



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 2021-22				
Cumulative Internal Audit Report				
PART1	ADMINISTRATIVE PROCESSES (MAX. 200 Marks)	Comments/Feedback for Improvement	Marks (Max. 1000)	Score
1.1	Clarity & concern towards institutional objectives	Vision and Mission are readily visible and accessible in the form of posters and in quality policy also for all the stakeholders.	25	23
1.2	Decision making process in the institute	The decision-making process is streamlined and effective, supported by standard ERP. Students' involvement in the decision-making process should enhance in the existing committees.	20	18
1.3	Efficiency of leadership in utilizing existing institutional resources (human resources, lab equipment & computers and library)	Everything is being used appropriately. Various incentive schemes related to research, publication, Consultancy, Patents & Copyrights are encouraging faculty engagements as well. Resource allocation strategies to optimize utilization can be improved.	15	13
1.4	Availability of equal opportunity to Perform	It is observed that faculty members and students are part of various important committees. Initiatives such as the Student's Council & Clubs are promoting inclusivity and diversity within the institution. However, there remains room for improvement in ensuring that all stakeholders have equitable encouragement.	10	8
1.5	Response time taken for resolving issues of students, faculty and staff members	For students, a tutor email is there where they can submit their issues of concern. HOD is responsible for sorting out these problems for faculty members.	25	24



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

1.6	Efforts taken by leadership for enhancing satisfaction level of all stakeholders	There is a number of welfare measures and satisfactory communication among the stakeholders. One to one communication with faculty members is missing.	20	16
1.7	Support system for quality output	There are initiatives like CRISP and IIC which promote faculty engagement in research, innovation, and consultancy projects, resulting high-quality outcomes. Work is being done to increase the quality of students.	15	14
1.8	Initiatives taken for motivation, learning & growth (academic, career & life skills) of stakeholders (students, faculty and staff members)	Reflects the effectiveness of initiatives such as the Continuous Learning Incentive promote academic, career, and life skills development among students, faculty, and staff members.	20	18
1.9	Quality of discussion meetings and reporting meetings	The objective of Constant up gradation of AQAR ensures high standards in institutional reporting and enhance productive discussions, contributing to informed decision-making and institutional improvement.	10	8
1.10	Utilization of annual budget	Regular financial audits are observed. Resources are allocated effectively to support academic programs, faculty development, student services, and infrastructure maintenance.	10	8
1.11	Effectiveness of liasoning of leadership with (a)Registrar office	The institute maintains regular interaction with the Registrar's Office to facilitate administrative processes such as student registration, academic record management, and coordination of official documentation.	5	5
	(b)Training & Placement Office	Regular interaction related to the training and progression is ensured.	5	5



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

	(d) Proctor Office	Regular interaction was found related to various grievance committees and tutorship.	5	5
	(e) Campus Director's office	Regular interaction and meetings are found to be satisfactory.	5	5
1.12	Any other point relevant to the overall scope of working of the institute.	Emphasis is on interdisciplinary collaboration through initiatives like the 'Institution's Innovation Cell (IIC).' To enhance this further, the institution could consider expanding interdisciplinary research opportunities.	10	8
Total			200	179
PART2	ACADEMIC PROCESSES (MAX. 500Marks)			
2.1	DEPARTMENTS (MAX. 200 Marks)			
2.1.1	Program Outcomes and Course Outcomes defined	CO-PO is defined and the detailed booklet is displayed on the Website regarding the same. A few updates are required.	10	9
2.1.2	CO-PO mapping	Effectively mapped Course Outcomes (COs) to Program Outcomes (POs) enhancing curriculum coherence.	5	5
2.1.3	Attainment of Course Outcomes	The institution demonstrates proficiency in attaining Course Outcomes (COs). Gap analysis and action taken report are prepared by all departments for further review by the IQAC.	5	5
2.1.4	Attainment of POs and PSOs	POs and PSOs are well attained, showcasing the program's effectiveness in meeting educational objectives. Attainment gap for POs and PSOs are also analyzed with a well-structured Action Taken Report submitted to IQAC.	5	5



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

2.1.5	Teaching methods adopted and use of ICT (Information & Communication Technologies) in teaching, learning and assessment process.	The institution's effective use of innovative teaching methods and ICT is enhancing the teaching and learning environment. Yet, there's room for further exploration of ICT resources to cater to diverse learning needs.	15	12
2.1.6	Feedback mechanism used for assessing the performance of teachers by students and for curricular development.	Faculty feedback is taken on regular intervals from students in online mode. Actions are taken accordingly.	15	13
2.1.7	Faculty development programs implemented.	FDPs in collaboration with ISTE and ATAL, NITTTR are organized. 9 of these have duration of minimum 3 days to two weeks.	10	7
2.1.8	Research facilities and research output in the form of publications	IQAC initiatives like "Research Incentives scheme of Poornima (CRISP)," and "IPR Cell & its Incentive," promoting research collaborations, intellectual property rights awareness, and recognition through publications and patents.	10	8
2.1.9	FDP/Trainings/Workshops conducted	The institution is providing opportunities for professional growth, networking, and knowledge enhancement through regular FDPs, trainings, workshops in collaboration with bodies like ATAL, ISTE etc on various technical, non-technical domains, NEP implementation etc.	10	8
2.1.10	Tutor system	The effectiveness of senior faculty members in their roles as tutors has been enhanced, resulting in improved academic support and guidance for students.	10	8



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

2.1.11	Bridge Courses/ Beyond Syllabus Programs	Through initiatives like the "13-day Value Added Courses" and objective of Quality Conferences with Premier Publishers," institution is addressing learning gaps and interdisciplinary collaboration.	10	9
2.1.12	Introduction of Remedial classes	Remedial classes are found for students having back in previous semesters and after internal assessments as well. Number of classes should be increased.	10	7
2.1.13	Guidance for Higher Studies & Competitive examinations.	Seminars and lectures are organized for student. 6 students qualified for GATE and other competitive exams in this academic session.	10	8
2.1.14	Professional Activities for students	Seminars and lectures are organized for various career opportunity awareness. 8 students qualified for GATE and other competitive exams.	10	7
2.1.15	Skill development and personality development programs/ Value added Programs for students	The institution offers Skill development and personality development programs through initiatives like Continuous Learning Incentive, 6 value added programs offered.	15	13
2.1.16	Industry Interaction & Visits organized for students	Industrial visits to Jaipur Metro Corporation Ltd., Bhaskar Planet & CIPET	10	7
2.1.17	Initiatives and Opportunities provided for student projects	It is observed that through AICTE IDEA lab and rewarding schemes of Kalanidhi and initiatives organized like Hackathon, innovation, entrepreneurship, and real-world problem-solving skills are being promoted among students.	10	8



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

2.1.18	Office Automation and maintenance of records	Many tools are developed and used effectively. No Paper Forms are being used for admission process and, to streamline other activities, TCS Ion is being leverage.	10	8
2.1.19	Future plans of the departments.	Involves introducing innovative teaching methods and implementing better student feedback mechanisms for continual improvement.	10	8
2.1.20	Awareness about Strengths, Weaknesses, Opportunities and Challenges.	Awareness about Strengths, Weaknesses, Opportunities and challenges is satisfactory.	10	7
Total			200	156
2.2	FACULTY (MAX. 150 marks)			
2.2.1	Course file as per NAAC/NBA Strategy	Course file is available as per NAAC/NBA strategy.	20	18
2.2.2	Preparation of lecture and other relevant notes	Satisfactory effort in delivering comprehensive and organized materials for effective teaching and learning, using PPTs and video lectures. More incorporation of ICT enables tools can be done.	20	17
2.2.3	Delivery	Observed good as per student feedback, with areas for improvement in enhancing engagement.	20	17
2.2.4	Use of Teaching learning tools & ICT in Evaluation/ Innovative teaching practices	Faculty is using PPTs and video lectures. More innovative applications and available ICT enabled facilities can be utilize more.	20	17



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

2.2.5	Performance in Portfolios allotted	While some faculty members are excelling in their allotted portfolios, there's a need to address the performance of others to ensure uniformity and effectiveness across all the departments.	15	13
2.2.6	Ownership	Faculty members demonstrate ownership, being a part of various crucial committees that nurture a culture of academic responsibility and leadership.	25	22
2.2.7	Research & Publications	80+ in research papers published in the Journals notified on the UGC website.	15	13
2.2.8	Academic Feedback	Structured feedback mechanisms are in place to ensure effective communication channels between students and faculty for continuous improvement. Observed to be satisfactory	15	13
Total			150	130
2.3	STUDENTS (MAX. 150 marks)			
2.3.1	Academic Performance (Present)/ Result	Result is good.	20	15
2.3.2	Continuous Improvement in academics	Evident across many areas. Regular assessment of academic processes and the implementation of strategic enhancements is ensured.	10	9
2.3.3	Regularity	Attendance is still an issue for a few classes. Rest is doing well.	10	8
2.3.4	Quality of Tutorial/Assignment	Clear instructions, and relevance to course objectives are observed, supporting student learning and progress.	20	17



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

2.3.5	Student Achievers	60+ students participated in extra-curricular inside/outside campus and attained certificates. 41 students successfully attained various courses under MOOC organized by SWAYAM NPTEL. 3 students successfully registered for Start-ups.	10	7
2.3.6	Quality in Summer Training	Tie-ups with some companies are done to provide a good internship. There is a need to expand these opportunities to benefit all students.	15	12
2.3.7	Student Feedback	Structured feedback mechanisms are in place. Feedback is observed satisfactory and can be improved by enhancing engagement in classroom.	10	7
2.3.8	New Initiatives by students	Not reflected in many areas	10	7
2.3.9	Team working in Students	Student team work is observed in various NSPs and students led clubs.	10	8
2.3.10	Placements/Higher studies/Entrepreneurship	Placements till date has a good figure. The institution can offer more robust support for placements, higher studies, and entrepreneurship, through PBIC (Poornima Business Incubation Center) and Training and Placement activities.	20	15
2.3.11	Student Projects (Non syllabus)	More than 88 % of PIET students participated in non- syllabus projects for the exhibition on different platforms.	15	12
Total			150	117
Total for PART 2			700	587
PART-3	BRANDING & FUNDING (MAX. 300 marks)			
3.1	Accreditation	NBA and NAAC accreditation is attained.	50	50



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

3.2	Projects	Grants received from Government and non-governmental agencies for the projects and it is observed to be satisfactory.	50	40
3.3	Consultancy	Some of the consultancy projects are in process.	20	15
3.4	International (30 Marks) / National Conferences (20 Marks) Organized	3 International conferences organized. International Conference on Intelligent Systems & Computation, International Conference on Smart Innovations for Society and 3rd International Conference on Information Management & Machine Intelligence (ICIMMI2021)	30	25
3.5	International (30 Marks)/ National Workshops (20 Marks) / Seminars Organized	Sufficient number of National and International workshops/ seminars are conducted in the academic year 2021-22	30	25
3.6	Participation Outside (Faculty & Student)	FDPs and Student Development programs, Conferences and Training Programs being attended. 320+ Faculty participation and 100+ student participation	20	19
3.7	Focus on Alumni Activities	PIAS (Poornima Institute Alumni Society) has got some alumni activities done; some are planned.	20	15
3.8	Placements	Good number of placements.	20	18
3.9	Outreach Programs	2 sessions are organized for Career Guidance. Institution is also offering opportunities for job preparation as well as readiness for GATE and CAT exams.	10	7
3.10	Professional Societies/ Chapters and its activities	Workshops under ISTE, IE Chapter organized.	30	25



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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


3.11	Any Other	8 students successfully registered for Start-ups.	20	15
Total for PART -3			300	254
Overall Total (Part1+Part 2+Part 3)			1000	842

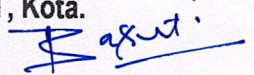
Observation:

- The audit report indicates satisfactory communication between tutors and students, although some faculty members expressed dissatisfaction during one-on-one conversations, suggesting potential areas for improvement in communication channels.
- There is also a focus on enhancing the quality of students, particularly meritorious students, and initiatives aimed at fostering motivation and personal growth, including life skills development, have shown improvement.

Academic Audit Expert Team:


1. Dr. Ramesh Babu Battula, Associate Professor, Computer Science and Engineering, MNIT
2. Dr. Basant Agarwal, Associate Professor, Computer Science and Engineering, IIIT, Kota.


8/9/2022

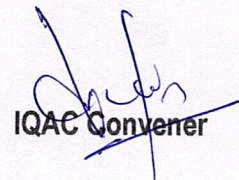

B. Battula

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

Permission Granted


14/9/22




IQAC Convener