



# 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 2022-23				
Cumulative Internal Audit Report				
PART1	AUDIT CRITERIA Administrative processes (max. 200 marks)	Comments/ Feedback for Improvement by Audit Committee	Marks (Max. 1000)	Score
1.1	Clarity & concern towards institutional objectives	Vision and Mission were prominently displayed. The objectives are also known to the faculty & students.	25	24
1.2	Decision making process in the institute.	Decentralization through Students' involvement in the decision-making process is good, they are part of various committees. Around 40% faculty members are part of various committees and decision-making bodies.	20	19
1.3	Efficiency of leadership in utilizing existing institutional resources (human resources, lab equipment & computers and library)	Institution has more than 40 labs and has a rich library with 23000+ books & Journals etc. Good number and quality is available, the library is open for approx. 12 hours a day. IDEA lab is open till late evening also for hands-on learning of students. Various labs have been modernized in this session.	15	14
1.4	Availability of equal opportunity to Perform and Welfare measures	All faculty & staff members are provided with a fair and inclusive environment that promotes diversity and ensures that everyone has an equal chance to succeed. Various welfare & incentive schemes, like academic performance, participation in Conferences / workshops, Incentive for membership and publication (CRISP) etc.	10	9



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1.5	Response time taken for resolving issues of students, faculty and staff members	Various grievance committees at PIET are actively working for the same. These issues can be raised online as well for redressal, through TCS Ion. Student issues are being resolved on priority by tutors as well. Similarly, HoDs resolve the concerns of Faculty members and staff members.	25	23
1.6	Efforts taken by leadership for enhancing satisfaction level of all stakeholders	Alongside the welfare measures, regular feedback mechanisms are active with quick actions taken. During the one-on-one conversation, all faculty members expressed satisfaction.	20	18
1.7	Support system for quality output	Actions on the semester wise CO target and attainment gap are carefully being implemented with a well-structured plan and remedial classes wherever needed.	15	15
1.8	Initiatives taken for motivation, learning & growth (academic, career & life skills) of all stakeholders (students, faculty and staff members)	Stakeholder participation in relevant FDPs, training programs, research and other activities have improved. Incentive schemes are being leveraged by all.	20	19
1.9	Quality of discussion meetings and reporting meetings	Prior to each meeting, notifications and agendas are distributed to all committee members. The meeting then proceeds with a thorough discussion of each agenda item, leading to the preparation of action taken reports.	10	10
1.10	Utilization of annual budget	Satisfactory, ensuring that funds are allocated effectively to support various requirements and activities, while also undergoing regular financial audits to maintain transparency and accountability in financial management practices.	10	8



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1.11	Effectiveness of liasoning of leadership with (a)Registrar office	Regular interaction is found by all the departments.	5	5
	(b)Training & Placement Office	Regular interaction is found regarding various internships and recruitment training and opportunities, i3 Days etc.	5	5
	(d) Proctor Office	Regular interaction is found by all the heads, tutors, other initiative heads regarding tutorship, grievances and other agenda.	5	5
	(e) Campus Director's office	Regular interaction is found related to policies, procedures and management.	5	5
1.12	Any other point relevant to the overall scope of working of all the departments.	Role and involvement of senior faculty members is significant. Active participation in departmental meetings, committees, and decision-making processes is evident.	10	9
<b>Total</b>			<b>200</b>	<b>188</b>
<b>PART 2</b>	<b>ACADEMIC PROCESSES (MAX. 500Marks)</b>			
<b>2.1</b>	<b>DEPARTMENTS (MAX. 200 Marks)</b>			
2.1.1	Program Outcomes and Course Outcomes defined	The alignment between Program Outcomes (PO) and Course Outcomes (CO) is clearly defined and implemented. A systematic analysis of the attainment gap is observed for year 2022-23, ensuring effective alignment and attainment of COs with POs and ATRs for the same are carefully prepared and submitted to IQAC for further processing.	10	10
2.1.2	CO-PO mapping	Including the detailed Outcome-Based Education (OBE) handbook utilized for mapping and attainment of Course Outcomes (CO) and Program Outcomes (PO) our audit team can confirm the proper alignment between COs and POs.	5	5



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2.1.3	Attainment of Course Outcomes	Course Outcomes (COs) are being successfully achieved through implementation of efficient teaching methods and regular assessments to support student learning.	5	5
2.1.4	Attainment of POs and PSOs	Continued alignment between educational objectives and student learning outcomes is observed through well-structured planning outlined in the institution's OBE handbook and regular analysis of the attainment gap.	5	5
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 being used efficiently. PPTs, video lectures are being used. Assessment and feedback are also being taken using ICT tools. Project based learnings can be enhanced.	15	14
2.1.6	Feedback mechanism used for assessing the performance of teachers by students and for curricular development.	Regular feedback is collected from students on academics and ambience and timely actions are taken to address students' concerns effectively.	15	14
2.1.7	Participation in FDP/Trainings/Workshops by all the departments.	195 participations by faculty members in various FDP organized in-house & outside organizations.	10	9
2.1.8	Research facilities and research output in the form of publications	50+ Papers Published in SCI / SCIE / Scopus Indexed Journal in 2023 and 46 papers published in the year 2022.	10	9
2.1.9	FDP/Trainings/Workshops Organized	FDPs and workshops have been organized by IQAC with AICTE, NITTR, ISTE, ATAL, RTU (ATU) TEQIP III. Some of these are sponsored by the institution and 12 of these had a duration of minimum 3 days to 1 week or more.	10	8



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2.1.10	Tutor System	As observed by the audit team, the role of all faculty members as tutors has shown improvement, demonstrating increased efficacy in guiding and supporting students.	10	8
2.1.11	Bridge Courses/ Beyond Syllabus Programs	Beyond syllabus activities as NSP and I3-day (Value Added Courses- CRT & Technical) are there. All of the students need to leverage i3-day.	10	8
2.1.12	Introduction of Remedial classes	The audit team has observed that remedial classes are being held for students who may require additional support after internal assessments to provide essential guidance to students.	10	9
2.1.13	Guidance for Higher Studies & Competitive examinations.	SPL for GATE is organized. Need more such activities.	10	8
2.1.14	Professional Activities for students	The Institution's Innovation cell (IIC) and PBIC are also actively supporting student-led startups and innovation.	10	8
2.1.15	Personality development programs/ Value added Programs for students	34 value added programs offered.	15	12
2.1.16	Industry Interaction & Visits organized for students	Visits to RCAT, Bhaskar Print Planet, CIPET and Jaipur Metro.	10	7
2.1.17	Initiatives and Opportunities provided for student projects	AICTE IDEA lab offers opportunities for student projects. Diverse projects and prototypes and improved technologies are observed. More than 85 % of PIET students participated in non- syllabus projects for the exhibition on different platforms.	10	9
2.1.18	Office Automation and maintenance of records	TCS iON platform is being utilized to streamline processes, enhance efficiency, and ensure accurate record-keeping in offices and examination cell.	10	8



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2.1.19	Future plans of the departments.	All departments have planned to improve the quality of students via various skill development programs and career guidance sessions.	10	8
2.1.20	Awareness about Strengths, Weaknesses, Opportunities and Challenges of the departments.	Departments have well analyzed and are aware about Strengths, Weaknesses, Opportunities and challenges. Measures are being taken to leverage the strengths and opportunities. Precautionary measures are being taken to address potential challenges.	10	8
<b>Total</b>			<b>200</b>	<b>177</b>
<b>2.2</b>	<b>FACULTY (MAX. 150 marks)</b>			
2.2.1	Course file as per OBE	Course files for all the subjects are well prepared as per OBE. A few changes are suggested.	20	18
2.2.2	Preparation of lecture and other relevant notes	Observed to be satisfactory. Blended Learning integrates online resources and multimedia tools for lecture preparation, ensuring comprehensive and engaging learning materials.	20	18
2.2.3	Delivery	Lecture delivery incorporates the effective use of ICT enabled tools, including PowerPoint presentations (PPTs), to enhance student engagement and understanding. Additionally, faculty members utilize standard textbooks available in libraries and prepare notes to supplement course materials, providing students with comprehensive learning resources.	20	18



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2.2.4	Use of Teaching learning tools & ICT in Evaluation/ Innovative teaching practices	Faculty members are using Smart Classrooms, PPT and video lectures. For sharing subject related information, study materials, assignments and quizzes, Google Classrooms, MS Teams are being leveraged.	20	18
2.2.5	Performance in Portfolios allotted	While some faculty members excel in their allotted portfolios, there is a need for others to enhance their performance through focused efforts and support.	15	13
2.2.6	Ownership	Senior faculties are properly involved in various decision-making committees. Student's Council & Clubs nurtures a sense of ownership among students by involving them in academic, cultural, and sports activities, promoting leadership and responsibility.	25	23
2.2.7	Research & Publications	50+ Papers Published in SCI / SCIE / Scopus Indexed Journal in 2023 and 46 papers published in the year 2022.	15	13
2.2.8	Academic Feedback	Feedback is observed to be satisfactory. Initiatives like "Continuous Learning Incentive" are promoting academic feedback by encouraging faculty and staff to expand their knowledge base through MOOC platforms like Swayam and NPTEL. Can be improved more.	15	13
<b>Total</b>			<b>150</b>	<b>136</b>
2.3	STUDENTS (MAX. 150 marks)			
2.3.1	Academic Performance (Present)/ Result	Result is good.	20	19



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2.3.2	Continuous Improvement in academics	The institution prioritizes continuous improvement in academics through regular faculty development and training programs. These initiatives aim to keep faculty members updated and skilled, ensuring they provide high-quality education to meet students' evolving needs.	10	9
2.3.3	Regularity	Attendance is an issue due to project and job preparation for final year students. Except this, satisfactory.	10	8
2.3.4	Quality of Tutorial/Assignment	Assignments are comprehensive and are prepared on the basis of RTU's previous 5 years' question papers along with previous MidTerm exam question papers. Providing more diverse and challenging questions can be considered.	20	17
2.3.5	Student Achievers	The students are being rewarded for their achievements in "Kalanidhi". In 2022-23, students have participated in various curricular and co-curricular activities and attained 455 certificates. 3 students published their 2 Patents. More students need to be active.	10	6
2.3.6	Quality in Summer Training	While the institute has provided the support for students to secure good internships, addressing the challenge of ensuring equal opportunities for all students to access quality internships remains an area for improvement.	15	12
2.3.7	Student Feedback	Student feedback about faculty members is consistently positive, reflecting the high satisfaction levels reported by students. Some areas require improvement.	10	8



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2.3.8	New Initiatives by students	15 students led clubs	10	8
2.3.9	Team working in Students	Student's Council & Clubs promote teamwork among students by organizing various academic, cultural, and sports activities	10	8
2.3.10	Placements/Higher studies/Entrepreneurship	More than 60% placements 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. AICTE IDEA lab is helping students in innovation and practical learning experiences.	15	14
<b>Total</b>			<b>150</b>	<b>131</b>
<b>Total for PART 2</b>			<b>700</b>	<b>610</b>
<b>PART-3</b>	<b>BRANDING &amp; FUNDING (MAX. 300 marks)</b>			
3.1	Accreditation	Institute has accreditation from NBA and NAAC. Now, preparing for the 2nd Cycle of NAAC	50	50
3.2	Projects	More than 85 % of PIET students participated in non- syllabus projects for the exhibition on different platforms.	50	47
3.3	Consultancy	5 consultancy projects. Numbers can be improved. Consultancy & Research Incentives scheme of Poornima (CRISP) is incentivizing faculty engagement in consultancy projects and it should be leveraged.	20	10
3.4	International (30 Marks) / National Conferences (20 Marks) Organized	2 International conferences and 1 national level Hackathon were organized following the "Quality Conferences with Premier Publishers"	30	28



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3.5	International (30 Marks)/ National Workshops (20 Marks) / Seminars Organized	National workshops in association with ISTE are organized.	30	28
3.6	Participation Outside (Faculty & Student)	100+ students and 190+ faculty participation is there in workshops/conferences, seminars, SDP (Student Development Program) and many students received Microsoft certification.	20	17
3.7	Focus on Alumni Activities	Through PIAS 10 Alumni Activities are found to engage alumni.	20	18
3.8	Placements	Good placement	20	18
3.9	Outreach Programs	Sufficient activities are conducted by the institute. Can be improved more by enhancing community engagement and partnerships.	10	8
3.10	Professional Societies/ Chapters and its activities	Workshops under ISTE, 4th International Conference on Information Management & Machine Intelligence in association with ACM	30	26
3.11	Any Other	Rankings and recognitions.	20	18
<b>Total for PART -3</b>			<b>300</b>	<b>264</b>
<b>Overall Total (Part1+Part 2+Part 3)</b>			<b>1000</b>	<b>886</b>

### Observations:

- The audit report indicates a well-organized system where each faculty member possesses a clear understanding of their responsibilities, as evidenced by their individual portfolios.
- Furthermore, the involvement of students in decision-making processes is commendable.
- Lecture delivery is noted as effective, based on positive student feedback, indicating an effective learning environment.
- Students' overall performance is reported to be satisfactory, with numerous achievements and innovations showcased.



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- However, there are areas for improvement, such as ensuring equal access to internship opportunities for all students and expanding ties with companies.
- The lack of alumni engagement suggests potential avenues for further institutional growth.

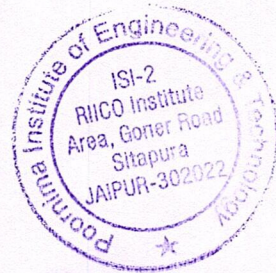
### Academic Audit Expert Team:

1. Dr. Man Mohan Garg, Assistant Professor, Department of Electrical Engineering, MNIT
2. Dr. Basant Agarwal, Associate Professor, Computer Science and Engineering, Central University, Rajasthan

MARG  
18.9.23

Basant

Kindly permit to present the above ATR in IQAC meeting no. 21, scheduled on September 30, 2023.



IQAC Convener

Permitted

Soyl  
28/11/22