



# 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 2020-21

#### Cumulative Internal Audit Report

PART 1	ADMINISTRATIVE PROCESSES (MAX. 200 Marks)	Comments/ Feedback for Improvement	Marks (Max. 1000)	Score
1.1	Clarity & concern towards institute objectives	The institution demonstrates clarity and commitment towards its objectives, supported by the objectives of "Constant up gradation of AQAR" and "Institution's Innovation cell (IIC)" However, further communication of objectives across all stakeholders could enhance clarity.	25	21
1.2	Decision making process in the institute	Faculties are well prepared with the portfolios. Decentralization needs to be done by involving more students in the decision-making process.	20	18
1.3	Efficiency of leadership in utilizing existing institutional resources (human resources, lab equipment & computers and library)	Leadership efficiently utilizes institutional resources labs and libraries. Some of the faculties are still lagging in leveraging various incentive schemes.	15	12
1.4	Availability of equal opportunity to perform	Various committees are there showcasing the decentralization and inclusiveness, ensuring the equal opportunities for all. However, conducting regular equity assessments to address disparities could further enhance equal opportunity.	10	8
1.5	Response time taken for resolving issues of students, faculty and staff members	Issues, whenever arise, are submitted through email and are resolved by HoD. The same process is followed by faculty and staff members.	25	23
1.6	Efforts taken by leadership for enhancing satisfaction level of all stakeholders	Alongside a range of welfare measures, corrective actions on the feedback report have been taken. In line with this, conducted various workshops for II Yr, III Yr. and IV Yr. Institute is more focused towards regular academics	20	18
1.7	Support system for quality output	Support system for quality output is established through relevant initiatives like IPR Cell and Faculty Development programs implemented and research facilities providing resources and training opportunities.	15	14



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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 welfare measure and initiatives like "Continuous Learning Incentive" and "Kalanidhi" promote motivation, learning, and growth opportunities for all stakeholders.	20	18
1.9	Quality of discussion meetings and reporting meetings	The meeting register maintain properly and meeting agenda defined properly before Meeting.	10	9
1.10	Utilization of annual budget	Budget expenditure planning and execution is observed to be satisfactory. Ensuring transparency in budget allocation processes could further enhance accountability and resource optimization.	10	8
1.11	Effectiveness of liasoning of leadership with (a)Registrar office	The leadership maintains effective liasoning with the Registrar's Office, ensuring smooth coordination and communication channels for administrative processes and academic affairs.	5	5
	(b)Training & Placement Office	Regular interaction is found, about various internship and placement trainings and opportunities.	5	5
	(d) Proctor Office	Regular interaction is found regarding relevant agenda, tutorship, grievances etc.	5	5
	(e) Campus Director's office	Regular interaction and meetings are found with the leadership.	5	5
1.12	Any other point relevant to overall scope of working of the institute.	Focus is on providing research opportunities, collaborating with industries, and organizing professional development activities by leveraging Institute's Innovation Cell, AICTE IDEA Lab, PBIC etc.	10	7



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	Total		200	177
<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	All faculty members are aware about CO, PO and most of the students also have knowledge about all these terminologies.	10	8
2.1.2	CO-PO mapping	CO-PO mapping is effectively carried out	5	5
2.1.3	Attainment of Course Outcomes	Students are meeting the expected learning goals of their programs that is evident from the Gap Analysis. The ATRs for the same are submitted to IQAC and to improve further, the institution can offer more personalized feedback and support to students	5	4
2.1.4	Attainment of POs and PSOs	The institution demonstrates success in attaining program outcomes (POs) and program-specific outcomes (PSOs), facilitated by Skill development and personality development programs/ Value added Programs for students, which enhance students' skills and competencies. The gap analyzed, along with the ATR, is submitted to IQAC.	5	4
2.1.5	Teaching methods adopted and use of ICT (Information & Communication Technologies) in teaching, learning and assessment process.	Individual PPTs for each unit of subjects, video lectures, NPTEL, Google classroom assignments etc. ICT Enabled facilities are feasibly being utilized.	15	13
2.1.6	Feedback mechanism used for assessing the performance of teachers by students and for curricular development.	Mass Interaction, Class Test, Online Feedbacks are used to take faculty members' feedback from the students.	15	13
2.1.7	Faculty development programmes implemented by the departments.	140+ certificates achieved by faculty members. However, conducting regular needs assessments and customizing development plans based on identified areas of improvement could further enhance faculty effectiveness and teaching quality.	10	8
2.1.8	Research facilities and research output in the form of publications	More than 50 papers published in SCI / SCIE	10	7



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		/ Scopus Indexed Journals in 2021 and 40+ in the year 2020. International Conference on Information Management & Machine Intelligence organized. 11 student papers have been published in journals/conference proceedings.		
2.1.9	FDP/Trainings/Workshops conducted	Faculty development program and workshops organized with TEQIP-III RTU, Kota, AICTE-ATL and ISTE	10	8
2.1.10	Mentoring system	Mentor charts are available, students are well aware of their point of contact, regular mentor-mentee meetings with entries in faculty diaries are there.	10	8
2.1.11	Bridge Courses/ Beyond Syllabus Programmes	MoU's are done with industries for nurturing Latest Technologies, beyond syllabus to budding Engineers. Supported by initiatives like "13-day (Value Added Courses- CRT & Technical)." To further enhance this, the institution can diversify the range of courses offered and provide more hands-on learning opportunities.	10	8
2.1.12	Introduction of Remedial classes	Remedial classes are held for below average students.	10	8
2.1.13	Guidance for Higher Studies & Competitive examinations.	2 students qualify for GATE and other competitive exams. Guidance for Higher Studies & Competitive Examinations is well facilitated by initiatives like "Membership Incentive". To enhance this, the institution can offer personalized counseling and mentoring to help students navigate their career paths effectively.	10	7
2.1.14	Professional Activities for students	Professional Activities for Students are encouraged through initiatives like "Student's Council & Clubs," fostering leadership and extracurricular involvement. To augment this, the institution can expand opportunities for internships and industry collaborations, providing real-world experience.	10	8
2.1.15	Skill development and personality development programmes/ Value added	Supported by various initiatives 50 students successfully attain various course certificates	15	12



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	Programmes for students	under MOOC organized by SWAYAM NPTEL. 72 students successfully received Microsoft certification.		
2.1.16	Industry Interaction & Visits organized for students	In process (MICROMAX)	10	7
2.1.17	Initiatives and Opportunities provided for student projects	Initiatives and Opportunities provided for Student Projects are available, supported by AICTE IDEA Lab, fostering innovation and entrepreneurship. Industry oriented labs for quality education Microsoft, IBM, Oracle, FACE, Redhat, CESA, Celebal etc. PI and GD plan are found. Need to improve the quality of mock PI and GD.	10	7
2.1.18	Office Automation and maintenance of records	Office Automation and Maintenance of Records is streamlined, ensuring efficient administrative processes. To improve further, the institution can establish a well-structured transparent mechanism.	10	8
2.1.19	Future plans of the departments.	Future Plans of the Departments are outlined, aiming for continuous improvement and innovation, as evidenced by initiatives like "Institution's Innovation cell (IIC)." To strengthen this, the institution can solicit feedback from stakeholders and incorporate their suggestions into future plans.	10	8
2.1.20	Awareness about Strengths, Weaknesses, Opportunities and Challenges.	Awareness about Strengths, Weaknesses, Opportunities, and Challenges is cultivated through objective of Constant up gradation of AQAR, facilitating self-assessment and improvement. To deepen this awareness, the institution can conduct regular SWOT analyses and action planning sessions.	10	7
	<b>Total</b>		<b>200</b>	<b>159</b>
<b>2.2</b>	<b>FACULTY (MAX. 150 marks)</b>			
2.2.1	Course file as per NAAC/NBA Strategy	Course files are made by all faculty members, following the NAAC/NBA strategy except a few.	20	18
2.2.2	Preparation of lecture and other relevant	Notes are well prepared. Need to encourage	20	15



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	notes	student participation through interactive activities or discussions to enhance learning outcomes.		
2.2.3	Delivery	The faculty member's lecture delivery is effective. Utilization of Teaching-Learning Tools & ICT in Evaluation/Innovative Teaching Practices is facilitated through initiatives like I3-day (Value Added Courses-CRT & Technical), promoting interactive and technology-enhanced learning experiences.	20	15
2.2.4	Use of Teaching learning tools & ICT in Evaluation/ Innovative teaching practices	PPT, Video Lectures, Google Meet and Google Classrooms are being utilized along with other ICT enabled facilities.	20	17
2.2.5	Performance in Portfolios allotted	Performance is observed as satisfactory for most of the faculty members.	15	12
2.2.6	Ownership	Senior faculty members are actively involved in different committees. The lack of involvement as tutors poses a challenge that needs addressing for better departmental functioning and tutor opportunities.	25	18
2.7	Research & Publications	More than 50 papers published in SCI / SCIE / Scopus Indexed Journals in 2021 and 40+ in the year 2020. International Conference on Information Management & Machine Intelligence organized.	15	12
2.2.8	Academic Feedback	Found to be satisfactory. But scope of improvement is there.	15	12
	<b>Total</b>		<b>150</b>	<b>119</b>
<b>2.3</b>	<b>STUDENTS (MAX. 150 marks)</b>			
2.3.1	Academic Performance (Present)/ Result	Result is satisfactory for all branches. Initiatives like Kalanidhi motivate students to excel in their studies and achieve favorable outcomes. Somehow, EC subjects are a concern	20	15
2.3.2	Continuous Improvement in academics	In most of the areas it is found. Students actively engage in continuous improvement initiatives supported by programs like "Skill Development and Personality Development Programs," enhancing their academic skills	10	9



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		and overall development.		
2.3.3	Regularity	Daily analysis of student attendance, first lecture reporting is ensured.	10	8
2.3.4	Quality of Tutorial/Assignment	The clarity of instructions, the depth of content covered is needed to be improved, aligning with RTU exam questions.	20	7
2.3.5	Student Achievers	29 students actively participated in outside campus co-curricular activities and achieved certificates for the same. 46 students participated in Online workshops / conferences, seminars, SDP (Student Development Programme) 1 student has filed the Patent and 6 students successfully registered for Start-ups. "Kalanidhi" has been an encouraging force for the same.	10	6
2.3.6	Quality in Summer Training	Generally, reflects positive experiences, there's room for improvement in enhancing the diversity of training opportunities.	15	12
2.3.7	Student Feedback	While many students' express satisfaction with the quality of teaching, there's a need to improve communication channels for addressing concerns.	10	7
2.3.8	New Initiatives by students	Final year students have opted for online courses. 50 students have successfully attained various courses under MOOC organized by SWAYAM NPTEL.	10	8
2.3.9	Team working in Students	In student projects it is evident. Also, Collaboration and teamwork are promoted among students through Various Academic, Cultural, and Sports Activities by the Student Council enhancing their interpersonal skills and ability to work effectively in teams.	10	8
2.3.10	Placements/Higher studies/Entrepreneurship	Placement till date good figure	20	15
2.3.11	Student Projects (Non syllabus)	More than 85 % of PIET students participated in non- syllabus projects for the exhibition on different platforms.	15	12
	<b>Total</b>		<b>150</b>	<b>107</b>



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Total for PART 2		700	561
<b>PART - 3</b>	<b>BRANDING &amp; FUNDING (MAX. 300 marks)</b>		
3.1	Accreditation	NAAC and NBA both accreditations are received.	50 50
3.2	Projects	1 AICTE funded AICTE-IDEA Lab Project, 1 project funded by a private firm. AICTE IDEA Lab fosters innovation and entrepreneurship among students, faculty, and staff. Collaborations can be enhanced with industry partners to ensure real-world applicability and sustainability of project outcomes.	50 40
3.3	Consultancy	5 consultancy projects. Streamlining processes and providing additional resources, as supported by "Consultancy & Research Incentives Scheme of Poornima (CRISP)," can facilitate more extensive engagements and revenue generation.	20 10
3.4	International (30 Marks) / National Conferences (20 Marks) Organized	With the objective of quality Conferences with Premier Publishers, International Conference on Smart City, Convergence 2020 was organized complemented by initiatives such as "Continuous Learning Incentive," enriches learning experience.	30 25
3.5	International (30 Marks)/ National Workshops (20 Marks) / Seminars Organized	8 workshops sponsored by TEQIP-III RTU, Kota and AICTE-ATAL	30 25
3.6	Participation Outside (Faculty & Student)	140+ Faculty participation in FDPs/workshops and conferences outside and 29 students actively participated in outside campus co-curricular activities and achieved certificates for the same.	20 20
3.7	Focus on Alumni Activities	Department wise alumni interaction activities are planned by PIAS,	20 15
3.8	Placements	Good Placement	20 18
3.9	Outreach Programmes	Establishing long-term partnerships with local communities and NGOs, alongside initiatives	10 10



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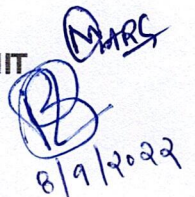
		of Empowering Less Privileged Students from Nearby Villages Through the NSS Club, strengthens outreach impact and attracts funding for sustainable initiatives.		
3.10	Professional Societies/ Chapters and its activities	Workshops under ISTE have been organized. The institute is enhancing these through initiatives like "Membership Incentive" and organizing industry-aligned technical workshops and seminars facilitated by "Quality Conferences with Premier Publishers" These can be improved by promoting student leadership roles within these societies to deepen industry connections.	30	25
3.11	Any Other	Strengthening collaboration with industry partners and alumni networks, in alignment with the institution's mission and vision, can unlock additional funding opportunities and support strategic initiatives.	20	15
<b>Total for PART - 3</b>			<b>300</b>	<b>253</b>
<b>Overall Total (Part 1+ Part 2+ Part 3)</b>			<b>1000</b>	<b>815</b>

### Observations:

- Faculty portfolios were well-presented, indicating clarity in roles and responsibilities among faculty members, and their awareness of their roles is commendable.
- The involvement of students in decision-making processes signifies a commitment to inclusivity and student empowerment within the departments.
- The efficiency of leadership in utilizing existing institutional resources, including human resources, lab equipment, computers, and the library, is noted as proper, indicating effective management practices.
- However, there is room for improvement as some faculty members are not availing themselves of opportunities to perform.
- Additionally, while all faculty members are aware of objectives, there seems to be a gap in student understanding, suggesting a need for improved communication and alignment between faculty and student perceptions of institutional and departmental goals.

### Academic Audit Expert Team:

1. Dr. Man Mohan Garg, Assistant Professor, Department of Electrical Engineering, MNIT
2. Dr. Ramesh Babu Battula, Associate Professor, Computer Science and Engineering, MNIT

  
8/9/2022



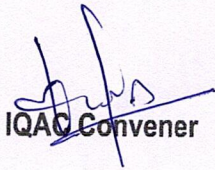
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Kindly permit to present the above ATR in IQAC meeting no. 17, scheduled on September 21, 2022



  
IQAC Convener

Permitted

Sept  
14/9/2022