

**PVP SIDDHARTHA INSTITUTE OF
TECHNOLOGY**
Internal Quality Assurance Cell (IQAC)

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

Proforma

(ACADEMIC YEAR: 2018-19)

Date of Audit:

Name and Designation of Audit Member-1:

Name and Designation of Audit Member-2:

(The activities are to be graded on the following scale)

	Excellent	Good	Satisfactory	Needs improvement	
	A	B	C	D	
S No.	Name of the Programme			Sanctioned Strength	Actual Strength
1	B.Tech in Civil Engineering				
2	B.Tech in Computer Science Engineering				
3	B.Tech in Electronics and Communication Engineering				
4	B.Tech in Electrical and Electronics Engineering				
5	B.Tech in Information Technology				
6	B.Tech in Mechanical Engineering				
UG Total					
PG					
1	M.Tech (Computer Science and Engineering)				
2	M.Tech (Power System Control & Automation)				
3	M.Tech (Machine Design)				
4	M.Tech(MicroWave and Communication Engineering)				
5	MBA				
6	MCA				
PG Total					
UG and PG Total					

CURRICULAR ASPECTS

1. Significant contributions made during the current year (maximum five bullets)
2. Plan of action chalked out in the beginning of the Academic year towards for Quality Enhancement and the outcome achieved by the end of the Academic year

Sno	Plan of Action	Achievements/ Outcomes

3. Accreditation Reports of the Past Visits,

- Records Of NBA Accreditation Reports,
- NAAC Report.
- AICTE Recognition,
- University Affiliation

4. Programmes for which syllabus revision was carried out during the Academic year

Sno	Name of programme	Programme Code	Dates of revision

5. Programmes/ courses focussed on employability/ entrepreneurship/ skill development

Sno	Programme with Code	Date of Introduction	Course with Code	Date of Introduction

6. New programmes/courses introduced

Sno	Programme/Course	Date of introduction

7. Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of Programmes adopting CBCS	Date of implementation of CBCS / Elective Course System		UG	PG
	UG	PG		

Already adopted (mention the year)

8. Value-added courses imparting transferable and life skills offered

Sno	Value added courses	Date of introduction	Number of students enrolled

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9. Field Projects / Internships under taken

Sno	Project/Programme Title	No. of students enrolled for Field Projects / Internships

10. Keep Sample Best And Average Project Reports

11. Segregate Students Projects Based On

- Research Based,
- Application Based.,
- Society Based, etc..,

12. Curriculum, POS, PEOS, Mission And Vision Statements. Keep Records Of

- Curriculum,
- POs, PEOs,
- Mission And Vision Statements.
- Proceedings of Stakeholders involvement in the process of POs, PEOs, Mission And Vision Statements.

No.Of Meeting with

- Internal Stake Holders
- External Stake Holders.

13. Mapping Of Course Outcome with Programme Outcomes

- Mapping Cos against POs And PSOs
- Justification to Map and proceedings for it.

14. Departmental Advisory Board (DAB)

- Members
- Role And Responsibility.
- List Issues/Problems.
- Outcomes.
- Proceedings

15. Programme Academic Committee (PAC)

- Members
- Role And Responsibility.

- List Issues/Problems.
- Outcomes.
- Proceedings

16. Course Files should consist of some of the following,

- Chalk And Talk/Ppts/Nptel Lectures/Cds, Etc.
- Lecture Notes/Handouts.
- Test Papers Mentioning the COs, POs And PSOs - Bloom's Taxonomy.
- Scheme and Solution of Internal Tests.
- Sample Answer Papers.
- List of Lab Programs.
- Plan Of Course Delivery,
- Question Papers,
- Answer Scripts,
- Assignments,
- Reports Of Assignments,
- Project Reports,
- Marks Sheet.
- University Question Papers (Collection).
- List Of Laboratory Experiments,
- Reports Of Laboratory Experiments etc.

17. Course Design Template consisting of some of the following:

- Prerequisites For The Program
- Course Objectives
- Course Outcomes,
- Program Outcomes
- Mapping Of COs With POs
- Course Content/Syllabus
- Assessment - Tests And Quizes etc.

18 . Rubrics Developed to validate the POs

- List Of Rubrics used to validate the POs.
- List Of Rubrics used to validate the PSOs.

- Justification to use it and proceedings of it.

19. Continuous Improvement in PSOs

- Records of PSOs Attainment Levels.
 - Target Level and Attainment Level
 - Actions taken if any PSOs are not met
 - Target. Proceedings of it

20. Improvement in Curriculum for Mapping POs and PSOs

- Action If any PO/PSOs has not met the target.
 - Name of Program/Event Organized
 - Number of Students
 - Outcome of Program/Event
- Justification to action and Proceedings for it.

21. Direct And Indirect Assessment To Show Attainment Of POs

- List the Direct and Indirect Assessment of POs/PSOs.
- What is the weightage Considered for Direct and Indirect Assessment .
- What are tools Considered for Attainment ?

22. Number of Samples Considered.

- PO/PSOs Attainment Levels.
- Stake-Holders Involvement in the Process

23. Curricula Developed /Adopted Have Relevance to the Local/ National /Regional/Global Developmental Needs with Learning Objectives including

- Program Outcomes,
- Program Specific Outcomes And
- Course Outcomes

of all Programs offered by the Institution

24. Percentage of new Courses introduced of the total number of courses across all Programs

25 . Percentage of Programs in which Choice Based Credit System (Cbcs) / Elective Course

System has been implemented

26 . Department Integrates cross cutting issues relevant to

- Gender,
- Environment and sustainability
- Human Values And
- Professional Ethics

into the Curriculum

27. . Number Of Value-Added Courses

28 . Imparting Transferable And Life Skills Offered

Feedback on Curriculum and other aspects from Stakeholders

29. Dissemination of PEOs, POs, PSOs, COs

TEACHING-LEARNING AND EVALUATION

30. Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled

31. Student - Full Time teacher ratio (current year data)

Year	Number of Students enrolled (UG)	Number of students enrolled (PG)	Number of full time teachers available teaching only UG courses	Number of full time teachers available teaching only PG courses	Number of teachers teaching both UG and PG courses

You have to take Actual Intake of Program (On Roll),,All Students of 2nd Year, 3rd Year, 4th Year including Lateral Entry, Etc..Keep Separately 1st Year Students

32. Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

33. Preparation and Adherence to Academic Calendar and Teaching Plans

34. Teachers using ICT for Effective Teaching with Learning Management Systems (LMS), E-Learning Resources, Moodle Etc

35. Remedial Classes for Slow Learners and Backlog Students , Special classes for Advanced Learners

36. Adequate Facilities for Teaching – Learning, Viz., Classrooms, Laboratories, Computing Equipment, Advanced Research Centers etc

37. Online Certification Programmes

38. Publication of Technical Magazines , News Letters , Souvenir Etc

39. Faculty Profile consisting of
Faculty List with Designation,
Qualification,
Joining Date,
Publication,
R & D,
Details of Interaction with outside World.

40. Number of days from date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

41. Pass Percentage of Final year students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage

42. Online Student Satisfaction Survey Feedback Form

43. Analysis of Feedback and Corrective Actions

- Feedback given by Students for all Courses.
- Analysis of Feedback
- How Frequently it will be taken.
- Corrective Actions

44. Feedback given by Students and Faculty Members on Facilities

45. Pass Percentage of Outgoing Students

46. List/Number of Students who cleared the Program in 4 Years

- Number of Students Joined
- Number of Students Passed

47. Average Grade Point (Cgpa)

Data of Students' Cgpa/ Percentage)

Keep Records of Academic Performance Details

48. Whether structured feedback is received from all the stakeholders

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

49. How the feedback obtained is being analyzed and utilized for the overall development?
(max 100 words)

50. Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used

51. Students mentoring system available ? Give details

Number of students	Number of fulltime	Number of Teacher as
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enrolled in the institution	teachers	Mentors

52. Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and **Patents** and Industry- Academia Innovative practices

Title of Workshop/Seminar	Name of the Dept.	Date(s)

53. Awards for Innovation won by Institution/Teachers/Research scholars/Students

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

54. Documented Feedback received from the Stake-Holders (E.G., Industries, Parents, Alumni etc.)

55. Honours and recognitions received by Teachers (received awards, recognition, fellowships at State, National, International level from Government , recognised bodies during the year)

Year of award	Name of full time Teachers receiving Awards from State level, National level, International level	Designation	Name of the Award, Fellowship received from Government or recognized bodies

RESEARCH, INNOVATIONS AND EXTENSION

56. Teachers awarded National/International fellowship for advanced studies/ research

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National				
International				

57. The department provides Seed Money to its teachers for Research,

Name of the Teacher getting seed money	The amount of seed Money	Year of receiving Grant	Duration of the Grant

58. Research funds sanctioned and received from various Agencies, Industry and other Organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other(Specify)				
Total				

59. Number of ongoing Research Projects per teacher funded by government and non-government agencies during the years

60. No. of Incubation centres created, start-ups incubated on campus

Incubation Centre	Name	Sponsored by
Name of the Start-up	Nature of Start-up	Date of commencement

61. Ph. Ds awarded

Sno	Name of the Faculty	University

62. Research Publications in the Journals notified on UGC website

	Name of the faculty	No. of Publication	Average Impact Factor, if any
National			
International			

63. Books and Chapters in edited Volumes / Books published, and papers in National / International Conference Proceedings per Teacher

Sno	No. of publication

64. Patents published/awarded

Patent Details	Patent status Published /Filed	Patent Number	Date of Award

65. Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

66. Faculty participation in Seminars/Conferences and Symposia :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

67. List Of Students' Papers along with Hard-Copies of the Publications; Professional Society Publications/Magazines

68. Revenue generated from Consultancy (amount in rupees)

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated

69. Linkages with Institutions/Industries for Internship, on-the-job Training, project work, sharing of Research Facilities etc.

Nature of linkage	Title of the linkage	Name of partnering institution/ industry /research lab with contact details	Duration (From-To)	participant

70. MoUs signed with institutions of national, international importance, other institutions, Industries, corporate houses etc.

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

INFRASTRUCTURE AND LEARNING RESOURCES

71. Budget allocation, /proposed /Utilization With proofs

Budget PProposed	Budget allocated	Budget utilized

72. Details of augmentation in infrastructure facilities

Facilities	Existing	Newly added
Campus area		
Class rooms		
Laboratories		
Seminar Halls		
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased (\geq 1-0 lakh)		
Value of equipment purchased during the year (Rs.in Lakhs)		
Others		

73. E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the	Name of the	Platform on which	Date of launching e

teacher	module	module is developed	- content

74. Professional Societies/Chapters And Organising Engineering Events.

- List of Conferences/Workshops, etc. organized with the help of Professional Chapters like CSI/IEEE/ACM/IET by Department.
- Documents of Proceedings for all Events

75. Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

76. Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

77. Students benefited by guidance for competitive examinations and career counselling

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

78. List Of Program Specific Labs And Computing Facility Within the Department.

- Academic Labs.
- Major Project Based Labs
- Minor Project Based Labs
- List Of Computing Facility Within the Department
- No.Of Systems.
- No.Of Routers/Switches.
- No.Of Printers
- Any Other

79. Records of Overall Program Specific Improvements, if any in

- R&D,
- Smart Class Room,
- New Teaching Methodology,
- WiFi,
- New Technology Usage,
- Infrastructure,
- Conducting Short-Term Course, etc...

80. Organization Of Paper Contests, Design Contests, Model Exhibitions Etc. and Achievements

STUDENT SUPPORT AND PROGRESSION

81. Student progression to higher education in percentage

Year	Number of students enrolling for higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

82. Students qualifying in state/ national/ international level examinations (eg: NET/ SET/SLET /GATE /GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

GOVERNANCE, LEADERSHIP AND MANAGEMENT

83. Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

84. Number of professional development / administrative training programmes organized for teaching and non teaching staff

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

85. No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)

86. Quality improvement strategies adopted for each of following (with in 50 words each):

Curriculum Development
Teaching and Learning
Examination and Evaluation
Research and Development
Library, ICT and Physical Infrastructure / Instrumentation
Human Resource Management
Industry Interaction / Collaboration
Admission of Students
Examination

87. Describe at least two best practices

88. Is SWOT Implemented?

89. Data Of BOS

- Members
- Role And Responsibility.
- Problems./ Outcomes.
- Proceedings