GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY

Cheeryal(V), Keesara (M), Medchal (D), Telangana state – 501 301

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT of ECE Dept

* **Grade: A: Very Good, B: Good, C: Adequate, D: deficient**

S. No	Criterion	Status				Remarks of Audit Team
		As assessed by department/ institution	As observed by Audit Team	Grade	Exhibits observed	
I.	**Vision, Mission and PEOs,**					
	1. Are vision and mission statements of the department available?		✓	A	✓	A
	2. Are department vision and mission statements consistent with institute statements?		✓	A	✓	
	3. Are the PEOs available?		✓	A	✓	
	4. Does the department follow a defined process for defining vision, mission and PEOs with the participation of all stakeholders-internal and external stake holders?			B	✓	participation of parents in PEOs vision, mission, Alumni are missing

#	Question				Remarks
5.	Are the vision, mission and PEOs made available on college website, department notice boards, HoD's chamber, laboratories, lab manuals, course files, and curriculum books etc?	✓	A	✓	
6.	Are the PEOs consistent with the mission of the department indicated in matrix form with proper justification of correlation parameters?	✓	A	✓	)

Program curriculum and Teaching-Learning (T and L) Process

Program Curriculum

#	Question				Remarks
1.	Does a defined process exist for design of program curriculum?	✓	B	✓	Dept Acad Committee meeting = Minutes. Subjectwise specialization Groups

II.

#	Question				Remarks
2.	Are the structure and components of curriculum well balanced and appropriate (as per AICTE Guidelines)?	✓	A	✓	CBCS – if possible Missing after 4-2 (3) subjects in previous terms-placements
3.	Is a valid process followed for mapping of curriculum with POs and PSOs?	✓	A	✓	Need training on Curriculum enhancement
4.	Is Employability a major consideration in the overall development of the curriculum	✓	B	✓	to faculty on POs, PSOs List of subjects mapping for employment = in Ms

B. Teaching – Learning Process

#	Question				Remarks
1.	Is an Academic Calendar prepared and adhered to?	✓	A	✓	Boss Chair sign
2.	Is evidence of pedagogical initiatives taken, such as collaborative learning, ICT supported teaching etc available?	✓	A	✓	

3. Does a process exist to identify bright and weak students?		✓	A	✓
4. Does the department have measures to encourage bright students with more complex tasks and motivate weak students to perform better?		✓	A	✓
5. Does a process exist to allocate teaching load to faculty in the department?		✓	A	✓
6. Do faculty in the department practice innovative TL practices such as				
• Teaching through value added courses Yes/No		|	|	|
• Group Learning, Developing Professional Competences. Yes/No		✓	A	✓
• Interaction with student in and outside of class obtaining Feedback Yes/No		✓	A	✓
• Collaborative Learning Yes/No		✓	A	✓
• Experiential Learning that facilitates development of Problem-Solving Skills in the students through project based learning Yes/No		✓	A	✓
• Facilitating interaction with various experts in the field through Guest Lectures, Industrial Visits, Field trips thereby making them familiar with occupational awareness. Yes/No				

Question			
7. Is student feedback on T and L process collected and acted upon?	✓	A	✓
8. Do the experiments in laboratory support higher level of Bloom's Taxonomy?	✓	A	✓
9. Is continuous assessment in the laboratory done systematically?	✓	A	✓
10. Is a well-defined process followed in the design and validation of question papers as well as for scheme of evaluation of mid-term and semester end examinations?	✓	A	
11. Are questions mapped with course outcomes, and Blooms Taxonomy levels?	✓	A	✓
12. Do the assignments given to students facilitate attainment of COs as well as higher levels of Bloom's Taxonomy?	✓	A	✓
13. Is a well-defined process followed for identification of student projects and allocation of guide(s)?	✓	A	✓
14. Are the projects relevant to the POs and PSOs and do they contribute to their attainments?	✓	A	✓
15. Is a well-defined process followed for monitoring and evaluation of the projects and for assessing individual and team performance?	✓	A	✓

#	Question				Remarks
16.	Are efforts made to encourage students to develop working prototypes based on projects and/or to publish papers?			✓	To be improved.
17.	Particulars of industry supported laboratories established, if any.	✓	B		
	Is impact analysis of industry interaction made and if, so, is action taken based on the results of the analysis?				
18.	Are students encouraged to undergo internships or summer training? If so, what is the minimum duration of internship?	✓	A ✓	✓	Arrange more does in the order
19.	Is student feedback taken on the internship experience?	✓	Af		
20.	Is Impact analysis of internship made and action taken on the basis of the results of the analysis?	✓	✓ —	—	Impact Analysis to be improved.
21.	Average number of days from the date of last semester-end examination till the declaration of results	UG 84 days	C		May conduct Theory Exams followed by Lab Externals
22.	Average percentage of student complaints / grievances about evaluation against total number of students appeared in the examination during last academic year	C.G: 4.44%	C		Theory followed by practical exams maybe conducted

III. Course Outcomes and Program Outcomes

1.	Are COs defined for every course?	✓	✓	A	✓

#	Question			Remarks
2.	Are COs embedded in syllabus?	✓	A	✓
3.	Are course articulation matrix, program articulation matrix tables prepared?	✓	B	✓
4.	Is appropriate assessment process for attainment of course outcomes followed including data collection, verification, analysis and decision making?	✓	B	✓ Many faculty are unable to explain co/po attainments
5.	Is a well-defined process followed for determining attainment of POs and PSOs?	✓	B	Target fixing to be different for difficulty and easy subjects. Percentage subjects to be improved
6.	Are the records of computation of attainment of POs and PSOs maintained?	✓	A	✓ Percentage to be improved
Students' Performance				
1.	Enrollment ratio	$192/192 \sim 100\%$	A	
2.	Percentage of students who graduate the program in four years, without repeat of any course?	$192/192 = 100\%$?	B	41.5% $\frac{108}{260}$ To be improved
3.	Percentage of students graduating the program with backlogs within 4 years?	41.5% $\frac{108}{260}$	B	43.1% To be improved
4.	Mean CGPA of students (who were promoted to 3rd year) at the end of 2nd year	Mean CGPA = 5 B	B	To be improved
5.	Percentage of students placed in companies through on and off-campus recruitment.	$\frac{202}{260} = 77.69\%$		To be improved
6.	Percentage of final year students admitted to higher studies	$\frac{22}{260} = 8.46\%$		

#	Item			Notes
7.	Number of students turned entrepreneurs in Engineering and Technology	—	—	Students to be encouraged
8.	Number of Professional societies/chapters in the department	IEEE—IETE-ISTE	—	—
9.	Number of Engineering events organized at institute at:			
a.	Institute Level — 16	16	—	
b.	State Level — ~~8~~	~~8~~	—	
c.	National Level — 8	8	—	
d.	International Level —	~~8~~ —	—	
10.	Does the department publish technical magazines and Newsletters?	~~8~~ ✓	✓	News letter—every Sem Magazine—every year
11.	Are students associated in the above publications?	✓ A	✓	—
12.	Number of students who participated in inter-institute events			
•	Within state — ~~159~~ 1569	1569	—	Justifications to be done
•	Outside state — 01	01	—	—
•	Number of prizes/ awards received in the events — 300	300	—	—
V	**Faculty Information and Contribution**			
A.				
1.	Student faculty ratio	15.61	—	
2.	Faculty cadre proportion	20.07	—	
3.	Number of Faculty with PhD qualification	10/51	—	

							Remarks
4.	Number of Faculty with PG Degree qualification	41					
5.	Faculty retention (%) in the Current Academic Year?	81.63%					
6.	Number of research publications of faculty in the year	25-Journals, 10-conference					17-Scopus, SCI-3, ESCI-2 can be improved
7.	Number of faculty who participated in FDPs, and duration of the programs.	(39/51)					
B.	**Research and Development**						
1.	Number of quality research publications in refereed/Scopus indexed journals.	17-Scopus, SCI-3, ESCI-2, UGC-3					17-Scopus, SCI-3, ESCI-2, UGC-] can be improved
2.	Number of faculty awarded PhD during the current academic year	4					
3.	Sponsored research (funded) undertaken and its value in Lakhs of Rupees.	45.81 Lakhs — DRDO			—		No documentals, To be improved
4.	Number of development activities undertaken by faculty:						
	• Product development						To be improved, list of prototypes &
	• Working models — Not Documented	1	B	—			writing models to be improved
5.	Consultancy services offered and their value in Lakhs of Rupees.	—	—	D	—		No consultancy services.
6.	Does a well-defined faculty performance appraisal and development system exists and implemented?						No proof
VI	**Facilities & Technical Support**						
1.	Are well-equipped labs and technical supporting staff	✓	A	✓			No proof

Question			
available?			
2. Are labs well maintained?	✓	A	✓
3. Are safety measures followed in the lab?	✓	✓	✓
4. Is a project laboratory together with necessary facilities available in the department?	✓	A	✓

VII Continuous Improvement

Question			
1. Are short falls and weaknesses in the program identified from the analysis of POs and PSOs attainment?	✓	A	✓
2. Are action plans to bridge the shortfalls prepared and implemented? If so, what is the impact of the said implementation with respect to previous academic year?	—	—	—
3. Does a criterion exist for conducting academic and administrative audit?	✓	A	✓
4. Frequency of audit	once in a year	A	✓
5. Are actions taken based on audit report?	✓	A	✓
6.			
a. Percentage of placements in current Academic Year	202/260 = 77.69%		
b. Percentage of placements in the previous Academic Year	226/262 = 86.25		
c. Is there any improvement?	— No —		

Handwritten note: Just provide proofs of bridging shortfalls and weaknesses identified?

7.				
a.	Median salary offered to students in the current academic year	4 Lakhs		
b.	Median salary offered to students in the previous academic year	4 Lakhs		
c.	Is there any improvement?	NO	—	D —
8.				
a.	Best rank of the students admitted in the current academic year	30,016		
b.	Best rank of the students admitted in the previous academic year	9,499		
c.	Is there any improvement?	NO	D —	—
9.				
a.	Highest rank (in the qualifying examination) of student admitted in the current Academic Year	41401		
b.	Highest rank (in the qualifying examination) of student admitted in the previous Academic year?	44900		
c.	Is there any improvement?	yes	yes	
VIII	**First Year Academics**			
1.	First year student faculty ratio			
2.	Number of faculty teaching first year, with PhD qualification			

3.	Number of faculty teaching first year with PG qualification				
4.	Percentage of students who qualified for promotion to 2ⁿᵈ year from end examinations of first year				
5.	Mean CGPA/percentage of students (who were promoted to Second year) at the end of First year.				
6.	Is a proper assessment process used for determining the attainment of course outcomes?				
7.	Is a proper assessment process used for determining the attainment of relevant POs and PSOs				
8.	Are records of computation of attainment of COs of all first-year courses available?				
9.	Are records of computation of attainment of relevant POs & PSOs of all first-year courses available?				
10.	Are actions taken based on the results of evaluation of POs and PSOs?				

Student Support Systems

IX	**A. Mentoring System**				
	1. Is a comprehensive mentoring system at individual level in place for professional guidance, career advancement and all-round development?				
	2. Is the mentoring system implemented? If yes, Number of students per mentor				

3. Is the mentoring system effective?					
B. Student feedback on faculty and facilities.					
1. Does a student feedback system exist?					
2. Are the records of action taken on the results of feedback (on faculty) analysis available?					
3. Is the feedback system effective?					
4. Are records of action taken on feedback on facilities available?					
C. Facilities for Self-Learning					
1. Does the department provide scope for self-learning?					
2. Are all required facilities, materials, for learning beyond syllabus etc. provided to the students?					
3. Are the facilities effectively utilized by the students?					
D. Career guidance, Training and Placement **Career Guidance**					
1. Does the college have a Career Guidance or Counseling Cell?					
2. If yes, how many students have been utilizing these services?					
3. How many Career Guidance programs have been conducted in each year?					
4. How many number of students attended these career					

guidance programs?					
5. Are students counseled for higher studies?					
6. Does the College have Academic links/ collaborations/MoU, etc with other institutes of higher learning?					
Training and Placements					
1. Does the college conduct any pre placement training for students' placements?					
2. Is effective placement policy framed and implemented?					
3. If yes, then specify the number of hours, areas in which training is imparted.					
4. Does the placement cell maintain the record of job opportunities available for students?					
5. Did the college organize any company/Industrial visits or guidance camp for students?					
6. If yes, number of such visits/camps organized					
7. Are the students provided computers and Internet to search for job, to download application forms or to register for placements drive of the companies etc?					
8. Does the college subscribe to magazines like Employment News, Rojgar Samachar etc? If yes, give names of magazines.					

9. Does the college have a system of registering students at the Employment office of the GoI?		
NSS Activities/Student Clubs/Alumni Association		
1. Are clubs and NSS effectively functioning?		
2. Do students conduct and participate in annual co-curricular and extra-curricular activities. If yes, please mention % of students participate in such activities:		
3. Does the college have a registered and functional Alumni Association? If yes, give number of students enrolled		
4. Specify Activities of Alumni Association		
Governance, Institutional Support and Financial Resources		
A. Governance, Institutional Support		
1. Are vision and mission statements of Institution available on college website, Principal's Chamber, Library, Conference rooms etc?		
2. Are the vision and mission statements appropriately defined and relevant?		
3. Is institutional strategic plan (5 years) available?		
4. Is there an implementation plan towards achieving the strategic objectives?		

X

Question				
5. Is the strategic plan monitored effectively?				
6. Is a Governing Body duly constituted and its meetings held regularly?				
7. Are service rules, policies, procedures, functions and responsibilities published and uploaded on the website?				
8. Are Minutes of Meetings of Governing Body and Academic council and Action taken reports available?				
9. Are organizational structure and lists of administrative heads, and committees formed with powers to take administrative decisions, available?				
10. Is there any Grievance redressal system in place and a cell constituted for this purpose?				
11. Is evidence of action taken on student/staff grievances available?				
12. Are financial powers delegated to Principal, HoDs, I/cs, documented?				
13. Is Mandatory Disclosure as per AISHE & AICTE, placed on website?				
14. What are institutional practices for integrating IT? (i)Administration (ii)Finance and Accounts (iii)Examination				

B. Budget allocation and utilization

1. Does the college follow a prescribed procedure for budget formulation, finalization and approval?					
2. Is the budget allocation adequate at institutional, and program levels?					
3. What percentage of allocated funds was utilized in the previous year by the Institution and programs?					

C. Library and Internet

i. Quality of learning resources

1. Are learning resources procured as per the requirements provided by the academic departments, ensuring relevance to programs?					
2. Are AICTE norms followed in respect of number of books & their copies procured?					
3. Are these learning resources including E-Resources & digital library, easily accessible to students?					
4. Is adequate support given to students for self-learning activities?					
5. Is the utilization of learning resources by students and faculty satisfactory?					

ii. Internet

1. Is the available band Width adequate?					

2. Is Wi-Fi available in the college?				
3. Is there internet access in labs, library, conference rooms & offices of all departments?				
4. Is adequate security mechanism put in place for protecting the internet transactions?				
iii. Infrastructural facilities and ambience				
1. Is Campus ambience exemplary /Good / Satisfactory/ Unsatisfactory?				
2. Is Office Space ambience exemplary/Good/ Satisfactory/Unsatisfactory?				
3. Are washrooms well maintained?				
4. Is adequate parking facility available?				
5. Are individual Staff rooms available with IT facility?				
6. Are staff rooms well maintained?				
7. Is Potable Water facility available?				
8. Is Power Backup facility available? If so, specify the capacity				
9. Does the Institute have facilities for alternate sources of energy like: (i) Solar energy (ii)Wheeling to the Grid (iii) Use of LED Bulbs				

10. Does the Institute have Rain water harvesting pits?					
11. Does the institute take any Green campus initiatives such as:					
(i)Restricted entry of automobiles					
(ii)Pedestrian friendly path ways					
(iii)Landscaping with trees and plants					
12. Does the Institute provide any facility for Disabled/Divyangjan persons easy access to classrooms and Labs?					
13. Does the institute organize National/International commemorative days, events and festivals?					
14. Do Seminar halls have adequate ICT facilities?					
15. Is transportation available for students and staff?					
16. Is the Canteen maintained as per Food Safety and Standards Act?					
17. Is Auditorium/Assembly Hall available with all ICT facilities?					

Please mention

Good Practices, if any

1. Documentation on website is very good.

2. Bringing out Activities and publication in the form of books.

3. Mentoring process.

4. Project Lab is good.

Strengths, if any

1. Experienced faculty?
2. Continuous updation of website
3. Specialized groups of faculty

Weaknesses, if any

1. CO-PO attainments needs more emphasis to Junior faculty
2. Value added courses to be increased.
3. Quality of students to be improved.

Concerns, if any

1. Consultancy services to be improved.
2. Publications to be improved.
3. Industry supported labs.

Deficiencies, if any

1. Entrepreneurs not there.
2. Research projects to be there.
3.

Recommendations, if any

1. To reduce the delay in results release, Theory followed by lab Externals.
2. Can help it out to certain extent.
3. Beautifuals and centent Page insertion in every file needed.

Brief report, if any

→ Centre of excellence in VLSI Design is Very good.

\# No. of workshops to be improved.
→ Improve no.of activities will organizedis under MOUS.
→ Activities will organizedis under MOUS.

Suggestions for improvising the academic quality:

1. Industry experts feedback for circullum Development
2. Proofs and Documentation, to be improved.
3. Continuous Improvement - Co-VII to be improved.

Signature of audit committee member:

Name of the audit committee member: Dr. V. Kumana Swamy

Affiliation of the audit committee member: Professor & Assoc Dean (Academic)
Sreenidhi Institute of Science and Technology.