

### Academic Audit Report for all Departments

**Legend:**

- ❖ Compliance without Concern (Y) : More than 85% as per the requirement
- ❖ Compliance with Concern (C) : More than 70% - 84% as per the requirement
- ❖ Non Compliance – Weakness (W) : Less than 60% - 69% as per the requirement
- ❖ Non Compliance – Deficiency (D) : Less than 60% as per the requirement

No.	File	Documents to be verified	Dept.(s)	Compliance		Non Compliance		Specific Observation, if any
				(Y)	(C)	(W)	(D)	
1	Documentary Evidences of Planning and Delivery of Curriculum	<ul style="list-style-type: none"> <li>• Minutes of Course Coordinators Meeting</li> <li>• Course Plan</li> <li>• Attendance Register</li> </ul>	CSE	Y				Nil
			IT	Y				Nil
			ECE	Y				Evidences are very well documented
			EEE		C			CCM agenda is same too all meetings
			Mechanical		C			In ECM, minutes registered, points not covered.
			Chemical	Y				Documentary evidences are well maintained
			Civil	Y Y	C			CCM meetings are not specific. Only generic statements.
			PE	Y				Nil
2	Methodology Adopted for Curriculum Delivery And its Suitability	<ul style="list-style-type: none"> <li>• Plan for Class Room Delivery</li> <li>• Attendance Register</li> <li>• Minutes of the Academic Monitoring Committee Meeting</li> </ul>	CSE	Y				Nil
			IT	Y				Nil
			ECE	Y				Delivery of the course is very well monitored by AMC.
			EEE	Y				Nil
			Mechanical		C			AMC minutes are generic and not specific
			Chemical	Y				Satisfactory

			Civil	Y Y Y				
			PE		C			List of faculty members to be included
3	Course File (Theory & Lab)	<p>All Documents to be Filed as per the Index Sheet of Course File. (Special Attention to the below Points)</p> <ul style="list-style-type: none"> <li>• Course Plan</li> <li>• Lecture Notes in CTLP</li> <li>• Relevance of Mapping of COs With POs and Formulation</li> <li>• Attainment of Course Outcomes (COs)</li> <li>• Suggestions At The Closure of the Course File for Continuous Improvement. The Suggestions by the Course Instructor may be More Specific Rather than Subjective.</li> </ul>	CSE		C			Proper bloom verb to be used in question paper Course outcomes to be mentioned properly in question papers. Procedure for finalizing the CO PO target available in file
			IT		C			Suggestions for improvement/ best practice to be recorded Procedure for finalizing the CO PO target to be available
			ECE	Y				Every faculty member after completing the course may be asked to give suggestions for improvement
			EEE		C			No action plan for slow learners from sample verification  Internal choice questions should cover some CO  Basis for finding the target of CO and suggestions for CO improvement
			Mechanical		C			No document available regarding mapping of PO's & CO's (Priority)  No document of suggestions for continuous improvement with action plan.
			Chemical	Y				Faculty may be encouraged to give suggestions for improvement after the completion of the course

			Civil	Y Y	C C			Four courses are verified. Two courses are partial.  Suggestions at the closure of the course file for continuous improvement is not included.
			PE	Y Y Y	C			Proper mapping to be done.
4	Documentary Evidences of the Attainment of POs for the Batches <ul style="list-style-type: none"> <li>• 2015-19</li> <li>• 2014-18</li> <li>• 2013-17</li> </ul>	<ul style="list-style-type: none"> <li>• Hard Copy Proof for CO &amp; PO Attainment of Courses</li> <li>• Overall PO attainment with Indirect attainment</li> <li>• Exit Survey</li> </ul>	CSE		C			Some discrepancies in PO attainment calculation in 2014-18, 2013-17 batch. First and Second semester COAR is not completed
			IT					Hard copy of 2015-2019 batch, up to seventh semester is available.
			ECE	Y				Documentary evidences are very well maintained
			EEE		C			Some target is kept for all POs  No documentary evidence for the batch 2011-2015 PO attainment to target for 2015-16
			Mechanical	Y Y Y				Nil
			Chemical		C			Target levels need to be revised. Attainment levels need to be recalculated. PO attainments for individual courses to be calculated (2016-17)
			Civil		C C			Hard copy proof for CO-PO for previous batches are not available.  The made as per NBA visit
			PE	Y				15-19 : soft copy

								14-18: soft copy available 13-17 : soft copy available
5	Lab records and Lab Manual	<ul style="list-style-type: none"> <li>• Lab Course File</li> <li>• Respective Sample Lab Records and Manuals</li> </ul>	CSE	Y				Nil
			IT	Y				CO experiment mapping to be available.
			ECE	Y				
			EEE					CO experiment mapping is required
			Mechanical	Y				
			Chemical	Y				Rubrics followed for evaluating lab records inplace.
			Civil	Y				
			PE	Y				
6	Augmented Experiments and its Quality in the Lab Component	<ul style="list-style-type: none"> <li>• List of Augmented Experiments and its Quality</li> <li>• Allocation to the Students</li> <li>• Quality of Assessment</li> <li>• Sample Proof</li> </ul>	CSE	Y				Nil
			IT	Y				Reports of all augmented experiments must be kept in dept
			ECE	Y				To assess the quality of augmented experiments proper reports should be developed. This a very good practice.
			EEE			C		Records for all augmented experiments conducted should be available.
			Mechanical	Y Y Y Y				
			Chemical			C		Rubrics may be prepared for evaluation. Report has to be evaluated. Augmented Experiments need to be strengthened.
			Civil	Y Y Y				
						PE	Y	
7	Implementation of <i>Self-Study</i>		CSE	Y				Nil
			IT	Y				Nil

	Components in the Question Paper for which the Topics are Italicized in the Syllabus at the end of the Every Unit	<ul style="list-style-type: none"> <li>• Mid Exam Question Papers</li> </ul>	ECE	Y				An internal committee may be contributed to review the quality of the question papers periodically	
			EEE		C			Few self-study questions in mid exam papers are missing	
			Mechanical	Y					
			Chemical	Y					A committee is to be conducted to look into the quality of question papers.
			Civil		C				Old semester question papers CO & Taxonomy discrepancy including soft study  Every semester is odd.
			PE		C				CO mapping not done properly
8	Project File	<ul style="list-style-type: none"> <li>• Project Allocation</li> <li>• Review Circulars &amp; Attendance</li> <li>• Internal Assessment using Rubrics ( AC 18 to AC 21)</li> <li>• Internal Mark Statement</li> <li>• Project Report</li> </ul>	CSE	Y				Procedure for selection of best project to be incorporated Plagiarism checker need to be done for project report	
			IT	Y				Procedure for selection of best project to be incorporated Rubrics to be followed as per format given by IQAC	
			ECE	Y				Merit certificates for best projects may be considered	
			EEE		C			Assessment w.r.t students is better. Best projects list should be available for every year.	
			Mechanical	Y Y Y	C			Zeroth review not available	
			Chemical	Y				Guidelines should be followed for preparation of reports. Procedure for Identification of projects and then merit certificates to be given.	
			Civil	Y					

				Y Y Y				
			PE	Y				
9	Full Semester Internship	<ul style="list-style-type: none"> <li>List of Students &amp; Supervisor (Company wise)</li> <li>Internal Assessment using Rubrics (AC13)</li> <li>Diary</li> <li>Internal Mark Calculation</li> <li>Interaction with Supervisors</li> <li>Internship Report</li> </ul>	CSE	Y				Report is to be prepared as per the template given by internship cell. All figures , tables to be cited in text
			IT	Y				Plagiarism checker need to be done for project report
			ECE	Y				FSI is a very good initiative. More core industries may be identified
			EEE	Y				Report is to be prepared as per the template given by internship cell. All figures, tables to be cited in text
			Mechanical	Y Y Y Y Y			D  C	Diary not available  Feedback from students not available.
			Chemical	Y				A good initiative. Students must be encourages to take up FSI in core industries.
			Civil	Y Y Y Y Y Y				In diary back side , data is not filled.  General questions regarding industry is missing
			PE				C	Format not completely followed
10	One Credit Course	<ul style="list-style-type: none"> <li>Circular</li> <li>Resource Person Details</li> <li>Schedule</li> </ul>	CSE				C	Question paper for assessment test not available in file Student feedback not collected
			IT					C

		<ul style="list-style-type: none"> <li>List of Students &amp; Attendance</li> <li>Assessment and Marks</li> <li>Feedback from Students</li> </ul>					Question paper for assessment test not available in file Student feedback not collected	
			ECE	Y				A very good initiative to expose students to industrial practice
			EEE			W		Not conducted
			Mechanical		C			Feedback from students not available.
			Chemical		C			All the documents such as question paper, feedback forms and course material must be made available in the file.
			Civil	Y Y Y Y Y	C			Student feedback not collected
			PE	Y				
11	Value Added Courses	<ul style="list-style-type: none"> <li>Circulars</li> <li>List of Students</li> <li>Course Schedule</li> <li>Course Material</li> <li>Feedback Forms</li> </ul>	CSE		C		Student's feedback and sample certificates to be filled.	
			IT		C			Student's feedback and sample certificates to be filled.
			ECE	Y				Quite a number of courses are conducted which need good feed back.
			EEE			W		Not conducted
			Mechanical		C			Course material not available Feedback forms not available
			Chemical			W		Suitable value added courses can be identified and offered.
			Civil	Y Y Y	C			Course material and feedback forms are pending
PE	Y							