



Report of Academic and Administrative Audit

Of

AY. 2024-25

(ALL UG/PG Programs)

JSPM's

RAJARSHI SHAHU COLLEGE OF ENGINEERING

(An Autonomous Institution Affiliated to SavitribaiPhule Pune University)

Tathawade, Pune-411033, Maharashtra, India



Date:19-09- 2025

1] Preface

Introduction:

JSPM's Rajarshi Shahu College of Engineering, Tathawade Pune (RSCoE) started functioning as an autonomous institute affiliated to Savitribai Phule Pune University (SPPU) from the A.Y. 2023-24. Presently under Autonomy, following programs are offered:

UG Programs:

- B.Tech Civil Engineering,
- B.Tech Computer Engineering,
- B.Tech Information Technology,
- B.Tech Electronics &Tele-Communication,
- B.Tech Mechanical Engineering
- B.Tech Electrical Engineering
- B.Tech CSBS
- B.Tech A&R
- BCA
- First Year

PG programs:

- M.Tech. Civil Engineering,
- M.Tech Computer Engineering,
- M.Tech Electronics &Tele-Communication,
- M.Tech Mechanical Engineering,
- Masters in Computer Application-MCA
- Master in Business Administration-MBA

2] Academic and Administrative Audit (AAA)

Internal Quality Assurance Cell (IQAC) of RSCoE conducts **Academic and Administrative Audit (AAA)** on regular basis for quality improvement of academics and administration of the institution. It is a peer review process including a self-study, internal audit and external audit by peers from inside and outside the institution. The purpose of an academic audit is to encourage programs, departments and the institution to evaluate their quality processes and standards based on predetermined benchmarks. The report should suggest activities required to develop, maintain and regularly improve the quality of the whole system, curricular and co-curricular activities and support services.

It was proposed by the IQAC to conduct the AAA of all the programs under autonomous system and same is approved by Academic Council and Governing Body of the institute in their meeting held on 26th June 2025 and 12th July 2025

respectively. Accordingly, a "External Committee" under the Chairmanship of Dr M.U.Kharat vide letter number JSPM/RSCOE/admin/audit/2024-25 dated 09/09/2025 was constituted and consent of all the member were taken. A meeting of Dr M.U.Kharat, Dean IQAC, Dean Academics, Dr N.S Mujumdar, Deputy Director, and Director Dr. S P Bhosle was held to discuss about the process of the AAA and following points were resolved:

1. The AAA of all the programs (UG and PG) for the academic year 2024-25 are to be conducted.
2. AAA formats (Form 1, Form 2 and Form 3) were finalized.
3. It was also decided that after **Form 1** filled by all the individual faculty of all the departments a "Cross Departmental Audit" shall be conducted by "Internal Auditors appointed by the IQAC.
4. After Cross departmental audit "**Form 2**" will be filled by respective **Heads of the Department** and same will also be verified by the Cross Department Internal Auditors.
5. A meeting of all the external auditors shall be conveyed by the Director and all the members shall be briefed about the process by Director and Chairman of the Committee.
6. It was informed to all the auditors (External) that **Auditor's Evaluation Report "Form 3"** (for part I to Part VI for 450 marks) should check, be audited and checked by them based on the information provided in Form 1 and Form 2 or any other data (if required) and forward the same with suggestions and critical remarks to the "**Chairman of the Audit Team**". Finally, the Chairman should discuss with the auditors regarding their observation, suggestion and complete the form by adding the data related with institute level information (part VII of 50 marks) and with the discussion with each audit team member on the data for the remaining part (I to VI).
7. The Chairman and External auditor shall hand over the final report of the department (I to VII of 500 marks) to the Director of the institute for further transmission.
8. Following dates for the AAA was finalized:
 - Last date for form 1 filling by individual faculties: 05th July 2025
 - Last date for from 2 filling by HODs: 18th -22nd July 2025
 - Last date for Cross Departmental Audit: 22nd July 2025
 - Meeting of the Director, Chairman of audit Committee and Deans with HODs and other members: 27th July 2025
 - The meeting for conducting external audit along with the Director, Chairman of audit Committee and Deans with external Audit Committee members was followed on 27th July 2025:

Sr. No	Particulars	Time
1.	External Auditors meeting with HoD's, Dean's and Director	9.30 a.m. to 11:00 a.m.
2.	Department and Faculty Audit Form Evaluation at respective department	11:00 to 2:00 p.m.
3.	Lunch	2.00 to 3.00 p.m.
4.	External Auditors meeting with HOD, Chairman and Director	3.00 to 5.00 p.m.

The audit process was coordinated by the following members from the office of the Dean IQAC and Associate Dean IQAC:

1. Dr. R.R.Arakerimath
2. Dr.S.M.Chaware

List of External Auditor's

S No	Expert Name	Organization	External –dept name
1	Dr. M. U. Kharath	Vice Chancellor, G.H.Raisoni University, Pune	F.Y and Institute level
2	Dr. Anand Bewoor	Professor and Dean Academics, MKSS's Cummins Women's College of Engineering, Pune	Mechanical & A-R
3	Dr. A V Tare	Asso-Professor, Electrical Dept, COEP Technical University, Pune	Electrical and E&TC
4	Dr Sunil R Dhore	Professor and HoD Comp, Army Institute of Technology, Pune	IT and MCA
5	Dr. Shyambhau Ban	Professor Civil Engg, G H Raisoni COEM, Pune	Civil and MBA

31 Chairman's Report

With reference to the meeting held on 27th July 2024, and the chairman, Dr. M.U.Kharat conducted a meeting with the HoD's, Dean's to finalize the formats of audit form. The total audit form was made of 500 marks with 07 criteria as follows:

Criteria	Max Marks
I. Department Overview	50
II. Contribution in curriculum Development	50
III. Teaching Learning	200
IV. Faculty Enrichment	100
V. Collaborations and Linkages	30
VI. Feedback and Corrective actions	20
VII Governance	50
Total	500

As discussed, audit process was conducted in following steps:

Step 1: "Format 1"(Audit format for Faculty) was filled by individual faculty and was cross verified by internal auditors appointed as per course by IQAC cell in the time duration. As discussed in meeting , a committee of internal auditors was constituted to conduct Cross department audit. The following committee member were finalized.

Sr No.	Department (Host) Name	Name of Cross Dept	Name of faculty for Cross audit	Date of Audit
1	Computer	IT	Dr S M Chaware Dr G S Mate	05-07-25
2	CSBS	A&R	Dr A M Badhade Dr R S Mahale	14-8-25
3	IT	Computer	Dr Seema Keda Dr R A Deshmukh	04-07-25
4	MCA	Electrical	Dr Vishal Vashikar Prof. Kushal Lodha	05-07-25
5	Civil Engg.	F.Y	Dr S M Yadav Dr B S Deshpande	14-8-25

6	MBA	Mechanical	Dr R R Arakerimath Dr Ajay Paithane[ENTC]	14-8-25
7	Mech. Engg.	E&TC	Dr S C Waghaj Dr Swati Kale	14-8-25
8	A&R Engg.	CSBS	Dr M S Sathawane Dr K P Moholkar	14-8-25
9	Electrical Engg.	MCA	Dr Rinkoo Dullo Dr Vaishali Suryavanshi	04-07-25
10	E&TC Engg.	Mechanical	Dr S N Khan Prof S A Jadhav	14-8-25
11	F.Y Engg.	Civil	Dr. J R Dhanuskar	14-8-25

Step II: "Format 2" (Department Audit Form) was filled by consolidating data received from faculty which was cross verified by internal auditor appointed by IQAC cell in the time duration. All observations and remarks of internal auditors were compiled in Format 3 (Auditor's Evaluation Report).

The meeting with internal auditors was conducted for guiding them audit process to be followed, objectives of audit and documents to be verified. Internal audit was conducted.

Dr.M.U.Kharat (Chairman of Audit Process) gave guidelines regarding process to be followed and documents to be verified during conduction of external audit, then external audit was conducted in physical mode. List of external auditors is given below. After Evaluation by external auditors, all audit findings and report of individual faculty and Department was compiled in "Format 3".

As part of the audit process following documents were verified and kept ready by all the departments as part of documentary verification process:

- Admission File.
- Faculty details: Achievement of higher qualification/ Awards and recognition at national/international level.
- Counselling and mentoring record (GFM File).
- BoS File (Minutes of meeting, Structure and Syllabus and revision in curriculum).
- Courses offered on Employability/ Entrepreneurship / Skill development/ Value added courses and Audit courses in Program.

- Departmental Academic Coordinator file (Academic Calendar, Department Academic Calendar, time table, Roll call list, workload and expert lecture organised).
- Course File: Class and personal timetable, Teaching learning plan, Usage of ICT facilities, advance learner and Slow learner, bridge courses conducted, remedial lectures and content beyond syllabus.
- Attendance data.
- Result analysis (ISE, MSE and ESE).
- Students' activities.
- CO-PO, CO-PSO Mapping, attainment and analysis.
- Research paper publication/books/patents.
- Sponsored projects of faculty, Faculty Publications, FDP/Seminar/workshop/ organised by faculty.
- Record of Consultancy and IPR.
- FDP/Seminar/workshop/ organised and attended by faculty.
- Faculty Feedback
- Industrial visit /MOUs etc.
- All lab Maintenance, stock register, stock verification record and calibration.
- Lab Manual, Records, Observation and Time table.
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Other Activities:

- NSS/ NCC students list and activities conducted with report
- Professional Society/Clubs/ Chapter and Student Club activities.
- Subject related extension activity
- "Shashwat" , "Unnat Bharat" and NSS Societal activity.
- Placement, Higher Studies and Entrepreneurs with No of placement, Higher studies GATE, GRE, TOEFL, etc., score, and Entrepreneur list,
- Career Guidance activities Programme, Soft skill Training etc
- Alumni Interaction (Verify Alumni Lecture and Alumni mentoring support)
- Industrial Project and Internship
- Record of Grievance Redressed cell /Anti ragging cell
- Additional laboratories and augmented facilities
- Department Budget File and Maintenance file
- Record of Staff Meeting
- Department Future plan (Strategic plan for 2025-26)

From the audit conducted and documents verified for all the Departments of the A.Y 2023-24 and discussion with external examiners, the following common observations were made at institute level. The following strengths and weakness at institute level were observed during the audit process.

Strengths:

- NEP2020 is implemented with reference to AICTE model curriculum.

Admissions:

- UG admission are full
- PG admission for Civil and Mechanical are satisfactory but Computer and Electronics need to be improved.
- Motivated, experienced and dedicated faculty members. Many faculties are Doctorate and many are pursuing PhD.
- Effective curriculum planning with active involvement of faculty and industry representatives in Board of Studies, Academic Council and Governing Body was observed.
- Planning, implementation and execution of Teaching Learning process is good with effective use of ICT tools like Continueo and Eduplus is observed.
- Effective use of ICT in conducting proctored examinations and evaluation is observed. Good Academic Results were observed.
- Infrastructure and Laboratories such as Industry 4.0, MAC Lab, IIF for innovation were observed and few Centre of studies can be planned.
- Institute shows futuristic approach by designing Strategic Plan.
- Governing Body, Academic Council and Board of Studies are formed as per UGC norms and regular meeting were conducted.
- Grievance committee, Anti ragging committee and other committees exists and meetings are conducted on need basis and documents were maintained.
- Involvement of faculty members at various academic, administrative committees is observed.
- Faculty members are hard-working, energetic and taking duties and responsibilities seriously.
- Exam rules and regulation book were framed and have been disseminated with students and faculty.
- Grievance committee is in place and documents were maintained.
- Examination process is properly planned, open, transparent and accountable.
- External faculty is involved in exam related activities for better quality.
- College has Incentive scheme for Motivation, Awards like Best Faculty, Best GFM, Best Department were given.
- All UG programs and 2 PG programs are NBA Accredited

4] Areas of Improvements based on A.A.A :

- Improvement in faculty cadre ratio is proposed. Number of senior faculty members is to be enhanced.
- Enhancement on quality publication in reputed SCI and Scopus Journals and Conferences were suggested.
- Advised to apply for Research and Consultancy based projects from UGC/DST/AICTE/ etc and industry.
- Faculty Seed money for RESEARCH should be implemented and continued.
- Automation and ERP software for administrative work to be improved.
- Infrastructure is available as per AICTE norms. However, considering autonomous status, enhancement in existing infrastructure is recommended based on NEP and Research Activities.
- Flexibility in allocated budget for respective area and research work.
- More qualified manpower (non-Teaching/Support Staff) is required in selective skill set practicals.

The audit report for each department is attached herewith.

Dean-IQAC

Director-RSCOE

**Signature of Chairman
Dr. M.U.Kharat**