RECOMMENDATION OF IQAC AUDIT TEAM

Findings

1. Multiple files keeping the Course file contents in most of the department which create additional workload and difficulty in audit.
2. Individual Time Table in LMS not reflecting the course in which tutorial is missing
3. In Few departments Scheme of Valuation is not uploaded in LMS
4. CO- PSO mapping for common course, few faculties mapped and few of them not mapping. But mapped one is not correlated with department PSO- Proof is not available
5. Additional CO in few course other than in KTU Prescribed –no justification proof
6. In RA of the pervious semesters, the target pass percentage is not mapped with actual results. On verification, in some of the course/ departments, the actual pass percentage is below 30 %, then the target pass percentage. In all departments, the results is poor/ very poor expect CS in S1 & S3. The list and number of students without back log till the pervious semester is not keeping in most of the departments.
7. Lack of Clarity in *the comments from HOD* regarding the feedback of faculty generated from the LMS- common single policy in College
8. Syllabus coverage: course planning hours exceeding the planned working days in a semester, Reference text missing. Irrelevant portion in planning (like use in 2 or 3 hours). Few faculties’ execution is below the planned hours. In few labs CO is missing.
9. The nominal roll in excel sheets which create confusion from the number of students available with office. The registered students list signed/ approved by the competent authority is not keeping in most of the department in semester wise.
10. Consolidated list of Activity points earned so far is missing with minimum points prescribed by the university at the end of each year.
11. Students attending MOOC or other online courses not updating properly

SUGGESTIONS

LMS Generated Course File contains:

1. Academic calendar
2. Individual Time Table
3. Syllabus
4. Lesson plan with Execution
5. CO-PO , CO-PSO mapping
6. Assessment questions, Scheme and Evaluation details

Missing (Provision in LMS)

1. Tutorial hour if any as per syllabus missing in individual time table
2. Attendance and final internal mark calculation
3. Gap identification and gap filling activities
4. Feed back of Faculty including *the comments from HOD*
5. Course end survey report from LMS

Attachment required

1. Assessment pattern including internal and other assessment, Quality assurance procedure approved by DIQAC
2. Sample copies of Assessment including daily lab assessment, Sample work record
3. Eligibility report uploaded in KTU Portal
4. University Result along with the comparison with Target pass percentage
5. Link for course material.
6. Link of NPTEL/SWAYAM course materials recommended for reading.
7. Attachment for project / seminar: the conduct and evaluation of seminar/ project for UG/PG. Details of proper references are done prior to selection of topic and sample reports.

**No need of keeping all files mentioned above in separate by the faculty**.

Mentors file (file Number: VJEC/ department / M /1 to )

1. Nominal role of students issued by Head of the institution (dated sign with seal ) the beginning of the semester,

* Details of lateral entry students / college transfer entry students.
* Details of TC issued / break of study students

1. Exam Registered students list generated from the KTU portal

Consolidated eligibility report generated from the ktu for each semester

Result of students of each semester generated from KTU portal

University Result analysis in prescribed format with the comparison with target pass percentage of the entire course and comments on deviation of pass percentage by DIQAC

1. Students allotted to Mentor – signed copy from the Head of the department

Mentoring details generated from LMS.

1. Activity points with consolidated statements showing the students with above and below the bench mark fixed for each semester. Ktu Generated report of activity points
2. Gap identification and gap filling activities during the semester as suggested by DIQAC and prove for conducting the same. The feedback/ the impact report of the same.
3. Advisory committee meeting details
4. PTA meeting
5. Consolidated RA and attendance statement of all assessment generated from LMS – semester wise
6. List of Students opted for minor / Honour / both Minor and honor. Course offered to students in each semester. Details of Result. List of Dropout students etc
7. Details of conduct of remedial/ booster classes.
8. Consolidated Link of NPTEL/SWAYAM course materials recommended for reading. Students attending MOOC or other online courses. successfully completed students list with details

**Department level (custodian DIQAC coordinator/ HOD)**

1. Sanctioned Student strength – copy of order from AICTE and affiliated university

* Nominal role of students issued by Head of the institution (dated sign with seal) the beginning of the semester for the entire department acadmic year wise.
* Details of lateral entry students / college transfer entry students.
* List of Fee – wavier students sanctioned by the Government
* Details of TC issued / break of study students
* SFR – NBA/KTU / required for other accrediting agencies

1. List of faculty and other staff with date of joining , qualification, promotion details etc signed by the competent authority

* Salary slip signed by the head of the institution for the months as mentioned by the accrediting agencies.
* Sanctioned faculty strength for each academic year by the management / principal with authorized signature
* Replacement of faculty/ staff during the academic year – mentioned order
* Staff/Guest Appointment Details

1. Success Data of Passed Out Batch

Placement (Proof- for previous Acad Year)

Higher Studies (Proof- for previous Acad Year)

1. Professional Society Activity:
2. Department Budget- Details of allocation of funds and criteria for the same. Flow chart of budget approval process, Utilization of Budget and procedure. Role of Department in Utilization of department Budget. Carryover policy of unutilized fund.
3. Department level Acquaintance (month -wise)- signed copy from the competent authority .
4. Staff Duties/Responsibilities- copy of staff hand book approved by the college council. The office order of assigning the responsibilities other than teaching by the HOD/ head of the institution/ competent authorities and terms of reference

**COLLEGE LEVEL (CUSTODIAN PRINCIPAL / OFFICE**)

* Roll List (for last 3 years)
* List of students availing scholarship with amount – year wise and Branch wise, Management scholarship details and availing students list.
* Details of fee collected-
* KTU Results and Analysis (Semester-wise) for the entire college
* Success Data of Passed out Batch- College wise.
* Time table (with tutorials) – Staff arranged in hierarchical order
* Sanctioned faculty strength based on AICTE / KTU for each academic year by the management / principal with authorized signature, SFR ratio. Consolidated List of faculty in different cadre as per AICTE . Proof of issuing salary to their bank accounts
* Support proof of Journal Publications: Conference, Books, patent ,FDP , awards etc
* External Interaction of college activities
* Copy of MOU – including academic and non academic – year wise
* Achievements of students and staffs
* Professional Society Activity -programs, funding, utilization etc - year wise
* Collage budget : Income-sources, Expenditure, details of distributing the fund for department based on the budget , audited statement etc
* College Acquaintance (month -wise)

**Placement officer/ Principal**

* Placement details with Proof- for previous Acad Years- match with data available in department
* Higher Studies with Proof- for previous Acad Years
* Career/Skill Development Programs
* Details of placement training internal and external with budget
* Placement Budget and utilization of Budget details.
* Entrepreneurship / Start ups