



Geethanjali College of Engineering and Technology

(UGC Autonomous)

Accredited by NAAC with A⁺ Grade; B.Tech. CSE, EEE, ECE Accredited by NBA;

Approved by AICTE, New Delhi; Affiliated to JNTUH, Hyderabad;

Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist., Telangana-501301

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Academic Year 2024-25

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

S. No	Criterion	Status		Grade	Exhibits observed	Remarks of Audit Team
		As assessed by department/institution	As observed by Audit Team			
I.	1. Outcome-based Curriculum					
	1.1. Vision, Mission and PEOs					
	1.1.1. Are Vision and Mission statements of the department available?					
	1.1.2. Are Vision and Mission statements appropriate and relevant in the context of program(s) being offered?					

	1.1.3. Are department Vision and Mission statements consistent with institute statements?					
	1.1.4. Are the PEOs available?					
	1.1.5. Does the department follow a defined process for defining vision, mission and PEOs with the participation of all stakeholders-internal and external stakeholders?					
	1.1.6. Are the Vision, Mission and PEOs made available on college website, department notice boards, HoD's chamber, laboratories, laboratory manuals, course files, and curriculum books etc?					
	1.1.7. Are the PEOs consistent with the mission of the department indicated in matrix form with proper justification of correlation parameters?					
	1.2. Curriculum Structure and Features					
	1.2.1. Does a defined process exist for evolution of program curriculum undergoing periodic review, considering POs and PSOs?					
	1.2.2. Does the curriculum structure of the program with its course components and allocated credit hours, provide a well-balanced and appropriate (as per AICTE Guidelines) distribution to attain the POs and PSOs?					
	1.2.3. Does the Curriculum design reflect educational reforms such as multidisciplinary and interdisciplinary approaches, multi-point entry/exit options, academic					

	bank of credits, skill-based courses, and recognition of prior learning					
	1.2.4.Does the curriculum provide employability skills, namely, critical thinking, problem solving, and soft skills.					
	1.2.5.Number of students having APAAR IDs					
	1.3. POs, PSOs and their Mapping with Courses					
	1.3.1.Are the Program Specific Outcomes (up to 3) appropriate for the program under consideration?					
	1.3.2.Are Course Outcomes (COs) written appropriately for every course and embedded in syllabus?					
	1.3.3.Are course articulation matrix, program articulation matrix with appropriate correlation levels prepared with proper justification?					
II.	2. Outcome Based Teaching Learning					
	2.1. Quality of Teaching and Learning					
	2.1.1.Is an Academic Calendar prepared and adhered to?					
	2.1.2.Is evidence of pedagogical initiatives taken, such as real-life examples, collaborative learning, ICT supported learning, and interactive classrooms etc available?					
	2.1.3.Does the department have a process to identify various levels of students, and a mechanism implementing differentiated instruction, and individualized attention					

	to meet student's unique learning needs and resources accordingly					
	2.1.4. Collaborative Learning, Group Learning, Developing Professional Competencies Yes/No					
	2.1.5. Interaction with student in and outside the class obtaining Feedback Yes/No					
	2.1.6. Teaching through value added course Yes/No					
	2.1.7. Experiential Learning that facilitates development of Problem-Solving Skills in the students through project-based learning Yes/No					
	2.1.8. Facilitating interaction with various experts in the field through Guest Lectures, Industrial Visits, Field trips, etc. thereby making them familiar with occupational awareness Yes/No					
	2.1.9. Any other, please specify					
	2.1.10. Do the experiments in laboratory support attaining the skills pertaining to higher level of Bloom's Taxonomy?					
	2.1.11. Is continuous assessment in the laboratory done systematically?					
	2.2. Quality of Student Capstone Project					

	2.2.1. Is a well-defined process followed for identification of student projects which are mapped to POs and PSOs, incorporating factors such as environment, sustainability, safety, ethics and cost and allocation of guides/supervisors?					
	2.2.2. Is a well-defined process followed for monitoring and evaluation of the projects, as well as assessment of individual and team performance?					
	2.2.3. Are working projects, prototypes/Models available taking in to consideration the aspects of environment, sustainability, safety, ethics and cost?					
	2.3. Internship/Industrial Training					
	2.3.1. Is there a process for facilitating Internship/Industrial training for students					
	2.3.2. Number of students undergone internships or summer training in relevant areas					
	2.3.3. Are Industrial training/internships mapped with POs and PSOs					
	2.3.4. Is student feedback taken on the internship experience?					
	2.3.5. Is Impact analysis of internship made and action taken on the basis of the results of the analysis?					
	2.3.6. Seminar and Mini/Micro Projects					

	2.3.7. Are Seminars presented by students mapped with POs and PSOs?					
	2.3.8. Are mini/micro projects executed by students contribute to the attainment of POs and PSOs?					
	2.4. Case Studies and Real-Life Examples					
	2.4.1. Are case studies and real-life examples used in teaching contribute towards the attainment of POs and PSOs?					
	2.5. SWAYAM/NPTEL/MOOC/Self-Learning					
	2.5.1. Specify the number of students obtained MOOCs certification through platforms such as SWAYAM/NPTEL, etc and are they mapped with POs and PSOs?					
	2.5.2. Specify the self-learning facilities available and their usage					
	2.6. Solving Complex Engineering Problems Incorporating Sustainability Goals					
	2.6.1. List of complex engineering problems solved in various courses/activities/mini projects, etc. along with the targeted SDGs that have been mapped.					
	2.7. Steps Taken for Enhancing Industry Institute Partnerships					
	2.7.1. Specify the curricular courses delivered in full or partially by Industry personnel.					
	2.7.2. Specify any skill development courses/training delivered by Industry					

	2.7.3. Specify the type of industry which has supported in the establishment of laboratory, its utilization, and outcomes.					
	2.7.4. Impact analysis of industry support for the program and actions taken thereof					
III	3. Outcome-Based Assessment					
	3.1. Evaluation of Continuous Assessment: Mid-Term, Assignments, etc					
	3.1.1. Is a well-defined process followed in the design and validation of question papers for mid-term examinations and scheme of evaluation of the same?					
	3.1.2. Does the process ensure the quality of questions in terms of their BTLs, and appropriateness of their mapping with the corresponding COs?					
	3.1.3. Are assignment questions mapped with the corresponding COs?					
	3.1.4. Whether the post evaluation feedback shared with students for performance improvement?					
	3.2. Evaluation of Semester End Exam (SEE) Question Paper					
	3.2.1. Is a well-defined process followed in the design and validation of question papers for end semester examinations and scheme of evaluation of the same?					
	3.2.2. Does the process ensure the quality of questions in terms of their BTLs, and appropriateness of mapping with the corresponding COs?					
	3.3. Evaluation of Laboratory Work and Workshop (Continuous and SEE)					

	3.3.1. Is there a well-balanced distribution of marks in evaluation of experiments conducted in workshops/laboratories					
	3.3.2. Are Rubrics developed and used for assessing student performance with relevance to COs/POs					
	3.4. Evaluation of Industrial Training/ Internship (Continuous and SEE)					
	3.4.1. Are internships/industrial training facilitated relevant in terms of POs					
	3.4.2. Are rubrics developed and used for assessing student industrial training/internships and appropriateness of mapping with POs					
	3.5. Evaluation of Projects					
	3.5.1. Rubrics used for assessing complexity, cost, relevance to the environment, and sustainability					
	3.5.2. Rubrics used for assessing team work, communication, and use of project management concepts					
	3.6. Evidence of Addressing Sustainable Development Goals relevant to the program					
	3.6.1. Student project activities through course work, research work and projects					
	3.7. Attainment of Course Outcomes					
	3.7.1. List of assessment tools and processes					
	3.7.2. The quality/relevance of assessment tools/processes used					
	3.7.3. Verification of the attainment levels as per the benchmark set for COs of all courses					

	3.8. Attainment of Program Outcomes and Program Specific Outcomes				
	3.8.1. Verification of documents, results, and the level of attainment of each PO/PSO				
	3.8.2. Assessment of overall levels of attainment				
	3.8.3. Average number of days from the date of last semester-end examination till the declaration of results				
	3.8.4. Average percentage of student complaints / grievances about evaluation against total number of students appeared in the examination during last academic year				

IV	4. Students' Performance					
	4.1. Enrolment Ratio in the First Year					
	4.2. Success Rate of the Students in the Stipulated Period of the Program					
	4.3. Academic Performance of the First-Year Students of the Program					
	4.4. Academic Performance of the Second Year Students of the Program					
	4.5. Academic Performance of the Third Year Students of the Program					
	4.6. Percentage of students placed in companies through on and off-campus recruitment.					
	4.6.1. Percentage of final year students admitted to higher studies					
	4.6.2. Number of students turned entrepreneurs					
	4.6.3. a. Median salary offered to students in the current academic year b. Median salary offered to students in the previous academic year c. Is there any improvement?					

	4.7. Professional Activities				
	4.7.1.Number of Professional societies/chapters in the department				
	4.7.2.Number of Engineering events organized at institute at: a. Institute Level b. State Level c. National Level d. International Level				
	4.7.3.Does the department publish technical magazines and Newsletters?				
	4.7.4.Number of students associated in the above publications?				
	4.7.5.Number of students who participated in inter-institute events a. Within state b. Outside state c. Number of prizes/ awards received in the events.				
	4.7.6.No. of journal papers published by students				
	4.7.7.No. of conference papers published by students				
	4.7.8.Number of student publications that received prizes/awards				

V	5. Faculty Information					
	5.1. Student Faculty Ratio					
	5.2. Faculty Qualification					
	5.3. Faculty cadre proportion					
	5.4. Visiting/Adjunct Faculty/ Professor of Practice					
	5.4.1. Availability of policy for appointing visiting or adjunct faculty/emeritus professor/ professor of practice, etc					
	5.4.2. Number of visiting or adjunct faculty/emeritus professor/ professor of practice, etc					
	5.4.3. Number of hours of interaction by each visiting or adjunct faculty/emeritus professor/ professor of practice, etc					
	5.4.4. Faculty retention					
VI	6. Faculty Contributions					
	6.1. Professional Development Activities					
	6.1.1. Memberships in Professional Societies at National/ International Levels					
	6.1.2. Number of faculty as Resource Persons in STTPs/FDPs					
	6.1.3. Number of faculty participated in in STTPs					
	6.1.4. Number of faculty participated in FDPs					
	6.1.5. Number of faculty involved in developing SWAYAM MOOCs					
	6.1.6. Number of faculty Involved in developing E-Content					

	6.1.7. Number of faculty obtained Certification of MOOCs through SWAYAM, etc. in relevant courses					
	6.1.8. Number of Five-day FDP/ STTP Organized by Department					
	6.1.9. Number of Faculty members mentored, facilitated students in innovation projects to participate in various events like hackathons, codeathons, ideathons, open research, etc.					
	6.1.10. Number of faculty members in the Department, who have undergone faculty internships/trainings/ collaboration with industry					
	6.2. Research and Development Activities					
	6.2.1. No. of peer reviewed journal papers published					
	6.2.2. No. of peer reviewed conference papers published					
	6.2.3. No. of books/book chapters published					
	6.2.4. Number of faculty awarded PhD during the current academic year					
	6.2.5. Number of Patents granted					
	6.2.6. Number of Patents published					
	6.2.7. Number of funded research projects from the external sources including Corporate Social Responsibility (CSR) and the total amount received.					

	6.2.8. Number of consultancy projects from the external sources and the total fund received					
	6.2.9. Number of faculty applied for Seed Money or Internal Research Grant					
	6.2.10. Number of faculty received Seed Money or Internal Research Grant and the total amount received and utilized					
	6.2.11. Number of development activities undertaken by faculty: a. Product development b. Working models					
	6.2.12. Number of faculty having PhD guideship					
	6.2.13. Number of faculty guiding PhD students					
VII	7. Facilities and Technical Support					
	7.1. Are well-equipped labs/workshops available?					
	7.2. Are labs well maintained?					
	7.3. Are qualified technical supporting staff available?					
	7.4. Availability of laboratory maintenance policy					
	7.5. Corrective and preventive maintenance					
	7.6. Overall ambience of laboratories					
	7.7. Are basic and Lab specific safety measures followed in the lab?					
	7.8. Details of various additional facilities provided by the department to enhance the quality of learning in laboratories relevant to POs/PSOs and their usage.					

	7.9. Is a project/research laboratory/CoE together with necessary facilities available in the department?					
	7.10. Is utilization of project/research laboratory/Center of excellence satisfactory?					
VIII	8. Continuous Improvement					
	8.1. Are the gaps identified in COs attainment?					
	8.2. Is plan of action to bridge the gaps/ improvement in COs attainment prepared and implemented?					
	8.3. Are short falls and weaknesses in the program identified from the analysis of POs and PSOs attainment?					
	8.4. Are action plans to bridge the shortfalls prepared and implemented? If so, what is the impact of the said implementation with respect to previous academic year?					
	8.5. Does a criterion exist for conducting external academic and administrative audit?					
	8.6. Frequency of audit					
	8.7. Is plan of action prepared to address the recommendations?					
	8.8. Are actions taken based on audit report?					

	8.9. a. Percentage of placements in current Academic Year b. Percentage of placements in the previous Academic Year c. Is there any improvement?					
	8.9.1. Improvement in the number of faculty with PhD degree in the last three years					
	8.9.2. Improvement in the number of publications in peer reviewed journals in the last three years					
	8.9.3. Improvement in the number of publications in conferences in the last three years					
	8.9.4. Improvement in Academic Performance Index (API) of the First Year Students in the Program in the last three years					
	8.9.5. Improvement in Academic Performance Index (API) of the Second Year Students in the Program in the last three years					
	8.9.6. Improvement in Academic Performance Index (API) of the Third Year Students in the Program in the last three years					
	8.9.7. Number of (percentage of) classrooms/laboratories equipped with interactive whiteboards					
	8.9.8. Details of simulation tools, digital tools, emulator, other devices used to enhance learning experiences.					

	8.10. a. Best rank of the students admitted in the current academic year b. Best rank of the students admitted in the previous academic year c. Is there any improvement?					
	8.11. a. Highest rank (in the qualifying examination) of student admitted in the current Academic Year b. Highest rank (in the qualifying examination) of student admitted in the previous Academic year? c. Is there any improvement?					
IX	9. Student support system and Governance					
	9.1. First Year Student-Faculty Ratio (FYSFR)					
	9.2. Mentoring System					
	9.2.1. Is a comprehensive mentoring system at individual level in place for professional guidance, career advancement and all-round development?					
	9.2.2. Is the mentoring system implemented? If yes, Number of students per mentor					
	9.2.3. Is the mentoring system effective?					
	9.3. Feedback and Analysis					
	9.3.1. Does a student feedback system exist?					
	9.3.2. Are the records of action taken on the results of feedback (on faculty) analysis available?					

9.3.3. Is the Methodology being followed for analysis of feedback effective?					
9.3.4. Are records of action taken on feedback on facilities available?					
9.4. Training and Placements Support					
9.4.1. Does the college conduct any pre placement training for students' placements?					
9.4.2. Is effective placement policy framed and implemented?					
9.4.3. If yes, then specify the number of hours, areas in which training is imparted.					
9.4.4. Does the placement cell maintain the record of job opportunities available for students?					
9.4.5. Did the college organize any company/Industrial visits or guidance camp for students?					
9.4.6. If yes, number of such visits/camps organized					
9.4.7. Are the students provided computers and Internet to search for job, to download application forms or to register for placements drive of the companies etc?					
9.4.8. Does the college subscribe to magazines like Employment News, Rojgar Samachar etc?					
9.4.9. If yes, give names of magazines.					
9.4.10. Does the college have a system of registering students at the Employment office of the GoI?					

9.4.11.	Does the college have a Career Guidance or Counseling Cell?					
9.4.12.	If yes, how many students have been utilizing these services?					
9.4.13.	How many Career Guidance programs have been conducted in each year?					
9.4.14.	How many number of students attended these career guidance programs?					
9.4.15.	Are students counseled for higher studies?					
9.4.16.	Does the College have Academic links/ collaborations/MoU, etc with other institutes of higher learning?					
9.5. Start-up and Entrepreneurship Activities						
9.5.1.	Is entrepreneurship cell/ Incubation cell available?					
9.5.2.	Facilities available in entrepreneurship cell/ Incubation cell and their utilization					
9.5.3.	Number of awareness programs/incubation activities conducted					
9.5.4.	Number of students participated in awareness programs/incubation activities					
9.5.5.	No. of students taken up entrepreneurship					
9.6. Governance and Transparency						
9.6.1.	Is Institutional Strategic Plan/Institutional Development Plan available?					

	9.6.2. Is ISP/IDP approved by competent authority?					
	9.6.3. Is there an implementation plan towards achieving the strategic objectives?					
	9.6.4. Is the strategic plan monitored effectively and reported?					
	9.6.5. Are statutory and non-statutory administrative committees such as: the Governing body, Academic Council/ Senate, Grievance Redressal Committee, IQAC, Anti-Raging committee, Disciplinary committee in place; Internal Complaints Committee (Women harassment mitigation committee) etc., formed? Is approval of these committees along with details of members, the meetings details (meeting notice, agenda, minutes, action taken etc. available?					
	9.6.6. Are service rules, policies, procedures, functions and responsibilities published and uploaded on the website?					
	9.6.7. Is there any Grievance redressal system in place and a cell constituted for this purpose?					
	9.6.8. Is evidence of action taken on student/staff grievances available?					
	9.6.9. Is Mandatory disclosure as per AICTE/AISHE/ONOD placed on the Institute website?					
	9.7. Budget Allocation, Utilization, and Public Accounting at Institute Level 9.8. Program Specific Budget Allocation, Utilization					

	9.8.1. Does the college follow a prescribed procedure for budget formulation, finalization and approval?					
	9.8.2. Is the budget allocation adequate at institutional, and program levels?					
	9.8.3. What percentage of allocated funds was utilized in the previous year by the Institution and programs?					
	9.8.4. Are audited statements placed on the Institute website?					
	9.9. Quality of Learning Resources (Hard/Soft)					
	9.9.1. Are learning resources procured as per the requirements provided by the academic departments, ensuring relevance to programs?					
	9.9.2. Are AICTE norms followed in respect of number of books & their copies procured?					
	9.9.3. Are these learning resources including E-Resources & digital library, easily accessible to students?					
	9.9.4. Is adequate support given to students for self-learning activities?					
	9.9.5. Is the utilization of learning resources by students and faculty satisfactory?					
	9.9.6. Does the department provide scope for self-learning?					
	9.9.7. Are all required facilities, materials, for learning beyond syllabus etc. provided to the students?					
	9.9.8. Are the facilities effectively utilized by the students?					
	9.10. E-Governance to support academic and professional activities for students and faculty					

	9.10.1. E-governance initiatives					
	9.10.2. Sustainable practices in academic and learning management used					
	9.10.3. Campus-wide computing resources available, and their accessibility					
	9.11. Initiatives and Implementation of Sustainable Development Goals (SDGs)					
	9.11.1. Institutional policy on implementation of SDGs					
	9.11.2. Initiatives taken towards implementation of SDG specifically on green energy, waste management, preserving water, net zero, quality education, reuse, recycle, less use to renewables					
	9.11.3. Projects assigned, R & D activities, entrepreneurial activities, outreach programs etc towards achieving SDGs					
	9.12. Innovative Educational Initiatives and Implementation					
	9.12.1. Details of initiatives taken towards mobility of students, implementation of academic bank of credits, and support for holistic education including human values, multidisciplinary / interdisciplinary curriculum/programs, initiatives on Indian Knowledge System, Contribution towards and implementation of teaching in Indian language, etc. Policies on inclusivity and equity and their implementation, support for economically, socially and physically challenged students. Action plan and its implementation for slow learners					

	9.13. Does a well-defined Faculty Performance Appraisal and Development System (FPADS) exist and implemented?					
	9.14. Outreach Activities					
	9.14.1. Are clubs and NSS effectively functioning?					
	9.14.2. Do students conduct and participate in annual co-curricular and extra-curricular activities. If yes, please mention % of students participate in such activities:					
	9.14.3. Details of community service provided, Unnat Bharat Abhiyan, etc.					
	9.14.4. Social internship and society connect activities undertaken by the students and their achievements					
	9.14.5. Does the institute organize National/International commemorative days, events and festivals?					
	9.14.6. Number of students involved in outreach activities					
	9.14.7. Does the college have a registered and functional Alumni Association? If yes, give number of students enrolled					
	9.14.8. Specify Activities of Alumni Association					
	10. Internet Facility					
	10.1. Is the available band Width adequate?					
	10.2. Is Wi-Fi available in the college?					
	10.3. Is there internet access in labs, library, conference rooms & offices of all departments?					

	10.4. Is adequate security mechanism put in place for protecting the internet transactions?					
	11. Infrastructural facilities and ambience					
	11.1. Is Campus ambience exemplary /Good / Satisfactory/ Unsatisfactory?					
	11.2. Is Office Space ambience exemplary/Good/ Satisfactory/Unsatisfactory?					
	11.3. Are washrooms well maintained?					
	11.4. Is adequate parking facility available?					
	11.5. Are individual Staff rooms available with IT facility?					
	11.6. Are staff rooms well maintained?					
	11.7. Is Potable Water facility available?					
	11.8. Is Power Backup facility available? If so, specify the capacity					
	11.9. Does the Institute have facilities for alternate sources of energy like: a. Solar energy b. Wheeling to the Grid c. Use of LED Bulbs					
	11.10. Does the Institute have Rain water harvesting pits?					
	11.11. Does the institute take any Green campus initiatives such as: a. Restricted entry of automobiles b. Pedestrian friendly path ways c. Landscaping with trees and plants					

	11.12. Does the Institute provide any facility for Disabled/Divyangjan persons easy access to classrooms and Labs?					
	11.13. Do Seminar halls have adequate ICT facilities?					
	11.14. Is transportation available for students and staff?					
	11.15. Is the Canteen maintained as per Food Safety and Standards Act?					
	11.16. Is Auditorium/Assembly Hall available with all ICT facilities?					

Please mention

Good Practices, if any

- 1.
- 2.
- 3.

Strengths, if any

- 1.
- 2.
- 3.

Weaknesses, if any

- 1.
- 2.
- 3.

Concerns, if any

- 1.
- 2.
- 3.

Deficiencies, if any

- 1.
- 2.
- 3.

Recommendations, if any

- 1.
- 2.
- 3.

Brief report, if any

Suggestions for improving the academic quality:

- 1.
- 2.
- 3.

Signature of audit committee member:

Name of the audit committee member:

Affiliation of the audit committee member: