

Priyadarshini College of Engineering, Nagpur

Internal Quality Assurance Cell

EXTERNAL ACADEMIC AUDIT

Session 2022-23

Department:

Date:

A. Curriculum Planning and Implementation

Sr. No.	Particular	Documents	Observation/ Suggestions
1.	<i>The Institution ensures effective curriculum delivery through a well planned and documented process</i>	<ol style="list-style-type: none">1. Academic Calendar (University, Institute, Department)2. Faculty work-load3. Time-table (including slots for co-curricular and extracurricular activities, mentoring)4. Elective offering List with Procedure update5. Course files6. Lab manual7. Student's lab records8. Best sample project reports9. Academic Policy10. Monitoring Documents Course Coverage monitoring11. Attendance monitoring12. Corrective actions for the same13. Process manual for Academic audits, observation and corrective actions14. Documents Related to Teaching learning.15. Feedback Documents	
2.	<i>The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)</i>	<ol style="list-style-type: none">1. Internal Examination Schedules, Notices, Adherence monitoring (sample answer scripts highlighting date of exam)2. Project review schedules and evaluation process.	

<p>3.</p>	<p><i>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and are represented on the following academic bodies</i></p> <ol style="list-style-type: none"> <i>1. Academic council/BoS of Affiliating university</i> <i>2. Setting of question papers for UG/PG programs</i> <i>3. Design and Development of Curriculum for Add on/certificate/Diploma Courses</i> <i>4. Assessment /evaluation process of the affiliating University</i> 	<ol style="list-style-type: none"> 1. Nomination Letter of from their Affiliating University clearly indicating membership in BoS and Academic Council/ PG Council valid for the assessment period. 2. Letters from the affiliating university to the faculty for setting question paper for UG/PG programs. 3. Document showing the faculty participation in the design and development of Curriculum for Add-on/certificate/ Diploma Courses. 4. The letters from the affiliating university inviting the faculty for Assessment/evaluation 	<p>•</p>
<p>5.</p>	<p><i>Number of Addon /Certificate programs offered</i></p>	<ol style="list-style-type: none"> 1. Details of each program such as: 2. Name of the program, duration, list of students enrolled (with signature of students), curriculum, assessment procedures year-wise 3. Summary report of each program year-wise along with their outcome. 	
<p>6.</p>	<p><i>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students</i></p>	<ol style="list-style-type: none"> 1. Year-wise List of the students enrolled in the Program 2. Attendance sheet of student participating with signature should be provided. 	
<p>7.</p>	<p><i>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</i></p>	<ol style="list-style-type: none"> 1. Course files for subjects integrating cross cutting issues. 2. Summary sheet and activity report for co and extra curricular activities conducted for ethics, Environment, Sustainability, Gender, Human Values 	

8.	<i>Average percentage of courses that include experiential learning through project work/field work/internship</i>	1. Document showing the experimental learning through project work/field work/internship as prescribed by the affiliating university /affiliating university curriculum.	
9.	<i>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</i>	<ol style="list-style-type: none"> 1. List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. 2. Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with the duration. 3. Report of the field work/sample photographs of the field work / permission letter only for field work from the competent authority will be considered. 	
10.	<i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i> <ol style="list-style-type: none"> 1) Students 2) Teachers 3) Employers 4) Alumni 	<ul style="list-style-type: none"> • Sample Filled in feedback forms from the stakeholders to be provided. 	<ul style="list-style-type: none"> •

<p>11.</p>	<p><i>Feedback process of the Institution may be classified as follows:</i></p> <p>Options:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>E. Feedback not collected</p>	<ol style="list-style-type: none"> 1. Stakeholder feedback analysis report signed by the Principal to be provided. 2. Department wise Action taken Report on feedback signed by the competent authority 3. Document showing the communication with the affiliating University for the Feedback provided. 4. Action taken by the affiliating university on the feedback. 	<p>•</p>
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B. Teaching, Learning and Evaluation

Sr. No.	Particular	Documents	Observation/ Suggestions
1.	Average Enrolment percentage	1. Document related to Sanction of intake from affiliating University/ Government/statutory body. 2. Approved admission list year-wise/ program-wise from the affiliating university.	
2.	The institution assesses the learning levels of the students and organizes special Programmes for advanced/ bright learners and slow/weak learners	1. Induction Program/ Orientation program (Report, Invitation & Thanks letters of guest, Attendance sheet of students, Glimpses of events etc.(For first year) 2. SOP for Slow/weak and advanced/bright learner identification and remedial measures 3. Students learning level assessment 4. Sample support documents for each facilities .	
3.	Student- Full time teacher ratio (Data for the latest completed academic year)	1. Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. 2. List showing the number of students across all year in each of the programs in the latest completed academic year.	
4.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	1. Documents related to (faculty wise activity reports with impact) 2. Experiential learning: Laboratory sessions, Industrial visits, Field works and Internships, Industry Oriented Mini Projects, Community outreach programme. 3. Participative learning: Expert Talks, Workshops ,seminars, Group Discussions and Role plays, MOOCs: 4. Problem solving methodologies: Developing Models in Engineering and Science, Project Based Learning 5. Any other method used.	

5.	Teachers use ICT enabled tools for effective teaching-learning process.	Documents of (faculty wise reports with impact) 1. Generic tools for learning : Licensed and open source software for lab and Projects 2. Content-based resources : NPTEL-SWAYAM, Blogs, NDL,SPOKEN TUTORIAL 3. Interactive instructional courseware: Self-paced learning materials e.g Google Class Room, MOODLE/ LMS, Video Lecture, Course material on website.	
6.	Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)	1. Copy of circular pertaining to the details of mentor and their allotted mentees. 2. Approved Mentor list as announced by the HEI In addition, issues raised and resolved in the mentor system has to be attached mentor-wise	
7.	Average percentage of full time teachers against sanctioned posts	1. Sanction letters indicating number of posts including Mgmt sanctioned posts) by competent authority. 2. List of full time teachers appointed along with their departmental affiliation.	
8.	Average percentage of full time teachers with Ph.D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc./ D.Litt. (consider only highest degree for count)	1. List of faculties having Ph.D. D. / D.M. / M.Ch./ D.N.B Superspeciality / D.Sc. / D.Litt certificate should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award. 2. Doctorate Degree awarded by UGC recognized universities only to be considered.	
9.	Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	1. List of faculties along with particulars of the date of Appointment in the HEI and years of his experience.	
10.	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	1. Transparency in Teacher Assessment, Evaluation Process, paper setting. 2. Guidelines for of internal assessment, Policy for CIE reformation. 3. Sample Question papers/ moderation process,Audit Model Answers and marking scheme, answer sheets with signature of students, 4. Answer sheets showing change in marks, display of internal results etc.	

11.	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	1. Mechanism of grievance redressal for internal assessment. 2. Process of grievance redressal for University assessment.	
12.	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.	1. COs of all courses for each program. 2. All Cos, POs, PSos available in website.	
13.	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	1. Assessment manual. Attainment for 2022-23	
14.	Average pass percentage of Students	1. Result sheet published by the affiliating university attested by the principal. 2. Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program- wise / year-wise (TR)	

C. Research, Innovations and Extension			
Sr.No.	Particular	Documents	Observation/ Suggestions
1.	<i>Grants received from Government and non-governmental agencies for research projects / endowments in the institution (INR in Lakhs)</i>	1. List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount. 2. E-copies of the letters of award for research projects sponsored by Government and non-government sources.	•
2.	<i>Percentage of teachers recognized as research guides (latest completed academic year)</i>	1. e-copies of letters from the University indicating the name of the Guide / co- guide recognized Data pertaining to only teachers of the Institution in the latest completed academic year	

3.	<i>Percentage of departments having Research projects funded by government and non government agencies</i>	1. List of teachers alongwiththe departmentaffiliation, title of the funded project,theamount and the funding agency during the lastfive years.	
4.	<i>Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge</i>	<ol style="list-style-type: none"> 1. R&D , Incubation, Start up Policy 2. R&D Committee, MOM, Road Map. 3. Innovation, CoE policy and centers 4. Innovative Projects and outcomes 5. Details of publications, book chapters, Patents, Copyrights 	
5.	<i>Number of workshops/seminars conducted on ResearchMethodology, Intellectual Property Rights (IPR) and entrepreneurship</i>	1. Detailed report for each program. Brochure/Geo taggedPhotograph with date and captions; title of the workshops / seminarsconducted. Details of resource persons.	
6.	<i>Number of Ph.Dsregistered per eligible teacher</i>	1. List of faculties along with the name of the research scholars / Guide.	•
7.	<i>Number of papers published per teacher inthe Journals notified onUGC website</i>	1. Details of eachpaper about the presence of the paperin the UGC CARE list/Scopus/Web of Science/other clearly.	
8.	<i>Number of booksand chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher</i>	1. Cover page, content page and first page of the selected publication. <ul style="list-style-type: none"> • 2. Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/Cell, name and year of publication	

9.	<i>Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs)</i>	Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency	•
10.	<i>Average percentage of students participating in extension activities.</i>	Detailed report for each program extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency.	
11.	<i>Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship</i>	Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise.	•
12.	<i>Number of functional MoUs with institutions, other universities, industries, corporate houses etc.</i>	List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties	•

Name and Signature of Auditors:

1) -----

2) -----