



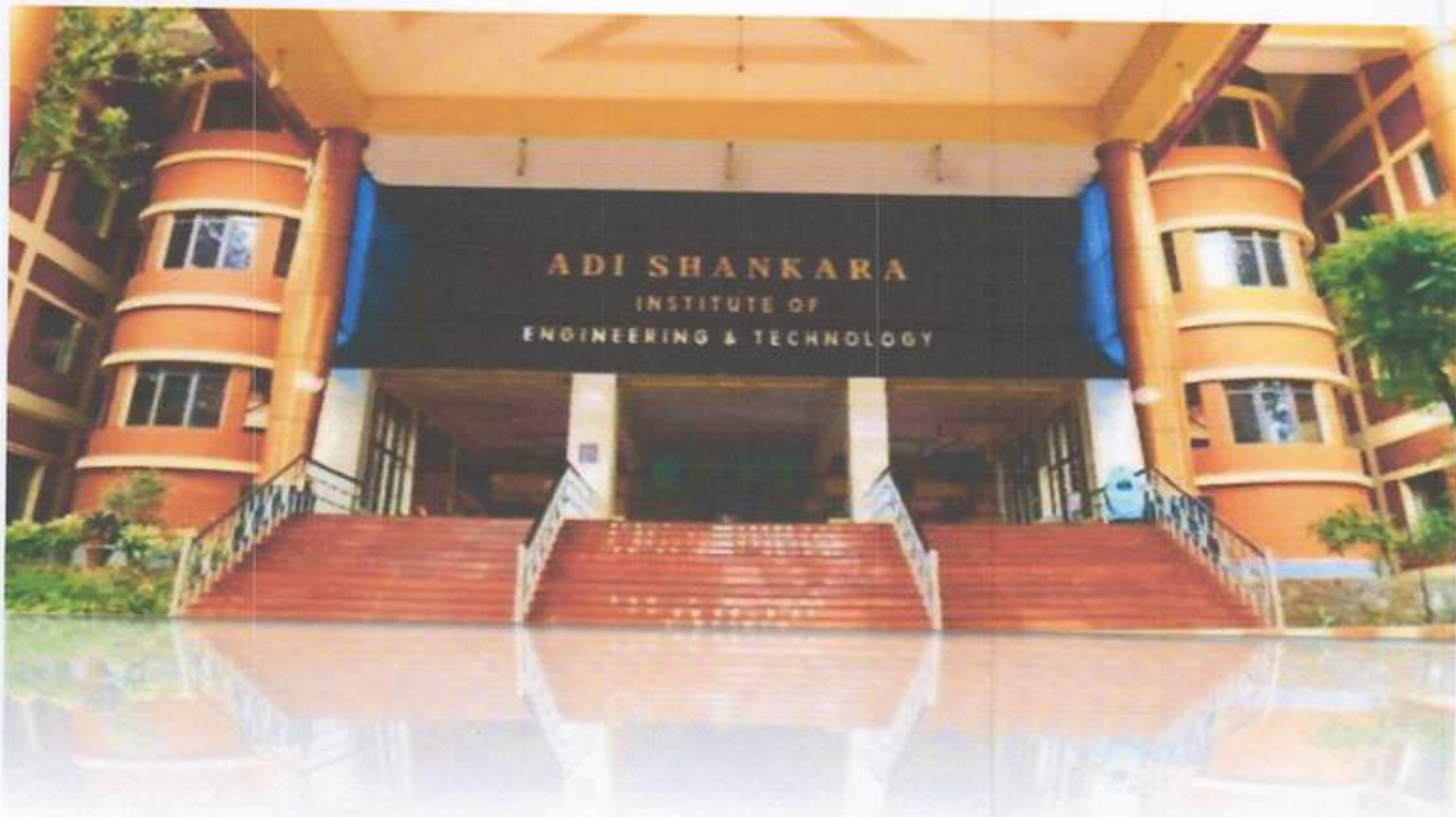
# Adi Shankara

## 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

## 2021 - 2022







# Adi Shankara

## INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University  
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala  
www.adishankara.ac.in

## ACADEMIC AND ADMINISTRATIVE AUDIT

### REPORT 2021-22

Academic Audit is a process that involves the systematic and comprehensive review of the quality of academic processes and activities within an educational institution, such as a college or university. It is a tool used to assess the strengths and weaknesses of the institution's academic operations and helps in identifying areas for improvement.

During an Academic Audit, an independent person or group of individuals, evaluates various aspects of the academic system. This evaluation includes examining the curriculum, teaching and learning methodologies, assessment methods, infrastructure, research activities, faculty qualifications and development, student support services, governance structure, and overall institutional management.

The primary goal of Academic Audit is to ensure quality assurance and enhancement of academic activities in higher education institutions (HEIs). By conducting a comprehensive review, the audit aims to identify areas of improvement, address weaknesses, and develop strategies to enhance the quality of education and academic processes within the institution.

The findings and recommendations from an Academic Audit serve as valuable inputs for the institution to develop a plan of action and implement necessary changes to improve the overall quality of education and the academic environment. This process helps the institution in its continuous efforts to provide a better educational experience for students and to meet the standards set by accrediting bodies or organizations like the National Assessment and Accreditation Council (NAAC) and the National Board of Accreditation (NBA).

At ASIET, the process comprises of external as well as internal audits. The external audit is done by the panel of auditors appointed by the affiliated university - APJ Abdul Kalam Technological University, Kerala.

#### The External Auditors:

Dr. Anjali Varghese. C  
Assoc.Prof., Dept. of EEE  
Muthoot Institute Of Tech And Science  
Varikoli.P.O, Puthencruz

Dr. Rag R. L  
Prof. & Head, Dept. of ME  
SCMS Scholl of Engg. & Tech.,  
Karukutty, Ernakulam



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 RA) | 11. Dr. Eldhose K K (Dept. of ME)    |
| 02. Prof. Sreekanth KS (Dept. of ECE)      | 12. Prof. Aneesh P C (Dept. of CE)   |
| 03. Dr, Subramaniyan S (Dept. of EEE)      | 13. Prof R Rajaram (Dept. of CSE)    |
| 04. Dr. Bipin P R (Dept. of ECE)           | 14. Prof. Deepa Sankar(Dept. of EEE) |
| 05. Dr. Gopakumar V T (Dept. of ECE)       | 15. Dr. Manish T I (Dept. of CSE)    |
| 06. Dr. Manu S Nadesan . (Dept. of CE)     | 16. Dr. Anitha Thomas (Dept. of MBA) |
| 07. Prof. Gomathy S (Dept. of EEE)         | 17. Prof. Abishek Kumar A A          |
| 08. Dr. Jayasree T G (Dept. of BSH)        | 18. Dr. Jeju M. Issac                |
| 09. Dr. Ajay Kumar (Dept. of ECE)          | 19. Prof. Divya K S                  |
| 10. Dr. Bobby Mathews C (Dept. of ECE)     | 20. Dr. Anishin Raj M M              |

**AUDIT SCHEDULES**

**Internal Audit –I**

Date	Time Slot	DEPARTMENT	PANNEL DETAILS INTERNAL AUDITORS	REMARKS
02.02.22	9.30 AM 11.30AM	MBA	Prof. Sreekanth K S Prof. Ranjeesh R Chandran	The auditee will be the head of the respective department/head of institution.
		CE	Dr. S. Subiramoniyan Dr. Bipin PR	
	1.30 PM- 3.30PM	AEI, RA	Dr. V T Gopakumar Prof. Gomathy S	
		ECE, EBE	Dr. Manu S Nadesan Dr. Jayasree T G	
03.02.22	9.30 AM 11.30 AM	CSE, AI	Dr. Ajay Kumar Prof. Aneesh P C	
		EEE	Dr. Bobby Mathews C Dr. Eldhose K K	
	1.30 PM- 3.30PM	ME	Prof. R. Rajaram Prof. Deepa Sankar	
		Administrative Office	Dr, Manish T	
		Library	Dr. Anitha Thomas	





**Internal Audit -II**

DATE	TIME	DEPARTMENT	PANNEL DETAILS - INTERNAL AUDITORS	REMARKS
03.06.22	9.30 AM 12.30 PM	MBA	Mr. Ranjesh R Chandran Mrs. Divya K S	The auditee will be the head of the respective department /head of institution.
		CE	Dr. Anishin Raj M M Prof. Anitha P	
	1.30 PM 4.30PM	AE&I, R&A	Dr. Ajay Kumar Prof. Aneesh P C	
		ECE, EBE	Dr. Manu S Nadesan Dr. Jeju M. Issac Prof. Gomathy S	
04.06.22	9.30 AM 12.30 PM	CSE, AI	Dr. S. Subiramonian Dr. Bipin P R Dr. Jayasree T G	
		EEE	Dr. Bobby Mathews C Dr. Eldhose K K	
		BSH	Dr. V T Gopakumar Dr. Anitha Thomas	
	1.30 PM 4.30PM	ME	Prof. Sreekanth K S Prof. Deepa Sankar	
		Administrative Office	Prof. R. Rajaram Prof. Abishek Kumar A A	
		Library	Dr. Lekha H	

**External Audit**

Date of Audit: 16/06/2022		
Sl No	Time	Department
1	9:30 to 10:00	Principal Office
2	10:00 to 10:30	Electronics & Communication Engineering (ECE)
3	10:30 to 11:00	Electronics & Biomedical Engineering (EBE)
4	11:00 to 11:30	Robotics & Automation (RA)
5	11:30 to 12:00	Computer Science & Engineering (CSE)
6	12:00 to 12:30	Computer Science & Engineering (Artificial Intelligence) CSE (AI)
7	12:30 to 1:15	LUNCH BREAK
8	1:15 to 1:30	Student Interaction
9	1:30 to 2:00	Electrical & Electronics Engineering (EEE)
10	2:00 to 2:30	Mechanical Engineering (ME)
11	2:30 to 3:00	Master of Business Administration (MBA)
12	3:00 to 3:30	Civil Engineering (CE)
13	3:30 to 4:00	Audit Closing Meeting





### 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. The institution has been ranked in the Band-Performer category in the ARIIA Rankings 2021.
4. It offers nine undergraduate programs and five postgraduate programs.
5. 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).
6. Four programs offered by the institution are accredited by the National Board of Accreditation (NBA). (ME, CSE, ECE & EEE)
7. The institution is in the final preparation stage for the next cycle of NBA accreditation.
8. The management and principal have a progressive vision and follow a decentralized administrative network.
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 all 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. Needs to be restructured as per the new guidelines
14. The institution has established 9 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.

### 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. A full-fledged digital enquiry facility is suggested.
4. It is important to ensure that all software being used by the institution is properly licensed.

#### 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. Maintain documents in all departments regarding curriculum transaction including details about remedial classes, tutorials, industrial visits, and other relevant activities.
3. 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.





4. The feedback system should be improved based on the directions provided by the Internal Quality Assurance Cell (IQAC).
5. Establish a mechanism to monitor the quality of supportive courses such as add-on programs, certificate courses, and skill training etc.

#### **Teaching Learning and Evaluation**

1. Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
2. 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
3. Digital learning content developed by teachers need to be given more visibility to external world.
4. All teachers shall register and complete Ph.D. in a stipulated time
5. National and International collaborations/exposure of teachers are highly suggested
6. Blended system integrating technology has to be encouraged
7. Tutorial system has to be strengthened at the undergraduate level to enhance the learning process.
8. Continuous evaluation/formative assessment should be in line with the university guidelines.
9. Overall Results of the institution has to be improved.
10. Online learning systems may be encouraged to enhance the class room learning experience.
11. More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously.
12. The present method of Feedback should be made more effective. All departments may be guided by IQAC in this regard.

#### **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. Considering the legacy of the institution, a committee to assess the quality of research activities shall be promoted.





**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 certain 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 effectively utilised.
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 I 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 be 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 need improvement.
7. Promotional activities like contests and training programs shall be organized.
8. A display system can be set up in front of the library

**Green initiatives and inclusiveness**

1. The College is following a green campus concept
2. Green/waste/energy audits were performed sufficiently.
3. Sufficient information are 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, more effective events shall be organized to enhance campus experience and overall development of the students
2. Systematic mechanism shall be implemented to ensure efficient functioning of the clubs and cells





**Departmental Observations****a) AEI/RA**

- Updating of departmental records is necessary. Formatting should be proper
- Hod Signature missing in registers.
- Meeting of Department Advisory Committee to be conducted on all semesters.
- Mentoring file to be updated
- Activity points – consolidated file to be opened.
- Honors/Minor student details shall be maintained in a register/File
- Course committee meeting minutes missing.
- Results and placements needs improvement.

**b) CE**

- The department has conducted only one class committee meeting for all the semesters
- Initial level CDM is missing in most of the course files
- HOD's signature is not there in many of the documents submitted by the staff members
- Tutorial details are not there in the course file of subject: Chemistry
- Certified project report missing in the course file of final year project
- Registers like Journal register, Lab register(including computational facility) are not present Student feedback, confidence level details are not available in many of the departments
- Course project details(it should be planned before the class starts) are not available in CDM
- Placements needs improvement.

**c) CSE & CSE (AI)**

- Internal Assessment Marks 1 missing in Series Register
- Activity points to be consolidated year wise and kept ready
- Should have a separate register for series and sessional marks.
- Honors student details shall be maintained in a register/File
- Class committee to be conducted in alignment with KTU Calendar.
- Student details missing in some class committee meetings should be updated.
- Meeting of Department Advisory Committee to be conducted on all semesters.
- Mentoring registers to be updated.
- Hod Signature missing in some documents and registers.
- Course committee meeting minutes missing
- Placements good
- Faculty cadre ratio need attention
- M-Tech records filing system to be revamped for proper coordination.
- Many faculty who were handling courses left so corresponding files were missing.
- Competent faculty to be nominated as coordinator who will take care of all courses and matters related to PG Students.

**d) EB**

- Advisory committee meeting details not available
- PTA meeting not conducted
- Students feedback details not available
- Priority to be given in establishing new labs





## e) ECE

- Documentation need to be improved
- Mentoring file to be updated
- Should have a separate register for series and sessional marks.
- Honors student details shall be maintained in a register/File
- Hod Signature missing in some registers.
- Adequate resources in the dept. library
- Faculty cadre ratio good
- Placements above average
- M-Tech records filing system to be revamped for proper coordination.
- More MOOC and NPTEL learning shall be promoted
- Results needs improvement.

## f) EEE

- Course plan seems to be not realistic. (Not any deviation in the plan).
- More students can be encouraged to do MOOC and other online courses.
- Journal Subscription in the library needs to be renewed and improved.
- Course exit survey to be updated
- S3, S5 PTA meeting to be scheduled
- Activity points register of all semesters to be updated.
- M-Tech records filing system to be revamped for proper coordination.
- Quantitative evaluation of Zeroth review of M Tech project to be updated
- Results and placements needs improvement.

## g) ME

- All the files should be completed with HOD's signature
- Department calendar is not evidenced
- Course survey reports to be filed in all the semesters.
- Remedial class register of S3 and S5 to be completed
- Tutorial log register to be updated in all the semesters (S3,S5,S7)
- Mentoring register to be updated in all the semesters
- Students record to be updated for all the semesters
- Class committee register of S3 and S5 to be completed
- Course committee meeting register to be updated
- Result analysis file of S3 to be updated
- Sessional marks register to be updated
- Series exam register to be updated
- PTA meeting of S4 to be updated
- Attendance reports before 1st and 2nd internal test to be filed
- Learning activity/assignment proofs with questions to be filed in the subject file
- Question paper review form to be filed
- Verify the signature in all the CDM's
- Student feedback and follow up to be updated
- Results and placements needs improvement.





**h) MBA**

- Signature should be included in the course committee minutes.
- Action taken and action initiated may also be included
- Batch and semester can be included in class related minutes and documents
- Signature should be included in advisory meeting minutes
- Principal and HoD approvals can be taken for all final time table
- Course Code and Name can be included in subject allocation
- MOOC course file can be added as an IQAC file
- Results and placements needs improvement.
- Consultancy works shall be taken up



**IQAC, ASIET**



**PRINCIPAL, ASIET**

**IQAC**

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