



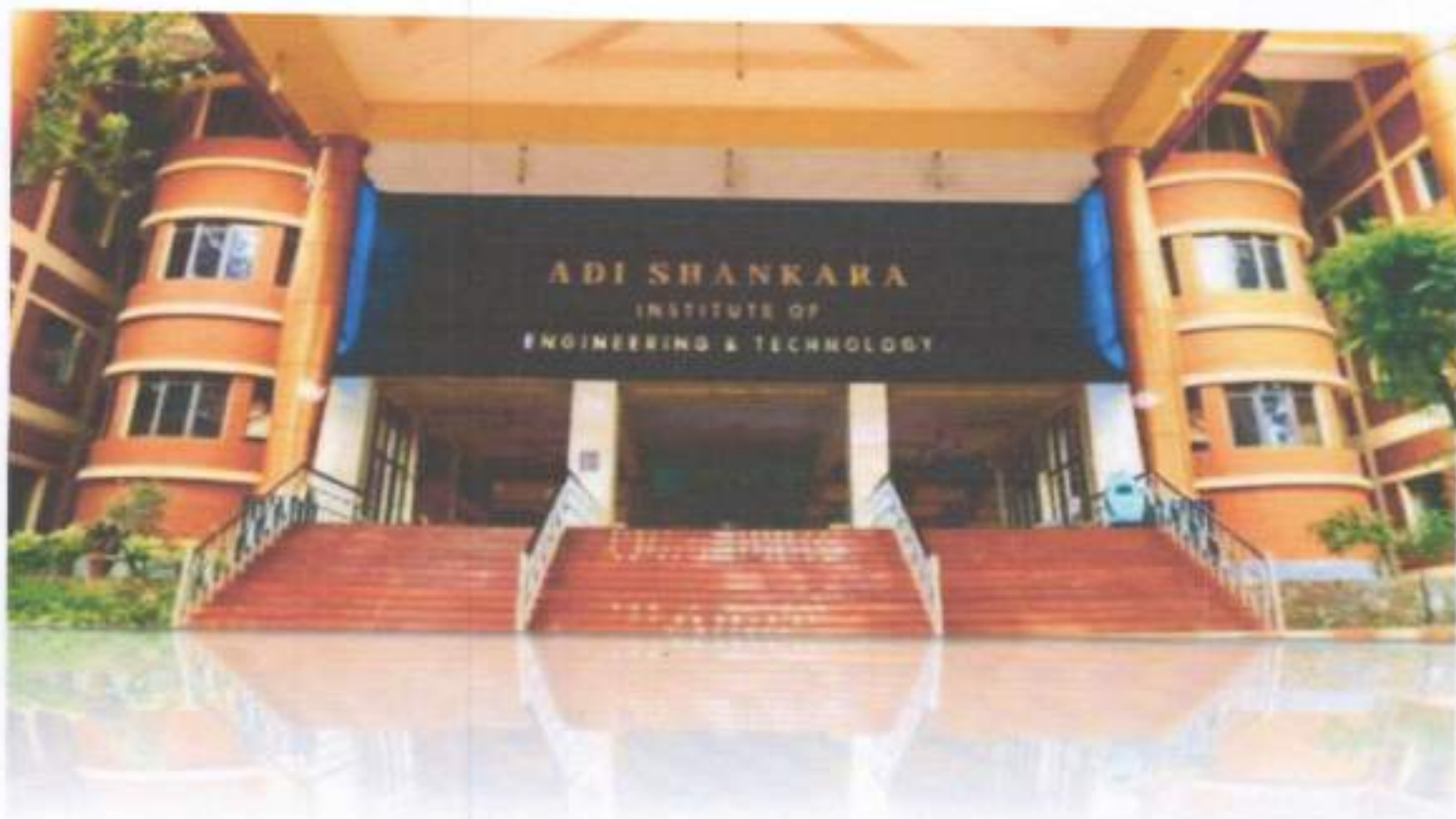
Adi Shankara

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

2020 – 2021





Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Vidya Bharathi Nagar, Mattoor, Kalady, Ernakulam, Kerala 683574

ACADEMIC AND ADMINISTRATIVE AUDIT

REPORT 2020 - 2021

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.

The insights and suggestions garnered from an Academic Audit are instrumental in formulating an action plan for the institution, facilitating the implementation of requisite changes to enhance the overall educational quality and academic milieu. This iterative process aids the institution in continually refining its educational offerings, thereby aligning with the criteria established by accrediting bodies or organizations such as the National Assessment and Accreditation Council (NAAC) and the National Board of Accreditation (NBA).

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:

On account of the outbreak of Covid 19 external audits were not conducted by the University. Hence no external auditors were appointed by the University. It was directed to submit the reports of the internal audit to the university.



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

The Internal Audit Committee:

- | | |
|---|--------------------------------------|
| 01. Prof. Ranjeesh R Chadran (Dept. of AEI) | 09. Prof. Jeeva P W (Dept. of CE) |
| 02 Prof. Nayana J (Dept. of EEE) | 10. Dr. Eldhose K (Dept. of ME) |
| 03. Prof. Prajeesh P A (Dept. of ECE) | 11. Dr. Manish T I (Dept. of CSE) |
| 04. Dr. Lekha (Dept. of MBA) | 12. Prof R Rajaram (Dept. of CSE) |
| 05. Prof. Asha Panicker. (Dept. of ECE) | 13. Prof. Vinila M L (Dept. of AEI) |
| 06. Dr. Deepika M P (Dept. of CSE) | 14. Prof. Eldho Mathew (Dept. of ME) |
| 07. Prof. Gomathy S (Dept. of EEE) | 15. Prof. Vishnu (Dept. of ME) |
| 08. Prof. Sreepriya S (Dept. of AEI) | 16. Prof. Divya K S (Dept. of CSE) |

AUDIT SCHEDULES

Internal Audit -I

DATE	TIME	DEPARTMENT	PANNEL DETAILS	Remarks
03.11.2020	1.30-3.30 P M	MBA	Dr. Lekha , Prof. Vinila, Dr. Deepika M P, Dr. Manish T I.	The auditee will be the head of the department. The IQAC member of the department has to create a Google Meet link for the audit, if required.
		AE&I		
		CE	Prof. Jeeva, Prof. Divya K S, Prof. Gomathy, Prof. Eldhose K K.	
		CSE & IT		
05.11.2020	1.30-3.30P M	ECE	Prof. Prajeesh, Prof. Nayana, Prof. Eldhose K K, Prof. Sreepriya.	
		EEE		
		ME		
		Principal Office	Prof. Vishnu, Prof. Eldho Mathew, Prof. R. Rajaram, Dr. Manish T I.	



Internal Audit -II

DATE	TIME	DEPARTMENT	PANNEL DETAILS	Remarks
09.02.2021	1.30- 3.30 P M	MBA	Dr. Lekha , Dr. Deepika M P, Dr. Manish T I.	The auditee will be the head of the department. The auditors will be asking the documents based on the audit manual. Auditors should submit a report on the following points after audit separately: (i) Conduction and evaluation of practical classes. (ii) Students' responses about the contact classes. (iii) General feedback about the online classes by First Semester students.
		AE&I	Prof. Vinila, Dr. Deepika M P, Dr. Manish T I.	
		CE	Prof. Jeeva, Prof. Gomathy, Prof. Eldhose K K.	
		ECE	Prof. Prajeesh , Prof. Gomathy, Prof. Eldhose K K.	
10.02.2021	1.30- 3.30P M	CSE & IT	Prof. Divya K S, Prof. Eldhose K K, Prof. Ranjeesh R Chandran.	
		EEE	Prof. Nayana, Prof. Eldhose K K, Prof. Ranjeesh R Chandran.	
		ME	Prof. Vishnu, Prof. Eldho Mathew, Prof. R. Rajaram, Dr. Manish T I.	
		Principal Office	Prof. Asha Panicker.	



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 nine undergraduate programs and five postgraduate programs which includes the newly started branches of Robotics and Automation (Intake - 60 Students) and Computer Science and Engineering (Artificial Intelligence) (Intake - 60 Students). Both the Programs are very contemporary and is an emerging area of technology.
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. The institution is preparing for the next cycle of NBA accreditation.
7. The management and principal have a progressive vision and follow a decentralized administrative network.
8. The fee concession given to the students in the prevailing condition of Covid 19 is worth mention.
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. The percentage of first-year enrolment is good, indicating a healthy intake of students.
13. An active Internal Quality Assurance Cell (IQAC) exists within the institution.
14. The institution has established 9 Memorandums of Understanding (MoUs) with various organizations last academic year adding to the total number of more than 25 functional MoUs of the institution
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.

Specific area-wise suggestions

Principal/College Administrative Office

1. Periodic surveillance audits may be performed for keeping records updated
2. Spatial rearrangement and the provision of sectional informative boards are suggested.
3. Good Student faculty ratio is maintained



Programs, Curriculum, and Supportive Courses

1. Consider starting more programs in accordance with the guidelines of the National Education Policy (NEP) and the All India Council for Technical Education (AICTE), while also taking into account the requirements of stakeholders
2. 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.
3. Faculty members with expertise in the relevant fields related to the new programs started shall be recruited.

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. Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
5. 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
6. Digital learning content developed by teachers need to be given more visibility to external world.
7. All teachers shall register and complete Ph.D. in a stipulated time
8. National and International collaborations/exposure of teachers are highly suggested
9. Blended system integrating technology has to be encouraged
10. Tutorial system has to be strengthened at the undergraduate level to enhance the learning process.
11. Continuous evaluation/formative assessment should be in line with the university guidelines.
12. Overall Results of the institution has to be improved.
13. Online learning systems may be encouraged to enhance the class room learning experience.
14. More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously.

Research and Extension

1. Research activities are to be effectively promoted on campus by establish more research centers within the institution. Also dedicated space in the campus shall be provided for research activities.
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.
3. The IEDC should play a crucial role in encouraging research and development (R&D) activities with a student-centered approach.
4. All departments can initiate idea generation and design thinking IEDC and involve collaborative projects, problem-solving initiatives, and practical applications of knowledge, fostering a spirit of innovation among students and faculty.
5. Efforts should be made to improve the publications of faculty and students in reputed journals or conferences.



6. The institution should effectively promote a research-friendly environment that encourages faculty members to actively engage in research and disseminate their findings.
7. Institution undertakes a good number of extension activities across departments and various cells. To further enhance these activities, sensitization programs involving students in identified communities could be systematically organized. This would provide students with opportunities to engage in community outreach, social initiatives, and projects that address societal needs.
8. A research cell may be reconstituted with faculty members and the progress of activities may be monitored.

Infrastructure

1. Sufficient care is being taken to accommodate all facilities required as per the university/AICTE guidelines.
2. It is appreciable that additional facilities are procured for faculty diversification in tune with the NEP and development plan
3. Staff rooms/ work environment of some departments have to be augmented
4. Quality maintenance of lab facilities in most of the departments should be a major priority. Quality of equipment and cleanliness must be given more attention.
5. Good and adequate facilities are given for the Physically challenged
6. ICT facilities are ample
7. Extracurricular facilities are adequately available and are not effectively utilized due to the covid 19 situation prevailing in the state.
8. The laboratory requirements of the newly added programs (AI, RA & EB) are to be considered with utmost priority

Student Support and Progression

1. The quality and effectiveness of the Add-on and Certificate courses offered from the institution need to be assessed.
2. The services of IEDC and IIC can be made more effective and student oriented
3. A career guidance and assistance shall be made more effective
4. Career counselling must be intensified.
5. Mentoring system may be made more effective and shall reach all students. Appointment of a fulltime counsellor may also be thought of.
6. Skill development has to be promoted further
7. More common spaces shall be provided for the students

Library

1. The overall ambience of the college library is good. Scope for improvement
 2. Appreciable efforts are taken to provide a better ambience for reading
 3. ID card scanning systems is operational
 4. Digital remote access with digital repositories may be introduced to cater to the needs of online references.
 5. A library committee exists
 6. Utilization of library by the faculty members and students are very less in the prevailing pandemic and needs improvement.
- Promotional activities like contests and training programs shall be organized.



Green initiatives and inclusiveness

1. The College is following a green campus concept
2. Green/waste/energy audits may be performed at sufficient intervals to assess the progression.
3. Sufficient information is being conveyed to students and staff regarding important days observed, national obligations, human rights, values etc. through the general social media
4. More emphasis should be given by all the departments and take up steps to improve the Institutional Best practices.

Statutory Committees, Clubs, Cells and Associations

1. The committees, clubs and cells are ample to meet the academic and non- academic requirements of the students. However, effective events organised to enhance campus experience and overall development of the students was very limited during this academic year.
2. Systematic mechanism shall be implemented to ensure efficient functioning of the clubs and cells

Departmental Observations**a) AEI/RA**

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom.
- Online compilers are used for conducting lab.
- Honors/Minor student details shall be maintained in a register/File
- Results and placements needs improvement.
- Only some students have registered for NPTEL courses. Needs improvement

b) CE

- Syllabus Covered as per plan
- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom.
- Online compilers are used for conducting lab.
- Honors/Minor student details shall be maintained in a register/File
- Results and placements needs improvement.
- Student feedbacks must be taken at definite intervals
- Only some students have registered for NPTEL courses. Needs improvement

c) CSE, IT & CSE (AI)

- Follow the common format for documentation.
- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom.
- 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.
- 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.
- More students shall be part of the class committee
- Adequate resources in the dept. library
- Faculty cadre ratio good
- Placements above average
- M-Tech records filing system to be revamped for proper coordination.
- MOOC and NPTEL learning shall be promoted. Currently good number of students registered.
- Student feedbacks must be taken at definite intervals
- Results needs improvement.

e) EEE

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom.
- 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.
- 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. Register to be updated
- Conduct of lab effectively in online mode is difficult.
- Student feedbacks must be taken at definite intervals
- Results and placements needs improvement.

g) MBA

- Online-interactive classes through Google Meet. The materials are shared through Linways and Google Classroom.
- Class / Course Committee register is maintained.
- Results and placements needs improvement.
- Consultancy works shall be taken up

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IQAC, ASIET

IQAC

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PRINCIPAL, ASIET

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