Activity Report

Date: 16/06/2018

Academic Year: 2017-18   **Semester: II**

Activity: Academic and Administrative audit

Date: 25th April 2018 to 15th May 2018

Objective:

To assess overall quality of teaching learning and documentation processes followed in all department and support sections. Academic Audit was conducted on identified parameters. Support sections were audited based on the quality of processes followed and related documentation.

Committee for Academic audit: (All Engineering departments, MBA, MCA and Science)

1. Prof. T. N. Date
2. Prof. N. M. Shahane
3. Dr. S. P. Ugale
4. Dr. P. D. Dhake
5. Prof. V. S. Patil

Committee for administrative audit of support sections: (Library, Training and Placement, workshop, Hostel, Mess, canteen and gymkhana)

1. Dr. P. B. Kushare
2. Prof. V. K. Patil
3. Dr. N. B. Gurule
4. Prof. S. R. Deshmukh

Procedure:

Audit was conducted by the team members and the report on all identified parameters was given to the departments. Department initiated the necessary action and submitted the compliance report to the Internal quality assurance cell. The list of parameter for academic audit is attached below. For administrative and supporting sections audit was conducted using the parameters based on process followed and documentation for all related activities of the section.

Academic Audit parameters

Sr. No.	List of Documents
1.	Academic Calendar with events and activities (Institute and Department)
2.	Academic load distribution
3.	Administrative load distribution and Associated Documentation (Institute level and Department level) (Members & coordinators for different committees)
4.	Roll Call Lists, Elective Lists
5.	Class Timetable, Lab timetable & Individual timetable
6.	Departmental meetings – Agenda, Attendance & Minutes of meeting
7.	Course File for Theory courses- Syllabus, Teaching Plan, CIS,
8.	Course File for Laboratory courses - Syllabus, List of Experiments, Teaching Plan, CIS, Rubrics for assessment, Lab Manual
9.	Personal File
10.	Laboratory File- Lab Information, Budget &Investment, List of Equipment's & Software, Maintenance and Calibration Reports, Lab Utilization, Safety Measures
11.	Attendance Records for Theory Courses
12.	Continuous Assessment Record for Laboratory Courses
13.	Project Coordinator File – List of projects, groups & guides, Classification of Projects (Sponsored/Inhouse and Socially relevant), Schedule of Presentations, Rubrics of Evaluation, Participation in Project Exhibition, Conferences, Publications & Awards
14.	Projects –Workbook & Report (Stage I &II)
15.	Seminars Coordinator File – List of seminars & guides, Schedule of Presentations, Rubrics of Evaluation
16.	Seminar Reports
17.	Class Coordinator File- Class Timetable, Roll Call, Monthly attendance record, Monthly syllabus coverage, Defaulter List, Letter to parents, Class faculty meetings
18.	Conducting Student Feedback (through IQAC)
19.	Lecture Observation by department
20.	Result Analysis File – Completion Rate, Success rate, Class toppers, University toppers, Comparison with University result
21.	CIS File
22.	Parent Teacher Meet (Report, Photographs, Feedback)
23.	Mentor Coordinator File- List of Mentors, Meeting Details, Report of any grievance addressed.
24.	Suggestion Box File – List of suggestions received per month, Action taken report.
25.	Industrial Visit File – List of Industries, List of students & faculty, Communication details/ Permission Letters, Objectives, Reports, feedback & photographs
26.	Training, Placement & Internship Records File – Placement details, Offer Letters, Training & Internship details

27.	Expert Talk File – Invitation/Thanks letter to Expert, Notice for the students, Attendance of students/staff, Objectives & feedback, Photographs
28.	Research & Development – Details of funded major/minor research projects
29.	Research Publication by faculty and students – List of Publications in conferences and Journals, Papers Published, Conference Participation certificates, Books, Chapter & Monograms, Details of Patents & Copyrights (filed/obtained /commercialized), List of faculty with details of h-index, Scopus and Impact factor, google index, citation index etc.
30.	Testing & Consultancy – List of Areas & faculty involved, details of revenue generated
31.	Workshops, Seminars & Conferences organized – All details
32.	Workshops, Seminars & Conferences attended - Participation certificates
33.	STTP/FDP (One/Two week) attended & organized
34.	Awards and Recognitions (Certificates)- Faculty
35.	Participation and Awards in various events (Certificates) - Students
36.	Record of ICT Usage by Faculty
37.	Previous Audit Report and Compliance

Prof. T. N. Date   Dr. K. N. Nandurkar

IQAC Coordinator   Principal, KKWIEER, Nashik.