B. P. Poddar Institute of Management & Technology

137 VIP Road, Kolkata 700052

Target for Department Academic Audit

Name of the Department:_____

No. of Program(s) running: _____

Name of the Program(s) running: _____

S.No.	Criterion	Items	Set Target
1.		Professional memberships (in %)	
2.		Seminars / conferences/ workshops to be attended (in %)	
3.		Books/ Book chapter to be published by faculty (in %)	
4.		Publications in SCI/Scopus indexed journals (in %)	
5.		Publications in other journals (in %)	
6.		Publications in International conferences (in %)	
7.	Faculty Contribution	Publications in National conferences (in %)	
8.		FDP / Training Program to be attended (in %)	
9.		Preparation of E-learning materials / Content (in %)	
10.		Faculty as resource persons (in %)	
11.		PhD award/ register/ enrol (considering only M.Tech/MCA/MSc. Faculty)	
12.		PhD Guidance (considering only PhD Faculty) (in %)	

13.		Sponsored Projects to be completed / ongoing (in nos)	
14.	Departmental Infrastructure	No. of class rooms & tutorial room (considering 2nd year onwards)	
15.		No. of laboratories	
16.		No. of computers – for teachers	
17.		No. of computers – for students	
18.		No. of instruments for research	
19.		No. of Printed Books to be added in dept. library	
20.		No. of Web-resources CDs to be added in dept. library	
21.		No. of e-Books to be added in dept. library	
22.		New Equipment and Infrastructure to be added (Y/N)	
23.	Student Profile	Students admitted vs. Sanctioned Strength (without TFW) (in %)	
24.		Students admitted vs. Sanctioned Strength (for TFW only) (in %)	
25.		Students admitted vs. Sanctioned Strength (lateral entry) (in %)	
26.		Students involvement in extra-curricular & Co-curricular activities (in %)	
27.		Study tour / industrial visits / exhibitions (in %)	
28.		Internship (in %)	
29.		Training (in %)	
30.		Achievements (in nos.)	

31.		Teaching methods & teaching aids	
32.		E-learning modules (in %)	
33.		Project work UG (Any paper or patent etc. expected)	
34.		Internal assessment components – Uniqueness	
35.		Student support – remedial coaching (in nos.)	
36.	Curriculum Transaction	Parents meeting – Evaluation of student's progress (in nos.)	
37.		Feedback from students (in % of students)	
38.		Steps taken on the feedback	
39.		Syllabus coverage (in %)	
40.		Lab classes held according to timetable (in %)	
41.		MoUs sign (in nos.)	
42.		Consultancy (in nos.)	
43.	Activities of the Department	Collaborations (in nos.)	
44.		Association Meetings (in nos.)	
45.		Guest lectures (in nos.)	

46.		Conference / Seminar / Workshop conducted (in nos.)	
47.		Extension Activity (in nos.)	
48.		Interaction with Industry / Research Centers / Educational Institutions (in nos)	
49.		Newsletters / Magazine (Frequency)	
50.		Placement (in %)	

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Signature of the HoD with Seal