SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
(Recognised by Govt. of Karnataka, Affiliated to VTU, Belagavi and Approved by AICTE, New Delhi)
Sira Road, Tumakuru - 572 106. Karnataka.
An ISO 9001:2015 Certified Institution

Ref: SIET/AAA/2020-21/027 **Date:** 01-09-2021

CIRCULAR

The Internal Academic Audit for the Academic Year 2020 – 21 of all the Departments/sections will be conducted by the members listed below from 09.09.2021 to 10.09.2021 as per given schedule.

Team Members	Date	Auditing Dept /Sections	Timings
Mr. K P Chandraiah, Auditor 1 Mr.Kiran G M, Member Mrs.Grace Hemalatha, Member	09.09.2021	EEE	9.30 am-12.30 pm
		Mathematics	2.30 pm-4.30 pm
	10.09.2021	Stores & Library	9.30 am-12.30 pm
Mr. Basavesha D, Auditor 2 Mr. Umabai, Member Dr. Chethana C, Member	09.09.2021	ECE	9.30 am-12.30 pm
		Chemistry	2.30 pm-4.30 pm
	10.09.2021	Mechanical	9.30 am-12.30 pm
		Civil	2.30 pm-4.30 pm
Dr.Kishore Kumar M K, Auditor 3 Mr. Raghavendra D, Member Mr. Santhosh T U Member	09.09.2021	CSE / ISE	9.30 am-12.30 pm
		Physics	2.30 pm-4.30 pm
	10.09.2021	Principal's office / College office	9.30 am-12.30 pm
		MBA / T&P cell	2.00 pm-4.30 pm

The audit process of all the Departments shall be strictly carried out by the team members as per the given IQAC format on the specified dates and timings. All observations must be consolidated by all Auditors and report must be submitted to IQAC coordinator within one week from the completion of the Audit.

In this regard, all the HODS and section Heads are hereby informed to keep all the records/documents ready for verification by the Academic audit team for the process to be carried out smoothly without any deficiencies.

C. Nagaraja

(Dr. C Nagaraja)
IQAC Coordinator

IQAC Co-ordinator
SIET, TUMKUR

(Dr. Narendra Viswanath)
Principal

1/9/21

PRINCIPAL
SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY
TUMKUR - 572106.

Copy to,

1. Managing Trustee, for kind information.
2. Director (HR & IT), SCT, for kind information.
3. HODs of: AIDS/CSE/ECE/EEE/ISE/ME/CV/MBA/Maths/Phy/Che/College Office/Stores/ Library / T&P Cell

Internal Quality Assurance Cell (IQAC)

Academic and Administration Audit for the Year 2020 to 2021

Sl. No.	Parameter for Audit	Observation	Remarks
I. Overall Quality Assurance			
1.	System for Quality Assurance	Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet / by any other authorities.	Yes
2.	Previous Academic Audit Reports & its compliance	Ensure the previous audit forms and minutes of the academic reviews are Available and the compliances were made.	O K
3	Stock Audit Report (Internal / External) & its compliance	Ensure whether the stock audit reports are available along with the stock registers and consumable registers.	Found O.K
4	Records related to Departmental contribution to the University's growth	The details related to the staff members with additional responsibilities, Conduct of program for the common cause, Membership in the committees etc.	O.K
5	Quality Action Plan for the AY and its outcomes	Ensure the department has the specific, measurable, Achievable, realistic and time bound action plan and the documents related to the outcomes of the previous year's plan.	Yes
II. Admission Quality			
1	Demand Ratio and Student Statistics	Verify the details of the number of applications received for a program, vs. approved strength. Also number of available students vs. approved strength.	Verified and found O.K
2	Records related to Admissions (Applications, selection procedure & List)	Verify the details of availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programs, etc.	Verified and O.K
III. Curricular Aspects			
1	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy).	Ensure the availability of all the regulations for all the programs since inception of the program (Hard or Soft Copy). Check the quality improvements such as Program Outcomes and course objectives / outcomes in each revision.	Available
2	Display of Program / Outcomes / Course Outcomes in College Website	Ensure the availability of POs and COs in the department link of website.	Yes

3	Records related to Value Added Courses	Verify the details of Records related to Value addition courses, MOOC courses, and any additional credit courses. Student list, certificates or other evidences.	Verified and O.K
IV. Teaching, Learning and Evaluation			
1	Academic Calendar	Verify the details of programs conducted with a clear plan for the semester and the timeline is met.	Yes
2	Laboratory Manual	Verify the details of the updated Laboratory manual for each practical Course.	Verified and O.K
3	Records on availability and use of ICT tools in class rooms and Number of Teachers Using ICT	Verify the details of serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records.	Available
4	Records related to Mentoring	Verify the details of mentoring hours in the time table, list of mentors and mentee and also the mentoring records.	Verified and available
5	Records on Field Projects/ Internships undertaken by students (National / International	Verify the details of Letter correspondences with companies / institutions, Certificates issued to students, etc.	Verified and O.K
6	Records related to Structured feedback from students on from Students on Teaching Process	Verify the documents related to Feedback with well defined criterions to ensure the effective teaching process and scores.	O.K
7	Records related to structured feedback from teachers on students learning	Verify the documents related to Feedback with well defined criterions to ensure the effective learning process and scores.	O.K
8	Records related to structured Feedback from Parents on Teaching Learning Process	Verify the details of documents related to well defined feedback from parents.	O.K
9	Records related to structured feedback from Alumni	Verify the details of documents related to well defined feedback from Alumni.	O.K
10	Records related to structured feedback from Employers	Verify the documents related to well defined feedback from Employee on our students.	O.K
11	Record on Feedback analysis, action taken and outcomes	Verify the Proof for feedback analysis and corrective action taken	Yes
12	Detailed Staff Profile Full Time Teachers with Ph.D.	Verify the details on updated faculty profile and its updating on websites	Yes
13	Awards received from state/central government if any	Verify the details of the Proof for Honours and Awards received by faculty members from the Government bodies alone.	~~N/A~~ Not applicable

14	Time Table	Verify the details of the Master Time Table, Credit – Hour Matching, Association Hour, Library Hour, etc.	O·K
15	Attendance Register (Student, Research Scholars & Staff)	Verify the details of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance.	Verified and o·k
16	Records on P.G. Projects Review & Continuous Assessment if any	Verify the details of continuous assessment of P.G. Projects, review reports, review members, review process, etc.	O·K
17	Details regarding Best Students / advanced / Weak learners	Verify the details of Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further.	O·K
18	Records on Students Exam Results Statistics with pass percentage in each program semester wise	Verify the details of Semester Exam Results and its statistics (Pass / Fail)	Verified and available
V. Research, Innovation, Incubation and Extension			
1	Records related to Research Fellowships/ Award received from National / international level if any	Verify the details of research related awards in national and international, etc.	Not applicable
2	Records related to: i. Conduct of seminar/Conference ii. Participation in Seminar/Conference iii. Seminar on IPR, Industry-Academia Innovative Practices	Verify the Details regarding the seminar/conference and on IPR, Innovation and Institute Industry Interaction.	Verified and o·k
3	Records related to Awards for Innovation won by department if any	Verify the details of awards related to Hackathon, or any other innovative ventures by students or Institute Interaction Cell.	NA
4	Records related to Incubation centre and Startups by dept.	Verify the details of Budget allocation, utilization related to incubation centre and any other Startups.	Available
5	Records on Ph.D. awarded Research Centre if any	Furnish the details of students, their Thesis, Viva Communications, etc.	Verified and o·k
6	Research Publications in the journals mentioned in UGC / CARE List by the department	Verify the details of publication in the UGC CARE List.	Available
7	Books / Edited Volumes / Book Chapters by Teachers if any	Verify the details of Books (with ISBN), edited volumes and Book Chapters of faculty members.	Not applicable

8	Patents Published / Awarded by Teachers.	Verify the details of patents filed / published / granted by the faculty members.	Not applicable
9	Records on Commercialized Patents Awarded if any	Check the details regarding the licensed or commercialized patent and the MOUs indicating the College's share.	Not applicable
10	Details regarding the Citation Index (excluding Self Citation) by the Teachers	Verify the details of report of the Web of Science or Google or Indian Citation Index for the faculty member.	O.K
11	Details regarding the Teachers serving as resource person.	Verify the details of name of the faculty members, name of event, type of event, place, photos, title etc.	O.K
12	Records related to Revenue Generated through consultancy work	Verify the details of consultant, Letter of Intent, Income generated, nature of work, consultancy policies, etc.	Available
13	Records related to Extensions / Village Adoption / Outreach programs / Industry collaboration	Verify the details of Extension programs organized, beneficiaries, their feedback, expenses, Photos, Press news, etc.	Yes available
14	Records on Awards received for Extension activities from Govt. if any	Verify the details of awards received from government for extension activities (e.g. Swach Bharath Award)	-Nil-
15	Records on research, faculty / students exchange collaborations if any	Verify the details of regarding list of the faculty or students exchange, MOU signed, duration, and purpose.	Verified and available
16	Industry Linkage for internships, training, project work and resource sharing	Verify the details of MoUs with reputed industry for students' internship and training, activities carried out as per MoUs, MoUs related to resource sharing, etc.	Verified Yes.
17	Functional MoUs signed with industry, National Institutes signed	Verify the details of MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addition, MOOC, etc. with Industry / National Institutes and its implementation.	Available
18	Records on Budget allocation and Utilization (including maintenance)	Verify the details of the copy of budget allocation for the department, fund utilized, account settlement, etc.	O.K and available
19	Records on PhD., Thesis – External Evaluation – Documents if any	Verify the details on Thesis Examiner (External), Evaluation Reports of supervisor and external examiner, Presentation of Papers in Reputed Conferences, Quality of the thesis and conference paper.	O.K.
20	Availability of UGC CARE List (soft / hard copy)	Verify the details of UGC CARE List (soft / hard copy)	Available

21	Funded Projects (submitted / completed / ongoing), Thrust Areas progress and outcomes	Verify the details related to the Principal Coordinator, project proposals, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY.	-Nil-
VI. Infrastructure and Learning Resources			
1	Availability of MIS for departmental data management	Verify the details of availability of any software modules such as ERP used for any area of the departmental activities.	-Nil-
2	Records on resources augmentation	Verify the details of new equipments purchased, stock entry, account settlement, its utilization, etc.	Found o.k
3	Records related to departmental library (books, Data books and annual expenditure, etc).	Verify the accession registers and usage registers, books added during the academic year, amount, etc.	Yes available
4	E-Contents utilized by teachers from E-PG Pathshala, SWAYAM, NPTEL, etc.	Verify the details such as contents, subject, list of faculty members, etc.	Available
5	Records on Technology	Verify the details regarding the technology up gradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for staff, Online admission, video conferencing, etc.	Verified and available
6	WiFi, Internet connectivity status, bandwidth details	Verify the details regarding the internet availability, WiFi, to the students.	Verified and available
7	Facility available at dept. for e- content development	Verify the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc. for the e-content development	Available
VII. Student Support and Progress			
1	Student Details and related statistics	Verify the List of Students admitted, undergoing Programs, Summary related to Gender, Community, economy status, Other States / Country, etc.	O.K
2	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English, etc.)	Verify the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities.	O.K
3	Records on Competitive coaching and students benefitted	Verify the Records related to coaching for NET / SET / GATE, Civil Service Examination, etc.	O.K

4	Records related to redressal of students' grievances, sexual harassments and ragging	Verify the records related to the filing of any Grievances, its redressal, availability of Anti Ragging Posters, Sexual Harassment posters, etc.	Yes available
5	Placement Records	Verify the List of students placed, their average salary, copy of appointment orders, etc.	Verified and O.K
6	Students progression to Higher Education Records	Verify the list of previous year students who have been admitted to higher education in / outside the institution.	Verified and O.K
7	Records on students qualifying in state/ national/ international level examinations	Verify the list of students who have been cleared State / National / International level exam such as SET / NET / GATE / CAT / MAT / KCET / TOEFL / IELTS, etc.	Not applicable
8	Records related to students; achievement in Sports & Cultural Activities	Verify the list of winners in sports & Cultural activities, Photos, Certificates, etc.	O.K
9	Records on Alumni meetings / activities	Verify the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc.	O.K
10	Records related to the Value training e.g. induction program	Verify the details related to Student Induction Program, Duration, Schedule, Resource Persons, Program Contents, Objectives and Outcomes, Photos, News, etc.	Available and O.K
11	Records on departmental students association and their participation in committees	Verify the details such as election of members, inauguration, activities, photos, news, etc.	O.K
VII. Governance, Leadership and Management			
1	Minutes of the Staff Meeting	Verify the departmental meetings are conducted regularly and the minutes are approved by the members.	Verified and O.K
2	Availability of Maintenance Policies and Procedures	Verify the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints / Suggestions.	Available
3	Records related to financial assistance to teachers for attending Conference / Workshops	Verify the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc.	Found O.K

4	Compliance to the VTU / AICTE Guidelines	Verify the availability of necessary VTU / AICTE Guidelines and its compliance.	complied
5	Availability of Circular Folder	Verify the Circular Folder that contains all the circulars and related entry in the Tappal Registers	Available
6	Up keeping of Stock Register	Verify the availability of Stock and Consumable registers and check for the updates.	Verified and found O.K
7	Records related to teachers Professional development (refresher, orientation)	Verify the details such as list of faculty Members attended the programs, period, place, copy of certificate, etc.	Details available
VIII. Institutional Values and Best Practices			
1	Records related to Best Practices of College	Verify for details related to any special practices that leads to quality improvements. Also Check the cleanliness of the departments	Verified and found O.K.
2	Road map of the College & Strategic Plan	Verify the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges	Verified and Identified

Auditors' Suggestion for further improvement: (Use additional sheets if required)

1. Attainment of co's & po's need to be improved and the necessary mesures for it to be taken in the Teaching learning process
2. More importance need to be given for procuring of grants from various funding agencies and the faculty to be Supported in their direction with all the necessary help.
3. Students should be inspired and motivated to take up more add on courses like NPTEL, SWAYAM, etc for better placements and good career development.

Overall Remarks / Recommendations by the Auditors: (Use additional sheets if required)

1. Reccommended for the addition of more scientific journals to the Library to enhance the research activities
2. Need to conduct more FDP's / workshops on IPR and research methodology to procure more grants from various funding agencies.
3. Faculties to be encouraged to attend more workshops, conferences, seminars etc to enrich their knowledge and to enhance their research capabilities.

Signature of the Auditor (1)	Signature of the Auditor (2)	Signature of the Auditor (3)
K.P. Chandrasekhar Asst. Prof-Mech	Balavesha.D. Asst. Prof, Dept of CSE SIET	Dr. KISHOR KUMAR.M.K Associate professor SIET-Tumkur
Name & Designation	**Name & Designation**	**Name & Designation**

Date: 07.09.2021

Approved by:

C. Nagaraju
IQAC Cooridnator
IQAC Co-ordinator
SIET, TUMKUR

Principal
PRINCIPAL
SHRIDEVI INSTITUTE OF
ENGINEERING & TECHNOLOGY
TUMKUR - 572106.
8/9/21