

AJAY BINAY INSTITUTE OF TECHNOLOGY

Academic and Administrative Audit Form (For the Departments)

Period to consider for Auditing Process: _____

PART – I: PRELIMINARY INFORMATION

1. Name of the Department :
2. Date of Visit :
3. Members of the Audit Committee :

(i) _____

(ii) _____

PART –II: ACADEMIC INFORMATION

Sl. No	Particular	Remarks																							
1	(a) Courses Offered																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of the Program</th> <th style="width: 20%;">Intake</th> <th style="width: 30%;">Year of Commencement of the program</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name of the Program	Intake	Year of Commencement of the program																				
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(b) Availability of Time Tables :																									
(i) Consolidated Time Tables																									
(ii) Class Time Tables																									
(iii) Individual Faculty Time Tables																									
(iv) Laboratory wise Time Tables																									
(v) Individual Non-Teaching/Faculty Time tables																									
(vi) Calendar																									
2	Faculty Information:																								
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(a) Faculty members with																									
(i) Ph.D qualification : _____																									
(ii) Post Graduation Qualification: _____																									
(iii) Any Other (specify) : _____																									
(b) FSR Ratio (UG) : _____ PG: _____																									

(c) Teaching Experience (within ABIT) of the Faculty in the Department:							
Tenure				No. of Faculty			
More than 15 Years							
Between 8 to 15Years							
Between 1 to 8 Years							
Below 1 Year							
(d) Consolidated Experience of the teaching faculty considering outside experience.							
S.no	Name of the Faculty	Designation	Highest Qualification	Date of Joining in ABIT	Experience in ABIT	Experience before joining ABIT (Teaching/Industry)	Total Experience
1	--	--	--	--	--	--	--
3	Details of Supporting Staff (a) Demonstrators (b) Lab Assistants (c) Technicians (d) Others						
S.No	Name of the Supporting Staff	Designation	Highest Qualification	Date of Joining in ABIT	Experience in ABIT	Experience before joining ABIT (Academic Institute/Industry)	Total Experience
1	--	--	--	--	--	--	--
4	(a) Report (with evidences) on Latest Changes brought in the Revision of Curriculum and Syllabus (b) Evidences of syllabus for UG and PG Programs						
5	(a) Report on three level Internal Audit Committee Findings and Action taken :						
Description		Availability of Internal Audit Findings Report			Availability of Action taken Report		
Audit I							
Audit II							
Audit III							
(b) Report (with evidences) on supplementary Teaching Tools / ICT (c) Any Other relevant information_____							
6	(a) Report on Laboratory-wise Facilities with the following data: (i) Equipment /Software Details (ii) Procurement of additional equipment / Software (in the current academic year if any).						

	<p>(b) Report on Consolidated Computing facilities in the Department</p> <p>(i) Number of PCs _____</p> <p>(ii) List of the Software/ Software packages/Simulation Tools</p> <p>(iii) No of Printers available: _____</p> <p>(c) Availability of updated Stock Registers:</p> <p>(d) Adoption of safety measures in the Department:</p>																																								
7	<p>Report on Faculty Improvement/Enrichment Programmes :</p> <p>(a) FDP /STTP/Workshops/Seminars organized by the Department :</p> <p>(b) Conferences organized by the Department:</p> <p>(c) FDP /STTP/Workshops/Seminars attended by the faculty:</p> <p>(d) Conferences attended by the Faculty:</p> <p>(e) Any Other relevant information _____</p>																																								
8	<p>(a) Report on Research Publications:</p> <p>(i) No. of publications in Journals</p> <ul style="list-style-type: none"> • National : _____ • International: _____ <p>(ii) No. of publications in Conferences</p> <ul style="list-style-type: none"> • National : _____ • International: _____ <p>(b) Report on Patents/ copyrights/Industrial Designs :</p> <p>(i) Published: _____</p> <p>(ii) Granted: _____</p>																																								
9	<p>(a) Report on Ongoing Research/Sponsored Research Project Details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Title</th> <th style="width: 20%;">Name of PI and Co-PI</th> <th style="width: 15%;">Funding Agency</th> <th style="width: 15%;">Amount in Rs</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Any Other relevant information _____</p> <p>(b) Report on Consultancy Details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of Faculty (Chief Consultant)</th> <th style="width: 25%;">Client Organization</th> <th style="width: 25%;">Title of Consultancy Project</th> <th style="width: 25%;">Amount Received (in Rupees)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Title	Name of PI and Co-PI	Funding Agency	Amount in Rs	Status																					Name of Faculty (Chief Consultant)	Client Organization	Title of Consultancy Project	Amount Received (in Rupees)								
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	Any Other relevant information_____			
10	<p>Report on Student Projects and their outcomes in terms of publications/ IPR (CAYm1)</p> <p>(a) UG</p> <p>(b) PG</p>			
11	Report on MoUs and Ongoing /Completed Activities			
12	<p>Report on Library, Internet & other facilities:</p> <p>(a) Library and Information Centre</p> <p>(Furnish Programme-wise Details):</p> <p>(i) Number of Titles: _____</p> <p>(ii) Total volumes of Books: _____</p> <p>(iii) Number of Journals: _____</p> <p>(iv) Online Journals Subscriptions: _____</p> <p>(v) Online e-books Subscriptions: _____</p> <p>(vi) Any other item: _____</p> <p>(b) Department Library:</p> <p>(Furnish Programme-wise Details):</p> <p>(i) Number of Titles: _____</p> <p>(ii) Total volumes of Books: _____</p> <p>(c) Internet Connectivity: _____</p>			
13	<p>Report on Placement, Internship and Training activities:</p> <p>(a) Placement Activities:</p> <p>(i) Number of companies Visited: _____</p> <p>(ii) Number of Students Placed: _____</p> <p>(iii) Highest Salary offered _____</p> <p>(iv) Average salary offered: _____</p> <p>(v) Median Salary offered _____</p> <p>(b) Internship Activities:</p> <p>(i) Number of Organizations offered Internships : _____</p> <p>(ii) Number of Students carried out Internships : _____</p> <p>(iii) Number of Internships carried out with stipend: _____</p> <p>(iv) Total Number of Internships: _____</p>			

	<p>(v) Highest Stipend offered : _____</p> <p>(c) Report on Training Activities/coding school activities/soft skills conducted for your Department students by Career Development Centre/your Department:</p>	
14	<p>CAYm1</p> <p>(a) Report on overall Results (B.E/B.Tech)</p> <p>(i) Overall Pass Percentage _____</p> <p>(ii) Percentage of Distinctions _____</p> <p>(iii)Percentage of First Classes _____</p> <p>Note : Report on CO and PO attainments are to be evidenced</p> <p>(b) Report on Semester wise results (B.E/B.Tech)</p> <p>I Semester Pass % _____</p> <p>II Semester Pass % _____</p> <p>III Semester Pass % _____</p> <p>IV Semester Pass % _____</p> <p>V Semester Pass % _____</p> <p>VI Semester Pass % _____</p> <p>VII Semester Pass % _____</p> <p>VIII Semester Pass % _____</p> <p>Number of Students discontinued from the program: _____</p> <p>(c) Report on overall Results (PG Programs : M.E/M.Tech/MBA/MCA)</p> <p>(i) Overall Pass Percentage _____</p> <p>(ii) Percentage of Distinctions _____</p> <p>(iii)Percentage of First Classes _____</p> <p>Note : Report on CO and PO attainments are to be evidenced</p> <p>(d) Report on Semester wise results (PG Programs : M.E/M.Tech/MBA/MCA)</p> <p>I Semester Pass % _____</p> <p>II Semester Pass % _____</p> <p>III Semester Pass % _____</p> <p>IV Semester Pass % _____</p> <p>V Semester Pass % _____</p> <p>VI Semester Pass % _____</p> <p>Number of Students discontinued the program: _____</p>	
15	<p>(CAYm1)</p> <p>Report on Co-Curricular and Extra-Curricular Activities (with evidences)</p>	
16	<p>(a) Report on Stakeholder's feedback</p> <p>Evidences of Feedback reports and action proposed /taken for</p>	

	<p>(i) Program exit survey (ii) Course exit survey (iii) Alumni (iv) Employers (v) Parents</p> <p>(b) Evidences of Feedback reports on the Faculty and action proposed/taken reports :</p>																	
17	<p>Report on Minutes of meetings and also on action taken/initiated respectively</p> <p>(a) Department Advisory Board (b) Department Academic Committee (c) IQAC (d) Any other Academic or Administrative Committee</p>																	
18	<p>Report on Student mentoring and counseling process with evidences :</p>																	
19	<p>Report on Infrastructural Details of the Department :</p> <p>(a) Class rooms/Tutorial rooms/Drawing Halls/Laboratories/Department Library/ HoD Office /Faculty rooms/seminar halls/waiting halls etc</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Description</th> <th>Hall/Room Numbers</th> <th>Area (inSq mts)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Class Room</td> <td>A201</td> <td>XXXX</td> </tr> <tr> <td>2.</td> <td>--</td> <td>---</td> <td>--</td> </tr> <tr> <td>--</td> <td>--</td> <td>--</td> <td>--</td> </tr> </tbody> </table> <p>(b) Number of LCD Projectors/Digital Boards available in class rooms/seminar Halls/ Laboratories_____.</p> <p>(c) Information on any other Teaching Aids:_____.</p>	S.No	Description	Hall/Room Numbers	Area (inSq mts)	1.	Class Room	A201	XXXX	2.	--	---	--	--	--	--	--	
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1.	Class Room	A201	XXXX															
2.	--	---	--															
--	--	--	--															
20	<p>Action taken report of the previous year "Academic Audit" findings and the effectiveness of the same:</p>																	
21	<p>Action taken report of the previous year "Program Exit Survey Feedback" findings and effectiveness of the same:</p>																	
22	<p>Any other Relevant information :</p>																	

Note: Furnish the details in separate sheet where ever necessary.

Name of the Auditor and Designation	Signature	Date

Signature of HoD