

6.5.2: Institution has adopted the following for Quality assurance

1. Academic Administrative Audit (AAA) and follow up action taken
 2. Conferences, Seminars, Workshops on quality conducted
 3. Collaborative quality initiatives with other institution(s)
 4. Orientation programme on quality issues for teachers and students
 5. Participation in NIRF
 6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA).
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Supporting Documents for Criteria – 6.5.2

Relevant Documents pertaining to Institution has adopted the following for Quality assurance**

****Disclaimer:** We are providing samples since all of the supporting documents for this criteria exceed the 6MB upload limit. If necessary, we shall provide all/any supporting documents.


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Marwadi University



Academic and Administrative Audit Practice at Marwadi University

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**Academic Audit
Practice at
Marwadi University**



Different Formats Considered

- Central University
- Knowledge Consortium Gujarat
- UGC Manual
- Faculty of Technology and Science, MU
- Faculty of Computer Applications, MU
- Faculty of Law, MU



Criteria vs Weightage

Criteria	Description	Weightage
I	Quality of Curriculum	200
1.1	Curriculum Design and Development	100
1.2	Academic Flexibility	50
1.3	Best Practices in Curricular Aspects	20
1.4	Feedback on Curriculum	30
II	Teaching and Learning	100
2.1	Teachers' Quality	75
2.2	Teaching Learning Process	25



Criteria vs Weightage

Criteria	Description	Weightage
III	Assessment and Evaluation	100
3.1	Assessment Process	50
3.2	Evaluation Process	50
IV	Research Consultancy and Extension	200
4.1	Promotion of Research	30
4.2	Research and Publication Output	50
4.3	Consultancy	30
4.4	Extension Service	30
4.5	Collaborations	20
4.6	Conference/Seminars/Workshops Conduction	20
4.7	Skill Enhancement Certificate Courses	20



Criteria vs Weightage

Criteria	Description	Weightage
V	Infrastructure and Learning Resources	100
5.1	Physical Facilities	60
5.2	Library as a Learning Resource	40
VI	Student Support and Progression	100
6.1	Student Progression	30
6.2	Student Support	50
6.3	Student Activities	20

Criteria vs Weightage

Criteria	Description	Weightage
VII	Governance and Leadership	100
7.1	Departmental Vision and Leadership	20
7.2	Organizational Arrangements	30
7.3	Financial Management and Resource Mobilization	30
7.4	Quality of Governance and Leadership	20
VIII	Innovation and Best Practices	100
8.1	Innovative Practices	20
8.2	Stakeholder Relationships	30
8.3	University Practices	50
	Grand Total	1000

Audit Phases

- Data Submission by Departments
 - On-line format is being worked out with our software team
- Audit Report
- Recommendations
- Action Plan



Audit Panel suggested by UGC

2.2.3 Auditors

The QAC maintains a Register of Auditors, comprising people of appropriate experience who are willing to serve on audit panels. Such auditors are typically

- (a) senior academic or administrative staff (current or recently retired) of Hong Kong higher education institutions (heads of institutions are invited to make nominations); or
- (b) persons from outside Hong Kong (usually from a university or quality assurance agency); or
- (c) lay persons from outside higher education.



Audit Panel



- One Senior University Official
- Two Senior Officials from Reputed Universities with Prior Audit Experience
- One/ Two Industry Personnel/s



Internal Audit Format

Internal Audit Format is being Worked Out

- A regular monitoring process is being carried out at HoD level, once in every semester

Suggested Parameters to check

- Number of sessions conducted – theory and labs
 - Discrepancies between planned vs actual
- Continuous Assessment
- Expert sessions linked with the academics
- COPO Mapping
- Average attendance of students



External Audit Format



- Format

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Academic and Administrative Audit (AAA) Draft

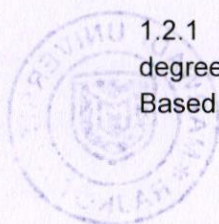
CRITERION I: QUALITY OF CURRICULUM (200)

1.1 Curriculum Design and Development (100)

- 1.1.1. Is the curriculum design aligned with the department's goals and objectives?
- 1.1.2. Are the programs offered by the department consistent with its goals and objectives?
 - 1.1.3. Does the curricula developed have relevance to the regional/national development needs?
- 1.1.4. Is the curriculum design suitable for meeting the overall development?
- 1.1.5. Is Employability a major consideration in the overall development of the curriculum?
- 1.1.6. Does the curriculum design develop global competencies?
- 1.1.7. Does the Curriculum have aspects on value-based education?
 - 1.1.8. Is consultation with academic experts (within and outside the university) effectively done for development of the curricula?
 - 1.1.9. Is the industry or employment sector consulted through the curriculum development process?
 - 1.1.10. Does the faculty take any initiative (Formal or Informal) in the curriculum development process?

1.2 Academic Flexibility (50)

- 1.2.1. Does the department offer a number of program options leading to different degrees, diplomas and certificates (UG / PG / PG Diploma / Diploma Certificate)?
Based on NEP 2020



Regional
Marwadi University

1.2.2 Does the curriculum offer electives (Open Electives/ Skill Enhancement/ Ability Enhancement etc)?

1.2.3 Are new programs and program combinations developed / adopted to meet the needs of the students and the society?

1.2.4 Are the students offered a number of value added courses to provide them enhanced knowledge?

1.2.5 Does the university provide for inter-university credit transfers?

1.3 Best Practices in Curricular Aspects (20)

1.3.1 Is the frequency of curriculum revision adequate?

1.3.2 Are any leading universities at national and international levels referred to for curriculum updates?

1.3.3 Does the curriculum have emerging thrust areas including interdisciplinary areas?

1.3.4 Do the faculties take initiative in the curriculum revision based on the feedback from stakeholders?

1.4 Feedback on Curriculum (30)

1.4.1 Feedback from alumni

1.4.2 Feedback from employers



CRITERION II: TEACHING AND LEARNING (100)

2.1 Teachers' Quality (75)

- 2.1.1 What is the percentage of teachers with Ph.D qualification?
- 2.1.2 What percentage of teaching positions are filled against sanctioned posts?
- 2.1.3 Is the faculty recruitment process systematic, rigorous and transparent?
- 2.1.4 Are the faculty development programs initiated and utilized?
- 2.1.5 Do the faculties receive incentives / awards / recognitions for their achievements?
- 2.1.6 Does the faculty demonstrate creativity and innovation in teaching methodology?

2.2 Teaching Learning Process (25)

- 2.2.1 Are the teaching program schedule and methodologies planned and organized in advance?
- 2.2.2 List different methodologies/ pedagogies used for teaching.
- 2.2.3 Is educational technology effectively used (audio – visual aids)?
- 2.2.4 Are the library resources used effectively to maximize the teaching-learning process?
- 2.2.5 Are the laboratory equipment / field experiences used effectively to maximize the teaching-learning process?
- 2.2.6 Effectiveness in implementing Blooms' taxonomy

CRITERION III: Assessment & Evaluation (100)

3.1 Assessment Process (50)

- 3.1.1 Is there a provision for continuous evaluation and monitoring students progress?
- 3.1.2 How many mid-sem exams are conducted?
- 3.1.3 Adherence to syllabus percentage for mid sem examinations (Mid sem 1 - first half, mid sem 2 - second half)
- 3.1.4 Feedbacks to students after the mid sem examinations properly given
- 3.1.5 Are the student grievances regarding evaluation results addressed

3.2 Evaluation Process (50)

- 3.2.1 Transparency in the evaluation process
- 3.2.2 Time frame adherence
- 3.2.3 Examination registration process
- 3.2.4 Reassessment process
- 3.2.5 Are the student grievances regarding evaluation results addressed



CRITERION IV: RESEARCH CONSULTANCY AND EXTENSION (200)

4.1 Promotion of Research (30)

- 4.1.1 Does the department faculty use research funds (seed money)?
- 4.1.2 List the research facilities in terms of laboratory equipment, research journals and research incentives available in the department.
- 4.1.3 List the factors that encourage and promote research culture (eg. teaching workload remission, opportunities for attending conferences etc.) in the department.
- 4.1.4 Does the department initiate research by collaborating with other research organizations / industry?
- 4.1.5 What recognitions are received by the department in terms of research guidance?
- 4.1.6 Does the department establish research committees for promoting and directing research establishment of specific research units / centers?
- 4.1.7 Are meetings organized by the research committee periodically?
- 4.1.8 Does the department undertake activities to promote research culture?

4.2 Research and Publication Output (50)

- 4.2.1 Is there significant faculty involvement in Research?
- 4.2.2 Does the department apply for a significant number of major and minor research projects?
- 4.2.3 Does the department apply for a significant quantum of research grants from external agencies?

- 4.2.4 Are the contributions in terms of Ph.D. students significant?
- 4.2.5 Has the department received research recognition and awards (including patents)?
- 4.2.6 Has the department research contributed to the industry's requirements / productivity?
- 4.2.7 Are the research facilities enhanced through research projects?
- 4.2.8 Are a significant number of research articles published in reputed / refereed journals?
- 4.2.9 Has the department published books and proceedings based on research work citation index / impact factor?

4.3 Consultancy (30)

- 4.2.1 Does the department publicize the expertise available for consultancy services?
- 4.2.2 Does the department render consultancy services to local industries?
- 4.2.3 Does the department render consultancy services to the government?
- 4.2.4 Does the department render consultancy services to Non- government organizations / community / public?
- 4.2.5 Are the resources (financial and material) generated through consultancy services?
- 4.2.6 Are the mutual benefits accrued due to consultancy?

4.4 Extension Service (30)

Does the department:

- 4.4.1 Promote extension activities?



- 4.4.2 Organize a need-based extension Programme?
- 4.4.3 Allow participation of students and faculty in extension programs?
- 4.4.4 Organize NSS / NCC activities?
- 4.4.5 Receive awards and recognitions for extension activities?
- 4.4.6 Have an impact of extension activities on the community evaluation, review and upgrading the extension programmes?
- 4.4.7 Establish partnerships with industry, community and NGOs for extension activities?

4.5 Collaborations (20)

Does the department have Collaborations:

- 4.5.1 At institution level / local level?
- 4.5.2 At national / state level?
- 4.5.3 At international level?
- 4.5.4 Type and details of organizations collaborated
- 4.5.5 Mention the total number of MoUs and the number of active MoUs

4.6 Conference/Seminars/Workshops Conduction (20)

- 4.6.1 Mention the title of the conference/ workshop/ seminars conducted
- 4.6.3 Give the details of the collaborative bodies

4.7 Skill Enhancement Certificate Courses (20)

4.7.1 Mention the name of the organization offering the skill enhancement courses

4.7.2 What skills are provided in the certificate courses?



CRITERION V: INFRASTRUCTURE AND LEARNING RESOURCES (100)

5.1 Physical Facilities (60)

- 5.1.1 Number of classrooms : required vs actual
- 5.1.2 Number of labs : required vs actual
- 5.1.3 Number of computer systems : required vs actual
- 5.1.4 Number of printers/ other equipment : required vs actual
- 5.1.5 Are the department's infrastructure facilities being utilized optimally?

5.2 Library as a Learning Resource (40)

- 5.2.1 What is the number of titles of books in the library: required vs actual
- 5.2.2 What is the number of journals (national + international) and other library resources (e-resources): required vs actual
- 5.2.3 Are the library resources augmented every year with newer editions and titles?
- 5.2.4 Does the department have a library advisory committee and does it function effectively?



CRITERION VI: STUDENT SUPPORT AND PROGRESSION

(100)

6.1 Student Progression (30)

- 6.1.1 Does the department monitor student progression?
- 6.1.2 Does the department make efforts to reduce the drop-out rate?
- 6.1.3 What is the percentage progression to higher studies
 - From UG to PG./ From PG to Research
- 6.1.4 What is the average academic performance?
- 6.1.5. Strategies adopted for slow learners

6.2 Student Support (50)

- 6.2.1 Does the department ensure departmental information access and dissemination?
- 6.2.2 Does the department have adequate student welfare measures (scholarships, free ships, etc.)?
- 6.2.3 Does the department offer adequate counseling services?
- 6.2.4 Does the department offer adequate placement services?
- 6.2.5 Support for entrepreneurship
- 6.2.6 Alumni association functioning

6.3 Student Activities (20)

Does the department:

- 6.3.1 Organize student cultural activities?
- 6.3.2 Have access to and use of recreational / leisure time activities for students?
- 6.3.3 Encourage students' participation in institutional sports events?
- 6.3.4 Encourage students' participation in state-level sports events?
- 6.3.5 Encourage students' participation in national-level sports events?
- 6.3.6 Encourage students' participation in international-level sports events?

CRITERION VII: GOVERNANCE AND LEADERSHIP (100)

7.1 Departmental Vision and Leadership (20)

- 7.1.1 Are the vision, mission and goals of the department in tune with the objectives of higher education?
- 7.1.2 Does the department practice management by fact, information and objectives?
- 7.1.3 Are there any reforms in education (structure and resources)?

7.2 Organizational Arrangements (30)

- 7.2.1 Is the structural organization as per the norms?
- 7.2.2 Are the informal arrangements and committees present and working effectively?
- 7.2.3 Does decentralization and participative management exist?
- 7.2.4 Is there coordination of all statutory bodies and advisory committees like BoS?
- 7.2.5 Is there effective functioning of the grievance cell?
- 7.2.6 Is there a cell for preventing sexual harassment?

7.3 Financial Management and Resource Mobilization (30)

- 7.3.1 Are there any budgetary provisions for academic and administrative activities (including maintenance)?



7.3.2 Is the budget utilized optimally?

7.3.3 Does the department monitor financial management practices through internal audit?

7.4 Quality of Governance and Leadership (20)

7.4.1 Does the department have a system structure?

7.4.2 Does the department have system functions?

7.4.3 Does the department experience student participation in quality enhancement / quality assurance?

7.4.4 Does the department continuously add value to students through enhancement in the quality of education?



CRITERION VIII: INNOVATION & BEST PRACTICES (100)

8.1 Innovative Practices (20)

- 8.1.1 Significance of innovative practices
- 8.1.2 Effectiveness in implementing innovative practices
- 8.1.3 Feedback and review at regular intervals

8.2 Stakeholder Relationships (30)

- 8.2.1 Are the stakeholders involved in planning, implementing and evaluating the academic programmes?
- 8.2.2 How is the overall climate conducive to learning?
- 8.2.3 What are the key factors that attract students and stakeholders resulting in stakeholder satisfaction?
- 8.2.4 Is there an elicited cooperation from all stakeholders to ensure overall development of the students considering the curricular and co-curricular activities, research, community orientation and the personal/spiritual development of the students?

8.3 University Practices (50)

- 8.3.5 Does the university anticipate public concerns with current and future programme offerings and operations?
- 8.3.6 Does the university promote social responsibilities and citizenship roles among the students?



8.3.7 Are there any efforts made by the university to bring in community-orientation in its activities?

8.3.8 Does the university actively support and strengthen the neighborhood communities – identify community needs and determine areas of emphasis for organizational involvement and support?

8.3.9 Is the student satisfaction relative to academic benchmarks-update the approach in view of the current and future educational needs and challenges?

8.3.10 Does the university build relationships:

- To attract and retain students
- To enhance student's performance and
- To meet their expectations of learning


8.3.11 Does the university's complaint management process-ensure that complaints are resolved promptly and effectively, aggregated and analyzed for use in the improvement of the organization, and used for better stakeholder-relationship and satisfaction?

8.3.12 What is the societal perception of stakeholders (including parents, alumni and others)?

8.3.13 Does the university focus on social responsibilities?

8.3.14 Are there any evidence for student satisfaction?

8.3.15 Effectiveness of central level committees


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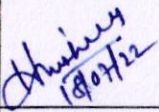
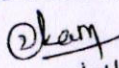
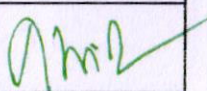
Marwadi Chandarana Group

Faculty of Management Studies

Academic Audit - 2022

Date: July 18, 2022

Audit Team:

Sr. No.	Designation	Name	Signature
1	External Auditor	Dr. Hrudanand Misra Additional Director, Institute of Management, Nirma University	 18/07/22
2	Internal Auditor	Dr. Rahul Nikam Associate Professor, Faculty of Law Marwadi University	 18/07/22
3	Dean, Academic Affairs	Dr. R. Sridaran	

Academic and Administrative Audit (AAA) (Version - 1.1)

1: QUALITY OF CURRICULUM

1.1 Curriculum Design and Development						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.1.1	The curriculum design is aligned with the Institute/Department's vision and mission					✓
1.1.2	The curricula developed is relevant to the regional/national development needs					✓
1.1.3	The curriculum design is suitable for meeting the overall development of students					✓
1.1.4	Employability is a major consideration in the overall development of the curriculum					✓
1.1.5	The curriculum design develops global competencies					✓
1.1.6	The curriculum includes value-based education					✓
1.1.7	Consultation with academic experts (within and outside the university) is effectively done for development of the curricula				✓	

1.1.8	The industry or employment sector is consulted through the curriculum development process				✓	
1.1.9	The faculty's involvement in the curriculum development process					✓

1.2 Academic Flexibility						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.2.1	The department offers a number of program options leading to different degrees, diplomas and certificates (UG / PG / PG Diploma / Diploma Certificate)? Based on NEP 2020					✓
1.2.2	The curriculum offers electives (Open Electives/ Skill Enhancement/ Ability Enhancement etc					✓
1.2.3	New programs and program combinations are developed / adopted to meet the needs of the students and the society					✓
1.2.4	Students are offered value additions in collaboration with industry partners					✓



1.2.5	The university provides opportunity for inter-university credit transfers		✓			
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1.3 Best Practices in Curricular Aspects						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.3.1	The frequency of curriculum revisions is adequate					✓
1.3.2	The details on process followed for the curriculum development is available					✓
1.3.3	The curriculum has emerging thrust areas including interdisciplinary areas					✓
1.3.4	The faculties take initiative in the curriculum revision based on the feedback from stakeholders					✓
1.3.5	The best practices of the department along with its objectives and outcomes are listed				✓	

1.4 Feedback on Curriculum						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.4.1	The feedbacks from alumni are available		✓			
1.4.2	The feedbacks from employers are available				✓	
1.4.3	Feedbacks are analyzed and appropriate actions are initiated.					✓

Remarks

1. Increase more participation of external i.e. industry experts and alumni in the process of curriculum design and development.
2. Inter-University credit transfer needs to be made available to the PG Programme.
3. In curriculum revision based on the feedback involved more alumni, industry experts and academicians.
4. To identify slow learners remedial class must be reflected in the time table as a best practices.



2: TEACHING & LEARNING

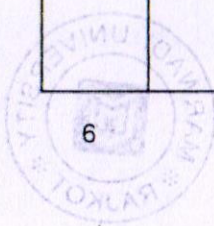
2.1 Teachers' Quality						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
2.1.1	The percentage of teachers with Ph.D. qualification is adequate					✓
2.1.2	The faculty development programs are initiated and utilized				✓	
2.1.3	The faculties receive incentives / awards / recognitions for their achievements					✓
2.1.4	The faculties demonstrate creativity and innovation in teaching methodology				✓	

2.2 Teaching Learning Process						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
2.2.1	The teaching program schedule and methodologies are planned and organized in advance					✓



2.2.2	Varieties of methodologies/ pedagogies used for teaching are listed					✓
2.2.3	Educational technology is effectively used (Eg., audio – visual aids)					✓
2.2.4	The library resources are used effectively to maximize the teaching-learning process					✓
2.2.5	The laboratory equipment / field experiences are used effectively to maximize the teaching-learning process					✓
2.2.6	Laboratory Names, Establishment and Investment made for each lab are displayed					✓
2.2.7	Blooms' taxonomy is effectively implemented					✓
2.2.8	Field Visits, Expert Talks, Workshops etc are organized regularly					✓
2.2.9	Association with professional bodies is active					✓

2.3 Academic Management						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree



2.3.1	Documents for class observations are maintained					✓
2.3.2	Transparency while allocating the subject to faculty is present and documented					✓
2.3.3	Documents proving the frequency of meetings of subject mentors are available				✓	
2.3.4	MoM of faculty board meetings are available					✓
2.3.5	Students' grievances regarding the academics are handled					✓
2.3.6	Effective guidance for choosing electives					✓
2.3.7	MoM of weekly review/ coordination meetings are available				✓	

Remarks

1. Department should organize more FDP programmes and conferences.
2. Include Lab-Work in the teaching methodology as well as office law for meeting students.
3. Enhance more national and International professional body membership.
4. Minutize weekly review of the coordination meeting.

3: ASSESSMENT

3.1 Assessment Process						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
3.1.1	There is a provision for continuous evaluation and monitoring students progress					✓
3.1.2	A list of number of mid-sem/ mid-year exams conducted is provided					✓
3.1.3	There is effective adherence to syllabus percentage for mid sem examinations (Mid sem 1 - first half, mid sem 2 - second half)					✓
3.1.4	Feedbacks to students after the mid sem examinations properly given				✓	
3.1.5	The student grievances regarding evaluation results are addressed					✓
3.1.6	Strategic coaching for slow learners is implemented successfully				✓	
3.1.7	Extra motivation is offered to the fast learners					✓

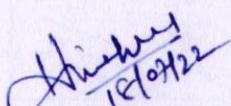
3.1.8	Variety of assessment methods in continuous assessment evaluation exists					✓
3.1.9	The rubrics plan for all subjects are available					✓

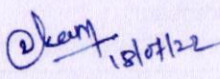
Remarks

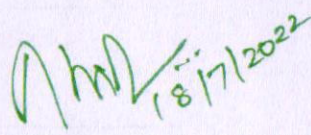
1. Make feedback available to students through LMS

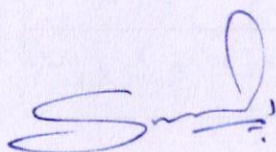
General Observation:

1. Enhance the research output in terms of publications, projects and joint project or publication.
2. Enhance the collaborative teaching partnering with the industry.
3. To add revenue and synergy to department to collaborate with Industry for MDP programmes.


External Expert


Internal Expert


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Academic Affairs


Dean,
Faculty

Provost,
Marwadi University


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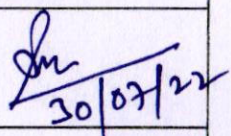
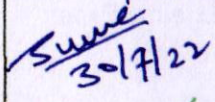
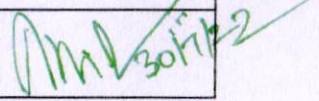
Marwadi Chandarana Group

Department of Computer Engineering
Faculty of Engg & Tech

Academic Audit - 2021-22

Date: 30/07/2022

Audit Team:

Sr. No.	Designation	Name	Signature
1	External Auditor	Dr.Sudeep Tanwar Professor, Nirma University, Ahmedabad	 30/07/22
2	Internal Auditor	Dr.Sunil Bajaja, Associate Professor, FCA, Marwadi University	 30/7/22
3	Dean, Academic Affairs	Dr. R. Sridaran	 30/7/22



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Academic and Administrative Audit (AAA) (Version - 1.1)

1: QUALITY OF CURRICULUM

1.1 Curriculum Design and Development						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.1.1	The curriculum design is aligned with the Institute/Department's vision and mission			√		
1.1.2	The curricula developed is relevant to the regional/national development needs				√	
1.1.3	The curriculum design is suitable for meeting the overall development of students			√		
1.1.4	Employability is a major consideration in the overall development of the curriculum			√		
1.1.5	The curriculum design develops global competencies				√	
1.1.6	The curriculum includes value-based education				√	
1.1.7	Consultation with academic experts (within and outside the university) is effectively done for development of					√



	the curricula					
1.1.8	The industry or employment sector is consulted through the curriculum development process					√
1.1.9	The faculty's involvement in the curriculum development process				√	

1.2 Academic Flexibility						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.2.1	The department offers a number of program options leading to different degrees, diplomas and certificates (UG / PG / PG Diploma / Diploma Certificate)? Based on NEP 2020		√			
1.2.2	The curriculum offers electives (Open Electives/ Skill Enhancement/ Ability Enhancement etc				√	
1.2.3	New programs and program combinations are developed / adopted to meet the needs of the students and the society		√			
1.2.4	Students are offered value additions in				√	

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	collaboration with industry partners					
1.2.5	The university provides opportunity for inter-university credit transfers					√

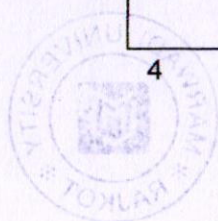
1.3 Best Practices in Curricular Aspects						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.3.1	The frequency of curriculum revisions is adequate					√
1.3.2	The details on process followed for the curriculum development is available			√		
1.3.3	The curriculum has emerging thrust areas including interdisciplinary areas		√			
1.3.4	The faculties take initiative in the curriculum revision based on the feedback from stakeholders				√	
1.3.5	The best practices of the department along with its objectives and outcomes are listed				√	



1.4 Feedback on Curriculum						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.4.1	The feedbacks from alumni are available		√			
1.4.2	The feedbacks from employers are available		√			
1.4.3	Feedbacks are analyzed and appropriate actions are initiated.		√			

Remarks

- 1) Involvement of stake holders in defining vision and mission statement was not evident like MOM, process, dissemination and also co-relationship of mission statements with courses(mapping).
- 2) Department need to define thrust area as per the respective bodies.
- 3) Although university has mentoring policies in place but there should be closed loop at end of the faculty members (in many cases, no mentoring was carried out for the last one year).
- 4) Exit surveys for the final year students need to be changed(format) and no action taken as well as close loop was not evident from documentation.
- 5) Mapping of existing curriculum to certain important parameters like employability, skill etc. was not evident from the documentation.
- 6) Department needs to carry out detailed exercise for adopting NEP 2020 (like pool of electives etc).
- 7) Process in revision of curriculum was not evident from documentation.



2: TEACHING & LEARNING

2.1 Teachers' Quality						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
2.1.1	The percentage of teachers with Ph.D. qualification is adequate		√			
2.1.2	The faculty development programs are initiated and utilized		√			
2.1.3	The faculties receive incentives / awards / recognitions for their achievements			√		
2.1.4	The faculties demonstrate creativity and innovation in teaching methodology				√	

2.2 Teaching Learning Process						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
2.2.1	The teaching program schedule and methodologies are planned and organized				√	

	in advance					
2.2.2	Varieties of methodologies/ pedagogies used for teaching are listed		√			
2.2.3	Educational technology is effectively used (Eg., audio – visual aids)					√
2.2.4	The library resources are used effectively to maximize the teaching-learning process					√
2.2.5	The laboratory equipment / field experiences are used effectively to maximize the teaching-learning process				√	
2.2.6	Laboratory Names, Establishment and Investment made for each lab are displayed					√
2.2.7	Blooms' taxonomy is effectively implemented		√			
2.2.8	Field Visits, Expert Talks, Workshops etc are organized regularly			√		
2.2.9	Association with professional bodies is active		√			

2.3 Academic Management

Sr.	Criteria	Scale
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No.		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
2.3.1	Documents for class observations are maintained				√	
2.3.2	Transparency while allocating the subject to faculty is present and documented					√
2.3.3	Documents proving the frequency of meetings of subject mentors are available					√
2.3.4	MoM of faculty board meetings are available					√
2.3.5	Students' grievances regarding the academics are handled					√
2.3.6	Effective guidance for choosing electives					√
2.3.7	MoM of weekly review/ coordination meetings are available				√	

Remarks

- 1) Department needs to put efforts to bring senior faculty members to MU (like Professors and Associate Professors).
- 2) No FDP, STTP etc. organized by the department.
- 3) Faculty members should be motivated to take part in outreach activities and this will motivate them to have awards etc. **
- 4) Creativity and innovation in teaching needs to be strengthen by the department.
- 5) Department needs to organize pedagogy sessions on every/alternate Saturdays to build up inter-faculty connect among faculty members.
- 6) In laboratories need to maintain utilization of each lab (Through one register etc).
- 7) Please change the existing Bloom's taxonomy with the revised one. Also, in some of the courses, CO- Bloom's taxonomy mapping was missing.

- 8) Department needs to open technical students club and give them separate identity like process, procedure, financial powers etc.
- 9) Close loop and actions taken in departmental MOM was missing.

3: ASSESSMENT

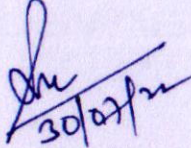
3.1 Assessment Process						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
3.1.1	There is a provision for continuous evaluation and monitoring students progress				√	
3.1.2	A list of number of mid-sem/ mid-year exams conducted is provided					√
3.1.3	There is effective adherence to syllabus percentage for mid sem examinations (Mid sem 1 - first half, mid sem 2 - second half)			√		
3.1.4	Feedbacks to students after the mid sem examinations properly given		√			

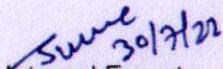
3.1.5	The student grievances regarding evaluation results are addressed					√
3.1.6	Strategic coaching for slow learners is implemented successfully				√	
3.1.7	Extra motivation is offered to the fast learners				√	
3.1.8	Variety of assessment methods in continuous assessment evaluation exists			√		
3.1.9	The rubrics plan for all subjects are available					√

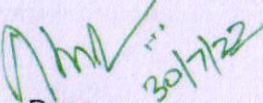
Remarks

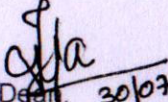
- 1) In IQAC report, coverage of all courses needs to be captured by the department.
- 2) Feedback about question papers was missing from the student's perspective.
- 3) Policy of PAC needs to be framed out and close loop should be there.
- 4) Assessment rubrics were completely missing.
- 5) Department needs to establish specialized labs from NVIDIA etc.
- 6) Department needs to focus more on research publications.
- 7) Seed project policy utilization was missing.
- 8) Faculty member should be encouraged to be the members of professional societies.
- 9) Extension activities were lacking in the department.
- 10) Every faculty member of the department needs to submit short/long term research plan to Head and follow the same strictly this will only improve the research outcome of the university.
- 11) Department needs to work hard to approach nearby companies to have research consultancies.
- 12) There is a requirement to appoint more lab staffs to manage 23 CS labs.
- 13) Mentor mentee process needs to be devised for faculty members of the department (like senior faculty members of the department should be assigned 2/3 junior faculty members to speed up research outcomes of the department.

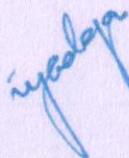



30/7/22
External Expert
(Sudeep Ranwar)


30/7/22
Internal Expert
Dr. Sunil Bajaj


30/7/22
Dean,
Academic Affairs


30/7/22
Dean,
Faculty



Provost,
Marwadi University





Marwadi University

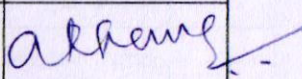
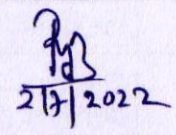
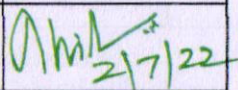
Marwadi Chandarana Group

Department of Civil Engineering
Faculty of Technology

Academic Audit 2022

Date: July 2, 2022

Audit Team:

Sr. No.	Designation	Name	Signature
1	External Auditor	Dr. Arvind Kumar Verma Dean, R&D and Adjunct Professor, BVM, Vallabh Vidyanagar, Anand	
2	Internal Auditor	Dr. Ramesh Boraniya, Associate Professor, Mechanical Engineering, Marwadi University	 21/7/2022
3	Dean, Academic Affairs	Dr. R. Sridaran	 21/7/22



Academic and Administrative Audit (AAA) (Version - 1.1)

1: QUALITY OF CURRICULUM

1.1 Curriculum Design and Development						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.1.1	The curriculum design is aligned with the Institute/Department's vision and mission					✓
1.1.2	The curricula developed is relevant to the regional/national development needs					✓
1.1.3	The curriculum design is suitable for meeting the overall development of students					✓
1.1.4	Employability is a major consideration in the overall development of the curriculum					✓
1.1.5	The curriculum design develops global competencies				✓	
1.1.6	The curriculum includes value-based education					✓
1.1.7	Consultation with academic experts (within and outside the university) is effectively done for development of the curricula					✓

1.1.8	The industry or employment sector is consulted through the curriculum development process				✓	
1.1.9	The faculty's involvement in the curriculum development process					✓

1.2 Academic Flexibility						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.2.1	The department offers a number of program options leading to different degrees, diplomas and certificates (UG / PG / PG Diploma / Diploma Certificate)? Based on NEP 2020				✓	
1.2.2	The curriculum offers electives (Open Electives/ Skill Enhancement/ Ability Enhancement etc					✓
1.2.3	New programs and program combinations are developed / adopted to meet the needs of the students and the society					✓
1.2.4	Students are offered value additions in collaboration with industry partners				✓	



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1.2.5	The university provides opportunity for inter-university credit transfers					✓
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1.3 Best Practices in Curricular Aspects

Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.3.1	The frequency of curriculum revisions is adequate				✓	
1.3.2	The details on process followed for the curriculum development is available					✓
1.3.3	The curriculum has emerging thrust areas including interdisciplinary areas					✓
1.3.4	The faculties take initiative in the curriculum revision based on the feedback from stakeholders					✓
1.3.5	The best practices of the department along with its objectives and outcomes are listed				✓	



1.4 Feedback on Curriculum						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1.4.1	The feedbacks from alumni are available					✓
1.4.2	The feedbacks from employers are available				✓	
1.4.3	Feedbacks are analyzed and appropriate actions are initiated.					✓

Remarks

The department has quite good practices of taking feedback from all the stakeholders and also implement the suggestions from them in the curriculum.

The open electives and program electives are offered as per the need and current demand, which are also market driven.



2: TEACHING & LEARNING

2.1 Teachers' Quality						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
2.1.1	The percentage of teachers with Ph.D. qualification is adequate				✓	
2.1.2	The faculty development programs are initiated and utilized					✓
2.1.3	The faculties receive incentives / awards / recognitions for their achievements					✓
2.1.4	The faculties demonstrate creativity and innovation in teaching methodology					✓

2.2 Teaching Learning Process						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
2.2.1	The teaching program schedule and methodologies are planned and organized in advance					✓

2.2.2	Varieties of methodologies/ pedagogies used for teaching are listed					✓
2.2.3	Educational technology is effectively used (Eg., audio – visual aids)					✓
2.2.4	The library resources are used effectively to maximize the teaching-learning process				✓	
2.2.5	The laboratory equipment / field experiences are used effectively to maximize the teaching-learning process					✓
2.2.6	Laboratory Names, Establishment and Investment made for each lab are displayed					✓
2.2.7	Blooms' taxonomy is effectively implemented					✓
2.2.8	Field Visits, Expert Talks, Workshops etc are organized regularly					✓
2.2.9	Association with professional bodies is active					✓

2.3 Academic Management						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree



2.3.1	Documents for class observations are maintained					✓
2.3.2	Transparency while allocating the subject to faculty is present and documented					✓
2.3.3	Documents proving the frequency of meetings of subject mentors are available				✓	
2.3.4	MoM of faculty board meetings are available					✓
2.3.5	Students' grievances regarding the academics are handled					✓
2.3.6	Effective guidance for choosing electives					✓
2.3.7	MoM of weekly review/ coordination meetings are available				✓	

Remarks

The teaching and learning processes are quite effective and it is student centric .

The system is quite transparent and this will help in the overall growth of teh students as a learner.



3: ASSESSMENT

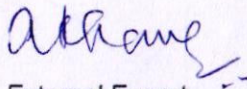
3.1 Assessment Process						
Sr. No.	Criteria	Scale				
		Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
3.1.1	There is a provision for continuous evaluation and monitoring students progress					✓
3.1.2	A list of number of mid-sem/ mid-year exams conducted is provided					✓
3.1.3	There is effective adherence to syllabus percentage for mid sem examinations (Mid sem 1 - first half, mid sem 2 - second half)					✓
3.1.4	Feedbacks to students after the mid sem examinations properly given					✓
3.1.5	The student grievances regarding evaluation results are addressed					✓
3.1.6	Strategic coaching for slow learners is implemented successfully					✓
3.1.7	Extra motivation is offered to the fast learners				✓	



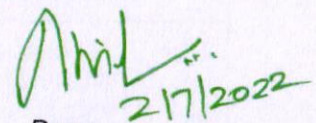
3.1.8	Variety of assessment methods in continuous assessment evaluation exists					✓
3.1.9	The rubrics plan for all subjects are available					✓

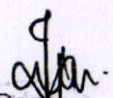
Remarks

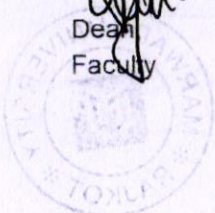
The assessment process is robust. However, extra efforts need to be given for further development of fast learners.

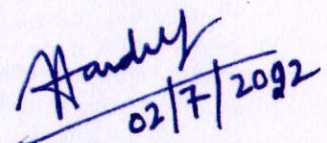

External Expert


2/17/2022
Internal Expert


2/17/2022
Dean,
Academic Affairs


Dean
Faculty




02/7/2022
Provost,
Marwadi University

Academic Audit Report
Department Name: Mechanical Engineering

Section I:GENERAL	Information
1.1 Name & Address of the Department:	B.Tech-Mechanical Engineering B.E – Mechanical Engineering
1.2 Year of Establishment:	2016
1.3 Current Academic Activities at the Department (Numbers):	
Programmes/ Courses offered:	B.Tech, M.Tech, Ph.D
Permanent Faculty Members:	35
Permanent Support Staff:	9
Students:	514
1.4 Three major features in the Department Context (As perceived by the Peer Team):	
1.5 Dates of visit of the Team (A detailed visit schedule may be included as Annexure):	28-1-21 (11-1.30pm)(google meet)
1.6 Composition of the Team which undertook the on- site visit:	
Chairperson	Dr P. Srinivasa Rao, Dr R Suresh Kumar
Member Co-ordinator	Dr N V Rachchh
Member	Dr P A Patel, Dr A V Sata, Dr R M Bhoraniya, Prof N J Chotai
Officer:	



Section II: CRITERION WISE ANALYSIS
Observations (Strengths and/or Weaknesses) on Key-Aspects

(It is not necessary to indicate all the three bullets each time; write only the relevant ones)

2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation: (For Affiliated Colleges)	<ul style="list-style-type: none"> • 1.1.2: In some courses, variation is to the tune of 50 to 70 %. Why? What difference it makes? Impact analysis need to be done with respect to the outcomes achieved by making such changes. • 1.1.3: Presently, Foundry Industries are the focus. Inter disciplinary courses also can be introduced in future to cater to other industries dealing with automation, robotics and other such allied industries. • Mechanism in identifying curricular gaps is to be mentioned.
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • 1.2.1.1: Only three new courses have been introduced during last five years in Marwad University syllabus. • Since the department is autonomous as institute has university status, more changes can be brought in based on brainstorming.
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • 1.3.2: There are more number of value added courses on humanities and only Rapid casting on Technical side. • More number of skill oriented value added courses can be planned • Recommended to add control engineering subject in syllabus (May be added as part of hydraulics and pneumatics control). • Skill courses mentioned in 1.2.1 if included in syllabus should be applicable to all students for better achievement of CO.
2.1.4 Feedback System:	<ul style="list-style-type: none"> • Stake holder's feedback on curriculum and teaching learning process should be taken for better achievement of outcomes.

2.2 Teaching-Learning & Evaluation:	
2.2.1 Student Enrollment and Profile:	<ul style="list-style-type: none"> • Good
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> • Good



2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • Course outcomes are framed on unit basis. Course outcomes should be written for skills developed by the student at the end of the course. • Some courses (example Elements of Civil Engineering 01CI0101) are addressing all POs which is impossible. Needs rectification. • There is no mention of Innovative and Best Practices adopted by the faculty except the use of ICT tools (2.3.2)
2.2.4 Teacher	<ul style="list-style-type: none"> • Good number of Ph.Ds. is available which adds to the quality of teaching learning process. • Most of the faculty are well experienced which is advantageous
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • No information was provided during presentation • Sample of evaluation not shown • The equal weightage for both internal and external evaluation of project work seems to be very balanced and encouraging.
2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • The overall PO attainment seems to be at around 50% which needs to be improved as the target is 60%. • Brainstorming required for introducing new and innovative TLP.

2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • Though the Funding for research is good, only two faculties are involved. • 2 patents filed in 2020 (Overall 4 in last 5 years) is encouraging. • Research and consultancy policy should be available on website at least for all staff of university.
2.3.2 Resource Mobilization for Research	<ul style="list-style-type: none"> • No information provided during presentation
2.3.3 Research Facilities:	<ul style="list-style-type: none"> • No research facilities in the department of Mechanical Engineering. • Rapid Casting & Automation helps in skill enhancement of students but not for research promotion
2.3.4 Research Publications and Awards:	<ul style="list-style-type: none"> • Good
2.3.5 Consultancy:	<ul style="list-style-type: none"> • Nil • Needs to be looked into. • Strategic planning required. • Revenue generation of around Rs 18Lacs from students training in Automation during last five years seems encouraging.
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> • No information provided
2.3.7 Collaborations	<ul style="list-style-type: none"> • For Student and faculty exchange is good and commendable • For research it is poor



2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	Good
2.4.2 Library as a Learning Resource:	Good
2.4.3 IT Infrastructure	<ul style="list-style-type: none"> • More value added courses in software simulation may require high end systems for mechanical engineering department in future.
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • Good

2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • Good
2.5.2 Student Progression:	<ul style="list-style-type: none"> • Good
2.5.3 Student Participation and Activities:	<ul style="list-style-type: none"> • Good

2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • Great visionaries. • Have roped in different foreign collaborations for exchange program
2.6.2 Strategy Development and Deployment	<ul style="list-style-type: none"> • Needs to be looked into. • Short and long term strategic planning is required
2.6.3 Faculty Empowerment Strategies	<ul style="list-style-type: none"> • Good
2.6.4 Financial Management and Resource Mobilization	<ul style="list-style-type: none"> • Good
2.6.5 Internal Quality Assurance System:	<ul style="list-style-type: none"> • Needs improvement

2.7 Innovations and Best Practices:	
2.7.1 Environment Consciousness:	<ul style="list-style-type: none"> • No information provided
2.7.2 Innovations:	<ul style="list-style-type: none"> • No information provided
2.7.3 Best Practices:	<ul style="list-style-type: none"> • No information provided



Section III: OVERALL ANALYSIS
Observations

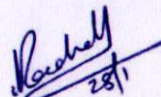
3.1 Department Strengths:	<ul style="list-style-type: none">• Catering to variety of students• Good placement and career guidance.• Established Rapid Casting & Automation lab.• Flexibility and autonomy• Good number of Ph.D.s• Good potential for research• Good potential for making innovative changes and adaptability
3.2 Department Weaknesses:	<ul style="list-style-type: none">• Research is poor• Consultancy Nil• Needs to improve on TLP• Underutilization of potential
3.3 Department Opportunities:	<ul style="list-style-type: none">• Potential to improve in Research and Consultancy• Good number of young and energetic faculty to bring required changes in TLP by adopting innovative and good practices• Locational advantage with huge number of industries for Mechanical Engineers• University status provides flexibility and autonomy
3.4 Department Challenges:	<ul style="list-style-type: none">• Getting Funded projects for Research• Developing Facilities for consultancy• Develop good TLP practices to enhance student learning outcome.• Train the faculty for OBE.



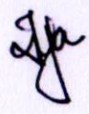
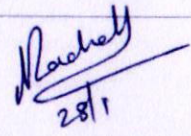
Section IV: Recommendations for the Department

- Train the faculty for OBE.
- Encourage faculty for Research and consultancy
- Develop Short and long term plans for the improvement of the department as far as Research and consultancy
- Impact analysis need to be done with respect to the outcomes achieved by making curriculum changes.
- Inter disciplinary courses can be introduced in future
- Recommended to add control engineering subject in syllabus
- Skill enhancing courses should be applicable to all students for better achievement of CO.
- Writing course outcomes and the number of outcomes addressed by the course should be revisited
- Stake holder's feedback on curriculum and teaching learning process should be taken for better achievement of outcomes
- Adjunct faculty from industry needs to be planned
- Research and consultancy policy should be made available on website at least for all internal staff of university.
- Alumni support at least in non-financial form like services and infrastructure support is appreciated

I agree with the Observation of the Peer Team as mentioned in this report.


Signature of the Head of the Department

Signatures of the Peer Team Members:

Name	Designation	Signature with date
Prof. R. B. JADEJA	Chairperson	
Dr. N. V. RACHCHH.	Member Coordinator	

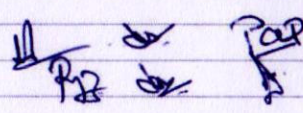
	Member	<u>Pop</u> R. J.
	Officer	↓

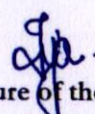
Place: online

Date: 28/01/2021



C. Profile of the Institution

Name of the Institution	Marwadi University		
	Place:Rajkot	State:Gujarat	
Date of visit	28-1-21		
Affiliating University	Marwadi University, GTU		
Status of the College			
Financial Category	Self-financing		
Type of College	Co-education		
No. of Departments	Arts:	Science:	Commerce:
	Any other:	Total:	
No. of Programmes	UG:	PG:	M.Phil:
	Ph.D:	Any other:	Total:
Year of Establishment	2009		
UGC Recognition	Under2 (f) and12 B: NA		
Location of the College	Rural		
Area of the campus (in acres)			
No. of Teachers	Men	Women	Total
Permanent:	35		
Temporary:			
Total no. of Teachers Ph. D:	10		
Total no. of Teachers M.Phil.:			
Total no. of Teachers P. G.:	25		
No. of Non-teaching staff:	Men	Women	Total
Technical Staff:	9		
Administrative Staff:			
No. of Students:	Men	Women	Total
UG:	470	7	477
PG:	13	1	14
M. Phil:			
PhD:	22	1	23
Any other:			
	Name		Signature with date
1. Chairperson:	Dr P. Srinivasa Rao, Dr R Suresh Kumar		
2. Member:	Dr N V Rachchh, Dr P A Patel, Dr A V Sata		
3. Member:	Dr R M Bhoraniya, Prof Nikhil Chotai		
4. Officer			


Signature of the Principal and Seal

Academic Audit Report

Department Name:

Section I: GENERAL	Information
1.1 Name & Address of the Department:	Department of ICT Marwadi University Rajkot Gujarat
1.2 Year of Establishment:	2017
1.3 Current Academic Activities at the	1
Programmes/ Courses offered:	B.E/ UG
Permanent Faculty Members:	
Permanent Support Staff:	
Students:	
1.4 Three major features in the Department Context (As perceived by the Peer Team):	An urban professional technical Department. Efforts by the Institute for the welfare of the department is observed. Encouragement for student and faculty development is observed.
1.5 Dates of visit of the Team (A detailed visit schedule may be included as Annexure):	18-01-2020 & 20-01-2020
1.6 Composition of the Team which undertook the on-site visit:	2 Persons
Chairperson	Dr. Sreenath Kashyap
Member Co-ordinator	Dr. Vivek Ram
Member	
Officer:	Prof. C.D. Paramar



Section II: CRITERION WISE ANALYSIS Observations (Strengths and/or Weaknesses) on Key-Aspects	
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation: (For Affiliated Colleges)	<ul style="list-style-type: none"> • Strategic Plan for the Period of 3-5 years can be implemented to attain the objectives of department in Curricular Planning
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • Conduct BOS meetings periodically and record the Minutes of Meeting (MOM). • Department Assessment Committee Minutes need to be Filed and updated.
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • Add More Value Added Courses which should be more than 36 hours per course. • Course structure (syllabus) expert name, Participants Attendance, Report with photographs need to be incorporated. • Include design experiments in lab courses for creativity and innovations.
2.1.4 Feedback System:	<ul style="list-style-type: none"> • Online feedback system for stake holders and course exit survey need to be created. • Maintain action taken report on feedback given by stake holders as MOM need to be updated and the same should be discussed in the College level Academic Committee and IQAC.

2.2 Teaching-Learning&Evaluation:	
2.2.1 Student Enrollment and Profile:	<ul style="list-style-type: none"> • Maintain copy of domicile certificate of other state students.
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> • Create a meeting platform for diverse student population to promote and support student diversity.
2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • Create Teaching Learning Centre at Institute Level to accelerate creative and critical thinking to develop the skills engaging latest technologies. • Enroll MOOC, Swayam, NPTEL, COURSERA certification courses to strengthen the Learning Process.
2.2.4 Teacher	<ul style="list-style-type: none"> • Deficiency in Ph.D and professor, Associate professor Cadre.
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • Blooms Taxonomy implementation is done and awareness is observed among teachers. • Evaluation mechanism exists but need to have idea among all the faculty members. • Scheme of evaluation need to be presented. • Projects, Seminars, Lab course Scheme of evaluation or the division of marks need to be properly documented.
2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • CO's for all courses is on proper place. • Calculation of CO-PO attainment level is to be presented in a proper systematic way. • Awareness of the process of CO-PO attainment among the faculty should be improved.



2.3 Research, Consultancy & Extension:

2.3.1 Promotion of Research:	<ul style="list-style-type: none">• Faculties need to complete the Ph.D. as early as possible.• All the faculties needs to enroll for Ph.D.
2.3.2 Resource Mobilization for Research	<ul style="list-style-type: none">• Create state of art labs for enhancing the research mobilization.
2.3.3 Research Facilities:	<ul style="list-style-type: none">• Create a fabrication lab at Department level and statistical lab at institute level.
2.3.4 Research Publications and Awards:	<ul style="list-style-type: none">•
2.3.5 Consultancy:	<ul style="list-style-type: none">• Improve the funded projects and consultancy activities.
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none">•
2.3.7 Collaborations	<ul style="list-style-type: none">• Collaborate the research activity in align with external organization

2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	<ul style="list-style-type: none"> • Geotagged Photos need to provided • Consolidated fund for Infrastructure development certified by CA need to provided. • Lab facility is extraordinary. • Project lab need to be shown along with utilization and awards for project, paper publications need to be shown in that physical location properly •
2.4.2 Library as a Learning Resource:	<ul style="list-style-type: none"> • Institute Level Data has not been Produced
2.4.3 IT Infrastructure	<ul style="list-style-type: none"> • Institute Level Data has not been Produced
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • Institute Level Data has not been Produced



2.5 Student Support and Progression:

2.5.1 Student Mentoring and Support:

- MOM of students mentoring and supporting activity of mentor to be recorded either in online or mentoring card.

2.5.2 Student Progression:

-

2.5.3 Student Participation and Activities:

- Improve the participation of flagship events conducted by IIT and NIT.

Programs related to Capability enhancement programs (IT, Life skills, Communication/ English, Interview skills need to be incorporated.



2.6 Governance, Leadership and Management:

2.6.1 Institutional Vision and Leadership:

•

2.6.2 Strategy Development and Deployment

•

2.6.3 Faculty Empowerment Strategies

•

2.6.4 Financial Management and Resource Mobilization

•

2.6.5 Internal Quality Assurance System:

•



2.7 Innovations and Best Practices:

2.7.1 Environment
Consciousness:

-

2.7.2 Innovations:

-

2.7.3 Best Practices:

-

Section III:OVERALLANALYSIS
Observations

3.1 Department Strengths:	<ul style="list-style-type: none"> • Good environment for student learning. • Technical aspects of the department are very good. • Project related exposure and awareness among students is observed. • Paper publications and research culture is imbibed among the faculty. • Seed money or funding for faculty enrichment like conference, workshops are available. • Student capability enhancement activities are organized. • Involvement of students in NSS activities is appreciable. • State of the art library and laboratories.
3.2 Department Weaknesses:	<ul style="list-style-type: none"> • Deficiency in Ph.D and Professor, Associate professor Cadre ratio. • Certificate and value added program is missing. • Awareness on CO PO attainment among faculty need to be emphasized. • STTP, FDP need to be organized for faculty of the department. • Procurement of Funds for FDP, Workshop from various bodies like AICTE, ATAL FDP, MEITY need be thought of. • All faculty should contribute in paper publications so that research publications can be strengthened. • MOUS need to be enhanced. • Lack of merit positions by students in University exams.
3.3 Department Opportunities:	<ul style="list-style-type: none"> • Utilization of resources by faculty is one key aspect which need to emphasized. • Encouragement for research can be done. • Lot of scope for acquiring the COE. • Department is started in 2017 so alumni connectivity should be properly maintained from this 1st pass out batch
3.4 Department Challenges:	<ul style="list-style-type: none"> • Language barrier among the students. • mprovement of communicative skills of students coming from rural and tribal areas. • Preparing students to meet global competitions.

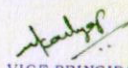
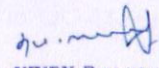

Section IV: Recommendations for the Department

- English proficiency need to strengthen among students as per international requirements.
- Linkages with Industry need to be strengthened.
- Student progression to higher degrees need to be enhanced.
- To train students more in number so that they can perform in national and international competitions.

I agree with the Observation of the Peer Team as mentioned in this report.

Signature of the Head of the Department

Signatures of the Peer Team Members:

Name	Designation	Signature with date
Dr. Sreenath Kashyap	Chairperson	 VICE PRINCIPAL Kommuri Pratap Reddy Institute of Technology Ghanpur (V), Ghatkesar (M), Medchal-Malkajgiri Dist-501301 T.S
Dr. Vivek Ram	Member Coordinator	 Dr. VIVEK.R B.E. M.Tech., Ph.D Director - Welfare High School and Nipca for Children M.K.Raman School of Logistics Valayam (V), (T.S) Cuddalore (Dt) - 605 704
	Member	
Prof. C.D Paramar	Officer	

Place:

Date:

C. Profile of the Institution

Name of the Institution	Place: _____ State: _____		
Date of visit			
Affiliating University			
Status of the College			
Financial Category	Self-financing		
Type of College	Co-education		
No. of Departments	Arts: _____	Science: _____	Commerce: _____
	Any other: _____	Total: _____	
No. of Programmes	UG: _____	PG: _____	M.Phil: _____
	Ph.D: _____	Any other: _____	Total: _____
Year of Establishment			
UGC Recognition	Under 2 (f) and 12 B: NA		
Location of the College	Rural		
Area of the campus			
No. of Teachers	Me	Wome	Tota
Permanent:			
Temporary:			
Total no. of Teachers Ph. D:			
Total no. of Teachers M.Phil.:			
Total no. of Teachers P. G.:			
No. of Non-teaching staff:	Me	Wome	Tota
Technical Staff:			
Administrative Staff:			
No. of Students:	Men	Women	Total
UG:			
PG:			
M.Phil:			
PhD:			
Any other:			
	Name		Signature with date
1. Chairperson:			
2. Member:			
3. Member:			
4. Officer			

Signature of the
Principal and Seal



FACULTY OF MANAGEMENT STUDIES

1ST ACADEMIC AUDIT-18TH JULY 2022

ACTION TAKEN REPORT

The academic audit of the MBA Program at the Faculty of Management Studies, Marwadi University was conducted on 18th July 2022 by the Audit Team.

The Audit team members were:

1. External Auditor – Dr. Hrudanand Misra – Additional Director, Institute of Management, Nirma University
2. Internal Auditor – Dr. Rahul Nikam, Associate Professor, Faculty of Law, Marwadi University
3. Dean, Academic Affairs – Dr. R. Sridharan, Marwadi University

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by the National Assessment and Accreditation Council.

This action taken report primarily focuses on the observations from the assessors where the department could not get the highest rankings.

Criteria#1 – Quality of Curriculum		
Sr. no.	General Observations	Action Taken
1.	Increase more participation of external i.e., industry experts and alumni in the process of curriculum design and development	<p><u>Inclusion of External Academic Experts:</u> Board of Studies already has representation of Two External Academic Experts.</p> <ol style="list-style-type: none"> 1. The SACs (<i>Subject area committees –group of faculties from same domain entrusted with in addition to other things developing and designing the program structure and syllabus</i>), have been advised to identify and add one External academic expert from their respective domain & invite them in SAC meetings for deliberations. 2. External Experts have been identified and the formal process of their inclusion in SAC will be completed by 31st Jan 2023. <p><u>Inclusion of Industry Experts:</u> Board of Studies already has representation of Two External Industry Experts.</p> <ol style="list-style-type: none"> 1. It has been decided to invite one more External Industry Expert as special invitee to the BOS meeting from the next meeting onwards. 2. A pool of 5 industry experts has been identified and they will be invited as special invitees on Rotational Basis. <p><u>Inclusion of Alumni:</u></p>

		<ol style="list-style-type: none"> 1. There is no representation of Alumni on the Board of Studies. 2. One Alumni will be invited as a special invitee from the next BOS meeting. <i>The alumnushas been identified.</i>
3.	<p>Inter-University credit transfer needs to be more available to the PG program</p>	<p>1. For Post Graduate Programme Credit Transfer: In general, Inter-university credit transfer is permissible, however, the faculty has not received any such application for inter university credit transfer in PG programme.</p> <p>2. For Under Graduate Programme Credit Transfer: Inter-university credit transfer is available in UG program. Every year, the faculty receives a few transfer applications from students of other universities. The department equivalence committees scrutinizes such applications recommends approval of such inter-university transfer cases.</p>
4.	<p>The curriculum revision based on the feedback involve more alumni, industry experts, and academicians</p>	<p>Alumni Feedback:</p> <ol style="list-style-type: none"> 1. Alumni's feedback on curriculum revision has been taken through google forms in Sep 2022. The feedback has been shared with the department for review and further action. 2. Henceforth, it is been decided to take the feedback every year in the month of May-June. <p>Industry Feedback:</p> <ol style="list-style-type: none"> 1. There is industry representation in the form of experts on the faculty board as well as the Board of Studies. 2. In addition to that, Industry experts shall be invited as a special invitee to SAC meetings. 3. Industry feedback was collected through Google Forms in the month of Nov, 2022. The same has been communicated to the department/SAC for further review and deliberation. 4. Additionally, as an ongoing process, Department Placement Coordinators will collect feedback from the industry experts on the revision of the curriculum during the Campus Interview/Mock Interview. <p>Academic Feedback: Board of Studies already has representation of Two External Academic Experts. The feedback from the faculty is collected at the end of each semester regarding curriculum revision. The same is proposed to continue.</p>
5.	<p>To identify slow learners, the remedial class must be reflected in the</p>	<p>The department has been conducting remedial sessions for slow learners. However, the same was not shown in the time table. The same has been taken care of now.</p>



	timetable as a best practice	<p>Slow learners will be identified based on the following parameters.</p> <ol style="list-style-type: none"> 1. Midterm Examinations 2. Attendance Percentage 3. Performance in Assignments/ Projects 4. University Examination 5. Attentiveness/General Awareness and Ability to answer the questions in the class 6. General Observation by the Subject faculties, Class coordinators, and Mentors.
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CRITERIA#2 – TEACHING AND LEARNING

Sr. no.	General Observations	Action Taken
1.	The department should organize more FDP programs and conferences	<p>Faculty Development Programme/Capacity Building Programmes conducted by Department:</p> <ol style="list-style-type: none"> 1. 9-1-2021 to 3-6-2021 - MS Excel Training for Faculty Members 2. 17-5-2021 to 21-5-2021 - AICTE Training and Learning Academy (Atal) online one week FACULTY DEVELOPMENT PROGRAM on “Social Enterprise Management and Self-Reliant India” 3. 23-4-2022 - One day Workshop on Micro Teaching 4. 26-7-2022 to 30-7-2022 – One-week Faculty Development Programme on Research Methodology and Data Analysis 5. 27th August 2022- One-day Symposium on Universal Human Values. <p>Following is scheduled/on-going for the next year:</p> <ol style="list-style-type: none"> 1. Faculty development Programme on Excel: Power Tools (Internal) – Going on (Started October 2022, to be completed by January 2023) 2. One-week FDP on Research Methodology– Scheduled in July 2023 3. 5-day FDP on Contemporary Developments in Commerce and Accounting – In collaboration with ICAI, tentatively in Aug 2023. 4. One International Conference – Scheduled in Nov/Dec 2023
2.	Include Lab-work in the teaching methodology as well as office law for meeting students	<p><u>Lab work in the teaching methodology</u></p> <p>Lab work is included in the teaching of the following subjects</p> <ol style="list-style-type: none"> 1. Advanced Excel 2. SPSS 3. Business forecasting using E-Views. 4. Data Mining for Business Analytics using R 5. Python Programming 6. Power BI 7. Big Data Analytics 8. Marketing Analytics 9. HR Analytics



		<p>10. Finance Analytics 11. Supply Chain Analytics 12. Hadoop & Apache Spark 13. MATLAB 14. Tableau</p> <p>Office Practices/Law for Meeting students All Faculty members have been advised to earmark one slot in the weekly timetable for meeting students (for their respective subjects).</p>
3.	Enhance more national and international professional body membership	<p>1. All Faculty members have been advised to take up membership of at least one professional association pertaining to their area of expertise. 2. Will be achieved by 31st March, 2023.</p>
4.	Minute weekly review of the coordination meeting	<p>1. The Class coordinator meetings are conducted every 15 days 2. Departmental meetings are conducted once every month. 3. MOMs are available.</p>

CRITERIA#3 – ASSESSMENT

Sr. no.	General Observations	Action Taken
1.	Make Feedback available to students through LMS	Mid-term & End term feedback both are now available through the students' portal and question paper review is done in the classroom by the respective faculty members.
2.	Enhance the research output in terms of publication, projects, and joint projects or publications.	<p>Steps taken towards Enhancing the research output</p> <ol style="list-style-type: none"> 1. Research projections for the next year (2023) have been finalized 2. Beginning January 2023 Research seminars to be conducted every fortnight 3. Each faculty to publish minimum one indexed research paper every year 4. Each faculty to attend minimum one research conference every year 5. Each professor to submit minimum two research projects every year 6. One FDP on research methodology / research tools to be conducted every year 7. A list of open-source resources has been compiled and shared with all the faculty members 8. Acknowledgment of faculty publications in each faculty council meeting, on email and on social media 9. List of approved professional bodies and associations for membership is shared with all the faculty members 10. Faculties are sensitized towards improving faculty publications in each faculty council meeting 11. In the same line, the research policy has been amended by the university research office in order to encourage the faculty towards



		<p>research and publication</p> <p>12. Initiatives to procure research databases and corporate and economic databases have started and below is the status of the same:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Database</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EBSCO</td> <td>Discussion in process</td> </tr> <tr> <td>2</td> <td>Scopus</td> <td>Discussion in process</td> </tr> <tr> <td>3</td> <td>CMIE Prowess IQ</td> <td>Demo session organized and proposal submitted</td> </tr> <tr> <td>4</td> <td>CMIE Economic Outlook</td> <td>Demo session organized, proposal submitted and trial access activated</td> </tr> </tbody> </table> <p>Steps to be taken in the next year to enhance research output</p> <ol style="list-style-type: none"> Books focused on domain-based research to be identified by respective Subject Area Committees and recommended for procurement Post the discussion with university research office, Scopus and EBESCO databases to be procured DRC is planning to conduct workshops on research project writing in the coming academic year DRC is planning to conduct workshop on identifying fake, predatory and cloned journals in the coming academic year 	S. No.	Database	Status	1	EBSCO	Discussion in process	2	Scopus	Discussion in process	3	CMIE Prowess IQ	Demo session organized and proposal submitted	4	CMIE Economic Outlook	Demo session organized, proposal submitted and trial access activated
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3.	Enhance the collaborative teaching partnership with the Industry	<table border="1"> <thead> <tr> <th>Name of Organization</th> <th>Objective/Intent of MoU</th> </tr> </thead> <tbody> <tr> <td>The Institute of Chartered Accountants of India</td> <td> <ol style="list-style-type: none"> A 36-Hr Skilling course titled TEL (Teach, Earn and Learn) will be offered to BCom students in collaboration with ICAI from coming semester. A 2 – day Workshop on Practical Aspects of Accounting and Taxation will be conducted in collaboration with ICAI in the coming semester. Summer Internships to limited number of BCom students will be provided under practicing CAs in collaboration with ICAI. </td> </tr> <tr> <td>Upgrad</td> <td> <p>Courses from Industry Experts being conducted by Upgradfor MBA Business Analytics students.</p> <p>Internships in the Analytics domain provided to MBA BA students</p> </td> </tr> </tbody> </table>	Name of Organization	Objective/Intent of MoU	The Institute of Chartered Accountants of India	<ol style="list-style-type: none"> A 36-Hr Skilling course titled TEL (Teach, Earn and Learn) will be offered to BCom students in collaboration with ICAI from coming semester. A 2 – day Workshop on Practical Aspects of Accounting and Taxation will be conducted in collaboration with ICAI in the coming semester. Summer Internships to limited number of BCom students will be provided under practicing CAs in collaboration with ICAI. 	Upgrad	<p>Courses from Industry Experts being conducted by Upgradfor MBA Business Analytics students.</p> <p>Internships in the Analytics domain provided to MBA BA students</p>									
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Upgrad	<p>Courses from Industry Experts being conducted by Upgradfor MBA Business Analytics students.</p> <p>Internships in the Analytics domain provided to MBA BA students</p>																
4.	To add revenue and synergy to the department to collaborate with industry for MDP Programme	<p>One MDP on <i>Leadership and Value Based Management</i> for CA Professionals has been proposed to ICAI. (<i>Tentatively in the month of April</i>) Faculty members have been identified. Proposal to ICAI has been submitted.</p>															

Sr. No.	Auditors' Comments / Suggestions	Post Audit Action Taken
1: Quality of Curriculum		
1	Involvement of stake holders in defining vision and mission statement was not evident like MOM, process, dissemination and also co-relationship of mission statements with courses (mapping).	
2	Department need to define thrust area as per the respective bodies.	
3	Although university has mentoring policies in place but there should be closed loop at end of the faculty members (in many cases, no mentoring was carried out for the last one year).	Faculty coordinator is appointed at department level to strengthen mentoring system of the student.
4	Exit surveys for the final year students need to be changed (format) and no action taken as well as close loop was not evident from documentation.	It is already implemented in our ERP system as per guidelines from NAAC.
5	Mapping of existing curriculum to certain important parameters like employability, skill etc. was not evident from the documentation.	Revision in the curriculum is underway.
6	Department needs to carry out detailed exercise for adopting NEP 2020 (like pool of electives etc.).	Revision in the curriculum is underway.
7	Process in revision of curriculum was not evident from documentation.	Revision as per guidelines of UGC/AICTE is underway. Based on it curriculum of Semester 1 to 4 is already revised.
2: Teaching & Learning		
1	Department needs to put efforts to bring senior faculty members to MU (like Professors and Associate Professors).	Department is under the process of recruitment.
2	No FDP, STTP etc. organized by the department.	STTP is organized by the department on Research Analysis and Evaluation Techniques in December – 2022.
3	Faculty members should be motivated to take part in outreach activities and this will motivate them to have awards etc.	Counselling of faculty is carried out in faculty meeting.
4	Creativity and innovation in teaching needs to be strengthen by the department.	Various teaching and learning pedagogy is implemented by the faculties.
5	Department needs to organize pedagogy sessions on every/alternate Saturdays to build up inter-faculty connect among faculty members.	Alternate Saturdays, FDPs are arranged.
6	In laboratories need to maintain utilization of each lab (Through one register etc).	It is not feasible to take record of every student entering the lab during regular lab sessions. Instead of that the lab attendance is already maintained in the ERP system.
7	Please change the existing Bloom's taxonomy with the revised one. Also, in some of the courses, CO-Bloom's taxonomy mapping was missing.	It is already implemented in the academic through ERP system.
8	Department needs to open technical students club and give them separate identity like process, procedure, financial powers etc.	Programming Club started for the students of 2 nd year. Progressively different clubs like Web development, Data Visualization, etc. will be started.

9	Close loop and actions taken in departmental MOM was missing.	The suggestion will be implemented in more effective way.
3: ASSESSMENT		
1	In IQAC report, coverage of all courses needs to be captured by the department.	
2	Feedback about question papers was missing from the student's perspective.	Question paper review will be carried out in upcoming Board of Studies meeting by the expert.
3	Policy of PAC needs to be framed out and close loop should be there.	Categorization of the students based on their mid semester exam result was done and corresponding tasks and extra activities were planned to improve the performance of the students.
4	Assessment rubrics were completely missing.	It is already implemented in the ERP system. It is mandatory for the faculty to plan Course Outcomes and map them with Program Outcomes.
5	Department needs to establish specialized labs from NVIDIA etc.	Department has established Intel – Centre of Excellence to train students and faculties in the area of high performance computing, AI, ML and IoT.
6	Department needs to focus more on research publications.	Counselling of faculty is carried out in faculty meeting to motivate faculties to grow their career in research domain.
7	Seed project policy utilization was missing.	
8	Faculty member should be encouraged to be the members of professional societies.	Faculties will take the benefit of the policy implemented at University level to be the members of professional society.
9	Extension activities were lacking in the department.	
10	Every faculty member of the department needs to submit short/long term research plan to Head and follow the same strictly this will only improve the research outcome of the university.	It will be implemented soon.
11	Department needs to work hard to approach nearby companies to have research consultancies.	
12	There is a requirement to appoint more lab staffs to manage 23 CS labs.	Recruitment process is underway.
13	Mentor mentee process needs to be devised for faculty members of the department (like senior faculty members of the department should be assigned 2/3 junior faculty members to speed up research outcomes of the department.)	Department will create action plan for the same.

Prof. Hardik Doshi
Head – CE

Prof. (Dr.) R. B. Jadeja
Dean, Faculty of Technology



Action Taken Report for the comments received in Academic Audit dated 02/07/2022.

Sr. No.	Auditors' Comment / Suggestion	Post Audit Action Taken
1	<p>The department has good practices of taking feedbacks from all the stakeholders and also implementing the suggestions from them in the curriculum. The open electives and program electives are offered as per the need and current demand, which are also market driven.</p>	<p>The department is thankful to the honorable auditors for appreciation of the efforts.</p>
2	<p>The teaching and learning processes are quite effective and it is student centric. The system is quite transparent and this will help in the overall growth of the students as learners.</p>	<p>The department is thankful to the honorable auditors for appreciation of the efforts.</p>
3	<p>The assessment process is robust However; extra efforts need to be given for further development of fast learners.</p>	<p>The department is thankful to the honorable auditors for appreciation of the efforts. To improve the assessment component as per the suggestion, the department has started to offer special engaging activities namely;</p> <ol style="list-style-type: none">1. Participation in the technical competitions at state and national levels2. Internship and training at premier institutes and companies. For example, during the current academic year total of six students from semester 7 were given an opportunity to work at the CSIR Roorkee in various topics of their interest. There were all the fast learners and obtained good academic performance.3. Conducted mock PI for the candidates to have clarity in their thoughts and remove fear of the interviews.4. Motivated and mentored the students to work interdisciplinary. Two of the student groups are working on converting instrument in the digital mode.

Prof. (Dr.) Tarak Vora
Professor & Head
Civil Engineering Department

INTERNAL AUDIT REPORT

(Administration)

2022

Published Date: **February 28th, 2022**

Venue: **MU Campus, Rajkot**

Administrative Audit enhances constant judgment, quality improvement and necessary nourishment, leading to best practices of the various administrative departments. It aims to document facts backed by empirical data as a process of evaluating the efficiency and effectiveness of the administrative procedure which is a hallmark of excellence, and moreover a practice indispensable in academic programmes.

The audit aims to –

- Unique healthy practices
- Self-evaluation based on quality standards
- Encourage integration across programs and disciplines
- Infrastructure and Learning recourses
- Student support and progression

The report will have the following components –

- ✓ Strength
- ✓ Weakness
- ✓ Opportunities
- ✓ Challenges
- ✓ Recommendations

The Internal Audit Committee (Administration) consisting of the following members was constituted by

The Registrar:

1. **Mr. Naresh Jadeja**, Registrar - **Chairman**
2. **All the concerned HODs** (Administration) - **Member**
3. **Mr. Parin Ramavat**, Assit. Vice-president - IT - **Member**
4. **Dr. Ramesh Kumar Sahu**, Assistant Registrar - **Convener**

1. Department : LIBRARY

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Online Resources status - Working or Not				✓	
2	RFID system working status					✓
3	Wi-Fi Connectivity and Computer lab status				✓	
4	Light, Fan and Power plug condition					✓
5	Security Status					✓
6	Student Status(uniform)					✓
7	Baggage Status					✓
8	Cleaning Status					✓
9	Ambience / Atmosphere of Library					✓
10	Overall Report					✓

Status:

RFID system, security updates, uniforms, cleanliness, peaceful environment, light-fan-power plug condition etc. are available and working excellently.

But in the check points of Wi-Fi and Computer lab status are more potential to enhancement, which is 12 systems in ground floor as are outdated and needs to up-gradation; other than in Online recourses point of view, the EBSCO was in renewal phase and wasn't available.

Remarks:

Overall status of library department is excellent and it has to be maintained as such with more potential for improvement.

2. Department : HOSTEL

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Punch Records					✓
2	Inventory				✓	
3	Electricity Wastage					✓



4	Suggestion & Complaint Status					✓
5	First-aid Kit					✓
6	Emergency Vehicle Availability & Logbook					✓
7	OPD Record				✓	
8	House Keeping					✓
9	Common Area working conditions					✓
10	Laundry Records & Pending Complaints				✓	

Status: Punch record, preventing wastage of electricity, OPD record, Inventory, Laundry services, complaint record, emergency vehicle, logbook and first-aid kit, everything's are maintained properly.

But 108-Ambulance service is available just only for 12 hours in campus, it must be available 24 hours constantly; and OPD record just have offline in register, should be possible to update the data at the online login portal.

Remarks: Overall position of hostel department can be further improved to excellence, importantly health related issues like 108-Ambulance, OPD records and complaints handling should be kept in synchronize and more improvise.

3. Department – DISPATCH

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Outgoing cover status					✓
2	Inward cover status					✓
3	Petty cash status					✓
4	POD status					✓
5	Pending document with dep.					✓
6	Record keeping status			✓		
7	Software status outward item					✓
8	Random checking of rates as per approval					✓



Status: Software item, POD status, inward-outgoing cover status, pending documents cover-ups, cash and rates approval records are properly.

But the record maintenance condition is poor. It was just maintained folder-wise, and to be needs automation as it is done manually.

Remarks: **Overall arrangement of dispatch department is excellent and it has to be maintained as such with more potential for improvement.**

4. Department : CANTEEN

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Food as per menu				✓	
2	Food Quality				✓	
3	Cleanliness			✓		
4	Drinking Water Room Status				✓	
5	Furniture Condition					✓
6	Staff Uniform					✓
7	Pest Status					✓
8	Student/Guest Feedback				✓	
9	Hygiene					✓
10	Supervisor's Attentiveness				✓	

Status: Staff uniform and behavior, furniture, pest status, food quality & menu, and hygiene are maintained excellently; other than, there is endless scope in drinking water, wash room and supervisors attentiveness to improve compulsorily invigilation.

Basically food quality is good but some ingredients found undercooked like peanut in Poha; Chimney's are not working so cooking fume has occupied whole kitchen area. Although there was no unwanted species like worm, cockroach and so on but it should be recommended to maintain it constantly.

Remarks: **Overall condition of the canteen department is good and there are maximum possibilities to make it excellent by increasing some of its parameters.**

5. Department : PROJECTS

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Bill Register					✓
2	Project drawings issue register					✓
3	Drawings files					✓
4	Work intimation log				✓	
5	Work order copy				✓	
6	Bill abstract copy					✓
7	Project correspondence record					✓
8	Site safety and Housekeeping status				✓	
9	Material Issue Register (Steel)					✓
10	Material Issue Register (RMC)					✓
11	Concrete testing Register					✓

Status:

Bill register, Project drawings, work intimation logs, work order copy, bill abstracts copy, project correspondence , site safety, material issue register of steel & RMC and concrete testing register, every records has maintained accurately.

Remarks:

Overall standing of project management department is excellent and it has to be maintained as such.

6. Department : SPORTS

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Daily Sports equipments transaction status.					✓
2	Ground status (outdoor)					✓
3	Ground status (Indoor)					✓
4	Gym equipments status.					✓
5	Sports equipments status.					✓

6	Hostel and college internal events status.					✓
7	Students playing outside college status.					✓
8	ground cleaning status,(outdoor and indoor)					✓

Status: Indoor-outdoor ground area is very clean and students regularly visited there, gym and sports equipments', events and participations, everything's are maintained properly.

Remarks: **Overall alignment of sports department is excellent and it has to be maintained as such with the great possibilities of participation from intra-university to international platforms in various events.**

7. Department : IT INFRASTRUCTURE

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Material Gate-Pass Records					✓
2	Temporary Material Issue Records					✓
3	System In-Out Register for Repairing					✓
4	Server Anti-virus Updates				✓	
5	Online Suggestion Complaint box reports				✓	
6	Network Rack proper cabling in campus				✓	
7	CCTV down time Records				✓	
8	CCTV Exam Recording DVD Handover Report				✓	
9	Internal Checklist maintained Record					✓

Status: Gate-pass record, material issue record, System In-Out register and internal checklist are maintained properly; While anti-virus server, network cable, CCTV recordings with their components is also updated but there is a chance to be more improvisation.

Remarks: **Overall level of IT Infrastructure department is good and it has to be maintained as such with the great possibilities of improve through regular updates.**



8. Department : GUEST HOUSE

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Housekeeping Status				✓	
2	Furniture Status				✓	
3	Lift Status					✓
4	Security Attentiveness				✓	
5	Parking Area Status				✓	
6	Electrical Status					✓
7	Fire Extinguisher status				✓	
8	Complaint Status				✓	
9	CCTV Camera Status					✓
10	Register & Record Keeping				✓	
11	Feedback of guests				✓	
12	Housekeeping Material Status				✓	
13	RO Water & RO Plant			✓		
14	Terrace Door Locking					✓
15	Laundry Service				✓	
16	Key Room Maintenance					✓

Status:

Lifts, security, CCTV, electricity etc. are excellent; Further, furniture, parking area, and guest record RO plant/water, laundry service, feedback maintenance, complaint record and etc. may have potential to improve more through decentralization.

It is advisable for avoided allocation of guest houses coming under construction site. Fire extinguishers are in good condition but the only problem is no everyone knows how to use it. Complaints status, Register, and record maintenance adding a digital option is recommended. The feedback records were unavailable at the time of the audit. Daytime security is up to the mark But, the night shift could be better.

Remarks:

Overall rank of guest house is good but there is room for further improvement, especially the RO plant/water.



9. Department : MUSIC

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Instruments maintenance					✓
2	Event report					✓
3	Monthly activity report					✓
4	Number of students participation in events, competitions				✓	

Status: Instrumental maintenance, event reports, monthly activity reports and student participation, everything is outstanding and highly maintained.

But essential equipment should be properly maintained 3-4 times a year instead of 6 months. Currently 4 keyboards are in need of maintenance which is scheduled in January 2022.

Remarks:

Overall stipulation of music department is excellent and it has to be maintained as such with the huge opportunity to participation in various international events.

10. Department : ACCOUNTS

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Whether bills/ documents received from other departments are kept properly in pending files?				✓	
2	Whether all bills/documents are recorded in tracking system which are laying in office?					✓
3	Whether Cheque books/ Cash/ Cancelled Cheques are kept in locker/safe custody?					✓
4	Whether paid bills along with supporting documents are filed in separate file maintained for each institute?					✓
5	Whether Separate file for Bills With Quarry/Advance payment/ Staff Advance list are maintained up to date?				✓	
6	Whether files/ bunch of documents are kept in given cupboard/file racks?					✓

Status: Every bill/cheque/document is amazingly kept in safe custody, up-to-date and recorded in the real-time tracking system. Pending files are also fully furnished but there is a need to increase the efficiency of keeping separate departmental files with their supporting documents in racks/cupboards.

Remarks: **Overall order of the account department is excellent and there is lot of scope to make it outstanding because as it is a major noteworthy department of any institution.**

11. Department : STORES

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Indent to be checked whether material issued or not within 48 hours				✓	
2	Loan register to be checked whether issued or not till the same month				✓	
3	Goods Receipt (Material Inward) to be checked whether material received or not in system within 48 hours					✓
4	Purchase/Work Order to be checked whether it has approved or not before order					✓
5	Invoice to be checked whether it has verified or not before proceeding in a/c dept.					✓
6	Physical inventory to be checked whether it match with system stock or not					✓
7	Open PO to be checked whether material received or not				✓	

Status: Invoices, Purchase order, Physical Inventories, Work orders are continuously checked whether accepted/verified/ received or not. Apart from this, Indent, loan register, goods material are also checked whether any indent is approved in the computer system within 48 hours or not, but there is more scope of excellence on this hour bound verification.

Remarks: **Overall circumstance of store department is good and there is more efficiency to make it excellent by increasing some of its parameters regarding approval and transparency of indent/invoice/goods etc. in computer systems within time period.**

12. Department : TRANSPORT

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Cleaning of Vehicles					✓
2	Fire Extinguisher				✓	
3	Document File				✓	
4	Curtain and Seat Cover				✓	
5	Water Jug					✓
6	Music system					✓
7	Sticker and Graphics					✓
8	Denting & painting Work				✓	

Status:

Cleaning of vehicles, Fire extinguisher, Stickers & Graphics, Documents of vehicles, Denting & Painting, Music system etc. everything is good.

Apart from this there are many possibilities of improvements like check the condition of music systems, and should be cleaning and/or replaced the curtain & seat cover.

Remarks:

Overall dispose of the transport department is good and there are maximum scope to make it excellent by increasing some of its parameters regarding cleanliness and replacement of curtains & seat covers and dead music systems.

13. Department : SECURITY

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Checking of declared deployment, as per list available					✓
2	Uniform, ID card & other security equipment availability					✓
3	Security Lights					✓
4	Attentiveness					✓
5	Tobacco consumption				✓	
6	Control of Dog manner				✓	



7	Parking arrangement					✓
8	Security office – record keeping & Activities					✓
9	Computer operators attentiveness					✓
10	Lift operations					✓
11	Duty roster and deployment					✓
12	Gate entry – Security Procedure & Documentation					✓
13	Material entry procedure					✓
14	Lift basic operation					✓
15	Security records & checking of persons				✓	
16	Dog & Animals in campus				✓	
17	Communication & Dealing with people					✓
18	Fire fighting procedure					✓
19	Handling incidence – Incidence Report					✓
20	Alertness in duty					✓

Status:

50 security staffs out of 65 are given the schedule as per the allotted shift. Bicycle, torch, alcohol machine, temperature gun, stun gun etc. are given for effective vigilance to every security staff with their ID and uniform. Awareness program carried out by the officer-in-charge in regular basis for the tobacco consumption. Parking is categorized for different level. Security office record is maintained accurately. Many disciplinary issues are solved by the computer operator attentiveness by using installed cameras on campus. Lift operations has managed effectively. Gate pass issued to the entire guest who entered on the campus. Very effectively online portal system for material entry procedure is follow. Behavior is very polite by all the security staffs. Fire fighting training given on the regular basis to the staffs.

Department is advice to apply to corporation to have contraceptive doses to dogs. There are some issues are faced by the dept. for effective management of parking. It is suggested to calculate effective parking lots and no. of cars to park balanced parking scheme may be proposed. Regarding the communication of security staffs, language training shall given regularly as more international students are there in campus.

Remarks:

Overall codify of security department is very good and it has to be maintained as such with the more potential for excellence.

14. Department : PEST CONTROL

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Software record					✓
2	Eraction as per plan					✓
3	Feedback for staff					✓
4	Daily fogging schedule					✓
5	Timely bill processing					✓

Status: Wi-Fi, System connectivity, Security update, Uniform, Cleanness, Peaceful environment, Power plugs etc. are the record and proceedings working properly.

Remarks:

Overall grade of library department is excellent and should be maintained it as such.

15. Department : ACADEMIC ADMIN

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	BoS Meeting Minutes					✓
2	Finance Committee Minutes					✓
3	Academic Council					✓
4	Governing Body					✓
5	Budget Preparation & Approval					✓

Status: Minutes of the BoS, committee meetings are properly maintained department wise. Minutes of Governing Body, Academic Council and Finance Committee meetings are also maintained excellently. Preparation of department wise budget, their approval report and every important record related to the institutions have also been completely safe and highly mechanized.

Remarks:

Overall pose of academic admin department is excellent and it has to be maintained as such.



16. Department : HOUSE KEEPING – MAIN BUILDING

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Classroom/Lab Cleaning				✓	
2	Office Cleaning			✓		
3	Water room Cleaning				✓	
4	Wash room Cleaning				✓	
5	Staircase Cleaning			✓		
6	Lobby Cleaning			✓		
7	Reception Cleaning			✓		
8	Remarks			✓		

Status:

Every parameter has to required to enhanced greater more efficiently.

Sometimes window glasses on both sides appear dirty in the classroom and laboratories. The same is true in the office sector. The sofas in the reception area need to be dusted properly. The cleanliness of the washroom is fine in some floors, but leakages and un-hygiene are also running parallel to it in many places. The stairs from the first floor to the ground floor need more cleaning.

Remarks:

Overall array of housekeeping – main building department is average So it is advised that supervise all its concerned checkpoints we can take more excellence with personal capacity.

17. Department : STUDENT SECTION

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Scholarship Files for Accreditation				✓	
2	Grade Card storage in correct place					✓
3	Cancellation Files				✓	
4	Endorsement files				✓	

5	Staff in atticates				✓	
6	Can check different required certificates distribution				✓	
7	Medicine checking at student section				✓	
8	Cleanliness at student Section (Unwanted Files on table)				✓	
9	Maintaining Concession form				✓	
10	Student ID card distribution				✓	

Status:

Scholarship process is being online. After getting the approval of appropriate authority, scholarship has been duly approved by the department. Grade Card has been perfectly stored and system of bifurcation and maintenance of the grade card is excellent. All the staff members were in perfect atticates; also they are supportive and providing extensive services to students and other departments also. All the basic instant required medicine is available at every point of time and also enough storage has been kept for any urgency. Medicine stored at the higher expiry. Every document has been proper placed at proper place, and cleanliness maintained properly. Concession form with respect to ST and Railway has been appropriately maintained and in stock.

Remarks:

Overall spot of student section department is very good and it has to be maintained as such more potentially.

18. Department : HOUSE KEEPING – PG BUILDING

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Classroom/Lab Cleaning			✓		
2	Office Cleaning					✓
3	Water room Cleaning				✓	
4	Wash room Cleaning				✓	
5	Staircase Cleaning					✓
6	Lobby Cleaning					✓
7	Reception Cleaning					✓
8	Remarks				✓	

Status: The cleanliness of the office, staircase, lobby and reception area is outstanding.

But the cleanliness of the washroom and water room is also very important for health. It has maintained hygiene but need to liquid refilling constantly. Sometimes window glasses on both sides appear dirty in the classroom and laboratories. So there is immense scope for maintaining excellence by increasing it.

Remarks:

Overall catalogue of housekeeping – PG building department is good and it has to be maintained as such with the great possibilities of maintaining hygiene and cleanliness in wash rooms, water purifications and classrooms.

19. Department : **OUTREACH & DEVELOPMENT**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Daily Activity Report					✓
2	Report of Marketing Activities					✓
3	Data maintenance of national and international students with required details					✓
4	Replies on call and whatsapp on university number					✓
5	Post admission process for national and international student like, fees payment, uniform, meeting with HOD, laptop registration, etc.					✓
6	Transportation and pick up arrangement of international students					✓
7	Walk-ins data management (Hard-copy and soft-copy)					✓
8	Campus visit of school, students and parents from Gujarat, out of Gujarat and special guests					✓
9	Labeling and Storage of all Marketing Collaterals					✓

Status: Daily activity reports, marketing, reports, domestic and foreign students data maintenance, replies on call/messages, post admissions proceedings, transportation, outdoor campuses visits etc. everything records is maintained outstandingly.

Remarks:

Overall procession of outreach and development department is excellent and it has to be maintained as such.

20. Department : HOUSE KEEPING – LAW BUILDING

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Classroom/Lab Cleaning				✓	
2	Office Cleaning					✓
3	Water room Cleaning				✓	
4	Wash room Cleaning				✓	
5	Staircase Cleaning					✓
6	Lobby Cleaning				✓	
7	Reception Cleaning				✓	
8	Remarks				✓	

Status:

The cleanliness of the office, staircase, reception, and lobby is maintained and satisfied.

But based on the feedback of sometimes drinking water is not available for few hours Sometimes window glasses appear dirty in the classroom and faculty cabins. So there is immense scope for maintaining excellence by increasing it.

Remarks:

Overall line of housekeeping – law building department is good and it has to be great possibilities of maintaining hygiene and cleanliness in wash rooms, water purifications and cabin areas.

21. Department : HUMAN RESOURSE

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Is compliance done in time duration? (PF, Gratuity, Insurance, employment exchange)				✓	
2	ID card issued for new joinee					✓
3	Salary query response. any pending or not					✓
4	Do all candidates who apply get the response				✓	
5	Do all candidates who come for the interview get the response				✓	



6	Are the applications of candidates not selected /joined easily traceable? filed?					✓
7	Are confirmation letter issues on time and to all				✓	
8	Are employee files stored systematically					✓
9	Are the left employee files stored systematically					✓
10	Is CUG list updated and as per actual allocation? ID card used and issued to same person			✓		

Status:

Id card issues without any error, Salary related matter, All selected/rejected candidates files, working/left employees' files are clear and maintained properly. Other points are found also satisfied with their time period. Just too immense scope for maintaining excellence by increasing it.

Remarks:

Overall series of HR department is good actually, and it has to be maintained as such with the more potential for enhancement.

22. Department : MAINTENANCE

S. No.	Security Check Points		Rating				
			1	2	3	4	5
1	Garden	Garden -Lawn cutting				✓	
2		Garden - Pest control				✓	
3		Garden - Watering				✓	
4	Plumbing	Plumbing - Water storage				✓	
5		Plumbing -Water quality for Drinking					✓
6	Drainage	Drainage - PPM			✓		
7	RO	RO - PPM				✓	
8	Complaint Status	Nos not closed for more than one week				✓	
9	Quality of service	Feedback from user Random			✓		
10	Staff Behavior	Feedback from user Random			✓		

Status:

Garden lawn is mowed and watered on time, and its pest control is done as per requirement with proper records maintained. Each building on the roof has separate water tanks for plumbing; The condition of RO system and complaint remains good.

Drainage lines are cleaned in accordance with the contract, but are entered into the register only in offline mode. The status of the complaint remains pending for more than a week; Last one, there is no mechanism to observe the behavior of the employee taking feedback from random person.

Remarks:

Overall column of maintenance department is good and it has to be more potential to improve its parameters for excellence.

23. Department : IT SYSTEM

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Ticket Status				✓	
2	Suggestion Complains Status					✓
3	Backup process				✓	
4	Restore process					✓
5	Server space					✓
6	Web server Directories					✓
7	Security Checks					✓
8	Jobs Status					✓

Status:

Suggestion complains status is not applicable; every Tuesday backup process is being done; restore process takes place side by side with backup process; Sever space has been purchased recently, as of today's requirement it is up to market; All web server directories are managed perfectly; one security check is being conducted by IT system department and another one by IT Infrastructure team, importantly SonicWall server is being used as the FireWall.

Remarks:

Overall class of IT system department is excellent and it has to be maintained as such.

24. Department : ELECTRICAL (EQUIPEMENT & OPERATIONS)

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Complaint	Complaint - Proper solve or not			✓	
2		Complaint - Timely work completed or not				✓
3		Complaint - Timely attended or not				✓
4	Outside Lights	Street light timely on / off or not				✓
5		Street light power junction boxes close proper or not				✓
6		Street light wires proper or not				✓
7		Building's upper light fixed proper or not				✓
8		Building's upper light working proper or not				✓
9		Building's upper light timely on/off or not				✓
10		High-Mast tower timely on / off or not				✓
11		High-Mast tower lighting proper or not				✓
12		High-Mast tower PPM timely followed or not			✓	
13		High-Mast tower lights fixed properly or not				✓
14		Arrester Lights	Lighting arrester earthing available or not	✓		
15		Lift inside buttons working or not		✓		
16		Lift inside display working proper or not		✓		
17		Lift Outside display working or not				✓
18		Lift Outside display button working or not				✓
19		Lift outside display fixed proper or not		✓		
20		Lift running proper or not				✓
21		Lift operator available or not				✓
22		Lift camera available or not	✓			
23		Lift PPM following proper or not				✓
24		Lift license number stick or not	✓			

25	Lift	Emergency contact number available or not		✓			
26		Lift fan working proper or not	✓				
27		lift cabin lights working proper or not					✓
28		lift room cleaning proper or not		✓			
29		Wastage material laying in lift room or not		✓			
30		Fire Extinguisher available or not in lift room	✓				
31		Lift operator behavior good or not			✓		
32		Lift operator wearing I-Card or not	✓				
33		Lift operator grooming ok or not			✓		
34		Lift operator wearing dress or not					✓

Status:

In the Electrical department has a very hotchpotch condition, and should be seriously supervised with the personal capacity for improvement of the quality in various checkpoints area. There are different parameters to observe for maintaining excellence by increasing more qualities.

Importantly, Feedback is not collected by regular basis in complaint section; Lighting arrester earthing is not available in Satyarthi building; Lift sensor, camera is not working properly everywhere; Emergency contact number has not displayed in lifts; Fire extinguisher in not available in lifts' room etc.

Remarks:

Overall exposure of electrical (equipment & operation) department is average and there are maximum possibilities to make it excellent by increasing lots of its parameters.

Mr. Naresh Jadeja
Registrar



INTERNAL AUDIT REPORT

(Administration)

2019

Published Date: **January 10th, 2019**

Venue: **MU Campus, Rajkot**

Administrative Audit enhances constant judgment, quality improvement and necessary nourishment, leading to best practices of the various administrative departments. It aims to document facts backed by empirical data as a process of evaluating the efficiency and effectiveness of the administrative procedure which is a hallmark of excellence, and moreover a practice indispensable in academic programmes.

The audit aims to –

- Unique healthy practices
- Self-evaluation based on quality standards
- Encourage integration across programs and disciplines
- Infrastructure and Learning recourses
- Student support and progression

The report will have the following components –

- ✓ Strength
- ✓ Weakness
- ✓ Opportunities
- ✓ Challenges
- ✓ Recommendations

The Internal Audit Committee (Administration) consisting of the following members was constituted by

The Registrar:

1. **Mr. Naresh Jadeja**, Registrar - **Chairman**
2. **All the concerned HODs (Administration)** - **Member**
3. **Mr. Parin Ramavat**, Sr. Manager - IT - **Member**
4. **Mr. Jobin Thomas**, Deputy Registrar - **Convener**

1. Department : LIBRARY

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Online Resources status - Working or Not					✓
2	RFID system working status					✓
3	Wi-Fi Connectivity and Computer lab status					✓
4	Light, Fan and Power plug condition					✓
5	Security Status					✓
6	Student Status(uniform)					✓
7	Baggage Status					✓
8	Cleaning Status					✓
9	Ambience / Atmosphere of Library					✓
10	Overall Report					✓

Status: Wi-Fi, System connectivity, Security update, Uniform, Cleanness, Peaceful environment, Power plugs etc. are working properly.

Remarks: Overall grade of library department is excellent and to maintained it.

2. Department : HOSTEL

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Punch Records					✓
2	Inventory				✓	
3	Electricity Wastage					✓
4	Suggestion & Complaint Status					✓
5	First-aid Kit					✓
6	Emergency Vehicle Availability & Logbook					✓

7	OPD Record				✓	
8	House Keeping					✓
9	Common Area working conditions					✓
10	Laundry Records & Pending Complaints				✓	

Status: Punch record, preventing wastage of electricity, OPD record, Inventory, Laundry services, complaint record, emergency vehicle, logbook and first-aid kit, everything's are maintained properly.

But 108-Ambulance service is available just only for 12 hours in campus, it must be available 24 hours constantly; and OPD record just have offline in register, should be possible to update the data at the online login portal.

Remarks: Overall position of hostel department can be further improved to excellence, importantly health related issues like 108-Ambulance, OPD records and complaints handling should be kept in synchronize and more improvise.

3. Department – DISPATCH

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Outgoing cover status					✓
2	Inward cover status					✓
3	Petty cash status					✓
4	POD status					✓
5	Pending document with dep.					✓
6	Record keeping status			✓		
7	Software status outward item					✓
8	Random checking of rates as per approval					✓

Status: Software item, POD status, inward-outgoing cover status, pending documents cover-ups, cash and rates approval records are properly.

But the record maintenance condition is poor. It was just maintained folder-wise, and to be needs automation as it is done manually.

Remarks:

Overall arrangement of dispatch department is excellent and it has to be maintained as such with more potential for improvement.

4. Department : **CANTEEN**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Food Quality				✓	
2	Drinking Water Room Status					✓
3	Staff Uniform					✓
4	Pest Status				✓	
5	Student/Guest Feedback		✓			
6	Hygiene					✓
7	Supervisor's Attentiveness				✓	

Status:

Staff uniform and behavior, Drinking water and wash room and Hygiene are excellent but there is endless scope to improve the food quality. And the last one the condition of student and guest feedback is so bad, It should be compulsorily filled by the invigilators.

Remarks:

Overall condition of the canteen department is good and there are maximum possibilities to make it excellent by increasing some of its parameters.

5. Department : **PROJECTS**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Bill Register					✓
2	Project drawings issue register					✓
3	Drawings files					✓

4	Work intimation log				✓	
5	Work order copy				✓	
6	Bill abstract copy					✓
7	Project correspondence record					✓
8	Site safety and Housekeeping status				✓	
9	Material Issue Register (Steel)					✓
10	Material Issue Register (RMC)					✓
11	Concrete testing Register					✓

Status: Bill register, Project drawings, work intimation logs, work order copy, bill abstracts copy, project correspondence , site safety, material issue register of steel & RMC and concrete testing register, every records has maintained accurately.

Remarks: Overall standing of project management department is excellent and it has to be maintained as such.

6. Department : **SPORTS**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Daily Sports equipments transaction status.					✓
2	Ground status (outdoor)					✓
3	Ground status (Indoor)					✓
4	Gym equipments status.					✓
5	Sports equipments status.					✓
6	Hostel and college internal events status.					✓
7	Students playing outside college status.					✓
8	ground cleaning status,(outdoor and indoor)					✓

Status: Indoor-outdoor ground area is very clean and students regularly visited there, gym and sports equipments', events and participations, everything's are maintained properly.

Remarks:

Overall alignment of sports department is excellent and it has to be maintained as such with the great possibilities of participation from intra-university to international platforms in various events.

7. Department : IT INFRASTRUCTURE

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Material Gate-Pass Records					✓
2	Temporary Material Issue Records					✓
3	System In-Out Register for Repairing					✓
4	Server Anti-virus Updates				✓	
5	Online Suggestion Complaint box reports				✓	
6	Network Rack proper cabling in campus				✓	
7	CCTV down time Records				✓	
8	CCTV Exam Recording DVD Handover Report				✓	
9	Internal Checklist maintained Record					✓

Status:

Gate-pass record, material issue record, System In-Out register and internal checklist are maintained properly; While anti-virus server, network cable, CCTV recordings with their components is also updated but there is a chance to be more improvisation.

Remarks:

Overall level of IT Infrastructure department is good and it has to be maintained as such with the great possibilities of improve through regular updates.

8. Department : GUEST HOUSE

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Housekeeping Status				✓	
2	Furniture Status				✓	

3	Lift Status					✓
4	Security Attentiveness				✓	
5	Parking Area Status				✓	
6	Electrical Status					✓
7	Fire Extinguisher status				✓	
8	Complaint Status				✓	
9	CCTV Camera Status					✓
10	Register & Record Keeping				✓	
11	Feedback of guests				✓	
12	Housekeeping Material Status				✓	
13	RO Water & RO Plant			✓		
14	Terrace Door Locking					✓
15	Laundry Service				✓	
16	Key Room Maintenance					✓

Status:

It is advisable for avoided allocation of guest houses coming under construction site. Fire extinguishers are in good condition but the only problem is no everyone knows how to use it. Complaints status, Register, and record maintenance adding a digital option is recommended. The feedback records were unavailable at the time of the audit. Daytime security is up to the mark But, the night shift could be better.

Remarks:

Overall rank of guest house is good but there is room for further improvement, especially the RO plant/water.

9. Department : ACCOUNTS

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Whether bills/ documents received from other departments are kept properly in pending files?					✓
2	Whether all bills/documents are recorded in tracking system which are laying in office?				✓	

3	Whether Cheque books/ Cash/ Cancelled Cheques are kept in locker/safe custody?					✓
4	Whether paid bills along with supporting documents are filed in separate file maintained for each institute?				✓	
5	Whether Separate file for Bills With Quarry/Advance payment/ Staff Advance list are maintained up to date?					✓
6	Whether files/ bunch of documents are kept in given cupboard/file racks?					✓

Status:

Every bill/cheque/document is amazingly kept in safe custody, up-to-date and recorded in the real-time tracking system. Pending files are also fully furnished but there is a need to increase the efficiency of keeping separate departmental files with their supporting documents in racks/cupboards.

Remarks:

Overall order of the account department is good and there are maximum possibilities to make it excellent by increasing some of its parameters regarding separate departmental files and racks.

10. Department : MUSIC

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Instruments maintenance					✓
2	Event report					✓
3	Monthly activity report					✓
4	Number of students participation in events, competitions					✓

Status:

Instrumental maintenance, Events report, Monthly activity report and Students participations, everything's are outstanding and highly maintained.

Remarks:

Overall stipulation of music department is excellent and it has to be maintained as such with the great possibilities of participation from intra-university to international platforms in various events.



11. Department : TRANSPORT

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Cleaning of Vehicles				✓	
2	Fire Extinguisher					✓
3	Document File					✓
4	Curtain and Seat Cover				✓	
5	Water Jug				✓	
6	Music system				✓	
7	Sticker and Graphics					✓
8	Denting & painting Work				✓	

Status:

Fire extinguisher, Stickers & Graphics are excellent, apart from this there are many possibilities of improvement in everything else like Denting & Painting, Vehicles cleaning, Music system, and cleaning or changed the curtain & seat cover.

Remarks:

Overall situation of the transport department is good and there are maximum scope to make it excellent by increasing some of its parameters regarding cleanliness and replacement of curtains & seat covers and dead music systems.

12. Department : STORES

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Indent to be checked whether material issued or not within 48 hours				✓	
2	Loan register to be checked whether issued or not till the same month				✓	
3	Goods Receipt (Material Inward) to be checked whether material received or not in system within 48 hours			✓		
4	Purchase/Work Order to be checked whether it has approved or not before order					✓
5	Invoice to be checked whether it has verified or not before					✓



	proceeding in a/c dept.					
6	Physical inventory to be checked whether it match with system stock or not				✓	
7	Open PO to be checked whether material received or not					✓

Status:

Invoices, Purchase, Work orders are continuously checked whether accepted/verified/ received or not. Apart from this, physical inventory, loan register, goods material are also checked whether any indent is approved in the computer system within 48 hours or not, but there is more scope of excellence on this hour bound verification.

Remarks:

An overall circumstance of store department is good and there is more efficiency to make it excellent by increasing some of its parameters regarding approval and transparency of indent/invoice/goods etc. in computer systems within time period.

13. Department : **SECURITY**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Checking of declared deployment, as per list available					✓
2	Uniform, ID card & other security equipment availability					✓
3	Security Lights					✓
4	Attentiveness					✓
5	Tobacco consumption				✓	
6	Control of Dog manner				✓	
7	Parking arrangement					✓
8	Security office – record keeping & Activities					✓
9	Computer operators attentiveness					✓
10	Lift operations					✓
11	Duty roster and deployment					✓
12	Gate entry – Security Procedure & Documentation					✓
13	Material entry procedure					✓

14	Lift basic operation					✓
15	Security records & checking of persons				✓	
16	Dog & Animals in campus				✓	
17	Communication & Dealing with people					✓
18	Fire fighting procedure					✓
19	Handling incidence – Incidence Report					✓
20	Alertness in duty					✓

Status:

Department is advice to apply to corporation to have contraceptive doses to dogs. There are some issues are faced by the dept. for effective management of parking. It is suggested to calculate effective parking lots and no. of cars to park balanced parking scheme may be proposed. Regarding the communication of security staffs, language training shall given regularly as more international students are there in campus.

Remarks:

Overall codify of security department is very good and it has to be maintained as such with the more potential for excellence.

14. Department : PEST CONTROL

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Software record					✓
2	Eraction as per plan					✓
3	Feedback for staff					✓
4	Daily fogging schedule					✓
5	Timely bill processing					✓

Status:

Wi-Fi, System connectivity, Security update, Uniform, Cleanness, Peaceful environment, Power plugs etc. are the record and proceedings working properly.

Remarks:

Overall grade of library department is excellent and should be maintained it as such.



15. Department : **ACADEMIC ADMIN**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	BoS Meeting Minutes					✓
2	Finance Committee Minutes					✓
3	Academic Council					✓
4	Governing Body					✓
5	Budget Preparation & Approval					✓

Status:

Minutes of the BoS, committee meetings are properly maintained department wise. Minutes of Governing Body, Academic Council and Finance Committee meetings are also maintained excellently. Preparation of department wise budget, their approval report and every important record related to the institutions have also been completely safe and highly mechanized.

Remarks:

Overall pose of academic admin department is excellent and it has to be maintained as such.

16. Department : **STUDENT SECTION**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Scholarship Files for Accreditation				✓	
2	Grade Card storage in correct place					✓
3	Cancellation Files				✓	
4	Endorsement files				✓	
5	Staff in atticates				✓	
6	Can check different required certificates distribution				✓	
7	Medicine checking at student section				✓	
8	Cleanliness at student Section (Unwanted Files on table)				✓	
9	Maintaining Concession form				✓	
10	Student ID card distribution				✓	

Status: Scholarship process is being online. After getting the approval of appropriate authority, scholarship has been duly approved by the department. Grade Card has been perfectly stored and system of bifurcation and maintenance of the grade card is excellent. All the staff members were in perfect atticates; also they are supportive and providing extensive services to students and other departments also. All the basic instant required medicine is available at every point of time and also enough storage has been kept for any urgency. Medicine stored at the higher expiry. Every document has been proper placed at proper place, and cleanliness maintained properly. Concession form with respect to ST and Railway has been appropriately maintained and in stock.

Remarks: Overall spot of student section department is very good and it has to be maintained as such more potentially.

17. Department : **HOUSE KEEPING – PG BUILDING**

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Classroom/Lab Cleaning			✓		
2	Office Cleaning					✓
3	Water room Cleaning				✓	
4	Wash room Cleaning				✓	
5	Staircase Cleaning					✓
6	Lobby Cleaning					✓
7	Reception Cleaning					✓
8	Remarks				✓	

Status: The cleanliness of the washroom and water room is also very important for health. It has maintained hygiene but need to liquid refilling constantly. Sometimes window glasses on both sides appear dirty in the classroom and laboratories. So there is immense scope for maintaining excellence by increasing it.

Remarks: Overall catalogue of housekeeping – PG building department is good and it has to be maintained as such with the great possibilities of maintaining hygiene and cleanliness in wash rooms, water purifications and classrooms.

18. Department : OUTREACH & DEVELOPMENT

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Daily Activity Report					✓
2	Report of Marketing Activities					✓
3	Data maintenance of national and international students with required details					✓
4	Replies on call and whatsapp on university number					✓
5	Post admission process for national and international student like, fees payment, uniform, meeting with HOD, laptop registration, etc.					✓
6	Transportation and pick up arrangement of international students					✓
7	Walk-ins data management (Hard-copy and soft-copy)					✓
8	Campus visit of school, students and parents from Gujarat, out of Gujarat and special guests					✓
9	Labeling and Storage of all Marketing Collaterals					✓

Status:

Daily activity reports, marketing, reports, domestic and foreign students data maintenance, replies on call/messages', post admissions proceedings, transportation, outdoor campuses visits etc. everything records is maintained outstandingly.

Remarks:

Overall procession of outreach and development department is excellent and it has to be maintained as such.

19. Department : HOUSE KEEPING – LAW BUILDING

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Classroom/Lab Cleaning				✓	
2	Office Cleaning					✓
3	Water room Cleaning				✓	
4	Wash room Cleaning				✓	

5	Staircase Cleaning					✓
6	Lobby Cleaning				✓	
7	Reception Cleaning				✓	
8	Remarks				✓	

Status:

The cleanliness of the office, staircase, reception, and lobby is maintained and satisfied.

But based on the feedback of sometimes drinking water is not available for few hours Sometimes window glasses appear dirty in the classroom and faculty cabins. So there is immense scope for maintaining excellence by increasing it.

Remarks:

Overall line of housekeeping – law building department is good and it has to be great possibilities of maintaining hygiene and cleanliness in wash rooms, water purifications and cabin areas.

20. Department : HUMAN RESOURCE

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Is compliance done in time duration? (PF, Gratuity, Insurance, employment exchange)				✓	
2	ID card issued for new joinee					✓
3	Salary query response. any pending or not					✓
4	Do all candidates who apply get the response				✓	
5	Do all candidates who come for the interview get the response				✓	
6	Are the applications of candidates not selected /joined easily traceable? filed?					✓
7	Are confirmation letter issues on time and to all				✓	
8	Are employee files stored systematically					✓
9	Are the left employee files stored systematically					✓
10	Is CUG list updated and as per actual allocation? ID card used and issued to same person			✓		

Status: Id card issues without any error, Salary related matter, All selected/rejected candidates files, working/left employees' files are clear and maintained properly. Other points are found also satisfied with their time period. Just too immense scope for maintaining excellence by increasing it.

Remarks: **Overall series of HR department is good actually, and it has to be maintained as such with the more potential for enhancement.**

21. Department : **MAINTENANCE**

S. No.	Security Check Points		Rating				
			1	2	3	4	5
1	Garden	Garden -Lawn cutting				✓	
2		Garden - Pest control				✓	
3		Garden - Watering				✓	
4	Plumbing	Plumbing - Water storage				✓	
5		Plumbing -Water quality for Drinking					✓
6	Drainage	Drainage - PPM			✓		
7	RO	RO - PPM				✓	
8	Complaint Status	Nos not closed for more than one week				✓	
9	Quality of service	Feedback from user Random			✓		
10	Staff Behavior	Feedback from user Random			✓		

Status: Garden lawn is mowed and watered on time, and its pest control is done as per requirement with proper records maintained. Each building on the roof has separate water tanks for plumbing; The condition of RO system and complaint remains good.

Drainage lines are cleaned in accordance with the contract, but are entered into the register only in offline mode. The status of the complaint remains pending for more than a week; Last one, there is no mechanism to observe the behavior of the employee taking feedback from random person.

Remarks: **Overall column of maintenance department is good and it has to be more potential to improve its parameters for excellence.**

22. Department : IT SYSTEM

S. No.	Security Check Points	Rating				
		1	2	3	4	5
1	Ticket Status				✓	
2	Suggestion Complains Status					✓
3	Backup process				✓	
4	Restore process					✓
5	Server space					✓
6	Web server Diréctories					✓
7	Security Checks					✓
8	Jobs Status					✓

Status:

Suggestion complains status is not applicable; every Tuesday backup process is being done; restore process takes place side by side with backup process; Sever space has been purchased recently, as of today's requirement it is up to market; All web server directories are managed perfectly; one security check is being conducted by IT system department and another one by IT Infrastructure team, importantly SonicWall server is being used as the FireWall.

Remarks:

Overall class of IT system department is excellent and it has to be maintained as such.

Mr. Naresh Jadeja

Registrar