Institute information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the Institute is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

This policy establishes Campus-wide strategies and responsibilities for protecting the confidentiality, of the information assets that are accessed, created, managed, and/or controlled by the Institute.

Applicability of IT Policy:-

This IT Policy applies to all Heritage Institute of Technology faculty, admin staff and students and all others using the IT resources, whether personally or of Institute owned, which

access, transmit or store various types of related information.

Intention of This Policy:-

Each user of the Campus Information Resources must ensure that it is used for promoting the mission of the Institute towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

1. To ensure the integrity, reliability, availability, and superior performance of the Campus IT Systems
2. To ensure that the IT resources protects the official e-identity (allocated by the Institute) of an individual
3. To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

Resources USED:-

Network Devices wired/ wireless

Internet Access

Official Websites, web applications

Official Email services

Data Storage

Mobile/ Desktop / server computing facility

Documentation facility (Printers/Scanners)

IT Equipment Installation Policy:-

An individual in whose room the computer is installed and is primarily used by his/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

Computers purchased by the Institute should preferably be with 3-year on-site comprehensive warranty. After the expiry of

warranty, computers would be maintained by System Department on call basis. Such maintenance should include OS re-installation hardware support and checking virus related problems also.

All the computers and peripherals should be connected to the electrical point strictly through Central UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

Prohibitions:-

The users of the Institute shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including institute website, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the Institute and e-Library resources.

The Institute shall stress upon the users to comply with Institute policies and legal obligations (including licenses and contracts).

The Institute shall strive to arrange for an awareness programme to acquaint the users with the effective usage of IT resources.

Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

Social Media Usage- Users must abide by the rules of the Institute towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.

Commercial Usage - The Institute IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under Institute rules.

Software Installation and Licensing Policy:-

Any computer purchases made by the individual

departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, Institute IT policy does not allow any pirated/unauthorized software installation on the institute owned computers. In case of any such instances, the Institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

Data Backup :-

Individual users should perform regular backups of their vital data in Google Drive. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on CD or other storage devices such as pen drives.

Network Resources Usage Policy: -

Hostels WIFI Facility:-

Usage of Wireless infrastructure in hostels is to enhance the accessibility of the internet for academic purposes and to browse exclusive online resources of the Institute for student's.

Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each and every area in each floor of every block will have the same kind of signal strength, coverage and throughput.

Access to Wireless internet is only an extended service and neither students nor anyone who is residing in the hostels can demand the service. Availability of wireless services solely depends on the discretion of the Institute and it has rights to

stop/interrupt the services at any given point of time, if required for any technical purpose.

The access points provided in hostels are the property of Heritage Institute of Technology and any damage or loss of the equipment will be considered as a serious breach of Institute code of conduct and disciplinary action will be initiated on the student/s who are found guilty for the loss or damage of the Wireless Infrastructure or the corresponding equipment in the hostels buildings. In the event of any loss or damage to the wireless infrastructure, the Institute will assess the damage and the same will be recovered from all the students who are residing in that floor/building/hostel.

Policy Implementation: -

For implementation of this policy, the Institute will decide necessary changes in rules from time to time.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4240	1071

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 250 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	E. None of the above
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File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

289.59

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

Details of the policy:

The Institute established an effective mechanism for maintaining and utilizing Physical, Academic and support facilities. The Institute have separate departments for maintenance works headed by qualified Maintenance Manager. Maintenance is carried out on daily basis based on the complaints received through ERP in order to ensure effective functioning of the Institute. The instruments are calibrated by calibration agencies. Computers, CCTVs and few other electrical/electronic equipment have been put under AMC.

Systems for Maintenance and Utilization:

The Institute ensures optimal allocation and utilization of the

available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received as per the requirements.

Laboratory:

(a) Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

(b) The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.

(c) Laboratory rules and regulations are prepared and displayed in every lab.

Library:

(a) The requirement of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

(b) Suggestion box is installed inside the reading room. Continuous feedback helps in introducing new ideas regarding library enrichment.

(c) To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

(d) Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

(e) LIBSYS software with kiosk using RFID are used in Library.

Sports:

(a) The institute is having two big playgrounds of 77756.50 sq ft and 210000 sqft for outdoor games activities and separate common rooms of 1635.26 sq ft each for boys and girls for the purpose indoor games.

(b) Games and sports Facilities like Cricket, Football,

Volleyball, Kabaddi, Kho-Kho, Badminton, table tennis, carom etc. are available.

(c) Institutional sports in charge is devotedly deputed for conduct of sports activities and maintenance of sports grounds/common rooms and sports equipment.

Computers:

(a) Separate as well as centralized computer laboratory facilities are available to facilitate student-computer ratio 1:1.

(b) ERP software is used for maintaining faculty attendance, purchase/procurement management, store management, maintenance module and almost all affairs of student management.

(c) The whole campus including hostels are covered with a centralized WIFI system.

(d) Open access journals facilities are available.

(e) All servers, storage boxes and computers are kept under AMC coverage.

Classrooms:

(a) The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.

(b) Campus Administrator looks after all day to day requirements to include facilities services, daily maintenance, sanitization etc.

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 benefitted by scholarships and freeships provided by the Government during the year

38

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

175

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://heritageit.edu/SoftSkill.aspx
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

920

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

607

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

58	
File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded
5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year	
5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year	
107	
File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year	
43	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution	
<p>The basic objective of the Students' Council at Heritage Institute of Technology is to create a forum for involvement of students in the matters of student interest. The Students' Council not only organizes games, sports, technical and cultural festivals and publishes magazines, but also discusses academic</p>	

and placement issues with the faculty and management. Students' Council creates an environment, which will be conducive for improved teaching-learning process and overall development of the students. The Students' Council has representation in various academic and administrative bodies of the Institute, e.g., Anti-Ragging Committee, Library Committee, Placement Committee etc.

The students, under the mentorship of faculty members manages the activities of 23 active student clubs or cells at the Institute, namely,

1. Robotics Club
2. Atmadweep (Quiz)
3. Gaming (Computer Games)
4. Geeks United (Coding and Technology)
5. Science Club
6. DebSoc (Debate)
7. HEGA (Environment)
8. Flyers (Aeronautics Club)
9. Sports Club
10. Anubhav (Drama)
11. Rotaract Club
12. Google Developer Students Club (DSC)
13. Language Club
14. Resonance (Music)
15. Anahita (Literary)
16. Entrepreneurship Development and Incubation Cell (EDIC)
17. Yoga Club
18. Ghungroo (Dance)

19. National Service Scheme, HIT-K
20. Pravasana (Photography, Film and Painting)
21. Fashion Club
22. TEDx HIT Kolkata
23. HULT Prize at HIT-K

Apart from the above-mentioned club activities, the students also manage the activities of the following student chapters under the guidance of faculty mentors:

1. Institute of Electrical and Electronics Engineers (IEEE) - Electron Devices Society (EDS) Student Branch Chapter (SBC)
2. Association for Computing Machinery (ACM)
3. Instrument Society of India (ISOI)
4. Indian Institute of Chemical Engineers (IIChE)
5. Indian Plumbing Association (IPA)
6. Society of Mechanical Engineers, HIT-K
7. ASME Student Section Enterprise

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://heritageit.edu/StudentsActivities.aspx

5.3.3 - Number of sports and cultural events / competitions organised by the institution

59

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association of Heritage Institute of Technology closely associated with various activities of the institute. The association is has contributed significantly during the year:

1. Provided feedback in the development of the academic aspects of the institute as Active members of various academic and administrative bodies of the Institute such as Board of studies, IQAC etc..

2. Delivered technical lectures on their current works and shared their achievements in the respective departments and in ACM and IEEE students chapters.

3. Act as judges in cultural and sports competitions.

4. Helped in organizing Alumni Reunion events in January.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://alumniheritage.com/

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision:

To prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values.

Mission:

- 1. To prepare students with strong foundation in their disciplines and other areas of learning.*
- 2. To provide an environment for critical and innovative thinking, and to encourage life-long learning.*
- 3. To develop entrepreneurial and professional skills.*
- 4. To promote research and developmental activities and interaction with industry.*
- 5. To inculcate leadership qualities for serving the society*

Core Values:

- 1. Honesty or Uprightness**
- 2. Exceed**
- 3. Equality of All**
- 4. Diversity**
- 5. Concern for Stakeholders**

Strategies:

To develop, strengthen, and implement academic programs that are responsive to the mission of the Institute and to set a road map for pro-growth and pro-active development of HIT, the institute aims to achieve the following targets:

- 1. Expansion of the Institute in respect of Academic Programmes**
- 2. To impart outstanding teaching and learning experience for all students at par with international standard**
- 3. Enhanced R&D Activities**
- 4. Industry-Institute Partnership**
- 5. Collaboration with Educational Institution**

Effective governance of the institution towards fulfilment of its Vision and Mission:

The organization has a strong governing body constituted as per the statutory provisions that explicitly adheres to the vision and mission of the Institute, thereby fostering continuous growth, development and excellence amongst one and all. The institute has a strategic and perspective plan and. e-governance is implemented in more than 80% of its activity. The rest are being implemented'

The Institute has an efficient and participative managerial body with defined functional areas and they review and assess the functions and responsibilities by conducting meetings with all its stakeholders at stipulated intervals

The Institute has various statutory committees where decision for handling several academic and administrative issues are taken by the Board of Governors, Advisory Council, Academic

Council, Boards of Studies and other statutory and non-statutory bodies. The meetings of the Board of Governors, Academic Council, and Boards of Studies are held regularly.

The College has evolved various effective knowledge development strategies among students for national development, fostering global competencies, enhancing entrepreneurial and professional skills and promoting use of technology with a quest for excellence. The College also promotes value orientations and traditions and prepares dynamic and caring citizens to meet the challenges of global society.

The Institute has a formal policy to ensure and maintain quality through *Internal Quality Assurance Cell*. The Institute gives importance to feedback obtained from employers, parents, students and alumni.

The College has an Anti-Ragging Committee and Anti-Ragging Squad as per Supreme Court recommendations and AICTE guidelines along with a Grievance Redressal Committee and Internal Complaints Committee for the Sexual Harassment of Women at Workplace.

The Institute fulfils various societal requirements by conducting campaigns and programs through its Rotaract Club, Social Awareness & Community Service Club.

The Institute ensures complete transparency in budgeting, and expenditure. As a customary BOG and Finance Committee approve the Annual Budget. The monthly expenditure and budget utilization

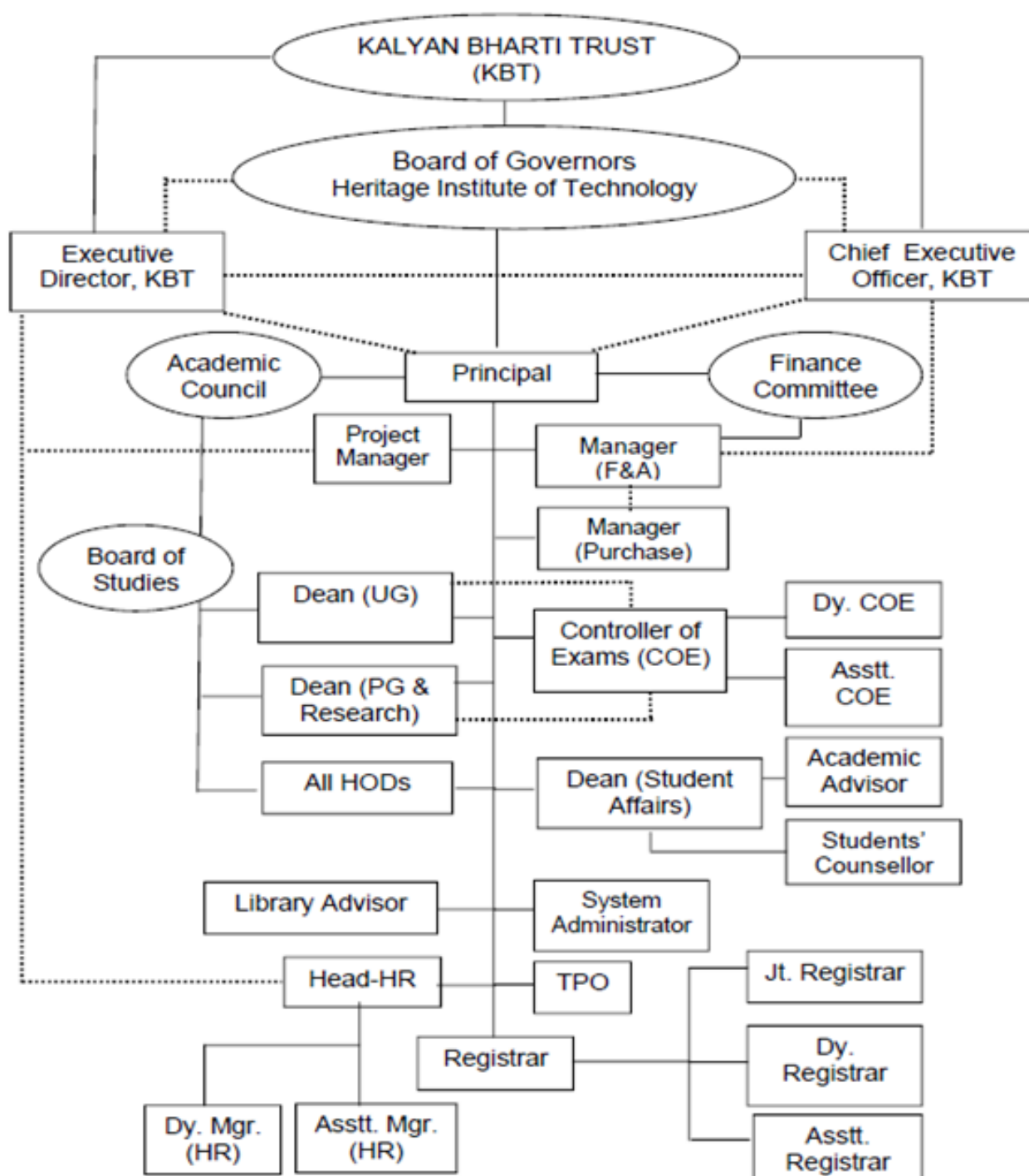
reviews and finalization of external audited balance sheet are done regularly.

Thus the Institute continuously enhances its quality to reach its vision and mission.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/BOG.aspx

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Since its inception the Institute has adopted a highly transparent mechanism in its management policies by successful adaptation of decentralization and participative governance in all its activities. The Leadership hierarchy in our Institute is as follows



! Levels do not indicate positional status and hierarchy. Individual designations may change from time to time, with the approval of the competent authority, without disturbing the basic structure.

The Board of Governors (BOG) is the apex body responsible for proper management of the affairs of the Institute and exercises all such powers and discharges all such functions as may be necessary for the purpose affairs of the Institute. The Board of Governors ordinarily meet once in every three months. The minutes of the BOG meeting are published on the Institute website.

The principal is the academic and administrative executive authority for implementation of the policies set by the BOG. He

is responsible to implement the statutory regulations of AICTE and the affiliating University. By virtue of his position the Principal is the Chairman of the Academic Council, a statutory body having power to scrutinise and approve the proposals of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, panel of examiners etc., It also takes decisions on several administrative activities as laid down in the statute. The minutes of the academic Council meeting are published on the Institute website.

The head of the Department provides leadership for the academic administration of the program and is the Chairman of the Board of studies, a statutory body having power to

prepare syllabi for various courses keeping in view the objectives of the Institute,

interest of the stakeholders and national requirement for consideration and approval of

the Academic Council, suggest methodologies for innovative teaching and evaluation techniques, suggest panel of names to the Academic Council for appointment of examiners, coordinate research, teaching, extension and other academic activities in the

department / Institute.

The Finance Committee is an Advisory Body to the Board of Governors and is responsible for preparing budget estimates before the commencement of the financial year, maintaining a watch over the progress of income and expenditure provided for in the Budget, preparing revised estimate after the 2nd quarter of a financial year and making necessary arrangement for auditing the accounts at the close of a financial year..

The decentralized and participative management policies of the Institute are also delegated through various other Non-Statutory Authorities which include but not necessarily limited to :

(i) Planning and Evaluation Committee

(ii) Grievance Redressal Committee (other than sexual harassment)

(iii) Examination Committee

(iv) Library Committee

(v) Student Welfare Committee

(vi) Extra Curricular Activities Committee

(vii) Internal Complaints Committee (against sexual harassment).

All these salutatory and non salutatory bodies contain representation of major stake holders, viz., representatives of government, administrators, teacher, staff, employer, alumni, parents and students. Senior and competent faculties having administrative capabilities are nominated as Dean, Co-ordinator of IQAC, Controller of Examination etc.

Case Studies: Design and Implementation of Programme Curriculum:

The strategies followed by the Institute for implementation of Programme Curriculum are a classical example of decentralization and participative management.

Following is the process flow chart which is followed for the design of the program curriculum and individual syllabi:

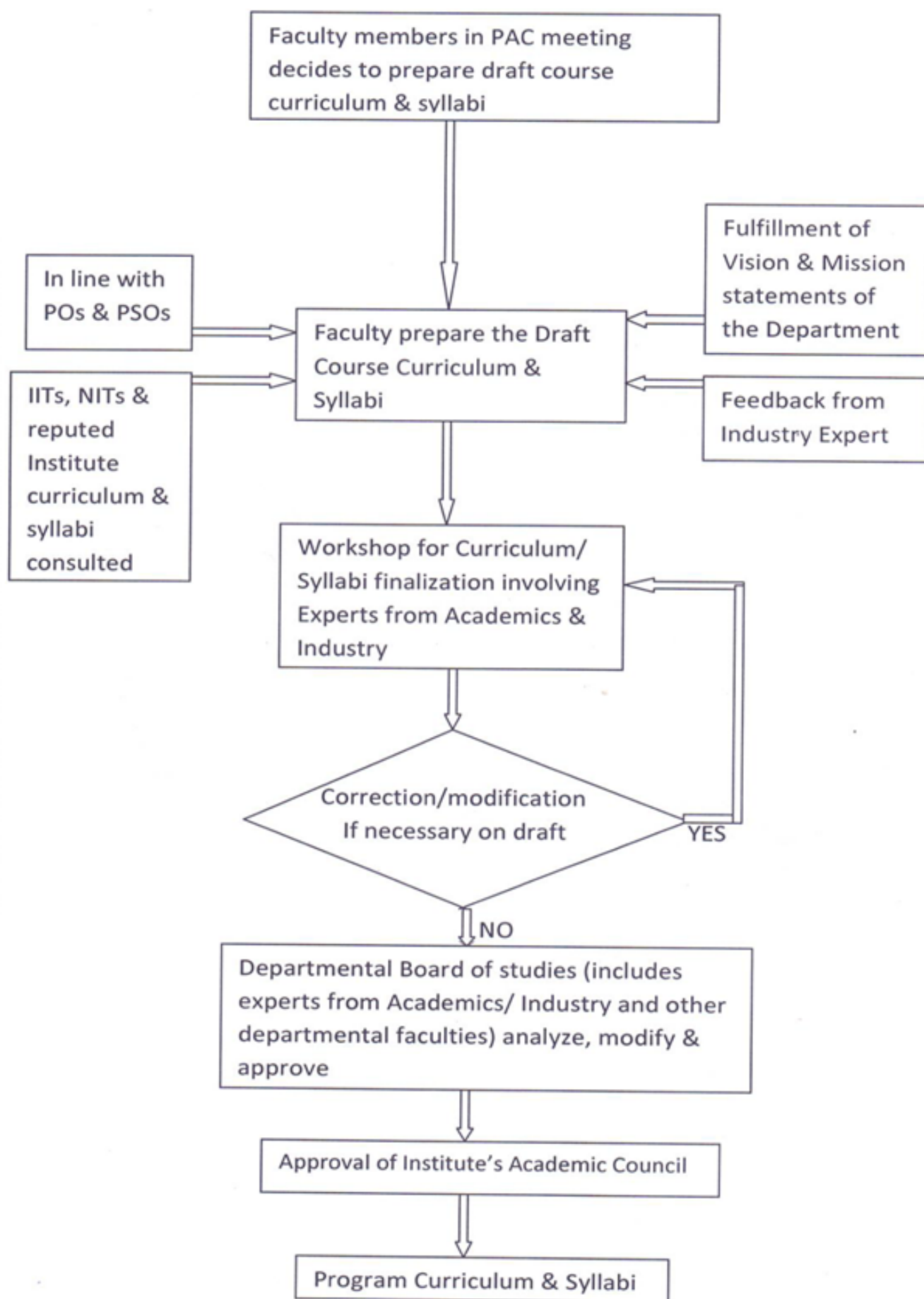


Fig 1. Flow chart showing the process of program curriculum and syllabi formation

The process of compliance of curriculum with POs & PSOs :

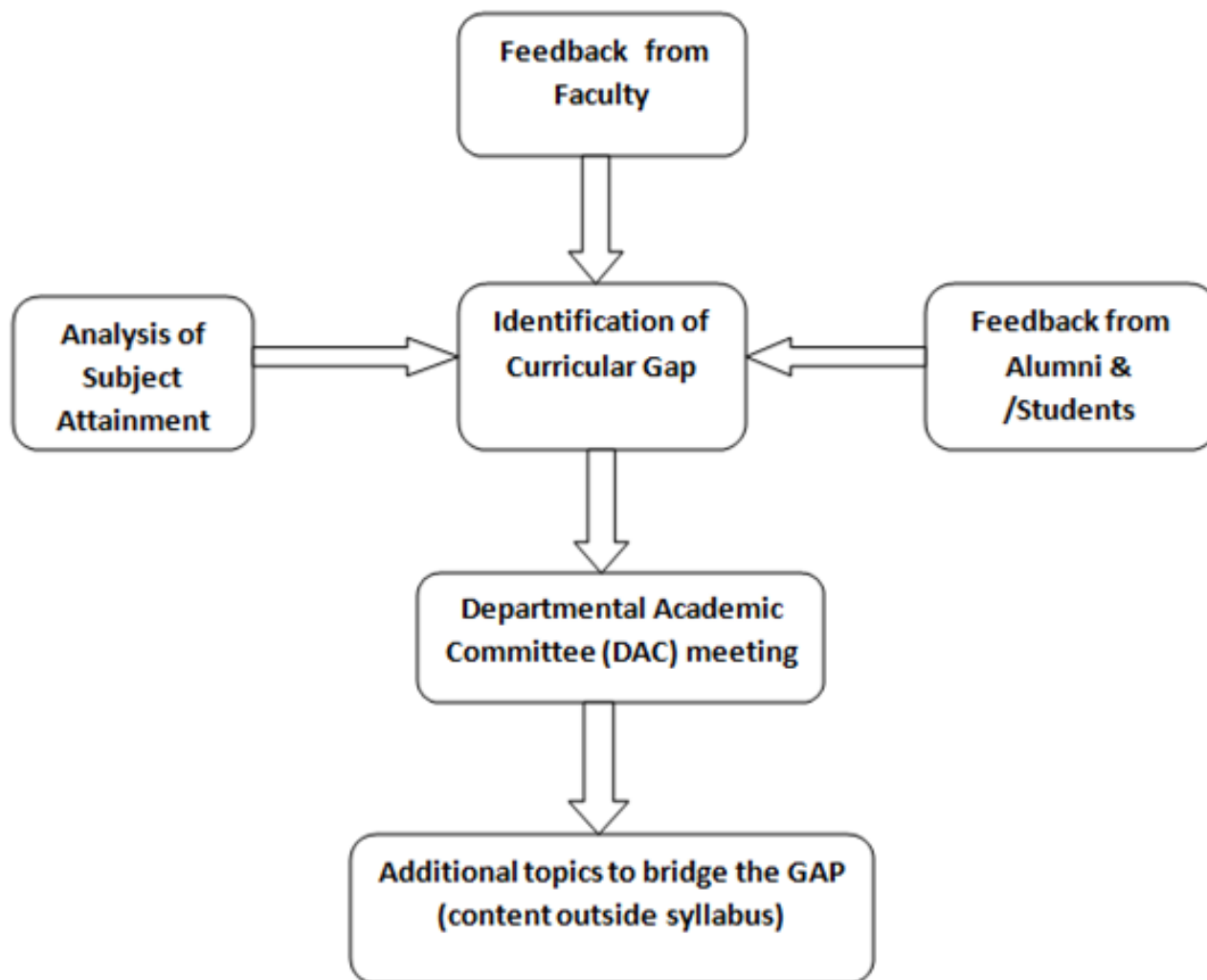


Fig 2. Flow chart showing the process of compliance of curriculum with POs & PSOs

Participation of Stakeholders in this process;

Feedback from students:

? Students feedback is the most important role in the program

? Student's feedback is considered for improving curriculum and syllabus.

Feedback from Industry personnel:

? Plays a great role in framing of program, establishment and POs / PEOs.

? Getting feedback from industry personnel for curriculum and syllabus.

? Finally the students go to industry, so their feedback is extremely important.

Feedback from Parents:

? Parents are important stakeholder for the entire academic program. Their valuable feedback and suggestions are also important.

Feedback from Alumni:

? Successful Alumni are the most important measure of success of the entire program. Their valuable feedback and suggestions help in curriculum and syllabus design to meet the need of Engineering Industry and Higher Education.

Allocation of Subjects to Members of faculty:

Before the beginning of Semester class, teachers send their subject option accordingly to their specialization to the HOD. A departmental subcommittee compiles the option and send their decision to the HOD who in turn finalizes the subject allocation in consultation with the concerned teachers. Usually, but not always subject allocation to an individual teacher is changed after a period of three years.

Committee and Cells:

The Co-Curricular and Extracurricular activities of the Institute are conducted by different cells and committee formed in a democratic way under the supervision of the Institute.

Participative Management:

The Institute believes in participative management. Participation of student member in the Academic Council and Board of Studies has been introduced. Similarly participations of alumni and experts from industry as well as academia in BOS are now in practice. Alumni Association and many clubs and cells (cultural and sports) s are managed jointly by the students and faculty members and representatives from management.

Succession:

The Institute follows a top down management system. In case of non availability of the specified in charge, the next man in the order will automatically take the charge and disposes off the responsibility.

The case study discussed above is just an example of decentralized and participative management practice of the Institute. In a similar way the Institute has adopted a highly transparent mechanism in its management policies in all its activities by successful adaptation of decentralization and participative governance.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	https://www.heritageit.edu/PDF/StatutesRegulationsRules2.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

1. One of the major thrusts of the Institute was to bring in its fold Departments having commonality in courses and objectives. This could improve resource sharing and create interdependent bridges between/ among departments. A natural collaboration could thus result in. The Department of MCA was outside the ambit of the Heritage Institute of Technology (HIT). Right after getting the autonomous status, the institute thought of bringing the Department of MCA under the fold of the HIT. This stratagem of bringing MCA into the HIT was translated into reality during the period under review. The syllabi were modernized and new subjects were introduced. The teaching and learning process thus improved a great deal and students' enrollment saw impressive growth. Students' placements were encouraging too. It can be claimed that the strategy worked out well in favor of the institute more than expected.

2. Right from inception HIT had an edge over other colleges in

the area of Computer Science. The introduction of subjects like Artificial Intelligence and Machine Learning, and Data Science was a natural follow-up under the tutelage of the Department of Computer Science. Thus, from the Academic Session 2021 - 2022, these subjects have been introduced in the HIT and the seats were filled in no time. The HIT claims that its foresight bore fruits.

3. The focus of HIT is to train students who can work in industry right after getting their degrees. Brilliant students are keen to join industry. If they could be retained for research, it would have been given dividends in the long run. HIT faculties are now trying to engage in research themselves and trying to involve students in research. Although the pandemic has brought in its wake roadblocks hitherto not envisaged, members of the faculty have developed quickly sanitization solutions. An automated mask with an appropriate filter for filtering exhaled gases and pumping in fresh ambient air has been designed by making use of 3D printer. There has been research on vaccine also and a state-of-the-art laboratory is being set up for the purpose. A good number of MOUs have been signed and members of the faculty are trying their best to do quality research work and publish them in reputed journals. It must be pointed out, however, that research is a long and engaging activity and it will take still some more time to make a dent on the research front.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.heritageit.edu/AICTEORDERPDF/2021_22AICTEOrder.pdf
Upload any additional information	No File Uploaded

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

By virtue of the autonomous status granted on recommendation of the University Grants Commission to Heritage Institute of Technology, Kolkata (HITK) under the affiliating university (MAKAUT) and in exercise of the powers conferred by Kalyan Bharti Trust, the Board of Governors of Heritage Institute of Technology has made the statutes relating to Constitution, Powers and Functions of the authorities of HITK. The administrative authorities are as follows;

The following are the Statutory Authorities of the Institute:

1. Board of Governors
2. Academic Council
3. Board of Studies
4. Finance Committee
5. Internal Complaints Committee (against sexual harassment)

The following are the Non-Statutory Authorities of the Institute :

1. Planning and Evaluation Committee
2. Grievance Redressal Committee (other than sexual harassment)
3. Examination Committee
4. Library Committee
5. Student Welfare Committee
6. Sports & Extra Curricular Activities Committee

Option has been provided to constitute other bodies as and when required.

The Basic Organizational Structure (Organogram) is available on the website of the Institute.

Statutory Authorities:

Board of Governors (BOG):

The Board of Governors is responsible for proper management of the affairs of the Institute and may exercise all such powers and discharge all such functions as may be necessary for the purpose.

In particular and without prejudice to the generality of the foregoing provision, the

Board of Governors, in order to provide the instructional and other services necessary for

the efficient and effective functioning, shall exercise the following powers and discharge

the following duties :

(i) To create teaching, administrative, technical and other posts under the Institute

and to ratify appointments thereto for the efficient management of the affairs of the

Institute and to regulate their recruitment and conditions of service, in accordance

with the Statutes, Rules & Regulations of the Institute and the relevant provisions made by other competent authorities like AICTE, UGC, affiliating university and the Govt. of

West Bengal

(ii) To provide necessary guidance for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline

(iii) to review the results of examinations and to suggest for academic improvements on the recommendations of the Academic Council

(iv) To ensure that all information returns, reports and other materials as required by AICTE / UGC / affiliating university or the Govt. of West Bengal are made available promptly

(v) To make sure that directions issued by MAKAUT are carried out expeditiously

(vi) To hold, control and administer the properties and funds of the Institute

(vii) To approve the Annual Budget on the recommendations of the Finance

Committee and sanction expenditure as may be required

(viii) To provide for promotion of welfare of students, their residences, health, recreation and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students

(ix) to enter into agreements for and on behalf of the Institute which will be signed

by the Principal as the Member Secretary of the Board of Governors

(x) To appoint Committee(s) or Sub-Committee(s) for disposal of any business of the Institute or for rendering advice in any matter pertaining to the Institute

(xi) To delegate to such extent, as it may deem necessary, any of its powers to any senior member of faculty or Committee or Sub-committee constituted by the Board of Governors

(xii) To perform such other additional functions and to carry such duties as may, from time to time, be assigned to it by the Kalyan Bharti Trust.

Academic Council:

The Academic Council has powers to:

(i) Scrutinise and approve the proposals of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, panel of examiners etc.,

provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Boards of Studies or reject it, after giving reasons to do so.

(ii) Make regulations regarding the admission of students to different programmes of study in the Institute.

(iii) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(iv) Make proposals to the Board of Governors for establishment of a new department /

centre for study and research.

(v) Recommend to the Board of Governors proposals for the institution of new programmes of study.

(vi) Recommend to the Board of Governors institution of scholarships, studentships,

fellowships, prizes and medals, and to frame regulations for the

award of the same.

(vii) Submit each year its Annual Report to the Board of Governors.

(viii) Perform such other functions as may be assigned by the Board of Governors..

Boards of Studies:

The Boards of Studies have the following functions to perform:

(i) Prepare syllabi for various courses keeping in view the objectives of the Institute,

interest of the stakeholders and national requirement for consideration and approval of

the Academic Council

(ii) Suggest methodologies for innovative teaching and evaluation techniques

(iii) Suggest panel of names to the Academic Council for appointment of examiners

(iv) Coordinate research, teaching, extension and other academic activities in the department / Institute.

Finance Committee

The function of the Finance Committee is to:

(i) Prepare budget estimates before the commencement of the financial year

(ii) Shall maintain a watch over the progress of income and expenditure provided for in the Budget

(iii) Prepare revised estimate after the 2nd quarter of a financial year

(iv) Make necessary arrangements for auditing the accounts at the close of a financial year.

Internal Complaints Committee (against sexual harassment):

A policy against sexual harassment, as defined under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, has been framed and duly approved by the Board of Governors, in terms of which there is an Internal Complaints Committee

Detail compositions and functions of all the above bodies are available on the website of the Institute

Functions of various bodies, service rules, procedures, recruitment, promotional policies, etc., are also available on the website of the Institute.

Non-Statutory Authorities:

Planning and Evaluation Committee

Planning and Evaluation Committee is the principal planning body of the Institute and is responsible for monitoring of its development and preparing the Road Map. Recommendations of the Planning and Evaluation Committee are placed before the Board of Governors for consideration and approval. Proposals relating to academic matters are processed through the Academic Council.

Grievance Redressal Committee (other than sexual harassment)

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment (other than sexual) and interpersonal co-ordination, shall be redressed through the Grievance Redressal Committee.:

Library Committee:

The Library Committee is constituted for the purpose of maintenance and management of the

Institute Central Library and Departmental Libraries. The Library Committee functions under

the control of the Board of Governors.

Student Welfare Committee:

The Committee is competent to:

(i) Formulate and make recommendations on matters of policy concerning all aspects of student welfare.

(ii) Implement the policy of the Institute in respect of welfare of students

(iii) Make recommendations to the Board of Governors on all matters relating to discipline amongst students

File Description	Documents
Paste link to Organogram on the institution webpage	https://heritageit.edu/PDF/OrganizationalChart.pdf
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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 interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Since inception, Heritage Institute of Technology has adopted various welfare measures for teaching and non-teaching staffs. The Institute has also provided the employees with various avenues for their career development. Following are some of the welfare measures, career development avenues and incentives available at the Institute:

1. Implementing QIP scheme of Govt. of India
2. Encouraging faculty members to complete their Ph.D. by granting special leave after registration for Ph.D.
3. Three additional increments in salary of the faculty members after completion of their Ph.D.
4. Promotion through Career Advancement Scheme
5. Award of Excellence to the members of faculty and staff every year in different categories
6. Employees' Provident Fund
7. Gratuity
8. Group Accidental Insurance Policy
9. Transport facility from nearby bus stop
10. Psychological Counselling for the members of faculty and staff members
11. COVID 19 vaccination camp for teaching and non-teaching staffs

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

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

1

File Description	Documents
Upload any additional information	View File
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 programmes organized by the Institution for its teaching and non-teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

65

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The activities and operations of the Heritage Institute of Technology are reviewed, monitored and evaluated by internal committee of the Institute, independent Internal Auditor & Statutory Auditor. The purpose is to conduct an objective examination of evidence and provide an independent assessment on the Activities and Operations (risk management, control and governance processes) of the college & contribute to the improvement of activities and operations of the college using a systematic and disciplined approach.

For the above purpose Independent Internal Auditors have been appointed and they conduct audit of various function periodically to ensure Internal control system regarding authorization procedures, record maintenance, safeguarding of assets, etc. The Auditors submit their observations to the Institute for review and corrective actions if any.

The Annual Accounts of the institute are audited by the Independent Statutory Auditor appointed for the purpose. Annual

Accounts are placed before the Finance Committee for consideration. Suggestions arising out of the meeting of the committee are duly considered in the Annual Accounts and the Statutory Auditors conduct the audit thereafter. The Accounts so approved by the Auditors are placed before the Board of Governors for final approval.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Broadly major internal resource mobilization by the Institute is through collection of Tuition Fee from students. It also generates resources from Examination Fee, Library Fee & Students' Welfare Games & Sports Fee. Fund is also mobilized from Research Consultancy works and Sponsored Research Projects.

To ensure proper and optimum use of the resources a strict budgetary control on expenditure is exercised. The internal and external audit are also carried out regularly and audit objection, if any, are taken care of.

Budget is prepared keeping in mind developmental criteria of the College. Funds collected are spent on payment of salary of teaching and non-teaching staff of the Institute and other

activities. Accordingly provisions are made in the budget, which is prepared by a team of experts under supervision of the Principal and then approved by Finance Committee. It is then deployed on different Heads of Expenditures in accordance with approval. The Institute utilizes its funds in a transparent manner.

Adequate funds are allocated for effective teaching-learning practices that include Induction and Orientation Programs, workshops, Inter-disciplinary activities, Training programs, Faculty Development Programs, Conferences, Industry Academia interactions that ensure quality education.

Adequate funds are utilized for development and maintenance of infrastructure of the College. The requirements of the laboratory equipments of various departments are duly considered and procurements are made accordingly. Budget is utilized to meet day to day administrative and maintenance expenses.

For enhancement of library resources requisite funds are utilized every year.

State-of-the-Art improvement through up-gradation of lab facilities in various departments is being setup. Renovation of classrooms, Labs and faculty rooms etc. are duly taken care off.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The primary responsibility of the Internal Quality Assurance Cell (IQAC) is to work towards the continuous improvement of quality and achieving academic excellence. Setting up processes to impart high-quality teaching requires commitment from the top management to the departmental level. It helps to identify and promote good practices to achieve the desired goal. This involves regular

reviews of the existing processes, analysis of feedback received from the students, and recent developments of the technology and teaching process. Finally, smooth implementation across departments and planning an effective support mechanism that meets the needs of teachers and students.

Heritage Institute of Technology (HIT) is on a mission of achieving excellence in teaching and research, empowering learners in achieving their professional goals, building the society and the nation, and relating learning with the highest human values. Institute offers a Master's degree and Research programs in 5 Departments and Undergraduate programs in 10 departments. The vision and mission of the institute are publicized in each department as well as it is emphasized well in its website, calendar, and prospectus. The curriculum each course is periodically evaluated and improved by institute level (AC: Academic Council) and department level (BOS: Board of Studies) competent committees. All departments plan and execute orientation programs, guest lectures, study tours, internships, industrial training, and many more activities to mark the goal.

A quality assurance system helps HIT to monitor and track core processes. IQAC helps to launch and monitor numerous initiatives grouped under the following headings:

1. Policy Framing and Monitoring: Setting the milestones, and then preparing a plan to reach there is most important. IQAC plays an important role in developing a quality culture at the institutional level, like policy framing, designing an action plan, and monitoring its execution to achieve the desired result. HIT adopts quality management strategies in all academic and administrative aspects. It has also implemented an academic audit mechanism at the institute level as well as department level.

2. Curriculum Designing and revision: Departments design a curriculum of individual courses keeping in mind the academic and industrial needs, and state of the art of each subject. The same is the discussed in the departmental board of study (BOS) meeting. The BOS comprises of all faculties of the department, Academic and Industry experts. The BOS approved curriculum is then being presented before the academic council members for their concurrence. The co-ordinator of IQAC actively participates in all steps to finalize the curriculum.

3. Support the core process: Teaching-learning and research are the core processes in any HEI. The IQAC remains cautious to

achieve goals set according to the vision and mission of the university. The IQAC also promotes research activities through financing conference attendance, research awards, felicitation of achievers and setting up research and development Laboratories.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Academic Administrative Audit (AAA) and follow up action taken: Institute has taken initiative to perform periodic audit by the external peer review team consisting of 3 experts from recognized universities and institutes of national interest. The team visited the institute, audited the academic activities and talked to the management, academic staffs and IQAC coordinator. The team has quantitatively judged the institute's academic activities based on several parameters and provided a few suggestions to improve further.

Orientation programme on quality issues for teachers and students: Institute organizes awareness programmes for improving internal quality in academic activities such as teaching and learning, research and development. Moreover, most of the faculties and academic staffs actively participate and contribute in AQAR, and several other audits and accreditation process.

Update of Course structure and syllabus: Institute has a strict guidelines to update the course structures and syllabus. Each department works on the structure considering the state of the art of the subjects and suggestions received from the members of departmental board of studies (BOS) and academic council (AC). The syllabus is then discussed in BOS meetings and finally approved by the AC.

Attaining the Outcomes: A process has been started where each department is tracking the attainment of the COs mentioned in the syllabus.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://heritageit.edu/AQARAndIQAC.aspx
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

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

Heritage Institute of Technology has adopted following measures for the promotion of gender equity during the year:

1. Ensuring that educational materials are free from gender stereotypes.
2. Not referring to stereotypical characteristics like 'boys don't cry' or 'girls don't fight' which limits understanding of gender roles.
3. Avoiding segregating boys and girls into separate lines, separating sports activities and mixing seating up in the classroom.

4. Ensuring any educational materials used show genders in equal measure.
5. Mixing boys and girls to work on projects together.
6. Exploring gender concepts and roles from different communities.
7. Helping students identify instances of gender bias, through awareness activities or historical events, laws and cultural changes.
8. Internal Complaints Committee (ICC) for addressing any grievance related to gender issues and also conducting events to promote gender equity.

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

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

A. Any 4 or All of the above

File Description	Documents
Geotagged 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 a maximum of 200 words)

The Institute abides by the Municipal Solid Wastes Management Rule and developed the solid waste management and disposal scheme. Storage and segregation of biodegradable and non-biodegradable waste have been duly ensured. 2.83T waste are being disposed off per day. Different coloured bins have been provided for different categories of waste. From different collection basis finally transfer at central location. Further segregation are being done at central station to collect recyclables such as plastic, polythene, glass, rubber, paper etc. and separate compartments had been provided for each type of recyclables.

Hazardous waste is collected and stored during various activities

and proper disposal of the same is being done as per hazardous waste rules. Spent oil from DG sets are stored in HDPE drums in isolated covered facility and disposed of properly. E-waste are collected separately for transportation to the authorized recycling units.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Geotagged 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
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geotagged 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 undertaken by the institution

<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3.Environment audit 4. Clean and green campus recognitions/awards 5.Beyond the campus environmental promotional activities 	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,</p>	<p>A. Any 4 or all of the above</p>
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reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
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, socio-economic and other diversities (within a maximum of 200 words).

"Unity in Diversity" is the primary essence of Indian society. As stated in the Vision statement: "To prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values", the institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, there is no intolerance towards cultural, regional, linguistic, communal socio-economic and other diversities. Various national and international commemorative events, birth anniversaries and other important events are organized at the Institute with great enthusiasm. The Institution organizes various cultural and extension activities on a regular basis to celebrate the diversity that exists in the country, e.g., PROTHOMA to celebrate the festivals of different states of the country. NSS and Rotaract Units of the Institute participate in various programmes related to social issues, e.g., Blood Donation Camp, Education Camp for the under-privileged children of nearby slums, Winter Cloth Distribution among street dwellers, Celebrating Raksha Bandhan with Army personnels etc. During the pandemic period, students of the Institute formed a group named as COVID Relief Force and helped people in distress. Every year the Language Club of the Institute organizes various events to celebrate International Mother Language Day on the 21st day of the month of February where students from different demograhic locations perform acts in their mother language.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
<p>7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:</p> <p>The Institute sensitizes the students and employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular, co-curricular and extra-curricular activities. The Institute offers courses like Indian Constitution and Civil Society (INCO3016) and Human Values and Professional Ethics (HMTS2001) as compulsory course for all the students. Code of conduct is prepared for students and staff and everyone obeys the conduct rules. The Institute encourages participation of students in Cultural, Technical, Sports and Games, NCC and NSS activities at National and International level to strengthen nationwide bond and relation. The institution takes pride of raising up successful leaders among the students by making them Coordinator and Leaders of 29 active clubs and student chapters of the Institute. Debate, Drama and Extempore are organized by the students regularly highlighting topics on Ethical Values, Rights, Duties and Responsibilities of Citizens. Students are encouraged to participate in various social activities like Blood Donation Camp, Education Camp for the under-privileged children of nearby slums, Winter Cloth Distribution among street dwellers, Celebrating Raksha Bandhan with Army personnels etc. During the pandemic period, students of the Institute formed a group named as COVID Relief Force and helped people in distress.</p>	
File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File
7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts	A. All of the above

periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized

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 programmes, 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

Celebrating events and festivals is an integral part of learning and building a strong cultural belief. The institute celebrates several national and international events throughout the year where students and staff members actively participate with enthusiasm. In year 2020-21, we celebrated Teachers' Day, World Environment Day, International Yoga Day, Independence Day, Republic Day and many more.

The Institute's Foundation Day, which falls on Teachers' Day (5th September), is celebrated with enthusiasm and reverence to the teaching fraternity. Students also organize Freshers' Welcome to induct the new-comers to the Heritage family and Farewell ceremony for the outgoing students. This year on the institute's foundation day we organised a whole programme where several eminent persons of the society were present and delivered lectures. Moreover a cultural event was also organised by the faculties and students. On the International Yoga Day a live session was organised and many students and staffs participated. To commemorate the World Environment Day, activities like cleaning and plantation are being arranged. To celebrate the Science Day, Mathematics Day, different departments organise several events

like workshops, special lectures and competitions (Hakathon, Coding, Poster, Quiz atc.).

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice I:

Title: Award of Excellence to the Members of faculty of the Institute

Objective:

Heritage Institute of Technology Kolkata (HITK) recognizes that its ability to achieve its vision and mission will be greatly dependent upon the performance of the members of its faculty and staff, and the extent to which their individual contributions impact on the services provided by the Institute to the community. The objective has been achieved through:

- Creating an environment of encouragement, motivation and recognition.
- Boosting satisfaction level of teachers that directly impacts the improved academic environment of the Institute.

Judicious guidelines have been framed to establish the parameters for a system, which will recognize and reward outstanding performance of its faculty. The value of the awards will be INR 10,000 each and a certificate.

Context:

Heritage Institute of Technology Kolkata (HITK) has developed a practice through which it can encourage, acknowledge and

appreciate the efforts of those persons who are steadily contributing and are quintessential to its growth. Such practices lead to a better academic environment in the institute.

The scheme is entitled 'HERITAGE INSTITUTE OF TECHNOLOGY AWARD FOR EXCELLENCE'. A total of five (5) awards are given in recognition of accomplishment and/or as an incentive for continued excellent performance.

Practice:

Since its inception The Institute celebrates its Foundation Day on September 5, each year. It is on this auspicious day the Annual Awards of Excellence are presented to the selected members of faculty in the following award categories:

1. outstanding teaching;
2. outstanding research accomplishments;
3. outstanding service to the HITK Community;
4. outstanding contribution to public service, to include the private sector and the non-government community;
5. all-round excellent performance in a combination of two or more of the above areas.

The entire practice follows a rigorous selection procedure as stated below:

1. ELIGIBILITY

All current members of the Academic staff and Administrative staff (excluding Executive Management, Registrar and Head HR), who have been in the continuous service of the institute for at least 5 years prior to the application or nomination and not more than 60 years of age at the time of application are eligible for an award. Award categories (i) and (ii) are specifically for Members of Faculty.

1. CRITERIA

Awards will be based on excellent performance, assessed primarily on the candidate's achievements during the 5-year period immediately preceding nomination for the award.

Criteria to be used in the evaluation of applications for awards

in the four Core Areas are:

i. Outstanding Teaching, as demonstrated, for example, by: excellent student ratings, testimonials and peer recognition; development of innovative course delivery methods; development of effective instructional materials; evidence of reflective and scholarly teaching and learning; outstanding students advisory activities; outstanding students supervisory activities.

ii. Outstanding Research Accomplishments, as demonstrated, for example, by: an outstanding publication record in refereed journals, books or chapters in books; evidence of the scholarly or professional impact of the work; evidence of the international, regional or national recognition of the work; evidence of effectiveness at generating research funds; evidence of excellence in supervision of graduate research.

iii. Outstanding Service to the HITK Community, as demonstrated, for example, by: excellent administrative / managerial / professional leadership; exceptional service; the development of effective and innovative administrative, managerial and professional systems; excellence in the servicing of institutional meetings.

iv. Outstanding Contribution to Public Service, as demonstrated, for example, by: effective chairmanship or membership of boards/commissions/committees/task forces at national or international levels, whether these be in the public sector, the private sector, or other non-governmental sectors that brings distinction to the Institute; transformative advisory services; significant service to professional and scholarly associations, particularly at national or international levels.

v. Outstanding Contribution in a combination of two or more of the above areas.

III. PROCEDURAL GUIDELINES

A. The Application

A written application can be submitted by eligible faculty/staff members. Faculty/staff members can nominate other staff members based on college recognition.

The application for an award will include:

(1) In case of self-nomination, a first person narrative of no more than 1000 words summarizing excellent performance over the last 5 years in one or more of the core areas. Alternatively, in the case of nominations by peers, person(s) knowledgeable about the candidate's achievements may write the narrative.

(2) An updated curriculum vitae. An appendix may be attached containing information as the applicant chooses which sustains and/or supports a claim to excellent performance or professional promise.

(3) In case of a nomination for excellence in teaching, the application should be accompanied by comments from colleagues and reports of student assessment of teaching, where available. Alternatively, the assessment committee will obtain the same from the HR department.

The application must be submitted prior to the established deadline.

B. Repeat Applications

(i) Repeat applications from persons whose first applications have not been successful, are encouraged.

(ii) Repeat applications from persons whose first applications were successful, where the new application is for a different category from the previous award, will be reviewed on merit - without prejudice - as new applications, provided at least 3 years have passed since the earlier award.

(iii) Repeat applications from persons whose first applications were successful will not be considered if the new application is for the same category.

C. Initiation

An eligible member of faculty/staff who wishes to be considered for an award or faculty/staff members who wish to nominate colleagues, will submit an application to the Registrar, by the established deadline. If not a self-nomination, the Registrar will refer the nominations to the nominees for their input.

D. Selection Process

Step#1: The Registrar will be the first conduit for the

processing of applications. The Registrar will be responsible for receiving the applications and submitting the applications for further screening and evaluation.

Step#2: The Registrar will submit the application, together with supporting materials, to a Faculty/Administrative Sub-Committee appointed for the purpose. In addition, the Registrar may submit accompanying comments on the applications but will not be required to rank the applicants in any way.

Step#3: The Faculty/Administrative Sub-Committee will screen the applications to ensure that all application procedures (including submission of the required documentation) have been fulfilled. If necessary the candidate or person making the nomination should be asked to clarify information presented or provide additional information. This would be in addition to the 1,000-word narrative, which the nominee or the person making the nomination is required to write. It makes a short-list of nominees/applicants and submits this to the Principal.

Step#4: The Principal's Advisory Committee will meet to review the recommendations and applications and select the recipients of the award.

Step#5: The Office of the Principal will announce the award recipients after ratification by BOG and/or BOT, as appropriate.

E. Announcement of Awards

Awards will be announced publicly in the form of a notification.

F. Awards Ceremony

Awards will be presented at an Award Ceremony organized for this purpose, preferably on the Institute's Foundation day.

Evidence of Success:

Success of this Best Practice has been reflected on the overall activity of the teaching community of the institute in terms of enhanced publication of research papers, quality of teaching as well as participation in the community programme.

Problems Encountered and Resource Required.

Award for Excellence programme was first implemented in the year

2012. Since then this highly acclaimed programme did not encounter any problem. Increased number of participation of the members of the faculty in this programme evidently shows its great success.

Regarding requirement of resources, a committee is formed to look into the details such as budget approvals, inviting nominations, setting up jury, etc.

Best Practice II:

Title: Reform in Institutional Examination System through Full Proof

Moderation of Question Papers by External Academics

Objectives

Reform in Institutional Examination system deserves a holistic evaluation of its necessity to transform the existing structure with the aim of raising the quality of education. Heritage Institute of Technology Kolkata (HITK) recognizes that its ability to achieve its vision and mission will be highly dependent upon the standard of examination system as well as the performance of its students in their future professional life. In this respect the Institute strongly feels that besides the adaptation of a holistic teaching learning process, a full proof evaluation of the merits of students should be made through a rigorous examination system.

Context

As per UGC and AICTE guidelines evaluation, grading and certification rest on examinations which play an important role in the progression of a learner on the learning path. The examinations not only indicate whether the desired learning outcomes have been achieved but also assess the level of achievements against benchmarks. Thus, examinations serve as checkpoints for both the learner and the external world, allowing appropriate certification to be issued reflecting the proficiency of an individual operating in socio-economic spheres.

In order to fulfil the laid down guidelines by the statutory bodies, the Heritage Institute of Technology recognizes the importance of moderation of examination papers by external experts at the Semester Examinations as an important quality standard. The moderation will help to maintain a high standard at the semester examinations as well as ensure transparency in the process.

Practice:

Theory Papers:

Under this classification each theory paper is evaluated on the basis of 100 percentage points, sub-divided into the two categories:(1) End-semester examination: 70 points and (2) Internal Assessment: 30 points.

In the end semester examination based on the recommendations of the respective Head of the Department and approved by the Principal, the Controller of Examinations appoints two paper setters for independently framing two sets of question papers in each subject. He also appoints (at least) one senior academician as a moderator from an educational institute of repute whose field of expertise falls in the subject area of the examination paper. The appointed Academics from Institutes of National/International repute conduct the process of scrutiny of examination papers to ensure the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. Sometimes, a senior person from the industry may also come as a moderator for an applied subject; however, such cases are rare. It also ensures that the weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the statutory bodies to ensure fairness, accuracy and consistency in marking. The final question paper is prepared from amongst the two above sets by the moderator in presence of the Controller of Examinations.

Functions of the Moderator

- The moderator has the right to change / modify / add questions.
- The moderator shall go through the entire syllabus and ensure that that the questions are set from within the syllabus and that there is no ambiguity in the question, the wording of each question is precise, definite and easily understandable.

- The moderator shall ensure that the questions have been set from all the modules of the syllabus.
- The moderator should ensure that the distribution of marks has been done properly keeping in mind the standard of students of high merit as well as that of the students of average merit.
- The moderator shall ensure that after moderation, the question papers are handed over to the controller of examinations in person.
- The moderator must take all necessary measures to ensure the security and confidentiality of the examination papers and other material.
- Since the appointment of the moderators comes under the official secret act, it is mandatory that the moderators would not disclose their appointment to any person.

Evidence of Success:

The following changes have been observed over time ever since the system of external moderation has been introduced. It may not be possible to associate a provable causal relationship between the system and the following effects, but we have nevertheless observed these facts over the last few years.

- Success rate of students in examination has been increased after introduction of external moderation system.
- Zero complaint regarding the quality of question papers after introduction of external moderation system.
- Remarkably less number of re-examination request received from students.
- Alertness of members of faculty to cover the entire syllabus of the subject.

Problems Encountered and Resource Required

The programme relating to Reform in Institutional Examination System through Full Proof Moderation of Question Papers by External Academicians adopted by the Heritage Institute of Technology through its office of the Controller of Examinations has not encountered any problem so far. The Institute has its locational advantage. It is surrounded by a number of Educational Institutes and National laboratories like The University of Calcutta, Jadavpur University, Indian Statistical Institute, Indian Institute of Engineering Science and Technology (Shibpur) Indian Institute of Chemical Biology, Central Glass and Ceramic Research Institute to name a few. Indian Institute of Technology,

Kharagpur, National Institute of Technology, Durgapur, Central Mechanical Engineering Research Institute, IISER and Moulana Abul Kalam Azad University of Technology, the affiliating university of this Institute are also not far off. Thus appointment of moderators of extremely high eminence has not been a problem so far.

File Description	Documents
Best practices in the Institutional website	https://heritageit.edu/PDF/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

HITK has attracted the best possible faculty since its inception and has created one of the finest infrastructures available in the state of West Bengal. On the face of cut-throat competition in every field of academics, students all across the nation are now searching for courses which are more industry and job oriented. to get an edge over their peers. The visionary founder members of the Institute have apprehended it long before and thus created distinctive facilities at par to its vision, priority and thrust to be the leader in this field.

In order to orient teaching learning activities towards more industry and job, the Institute under the guidance and advice of its Advisory Council comprising of top level executives from industry and academics has augmented laboratories and workshops with advanced facilities following the guidelines of UGC, AICTE and the affiliating University MAKAUT. In theory papers, a large number of industry oriented professional, free electives and emerging topics have been introduced giving freedom to the students to opt according to their own choice.

Incubation Centre is another avenue provided by the authority where talented students can nurture their innovative brain child and sometimes come up with widely acclaimed outputs.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The world is still passing through the Pandemic and it is not known when we will come out of this dangerous situation. The shuffle between online and offline system of imparting education in theory and practical is posing a big challenge. An analysis of the student profile of the institute will readily show that there are a large number of students from the adjoining states like Bihar and Jharkhand. Coordinating with them and delivering effective education to these students is a challenge. Their placement through arrangement of interview by corporate houses is posing difficulty. The institute, therefore, has refrained from applying for new courses this year. The challenge is to run the existing with utmost efficiency. It is our realization that running the institute during the Pandemic with efficiency and transparency will be the task for another six to nine months. The institute is, therefore, gearing up all its resources for creating proper delivery mechanism of technical education. This is the immediate plan of the institute. Student engagement through online classes, arranging offline classes wherever possible, arranging offline examinations wherever possible under various constraints, removing fear psychosis from the minds of the students, encouraging them to undertake travel across the state, integrating the processes involving the academic wings and the administrative wing, - all these are included in the plan of action so that the delivery of education to all the students happens unhindered during these uncertain times.