



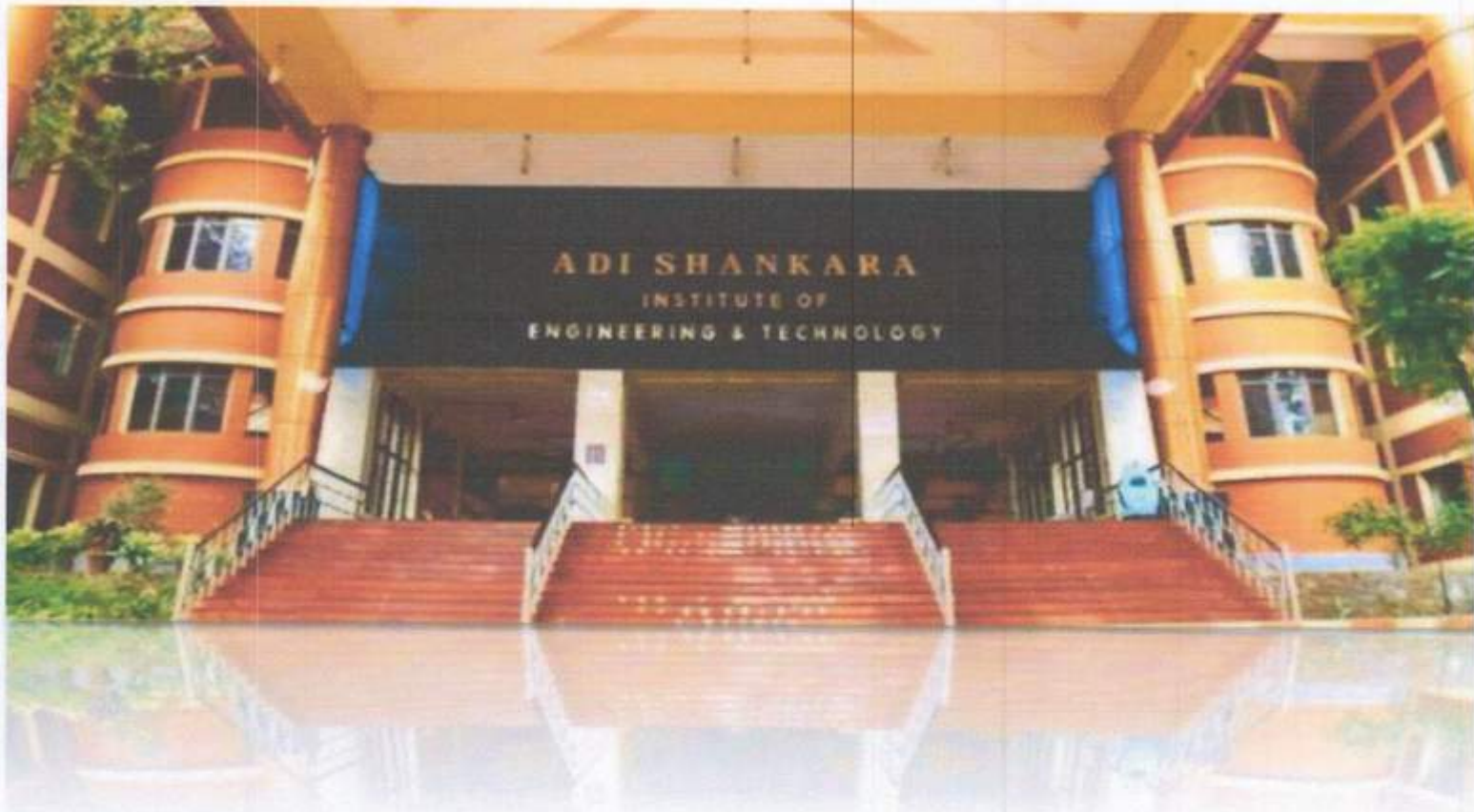
Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam
Technological University
(Owned by Adi Sankara Trust)

ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT

2019 – 2020





Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY
Vidya Bharathi Nagar , Mattoor, Kalady, Ernakulam, Kerala 683574

ACADEMIC AND ADMINISTRATIVE AUDIT

REPORT 2019 - 2020

Academic Audit entails a methodical and thorough examination of the academic procedures and undertakings within an educational institution, such as a college or university. It serves as a mechanism to evaluate both the strengths and weaknesses of the institution's academic framework, thereby pinpointing areas necessitating improvement.

During this process, an independent individual or group evaluates various facets of the academic system, encompassing the curriculum, teaching methodologies, assessment techniques, infrastructure, research endeavors, faculty credentials and development, student support services, governance structure, and overall institutional management.

The principal objective of Academic Audit is to uphold and enhance the quality of academic endeavors within higher education institutions (HEIs). Through a comprehensive assessment, the audit aims to identify areas for enhancement, rectify shortcomings, and devise strategies to elevate the standard of education and academic procedures within the institution.

At ASIET, the Academic Audit process encompasses both external and internal assessments. External audits are conducted by a panel of auditors appointed by the affiliated university, APJ Abdul Kalam Technological University, Kerala.

External Audit & Auditors:

The external audit scheduled by the University was conducted on 11th November, 2019. Dr. Chikku Abraham, Muthoot Institute of Technology, Ernakulam was appointed as the external auditor by the university.

On 3rd Jan 2020, another external audit was carried out to verify the status of NBA reaccreditation process. The auditor was Dr. Muruganantham Ponnusamy, Registrar, Saintgits Group of Institutions, Kottayam (Approved Auditor of NBA).

Internal Academic Audit Committee (AAC) comprising of senior faculty members from various departments was also formed for the conduct of the audit.



The Internal Audit Committee:

- 1) Prof. Nayana J (Dept. of EEE)
- 2) Prof. Prameela B (Dept. of ECE)
- 3) Prof. Ierin Babu (Dept. of CSE)
- 4) Dr. Deepika M P (Dept. of CSE)
- 5) Prof. Gomathy S (Dept. of EEE)
- 6) Dr. Manu S N (Dept. of CE)
- 7) Prof. Sankara Nayaki (Dept. of CSE)
- 8) Prof. Sreekanth K S (Dept. of ECE)
- 9) Dr. Eldhose K Joy (Dept. of ME)
- 10) Dr. Manish T I (Dept. of CSE)
- 11) Prof R Rajaram (Dept. of CSE)
- 12) Prof. Vinila M L (Dept. of AEI)
- 13) Prof. Eldho Mathew (Dept. of ME)
- 14) Prof. Vishnu (Dept. of ME)
- 15) Prof. Divya K S (Dept. of CSE)
- 16) Prof. Simi M S (Dept. of CSE)
- 17) Prof. Chithra C J (Dept. of CE)
- 18) Prof. Jayasree T G (Dept. of BSH)
- 19) Prof. Divya V C (Dept. of ECE)
- 20) Prof. Anitha P S (Dept. of EEE)
- 21) Prof. Ragesh G K (Dept. of ECE)
- 22) Prof. Unnikrishnan (Dept. of CSE)
- 23) Prof. Sijo G (Dept. of EEE)
- 24) Prof. Ganga Devi (Dept. of BSH)
- 25) Prof. Aneesh P C (Dept. of CE)
- 26) Dr. Anand Raj (Dept. of ME)
- 27) Prof. Athira M (Dept. of EEE)
- 28) Dr. Rejitha (Dept. of BSH)
- 29) Prof. Divya G (Dept. of CSE)
- 30) Dr. Rajesh Cherian (Dept. of ECE)
- 31) Dr. Kiran (Dept. of ME)
- 32) Prof. Sreedeeep K (Dept. of AEI)
- 33) Dr. Bipin. P R (Dept. of ECE)
- 34) Prof. K. T Subramanian (Dept. of ME)
- 35) Dr. Vince Paul (Dept. of CSE)
- 36) Dr. Anitha Thomas (Dept. of MBA)

AUDIT SCHEDULES**Internal Audit -I**

DATE	TIME	DEPARTMENT	AUDITORS
17/09/19	1.30-3.30	CE	Ms.Nayana, Mr.Vishnu, Ms. Deepika M P
17/09/19	1.30-3.30	BSH	Ms. Simi, Ms. Prameela, Ms. Divya K S
18/09/19	1.30-3.30	CSE & IT	Mr. Eldho Mathew, Ms. Nayana J, Ms. Chithra C J
18/09/19	1.30-3.30	AE & I	Ms. Divya K S, Ms. Simi M S, Ms. Divya V Chandran
19/09/19	1.30-3.30	EEE	Ms. Divya V Chandran, Ms. Prameela B. Ms. Jayasree T G
19/09/19	1.30-3.30	ME	Ms. Deepika M P, Ms. Divya K S, Ms. Chithra C J, Ms. Vinila M L
20/09/19	10.00-12.00	ECE	Ms. Vinila, Ms. Jayasree T G, Mr. Eldho Mathew, Mr. Vishnu.



Internal Audit -II

DATE	TIME	DEPARTMENT	PANNEL DETAILS
12/12/19	9.30 AM - 12.00 PM	LIBRARY	Prof. Anitha P S, Dr. Manish T I
		ME	Prof. Gomathy, Prof. Sreekanth K S, Prof. Divya K S, Prof. Divya V Chandran.
		CE	Prof. Ragesh G, Prof. Prameela, Prof. Nayana.
		AE&I	Prof. Unnikrishnan K N, Prof. Simi M S, Prof. Sijo.
		NBA	Prof. Rajaram, Prof. Ierin Babu, Dr. Manu, Prof. Sankara Nayaki, Prof. Eldhos K Joy
12/12/19	1.00 PM- 3.30 PM	ECE	Prof. Jayasree T G, Prof. Eldho Mathew, Prof. Ganga Devi, Prof. Chithra.
		EEE	Prof. Aneesh P C, Prof. Deepika M P, Prof. Vishnu .
		CSE & IT	Dr. Anand Raj Hariharan ,Prof. Athira M, Dr. Rejitha, Prof. Vinila.
		M-Tech (ECE,EEE,CSE)	Prof. Divya G, Prof. Sreedeeep Krishnan, Dr. Bipin.
		MBA	Prof. Rajaram, Prof. Ierin Babu,Dr. Manu, Prof. Sankara Nayaki, Prof. Eldhos K Joy
		Principal Office	Dr. Rajesh Cherian Roy, Dr.Kiran

Internal Audit -III

DATE	TIME	DEPARTMENT	PANEL MEMBERS
05/03/20 and 10/03/20	10.00 AM - 04.00 PM	AE&I	Dr. P. Jenno Paul, Dr. Rajesh Cherian Roy
		CE	Prof. Unnikrishnan K N, Dr. Ragesh G K
		CSE & IT	Prof. Sreepriya.S AEI, Prof. Gomathy.S.
		ECE	Prof. Aneesh P C, Dr. Rejitha K R
		EEE	Prof. R Rajaram, Dr. Jayasree T G.
		ME	Dr. Bipin P. R., Dr. Jeeno Paul
		MBA	Dr. Manish T I, Prof. Deepika M P.
		Principal Office	Dr. Rajesh Cherian Roy, Dr. Vince Paul

Internal Audit -IV

DATE	TIME	DEPARTMENT	PANEL MEMBERS
14/07/20 and 15/07/20	10.00 AM - 12.00 PM	AE&I	Prof. Sreekanth K S, Dr. Bipin P.R.
		CE	Prof. K. T Subramanian, Prof. Gomathy S.
		CSE & IT	Dr. Ragesh G, Prof.Edhose K K.
		ECE	Prof. Sreepriya, Prof. Deepa Sankar.
		EEE	Prof. Aneesh P C, Dr. Rejitha K R.
		ME	Prof. R Rajaram, Dr. Jayasree T G.
		MBA	Dr. Manish T I, Prof. Deepika M P.
		Principal Office	Dr.Vince Paul.
LIBRARY	Dr. Anitha Thomas.		



General Observations

1. The institution is a self-financing engineering college.
2. It is affiliated with APJ Abdul Kalam Technological University in Kerala, India.
3. It offers seven undergraduate programs and five postgraduate programs.
4. The institution has a university-approved research center in the departments of Computer Science and Engineering (CSE), Electronics and Communication Engineering (ECE), and Electrical and Electronics Engineering (EEE).
5. Four programs offered by the institution are accredited by the National Board of Accreditation (NBA). (ME, CSE, ECE & EEE)
6. Since CSE, ECE, EEE and ME programs are NBA accredited, they have a good system for Outcome Based learning. And the other programs are also following the same and practiced.
7. The management and principal have a progressive vision and follow a decentralized administrative network.
8. Students need to be given awareness about Grievance Committee and its convener and the process of raising a grievance. There is mechanism in the college to address grievances but mostly not through this committee.
9. The faculty members are qualified and committed, with a mix of experienced and newly appointed staff.
10. Faculty cadre ratio to be maintained in most of the departments
11. All departments operate in alignment with the institutional Vision, Mission, and Quality Policies.
12. Good facilities like Fab lab, B Hub etc. are available in the campus
13. An active Internal Quality Assurance Cell (IQAC) exists within the institution.
14. The institution has established 12 Memorandums of Understanding (MoUs) with various organizations last academic year.
15. An exemplary Innovation and Entrepreneurship Development Cell (IEDC) is functioning on campus which has been recognized by outside world and has won several accolades.
16. The library provides adequate facilities for students.
17. There has been sufficient infrastructure augmentation.
18. Support services such as a canteen, hostels, and transportation are provided to students.
19. Initiatives may be taken to make a digital campus.
20. The number of Ph. D holders in the departments are just exact/little shortage in the past two academic years including the current year.
21. In general, the departments are doing a lot of work but projection of activities to third parties outside the campus are less.
22. Pass percentage of students in the first batch of KTU is in low level. Needs attention
23. The activities like development of automatic hand sanitizer dispensing machines, ventilators, mobile app for grocery procurement, mask sanitizing unit etc. in the highly needed times of covid 19 pandemic is worth appreciation. The developed equipment was distributed to the neighboring local bodies of self governance and hospitals. Commitment of management and the stakeholders of the institution towards the society was clearly evident from these activities
24. Disruption of the normal routine was evident towards the last quarter due the lock down situation emerged on account of the covid 19 pandemic.



Specific area-wise suggestions

Principal/College Administrative Office

1. Periodic surveillance audits may be performed for keeping records updated
2. Good Student faculty ratio is maintained
3. Budget preparation, submission, sanction, expenditure should be documented in a sequential order.
4. Faculty should enrich with the knowledge of POs, PEOs, COs, PSOs.

Programs, Curriculum, and Supportive Courses

1. All departments should introduce more pedagogical initiatives to ensure Outcome-Based Education (OBE) to enhance the quality and effectiveness of education provided by the institution.
2. More certificate/skill development courses can be planned by all departments

Teaching Learning and Evaluation

1. Staffs are interacting with students through Google Meet Links.
2. Effectiveness of laboratory classes was found lesser in virtual mode of teaching and learning. Contact Classes shall be used effectively for the same.
3. Deviations from planned work was evident due to the pandemic situation.
4. Add on courses/ curriculum gaps/ modern tools are available but not presented in a SOP.
5. Series test Question Papers must have higher order bloom's taxonomy level questions
6. Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
7. Professional skill development of the teaching and non-teaching faculty has to be insisted and monitored so that a higher level of course delivery and evaluation can be ensured in the campus
8. Digital learning content developed by teachers need to be given more visibility to external world.
9. All teachers shall register and complete Ph.D. in a stipulated time
10. National and International collaborations/exposure of teachers are highly suggested
11. Blended system integrating technology has to be encouraged
12. Tutorial system has to be strengthened at the undergraduate level to enhance the learning process.
13. Suggested to encourage the students to register for MOOC courses. In some programs, there are a good number of students involved in MOOC and in some programs less.
14. Overall Results of the institution has to be improved.
15. Online learning systems may be encouraged to enhance the class room learning experience.
16. More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously.

Research and Extension Activities

1. Research activities are to be effectively promoted on campus by establish more research centers within the institution.
2. A research culture with an environment where research is valued, encouraged, and integrated into the academic fabric of the institution should prevail on campus.



Departmental Observations**a) AEI/RA**

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom during the pandemic
- Online compilers are used for conducting lab.
- Results and placements needs improvement.
- Only some students have registered for NPTEL courses. Needs improvement

b) CE

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom during the pandemic
- Syllabus not covered as per plan. Minor deviations observed towards the end of the year due to lockdown
- Results and placements needs improvement.
- Only some students have registered for NPTEL courses. Needs improvement

c) CSE & IT

- Follow the common format for documentation.
- Faculty from IT is shown along with CSE which may reduce the marks for faculty contributions (Criteria 5).
- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom during the pandemic
- Online compilers are used for conducting lab.
- Honors/Minor student details shall be maintained in a register/File
- Only some students have registered for NPTEL courses. Needs improvement
- Activity Points of students needs attention. 4 students less than 50 points in S7 CSE, 3 in S7 IT
- Placements good
- Faculty cadre ratio need attention
- M-Tech records filing system to be revamped for proper coordination.
- Student feedbacks must be taken at definite intervals
- Competent faculty to be nominated as coordinator who will take care of all courses and matters related to PG Students.

d) ECE

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom during the pandemic
- Online Video oriented sessions and Simulation facilities were used for conducting lab courses.
- PG project work details to be documented properly. Also records filing system to be revamped for proper coordination
- Adequate resources in the dept. library
- MOOC and NPTEL learning shall be promoted. Currently good number of students registered.
- Results needs improvement.



e) EEE

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom during the pandemic
- Online Video oriented sessions and Simulation facilities were used for conducting lab courses.
- Honors/Minor student details shall be maintained in a register/File
- Activity Points of students needs attention.
- M-Tech records filing system to be revamped for proper coordination.
- Student feedbacks must be taken at definite intervals
- Results and placements needs improvement.

f) ME

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom during the pandemic
- Online Video oriented sessions and Simulation facilities were used for conducting lab courses.
- Syllabus not covered as per plan. Minor deviations observed towards the end of the year due to lockdown
- Conduct of Mechanical labs effectively in online mode is difficult.
- Results and placements needs improvement.

g) MBA

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom during the pandemic
- Class / Course Committee register is maintained.
- Course project are given to the students
- Results and placements needs improvement.

Chayika
14/10/20
IQAC, ASIET

V. L. L.

PRINCIPAL, ASIET

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