

INTERNAL QUALITY ASSURANCE CELL
ADITYA INSTITUTE OF TECHNOLOGY
AND MANAGEMENT- TEKKALI
ACADEMIC AUDIT REPORT

Name of the Department: **CIVIL ENGINEERING**

Academic Year : 2019-20 I Semester (July to December)

Date of Audit : 21-01-2020

I. COs, POs and Curriculum		
S. No	Criterion	Observations
1.	COs and POs assessment	COs and POs attainment calculated as per the procedure established by PAC. Annexure-1.1
2.	Stakeholders feedback related to curriculum design	Graduate exit survey, alumni survey and Employer survey are conducted as per format.
3.	Action taken on minutes of BoS	Incorporated changes as per the suggestions of BoS, DAC and PAC. Annexure-1.2 (BoS minutes and curriculum changes evidences)
4.	Percentage of lab component	32.4%(23/71) – AR16 Annexure-1.3 (course structure) 37.5%(24/64)– AR-18 -Three additional experiments are conducted in all Labs
5.	Evidence of academic flexibility	5 open elective + 3 core elective courses 11.95% (8/71) – AR16 4 open elective + 4 core elective courses 12.5% (08/64) – AR18
II. Faculty information and their contribution		
S. No	Criterion	Observations
1.	Student Teacher ratio	STR - 19.88
2.	Faculty Cadre ratio	FCR - 4: 5: 17
3.	Faculty qualifications	07 out of 27 faculty members are doctorates, 09 registered for Ph.D and rest of the faculty members are post graduates
4.	Faculty experience & retention	Annexure-2.1 (list of faculty, qualifications, total experience, experience at AITAM)
5.	Faculty contribution in writing: - Books: - Book chapters:	NIL
6.	Faculty in professional bodies -Faculty contributions	Annexure-2.2 (Memberships and activities) AITAM

7.	Faculty as resource persons in workshops / training activities	NIL
8.	International / National level events organized -Conferences:Nil -Workshops/ Seminars:Nil -FDPs:02	Number of events organized:NIL Number of FDPs/Guest Lectures/Seminars organized:NIL
9.	List of conferences/seminars/ workshops/ FDP's/ any exclusive programs attended for enrichment of teaching - learning process	NIL

III. Teaching-Learning Process and Evaluation

S.No	Criterion	Observations
1.	Student performance indices Attendance Exams	Lists of students for Detention and Condonation are maintained. Results analysis is carried out. Annexure-3.1
2.	Mechanism and activities for slow learners improvement	Slow learners are identified based on performance in Mid-exams. Conducted Make-up classes for slow learners.
3.	Student counseling /mentoring mechanism	20 students are allotted to each faculty member to mentor for continuous improvement. Annexure-3.2 (Allotment and sample file scanned)
4.	Initiatives taken for innovative projects	Nil
5.	Review & Evaluation of Student Projects: - Best projects	Nil
6.	Monitoring of Teaching-Learning Process - Observation of teaching process in classrooms as per schedule - Tracking of syllabus coverage - Uploading of lecture notes, question papers of mid and semester end examinations in e-learning portal - Verification of evaluated answer papers - Checking the quality of mid examination question papers - Innovative teaching methods presented - Verification of course files -Minutes of class committee meetings and action taken	<ul style="list-style-type: none"> - Attendance registers are verified once in a month. - Compliance of teaching diary with lesson plan is monitored once in a month. - Track sheets are maintained to review syllabus coverage - uploading of course material, mid and semester end question papers in e-Learning Portal - All Mid answer scripts are verified - Mid question papers as per cognitive levels are verified. - PPT's, NPTEL video lectures are used, - Course files are there for all courses. Annexure-3.3 (Sample lesson plan, teaching diary, sample scanned copy of attendance register with signs of faculty member, HoD and Principal, syllabus coverage and number of classes track sheet, minutes of class committee meetings)

7.	Training programs conducted for students - Guest lectures - Add-on courses - Seminars/workshops - Compliance of department academic calendar	No. of guest lectures : Nil No. of Add-on courses: Nil No. of Seminars/workshops :Nil No major deviations are observed in the compliance of department academic calendar.
8.	MoUs with Industries for internship	No. of MoUs:02 Annexure-3.4 (If any)
9.	Students feedback and follow-up action	Online feedback is taken from the students for all courses and review is carried out.
10.	Scope for Self-learning - Certificate courses - Online courses	Monetary encouragement for certification courses
11.	Result analysis and conduct of remedial classes for students with backlogs	Result analysis is carried out after the results of semester end examinations and remedial classes are conducted for students with backlogs Annexure-3.5 (Result analysis for all the 8 semesters and details of remedial classes)
12.	Placements (%): Industries / organizations:	NIL
13.	Higher studies (%): Institutions:	NIL
14.	Student development Activities: - co-curricular - extra-curricular activities	No. of technical events in association with student chapters: No. of NSS Activities: Nil No. of Innovations and Startups: Nil

IV. Research, Consultancy and Extension

S.No	Criterion	Observations
1.	Faculty publications in journals: Peer reviewed Journals: Thomson Reuters Impact factor Journals:	No. in peer reviewed journals:NIL No. in Scopus/SCI indexed journals:NIL
2.	Publications in conferences: - National - International	No. in Conference publications : NIL
3.	Percentage of faculty contributing in - Research publications:	NIL
4.	PhDs - Registered - Submitted - Awarded	No. registered :NIL No. submitted: NIL No. awarded :NIL
	PhDs guiding /guided:	No. of PhDs guiding : Nil No. of PhDs guided: Nil Annexure-4.4

5.	Funded consultancy work	Annexure-4.1
6.	Incentives for faculty R&D	Nil
7.	MOU's with industries/ R&D/ Premier Institutes	Nil
8.	Research centers of excellence Established	NIL
9.	Skill development centers established	SIEMENS center of excellence in collaboration with APSSDC and SIEMENS

V. Infrastructure and Learning Resources

S.No	Criterion	Observations
1.	Infrastructural facilities to improve the teaching learning process Class rooms: Laboratories: e- class rooms: Seminar halls: Faculty rooms:	No. of class rooms: 9 No. of tutorial rooms: Nil No. of laboratories: 09 No. of e-Class rooms: 01 No. of seminar halls: Nil No. of faculty rooms: 09
2.	Internet facilities for faculty & Students:	Wi-Fi enabled campus
3.	Technical & administrative staff support	04 members of Lab Technician for supporting various Laboratories in addition to 04 members for supporting administrative activities Annexure-5.1 (list of technicians and administrative staff with qualifications and experience)
4.	Department budget - Sanctioned amount - Amount spent - New equipment added - Maintenance of equipment and consumables registers in labs	Amount sanctioned in Rs. Amount spent in Rs. New equipment added worth Rs. Equipment and maintenance registers are maintained for all the Labs: Yes
5.	Details of computing facilities and software	Total number of Computers: 60 List of Software procured: 03
6.	Dept News letter / magazine	Department half-yearly Newsletter is in place Annexure-5.2
7.	Department level library resources	Number of Titles: 119 Number of Volumes: 125 Number of Journals: Nil Number of E-Journals: Nil Number of Video courses: Nil

VI. Student information, Support and Progression

S.No	Criterion	Observations
1.	Add-on courses:	List of add-on courses: Nil

2.	Student publications: NIL Dept. student clubs:Nil	No. of student publications: Nil No. of club activities for students: Nil
3.	Details of coaching provided for GATE/ GRE/CRT/any other competitive exams	No. of CRT classes:100
4.	Industrial visits and internships	NIL

VII. Governance, Leadership and Management

S. No	Criterion	Observations
1.	Teaching and non-teaching staff attended for skill development programs	No. of teaching staff: Nil No. of Non-Teaching staff: Nil
2.	MoUs with premier Institutions for knowledge exchange	Nil
3.	Display of Vision, Mission and other Quality objectives at prominent places	Display of Vision: Yes Display of Mission: Yes Display of PEOs, POs, PSOs and COs: Yes
4.	Staff and student attendance monitoring system -Biometric -Attendance registers	Generation of Daily, Weekly and Monthly attendance reports
5.	Financial support/leaves qualification/skill up- gradation: for	Nil
6.	Risk evaluation/safety measures:	Maintaining Fire extinguishers at prominent places

VIII Strengths, Weaknesses and Areas of Improvement

Strengths:

1. Organized conferences and seminars on an international or national level.

Weaknesses:

1. There are no initiatives for new ideas.
2. Training programs for students are less.

Suggestions for improvement:

1. Encourage faculty members to undertake professional consultancy activities.
2. Encourage both teaching and non-teaching staff to participate in skill-building programs.

Sig. of Department Coordinator

Sig. of Academic Auditors

1.

2.

Sig. of HOD

Sig. of IQAC Coordinator

19-20 ILL

INTERNAL QUALITY ASSURANCE CELL
ADITYA INSTITUTE OF TECHNOLOGY
AND MANAGEMENT- TEKKALI
ACADEMIC AUDIT REPORT

Name of the Department: **CIVIL ENGINEERING**

Academic Year : 2019-20 II Semester (January to June)

Date of Audit : 23-07-2020

I. COs, POs and C-urriculum-		
S. No	Criterion	Observations
1.	COs and POs assessment	COs and POs attainment calculated as per the procedure established by PAC. Annexure-1.1
2.	Stakeholders feedback related to curriculum design	Graduate exit survey, alumni survey and Employer survey are conducted as per format.
3.	Action taken on minutes of BoS	Incorporated changes as per the suggestions of BoS, DAC and PAC. (BoS minutes and curriculum changes evidences)
4.	Percentage of lab component	32.4%(23/71) – AR16 Annexure-1.2(course structure) 37.5%(24/64)– AR-18 -Three additional experiments are conducted in all Labs
5.	Evidence of academic flexibility	5 open elective + 3 core elective courses 11.26% (8/71) – AR16 4 open elective + 4 core elective courses 12.5% (8/64) – AR18
II. Faculty information and their contribution		
S. No	Criterion	Observations
1.	Student Teacher ratio	STR - 19.88
2.	Faculty Cadre ratio	FCR - 4: 5 : 17
3.	Faculty qualifications	07 out of 26 faculty members are doctorates, 09 registered for Ph.D and rest of the faculty members are post graduates
4.	Faculty experience & retention	Annexure-2.1 (list of faculty, qualifications, total experience, experience at AITAM)
5.	Faculty contribution in writing: - Books:NIL - Book chapters:NIL	NIL
6.	Faculty in professional bodies -Faculty contributions	Annexure-2.2 (Memberships and activities)

7.	Faculty as resource persons in workshops / training activities	NIL
8.	International / National level events organized -Conferences:NIL -Workshops/ Seminars:NIL -FDPs:01	Number of events organized: 01 Number of FDPs/Guest Lectures/Seminars organized:01 Annexure-2.3
9.	List of conferences/seminars/ workshops/ FDP's/ any exclusive programs attended for enrichment of teaching - learning process	06 faculty members attended Annexure-2.4

III. Teaching-Learning Process and Evaluation

S.No	Criterion	Observations
1.	Student performance indices Attendance Exams	Lists of students for Detention and Condonation are maintained. Results analysis is carried out.
2.	Mechanism and activities for slow learners improvement	Slow learners are identified based on performance in Mid-exams. Conducted Make-up classes for slow learners.
3.	Student counseling /mentoring mechanism	20 students are allotted to each faculty member to mentor for continuous improvement. Annexure-3.1 (Allotment and sample file scanned)
4.	Initiatives taken for innovative projects	Nil
5.	Review & Evaluation of Student Projects: - Best projects	Project review and evaluation is carried out as per PRC guidelines. Best projects are identified based on PRC recommendations. Annexure-3.2 (If any)
6.	Monitoring of Teaching-Learning Process - Observation of teaching process in classrooms as per schedule - Tracking of syllabus coverage - Uploading of lecture notes, question papers of mid and semester end examinations in e-learning portal - Verification of evaluated answer papers - Checking the quality of mid examination question papers - Innovative teaching methods presented - Verification of course files -Minutes of class committee meetings and action taken	- Attendance registers are verified once in a month. - Compliance of teaching diary with lesson plan is monitored once in a month. - Track sheets are maintained to review syllabus coverage - uploading of course material, mid and semester end question papers in e-Learning Portal - All Mid answer scripts are verified - Mid question papers as per cognitive levels are verified. - PPT's, NPTEL video lectures are used, - Course files are there for all courses. Annexure-3.3 (Sample lesson plan, teaching diary, sample scanned copy of attendance register with signs of faculty member, HoD and Principal, syllabus coverage and number of classes track sheet, minutes of class committee meetings)

7.	Training programs conducted for students - Guest lectures - Add-on courses - Seminars/workshops - Compliance of department academic calendar	No. of guest lectures : 01 No. of Add-on courses:01 No. of Seminars/workshops: NIL No major deviations are observed in the compliance of department academic calendar. Annexure-3.4
8.	MoUs with Industries for internship	No. of MoUs:02 Annexure-3.5 (If any)
9.	Students feedback and follow-up action	Online feedback is taken from the students for all courses and review is carried out.
10.	Scope for Self-learning - Certificate courses - Online courses	Monetary encouragement for certification courses
11.	Result analysis and conduct of remedial classes for students with backlogs	Result analysis is carried out after the results of semester end examinations and remedial classes are conducted for students with backlogs Annexure-3.6 (Result analysis for all the 8 semesters and details of remedial classes)
12.	Placements (%): Industries / organizations:	Placements (%): Total 114 No. of students got selected in various companies Annexure-3.7
13.	Higher studies (%): Institutions:	NIL
14.	Student development Activities: - co-curricular - extra-curricular activities	No. of technical events in association with student chapters: NIL No. of NSS Activities: NIL No. of Innovations and Startups: NIL

IV. Research, Consultancy and Extension

S.No	Criterion	Observations
1.	Faculty publications in journals: Peer reviewed Journals: Thomson Reuters Impact factor Journals:	No. in peer reviewed journals:NIL No. in Scopus/SCI indexed journals:NIL
2.	Publications in conferences: - National - International	No. in Conference publications :NIL
3.	Percentage of faculty contributing in - Research publications:	NIL
4.	PhDs - Registered - Submitted - Awarded	No. registered :NIL No. submitted: NIL No. awarded :NIL
	PhDs guiding /guided:	No. of PhDs guiding :NIL No. of PhDs guided: NIL

5.	Funded consultancy work	NIL
6.	Incentives for faculty R&D	Incentives for faculty research publications as per HR policy
7.	MOU's with industries/ R&D/ Premier Institutes	NIL
8.	Research centers of excellence Established	NIL
9.	Skill development centers established	SIEMENS center of excellence in collaboration with APSSDC and SIEMENS

V. Infrastructure and Learning Resources

S.No	Criterion	Observations
1.	Infrastructural facilities to improve the teaching learning process Class rooms: Laboratories: e- class rooms: Seminar halls: Faculty rooms:	No. of class rooms: 09 No. of tutorial rooms:NIL No. of laboratories:09 No. of e-Class rooms:01 No. of seminar halls:NIL No. of faculty rooms: 09
2.	Internet facilities for faculty & Students:	Wi-Fi enabled campus
3.	Technical & administrative staff support	04 members of Lab Technician for supporting various Laboratories in addition to 04 members for supporting administrative activities Annexure-5.1 (list of technicians and administrative staff with qualifications and experience)
4.	Department budget - Sanctioned amount - Amount spent - New equipment added - Maintenance of equipment and consumables registers in labs	Amount sanctioned in Rs. Amount spent in Rs. New equipment added worth Rs. Equipment and maintenance registers are: maintained for all the Labs:
5.	Details of computing facilities and software	Total number of Computers: 60 List of Software procured: 03
6.	Dept News letter / magazine	Department half-yearly Newsletter is in place Annexure-5.2
7.	Department level library resources	Number of Titles: 119 Number of Volumes: 125 Number of Journals: NIL Number of E-Journals :NIL Number of Video courses: NIL

VI. Student information, Support and Progression

S.No	Criterion	Observations
1.	Add-on courses:	List of add-on courses:02

2.	Student publications:NIL Dept. student clubs:03	No. of student publications: NIL No. of club activities for students:NIL
3.	Details of coaching provided for GATE/ GRE/CRT/any other competitive exams	No. of CRT classes:100
4.	Industrial visits and internships	NIL

VII. Governance, Leadership and Management

S. No	Criterion	Observations
1.	Teaching and non-teaching staff attended for skill development programs	No. of teaching staff: NIL No. of Non-Teaching staff:NIL
2.	MoUs with premier Institutions for knowledge exchange	NIL
3.	Display of Vision, Mission and other Quality objectives at prominent places	Display of Vision: Yes Display of Mission: Yes Display of PEOs, POs, PSOs and COs: Yes
4.	Staff and student attendance monitoring system -Biometric -Attendance registers	Generation of Daily, Weekly and Monthly attendance reports
5.	Financial support/leaves qualification/skill up- gradation:	for Faculty members are sanctioned with Registration fees, TA and Academic leave for attending Conferences and Workshops
6.	Risk evaluation/safety measures:	Maintaining Fire extinguishers at prominent places

VIII Strengths, Weaknesses and Areas of Improvement

Strengths

- (1) Good faculty retention
- (2) Good no of placement record
- (3) Organized FDP program

Weaknesses:

- (1) No recorded publications
- (2) No students extra value added course works

Suggestions for improvement:

- (1) Need to improve faculty publications

Sig. of Department Coordinator

Sig. of Academic Auditors

1.

2.

Sig. of HOD

Sig. of IQAC Coordinator

19-20-11-2024