



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

AUDIT FOR ACADEMIC & ADMINISTRATIVE PROCESSES AT PIET				
Session 2019-20				
(The audit was conducted mid-session due to preparation of NBA for B.Tech CSE)				
Cumulative Internal Audit Report				
PART 1	ADMINISTRATIVE PROCESSES (MAX. 200 Marks)	Comments/ Feedback for Improvement	Marks (Max. 1000)	Score
1.1	Clarity & concern towards institutional objectives	The institute demonstrates a clear focus on its objectives. However, there is scope for further improvement in the upcoming semester through regular stakeholder consultations to ensure objectives remain relevant and achievable.	25	22
1.2	Decision making process in the institute	A decentralized decision-making process is evident through the functioning of various committees. However, there is room for further improvement in enhancing student participation and involvement in decision-making processes.	20	16
1.3	Efficiency of leadership in utilizing existing institutional resources (human resources, lab equipment & computers and library)	So far, external collaborations are efficiently being leveraged through collaborative activities, workshops, conferences and Hackathons. Furthermore, the institution has a substantial number of labs, with a library housing a diverse collection of over 20,000 books and journals. To further enhance efficiency, implementing sustainable practices, as outlined in initiatives like "Green Audits & Certifications," can optimize resource utilization while minimizing environmental impact.	15	13



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1.4	Availability of equal opportunity to perform	Equal opportunities and decentralization are evident through various committees. Initiatives like Student's Council & Clubs are there. Somehow, it should ensure equitable participation of students and success.	10	8
1.5	Response time taken for resolving issues of students, faculty and staff members	Well-structured Grievance Committees are in place to resolve the issues. There is a need to ensure that students are consistently informed about the availability and procedures of these committees.	25	21
1.6	Efforts taken by leadership for enhancing satisfaction level of all stakeholders	The leadership is implementing welfare measures and a robust feedback mechanism to solicit inputs from stakeholders, including students, faculty, and staff. Prompt actions are being taken based on feedback received to address issues and improve overall satisfaction levels. Strengthening communication channels and transparency in decision-making processes can further enhance it.	20	17
1.7	Support system for quality output	Many initiatives are being taken for paperless and transparent systems. Additionally, regular feedback mechanisms are being established with personalized guidance sessions by tutors and departmental heads, encouraging students to maximize their capabilities. Somehow, support system for quality improvement of students, especially meritorious students, can be more consistent.	15	12



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1.8	Initiatives taken for motivation, learning & growth (academic, career & life skills) of all stakeholders (students, faculty and staff members)	The institution is implementing initiatives like the Institution's Innovation Cell (IIC), and various incentive schemes to motivate stakeholders and enhance learning and growth. Somehow, lack of initiatives related to life skills.	20	16
1.9	Quality of discussion meetings and reporting meetings	Meeting registers are being maintained properly. Meeting agendas are defined properly before meeting as well as the ATRs are well prepared after meetings. Corrective measures are being taken timely.	10	8
1.10	Utilization of annual budget	While the institute effectively allocates its budget, a transparent mechanism could be leveraged to enhance and optimize resource allocation through better tracking and reporting alongside Financial Audits.	10	7
1.11	Effectiveness of liasoning of leadership with (a)Registrar office	Regular interaction with the Registrar's office is ensured, so far, for smooth administrative processes and timely resolution of academic matters, facilitating efficient coordination and alignment with institutional guidelines and policies.	5	5
	(b)Training & Placement Office	Regular interaction is found regarding internship and placement training, preparations and opportunities till now.	5	5
	(d) Proctor Office	Regular interaction is found regarding various grievance committees, tutorship and others agenda.	5	5



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	(e) Campus Director's office	Regular interaction is found with the leadership, Heads of various departments and initiatives.	5	5
1.12	Any other point relevant to the overall scope of working of the institution.	Role and involvement of senior faculty members should increase at departmental level.	10	6
Total			200	166
PART 2	ACADEMIC PROCESSES (MAX. 500 Marks)			
2.1	DEPARTMENTS (MAX. 200 Marks)			
2.1.1	Program Outcomes and Course Outcomes defined	Clear definitions of program outcomes and course outcomes are being established through initiatives following OBE.	10	9
2.1.2	CO-PO mapping	Available in faculty course diary. A detailed booklet is available that is displayed on the website as well.	5	5
2.1.3	Attainment of Course Outcomes	Course outcomes are attained for the previous session and the Gap is analyzed along with the corresponding ATRs submitted to IQAC. It is recommended to implement regular feedback involving both faculty and students, to get insights from students regarding their perception of course outcomes and areas where they feel additional support or resources are needed. Faculty members can also provide valuable input on observed gaps in student learning and potential strategies for improvement.	5	4



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2.1.4	Attainment of POs and PSOs	For the last session, attainment is achieved, analyzed and ATRs are submitted for further measures to IQAC. The attainment should be improved by proactive approach and early intervention to ensure that students meet the desired learning objectives and program outcomes effectively.	5	4
2.1.5	Teaching methods adopted and use of ICT (Information & Communication Technologies) in teaching, learning and assessment process.	ICT enabled tools and facilities are efficiently being adopted. PPT, video lecture has been shown. Number should increase in difficult subjects.	15	12
2.1.6	Feedback mechanism used for assessing the performance of teachers by students and for curricular development.	Regular feedback is being taken from the students. Corrective measures should be quicker to encourage more candid and constructive input from students. Initiatives like the "Continuous Learning Incentive," promoting a culture of continuous improvement.	15	12
2.1.7	Faculty development programs implemented by the departments.	Faculty development programs are being implemented offering opportunities for skill enhancement and career advancement. 180+ participation are evident in this academic year, so far. Increasing the diversity and accessibility of development programs can cater to the varying needs of faculty members.	10	9



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2.1.8	Research facilities and research output in the form of publications	The Institution is promoting research facilities and output through encouraging faculty engagement in research activities. More than 100 teaching and non-teaching staff are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year so far. International conference sponsored by ISTE is organized and 2 are being planned. However, less interaction and collaborative research among faculty members for research work has been observed.	10	8
2.1.9	FDP/Trainings/Workshops conducted	7 FDP/Trainings/Workshops have been conducted till now this year and 3 of these had a duration of minimum 1 week. Around 10 more are in the planning phase.	10	8
2.1.10	Tutor system	A well-structured tutor system is established. Tutors are accessible to students through regular college hours, email communication, and scheduled appointments, ensuring that students have ample opportunities to engage with their tutors as needed. Role of senior faculty members, in the tutor system, is missing.	10	8
2.1.11	Bridge Courses/ Beyond Syllabus Programs	Bridge courses and beyond syllabus programs are being introduced through various certification courses, bridging skill gaps and preparing students for industry expectations. Beyond syllabus activities as NSP found but gap as per syllabus is not	10	7



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		observed by faculty.		
2.1.12	Introduction of Remedial classes	Remedial classes after internal examinations are being conducted. Not found for students having back in previous semesters.	10	6
2.1.13	Guidance for Higher Studies & Competitive examinations.	SPL for GATE is organized but it is not sufficient. More structured efforts are needed for thorough preparation.	10	6
2.1.14	Professional Activities for students	Initiatives like IIC are contributing in building the innovation and entrepreneurship culture. Students are also encouraged for MOOC courses.	10	8
2.1.15	Skill development and personality development programs/ Value added Programs for students	28 Add-on /Certificate /Value added programs/ online MOOC programs like SWAYAM, NPTEL etc. are being offered to students. Incorporating more experiential learning opportunities can enhance the effectiveness of these programs.	15	12
2.1.16	Industry Interaction & Visits organized for students	Industrial visits at Jaipur Metro, Appcino and CIPET are done. Strengthening partnerships with local industries must be increased in numbers to provide more diverse and meaningful experiential learning opportunities.	10	7
2.1.17	Initiatives and Opportunities provided for student projects	Initiatives and opportunities for student projects are being provided through initiatives like the Institution's Innovation Cell (IIC). Enhancing access to funding and resources can empower students to pursue ambitious projects.	10	7



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2.1.18	Office Automation and maintenance of records	Many tools are being developed and used effectively so far, enhancing transparency and automation.	10	8
2.1.19	Future plans of the departments	All the departments aim to strengthen collaborations with industry partners to provide more practical exposure and hands-on experiences for students	10	8
2.1.20	Awareness about Strengths, Weaknesses. Opportunities and Challenges	Awareness about Strengths and opportunities is observed. Somehow, weaknesses and challenges need to improve.	10	7
Total			200	158
2.2	FACULTY (MAX. 150 marks)			
2.2.1	Course file as per NBA Strategy	All the departments are ensuring compliance with NBA guidelines in course documentation	20	18
2.2.2	Preparation of lecture and other relevant notes	With most of the faculty members, it is good, but for the rest it is unsatisfactory.	20	16
2.2.3	Delivery	Faculty members are employing varied pedagogical approaches, including interactive lectures, promoting hands-on training and real-world applications. Absence of collaborative learning environments through student-led initiatives.	20	15



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2.2.4	Use of Teaching learning tools & ICT in Evaluation/ Innovative teaching practices	The institution is promoting integration of technology in teaching methods through modernized labs and other ICT enabled tools. Need to leverage more ICT enabled facilities to enhance student engagement and learning outcomes.	20	17
2.2.5	Performance in Portfolios allotted	The consistent demonstration of high-quality teaching is observed, contributing positively to student learning outcomes. A scope for improvement could be enhancing the level of engagement in research activities to further improve the institution's scholarly contributions and impact	15	12
2.2.6	Ownership	Faculty members are taking responsibility for course delivery and student success. Various committees are formed including the faculty members and students as well. Senior faculty involvement in the departments is an issue.	25	18
2.2.7	Research & Publications	70+ publications in the year 2019 are there, so far. Faculty members actively contribute to scholarly discourse through publications in reputable journals. interdisciplinary research collaborations should be promoted to address complex societal challenges.	15	12



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2.2.8	Academic Feedback	Feedback mechanism is being used for assessing the performance of teachers by students. The timeliness and specificity of feedback is needed to be enhanced to facilitate continuous improvement in teaching and learning. EC subjects are concerned.	15	12
Total			150	119
2.3	STUDENTS (MAX. 150 marks)			
2.3.1	Academic Performance (Present)/ Result	Result is good. Somehow, EC subjects are a concern and corrective measures should be taken.	20	15
2.3.2	Continuous Improvement in academics	The departments are working on enhancing academic standards, supported by initiatives like Continual Learning Incentive Schemes, Quality Conferences with Premier Publishers, promoting scholarly discourse and pedagogical innovation.	10	9
2.3.3	Regularity	Attendance is an issue for final year students. Rest all are regular and maintain a good attendance percentage.	10	8
2.3.4	Quality of Tutorial/Assignment	Bridge Courses/ Beyond Syllabus Programs are providing additional support and enrichment opportunities, but the quality of assignments needs to improve in terms of relevance, variety, and timeliness.	20	7



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2.3.5	Student Achievers	20+ students are preparing for GATE and other competitive exams. Till now 30+ students have actively participated both outside and inside Curricular and co-curricular activities and also achieved certificates for the same. 25 certificates/ Awards for participating in and presenting in Conferences, workshops and seminars, so far.	10	8
2.3.6	Quality in Summer Training	Good internship opportunities are being availed by most of the students with tied up companies. Need to work for remaining students.	15	12
2.3.7	Student Feedback	Feedback is observed to be satisfactory. So far. Proactive measures should be taken to maintain it further, throughout the session.	10	7
2.3.8	New Initiatives by students	Student driven activities relating to placements are being organized by PIAS. Alumni are guiding the students regarding placement preparations.	10	8
2.3.9	Team working in Students	In the project it is found, 15+ clubs are also run by students as told by HODs.	10	8
2.3.10	Placements/Higher studies/Entrepreneurship	35% placements till date, good figure as per the mid-session review.	20	15
2.3.11	Student Projects (Non syllabus)	NSP are actively worked upon in all the departments.	15	12
Total			150	109
Total for PART 2			700	563



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PART-3	BRANDING & FUNDING (MAX. 300 marks)			
3.1	Accreditation	NBA accreditation preparations for B.Tech CSE is going on.	50	50
3.2	Projects	1 DST project. Some projects are being forwarded to junior students for further improvement.	50	40
3.3	Consultancy	Grants received from 10+ Government and non-governmental agencies for research projects, endowments in the institution till now.	20	18
3.4	International (30 Marks) / National Conferences (20 Marks) Organized	2 conferences conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship are organized. 2 more are being planned. 1 International Conference on Smart Infrastructure Environment-Sponsored by ISTE, "The Smart City" Hackathon 2020 is being planned for March 2020.	30	25
3.5	International (30 Marks)/ National Workshops (20 Marks) / Seminars Organized	All workshops conducted so far are national workshops.	30	25
3.6	Participation Outside (Faculty & Student)	150+ participation are evident for this academic year till date.	20	16
3.7	Focus on Alumni Activities	Some department level alumni interaction activities are found to guide the current students for placements. Needs more engagement.	20	15



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3.8	Placements	Good placement so far.	20	18
3.9	Outreach Programs	Not found sufficient. A well-structured planning is lacking.	10	2
3.10	Professional Societies/ Chapters and its activities	4 workshops under ISTE are organized, 4 more are being planned.	30	25
3.11	Any Other	International Conference on Smart Infrastructure Environment-Sponsored by ISTE organized, "The Smart City" Hackathon 2020 being planned for March 2020. Also, 4 projects exhibited in JECC and 1 in PU	20	18
Total for PART - 3			300	249
Overall Total (Part 1+ Part 2+ Part 3)			1000	801

Observation:

- The audit report highlights positive aspects such as the visible display of Vision and Mission, clarity in faculty roles, and satisfactory student-tutor interactions.
- However, the student involvement in decision-making processes can be increased.
- There is also a need for increased engagement of senior faculty in guiding research and publications, as well as fostering collaboration among faculty members.

Academic Audit Expert Team:

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2. Dr. Neelima Gupta, Department of Chemistry, University of Rajasthan *Neel*

3.02.2020

Kindly permit to present the above ATR in IQAC meeting no. 7, scheduled on 14 February 2020.

Permission Granted

Seyl
8/2/2020



[Signature]
IQAC Convener