

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

Name of the Department: **Civil Engineering**

Academic Year : 2021-22 I Semester (July to Dec)

Date of Audit : 20-01-22

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	37.31% (25/67)– AR-18 -Three additional experiments are conducted in all Labs. 41.66% (15/36)- AR-20 Annexure-1.3
5.	Evidence of academic flexibility	01 open elective + 6 core elective courses 14.92% (10/67) – AR18 01 open elective 2.7% (01/36) – AR20
II. Faculty information and their contribution		
S. No	Criterion	Observations
1.	Student Teacher ratio	STR - 20.42
2.	Faculty Cadre ratio	FCR – 4:5:17
3.	Faculty qualifications	07 out of 26 faculty members are doctorates, 11 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: Nil	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	22 faculty members attended Annexure-2.3

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	- 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:04 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: 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:05 No. in Scopus/SCI indexed journals:02 Annexure-4.1
2.	Publications in conferences: - National - International	No. in Conference publications :02 Annexure-4.2
3.	Percentage of faculty contributing in - Research publications:	Percentage of faculty involved in research publications: 26.92% (07/26)
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	Annexure-4.3
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: 09 No. of tutorial rooms: NIL No. of laboratories: 09 No. of e-Class rooms: 01 No. of seminar halls: 01 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: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:	NIL
6.	Risk evaluation/safety measures:	Maintaining Fire extinguishers at prominent places

VIII Strengths, Weaknesses and Areas of Improvement

Strengths:

1. The quality of paper and book publishing has improved.
2. Students publications are improved.

Weaknesses:

1. The number of students pursuing higher education is less.
2. There are no innovative ideas.

Suggestions for improvement:

1. Students should be encouraged to register in online certification programs.

Sig. of Department Coordinator

Sig. of Academic Auditors

1. 

2. 

Sig. of HOD

Sig. of IQAC Coordinator

Aditya Institute of Technology and Management
TEKKALI-532 201

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

Name of the Department: **CIVIL ENGINEERING**

Academic Year : 2021-22 Semester-II

Date of Audit : 12-07-2022

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. Annexure-1.2
3.	Action taken on minutes of BoS	Incorporated changes as per the suggestions of BoS, DAC and PAC. Annexure-1.3. (BoS minutes and curriculum change evidences enclosed)
4.	Percentage of lab component	53.125%(85/160) – AR18 67.5%(108/160) – AR20 -Three additional experiments are conducted in all Labs
5.	Evidence of academic flexibility	5 Open Elective + 3 Core Elective Courses 11.26% (8/71) – AR18 4 Interdisciplinary Electives + 4 Professional Elective Courses 12.5% (8/64) – AR20
II. Faculty information and their contribution		
S. No	Criterion	Observations
1.	Student Teacher ratio	STR – 19.35 Annexure-2.1
2.	Faculty Cadre ratio	FCR - 5: 4 : 17 (26.02 Cadre ratio marks) Annexure-2.2
3.	Faculty qualifications	7 out of 26 faculty members are doctorates, 8 registered for Ph. D and rest of the faculty members are post graduates Annexure-2.3
4.	Faculty experience & retention	Retention: 46.43% Annexure-2.4 (List of faculty, Qualifications, Total experience, Experience at AITAM has been
5.	Faculty contribution in writing: - Books: - Book chapters:	Nil
6.	Faculty in professional bodies -Faculty contributions	1 Faculty member took member ship in CSTA Annexure-2.5 (List and Proof of Events Enclosed)

7.	Faculty as resource persons in workshops / training activities	One
8.	International / National level events organized -Conferences: -Workshops/ Seminars: -FDPs:2	Number of events organized: 2 Number of FDPs/Guest Lectures/Seminars organized: One Annexure-2.3 (Enclosed the List)
9.	List of conferences/seminars/ workshops/ FDP's/ any exclusive programs attended for enrichment of teaching - learning process	19 faculty members attended to 72 programs. Annexure-2.4 (List Enclosed)

III. Teaching-Learning Process and Evaluation

S.No	Criterion	Observations
1.	Student performance indices Attendance Exams	Appropriate List of students for Detention and Condonations are maintained. Result analysis is carried out. Annexure-3.1 (List Enclosed)
2.	Mechanism and activities for slow learners improvement	Slow learners are identified based on their performance in Mid Examinations. Conducted Make-up classes for slow learners. Annexure-3.2 (List Enclosed)
3.	Student counseling /mentoring mechanism	20 students are allotted to each faculty member to mentor for continuous improvement. Annexure-3.3 (Enclosed allotment list and a copy of scanned sample file)
4.	Tutorial classes	Tutorial classes are conducted as per schedule given in the time table. Annexure-3.4 (Enclosed a copy)
5.	Initiatives taken for innovative projects	No. of Innovative Projects: 02 Training programs for Faculty & Students in thrust areas: One program conducted for Faculty. Annexure-3.5 (Copy Enclosed)
6.	Review & Evaluation of Student Projects: - Best projects:05	Project review and evaluation is carried out as per PRC guidelines. Best projects are identified based on PRC recommendations. Annexure-3.6
7.	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, MOOC classes are used, - Verified Course files for all courses. Annexure-3.7 (A Sample scanned copy of attendance register and minutes of class committee meetings is attached)

8.	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: 4 No. of Seminars/workshops: Nil No major deviations are observed in the compliance of department academic calendar. Annexure-3.8 (Copy Enclosed)
9.	MoUs with Industries for internship	No. of MoU's: 21 Annexure-3.9 (Copy Enclosed)
10.	Students feedback and follow-up action	Online feedback is taken from the students for all courses and review is carried out. Annexure-3.10
11.	Scope for Self-learning - Certificate courses:0 - Online courses	Monetary encouragement for certification courses like NPTEL SWAYAM.
12.	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-3.12 (Details of Result analysis and remedial classes enclosed)
13.	Placements (%): Industries / organizations:	Placements (%): 57.52 Total 65 No. of students got selected in various companies Annexure-3.13 (Proofs Enclosed)
14.	Higher studies (%): Institutions:	Higher studies(%): NA No students joined under PG program at various institutes Annexure-3.14
15.	Student development Activities: - co-curricular - extra-curricular activities	No. of technical events in association with student chapters: Nil No. of NSS Activities: 66 Programs conducted No. of Innovations and Startups: 02 Annexure-3.15 (NSS and Innovations Proofs

IV. Research, Consultancy and Extension

S.No	Criterion	Observations
1.	Faculty publications in journals:7 Peer reviewed Journals:5 Thomson Reuters Impact factor Journals:2	No. in peer reviewed journals: 5 No. in Scopus/SCI indexed journals: 02 Annexure-4.1 (List Enclosed)
2.	Publications in conferences:total:3 - National - International 3	No. in Conference publications: Nil Annexure-4.2
3.	Percentage of faculty contributing in - Research publications:	Percentage of faculty involved in research publications: 35% (11/26)
4.	PhDs - Registered - Submitted - Awarded	No. registered: Nil No. submitted: Nil No. awarded: Nil
	PhDs guiding /guided:	No. of PhDs guiding : One No. of PhDs guided: (Copy Enclosed)
5.	Funded R&D projects and consultancy work	Total amount of funding for R&D and consultancy projects Ongoing: Nil Completed: Rs. 1,89,600/- Annexure-4.3 (Copy Enclosed)

6.	Incentives for faculty R&D	Incentives for faculty research publications as per HR policy Annexure-4.4 (List Enclosed)
7.	MOU's with industries/ R&D/ Premier Institutes	Department executed MOU's with Four organizations Annexure-4.5 (Proof Enclosed)
8.	Research centers of excellence Established	Nil
9.	Skill development centers established	

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: No. of laboratories: 9 No. of e-Class rooms: 1 No. of seminar halls: No. of faculty rooms: 9
2.	Internet facilities for faculty & Students:	Wi-Fi enabled campus
3.	Technical & administrative staff support	5 members of Lab Technician/ Programmer for supporting various Laboratories in addition to 2 members for supporting administrative activities Annexure-5.1 (List Enclosed)
4.	Department budget - Sanctioned amount - Amount spent - New equipment added - Maintenance of equipment and consumables registers in labs	Amount sanctioned in Rs. 32600000 Amount spent in Rs. 32362228 New equipment added worth Rs. 89102 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: 3
6.	Dept News letter / magazine	Department half-yearly Newsletter is in place Annexure-5.2 (A Copy is Enclosed)
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: 4 Annexure-6.1 (Copy Enclosed)
2.	Student publications: Dept. student clubs:	No. of student publications: 04 Annexure-6.2 (Copy Enclosed) No. of club activities for students: Nil
3.	Details of coaching provided for GATE/ GRE/CRT/any other competitive exams	No. of GATE classes: Nil No. of CRT classes: 03
4.	Industrial visits and internships	No. of Industrial visits: 02 Total number of industries offering internships: 21 Annexure-6.3 (Copy Enclosed)

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: 02
2.	MoUs with premier Institutions for knowledge exchange	No. of MoU's: 04
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 Annexure-7.1 (Copy Enclosed)
6.	Risk evaluation/safety measures:	Maintaining Fire Safety & Fire Fighting Equipment and Fire extinguishers at all Blocks of the Campus.

VIII Strengths, Weaknesses and Areas of Improvement

Strengths

- (1) → Gradually a Industrial Consultancy works has been increased.
- (2) → Conducted training programmes for various private sector, public sector to our civil engg students in the field of Surveying and Construction Practice
- (3) → The placement of Students has improved in the "core" region.

Weaknesses:

- (1) The offline FDP's Participation by faculty has been decreased.
- (2) There is no Consulting (funded) works.
- (3) There are no initiatives for new projects

Suggestions for improvement:

- (1) Need to improve publications in books and Book chapter
- (2) Suggested to introduce more Computer Courses in Curriculum.
- (3) Motivate the Students towards Higher Studies

Sign. of Department Coordinator

Sign. of Academic Auditors 1.

2.

Sign. of HOD

Sign. of IQAC Coordinator

Head of the Department
Department of Civil Engineering
AITAM, TEKKALI

COORDINATOR, IQAC
Aditya Institute of Technology and Management
TEKKALI-532 201

21-22 - II