

**GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**  
Cheeryal(V), Keesara (M), Medchal (D), Telangana state – 501 301

**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

\* Grade: A: Very Good, B: Good, C: Adequate, D: deficient

S. No	Criterion	Status		Grade	Exhibits observed	Remarks of Audit Team
		As assessed by department/institution	As observed by Audit Team			
I.	<b>Vision, Mission and PEOs,</b>					
	1. Are vision and mission statements of the department available?		yes			Good
	2. Are department vision and mission statements consistent with institute statements?		yes			Good
	3. Are the PEOs available?		yes			
	4. Does the department follow a defined process for defining vision, mission and PEOs with the participation of all stakeholders-internal and external stake holders?		yes			—

	5. Are the vision, mission and PEOs made available on college website, department notice boards, HoD's chamber, laboratories, lab manuals, course files, and curriculum books etc?		yes			—
	6. Are the PEOs consistent with the mission of the department indicated in matrix form with proper justification of correlation parameters?		yes			—
<b>Program curriculum and Teaching-Learning (T and L) Process</b>						
<b>Program Curriculum</b>						
II.	1. Does a defined process exist for design of program curriculum?		yes			—
	2. Are the structure and components of curriculum well balanced and appropriate (as per AICTE Guidelines)?		yes			—
	3. Is a valid process followed for mapping of curriculum with POs and PSOs?		yes			—
	4. Is Employability a major consideration in the overall development of the curriculum		yes			—
<b>B. Teaching – Learning Process</b>						
	1. Is an Academic Calendar prepared and adhered to?		yes			—
	2. Is evidence of pedagogical initiatives taken, such as collaborative learning, ICT supported teaching etc available?		yes			—

3. Does a process exist to identify bright and weak students?		yes			<del>Excellent</del> Based on results
4. Does the department have measures to encourage bright students with more complex tasks and motivate weak students to perform better?		yes			Allocating funds to projects providing two additional text book.
5. Does a process exist to allocate teaching load to faculty in the department?		yes.			Before commencement of class work load distributed
6. Do faculty in the department practice innovative TL practices such as <ul style="list-style-type: none"> <li>• Collaborative Learning <input checked="" type="checkbox"/> Yes/No</li> <li>• Interaction with student in and outside of class obtaining Feedback <input type="checkbox"/> Yes/No</li> <li>• Group Learning, Developing Professional Competences. <input checked="" type="checkbox"/> Yes/No</li> <li>• Teaching through value added courses <input checked="" type="checkbox"/> Yes/No</li> <li>• Experiential Learning that facilitates development of Problem-Solving Skills in the students through project based learning <input type="checkbox"/> Yes/No</li> <li>• Facilitating interaction with various experts in the field through Guest Lectures, Industrial Visits, Field trips thereby making them familiar with occupational awareness. <input checked="" type="checkbox"/> Yes/No</li> </ul>		yes yes yes yes yes yes			— — — — PBL based several courses 8 Industries visited



7. Is student feedback on T and L process collected and acted upon?		yes			
8. Do the experiments in laboratory support higher level of Bloom's Taxonomy?		yes			Rewrite poor Experiment statements
9. Is continuous assessment in the laboratory done systematically?		yes			Include hardcopy <sup>for better</sup> <sub>basis</sub> for evaluation lab.
10. Is a well-defined process followed in the design and validation of question papers as well as for scheme of evaluation of mid-term and semester end examinations?		yes			Validation procedure is good.
11. Are questions mapped with course outcomes, and Blooms Taxonomy levels?		yes			—
12. Do the assignments given to students facilitate attainment of COs as well as higher levels of Bloom's Taxonomy?		yes			BTL 5 of 6 covered for achieve level
13. Is a well-defined process followed for identification of student projects and allocation of guide(s)?		yes			Based on specialization of faculty
14. Are the projects relevant to the POs and PSOs and do they contribute to their attainments?		yes			
15. Is a well-defined process followed for monitoring and evaluation of the projects and for assessing individual and team performance?		yes			—



16. Are efforts made to encourage students to develop working prototypes based on projects and/or to publish papers?		yes			₹8,00,000 per student & publications <sup>needed to</sup> be approved
17. Particulars of industry supported laboratories established, if any.  Is impact analysis of industry interaction made and if, so, is action taken based on the results of the analysis?		yes			Industry supported Labs - 5  write detailed report of Impact analysis
18. Are students encouraged to undergo internships or summer training? If so, what is the minimum duration of internship?	✓	yes			4 weeks
19. Is student feedback taken on the internship experience?		yes			
20. Is Impact analysis of internship made and action taken on the basis of the results of the analysis?		NO			Include impact analysis of Internship
21. Average number of days from the date of last semester-end examination till the declaration of results		yes			72.5 days.
22. Average percentage of student complaints / grievances about evaluation against total number of students appeared in the examination during last academic year		yes			3.86
<b>III. Course Outcomes and Program Outcomes</b>					
1. Are COs defined for every course?		yes			Basic Engineering mathematics level form is not BT level

	2. Are COs embedded in syllabus?		yes		
	3. Are course articulation matrix, program articulation matrix tables prepared?		yes		Done based on performance index
	4. Is appropriate assessment process for attainment of course outcomes followed including data collection, verification, analysis and decision making?		yes		Based on level of percentage of marks
	5. Is a well-defined process followed for determining attainment of POs and PSOs?		yes		—
	6. Are the records of computation of attainment of POs and PSOs maintained?		yes		
	<b>Students' Performance</b>				
IV	1. Enrollment ratio		yes		98.96
	2. Percentage of students who graduate the program in four years, without repeat of any course?		87/264		32.95%
	3. Percentage of students graduating the program with backlogs within 4 years?		128/264	$\frac{215}{264}$	81.44%
	4. Mean CGPA of students (who were promoted to 3 <sup>rd</sup> year) at the end of 2 <sup>nd</sup> year		6.18		
	5. Percentage of students placed in companies through on and off-campus recruitment.		172/264		65.15%
	6. Percentage of final year students admitted to higher studies		16/264		6.06%

$$\begin{array}{r} 128 \\ 87 \\ \hline 215 \end{array}$$



	7. Number of students turned entrepreneurs in Engineering and Technology		Nil		Needs encouragement as entrepreneurs
	8. Number of Professional societies/chapters in the department		ISTE IETE IEEE		4 student branches
	9. Number of Engineering events organized at institute at: a. Institute Level b. State Level c. National Level d. International Level		27 12 11 01		
	10. Does the department publish technical magazines and Newsletters?		yes		Technical magazine news letter
	11. Are students associated in the above publications?		yes		
	12. Number of students who participated in inter-institute events • Within state • Outside state • Number of prizes/ awards received in the events.		69 10 320/1623		Excellent
V	<b>A. Faculty Information and Contribution</b>				
	1. Student faculty ratio		18:17		SFR well maintained
	2. Faculty cadre proportion		yes		3:7:32
	3. Number of Faculty with PhD qualification		10		



4. Number of Faculty with PG Degree qualification	3	32			
5. Faculty retention (%) in the Current Academic Year?		81.63			
6. Number of research publications of faculty in the year		358+296			
7. Number of faculty who participated in FDPs, and duration of the programs.		38/42			5 days - 9 days
<b>B. Research and Development</b>					
1. Number of quality research publications in refereed/Scopus indexed journals.		SCI Scopus citations			split quality research publications SCI, web of sciences, scopus
2. Number of faculty awarded PhD during the current academic year		1			UGC - case no. of citations per each faculty
3. Sponsored research (funded) undertaken and its value in Lakhs of Rupees.		nil			
4. Number of development activities undertaken by faculty: • Product development • Working models		yes yes			one-product development many
5. Consultancy services offered and their value in Lakhs of Rupees.		15 Lakhs. yes			15 Lakhs
6. Does a well-defined faculty performance appraisal and development system exists and implemented?		yes			well developed performance appraisal
<b>VI Facilities &amp; Technical Support</b>					
1. Are well-equipped labs and technical supporting staff		yes			Labs - 10 + product Lab 10+

	available?		yes			10 lab assistants, 2 PAs
	2. Are labs well maintained?		yes			2 attorneys
	3. Are safety measures followed in the lab?		yes			
	4. Is a project laboratory together with necessary facilities available in the department?		yes			academic MATLAB C#IPIN, keid
VII	<b>Continuous Improvement</b>					
	1. Are short falls and weaknesses in the program identified from the analysis of POs and PSOs attainment?		yes			PAC report
	2. Are action plans to bridge the shortfalls prepared and implemented? If so, what is the impact of the said implementation with respect to previous academic year?		yes			PAC report
	3. Does a criterion exist for conducting academic and administrative audit?		yes			
	4. Frequency of audit		once in a year			
	5. Are actions taken based on audit report?					
	6.					
	a. Percentage of placements in current Academic Year		172/264			65.15
	b. Percentage of placements in the previous Academic Year		202/260			77.69
	c. Is there any improvement?		NO			.

	<p>7.</p> <p>a. Median salary offered to students in the current academic year</p> <p>b. Median salary offered to students in the previous academic year</p> <p>c. Is there any improvement?</p>		<p>4 LAKS</p> <p>4 LAKS</p> <p>same</p>			
	<p>8.</p> <p>a. Best rank of the students admitted in the current academic year</p> <p>b. Best rank of the students admitted in the previous academic year</p> <p>c. Is there any improvement?</p>		<p>27,949</p> <p>30,016</p> <p>yes.</p>			<p>Improved</p>

	<p>9.</p> <p>a. Highest rank (in the qualifying examination) of student admitted in the current Academic Year</p> <p>b. Highest rank (in the qualifying examination) of student admitted in the previous Academic year?</p> <p>c. Is there any improvement?</p>		<p>39289</p> <p>41401</p> <p>yes.</p>			
<p><b>VIII</b></p>	<p><b>First Year Academics</b></p>					
	<p>1. First year student faculty ratio</p>					
	<p>2. Number of faculty teaching first year, with PhD qualification</p>					



	3. Number of faculty teaching first year with PG qualification					
	4. Percentage of students who qualified for promotion to 2 <sup>nd</sup> year from end examinations of first year					
	5. Mean CGPA/percentage of students (who were promoted to Second year) at the end of First year.					
	6. Is a proper assessment process used for determining the attainment of course outcomes?					
	7. Is a proper assessment process used for determining the attainment of relevant POs and PSOs					
	8. Are records of computation of attainment of COs of all first-year courses available?					
	9. Are records of computation of attainment of relevant POs & PSOs of all first-year courses available?					
	10. Are actions taken based on the results of evaluation of POs and PSOs?					
	<b>Student Support Systems</b>					
	<b>A. Mentoring System</b>					
<b>IX</b>	1. Is a comprehensive mentoring system at individual level in place for professional guidance, career advancement and all-round development?					
	2. Is the mentoring system implemented? If yes, Number of students per mentor					

3. Is the mentoring system effective?					
<b>B. Student feedback on faculty and facilities.</b>					
1. Does a student feedback system exist?					
2. Are the records of action taken on the results of feedback (on faculty) analysis available?					
3. Is the feedback system effective?					
4. Are records of action taken on feedback on facilities available?					
<b>C. Facilities for Self-Learning</b>					
1. Does the department provide scope for self-learning?					
2. Are all required facilities, materials, for learning beyond syllabus etc. provided to the students?					
3. Are the facilities effectively utilized by the students?					
<b>D. Career guidance, Training and Placement</b>					
<b>Career Guidance</b>					
1. Does the college have a Career Guidance or Counseling Cell?					
2. If yes, how many students have been utilizing these services?					
3. How many Career Guidance programs have been conducted in each year?					
4. How many number of students attended these career					

guidance programs?					
5. Are students counseled for higher studies?					
6. Does the College have Academic links/ collaborations/MoU, etc with other institutes of higher learning?					
<b>Training and Placements</b>					
1. Does the college conduct any pre placement training for students' placements?					
2. Is effective placement policy framed and implemented?					
3. If yes, then specify the number of hours, areas in which training is imparted.					
4. Does the placement cell maintain the record of job opportunities available for students?					
5. Did the college organize any company/Industrial visits or guidance camp for students?					
6. If yes, number of such visits/camps organized					
7. Are the students provided computers and Internet to search for job, to download application forms or to register for placements drive of the companies etc?					
8. Does the college subscribe to magazines like Employment News, Rojgar Samachar etc? If yes, give names of magazines.					



	9. Does the college have a system of registering students at the Employment office of the GoI?					
	<b>NSS Activities/Student Clubs/Alumni Association</b>					
	1. Are clubs and NSS effectively functioning?					
	2. Do students conduct and participate in annual co-curricular and extra-curricular activities. If yes, please mention % of students participate in such activities:					
	3. Does the college have a registered and functional Alumni Association? If yes, give number of students enrolled					
	4. Specify Activities of Alumni Association					
	<b>Governance, Institutional Support and Financial Resources</b>					
	<b>A. Governance, Institutional Support</b>					
X	1. Are vision and mission statements of Institution available on college website, Principal's Chamber, Library, Conference rooms etc?					
	2. Are the vision and mission statements appropriately defined and relevant?					
	3. Is institutional strategic plan (5 years) available?					
	4. Is there an implementation plan towards achieving the strategic objectives?					

5. Is the strategic plan monitored effectively?					
6. Is a Governing Body duly constituted and its meetings held regularly?					
7. Are service rules, policies, procedures, functions and responsibilities published and uploaded on the website?					
8. Are Minutes of Meetings of Governing Body and Academic council and Action taken reports available?					
9. Are organizational structure and lists of administrative heads, and committees formed with powers to take administrative decisions, available?					
10. Is there any Grievance redressal system in place and a cell constituted for this purpose?					
11. Is evidence of action taken on student/staff grievances available?					
12. Are financial powers delegated to Principal, HoDs, I/cs, documented?					
13. Is *Mandatory Disclosure as per AISHE & AICTE, placed on website?					
14. What are institutional practices for integrating IT? (i)Administration (ii)Finance and Accounts (iii)Examination					

<b>B. Budget allocation and utilization</b>					
1. Does the college follow a prescribed procedure for budget formulation, finalization and approval?					
2. Is the budget allocation adequate at institutional, and program levels?					
3. What percentage of allocated funds was utilized in the previous year by the Institution and programs?					
<b>C. Library and Internet</b>					
<b>i. Quality of learning resources</b>					
1. Are learning resources procured as per the requirements provided by the academic departments, ensuring relevance to programs?					
2. Are AICTE norms followed in respect of number of books & their copies procured?					
3. Are these learning resources including E-Resources & digital library, easily accessible to students?					
4. Is adequate support given to students for self-learning activities?					
5. Is the utilization of learning resources by students and faculty satisfactory?					
<b>ii. Internet</b>					
1. Is the available band Width adequate?					



2. Is Wi-Fi available in the college?					
3. Is there internet access in labs, library, conference rooms & offices of all departments?					
4. Is adequate security mechanism put in place for protecting the internet transactions?					
<b>iii. Infrastructural facilities and ambience</b>					
1. Is Campus ambience exemplary /Good / Satisfactory/ Unsatisfactory?					
2. Is Office Space ambience exemplary/Good/ Satisfactory/Unsatisfactory?					
3. Are washrooms well maintained?					
4. Is adequate parking facility available?					
5. Are individual Staff rooms available with IT facility?					
6. Are staff rooms well maintained?					
7. Is Potable Water facility available?					
8. Is Power Backup facility available? If so, specify the capacity					
9. Does the Institute have facilities for alternate sources of energy like: (i) Solar energy (ii) Wheeling to the Grid (iii) Use of LED Bulbs					

10. Does the Institute have Rain water harvesting pits?					
11. Does the institute take any Green campus initiatives such as: (i)Restricted entry of automobiles (ii)Pedestrian friendly path ways (iii)Landscaping with trees and plants					
12. Does the Institute provide any facility for Disabled/Divyangjan persons easy access to classrooms and Labs?					
13. Does the institute organize National/International commemorative days, events and festivals?					
14. Do Seminar halls have adequate ICT facilities?					
15. Is transportation available for students and staff?					
16. Is the Canteen maintained as per Food Safety and Standards Act?					
17. Is Auditorium/Assembly Hall available with all ICT facilities?					

**Please mention**

**Good Practices, if any**

- 1.
- 2.
- 3.

**Strengths, if any**

- 1.
- 2.
- 3.

well maintained website with updated information.  
placement is good.

**Weaknesses, if any**

- 1.
- 2.
- 3.

well maintained files starting and ending ranks improved when compared to last year admissions.  
Industry initiated laboratory also excellent.  
Group head concept is good according to specialization.  
Student enter institute participation students good on SFR well maintained.  
Enter Impact analysis of Industry interaction to be strengthened.  
NO Impact analysis report for internship.  
Basic Engineering mathematics to be rewritten using BTLs. COS.

**Concerns, if any**

- 1.
- 2.
- 3.

Student Enterpreneurs — Nil  
students publications need to be improved.  
NO funded projects for current Academic year.

**Deficiencies, if any**

- 1.
- 2.
- 3.

Student Enterpreneurs.

P83  
14/12/2024  
(Dr. B. Sarala)  
Professor



**Recommendations, if any**

- 1.
- 2.
- 3.

**Brief report, if any**

**Suggestions for improvising the academic quality:**

- 1.
- 2.
- 3.

**Signature of audit committee member:**

**Name of the audit committee member:**

**Affiliation of the audit committee member:**