



Academic Audit Report 2023 - 2024

BRANCH

ELECTRICAL AND ELECTRONICS ENGINEERING- (Full Time)

Key Aspects	Rating	Auditor Remarks	HOD Response
Placement Status	Good	Offer letters missing for some students.	Will collect missing offer letters and update records.
Class/course committee meetings and action taken report	Good	Detailed action taken report is missing in some minutes.	Department will ensure action taken reports are attached for all meetings.
Advisory meetings and action taken report	Good	The action taken report and remedial list is missing in some minutes.	Advisory minutes will include action taken report henceforth.
Syllabus coverage as per course plan	Excellent		
Conduct of Tutorial Classes	Good	Tutorial log to be maintained at department level	Tutorial logs will be systematically maintained and monitored.
Evaluation of Answer Scripts	Excellent		
Conduct of practical courses	Good	Shuffle the experiments after each academic year.	Separate lab manual will be prepared for each academic year.
Evaluation of student's performance in practical classes	Good		
Facility to do experiments in the lab	Excellent		

Conduct of remedial/minor/honors classes	Good	Remedial list to be maintained at HOD and Advisor level.	Will increase remedial classes and update documentation.
Maintenance of course diary/ Course files	Good	Course files of certain faculties are not as per format. Some course files yet to be submitted.	Faculty notified; resubmission with correct format by set deadline
Assessment of Outcomes	Good		
Faculty evaluation and remarks of the HOD	Good	Remarks by HOD yet to be completed	HOD remarks and evaluations to be completed within 2 weeks.
Conduct of Seminar, Project and Thesis	Good	Reference prior to the topic selection is maintained not up to the excellent level.	Corrective action initiated
Students attending MOOC or other online courses	Good	Count is less	Department to encourage MOOC enrolment, share opportunities regularly.

MECHANICAL ENGINEERING- (Full Time)

Key Aspects'	Rating	Auditor Remarks	HOD's Response
Placement Status	Average	Core company placements are less	Will initiate more core placement drives and career guidance.
Class/course committee meetings and action taken report	Good	Action taken report is missing in some minutes.	Action taken reports will be appended to minutes.
Advisory meetings and action taken report	Good	Action taken report is missing in some minutes.	Action taken reports will be appended to advisory meetings.
Syllabus coverage as per course plan	Excellent		
Conduct of Tutorial Classes	Excellent		
Evaluation of Answer Scripts	Excellent		
Conduct of practical courses	Good	Shuffle the experiments after each academic year.	Separate lab manual will be prepared for each academic year.

Evaluation of student's performance in practical classes	Good		
Facility to do experiments in the lab	Excellent		
Conduct of remedial/minor/honors classes	Good	Remedial Classes count is less	Remedial class scheduling will be increased and tracked.
Maintenance of course diary/ Course files	Excellent	Corrections and missing data found in few faculties course file. Informed faculties	Faculty reminded; corrections to be submitted by deadline
Assessment of Outcomes	Good		
Faculty evaluation and remarks of the HOD	Excellent	Remarks by HOD level and Principal level not completed	Evaluations to be completed and submitted shortly.
Conduct of Seminar, Project and Thesis	Good	More focus on Sustainable related project works	Department will regularly promote Sustainable related projects to students.
Students attending MOOC or other online courses	Good	Count is less	Department will regularly promote MOOC opportunities to students.

COMPUTER SCIENCE & ENGINEERING- (Full Time)

Key Aspects	Rating	Auditor Remarks	Hod's Response
Placement Status	Good	Supporting evidence to be collected	Placement documents will be collected and archived.
Class/course committee meetings and action taken report	Good	Action taken report is missing in some minutes.	Department to ensure all minutes include action taken report.
Advisory meetings and action taken report	Good	Action taken report is missing in some minutes.	All advisory meeting minutes will include action taken report.
Syllabus coverage as per course plan	Excellent		
Conduct of Tutorial Classes	Good	Tutorial log at department level not found	Department tutorial logbook will be initiated and maintained.
Evaluation of Answer Scripts	Good		

Conduct of practical courses	Good	Shuffle the experiments after each academic year.	Separate lab manual will be prepared for each academic year.
Evaluation of student's performance in practical classes	Good		
Facility to do experiments in the lab	Excellent		
Conduct of remedial/minor/honors classes	Good		
Maintenance of course diary/ Course file	Good	Corrections and incomplete files have been redirected to concerned faculties	Faculty will resubmit corrected course files as per guidelines.
Assessment of Outcomes	Good		
Faculty evaluation and remarks of the HOD	Good	Evaluation not completed at all levels	All pending evaluations to be completed and documented.
Conduct of Seminar, Project and Thesis	Good	More focus on Sustainable related project works and AI related topics	Department will regularly promote Sustainable related projects and AI related topics to students.
Students attending MOOC or other online courses	Good	Count is less	Faculty and students to be motivated to participate; opportunities circulated.

CIVIL ENGINEERING- (Full Time)

Key Aspects	Rating	Auditor Remarks	HOD's Response
Placement Status	Good	Offer letter not found for all placements	Placement team to collect and maintain all offer letters.
Class/course committee meetings and action taken report	Good	Meeting minutes / Action taken report not found for all semesters	Action taken reports will be included for all semester meetings.
Advisory meetings and action taken report	Good	Action taken report missing	All advisory meeting minutes will have action taken reports attached.
Syllabus coverage as per course plan	Excellent		

Conduct of Tutorial Classes	Good	Department tutorial log not completed	Tutorial log to be completed promptly and submitted.
Evaluation of Answer Scripts	Excellent		
Conduct of practical courses	Good	Shuffle the experiments after each academic year.	Separate lab manual will be prepared for each academic year.
Evaluation of student's performance in practical classes	Good		
Facility to do experiments in the lab	Excellent		
Conduct of remedial/minor/honors classes	Excellent	Separate remedial list for each course to be maintained under HOD and advisory level.	Remedial list will be prepared for each course.
Maintenance of course diary/ Course files	Good	Course files incomplete for a few faculties. Missing data found. Informed faculties to resubmit. Alignment and font issues.	Incomplete/missing course files will be updated; faculty notified.
Assessment of Outcomes	Good		
Faculty evaluation and remarks of the HOD	Excellent	Evaluation not completed	HOD and Principal level evaluations to be flagged for immediate completion.
Conduct of Seminar, Project and Thesis	Excellent	More focus on Sustainable related project works	Department will regularly promote Sustainable related projects to students.
Students attending MOOC or other online courses	Good	Count is less	Students to be encouraged for online courses; progress monitored.


 IQAC Coordinator

Principal

