



Progressive Education Society's Modern College of Engineering, Pune

Internal Quality Assurance Cell

Internal and External Academic Audit Manual

Index

Sr.No.	Content	Page no.
1.	Introduction to Academic Audit	1
2.	Objectives of Academic Audit	2
3.	Program Level Internal and External Academic Audit process	2
4.	Internal Academic Audit Process Flow Diagram	3
	4.1 Structure of Program Assessment Committee (PAC) and Data Verification Committee (DVC).	7
	4.2 Conduct Mechanism of Department-IQAC (D-IQAC).	8
5.	Guidelines to perform Internal Academic Audit.	8
6.	Internal Academic Audit Report formats (ANNEXURE 1.)	9
7.	Institute-IQAC Academic Audit Report formats.	10
8.	External Academic Audit procedure.	24
9.	Templates	24
	9.1 Letter for Remuneration to Auditor	25
	9.2 Invitation letter to External Auditor.	26
	9.3 Department External Academic Audit	27
	9.4 External Academic Audit Completion report/Certificate	32
	9.5 Final Audit Completion Certificate	33
10.	Pre-preparation for External Academic Audit.	34

1. Introduction To Academic Audit

The purpose of an academic audit is to encourage programs and the institution to evaluate their quality processes and standards based on predetermined benchmarks.

It also focuses on activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular activities.

At the same time activities related to infrastructure and support services that are important/ contribute to academics are taken into consideration.

Academic Audit:

It is a model of ongoing self-reflection, collaboration, team work and peer feedback. It is based on structured conversations among faculty, stakeholders and peer reviewers, all focused on a common goal: to improve quality in teaching and learning and enhancing teaching & learning process.

This manual is made to elaborate the process of academic auditing and setting up a system for betterment.

The objectives of academic auditing includes the assessment of course delivery as per the curriculum and syllabus prescribed by SPPU, the co-curricular and extra-curricular activities of students, monitoring of the academic activities referring to the academic calendar, internal assessments, attainment of the Program outcomes, student welfare and grievances etc.

The Internal Quality Assurance Cell (IQAC) will submit the final academic audit report to the College Development Committee (CDC) at the end of every academic year. Each department will conduct academic audit at the end of every semester. The academic auditing shall be conducted jointly by department Internal Quality Assurance Cell (D-IQAC), Institutes IQAC (I-IQAC) within the college and external academic auditor/auditors appointed.

For proper functioning of academics and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed.

2. Objectives

- i. To Ensure timely, efficient and progressive performance of academic processes
- ii. To monitor and improve the quality of evaluation procedures and its credibility to support the system.
- iii. To Develop and set up quality benchmarks/parameters for various academic activities of the institution
- iv. To define effectiveness of teaching – learning process to optimize and integrate modern methods of teaching and learning.
- v. To ensure that the institute is benefitted by Outcome Based Education approach.
- vi. To facilitate the creation of a learner-centric environment through co-curricular and extra-curricular activities as well.
- vii. To incorporate feedback mechanism from students, parents and other stakeholders on quality-related institutional processes

3. Program Level Internal and External Academic Audit process

- **Preamble:**

An academic audit reviews the processes used by programs to enhance the quality of their teaching & learning processes. Each program is required to have system that guarantee quality in teaching and learning that they provide to students. Standards for student achievement must be set and attendant processes must be in place to implement Institute policies directed to these ends. There are four basic areas that are examined in the academic audit as follows:

- Defining intended learning outcomes { Program Outcomes-POs, Program Specific Outcomes-PSO and Program Educational Outcomes-PEOs (as applicable)}
- Delivering program curricula.
- Designing teaching and learning processes
- Developing and using assessment methods

4. Institute Academic Audit Process Flow Diagram:

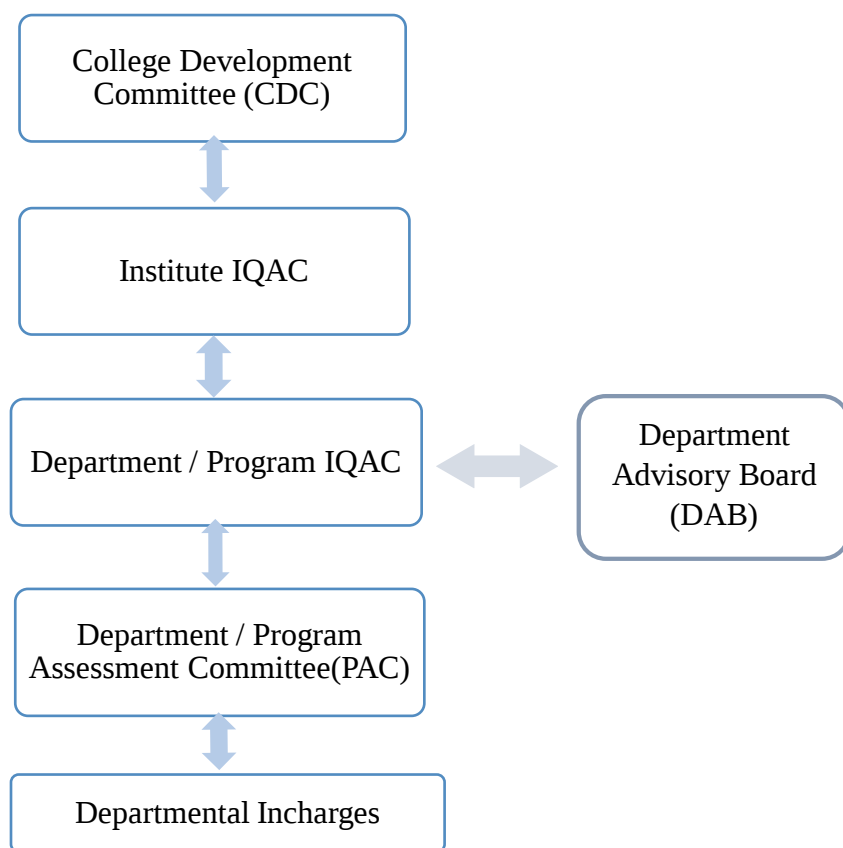


Figure 4.1 : Institute Academic Audit Process

Academic audit of the institute is carried out in two phases:

1. Program level internal and external academic audit and
2. Institute level academic audit.

- **Institute Level Academic Audit Committee:**

- i. Principal
- ii. Institute IQAC Co-Ordinator
- iii. Prof. I/C (Academic Planning and Development)
- iv. Prof. I/C (Research & Development)
- v. Training and Placement (T & P and Industry institute Interaction)
- vi. Prof. I/C (Extension Activities)

- vii. Prof. I/C (Examination)
- viii. Prof. I/C (Infrastructure & Central Facilities)
- ix. Prof. I/C (Academic & Administrative Processes)
- x. Faculty I/C (Infrastructure)

- **Program/Department Level Academic Audit Process Flow Diagram:**

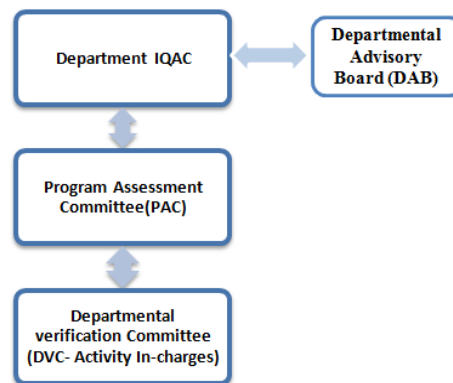


Figure 4.2 :Program/Department Level Academic Audit Process

- **Program/Department Level Internal Academic Audit Committee:**

D-IQAC:

- Head of the Department
- Accreditation Coordinator

Department/ Program Assessment Committee (PAC) comprises of:

- Faculty I/C (Academic Planning and Monitoring)
- Faculty I/C (Research and Development)
- Faculty I/C (Industry Institute Interaction)
- Faculty I/C (Training and Placement)
- Faculty I/C (Extension Activities)
- Faculty I/C (Examination)

- **Department / Program level Internal Academic Audit:**

The Department Academic audit is conducted twice a year and IQAC Performance Review is done annually. Academic feedbacks that are collected (viz. midterm, end term, course exit, student satisfaction survey, peer feedback, peer ICT feedback, parents feedback, alumni feedback, employee feedback, institutional, program exit records) are maintained and analyzed to ensure that stakeholder inputs are integrated into the quality assurance mechanism.

- **Academic Audit process flow:**

Internal Academic Audit conducted at each department by PAC members every semester through DVC and annual performance review report is prepared



A. Internal Academic audit report submitted by the PAC to D - IQAC.
B. D-IQAC plans and execute External Academic Audit



D - IQAC submits these reports with remarks about continuous improvement to the I- IQAC.



Points related to academic audit and performance review report are discussed at the I-IQAC meetings.



Important points are discussed by the I-IQAC in the College Development committee (CDC) meetings.

- **In the Academic Audit these focal points in teaching learning process are verified:**

Academic Planning & Co ordination

1. Adherence to Academic Activity planner
2. Course monitoring
3. Curriculum booklet.
4. Skill based learning

Teaching & Learning

5. Course file.
6. Academic Record booklet (ARB)
7. CO-PO-PSO mapping, CO-PO-PSO Attainment, Make-up classes, remedial classes.
8. Assessment of assignments, online tests, subjective tests etc.

Other

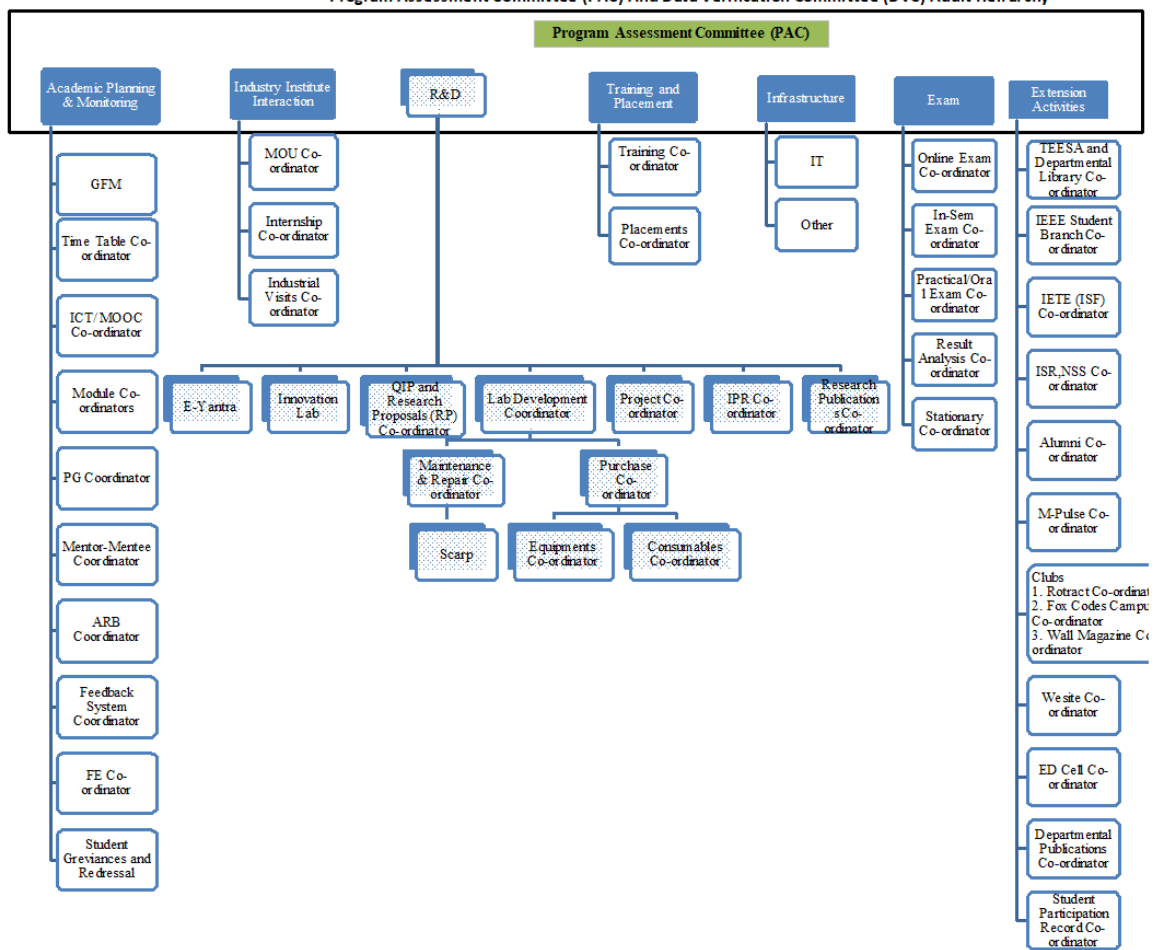
9. ICT in teaching learning and Online Courses completed by faculty and students
10. Counselling and mentoring of students.
11. Feedback Analysis.

- **Following points are also include in the Internal and External Academic Audit of the department:**

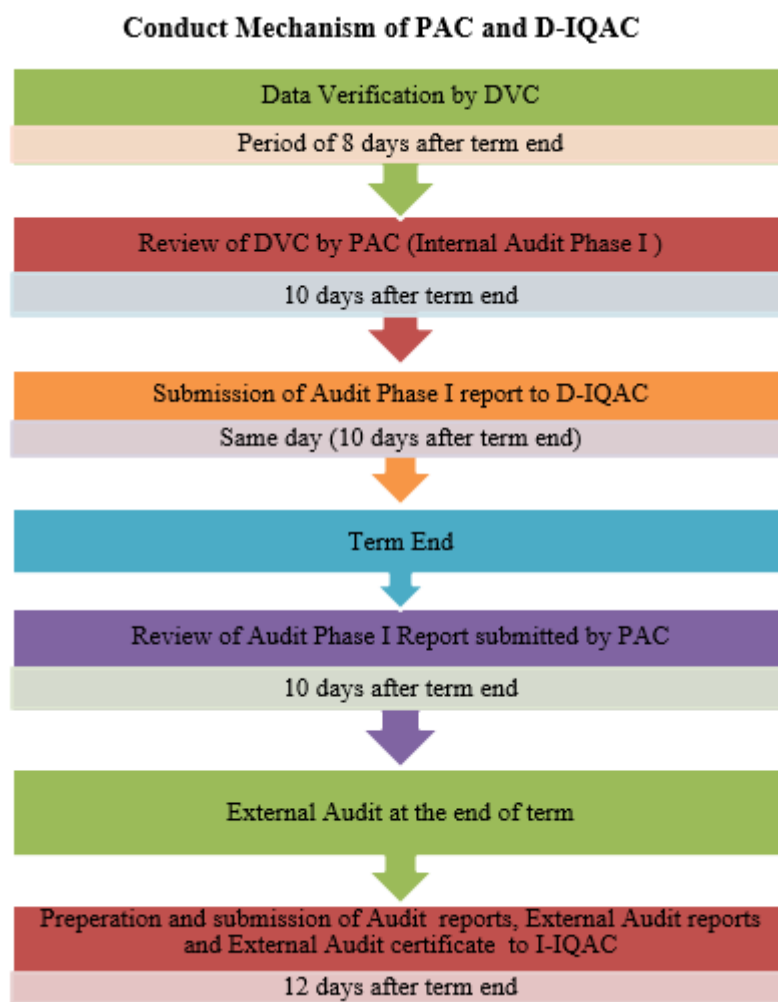
1. Research and Development which includes Project and relevant activities.
2. Industry Institute Interaction which includes Industrial Visit for students
3. Extension Activities include value added and enrichment programs conducted by the Department. It also includes Curricular, Co-curricular and Extra-curricular activities such as Seminar/Conference/Workshop/Guest Lecture and other student activities conducted and attended by students.
4. Examination which includes Examinations, Result Analysis and Evaluation.
5. Training and Placement
6. Infrastructure and facilities

4.1 Structure of Program Assessment Committee (PAC) and Data Verification Committee (DVC):

Program Assessment Committee (PAC) And Data Verification Committee (DVC) Audit Hierarchy



4.2 Conduct Mechanism of PAC and DVC



5. Guidelines to perform Internal Audit

1. HOD should appoint the file in-charges, DVC members and PAC members.
2. File in-charges are supposed to keep their respective files updated.
3. The DVC members are supposed to do file verification for the files and mention their remarks and suggestions in the shared audit formats (excel sheets).
4. PAC members should verify with DVC and mention their remarks and suggestions.
5. The internal Audit reports are to be submitted to D-IQAC.

6. D-IQAC plans and executes the external academic audit.
7. The D-IQAC will fill in the reports shared by I-IQAC and submit them to I-IQAC.

6. Internal Academic Audit Report formats

ANNEXURE 1. PAC & DVC AUDIT REPORT

7. I-IQAC Audit Report formats

The D-IQAC will submit following the audit formats to I-IQAC.



INTERNAL ACADEMIC AUDIT REPORT

Academic Year:

Date:

Department/Program:

Sr.No.	Title	Yes/No	Remark if any
1.	CO-PO-PSO mapping completed for all courses		
2.	Mapping of the curriculum with POs and PSOs is satisfactory		
3.	Teaching plans for all the courses prepared by the respective faculty are available.		
4.	Academic record booklet maintained for all courses		
5.	The updated faculty Course file is available		
6.	Curriculum booklet completed for all courses and made available to students.		
7.	Course materials for all the courses are available.		
8.	The laboratory manuals for all courses are available.		
9.	Open Educational Resource (OER) of every faculty available at the faculty website		
10.	Assessment of assignments, online tests and subjective tests		
11.	Make-up classes are conducted for improvement of internal assessment.		
12.	Result Analysis of previous semester result		
13.	CO-PO-PSO attainment done for all courses		
14.	Review of projects completed by students considering PO and PSO attainment		
15.	Remedial classes are conducted for students whose performance is not satisfactory in the University exams.		
16.	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are conducted at the department.		
17.	Adherence to Academic activity planner of events of the department.		
18.	Peer feedback conducted and analysis done		
19.	Students (mid-term and end term) feedback conducted and analysis done.		
20.	Course exit feedback conducted and analysis done.		
21.	Program exit survey conducted and analysis done		
22.	Parents feedback conducted and analysis done.		
23.	Institute feedback conducted and analysis done.		
24.	Student Satisfaction feedback conducted and analysis done.		
25.	Skill development online courses opted by students (NPTEL, Spoken Tutorials)		
26.	Counseling and mentoring done for students		
27.	Student grievances are taken care of		
28.	Online courses/ MOOCs completed by faculty.		

Suggestions for improvising the academic quality:

Department IQAC	Institute IQAC
Verified the submitted report and a. Found satisfactory b. Remarks if any,	
Name and Signature of Department IQAC Members	
Name and Signature of Head of the Department	
Name and Sign of Institute IQAC In-charge	
Sign and Seal of Principal	



INTERNAL EXAMINATION - AUDIT REPORT

Academic Year:

Date:

Department/Program:

Sr.No.	Title	Yes/No	Remark if any
1.	Was student stationary provided in time?		
2.	Was power back-up asked for and provided if needed during online and other exams		
3.	Are examination halls well equipped for conducting exams		
4.	Is housekeeping of examination halls done regularly		
5.	Were there internet connectivity issues for conduct of exams		
6.	Is notification for filling exam forms for university communicated to students		
7.	Are exam schedules displayed prior to the examinations		
8.	Are invigilation schedules for examiners declared in advance and conveyed		
9.	Are duties of support staff communicated prior to exams		
10.	Are rules for unfair means and practices displayed during the exams		
11.	Result analysis completed for previous term results		
12.	Exam related grievances are addressed appropriately		
13.	Letters of Recommendation and transcripts		

Suggestions for improvising the quality process:

Department IQAC	Institute IQAC
Verified the submitted report and c. Found satisfactory d. Remarks if any,	
Name and Signature of Department IQAC Members	
Name and Signature of Head of the Department	
Name and Sign of Institute IQAC In-charge	
Sign and Seal of Principal	



INTERNAL EXTENSION ACTIVITIES AUDIT REPORT

Academic Year:

Date:

Department/Program:

Sr. No.	Title	Yes/No	Remark if any
1	Department Student Council is established every year?		
2	Is the student council involved in institute development?		
3	Institute/department supports student participation in sports.		
5	Are Students from department involved in NSS activities?		
6	Activities proposed under VidyarthiVikas Mandal are aligned to Vision and mission of Institute/Department.		
7	The proposed activities are executed and report submitted to university.		
8	The activities proposed and executed by clubs are aligned to POs and PSOs.		
9	The activities conducted by clubs are mapped with POs and PSOs.		
10	The activities are conducted as per the activity planner.		
11	The activity planner is aligned to the academic planner of department and institute.		
12	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are conducted at the department/Institute.		
13	Curricular/Co-curricular/extra-curricular/value added programs and enrichment programs are mapped with POs and PSOs		
14	The publications of the department/Institute are done with student efforts.		
15	Are Guidelines provided for e-publications by institute?		
16	Publications of department / Institute are available to all stake holders.		
17	Department/Institute publications are mapped with POs and PSOs		
18	Students are encouraged to participate in techno management events.		
21	Activities in association with alumni are organized and executed.		

Suggestions for improving the quality process:

Department IQAC	Institute IQAC
Verified the submitted report and e. Found satisfactory f. Remarks if any,	
Name and Signature of Department IQAC Members	
Name and Signature of Head of the Department	
Name and Sign of Institute IQAC In-charge	
Sign and Seal of Principal	



INDUSTRY INSTITUTE INTERACTION AUDIT REPORT

Academic Year:

Date:

Department/Program:

Sr. No.	Title	Yes/No	Remark if any
1	Department conducted activities with the companies with whom MoU is signed		
2	Standard procedure of signing MoU is followed		
3	Attendance of students during internship is monitored		
4	Criteria for assigning internship program is followed		
5	Industrial visits are arranged for all the students considering modules at department		
6	Efforts taken to establish contacts with industries/corporate		
7	Any specific requirement from institute for better conduction of industrial visits?		

Suggestions for improvising the academic quality:

Department IQAC	Institute IQAC
Verified the submitted report and g. Found satisfactory h. Remarks if any,	
Name and Signature of Department IQAC Members	
Name and Signature of Head of the Department	
Name and Sign of Institute IQAC In-charge	
Sign and Seal of Principal	



INTERNAL INFRASTRUCTURE AUDIT REPORT

Academic Year:

Date:

Department/Program:

Sr. No.	Title	Yes/No	Remark if any
1	Syllabus (Equipment's, Consumables, Stationary) and infrastructure related requirements are obtained before commencement of the academic year.		
2	Due process is followed for purchase		
3	Approved and sanctioned budgetary requirements are fulfilled		
4	DSR is maintained for all category of non-recurring purchases.		
5	Consumables and stationary records are maintained		
6	DSR verification done at department and institute level.		
7	Stock of consumables and stationary is verified.		
8	Non-repairable/obsolete items are identified for write-off and disposal as per the institute procedure.		
9	Equipment and infrastructure (electrical, civil, furniture) related maintenance requirements are identified and reported.		
10	Equipment calibration records are maintained.		
11	Maintenance requirements are fulfilled.		
12	IT support is provided for conduct of exam.		
13	Power backup is provided for conducting examinations.		
14	Is the IT and ICT infrastructure adequate for effective teaching learning and communication.		
15	Are IT/ICT infrastructure related issues addressed properly.		
16	Is there use of ICT in teaching learning?		
17	Is there improvement in implementation of ICT in Teaching and Learning over previous year?		
18	Are contents on website current and updated regularly?		
19	Is all data updated regularly on the institute ERP?		
20	Are students availing hostel facility?		
21	Hostel related issues are addressed appropriately.		
22	Do differently abled faculty and students have adequate provision for special facilities?		
23	Are the fire safety measures in place and working?		
24	Is the housekeeping and cleanliness of infrastructure facilities done regularly?		
25	Are the AMC's for equipment's in place and monitored regularly		
26	Is there optimum usage of infrastructure and facilities for running all the courses in institute?		

Suggestions for improvising the academic quality:

Department IQAC	Institute IQAC
Verified the submitted report and i. Found satisfactory j. Remarks if any, _____ Name and Signature of Department IQAC Members _____ Name and Signature of Head of the Department _____ Name and Sign of Institute IQAC In-charge _____ Sign and Seal of Principal	



RESEARCH AND DEVELOPMENT AUDIT REPORT

Academic Year:

Date:

Department/Program:

Sr. No.	Title	Yes/No	Remark if any
1.	Enrolled scholars progress is monitored regularly		
2.	Research center communication with the university is on time		
3.	Programs attended in other institutes and organized in-house by faculty and research scholars		
4.	Research publications of faculty and students		
5.	Programs/Activities conducted to promote research culture		
6.	Innovative projects undertaken by staff and students at department		
7.	Funding for innovative projects		
8.	Innovative lab/center of excellence at department		
9.	Activities/trainings conducted under innovation lab/center of excellence		
10.	Have any IPR/patents been filed by staff or students		
11.	Professional Society memberships held		
12.	Student chapters of professional society's		
13.	Activities conducted in association with professional society's		
14.	Collaborative activities by faculty under professional society's		
15.	Activities conducted under ED cell to promote entrepreneurs		
16.	Training programs/Audit courses conducted to promote entrepreneurial		
17.	Start up / entrepreneur ideas identified and promoted		

Suggestions for improvising the academic quality:

Department IQAC	Institute IQAC
Verified the submitted report and k. Found satisfactory l. Remarks if any,	
Name and Signature of Department IQAC Members	
Name and Signature of Head of the Department	
Name and Sign of Institute IQAC In-charge	
Sign and Seal of Principal	



TRAINING AND PLACEMENT AND INDUSTRY INSTITUTE INTERACTION AUDIT REPORT

Academic Year:

Date:

Department/Program:

Sr. No.	Title	Yes/No	Remark if any
1.	MOU's are signed with industries/other organization.		
2.	Activities are conducted in relation with MOU's and mapped with POs and PSOs		
3.	Consultancy projects undertaken by faculty members.		
4.	Industry sponsorship for technical events.		
5.	Industry sponsored projects in the department.		
6.	New companies added for sponsored projects.		
7.	Are internship outcomes identified?		
8.	Industry internships/training programs completed by faculty / students.		
9.	Internal assessment of student internships is completed.		
10.	Feedback obtained on industry internships		
11.	Department wise training and placement records are maintained.		
12.	On campus and off campus placement drives conducted.		
13.	MOUs with industries for internships and placements.		
14.	Skill development and Training programs to enhance employability are conducted and mapped with POs and PSOs		
15.	Skill development programs are aligned with the institute vision and mission statements.		
16.	Training needs analysis done as per industry requirement.		
17.	Has the requisite data been submitted to the applicable national agencies?		

Suggestions for improvising the academic quality:

Department IQAC	Institute IQAC
Verified the submitted report and m. Found satisfactory n. Remarks if any,	
Name and Signature of Department IQAC Members	
Name and Signature of Head of the Department	
Name and Sign of Institute IQAC In-charge	
Sign and Seal of Principal	

8. External Department Academic Audit

External Academic Audit Guidelines

1. This audit to be conducted once in a year at the end of Sem II of the academic year.
2. The external Auditor appointed must be from other university.
3. At least one or two Auditors are to be appointed to conduct the external Academic audit.
4. For two hours of audit Rs _____ can be considered as remuneration.
5. After the audit a copy of certificate to be submitted to I-IQAC.
6. Remarks and suggestions by the auditor are taken into consideration and action is taken accordingly.

9. Templates

9.1 Letter format for Remuneration to Auditor



**Progressive Education Society's
Modern College of Engineering
Department Name**

Date:

To,
The Principal,
Modern College of Engineering,
Shivaji Nagar,
Pune 05

Subject: Sanction of remuneration for the External Auditors.

Respected madam,

We at **Department name** have planned for External Audit at department on **date**.

The auditor details are as follows:

Name of Auditor:

Institute of Auditor:

Name of Auditor:

Institute of Auditor:

We request you to kindly consider our application and sanction an amount of Rs _____/- as a part of remuneration.

Thanking You,

HOD of the department

9.2 Letter format for Invitation to External Auditor



Progressive Education Society's Modern College of Engineering Department Name

To,

Subject: Request to conduct External Academic Audit at Department of _____, PES MCOE, Pune.

Dear Sir/ Madam,

I am writing this letter in regard to the External Academic Audit at Department of _____, Progressive Education Society's, Modern College of Engineering, Shivaji Nagar, Pune. The audit is Scheduled on (Date) for Academic year (Year). The Audit details are attached as a separate copy for your reference.

Therefore, I request you to conduct the audit on the date assigned. I shall be highly obliged for your quick and kind response. In case of any query, you may contact on following numbers or on email.

Academic Audit Co-ordinator details (Email Id and contact number)

NBA Co-ordinator details (Name and Email ID):

NAAC Co-ordinator details (Name and Email ID):

Thanking you,

HOD

9.3 Format for Department External Academic Audit



Progressive Education Society's
Modern College of Engineering
Name of Department

Department External Academic Audit

Name of the Department:

Date:

Place:

Name, Designation and Institute of Audit Experts:

Name of the Auditor	Designation of Auditor	Institute Name

Members of Institute (PES MCOE _____ department):

Name	Designation

EXTERNAL ACADEMIC AUDIT FORM (*TO BE SUBMITTED BY EACH PROGRAM):

Sr. No.	Contents for Audit	Observations			Remarks/Suggestions by the External Auditor
		Title	Yes	No	
1	Course file	Required contents are included in Course File?			
		If any Contents to be included			
		Are Course files maintained for every Course?			
		Is Suitable teaching methodology adopted? Are assessment methods decided/used based on OBE? Syllabus completion is monitored every month? Questions for Theory and practical point of view are covered in the assessments.			
2	ARB (Academic record booklet)	Are all contents covered regarding student assessment and evaluation?			
		If any Contents to be included			
		Attendance, continuous assessment/evaluation records are maintained? Are Assessment rubrics are defined and followed?			
3	Mentor Mentee	Is the department mentor mentee system functioning smoothly?			
		If any Contents to be included			
5	Feedback System (SOP)	Are all feedbacks being conducted on regular basis?			
		Is there a SOP being defined for feedback system.			
		Is there requirement to make changes in feedback system?			
6	Projects	Does the project ideas are able to minimize the gap between industry and academia? Are industry inputs being taken from experts?			
		Are there student paper publications?			
		Do students get opportunity to showcase their skill set on different platforms?			

		Are there efforts being made for Sponsored / projects in collaboration with Industry?			
7	Publications	Are the department publications shared with all the stake holders?			
		Are the publications content wise helpful to students?			
		Does publications make note of students contributed towards it?			
8	Research funding and consultation	No. of Funded projects being conducted Area of Funded projects being conducted Status of Funded projects being conducted			
9	IPR	Programs are engaged in Patents/copyright as part of IPR			
10	Result analysis	Result analysis for each term is maintained?			
11	Internship	Does time student internship contributes			
12	MoU	Are there MoU's with different industries? Any activities in collaboration??			
13	Training and Placement	Do training sessions organized and executed meet students requirement and recruiter expectations.			
		Are training sessions helping to build different skillsets in students?			
		Are placement activities conducted at department? How are the placements??			
14	Students' association Clubs Student Chapters	Activities are conducted under different chapter			
		Are students involved in organizing the activities under different chapter?			
		Are the executed activities contributing to student's skillset? Does the program has Professional student chapters? No. of activities conducted under the Professional student chapters? Are Club activities covering the aspects of extension, industries and social part?			
		Are students motivated to be a part of mentioned heads?			

		Are students briefed and motivated to be a part of student chapters? Are minutes conducted with stakeholders: Alumni, Parent, etc. being maintained? Contribution of DAB in identifying Curriculum gaps? Mapping of Program with mission, vision, PEO of Institute's is communicated to all the faculty members?			
--	--	--	--	--	--

Signature of the HOD with Seal

Name & Signature of the Audit Expert

Head of the Department and D-IQAC should submit the following SWOC Analysis along with Internal and External Academic Audit Reports:

Strength:

Weakness:

Opportunities:

Challenges:

Best Practice (s) / Innovations of the Department:

Future Plans of the Department:

Signature of the HOD with Seal

External Academic Audit Completion Report/Certificate

Name of the Department/Program: _____

Date and Time:

Name and Designation of the External Auditor:

This is to certify that Academic Audit for the Academic Year 20 - has been successfully completed for the Department of _____ and detailed report of the same is attached herewith.

Name & Sign (with stamp) of external Auditor

Final Audit Completion Certificate

It is to certify that the Internal and External academic audit has been completed by the (Department/Program) _____ and IQAC has received following documents for the AY 20 __ - 20__:

Internal Academic Audit Forms

☐

External Academic Audit Form

☐

External Academic Audit Certificate

☐

SWOC Analysis of the program

☐

Plan for AY 20 __ - 20__

☐

Kindly note the following suggestions /remarks:

1. _____
2. _____
3. _____
4. _____

Prof.Dr.(Mrs.)K.R.Joshi

Principal

Dr. Mrs. R. S. Kamathe

IQAC Co-Ordinator

Dr. Mrs. S.B.Vanarse

Academic Audit Co-Ordinator

10. Pre-preparation for External Academic Audit

- SOP if Applicable.
- Detail contents expected in file are to be kept ready.
- **A document stating how we handled everything during pandemic to be kept ready.**

*** Following contents are too kept ready for your reference.

1. Course file: Index of course file.
FE to BE all Course files to be kept ready.
2. ARB: Document highlighting contents included in ARB.
3. Mentor Mentee System: SOP
4. Feedback System:
A document which covers list of feedbacks conducted with SOP of each
5. CO-PO Assessment: SOP and strategy to find gaps in curriculum.
6. Project: SOP
SOP should include way of conduct, Link of projects from FE to BE, Assessment done, Alternative arrangement during Pandemic situation when everything was conducted online, List of projects, Sessions with adjunct etc.
7. Research Funding and Consultation:
List of fundings and consultations at department yearwise.
8. Copyright and IPR:
List of IPR's year wise
9. Internships:
List of companies with number of student's year wise summary sheet
10. MoU: SOP
List of MoUs
11. Result Analysis: SOP
Year wise result analysis
12. Publications: SOP and latest sample to be kept ready.
13. Student Association: Category wise and year wise summary sheet stating count of activities conducted (Expert talks, Workshops (Technical & Non-Technical), Quizes, Competitions etc)
14. Clubs:
Document stating list of clubs with SOP of each and Activities conducted in association with each club.
15. Professional Society student chapters:
Document listing number of student chapters, SOP of each and activities conducted with each chapter
16. Training and Placement: SOP of both and summary sheet of activities in training module and list of companies with student count in placement file.