Report of Academic and Administrative Audit

Of

AY. 2022-23

(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:29-07- 2023

Preface

Introduction:

JSPM's Rajarshi Shahu College of Engineering, Tathawade Pune (RSCoE) started functioning as an autonomous institute affiliated to SavitribaiPhule 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

PG programs:
- M.Tech. Civil Engineering,
- M.Tech Computer Engineering,
- M.Tech Electronics &Tele-Communication,
- M.Tech Mechanical Engineering,
- Masters in Computer Application,
- Master in Business Administration
-

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   June, 2023 and   July, 2023 respectively. Accordingly, a "External Committee" under the Chairmanship of Dr M.U.Kharat vide letter number JSPM/RSCOE/admin/audit/2022-23   dated

14/7/2023 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, Prof. A.S. Devasthali, and Director Dr. R. K. Jain 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 2022-23 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: 03th July 2023
   - Last date for from 2 filling by HODs: 18th -21nd July 2023
   - Last date for Cross Departmental Audit: 22nd July 2023
   - Meeting of the Director, Chairman of audit Committee and Deans with HODs and other members: 29th July 2023
   - The meeting for conducting external audit along with the Director, Chairman of audit Committee and Deans with external Audit Committee members was followed on 29th July 2023:

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 Dean Academics:
1. Dr. Ram Joshi
2. Dr. K. P. Moholkar
3. Dr. Preeti Tomar

List of External Auditor's

S No	Expert Name	Organization
1	**Dr. M. U. Kharath**	Professor, Computer Department
2	**Dr. Anand Bewoor**	Professor and Dean Academics, MKSS's Cummins Women's College of Engineering, Pune
3	**Dr. A M Sapkal**	Professor, COEP Technical University, Pune
4	**Dr Sunil R Dhore**	Professor and HoD,Army Institute of Technology, Pune
5	**Dr.Radhika Menon**	Professor, DYPIT, Pimpri Pune

Chairman's Report

With reference to the meeting held on 29th July 2023, 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 was finalized.

Sr No.	Department (Host) Name	Name of Cross Dept	Name of faculty for audit	Date of Audit
1	CSBS	Director	Director	18/07/2023
2	Civil	IT Dept	Dr Chaware Dr D H Patil	19/07/23
3	Mechanical	ENTC CSBS	Dr S D Kale Dr C V Rane Dr K P Moholkar	19/07/2023

4	AR	MCA	Dr Binodkumar Prof. V. Suryawanshi	19/07/2023
5	Electrical	MBA	Prof. Abhijeet Pradhan Dr Deepali Surana	18/07/2023
6	MCA	Electrical	Prof M A Kanawade Dr Vishal Vashikar	22/07/2023
7	FY	Mechanical	Dr P D Patil Prof. P L Firke	22/07/2023
8	IT	Computer	Prof. Shabana Pirjade Dr. Golande	18/07/2023
9	Computer	Civil	Dr B V Mahajan Dr R A Dubbal	22/07/2023
10	MBA	FY	HOD FY	18/07/2023
11	ENTC	Mechanical	Dr P D Patil Prof. P L Firke	19/07/2023

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.

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 2023-24)

From the audit conducted and documents verified for all the Departments of the A.Y 2022-23 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 in progress with reference to AICTE guidelines.

  Admissions:
  - UG admission are full
  - PG admission for Civil and Mechanical are satisfactory but Computer and Electronics need to be improved.
- Striving, experienced and enthusiastic 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 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 maintaind.
- 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.

Areas of Improvements:
- Upgrading in faculty cadre ratio is proposed.
- 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 for administrative work can be enhanced.
- Infrastructure is available as per AICTE norms. However, considering autonomous status, improvement in existing infrastructure is recommended based on NEP and Research Activities.
- Flexibility in allocated budget can be given.
- Supplementary infrastructure and qualified manpower (non-Teaching/Support Staff) is required.

The audit report for each department is attached herewith.

Signature of Chairman
Dr. M.U.Kharat