



# 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 Report 2023-2024

ADI SHANKARA  
INSTITUTE OF  
ENGINEERING & TECHNOLOGY



# Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

## ACADEMIC AND ADMINISTRATIVE AUDIT

### REPORT 2023 - 2024

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:

The NBA Expert team visited the institution for the accreditation of CE department during 05<sup>th</sup> to 7<sup>th</sup> of April 2024. The Expert Team audited the facilities of CE dept. in particular and the Institution as a whole and Recommended for 3 years of NBA Accreditation for the CE Dept.



KTU conducted an Audit on 07<sup>th</sup> of July 2023. Dr. Anjaly Varghese, Professor, Muthoot Institute of Tech and Prof Teenu, KMEA Engg. College were the auditors.

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) | 12. Dr. Eldhose K K (Dept. of ME)     |
| 02 Dr. Jeny Paul P (Dept. of EEE)          | 13. Dr. Sanaj M S (Dept. of CSE)      |
| 03. Dr. Bipin P R (Dept. of ECE)           | 14. Prof R Rajaram (Dept. of CSE)     |
| 04. Dr. Jayasree T G (Dept. of BSH)        | 15. Prof. Vinila M L (Dept. of RA)    |
| 05. Dr. Ajay Kumar. (Dept. of ECE)         | 16. Prof. Aneesh P C (Dept. of CE)    |
| 06. Dr. Swaminathen (Dept. of CE)          | 17. Dr. Jithesh K (Dept. of ME)       |
| 07. Prof. Gomathy S (Dept. of EEE)         | 18. Prof. Manesh T (Dept. of CSE)     |
| 08. Dr. Jini Varghese (Dept. of BSH)       | 19. Dr. Remya George (Dept. of EBE)   |
| 09. Prof. Sreekanth K S                    | 20. Dr. Sreekrishnan S (Dept. of MCA) |
| 10. Dr. Madhu C S (Dept. of MBA)           | 21. Dr. Gangadevi T R (Dept. of BSH)  |
| 11. Prof P V Rajaraman (Dept. of AI)       | 22. Prof. Renjith K R (Dept. of MBA)  |

**AUDIT SCHEDULES**

**Internal Audit -I**

DATE	TIME	DEPARTMENT	AUDITORS	REMARKS
02/11/2023	09.30 AM - 12.30 PM	MCA	Dr. Ajay Kumar Dr. Jeny Paul P	The auditee shall be the respective HOD & Dept. IQAC Coordinator
		CE	Dr. Eldhose K K Dr. Bipin P R	
		CS(AI)	Dr. Deepa Sankar Prof. Sreekanth K S	
	01.00 PM - 04.00 PM	R&A	Dr. Madhu C S Dr. Jithesh K	
		CSE & CS(DS)	Prof. Gomathy S Prof. Renjith K R	
		Library	Dr. Sreekrishnan S	



03/11/2023	09.30 AM - 12.30 PM	EBE	Prof. Ranjeesh R Chandran Dr. Sanaj M S
		EEE	Prof. R. Rajaram Dr. Gangadevi T R
		ECE	Dr. Jayasree T G Prof. Aneesh P C
	01.00 PM - 04.00 PM	ME	Prof. Manesh T Dr. Remya George
		Principal Office	Prof. P V Rajaraman Dr. Jini Varghese P
		MBA	Dr. Vinila M L Dr. Swaminathen

### Internal Audit -II

DATE	TIME	DEPARTMENT	AUDITORS	REMARKS
04/01/2024	09.30 AM - 12.30 PM	MCA	Dr. Ajay Kumar Dr. Jeny Paul P	The auditee shall be the respective HOD & Dept. IQAC Coordinator
		CE	Dr. Eldhose K K Dr. Bipin P R	
		CS(AI) & CS(DS)	Dr. Deepa Sankar Prof. Sreekanth K S	
	01.00 PM - 04.00 PM	RB	Dr. Madhu C S Dr. Jithesh K	
		CSE	Prof. Gomathy S Prof. Renjith K R	
		Library	Dr. Sreekrishnan S	
05/01/2024	09.30 AM - 12.30 PM	EBE	Prof. Ranjeesh R Chandran Dr. Sanaj M S	
		EEE	Prof. R. Rajaram Dr. Gangadevi T R	
		ECE	Dr. Jayasree T G Prof. Aneesh P C	
	01.00 PM - 04.00 PM	ME	Prof. Manesh T Dr. Remya George	
		Principal Office	Prof. P V Rajaraman Dr. Jini Varghese P	
		MBA	Dr. Vinila M L Dr. Swaminathen	



### 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 6 postgraduate programs which includes the newly started programs of Masters in Computer Applications (PG - Intake - 60 Students) and Computer Science and Engineering (Data Science) (UG - Intake - 30 Students).
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. Five programs offered by the institution are accredited by the National Board of Accreditation (NBA). (CE, ME, CSE, ECE & EEE)
6. The institution started preparations for the next cycle of NBA accreditation in 2025 and NAAC accreditation in 2024
7. The management and principal have a progressive vision and follow a decentralized administrative network.
8. The scholarships given to the students for the Value added programs 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. An exemplary Innovation and Entrepreneurship Development Cell (IEDC) is functioning on campus which has been recognized by outside world and has won several accolades.
15. The library provides adequate facilities for students.
16. There has been sufficient infrastructure augmentation.
17. Support services such as a canteen, hostels, and transportation are provided to students.
18. Initiatives may be taken to make a digital campus through the use of LMS software - etlab.

### 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. More financial delegation may be given to Heads of departments.

#### Programs, Curriculum, and Supportive Courses

1. More efforts must be put to disseminate National Education Policy (NEP)
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.

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. Efforts should be made to improve the publications of faculty and students in reputed journals or conferences.
4. The institution should effectively promote a research-friendly environment that encourages faculty members to actively engage in research and disseminate their findings.
5. 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.
6. Considering the legacy of the institution, a committee to assess the quality of research activities shall be promoted.
7. A research cell may be constituted 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.  
Staff rooms/ work environment of some 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. Good and adequate facilities are given for the Physically challenged
5. Extracurricular facilities are adequately available
6. The laboratory requirements of the newly added programs (MCA & CS(DS)) 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. Career counselling must be intensified.
4. Mentoring system may be made more effective and shall reach all students. Appointment of a fulltime counsellor may also be thought of.
5. Skill development has to be promoted further
6. 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. A library committee exists
5. Utilization of library by the faculty members and students are very less in the prevailing pandemic and needs improvement.
6. Promotional activities like contests and training programs shall be organized.

### **Green initiatives and inclusiveness**

1. The College is following a green campus concept
2. 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.

### **Departmental Observations**

#### **a) RA**

- Honors/Minor student details shall be maintained in a register/File
- Results needs improvement.
- Only some students have registered for NPTEL courses. Needs improvement

#### **b) CE**

- Syllabus Covered as per plan
- Honors/Minor student details shall be maintained in a register/File
- Results and placements needs improvement.
- Student feedbacks must be taken at definite intervals with proper follow up
- Only some students have registered for NPTEL courses. Needs improvement



**c) CSE, CSE (DS) & CSE (AI)**

- Documentation can be improved.
- Honors/Minor student details shall be maintained in a register/File
- Only some students have registered for NPTEL courses. Needs improvement
- Placements are good
- Faculty cadre ratio need attention
- PG admission is a concern

**d) ECE**

- More students shall be part of the class committee
- Adequate resources in the dept. library
- Honors/Minor student details shall be maintained in a register/File
- Activity Points of students needs attention.
- 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.
- Syllabus Covered as per plan
- Results needs improvement.
- PG admission is a concern

**e) EEE**

- PG admission is a concern
- 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.

**g) ME**

- Honors/Minor student details shall be maintained in a register/File
- Activity Points of students needs attention. Register to be updated
- Student feedbacks must be taken at definite intervals
- Results and placements needs improvement.

**g) MBA**

- Results and placements needs improvement.
- Consultancy works shall be taken up

**g) MCA**

- New labs need to be set up
- More recruitments needed for next year
- No of Ph.D holders appointed is a strong point( All faculty)

*Amal Kumar*

**IQAC, ASIET**  
IQAC

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