ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade
Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

Academic Audit

The IQAC conducts academic audit to ensure quality in the teaching-learning process, structures & methodologies of operations and learning outcomes. Annual academic audit is conducted and the findings are shared with the Head of the department concerned. Corrective measures are suggested for improvement.

During the audit the following files are verified:

- Teaching-Learning files
- Laboratory course files
- Project files
- Personal files
- Laboratory files
- Course files
- Department files

PRINCIPAL
ADITYA ENGINEERING COLLEGE
SURAMPALEM - 533 437

Sample Audit Templates:

Teaching-Learning files

Department:		Academic year	

S.No.	Content	Available
1.	Course Allotment and Time table	
2.	Faculty workload & Responsibilities	
3.	Syllabus status report	
4.	Makeup Classes	
5.	Student Attendance registers	
6.	Teaching Methods Implemented	
7.	Student's Feedback on Teaching and Learning Process and Action taken reports	
8.	Course Exit Survey	
9.	Programme Exit Survey	

Note: Other than Yes/No, please give the number/statistics

Observations:

Remarks:

PRINCIPAL
Aditya Engineering College
SURAMPALEM

Laboratory Course Files

Laboratory paper title:		Class	
FacultyName:		Regulation	
Department:		Academic year	

S.No.	Content	Available
1.	List of Students with Roll Number	
2.	Time Table (Class and Individual)	
3.	Academic Calendar	
4.	Course Coordinator Meeting #1	
5.	List of Experiments with CO – PO Mapping	
6.	Laboratory Manual	
7.	List of Mini Projects in the form of Augmented Experiments	
8.	Rubrics for Assessment	
9.	Batch Segregation	
10.	List of Cycles of Experiments	
11.	Internal Exam QP and Assessment	
12.	Internal Mark Statement	
13.	CO and PO Attainment	
14.	Sample Records (Good and Moderate)	
15.	Attendance Registers	
16.	Action Plan and Outcome for Makeup Laboratory Classes if any	

Note: Other than Yes/No, please give the number/statistics

Observations:

Remarks:

PRINCIPAL
ABITYA ENGINEERING COLLEGE
SURAMPALEM - 533 437

Project Files

Department:		Regulation:	
Semester:		Academic year:	

S.No.	Content	Available
1.	Identifying the expertise with the faculty – area of specialization	
2.	Grouping students in teams	
3.	Team options on Areas of Interest	
4.	Map the teams with the faculty	
5.	Project Review Committee formation	
6.	Teams meet the guide and finalize the Topic	
7.	0th review	
8.	Finalize the list of teams/guide/topic/area of specialization	
9.	1st review schedule	
10.	Evaluation 1	
11.	Consolidation of Evaluation 1	
12.	2nd Review schedule	
13.	Evaluation 2	
14.	Consolidation of Evaluation 2	
15.	Sessional Marks	
16.	Project Report/Thesis	
17.	External evaluation schedule	
18.	Final Marks/Grade	

PRINCIPAL
Aditya Engineering College
SURAMPALEM

19.	Publications / Working models List	
20.	Awards in Project Expos	
21.	Best 3 projects	

Note: Other than Yes/No, please give the number/statistics

Observations:

Remarks:

PRINCIPAL
Aditya Engineering College
SURAMPALEM

Personal Files

Faculty Name:	
Department:	
Designation:	

S.No	Contents	Available
1	Bio-data - Latest with all contributions	Yes/No
2	Latest pay-slip	Yes/No
3	Self Appraisal (year wise with below mentioned items)	Yes/No
4	Awards and Recognitions	
5	Feedback from students on teaching learning/faculty	Yes/No
6	Member of external bodies (Journals EB / BoS / GB/ EC of Prof. Society etc.)	
7	Professional memberships	Yes/No
8	IEEE/CSI/ISSE/IE/SAE/ASCE or any other	
9	Promotion letters	Yes/No
10	FDP organized	
11	Faculty development programs attended / resource person	
12	MOOCs certificates	
13	Conferences/Seminars/Workshop/FDPs organised	
14	Conferences/Seminars/Workshop/FDPs attended	
15	Invited Lectures (Expert/conference/etc)	
16	Contribution to other institutes (paper setting, evaluation process etc)	
17	Responsibility in Committees - copy	
18	Industrial visits / Trainings / Internships organised	
19	Counselling/Mentoring	
20	Individual Time table – copy	
21	Projects guided	
22	List of R&D projects (document to be enclosed)	
23	List of Funded R&D projects (document to be enclosed)	
24	List of Consultancy activities (document to be enclosed)	

PRINCIPAL
Aditya Engineering College
SURAMPALEM

25	Instructional materials/ Working models / Products developed	
26	List of / Incubation/start - ups	
27	Research Publications (Paper/Poster/book/book chapters /citations /patents etc)	
28	List of projects received seed money (document to be enclosed)	
29	International fellowship for advanced studies/research	
30	list of innovative T/L methodologies	
31	link of webpage/blog/google classroom/LMS etc.	
32	Ph.D scholars enrolled/ awarded	
33	Joining letter	Yes/No
34	Appointment letter	Yes/No
35	Bio data at the time of applying	Yes/No
36	All educational qualifications – certificates	Yes/No
37	Other certificates of experience	Yes/No
38	PAN Card	Yes/No
39	Aadhaar card	Yes/No
40	Form 16	Yes/No
41	any other – specify	Yes/No

Note: *Other than Yes/No, please give the number/statistics*

Observations:

Remarks:

PRINCIPAL
Aditya Engineering College
SURAMPALEM

Laboratory Files

Laboratory Name:		Academic year	
Department:			

S.No.	Content	Available
1.	Display of Vision, Mission, CO, PO and PSO	
2.	Display of Lab occupancy, Lab Equipment, List of Experiments, Dos & Don'ts List	
3.	Consumables Register	
4.	Purchase File	
5.	Laboratory Obsolete Equipment	
6.	Laboratory Maintenance	
7.	Student Log Register	
8.	Vendors List	
9.	Laboratory Manuals	
10.	Stock Registers	
11.	Sample Lab Records	

Note: Other than Yes/No, please give the number/statistics

Observations:

Remarks:

PRINCIPAL
ADITYA ENGINEERING COLLEGE
SURAMPALEM - 533 437

Course Files

CourseName:		Class	
FacultyName:		Regulation	
Department:		Academic year	

S.No.	Content	Available
1.	Cover Page	Yes/No
2.	IQAC verification page	Yes/No
3.	Content Page	Yes/No
4.	Vision and Mission of the Institute – Principal signed Xerox copy	Yes/No
5.	Vision and Mission of the Department – HoD signed Xerox copy	Yes/No
6.	Program Educational Objectives (PEOs) - HoD signed Xerox copy	Yes/No
7.	Program Outcomes (POs) - HoD signed Xerox copy	Yes/No
8.	Program Specific Outcomes (PSOs) - HoD signed Xerox copy	Yes/No
9.	Course Syllabus – Xerox copy from University curriculum book	
10.	Academic Calendar –given by University - Xerox copy	Yes/No
11.	Class Time table – Signed and Xerox copy (highlighting the course periods including tutorial)	Yes/No
12.	Lesson Plan with S.No as L.No, Topic, Teaching aid (TA)/Methodology (TM), Text/Reference book and web references.	L: T: TA: TM:
13.	i. Course Outcomes (COs) – 6 Based on syllabus with BT level mapped ii. Course Outcomes Mapping with POs and PSOs iii. Justification for CO-PO and CO-PSO mapping	Cos: POs: PSOs:
14.	List of Gaps within the syllabus – Mapping to CO, POs and PSOs with Justification and proposed mode of addressing	Gaps: COs: POs: PSOs:
15.	List of Gaps beyond the syllabus – Mapping to POs and PSOs withJustification and proposed mode of addressing	Gaps: POs: PSOs:
16.	CO – PO/PSO Mapping including Gaps	POs: PSOs:
17.	Gap addressed – Single page report	Yes/No
18.	Brief notes on the importance of the course	Yes/No
19.	Lecture Notes - Unit wise including gaps	Pages:

PRINCIPAL
Aditya Engineering College
SURAMPALEM

No.	Item	Response
20.	List of Power Point Presentations / Videos along with CD	PPTs: Videos:
21.	University Question Papers (3 previous years Xerox copies)	Yes/No
22.	Unit wise short and long answer question bank	Qs:
23.	Unit wise Quiz Questions	Qs:
24.	Class Tests Question Papers mapped with CO and BT with solutions (Award list, Xerox copy of any 3 students answer scripts)	Yes/No
25.	Assignment Question Papers mapped with CO and BT with solutions (Award list, Xerox copy of any 3 students answer scripts)	Yes/No
26.	Internal Question Papers mapped with CO and BT (Present sem course and previous 3 years Xerox copy) with solutions (Award list, Xerox copy of any 3 students answer scripts)	Yes/No
27.	Scheme of evaluation with CO and BT mapping	Yes/No
28.	Tutorial topics with evidence both material and attendance	Yes/No
29.	3 lists of slow and advanced learners – 1. Based on previous semester/up to previous semester. 2. Based on faculty observations up to 3 weeks. 3. Based on 1st mid exams.	Yes/No Yes/No Yes/No
30.	Remedial class for slow learners – schedule and contents/materials.	Yes/No
31.	Remedial class attendance sheet with delivery record	Yes/No
32.	Advance Learners – Engagement documentationFor GATE preparations or any others (please specify)	No. No.
33.	List of student certifications in relevant NPTEL/other MOOC courses	Reg: Cert:
34.	Course Assessment (Plan & Execution)	Att:
35.	Course end survey form, filled forms and analysis	Att:
36.	Students feedback on faculty and TL analysis, corrective measured planned – 3rd & 13th week	Yes/No Yes/No
37.	Result Analysis at the end of the course	Pass%:
38.	Observation for not attaining CO or for improvement	No. of obs
39.	Plan of action to improve CO attainment next time	No. of act
40.	Attendance register (including Theory/Tutorial) – Teacher/Course delivery record, continuous evaluation	Filled Yes/No
41.	Course file (Digital form) – all the above contents	Yes/No

Note: Other than Yes/No, please give the number/statistics

Observations:

Remarks:

PRINCIPAL
Aditya Engineering College
SURAMPALEM

Department files

Department:	
No. of Sections:	
No. of Faculty members:	

S. No.	Name of the Event	No. of Events			Remarks
		Proposed	Planned	Executed	
1.	Research publications by faculty	At least one			
2.	Professional body activities	30%			
3.	Guest lectures	At least one			
4.	Seminars	At least one			
5.	Value Added Courses	At least one			
6.	FDPs	At least two			
7.	Maintenance of laboratories	Once in a semester			
8.	Feedback on Curriculum	Once in a year			
9.	Student faculty feedback	Twice in a semester			
10.	Review on syllabus completion status	Twice in a month			
11.	Result analysis	Once in a semester			
12.	Faculty Meetings	Twice in a month			
13.	NPTEL courses for Faculty	As a minimum 1 by Faculty			

Note: Other than Yes/No, please give the number/statistics

Observations:

Remarks:

PRINCIPAL
Aditya Engineering College
SURAMPALEM