

KLE Technological University

IQAC-Academic and Administrative Audit
(Internal)

June 8, 2020 to June 15, 2020

The Internal Academic and Administrative Audit is carried out from June 8, 2020 to June 15, 2020 covering all the Schools, Departments and cells. The audit process has been carried out by the team of internal auditors.

• **Functional Areas covered.:**

Name of the functional Area	Under-graduate	Post-Graduate
1. Automation and Robotics	✓	-
2. Architecture	✓	-
3. Biotechnology	✓	-
4. Computer Science and Engineering	✓	✓
5. Civil Engineering	✓	✓
6. Electrical and Electronics Engineering	✓	
7. Electronics and Communication Engineering	✓	✓
8. Mechanical Engineering	✓	✓
9. Master of Computer Applications	-	✓
10. Master of Business Administration	-	✓
Basic Sciences		
11. Physics	Common to both Undergraduate and Post Graduate Programs	
12. Chemistry		
13. Mathematics		
Support Services		
14. Admission	Service is common to all the Department/Schools	
15. Examinations		
16. Human Resource Training		
17. AMEC		
18. Info cell		
19. Library		
20. Construction and Maintenance		
21. Physical Education		




Dr. Sanjay V Kotabagi
Director- IQAC

• **List of Internal Auditors:**

Sl. no	Names	Affiliation
1	Dr. G U Raju	School of Mechanical Engineering
2	Dr. Anil S Badiger	School of Mechanical Engineering
3	Prof. A V Tumbal	School of Mechanical Engineering
4	Dr. Sujata Kotabagi	School of Electronics and Communications
5	Dr. Siddhalingeswar I G	School of Mechanical Engineering
6	Dr. K G Kodancha	School of Mechanical Engineering
7	Dr. Sumedha Shinde	Department of Mathematics
8	Prof. Aruna S Nayak	School of Computing
9	Prof. Raghvendra Shet	School of Electronics and Communications
10	Dr. P R Patil	School of Masters in Computer Applications
11	Dr. Narayan D G	School of Computing
12	Dr. Shrinivas Desai	School of Computing
13	Prof. L R Patil	Department of Bio-Technology
14	Prof. Prabha C N	School of Electronics and Communications
15	Prof. Tanuja Patil	School of Electronics and Communications
16	Dr. M B Page	Department of Mathematics
17	Smt. Sujata N M	Department of Humanities and Social Sciences



S. Kotabagi
Dr. Sanjay V Kotabagi
Director- IQAC

The standard check list is enclosed which is used for Academic and Administrative Audit Process.

Department:

	Status		
	Commitment	Genuine Compliance	Formal Compliance
Curriculum Design			
Relevance of PEO's			
Whether Mapping of CO's with PO's is appropriate with all the courses?			
Lesson plans reflecting the activities to accomplish CO's , TO's			
Assessment Criteria			
Delivery			
Quality of Delivery (notes, text books referred, on-line content,)			
Formative and summative feedbacks			
Action taken on class committee meetings (Academic related issues)			
Instructional approaches			
Assessment			
Question paper pattern in alignment with mapping			
Rubrics for assessment for other than written exams: Labs and Projects			
Evaluation of ISA, ESA answer sheets			
Comparative analysis of Overall student performance (CGPA, SGPA ..)			
Vision statement			
Mission Statement			
Program Outcomes			
List of Program offered			
Key Performance Indicators with Road map			
Needs & Expectation of Interested Parties (Risk Based)			
Internal & External Issues (risk Based)			
Organization Chart			
Roles and Responsibilities			
Latest Curriculum Structure			
Approved Curriculum Content			
List of Students admitted: UG-Sem , PG-Sem			
Calendar of Events (CoE)			
Calendar of Activities (CoA)			
Competence matrix			

Subject allotment			
Staff identified for training			
Training needs			
Budget preparation and Sanction			
BoS Members			
BoE members			
CO-PO mapping course wise			
Lesson plans			
Lesson Plan Revision Notes			
Laboratory Plans			
Lesson Delivery Plan and Execution Status			
Allocation of Counsellors			
ESA- Result Analysis			
In-semester Assessment Planning			
Class committee meetings <ul style="list-style-type: none"> • Members identified • Schedule as per CoE • Minutes of the meeting 			
Lab Instructions			
Lab Maintenance Schedule			
Calibration Status of the equipments (<i>where applicable</i>)			
Timetable (<i>Master, Class wise, Individual</i>)			
In-Semester assessment analysis with action taken report			
Formative Students Feedback Analysis with action taken report			
Summative Feedback Analysis with action taken report			
Institutional Feedback analysis			
Course Feedback and with action taken report			
Employers Feedback and with action taken report			
First-Aid Facility			

Check list for Administrative Audit

Key Performance Indicators with road map			
Training needs & Effectiveness of training			
Complaints and Feedback			
Budget allocation			
Roles and Responsibilities			
Needs & Expectation of Interested Parties (Risk Based)			
Internal & External Issues (risk Based)			
First-Aid Facility			
Number of staff against requirement			

Sample academic audit of School of Civil Engineering is enclosed.

KLE Tech-AAA	
Name of the Program	School of Civil Engineering
Names of the Auditor	1. Dr. Srinivas Desai Professor, Department of Electrical & Electronics 2. Dr. Sujata Kotabagi Professor, School of Electronics & Communication Engineering
Name of the Auditee	Dr. V B Patil & Senior Faculty Team
Date & Time of the Audit	June 09, 2020, 10.30 am

The AAA is carried out from June 8, 2020, to June 15, 2020, to cover all the departments/schools and Cells of the University.



Department: Civil Engineering

Parameters	Status		
	Commitment	Genuine Compliance	Formal Compliance
Curriculum Design	√		
Relevance of PEO's	√		
Whether Mapping of CO's with PO's is appropriate with all the courses?	√		
Lesson plans reflecting the activities to accomplish CO's , TO's	√		
Assessment Criteria	√		
Delivery			
Quality of Delivery (notes, text books referred, on-line content,)	√		
Formative and summative feedbacks		√	
Action taken on class committee meetings (Academic related issues)		√	
Instructional approaches	√		
Assessment			
Question paper pattern in alignment with mapping	√		
Rubrics for assessment for other than written exams: Labs and Projects	√		
Evaluation of ISA, ESA answer sheets	√		
Comparative analysis of Overall student performance (CGPA, SGPA ..)	√		
Vision statement	√		
Mission Statement	√		
Program Outcomes	√		
List of Program offered	√		
Key Performance Indicators with Road map	√		
Needs & Expectation of Interested Parties (Risk Based)		√	
Internal & External Issues (risk Based)		√	
Organization Chart	√		
Roles and Responsibilities	√		
Latest Curriculum Structure	√		
Approved Curriculum Content	√		
List of Students admitted: UG-Sem , PG-Sem	√		
Calendar of Events (CoE)	√		
Calendar of Activities (CoA)	√		
Competence matrix	√		
Subject allotment	√		
Staff identified for training	√		
Training needs		√	

Budget preparation and Sanction	√		
BoS Members	√		
BoE members	√		
CO-PO mapping course wise	√		
Lesson plans	√		
Lesson Plan Revision Notes	√		
Laboratory Plans	√		
Lesson Delivery Plan and Execution Status	√		
Allocation of Counsellors	√		
ESA- Result Analysis	√		
In-semester Assessment Planning	√		
Class committee meetings <ul style="list-style-type: none"> • Members identified • Schedule as per CoE • Minutes of the meeting 	√		
Lab Instructions	√		
Lab Maintenance Schedule	√		
Calibration Status of the equipments (<i>where applicable</i>)	√		
Timetable (<i>Master, Class wise, Individual</i>)	√		
In-Semester assessment analysis with action taken report	√		
Formative Students Feedback Analysis with action taken report		√	
Summative Feedback Analysis with action taken report		√	
Institutional Feedback analysis	√		
Course Feedback and with action taken report		√	
Employers Feedback and with action taken report		√	
First-Aid Facility	√		



Sample Administrative Audit.

KLE Tech-AAA	
Name of the Program	Central Library (LiMCo)
Names of the Auditor	1. Dr. G U Raju, Professor, School of Mechanical Engineering 2. Dr. Sumedha Shinde Assistant Professor, Department of Mathematics
Name of the Auditee	Dr. Kattimani
Date and Time of the Audit	June 8, 2020, 10.30 am

Parameters	Status		
	Commitment	Genuine Compliance	Formal Compliance
Key Performance Indicators with road map	√		
Training needs & Effectiveness of training		√	
Complaints and Feedback		√	
Budget allocation	√		
Roles and Responsibilities	√		
Needs & Expectation of Interested Parties (Risk Based)	√		
Internal & External Issues (risk Based)	√		
First-Aid Facility	√		
Number of staff against requirement	√		



Observations and recommendations for Library based on the Administrative audit.

Cell: Library (LimCo)

Strength & Areas for Improvements

Strengths of the Library Section:

- Committed faculty team.
- Well established system for book issue and receipt.
- Digital content for all required fields.
- Ample space for reference section.

Areas for Improvements:

- Training need analysis for the staff.
- Students Feedback/Suggestions system.

Signature of the audit team:

1. Dr. G U Raju



2. Dr. Sumedha Shinde



Signature of IQAC-Director

Dr. Sanjay V Kotabagi



Similar Academic and Administrative Audit is carried for all department/ cells at the University Level. Based upon audit outcome following observations are drawn and necessary recommendations are drawn at the University level.



Observations and recommendations based on the Academic and Administrative audit at University Level

Academic Audit

Strengths:

1. Strong commitment from management is evidenced.
2. For curriculum design the outcome based education framework has been adopted in all the programs.
3. Active learning methods are used for the delivery of the courses.
4. Assessment Strategies are in alignment with content and pedagogy, thus ensuring effective implementation of OBE resulting to attainment of Program Outcomes.
5. Effective quality management principles are practiced through ISO 9001-2015 standard.
6. The active industry participation in framing the curriculum is evidenced in all the programs.
7. The requirements of students are captured on continuous basis through student on-line feedback system and are being fulfilled from time to time.

Areas for improvement:

1. Mechanism of student mentoring needs improvement.
2. Number of professional activities need to improved.
3. Participation of the students in national and international competitions need to be enhanced.

Administrative Audit

Strengths:

1. Well defined procedures are practiced.
2. Key Performance Indicators are defined with road map.

Areas for improvement:

1. Training need analysis of the administrative staff.
2. On-line feedback mechanism.
3. Digital display on the campus.





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Director- IQAC

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KLE Technological University Hubballi.

Observations and recommendations for Civil Department based on the Academic audit.



Strengths of the Program:

- All classrooms are equipped with ICT facilities
- There is separate open space has been provided to the students with wi-fi facility
- Effective Quality Management system is in place.
- School has adopted blended learning approach for the identified courses.
- Mapping of Course Outcomes with Program Outcomes is seen with all the courses.
- Projects-based learning is extensively supported and leveraged for learning-outcomes.
- For curriculum design the outcome-based education framework has been adopted in all the programs.
- Good internship opportunities.

Areas for Improvements:

- Mentoring by faculty advisor is in place but, the Faculty Adviser will change after First year. Faculty training to perform role of mentor/advisor would help.
- The support for weak students in terms of efficacy needs attention.

Signature of the audit team

1. Dr. Srinivas Desai 
2. Dr. Sujata K 

Signature of IQAC-Director

Dr. Sanjay Kotabagi 