



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

AUDIT FOR ACADEMIC & ADMINISTRATIVE PROCESSES AT PIET				
Session 2018-19				
(The audit was conducted mid-session due to preparation of SSR submission for NAAC 1 <sup>st</sup> Cycle)				
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	Clarity and concern are observed among faculty and staff within the institution, reflecting in their alignment with the mission and goals. The audit committee examined the calendar/planner of the activities and noted that a majority of the planned activities are scheduled after the first midterm in the odd semester, considering the limited time available thereafter. Better planning is needed in 2 <sup>nd</sup> semester.	25	20
1.2	Decision making process in the institute	A number of well-established committees are there for various decision-making processes, regular meetings shall be ensured.	20	17
1.3	Efficiency of leadership in utilizing existing institutional resources (human resources, lab equipment, computers and library)	Leadership is implementing strategies and protocols to utilize ICT enabled facilities. However, there is a need to enhance library utilization through extra activities. IQAC has directed all the HoDs to encourage the students to use library resources.	15	12
1.4	Availability of equal opportunity to perform	There is a fair access to opportunities, promoting diversity and inclusivity, which is enhancing overall performance. All of the faculty members are a part of important decision-making committees. More students should be involved in	10	9



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		these forums/committees.		
1.5	Response time taken for resolving issues of students, faculty and staff members	Response times for addressing student, faculty, and staff issues are satisfactory, so far, through various grievance cells but could be improved for enhanced efficiency and satisfaction.	25	22
1.6	Efforts taken by leadership for enhancing the satisfaction level of all stakeholders.	Efforts are being taken to enhance stakeholder satisfaction, through a feedback system. It's crucial to improve the satisfactory levels observed among students. Committee advises to collect regular feedback, analyze and take actions as and when required.	20	17
1.7	Support system for quality enhancement	IQAC exists in the institute and has recently starting working on quality benchmarks and practices	15	13
1.8	Initiatives taken for motivation, learning & growth (academic, career & life skills) of all stakeholders (students, faculty and staff members)	All efforts are good, including a number of incentive schemes, promotional schemes, and financial support for external participation, faculty development programs and tutorship initiatives to enhance quality across domains. Need some measures for the implementation of Poornima Mission English Proficient Institute.	20	17
1.9	Quality of discussion meetings and reporting meetings on the goal of the institute.	The audit team has observed clarity on the goal of the institution and regular meetings are held for the same, with predefined agenda and relevant ATRs. Corrective measures are being taken as and when required.	10	8
1.10	Utilization of annual budget	Planning for budget utilization has to be framed. In the forthcoming semester, more efforts should be laid down on	10	6



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		execution of the same.		
1.11	Effectiveness of liasoning of leadership with (a)Registrar office	Interaction observed at a satisfactory level, ensuring smooth administrative processes and timely implementation of policies.	5	5
	(b)Training & Placement Office	Interaction observed and found satisfactory facilitating valuable opportunities for student internships and placements.	5	5
	(d) Proctor Office	Interaction observed at a satisfactory level ensuring a disciplined and conducive learning environment, adherence to institutional regulations including grievance various committees, tutorship, etc.	5	5
	(e) Campus Director's office	Interaction observed at a satisfactory level facilitating efficient decision-making and alignment of institutional goals with operational strategies.	5	5
1.12	Any other point relevant to overall scope of working of the institute	Encouraging regular communication channels and forums for constructive feedback to promote a sense of ownership and shared responsibility is to be worked upon.	10	6
	<b>Total</b>		<b>200</b>	<b>167</b>
<b>PART 2</b>	<b>ACADEMIC PROCESSES (MAX. 500 Marks)</b>			
<b>2.1</b>	<b>DEPARTMENTS (MAX. 200 Marks)</b>			
2.1.1	Program Outcomes and Course Outcomes defined	Course outcomes require improvement and are displayed on notice boards of each department.	10	6
2.1.2	CO-PO mapping	All departments have mapped course	5	4



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		outcomes with program outcomes as per bloom's taxonomy.		
2.1.3	Attainment of Course Outcomes	Attainment for the previous session is observed by the Audit team and advised to improve attainment level in every subject. The gap analysis with the previous session has already been done by all the departments and IQAC is working on the submitted ATRs. More concentrated efforts to be made for the attainment of CO's	5	4
2.1.4	Attainment of POs and PSOs	Attainment for the previous session is done. Improvement required. All the departments are working with IQAC to bridge the gap.	5	4
2.1.5	Teaching methods adopted and use of ICT (Information & Communication Technologies) in teaching, learning and assessment process.	Planning to utilize ICT tools was excellent but information is not circulated properly to all students till now.	15	11
2.1.6	Feedback mechanism used for assessing the performance of teachers by students and for curricular development.	Feedback is given as satisfactory by students, demonstrating a commitment to student-centered education and continuous improvement. Encouraging greater student participation and ensuring anonymity could further enrich the feedback process.	15	12
2.1.7	Faculty development programs implemented by the departments.	40+ Teaching and non-teaching staff have participated in Faculty development Programmes (FDP), professional development /administrative training programs in the odd semester and 50+ have registered for the upcoming programs. 5 FDPs, with the duration of more than a week, have	10	9



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		been organized in collaboration with IQAC, AICTE and NITTTR and 4 more are being planned.		
2.1.8	Research facilities and research output in the form of publications	50+ Research papers are published in Journals this year and approx. and 30+ are in line. More than 30 faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year.	10	8
2.1.9	FDP/Trainings/Workshops conducted	So far 5 FDPs, with the duration of more than a week, are organized in collaboration with IQAC, AICTE and NITTTR, 4 more are in planning phase,	10	8
2.1.10	Tutor system	Tutor system is functioning well in all the departments providing valuable mentorship and academic guidance to students nurturing a supportive learning environment. Feedback from both tutors and students on the effectiveness of the system could help identify areas for improvement.	10	8
2.1.11	Bridge Courses/ Beyond Syllabus Programs	For students, 13 Add-on /Certificate /Value added programs and online MOOC programs like SWAYAM, NPTEL etc. programs are being offered in odd semester. Planning is being done for another 13 such courses to be offered in even semester. The range of bridge courses and beyond-syllabus programs should be expanded, catering to a wider array of student interests and career pathways.	10	7
2.1.12	Remedial classes organized by the institute in every department for the	Well-planned, but need to be executed	10	7



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	average students.	consistently.		
2.1.13	Guidance for Higher Studies & Competitive examinations:	Classes and sessions are being organized by the departments. Students are preparing for GATE and other competitive exams this academic year.	10	7
2.1.14	Professional Activities for students	The Training and Placement Cell is offering various training programs, including aptitude tests, psychometric tooling tests, personality development, interpersonal skills, group presentations, and resume writing workshops.	10	8
2.1.15	Skill development and personality development programs/ Value added Programs for students	NPTEL Certifications, Value added courses and other certifications are being done. All other activities are nicely planned and executed in good manner, so far. Some activities are required to improve PMEPI as well.	15	12
2.1.16	Industry Interaction & Visits organized for students	Industrial Visit at Dainik Bhaskar, Kanota Construction Site Jaipur and Industrial Visit at Sewage Treatment Plant, Jaipur done. Mobile computing GIPL Industry interaction is satisfactory but should be more frequent to bridge the gap between industry and academia.	10	7
2.1.17	Initiatives and Opportunities provided for student projects	To go beyond the syllabus students are being encouraged to exhibit their ideas in NSP Projects. More than 80 % of PIET students are set to participate in non-syllabus projects for the exhibition on different platforms.	10	7
2.1.18	Office Automation and maintenance of records	The institution is effectively utilizing the in-house ERP software 'SHARP,' alongside other automation tools. However, there is still room for further	10	8



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		enhancement.		
2.1.19	Future plans of the departments.	The institute plans to integrate industry-aligned value-added courses into beyond syllabus curriculum to enhance students' practical skills and industry readiness, ensuring their competitiveness in the job market.	10	8
2.1.20	Awareness about Strengths, Weaknesses. Opportunities and Challenges of the departments.	Faculty members are well aware and SWOC is well analyzed. There is a lack of awareness in students for the same.	10	7
	<b>Total</b>		<b>200</b>	<b>153</b>
<b>2.2</b>	<b>FACULTY (MAX. 150 marks)</b>			
2.2.1	Course file as per NBA Strategy	Course files need minor updates according to the NBA guidelines and strategy.	20	18
2.2.2	Preparation of lecture and other relevant notes	Lecture notes are being prepared well but measures are needed to be taken for student engagement in the classroom for better interaction and understanding.	20	15
2.2.3	Delivery	The deliverables are observed to be satisfactory till now, as per student feedback. Feedback is good in approximately 80% of the subjects but for others, corrective measures should be taken.	20	15
2.2.4	Use of Teaching learning tools & ICT in Evaluation/ Innovative teaching practices	Google Classroom, PowerPoint presentations and other open-source tools are being leveraged as and when required. A lot of ICT enablement is still in the planning phase, but satisfactory.	20	17
2.2.5	Performance in Portfolios allotted	The performance in allocated portfolios varies, with some being excellent while others are satisfactory in certain areas.	15	12



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2.2.6	Ownership	Ownership assessed through faculty interaction and found satisfactory for some faculties as they are active in various committees, initiatives and decision-making processes. Remaining all need to work upon it.	25	18
2.2.7	Research & Publications	40+ Research papers are published in Journals till now for this academic year and 30+ are in line.	15	12
2.2.8	Academic Feedback	Observed to be satisfactory. For the areas of improvement, precautionary measures are required to be taken. Follow up for the corrective actions is not done.	15	9
<b>Total</b>			<b>150</b>	<b>116</b>
2.3	STUDENTS (MAX. 150 marks)			
2.3.1	Academic Performance (Present)/ Result	Planning is satisfactory to improve results. Remedial classes and timely tests are crucial and need to be more consistent.	20	15
2.3.2	Continuous Improvement in academics	Efforts are good. Good number of faculty members leveraging the Continuous learning incentives is not there.	10	8
2.3.3	Regularity	Attendance is good in all the years except final year.	10	7
2.3.4	Quality of Tutorial/Assignment	Can be improved. Mostly copied by students. Evaluation is below average.	20	7
2.3.5	Student Achievers: More than 50 students have participated and achieved.	Good in numbers, in curricular, co-curricular and extracurricular activities and being rewarded in the felicitation ceremony- Kalanidhi	10	6
2.3.6	Quality in Summer Training	Students have performed well in summer	15	12



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		training for previous session. The opportunities should expand in terms of diverse technologies to cater different student interests for the forthcoming student Internships.		
2.3.7	Student Feedback	Feedback, so far, is not good in EEE, Mechanics, Computer programming and Physics. Corrective actions required	10	7
2.3.8	New Initiatives by students	Good in number. Emphasis on quality should improve. Newly launched Students Council are encouraging the students with opportunities.	10	8
2.3.9	Team working in Students	Need improvement in team working. More group projects and events should be planned.	10	7
2.3.10	Placements/Higher studies/Entrepreneurship	Mock drive and lecture are being organized but need some lectures related to industry orientation. IIC is being established to support students with innovation and entrepreneurship.	20	15
2.3.11	Student Projects (Non syllabus)	More than 80 % of PIET students are ready to participate in non- syllabus projects for the exhibition on different platforms.	15	12
	<b>Total</b>		<b>150</b>	<b>104</b>
	<b>Total for PART 2</b>		<b>700</b>	<b>540</b>
<b>PART-3</b>	<b>BRANDING &amp; FUNDING (MAX. 300 marks)</b>			
3.1	Accreditation	Preparations for NBA and NAAC accreditations have begun, this will help the institute to benchmark itself.	50	50
3.2	Projects	6 students won Chhatra Vishwakarma	50	40



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		innovation awards by AICTE-ECI-ISTE in January 2019.		
3.3	Consultancy	There is a gap between planning and execution of consultancy projects. Numbers are required to be improved.	20	10
3.4	International (30 Marks) / National Conferences (20 Marks) Organized	3 International conferences are planned to be organized.	30	25
3.5	International (30 Marks)/ National Workshops (20 Marks) / Seminars Organized	6+ workshops and seminars organized by now in association with IIIT Kharagpur, NITTTR, AICTE etc. 4 more are being planned.	30	25
3.6	Participation Outside (Faculty & Student)	Workshops and seminars attended by 20+ faculties so far. 30+ students have actively participated in outside campus co-curricular activities and achieved certificates till now. 3 students got awards in national level sports competitions and extracurricular.	20	16
3.7	Focus on Alumni Activities	Alumni interaction and activities are being organized and observed as satisfactory, so far. Can be improved further.	20	15
3.8	Placements	Satisfactory in numbers, so far. Also, 6 students got certificates of merit by FACE-Academy.	20	18
3.9	Outreach Programs	No department specific planning/execution visible	10	2
3.10	Professional Societies/ Chapters and its activities	Innovative activities are being planned in Activity calendar of the department and in collaboration with Higher class departments	30	25
3.11	Any Other	Good number of student papers have been sent to be published in NCSCT-	20	15



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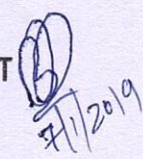
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		2018.		
	<b>Total for PART - 3</b>		<b>300</b>	<b>241</b>
	<b>Overall Total (Part 1+ Part 2+ Part 3)</b>		<b>1000</b>	<b>782</b>

### Observations:

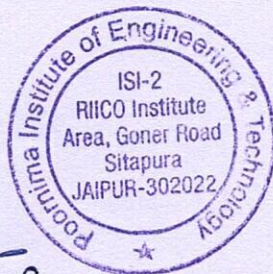
- The audit acknowledges satisfactory liaison between institutional leadership and administrative offices, such as the Registrar and Training & Placement Office, reflecting adequate coordination.
- Strong attention to CO-PO mapping and the attainment of outcomes demonstrates a commitment to academic quality.
- However, the department-specific planning and execution for outreach programs could be better to enhance the department's engagement beyond academic realms.
- Additionally, there is a lack of awareness among some students regarding the institution's Strengths, Weaknesses, Opportunities, and Challenges (SWOC), indicating a need for improved communication and transparency to ensure active student participation and engagement in departmental activities.


### Academic Audit Expert Team:

1. Dr. Neelima Gupta, Department of Chemistry, University of Rajasthan 
2. Dr. Ramesh Babu Battula, Assistant Professor, Computer Science and Engineering, MNIT 

Kindly permit to present the above ATR in IQAC meeting no. 3, scheduled on 17 January, 2019.

*Permitted*  
*Gay S*  
*1/16/2019*



  
IQAC Convener