



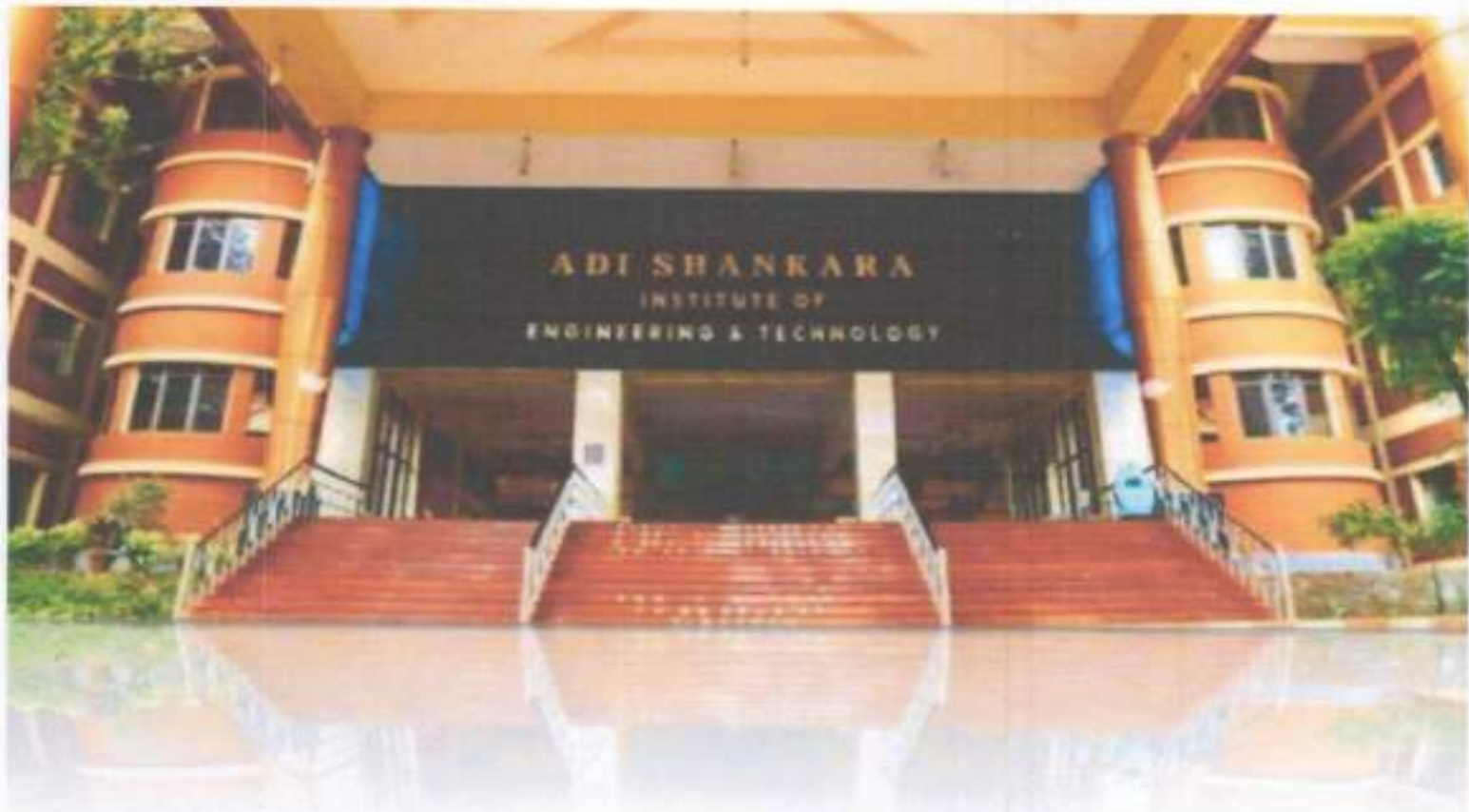
Adi Shankara

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

2022 - 2023





Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

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ACADEMIC AND ADMINISTRATIVE AUDIT

REPORT 2022 - 2023

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 22nd November, 2022 and 07th July 2023. Dr. Anjaly Varghese, Muthoot Institute of Technology, Ernakulam, Dr. Rag R. L, SCMS Scholl of Engg. & Tech., Karukutty, Ernakulam and Prof. Neenu, B, KMEA Engineering College, Ernakulam was appointed as the external auditor by the university.

In March 2022 the NBA team visited and audited the institution as part of the compliance audit for the extension of accreditation. The audit was successful and the NBA accreditations for the 4 branches was extended till 30.06.2025 (Ref - F.No.26-56-2016-NBA, Dt: 26/08/2022)

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. Ranjeesh R Chandran (Dept. of RA)
- 2) Dr. Sanaj M S (Dept. of CSE)
- 3) Prof. Gomathy S (Dept. of EEE)
- 4) Dr. Bobby Mathews C (Dept. of ECE)
- 5) Prof. Sreekanth K S (Dept. of ECE)
- 6) Dr. V T Gopakumar (Dept. of ECE)
- 7) Dr. Manish T I (Dept. of CSE)
- 8) Prof R Rajaram (Dept. of CSE)
- 9) Dr. Eldhose K K (Dept. of ME)
- 10) Dr. Jeju M Issac (Dept. of ME)
- 11) Prof. Jayasree T G (Dept. of BSH)
- 12) Dr. Ajaykumar (Dept. of ECE)
- 13) Prof. Aneesh P C (Dept. of CE)
- 14) Dr. Deepa Sankar (Dept. of EEE)
- 15) Dr. Bipin. P R (Dept. of ECE)
- 16) Dr. Anitha Thomas (Dept. of MBA)

AUDIT SCHEDULES**Internal Audit -I**

| DATE | TIME | DEPARTMENT | PANEL DETAILS - AUDITORS |
|------------|--------------------|------------------|--------------------------------------------------|
| 26-10-2022 | 9.30 AM - 11.30 AM | MBA | Prof. Ranjeesh R Chandran Prof. Sreekanth K S |
| | | CE | Dr. S. Subiramonian, Dr. Bipin P R |
| | 1.30 PM- 3.30PM | R&A | Dr. V T Gopakumar Dr. Sanaj M S |
| | | ECE, EBE | Prof. Gomathy S Dr. Jayasree T G |
| 27-10-2022 | 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 Dr. Deepa Sankar |
| | | Principal Office | Dr. Jeju M Issac |
| | | Library | Dr. Anitha Thomas |

Internal Audit -II

| DATE | TIME | DEPARTMENT | PANEL DETAILS - AUDITORS |
|------------|--------------------|------------------|-------------------------------------------------|
| 24/05/2023 | 9.30 AM - 11.30 AM | MBA | Prof. Aneesh P C Dr. Sanaj M S |
| | | CE | Prof. Gomathy S Dr. Madhu C S |
| | 1.30 PM- 3.30 PM | R&A | Dr. Ajay Kumar Dr. S. Subiramonian |
| | | AI | Prof. Ranjeesh R Chandran Dr. Eldhose K K |
| 25/05/2023 | 9.30 AM - 11.30 AM | EEE | Prof. Sreekanth K S Prof. Sreedeeep Krishnan |
| | | CSE | Dr. Jayasree T G Dr. P Jeno Paul |
| | 1.30 PM- 3.30 PM | EBE | Dr. Bipin P R Prof. T Sobha |
| | | ECE | Dr. Deepa Sankar Prof. Manesh T |
| 26/05/2023 | 9.30 AM - 11.30 AM | ME | Dr. Anitha Thomas Dr. Bobby Mathews C |
| | | Principal Office | Prof. R. Rajaram |
| | | Library | Prof. Anitha P |



KTU External Audit - I (22nd November 2022)

| Sl. No | Time | Department |
|--------|----------------|---------------------------------------------------------------------|
| 01 | 09:15 to 09:30 | Audit Opening Meeting |
| 02 | 09:30 to 10:00 | Principal Office |
| 03 | 10:00 to 10:30 | Computer Science & Engineering (CSE) |
| 04 | 10:30 to 11:00 | Computer Science & Engineering (Artificial Intelligence) CS (AI) |
| 05 | 11:00 to 11:30 | Robotics & Automation (RA) |
| 06 | 11:30 to 12:00 | Electrical & Electronics Engineering (EEE) |
| 07 | 12:00 to 12:30 | Electronics & Biomedical Engineering (EB) |
| 08 | 12:30 to 01:15 | LUNCH BREAK |
| 09 | 01:15 to 01:45 | Civil Engineering (CE) |
| 10 | 01:45 to 02:00 | Student Interaction |
| 11 | 02:00 to 02:30 | Electronics & Communication Engineering (ECE) |
| 12 | 02:30 to 03:00 | Master of Business Administration (MBA) |
| 13 | 03:00 to 03:30 | Mechanical Engineering (ME) |
| 14 | 03:30 to 3: 45 | Audit Closing Meeting |

KTU External Audit - II (07th July 2023)

| Sl No | Time | Department |
|-------|----------------|---------------------------------------------------------------------|
| 1 | 9:30 to 10:00 | Principal Office |
| 2 | 10:00 to 10:30 | Computer Science & Engineering (CSE) |
| 3 | 10:30 to 11:00 | Computer Science & Engineering (Artificial Intelligence) CSE(AI) |
| 4 | 11:00 to 11:30 | Robotics & Automation (RA) |
| 5 | 11:30 to 12:00 | Electrical & Electronics Engineering (EEE) |
| 6 | 12:00 to 12:30 | Electronics & Biomedical Engineering (EBE) |
| 7 | 12:30 to 1:15 | LUNCH BREAK |
| 8 | 1:15 to 1:30 | Student Interaction |
| 9 | 1:30 to 2:00 | Electronics & Communication Engineering (ECE) |
| 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. It offers nine 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) with more than 20 part time research scholars.
5. Four programs offered by the institution are accredited by the National Board of Accreditation (NBA) up to 30.06.2025. (ME, CSE, ECE & EEE). Civil Engineering Dept. has also applied for the NBA accreditation.
6. The institution is in the final preparation stage for the NAAC accreditation.
7. The management and principal have a progressive vision and follow a decentralized administrative network.
8. The faculty members are qualified and committed, with a mix of experienced and newly appointed staff.
9. Faculty cadre ratio is good in most of the departments
10. All departments operate in alignment with the institutional Vision, Mission, and Quality Policies.
11. An active Internal Quality Assurance Cell (IQAC) exists within the institution. Needs to be restructured as per the new guidelines
12. An exemplary Innovation and Entrepreneurship Development Cell (IEDC) is functioning on campus which has been recognized by outside world and has won several accolades.
13. The library provides adequate facilities for students.
14. There has been sufficient infrastructure augmentation. Good computational facilities are provided in the campus
15. Support services such as a canteen, hostels, and transportation are provided to students.
16. Initiatives were taken to make a digital campus.
17. Better LMS system may be thought of with attainment calculation and other functionalities.

Specific area-wise suggestions**Principal/College Administrative Office**

1. Overall syllabus coverage was found excellent in all courses
2. Compliance with KTU calendar is ensured.
3. Availability of faculty members is good.
4. Faculty retention is excellent.
5. SFR is excellent

Programs, Curriculum, and Supportive Courses

1. Program related National Education Policy (NEP) and its awareness among faculty members need to included more.
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.

Teaching Learning and Evaluation

1. Professional skill development of the teaching faculty has to be insisted and monitored so that a higher level of course delivery and evaluation can be ensured in the campus. Programs in this line should be more frequent.
2. All teachers shall register and complete Ph.D. in a stipulated time



3. National and International collaborations/exposure of teachers are highly suggested
4. Tutorial system has to be strengthened at the undergraduate level to enhance the learning process.
5. Continuous evaluation/formative assessment should be in line with the university guidelines.
6. ERP system is place need to be utilized maximum.
7. Online learning systems may be encouraged to enhance the class room learning experience.
8. More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously.
9. More MOOC or NPTEL courses should be taken up by students.

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. The institution should effectively promote a research-friendly environment that encourages faculty members to actively engage in research and disseminate their findings.
3. 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.
4. A policy for the research promotion may be drafted and published among staff members.
5. 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. Staff rooms/ work environment of certain departments have to be augmented
3. 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.
4. Suggested to improve the net connectivity in the institution.
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.

Student Support and Progression

1. Add on I certificate courses are offered in plenty from the institution/departments.
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. Skill development has to be promoted further

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.

Green initiatives and inclusiveness

1. The College is following a green campus concept
2. Green/waste/energy audits were performed sufficiently.
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, 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) RA

- File management is good.
- No of students attending MOOC courses is less.
- Professional body chapters are active in the dept. Programs are organized.

b) CE

- No of students attending MOOC courses is less.
- Professional body chapters are not active in the dept. More Programs are to be organized.
- Preparations for NBA accreditation is good.
- Placements needs improvement.
- Department needs to keep separate file for Faculty evaluation.
- Documents need to be updated.
- All registers regarding honours, remedial and minor to be completed

c) CSE

- File management is good.
- No of students attending MOOC courses is good.
- Professional body chapters are active in the dept. Programs are organized.
- Placement status is good
- SFR and Faculty retention is poor
- Cadre ratio is not maintained

d) EB

- Good number of students have registered for MOOC courses
- Conduct of classes and labs are good.
- File management system is good
- HOD authorization found missing in some documents.
- Vision Mission and PSO may be circulated to all stake holders.



e) ECE

- Cadre ratio not maintained
- No of students attending MOOC courses is good.
- Professional body chapters are active in the dept. Programs are organized.
- Placement of student good.
- Honours and Minor student details shall be maintained properly

f) EEE

- File management is good.
- No of students attending MOOC courses is good.
- Professional body chapters are active in the dept. Programs are organized.
- Placement status is good
- Co Assessment to be updated

g) ME

- SFR and Faculty retention need to be updated and recruitment process may be initiated if needed.
- File management is good.
- No of students attending MOOC courses is good.
- Professional body chapters are active in the dept. Programs are organized.
- Placement need attention
- Action taken report for class committee need to be updated
- Order for the formation of advisory committee is missing

h) CSE (AI & DS)

- File management is good.
- No of students attending MOOC courses is good.
- Professional body chapters are active in the dept. Programs are organized.

i) MBA

- Standard formats of files and document not followed.
- Justification for CO-PO not satisfactory
- File management is good.
- No of students attending MOOC courses is good.
- Placement status is good

Analturisc

IQAC, ASIET

IQAC

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A-18

PRINCIPAL, ASIET

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