Radhakrishna Institute of Technology & Engineering, Bhubaneswar
(*BPUT affiliated, AICTE approved & NAAC accredited*)

A
REPORT
on

Internal Academic Audit

(2025-26 Academic Session)

(Audit Date: 11-03-2026 To 13-03-2026)

Prepared by
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Introduction:

The Internal Academic Audit is an essential academic quality assurance exercise conducted periodically to evaluate and enhance the academic practices, teaching-learning processes, infrastructure, and student support systems within the institution. At Radhakrishna Institute of Technology and Engineering (RITE), Bhubaneswar, the Internal Academic Audit during 11th March 2026 to 13th March 2026 serves as a reflective tool to ensure continuous improvement and alignment with the guidelines of affiliating bodies such as Biju Patnaik University of Technology (BPUT), AICTE, and other regulatory authorities.

This report presents a comprehensive internal audit of the Computer Science & Engineering (CSE)/Computer Engineering (CoE)/Master of Computer Applicationss (MCA), Civil Engineering (CE), Electrical Engineering (EE), Mechanical Engineering (ME), Basic Science & Humanities (BS&H) and Master of Business Administration (MBA) departments for the academic year 2025-26. The audit focused on evaluating departmental academic documentation, syllabus coverage, student attendance, internal assessment procedures, faculty workload distribution, laboratory records, mentoring systems, overall academic performance etc.

The purpose of this audit is to identify areas of strength, recognize opportunities for improvement, and recommend actionable measures to enhance the academic environment and operational efficiency across all departments. This initiative reaffirms RITE's commitment to delivering quality technical and management education, fostering innovation, and producing competent professionals equipped to meet industry and societal needs.

Office Order for Internal Academic Audit

Radhakrishna Institute of Technology & Engineering, Bhubaneswar
(BPUT affiliated, AICTE approved& NAAC accredited)

REF. NO.RITE/2025-26/213 DATE: 25-02-2026

CIRCULAR

This is to inform all concerned that the **Internal Academic Audit for the Academic Year 2025-26** of the institute has been scheduled. The audit is being conducted with the objective of encouraging departments to evaluate the quality of teaching and learning process and to suggest improvements. The audit will be carried out by the **undersigned** and the **Dean Academics** as per the details given below:

Audit Parameters:

The internal academic audit will focus on the following parameters:

1. Departmental Files and Registers
2. Attendance Registers, Lecture Plans, and Lecture Progress Reports
3. SAS Reports
4. Course Files
5. Lab Files
6. Lab Records
7. Lab Equipment History Registers
8. Lab Stock Registers for Consumable Items
9. Lab Stock Registers for Fixed and Durable Assets
10. Lab Occupancy Charts
11. Lab Manuals (Both company manual and self-prepared manual)
12. Display of List of Experiments, List of Equipment, Lab Rules and Regulations, Safety Precautions and Equipment description
13. Working Status of Lab Equipment

Department-wise Audit Schedule:

Visiting Department	Visiting Date	Visiting Time
CSE, COE & MCA	11.03.2026	09:30 AM to 01:00 PM
ME	11.03.2026	02:00 PM to 05:00 PM
CE	12.03.2026	09:30 AM to 01:00 PM
EE	12.03.2026	02:00 PM to 05:00 PM
BS&H	13.03.2026	09:30 AM to 01:00 PM
MBA	13.03.2026	02:00 PM to 05:00 PM

The respective departments are requested to ensure that all relevant documents and materials are prepared and made available for the audit on the above scheduled dates.

(Dr. S.R. Kabat) 25/2/26.
PRINCIPAL

Copy to: 1. Management Committee for kind information
2. Dean Academics/All HoDs/ AO

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Internal Academic Audit Report – Computer Science & Engineering (CSE)/ Computer Engineering (CoE)/ Master of Computer Applications (MCA) Department

Institution: Radhakrishna Institute of Technology & Engineering (RITE), Bhubaneswar

Affiliations: BPUT | AICTE Approved | NAAC Accredited

Academic Year: 2025–26

Date of Audit: 11th March 2026

Reference No.: RITE/2025-26/241 Date: 25.02.2026

Auditing Body: Internal Quality Assurance Cell (IQAC) – RITE

Auditors: 1. Dr. Subash Ranjan Kabat, Principal

2. Dr. Chandrabhanu Malla, Dean-Academics

Department Audited: Computer Science & Engineering (CSE)/ Computer Engineering (CoE)/ Master of Computer Applications (MCA)

HOD CSE/CoE/MCA: Prof. Alok Nath

Audit Objectives

- To evaluate academic documentation, teaching-learning processes, and assessment practices.
- To assess faculty involvement in academic, co-curricular, and research activities.
- To ensure compliance with AICTE, BPUT, and NAAC standards.
- To identify strengths and suggest actionable improvements.

Document Verification Summary of CSE/CoE/MCA Department

Sl. No.	Document/File	Availability	Status	Observation
1	Institutional & Departmental Vision, Mission, PO, PEO & PSO File	Completed	Verified	Observations: • The file is well organized and neatly documented, presenting the Institution's Vision and Mission statements along with those specific to the CSE/CoE/MCA department in a clear and accessible manner. • The **Program Outcomes (PO), Program Educational Objectives (PEO), and Program Specific Outcomes (PSO)** are precisely stated, aligned with **AICTE and NBA guidelines**, and reflect the department's commitment to delivering quality education, fostering employability, entrepreneurship, and higher studies. • It is noted that the **POs, PEOs, and PSOs are periodically reviewed and updated** in accordance with curriculum changes and feedback from stakeholders including **students, faculty, industry experts, and alumni**. • The file also documents the **process followed for framing and revising these statements**, along with **records of approval from the academic and department committees**, ensuring a transparent and participative approach. • **Suggestions for**

				improvement include displaying these statements prominently in classrooms, laboratories, and on the department's website for greater awareness among students and faculty. Additionally, periodic workshops or orientation programs could be organized to familiarize all stakeholders with these objectives and their role in achieving them. **Overall, the documentation for the Institutional & Departmental Vision, Mission, PO, PEO & PSO file is satisfactory, detailed, and well-aligned with accreditation requirements and institutional objectives, with scope for wider visibility and stakeholder engagement initiatives.**
2	University and Institute Academic Calendar	To be Updated	Verified	Observations: • The **Academic Calendar file is neatly maintained and comprehensive**, containing both the **university-issued academic calendar** and the **institute's internal academic schedule** for each academic session. • It is observed that the **department's academic activities are well-aligned with the university calendar**, including **dates for semester commencement, internal assessments, university examinations, holidays, and co-curricular events**. The institute's internal calendar is prepared with additional details such as **seminars, workshops, student activities, project**

				deadlines, and remedial sessions. • The documentation reflects **timely communication of the academic calendar to students and faculty members**, ensuring organized and efficient academic planning and execution. • **Suggestions for improvement include implementing a digital academic calendar system**, accessible to students and faculty online, with options for real-time updates and notifications. This would enhance visibility, coordination, and adaptability to any schedule changes during the academic year. **Overall, the documentation for the University & Institute Academic Calendar file is satisfactory, well-structured, and effectively supports the department's academic planning processes, with scope for digital integration and improved accessibility.**
3	Subject Syllabus	To be Updated	Verified	Observations: • The Subject Syllabus file is well organized and comprehensive, containing detailed syllabi for each course offered by the department across all semesters. The syllabi are clearly structured and include essential components such as course objectives, learning outcomes, content outline, reference materials, and assessment methods. • It is observed that the **syllabi**

				are aligned with the university's curriculum guidelines and **institutional academic standards**, ensuring consistency across courses and departments. The documentation reflects a careful balance between **core technical subjects** and **elective courses**, providing students with a well-rounded education. • The file also contains records of periodic syllabus reviews and updates, ensuring that the course content remains relevant and up to date with the latest developments in the field of Computer Science & Engineering. • **Suggestions for improvement include digitizing the subject syllabi** to enhance accessibility and enable easier updates. Additionally, incorporating a **feedback loop from faculty and students** could provide valuable insights for improving the syllabi and ensuring that they meet evolving academic and industry needs. **Overall, the documentation for the Subject Syllabus file is satisfactory, thorough, and aligned with academic standards, with opportunities for enhanced digital management and continuous syllabus refinement based on stakeholder feedback.**
4	Workload Distribution	Completed	Verified	Observations: • The Workload Distribution file is well organized and clearly maintained, with

				detailed records of the teaching load assigned to each faculty member for every semester. The documentation includes the number of lecture hours, lab hours, tutorials, and any additional responsibilities such as project supervision or administrative duties. • Each record specifies the **subject or course taught**, the **semester in which it was taught**, and the **faculty member responsible**, ensuring that the distribution of teaching duties is well-documented and transparent. • The file also contains **justifications for the allocation of workload**, especially in cases where there are deviations from the standard workload distribution norms. This includes **considerations such as faculty availability, course complexity, and any additional non-teaching duties**. • It is observed that the **workload distribution is aligned with the departmental policies and institutional norms**, ensuring that faculty members are not overburdened, and that there is a fair distribution of teaching responsibilities across the department. • **Suggestions for improvement include implementing a digital workload management system** to streamline the allocation process, enhance

				accessibility, and allow for real-time tracking and adjustments. Additionally, maintaining a system for regular review and feedback on workload distribution from faculty could help ensure its continued fairness and efficiency. **Overall, the documentation for the Workload Distribution file is satisfactory, well-detailed, and aligns with the department's commitment to effective faculty management, with opportunities for digital optimization and regular review processes.**
5	Branch-Enrolled Student List	Completed	Verified	Observations: • The Branch Enrolled Student List files are well-maintained, containing accurate and up to date records of all students enrolled in the CSE/CoE/MCA department across various batches and semesters. The files are organized by academic year, branch, and student cohort, allowing for easy retrieval and verification of student enrollment. • Each record includes **relevant student details**, such as **name, roll number, contact information, and the year of admission**. This provides a comprehensive overview of the student demographic within the department. • It is noted that the documentation reflects **clear categorization of students** based on their respective **specializations, electives,**

				and academic standing, which helps in understanding the distribution of students across various areas of study within the department. • The file also contains **records of student withdrawals, transfers, and dropouts**, along with **appropriate justifications** and dates, ensuring that the department has accurate data on student retention and movement. • **Suggestions for improvement include digitizing the student list to allow for more efficient updates, better accessibility, and enhanced data security. Additionally, incorporating a system for tracking student academic progress within the list (such as GPA or course completion) would further strengthen the file's utility.** **Overall, the documentation for the Branch Enrolled Student List file is satisfactory, accurate, and well organized, with opportunities for improved digital management and enhanced tracking of student progress.**
6	Faculty Profile File	Completed	Verified	Observations: • The Faculty Profile files are well organized and comprehensive, containing detailed records of each faculty member, including personal details, academic qualifications, professional experience, publications, research projects, and courses taught.

				• It is observed that the files include regular updates of faculty achievements, such as academic qualifications, certifications, participation in conferences, seminars, workshops, and any other professional development activities. This ensures that the department maintains an up to date record of faculty capabilities and expertise. • The documentation also includes **performance reviews, feedback from students, and records of faculty meetings**, providing insights into faculty performance, teaching quality, and professional growth. • **Suggestions for improvement include transitioning to a digital system for faculty profile management**, allowing for easier updates, better accessibility, and the ability to track professional milestones in real-time. Additionally, integrating the profile system with the department's academic tracking tools could provide a more holistic view of faculty contributions to both teaching and research. **Overall, the documentation for the Faculty Profile file is satisfactory, comprehensive, and aligned with institutional goals for maintaining detailed faculty records, with opportunities for digital optimization and more integrated management.**

7	Student Profile File	To be Updated	Verified	Observations: • The **Student Profile files are well-maintained**, containing comprehensive records of each student enrolled in the department, including **personal details, academic performance, extracurricular activities, and any additional achievements**. • Each student's profile includes **semester-wise marks, attendance records, and progression through the program**, allowing for a detailed view of the student's academic journey. The profiles also include **records of any special considerations or accommodations** granted to students, such as for medical reasons or learning disabilities. • The files are organized by **batch and semester**, ensuring easy retrieval and access to each student's academic history. The documentation also includes **records of any disciplinary actions or commendations** received by the students, offering a holistic view of their time at the institute. • It is observed that the **student profiles are regularly updated**, with new records added for each academic semester, ensuring that the file remains current and comprehensive. • **Suggestions for improvement include transitioning to a digital**

				student profile system, which would allow for better accessibility, easier updates, and improved data management. Additionally, integrating the profiles with the department's academic tracking system could enhance the ability to monitor student progress and outcomes more efficiently. **Overall, the documentation for the Student Profile file is satisfactory, thorough, and well-aligned with the department's goals of maintaining comprehensive student records, with opportunities for improved digital management and integration with other systems.**
8	Time Table File	Completed	Verified	Observations: • The Time Table file is well organized and systematically maintained, with clear records of class schedules for each semester, including lecture timings, faculty assignments, and room allocations for all courses offered by the department. • It is observed that the **time tables are developed in accordance with the academic calendar** and are designed to optimize faculty and classroom resources while ensuring balanced workloads for students and instructors. • The documentation includes **records of any changes or adjustments made to the original timetable**, with proper justifications for alterations, such as faculty

				availability, room constraints, or unforeseen scheduling conflicts. These changes are appropriately documented and communicated to all stakeholders. • The file also includes **records of regular faculty meetings and reviews**, ensuring that the timetable is regularly evaluated and revised based on feedback from faculty members and students. • **Suggestions for improvement include transitioning to a digital timetable management system**, which could offer better accessibility, real-time updates, and streamlined coordination across departments. Additionally, ensuring that all revisions are logged with detailed comments on their necessity would enhance transparency. **Overall, the documentation for the Time Table file is satisfactory, complete, and aligns with the department's academic scheduling needs, with opportunities for digital optimization and improved revision tracking.**
9	Lesson Plan and Course Coverage Reports	Completed	Verified	Observations: • The **Lesson Plan and Course Coverage files are meticulously maintained**, with each course having a **detailed lesson plan** that includes **weekly schedules, topics to be covered, teaching methods, and assessment plans**. • The **Lesson Plans are**

				comprehensive and align with the department's syllabus and academic calendar, ensuring a structured approach to course delivery. Each plan is documented with specific **learning objectives, reference materials, and assessment strategies**, contributing to effective teaching and learning. • The **Course Coverage Report is regularly updated**, providing **accurate tracking of the completion of syllabus topics** against the planned schedule. It includes records of **any deviations from the planned timeline**, along with explanations for delays or adjustments made during the course delivery. • It is noted that **faculty members maintain detailed records of class progress**, including **student engagement levels, challenges faced, and methods used to overcome instructional barriers**. This approach ensures that the course content is delivered effectively and in a timely manner. • **Suggestions for improvement include implementing a digital system for both lesson planning and course coverage tracking, to enhance accessibility, streamline updates, and facilitate better analysis of course delivery and completion. Additionally, a periodic review of the**

				lesson plans by the department could help ensure alignment with emerging academic trends and student needs. **Overall, the documentation for the Lesson Plan and Course Coverage Report file is satisfactory, thorough, and aligns with institutional standards for academic planning and monitoring, with opportunities for improved digital management and periodic reviews.**
10	Records on Bridge Course/Remedial/Counselling Classes by Faculty Members	To be Updated	Verified	Observations: • The **Bridge Course/Remedial/Counselling Classes file is well-maintained**, containing comprehensive records of **additional academic support provided to students** who may need extra help. The file includes **details of bridge courses, remedial sessions, and individual or group counseling sessions** conducted by faculty members. • Each entry includes **course content, schedule, attendance records, and student participation**, as well as **specific academic or personal challenges faced by students** and the measures taken to address them. • It is observed that the **department provides structured and targeted support to students struggling with course material**, ensuring that **remedial sessions are organized based on specific**

				needs such as foundational concepts, exam preparation, and individualized support. • The documentation also includes **records of counseling sessions**, with a focus on **student well-being and personal development**, reflecting the department's holistic approach to student support. • **Suggestions for improvement include digitizing the records of bridge courses, remedial sessions, and counseling to improve accessibility and tracking. Additionally, it would be beneficial to document the long-term outcomes or improvements in students' academic performance and well-being after attending these sessions.** **Overall, the documentation for the Records on Bridge Course/Remedial/Counselling Classes file is satisfactory, comprehensive, and demonstrates the department's commitment to supporting students' academic and personal growth, with opportunities for enhanced digital management and outcome tracking.**
11	Records on use of Innovative Classroom Teaching	To be Updated	Verified	Observations: • The **Innovative Classroom Teaching file is well-maintained**, documenting the **implementation of modern teaching techniques and strategies** aimed at enhancing student learning experiences. This includes

				records of **interactive teaching methods, technology integration (e.g., multimedia presentations, online tools), and student-centered approaches** used in the classroom. • Each entry in the file includes **detailed descriptions of innovative teaching methods employed** by faculty members, along with **evidence of student participation, feedback, and the effectiveness of these methods** in improving learning outcomes. • It is observed that the CSE/CoE/MCA Department has made substantial efforts to incorporate innovative teaching practices, such as flipped classrooms, blended learning, project-based learning, and the use of simulations and industry tools to engage students more effectively. • The file also contains **records of workshops, seminars, and training programs** conducted to help faculty enhance their teaching methodologies, ensuring that faculty members are well-equipped to implement innovative practices. • **Suggestions for improvement include maintaining a more structured tracking system to assess the long-term impact of innovative teaching methods on student learning outcomes. Additionally, regular peer**

				reviews and student surveys could be used to gauge the effectiveness of these teaching strategies, and the results should be documented for continuous improvement. **Overall, the documentation for the Records on the Use of Innovative Classroom Teaching file is satisfactory, comprehensive, and clearly reflects the department's commitment to improving teaching quality through innovation, with opportunities for enhanced tracking and feedback mechanisms.**
12	Students Assignment File	To be Updated	Verified	Observations: • The Students' Assignment files are well organized, containing detailed records of assignments distributed to students, including assignment questions, submission deadlines, grading rubrics, and feedback provided by the faculty. • It is observed that the **files include clear documentation of student submissions**, with **marks awarded for each assignment, along with any additional comments or suggestions for improvement**, ensuring a transparent evaluation process. • The documentation also reflects the department's efforts to **monitor the timely submission of assignments**, with records of **extensions granted**, if any, and **justifications for delays**

				(e.g., illness, personal issues). • The file contains records of **student engagement and participation**, including instances of **faculty follow-up** for students who may have missed assignments or need additional support. • **Suggestions for improvement include maintaining a digital repository for assignment records to streamline tracking, improve accessibility, and reduce the risk of data loss. Additionally, a more structured feedback mechanism could be implemented, ensuring that all assignments receive detailed and actionable feedback for students' improvement.** **Overall, the documentation for the Students' Assignment file is satisfactory, thorough, and well-aligned with the department's academic monitoring and assessment objectives, with opportunities for improved digital management and enhanced feedback mechanisms.**
13	HOD Class Visit Report	Completed	Verified	Observations: • The **HOD Class Visit Report files are well-maintained and systematically organized**, containing records of **classroom visits conducted by the Head of Department (HOD)**. These reports include **observations on teaching methods, student engagement, and overall**

				effectiveness of the class delivery. • Each report includes **detailed feedback** from the HOD on various aspects of the class, such as **teaching style, student participation, content delivery, and use of teaching aids**. The reports also document **recommendations for improvements** based on the observations made during the class visit. • It is noted that the **class visits are conducted regularly** as part of the department's academic monitoring process, and the documentation reflects the **department's commitment to continuous improvement of teaching quality**. • The file also includes **follow-up actions and subsequent evaluations**, ensuring that feedback provided during class visits is addressed by faculty members and appropriate corrective measures are taken when necessary. • **Suggestions for improvement include digitizing the HOD class visit reports for better accessibility, ensuring that follow-up actions and the impact of implemented changes are recorded for future reference, and introducing a standardized template for the reports to ensure uniformity in evaluation.** **Overall, the documentation for the**

				HOD Class Visit Report file is satisfactory, comprehensive, and demonstrates a commitment to maintaining and enhancing teaching quality in the department, with minor opportunities for digital archiving and standardized reporting processes.
14	Mechanism of Identifying Slow and Advanced Learners	To be Updated	Verified	Observations: • The file is well organized and maintains comprehensive records outlining the criteria and methodology used by the department to identify slow and advanced learners. The documentation includes assessment results, feedback reports, and student performance data from internal examinations, assignments, and class participation. • It is observed that the CSE/CoE/MCA Department has a structured approach to identifying students who need additional support (slow learners) and those who may benefit from more challenging coursework or opportunities for enrichment (advanced learners). The methodology includes regular evaluations, faculty feedback, peer reviews, and student self-assessment reports. • The file includes **records of remedial measures** for slow learners, such as additional tutoring sessions, targeted assignments, and mentoring, as well as **opportunities for advanced learners**, including participation in advanced projects,

				workshops, and seminars. • **Suggestions for improvement include maintaining a centralized digital record of all identified learners, along with detailed intervention strategies and progress tracking for each individual. Additionally, incorporating a formal review process to assess the effectiveness of the interventions for both slow and advanced learners would further enhance the system.** **Overall, the documentation for the Mechanism for Identifying Slow and Advanced Learners is satisfactory, thorough, and aligns with the department's commitment to personalized student support, with opportunities for improved digital tracking and formal review processes.**
15	List of Add-on Courses	To be Updated	Verified	Observations: • The Add-on Courses file is well organized and systematically maintained, containing records of all add-on courses offered by the department, along with their details such as course titles, objectives, syllabi, duration, mode of delivery, and certification details. • It is observed that the **documentation includes the approval records for each add-on course**, showing that the courses were vetted by the relevant academic bodies and aligned with the

				department's educational goals. • The file includes **clear records of student enrollment for each course, completion rates, and certification outcomes**, which helps in monitoring the participation and success of students in these supplementary programs. • The department has **actively incorporated industry-relevant skills** into the add-on courses, which enhances students' practical knowledge and employability prospects. • **Suggestions for improvement include digitizing the course details and maintaining a centralized database for easier tracking and analysis of student participation and performance in add-on courses. Additionally, periodic reviews of course content and relevance should be documented to ensure that the add-on courses remain aligned with industry trends and educational standards.** **Overall, the documentation for the List of Add-on Courses file is satisfactory, comprehensive, and well-aligned with institutional objectives for student skill enhancement, with opportunities for further digital optimization and periodic content review.**
16	University and Internal Question Paper Bank	To be Updated	Verified	Observations: • The **Question Paper Bank files are systematically maintained**, containing both

				internal and university question papers for each course offered by the department across different semesters. • It is observed that the **question papers are categorized by course, semester, and academic year**, with each set of papers archived in a clear and organized manner for easy retrieval. • The files include **details about the paper format, evaluation schemes, model answers, and any related academic guidelines**, ensuring transparency in assessment and alignment with institutional academic policies. • It is noted that **internal question papers are reviewed and approved by the department before distribution**, and the records include **clear documentation of the paper-setting process, including faculty involvement and approval from the department head**. • The **university question papers** are also maintained in accordance with university norms, with evidence of **proper safekeeping and access control** to ensure confidentiality and integrity in the examination process. • **Suggestions for improvement include implementing a digital question paper bank system for better security, easy access, and streamlined archiving of past question**

				papers. Additionally, periodic reviews of question papers could be documented to ensure that they remain relevant and up to date with the course objectives. **Overall, the documentation for the University & Internal Question Paper Bank file is satisfactory, well organized, and adheres to institutional guidelines, with opportunities for enhanced digitalization and process optimization.**
17	Examination Time Table	Completed	Verified	Observations: • The **Examination Timetable files are systematically organized and properly maintained**, containing records of **semester examination schedules, departmental internal exam timetables, and any changes or updates to the schedule**. • Each timetable document includes **clear details on exam dates, times, venues, course codes, paper names, and invigilator assignments**, ensuring smooth coordination and transparency. • It is observed that **the examination schedules are communicated well in advance**, with proper documentation of notifications sent to students and faculty, allowing for effective planning. • The file also includes **any modifications to the original timetable**, with appropriate approvals and documentation of reasons for

				changes, ensuring transparency and proper record-keeping. • **Suggestions for improvement include digitizing the examination timetable to facilitate easy access and quick updates, along with ensuring that all related documents (e.g., room allocations, invigilator duties) are integrated into a single digital system for better coordination.** **Overall, the documentation for the Examination Timetable file is satisfactory, comprehensive, and complies with institutional requirements, with minor opportunities for digitalization and improved procedural coordination.**
18	Internal Marks File	To be Updated	Verified	Observations: • The **Internal Marks files are well-maintained and systematically organized**, containing records of **internal assessments, continuous evaluation, assignment scores, mid-term exam marks, and other internal examination results**. • Each file includes **detailed records of individual students' marks, assessment criteria, weightage distribution, and evaluation rubrics**, providing transparency in the grading process. • It is observed that the **documentation accurately reflects the academic**

				performance of students throughout the semester, with sufficient details regarding the method of evaluation and grading scale. • The records also include **attendance-based grading or any corrective measures applied**, ensuring alignment with institutional policies on attendance and internal assessments. • **Suggestions for improvement include implementing a digital tracking system for internal marks to ensure quick access, better analysis of student performance, and reducing the chances of data loss or discrepancies in manual records.** **Overall, the documentation for the Internal Marks file is satisfactory, comprehensive, and aligns with institutional guidelines for assessment and grading, with scope for digital enhancement and procedural improvements.**
19	Sessional Marks File	To be Updated	Verified	Observations: • The **Sessional Marks File is systematically maintained**, containing **course-wise and semester-wise records of internal assessment marks** awarded to students for various sessional examinations, class tests, assignments, and laboratory work. • It is observed that the **marks are entered accurately, signed by the concerned faculty members, verified by the Head of the**

				Department (HOD), and submitted within the stipulated time to the academic section and examination cell. • The file also includes **details of the assessment components**, such as the **weightage of each internal test, assignment, and lab performance**, ensuring transparency in the internal evaluation process. • Records show that **sessional marks are communicated to students in a timely manner**, with opportunities for students to review their performance and address any discrepancies. • **Suggestions for improvement include the adoption of a digital internal marks management system** for enhanced accessibility, real-time updates, and secure record-keeping. Integration with student portals would also enable students to track their academic performance conveniently. **Overall, the documentation for the Sessional Marks file is satisfactory, accurate, and well-structured, reflecting a transparent and effective internal assessment process, with opportunities for digital enhancement and improved accessibility.**
20	Sample Answer Paper Bank	To be Updated	Verified	Observations: • The **Sample Answer Paper Bank File is neatly maintained**, containing **sample evaluated answer**

				scripts of internal and university examinations across various courses and semesters. These include papers with **varying grades (high, average, and low scores)** to illustrate assessment standards. • It is observed that the file serves as a **useful academic resource for faculty members** to standardize evaluation patterns and for students to understand **expected answer formats, marking schemes, and areas for improvement**. • The file is **updated periodically** and includes **authenticated copies with signatures of evaluators and HOD verification**, ensuring reliability and transparency in assessment practices. • **Suggestions for improvement include digitizing the sample paper repository** for easier access by faculty and students, and organizing periodic orientation sessions to help students review these papers and learn from model answers. **Overall, the documentation for the Sample Answer Paper Bank file is satisfactory, well organized, and serves as an effective academic reference tool, with scope for digital integration and increased student engagement.**
21	Result Analysis File	To be Updated	Verified	Observations: • The **Result Analysis File is well-structured and**

				comprehensive, containing detailed **semester-wise and course-wise analysis of student performance** in university examinations and internal assessments. • The documentation includes **pass percentages, subject-wise performance trends, toppers' lists, and comparative analysis** with previous years, providing valuable insights into academic progress and areas requiring improvement. • It is noted that the **file also highlights the performance of slow and advanced learners**, aiding in planning appropriate academic interventions such as **remedial classes, counselling sessions, and skill enhancement programs**. • The result analysis reports are **signed and verified by the HOD and shared with the academic committee and faculty members**, ensuring that the insights are used effectively for academic planning and continuous improvement. • **Suggestions for improvement include developing a digital result analysis dashboard** that can automatically generate real-time analytical reports, charts, and performance indicators, enabling more efficient data interpretation and decision-making. **Overall, the documentation for the Result Analysis file is satisfactory,**

				detailed, and effectively utilized for academic review and improvement, with potential for digital enhancement and data-driven academic management.
22	SAS Report File	To be Updated	Verified	Observations: • The **SAS Report File is well-maintained and systematically organized**, containing detailed records of **student advisement and mentoring activities** conducted throughout the academic session. • The documentation includes **faculty-wise and student-wise reports of advisement meetings**, covering aspects such as **academic progress, attendance status, personal concerns, career guidance, and suggestions for improvement**. • It is observed that the advisement system is actively implemented in the department, with **periodic interactions between faculty advisors and their assigned group of students**. The records are duly **signed by both faculty and students**, ensuring accountability and authenticity. • The SAS reports are effectively utilized for **identifying slow learners, advanced learners, and students requiring special attention**, enabling targeted academic support and personal counselling. • **Suggestions for improvement include digitizing the advisement reporting process,**

				integrating it with the institutional academic management system for ease of record-keeping, retrieval, and better tracking of student progress and advisement outcomes. **Overall, the documentation for the Students Advisement System (SAS) Report file is satisfactory, organized, and contributes effectively to student academic monitoring and support, with opportunities for digital transformation and enhanced reporting mechanisms.**
23	Co-curricular and Extension Activities File	To be Updated	Verified	Observations: • The file is well organized and properly documented, containing detailed records of various co-curricular activities such as seminars, technical workshops, webinars, coding contests, paper presentations, and project exhibitions, as well as extra-curricular activities including sports events, cultural programs, social outreach initiatives, and student club activities. • Each activity is supported with relevant documentation including **event notices, schedules, attendance records, photographs, feedback forms, and activity reports**, duly verified by the concerned coordinators and the Head of the Department (HOD). • The records reflect **active participation by students and faculty members**, showcasing the department's commitment to promoting holistic student development alongside academic excellence. • **Suggestions for improvement include maintaining a digital**

				archive of event reports and photographs, and preparing a **year-wise summary report of achievements and student participation statistics** for enhanced tracking and showcasing during accreditation and institutional audits. **Overall, the documentation for the Co-curricular and Extra-curricular Activities file is satisfactory, comprehensive, and effectively highlights the department's initiatives for student engagement beyond the classroom, with scope for digital record management and annual activity consolidation.**
24	Reports on Conference/Seminar/ Workshop/Expert Talk/STTP etc. Organized	Completed	Verified	Observations: • The documentation is **well-maintained and systematically arranged**, containing detailed reports of each academic and professional development event organized during the academic session. • Each report typically includes **event objectives, schedules, resource person details, participant lists, photographs, feedback summaries, and concluding remarks**, duly signed and verified by the event coordinator and the Head of the Department (HOD). • The records reflect **active efforts by the department to enhance academic enrichment, industry interaction, and professional skill development for students and faculty members**. • It is commendable that the department ensures **diversity**

				in topics and invites experienced resource persons from academia, industry, and research organizations, thereby adding significant value to the learning environment. • **Suggestions for improvement include maintaining a consolidated digital repository of these event reports** for easier retrieval, future reference, and presentation during accreditations or external audits. Additionally, preparing **annual summary reports highlighting key outcomes, student participation, and feedback trends** would further strengthen the documentation process. **Overall, the documentation for the Reports on Conferences, Seminars, Workshops, Expert Talks, and STTPs organized file is satisfactory, comprehensive, and reflective of the department's commitment to continuous academic and professional development, with scope for digital archival and structured annual reporting.**
25	R&D Activities and Publication File	To be Updated	Verified	Observations: • The file is systematically maintained and well organized, containing records of faculty and student research activities, project proposals, funded research initiatives, consultancy works, patents applied/filed, and publications in reputed journals and conferences.

				• The documentation includes **copies of published research papers, conference presentation certificates, patent application acknowledgments, and records of participation in research-oriented programs** such as FDPs, workshops, and hackathons. • It is commendable that the department actively encourages **faculty members and students to participate in research and scholarly activities**, as reflected in the documented outcomes. • **Suggestions for improvement include creating a digital R&D repository**, enabling streamlined storage, easy access, and real-time updating of research contributions. Furthermore, a **year-wise consolidated report highlighting key achievements, research grants, publications, and patent filings** would enhance the visibility of departmental R&D activities. **Overall, the documentation for the R&D Activities and Publication file is satisfactory, comprehensive, and effectively highlights the department's efforts in fostering research culture and academic contribution, with potential for digital enhancement and structured summary reporting.**
26	Professional Society Membership File	Completed	Verified	Observations: • The file is **well-maintained** and contains **detailed records of faculty and**

				student memberships in various professional societies and organizations, such as **IEEE, ACM, ISTE, and other discipline-specific associations**. • Each membership record includes **membership certificates, renewal details, active participation records (e.g., events attended, leadership roles held, etc.), and proof of engagement in society-sponsored activities** such as conferences, workshops, seminars, and technical competitions. • It is noted that the department encourages **faculty and students to actively engage in professional societies**, enhancing their exposure to current trends, research, and industry practices in the field of Computer Science and Engineering. • **Suggestions for improvement include consolidating membership data in a centralized, digital format**, allowing for better tracking, renewal management, and showcasing of the department's collective involvement in professional organizations. Additionally, organizing **more collaborative events with these societies** could help in fostering better industry-academia connections. **Overall, the documentation for the Professional Society Membership file is satisfactory, comprehensive, and reflects the department's active participation in professional**

				development, with room for digital organization and enhanced engagement through collaboration with these societies.
27	Faculty Training File	To be Updated	Verified	Observations: • The Faculty Training File is well organized and contains detailed records of faculty development programs (FDPs), workshops, seminars, and training sessions attended by faculty members, both internal and external to the institute. • Each entry includes **certificates of participation, agendas, training content, feedback forms, and evaluation reports**, verifying the active involvement of faculty members in continuous professional development activities. • It is noted that the department places significant emphasis on **enhancing faculty skills** through exposure to new teaching methodologies, technological advancements, and industry trends, thereby improving the quality of education provided to students. • The documentation reflects a **diverse range of training topics**, such as **pedagogical techniques, research methodologies, software tools, industry collaboration, and emerging technologies**, supporting the professional growth of faculty members. • **Suggestions for improvement include digitizing the faculty**

				training records, creating an online repository for easier access, tracking, and reporting. Additionally, maintaining a **centralized faculty training calendar** could streamline planning and ensure broader participation in relevant training programs. **Overall, the documentation for the Faculty Training file is satisfactory, comprehensive, and highlights the department's commitment to continuous faculty development, with potential for digital record-keeping and improved tracking of training initiatives.**
28	Students Feedback File	Completed	Verified	Observations: • The **Students' Feedback File is well-maintained** and contains **detailed records of feedback collected from students** on various aspects of academic delivery, including **teaching quality, course content, faculty performance, infrastructure, and overall learning environment**. • Feedback is collected **systematically at regular intervals** (typically at the end of each semester) using **structured questionnaires**, with responses duly **analyzed and summarized** to identify trends and areas for improvement. • The file includes **actionable reports** summarizing the feedback, along with **follow-up actions taken by the department** based on the

				suggestions or concerns raised by students. This demonstrates a commitment to **continuous improvement** in the quality of education and the student experience. • It is observed that the feedback process is **transparent and students' anonymity is maintained**, fostering an environment where students feel comfortable sharing constructive feedback. • **Suggestions for improvement include exploring digital tools** to automate the feedback collection and analysis process, thereby improving efficiency and providing more real-time insights. Additionally, maintaining a **longitudinal analysis of feedback trends over multiple semesters** could offer valuable insights into the effectiveness of implemented changes. **Overall, the documentation for the Students' Feedback file is satisfactory, comprehensive, and demonstrates a well-structured approach to gathering and acting upon student feedback, with potential for digital enhancement and more in-depth analysis.**
29	Parents Feedback File	Completed	Verified	Observations: • The Parents' Feedback File is well organized and contains systematic records of feedback collected from parents regarding various aspects of their children's academic experience,

				including academic progress, faculty performance, infrastructure, co-curricular activities, and overall student development. • Feedback is collected **periodically**, typically through **structured surveys or meetings**, ensuring that the parents' perspectives are regularly taken into account to enhance the quality of the academic environment. • The file includes **summarized feedback reports**, with clear **actionable insights** and **follow-up actions** that the department has taken in response to concerns or suggestions provided by parents. This shows a **commitment to addressing parent concerns** and fostering a collaborative relationship between the department and families. • **Suggestions for improvement include digitizing the feedback process** to allow for easier collection, analysis, and tracking of feedback trends over time. A digital platform could also enable **real-time responses** and greater engagement with parents. Additionally, creating **more opportunities for interaction with parents**, such as parent-teacher meetings or online forums, could further enhance the feedback loop. **Overall, the documentation for the Parents' Feedback file is**

				satisfactory, comprehensive, and demonstrates a proactive approach to engaging with parents, with potential for digitalization and improved tracking of feedback trends.
30	List of Committee of the Institute	Completed	Verified	Observations: • The documentation of the list of committees is found to be well organized, systematically maintained, and updated as per institutional requirements. • Each committee's documentation includes **details of composition, objectives, tenure, roles and responsibilities, and approved faculty/staff members**, which facilitates transparency and clarity in institutional operations. • It is observed that **records of meeting schedules, attendance, agendas, and minutes of meetings** for most of the committees are properly documented and readily available for verification. • The documentation reflects active involvement of CSE/CoE/MCA Department faculty members in various institutional committees, indicating participative management and academic engagement. • **Minor suggestions for improvement include ensuring uniformity in the format of committee records and timely updation of any changes in committee composition** to maintain accuracy and

				consistency. **Overall, the documentation for the list of committees is satisfactory, comprehensive, and compliant with institutional and regulatory guidelines, with scope for minor procedural enhancements.**
31	Minutes of Meeting File	Completed	Verified	Observations: • The Minutes of Meeting files are systematically maintained, well organized, and properly archived both in physical and digital formats. • Each MoM document contains essential details including the **date of meeting, list of attendees, agenda points, discussions held, resolutions passed, and action taken reports (where applicable)**. • It is observed that **regular meetings are conducted by most of the committees as per the academic calendar and institutional requirements**. The frequency and documentation of meetings reflect active administrative and academic management. • The MoM files also indicate active participation of CSE/CoE/MCA Department faculty members in various institutional committees, contributing to policy formulation and decision-making processes. • **Suggestions for improvement include standardizing the MoM format across all committees and ensuring timely submission and**

				signing of minutes by the respective members and authorities to maintain procedural consistency. **In conclusion, the documentation of Minutes of Meeting files is satisfactory, comprehensive, and in alignment with institutional governance practices, with minor scope for format standardization and procedural refinements.**
32	Circular/Office Order/Notice File	Completed	Verified	Observations: • The **documentation of circulars, office orders, and notices is properly maintained and systematically arranged in chronological order** for ease of reference. • Each document is found to be **duly approved, dated, and issued by the competent authority**, with clear mention of the subject, concerned stakeholders, and instructions to be followed. • It is observed that important communications related to **academic schedules, examinations, committee meetings, student activities, faculty responsibilities, and institutional policies** are appropriately documented and circulated through these notices and orders. • The files also reflect adequate representation and timely dissemination of relevant information to the CSE/CoE/MCA Department faculty and students. • **Suggestions for improvement include the adoption of a uniform file**

				numbering and indexing system for quick retrieval, along with digital archiving of all circulars and notices for improved accessibility and record-keeping. **Overall, the documentation of Circular, Office Order, and Notice files is satisfactory, well organized, and adheres to institutional norms, with scope for minor procedural enhancements in record management.**
33	CO&PO Mapping File	Completed	Verified	Observations: • The **CO-PO Mapping documentation is properly structured, well-maintained, and updated in alignment with the program curriculum and institutional guidelines**. • Each course file contains clearly defined **Course Outcomes (COs) mapped against the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs)** with appropriate correlation levels (Low, Medium, High). • It is observed that **CO-PO Mapping matrices have been prepared for all theory and laboratory courses offered by the department in each semester**, ensuring academic accountability and outcome-based education (OBE) compliance. • The documentation also includes **attainment calculation methods, assessment tools, and analysis of CO and PO**

				attainment levels, reflecting a systematic approach to academic quality monitoring. • **Suggestions for improvement include standardizing the format of CO-PO matrices across all courses and incorporating periodic review records of the mapping to ensure continuous quality enhancement.** **In conclusion, the documentation of the CO-PO Mapping file is satisfactory, comprehensive, and aligns with outcome-based education practices, with minor scope for uniform formatting and regular review updates.**
34	Budget, Purchase Order & Invoice File	Completed	Verified	Observations: • The documentation related to budget proposals, approved budgets, purchase orders (POs), and invoices is systematically maintained and well organized, ensuring transparency in financial transactions and procurement processes. • Each file contains **duly approved budget allocation documents, vendor quotations, comparative statements, purchase orders, delivery challans, and corresponding invoices** with necessary approvals and signatures from the competent authority. • It is observed that the **procurement process follows institutional financial policies and procedures**, with appropriate documentation of fund

				utilization specific to departmental requirements. • The records for the CSE/CoE/MCA Department reflect timely submission and processing of purchase orders and invoices for laboratory equipment, software licenses, academic resources, and other infrastructural needs. • **Suggestions for improvement include maintaining a consolidated summary sheet for each financial year indicating budget allocation, expenditure, and balance, along with digital archival of financial documents for ease of future reference and audit readiness.** **Overall, the documentation of Budget, Purchase Order, and Invoice files is satisfactory, transparent, and compliant with institutional financial norms, with minor scope for procedural and digital enhancements.**
35	Skill Project File	To be Updated	Verified	Observations: • The **Skill Project files are well-maintained and systematically organized**, containing relevant records such as **project proposals, objectives, team composition, project plans, progress reports, evaluation sheets, and completion certificates**. • It is observed that the CSE/CoE/MCA Department actively encourages students to undertake skill-based projects aligned with emerging technologies and

				industry requirements, enhancing their practical exposure and employability. • The documentation includes **faculty mentoring records, project evaluation criteria, and evidence of student participation in internal and external project exhibitions, competitions, and hackathons**. • The Skill Project file also reflects **alignment of projects with Program Outcomes (POs) and Program Specific Outcomes (PSOs)**, supporting the institution's outcome-based education (OBE) framework. • **Suggestions for improvement include introducing a standardized project synopsis format for uniformity and maintaining a consolidated summary report of completed and ongoing projects for each academic year.** **Overall, the documentation for the Skill Project file is satisfactory, comprehensive, and effectively supports skill development initiatives within the department, with scope for minor procedural enhancements.**
36	Students Seminar and Project File	To be Updated	Verified	Observations: • The **Students' Seminar and Project files are properly maintained and organized**, containing records such as **project titles, abstracts, seminar topics, student group details, guide allocation, progress reports, presentation schedules,**

				evaluation sheets, and final project reports. • It is observed that the **seminar and project activities are conducted as per the academic calendar**, with well-documented records of internal reviews, viva-voce examinations, and external evaluations where applicable. • The documentation also includes **faculty mentoring records, attendance during seminars/project presentations, and consolidated attainment analysis**, supporting the continuous assessment and monitoring of student performance. • Projects undertaken by the CSE/CoE/MCA students reflect a good mix of current industry trends, application-based solutions, and research-oriented work, promoting innovation and practical learning. • **Suggestions for improvement include standardizing the project report format, maintaining digital records for easy retrieval, and introducing a consolidated annual summary of seminars and projects completed for future reference and institutional reporting.** **Overall, the documentation for the Students' Seminar and Project files is satisfactory, comprehensive, and effectively supports academic and skill development objectives within the department, with minor**

				opportunities for procedural standardization and digital archiving.
37	Students Training File	To be Updated	Verified	Observations: • The **Students' Training files are properly maintained, organized, and arranged in a systematic manner**, containing details of **industrial training, internships, workshops, certification programs, and value-added courses** undertaken by students. • Each record includes **student details, training organization name, duration, training certificates, feedback forms, and departmental approval letters**, ensuring transparency and traceability. • It is observed that the CSE/CoE/MCA Department actively encourages students to participate in industry-relevant training programs, enhancing their technical skills and employability prospects. • The file also maintains **records of training-related circulars, activity reports, and consolidated lists of students trained each academic year**, supporting structured monitoring of skill enhancement activities. • **Suggestions for improvement include maintaining a digital training database for easy access and retrieval, and incorporating post-training feedback analysis to assess the effectiveness and**

				relevance of training programs. **Overall, the documentation for the Students' Training file is satisfactory, well-structured, and aligns with institutional initiatives for student skill development, with minor scope for procedural and digital management enhancements.**
38	Industrial Tour Report File	To be Updated	Verified	Observations: • The **Industrial Tour Report files are well-maintained and properly organized**, containing comprehensive records such as **tour proposals, administrative approvals, student participation lists, industry visit permissions, itineraries, and post-visit reports**. • It is observed that the CSE/CoE/MCA Department regularly organizes industrial visits and tours to reputed companies and technical organizations, providing students with valuable exposure to industry practices and operational environments. • The documentation includes **student feedback reports, faculty coordinators' observations, and photographs of the visits**, contributing to a transparent and complete record of the conducted activities. • These initiatives are well-aligned with the academic curriculum and help in **bridging the gap between classroom learning and**

				real-world applications. • **Suggestions for improvement include standardizing the tour report format, maintaining digital archives of reports and feedback, and preparing an annual summary of industrial visits for record and planning purposes.** **Overall, the documentation for the Industrial Tour Report file is satisfactory, comprehensive, and effectively supports student-industry interaction initiatives, with minor scope for procedural and archival enhancements.**
39	Students Placement File	To be Updated	Verified	Observations: • The Students' Placement files are well organized and systematically maintained, containing detailed records of placement drives, student applications, company profiles, placement letters, and joining reports. • Each student's placement record includes **personal details, academic performance, interview feedback, and placement outcomes**, which provide a comprehensive overview of the placement process. • It is observed that the CSE/CoE/MCA Department actively facilitates industry collaborations and placement drives, providing students with numerous opportunities for internships and full-time employment in reputable organizations. • The file also includes

				placement-related circulars, event schedules, coordination with external agencies, and a summary of placement statistics for each academic year. • **Suggestions for improvement include maintaining a digital database of all placement records for easy access and retrieval, as well as documenting post-placement follow-ups and student feedback on the placement process.** **Overall, the documentation for the Students' Placement file is satisfactory, comprehensive, and well-aligned with the department's efforts to enhance student career opportunities, with minor scope for digital record management and follow-up enhancements.**
40	Higher Studies and Entrepreneurship File	To be Updated	Verified	Observations: • The Higher Studies & Entrepreneurship files are well organized and systematically maintained, containing detailed records of student applications for higher studies, admission offers, scholarships, entrance exam results, and entrepreneurship initiatives. • Each record includes **students' academic qualifications, career aspirations, documentation of applications to national and international institutions, and support provided by the department for further studies or entrepreneurial pursuits**.

				• It is observed that the CSE/CoE/MCA Department actively supports students pursuing higher education opportunities by organizing seminars, workshops, and collaborations with reputed universities and organizations. Additionally, the documentation also includes students involved in entrepreneurship activities, including project proposals, startup initiatives, and mentorship records. • The files reflect **records of departmental and faculty assistance for students seeking guidance on higher studies or entrepreneurship,** such as writing recommendation letters, offering research guidance, or arranging guest lectures from industry experts. • **Suggestions for improvement include maintaining a digital database for quick access to higher studies and entrepreneurship records, as well as tracking post-graduation progress of alumni in these fields to assess the effectiveness of the department's support.** **Overall, the documentation for the Higher Studies & Entrepreneurship file is satisfactory, comprehensive, and aligned with the department's efforts to encourage academic and entrepreneurial growth among students, with minor scope for digital archiving and follow-up**

				tracking.
41	Course File/Lecture Diary	Completed	Verified	Observations: • The **Course Files and Lecture Diaries are systematically organized and well-maintained**, containing essential academic materials such as **syllabi, course objectives, lecture plans, teaching notes, assignments, student attendance records, and assessment details**. • Each course file contains **course outcome (CO) and program outcome (PO) mappings, teaching methodologies, and evaluation strategies**, ensuring compliance with the outcome-based education (OBE) framework. • It is observed that faculty members maintain up to date lecture diaries, which include daily lecture notes, course progress tracking, and records of any deviations from the planned syllabus. This helps in ensuring that the course is delivered according to schedule. • The **documentation also includes records of guest lectures, seminars, and workshops organized as part of the course**, along with post-lecture feedback from students for continuous improvement. • **Suggestions for improvement include ensuring uniformity in the format of course files across all faculty members and incorporating a periodic**

				review system for lecture diaries to track long-term teaching effectiveness. **Overall, the documentation for the Course File and Lecture Diary is satisfactory, comprehensive, and adheres to institutional guidelines for effective course delivery, with minor scope for procedural standardization and review processes.**
42	Students Attendance Register	Completed	Verified	Observations: • The **Students' Attendance Registers are systematically maintained and organized**, with entries for **date, student name, roll number, and attendance status (present/absent)** for each lecture or session. • It is observed that the attendance records are **accurately updated on a regular basis**, ensuring real-time tracking of student attendance and punctuality. • The registers include **clear records of leave applications, medical certificates, and other justifications for student absences**, reflecting transparency and adherence to institutional policies. • The documentation also includes **attendance summaries and monthly reports**, which are used for the calculation of total attendance percentages and for identifying students who may be at risk of academic penalties due to poor attendance. • **Suggestions for**

				improvement include transitioning to a digital attendance system to improve accuracy and streamline record-keeping, as well as ensuring regular verification of attendance records by faculty members and department heads. **Overall, the documentation for the Students' Attendance Registers is satisfactory, complete, and complies with institutional guidelines, with opportunities for digital enhancement and improved verification processes.**

Internal Academic Audit Report – Mechanical Engineering (ME) Department

Institution: Radhakrishna Institute of Technology & Engineering (RITE), Bhubaneswar

Affiliations: BPUT | AICTE Approved | NAAC Accredited

Academic Year: 2025–26

Date of Audit: 11th March 2026

Reference No.: RITE/2025-26/241 Date: 25.02.2026

Auditing Body: Internal Quality Assurance Cell (IQAC) – RITE

Auditors: 1. Dr. Subash Ranjan Kabat, Principal

2. Dr. Chandrabhanu Malla, Dean-Academics

Department Audited: Mechanical Engineering (ME)

HOD ME: Dr. Sushanta Kumar Pradhan

Audit Objectives

- To evaluate academic documentation, teaching-learning processes, and assessment practices.
- To assess faculty involvement in academic, co-curricular, and research activities.
- To ensure compliance with AICTE, BPUT, and NAAC standards.
- To identify strengths and suggest actionable improvements.

Document Verification Summary of Mechanical Engineering Department

Sl. No.	Document/File	Availability	Status	Observation
1	Institutional & Departmental Vision, Mission, PO, PEO & PSO File	Completed	Verified	Observations: • The file is well organized and neatly documented, presenting the Institution's Vision and Mission statements along with those specific to the Mechanical Engineering department in a clear and accessible manner. • The **Program Outcomes (PO), Program Educational Objectives (PEO), and Program Specific Outcomes (PSO)** are precisely stated, aligned with **AICTE and NBA guidelines**, and reflect the department's commitment to delivering quality education, fostering employability, entrepreneurship, and higher studies. • It is noted that the **POs, PEOs, and PSOs are periodically reviewed and updated** in accordance with curriculum changes and feedback from stakeholders including **students, faculty, industry experts, and alumni**. • The file also documents the **process followed for framing and revising these statements**, along with **records of approval from the academic and department committees**, ensuring a transparent and participative approach. • **Suggestions for improvement include**

				displaying these statements prominently in classrooms, laboratories, and on the department's website for greater awareness among students and faculty. Additionally, periodic workshops or orientation programs could be organized to familiarize all stakeholders with these objectives and their role in achieving them. **Overall, the documentation for the Institutional & Departmental Vision, Mission, PO, PEO & PSO file is satisfactory, detailed, and well-aligned with accreditation requirements and institutional objectives, with scope for wider visibility and stakeholder engagement initiatives.**
2	University and Institute Academic Calendar	To be Updated	Verified	Observations: • The **Academic Calendar file is neatly maintained and comprehensive**, containing both the **university-issued academic calendar** and the **institute's internal academic schedule** for each academic session. • It is observed that the **department's academic activities are well-aligned with the university calendar**, including **dates for semester commencement, internal assessments, university examinations, holidays, and co-curricular events**. The institute's internal calendar is prepared with additional details such as **seminars, workshops, student activities, project deadlines, and remedial**

				sessions. • The documentation reflects **timely communication of the academic calendar to students and faculty members**, ensuring organized and efficient academic planning and execution. • **Suggestions for improvement include implementing a digital academic calendar system**, accessible to students and faculty online, with options for real-time updates and notifications. This would enhance visibility, coordination, and adaptability to any schedule changes during the academic year. **Overall, the documentation for the University & Institute Academic Calendar file is satisfactory, well-structured, and effectively supports the department's academic planning processes, with scope for digital integration and improved accessibility.**
3	Subject Syllabus	Completed	Verified	Observations: • The Subject Syllabus file is well organized and comprehensive, containing detailed syllabi for each course offered by the department across all semesters. The syllabi are clearly structured and include essential components such as course objectives, learning outcomes, content outline, reference materials, and assessment methods. • It is observed that the **syllabi are aligned with the**

				university's curriculum guidelines and **institutional academic standards**, ensuring consistency across courses and departments. The documentation reflects a careful balance between **core technical subjects** and **elective courses**, providing students with a well-rounded education. • The file also contains records of periodic syllabus reviews and updates, ensuring that the course content remains relevant and up to date with the latest developments in the field of Computer Science & Engineering. • **Suggestions for improvement include digitizing the subject syllabi** to enhance accessibility and enable easier updates. Additionally, incorporating a **feedback loop from faculty and students** could provide valuable insights for improving the syllabi and ensuring that they meet evolving academic and industry needs. **Overall, the documentation for the Subject Syllabus file is satisfactory, thorough, and aligned with academic standards, with opportunities for enhanced digital management and continuous syllabus refinement based on stakeholder feedback.**
4	Workload Distribution	To be Updated	Verified	Observations: • The Workload Distribution file is well organized and clearly maintained, with detailed records of the

				teaching load assigned to each faculty member for every semester. The documentation includes the number of lecture hours, lab hours, tutorials, and any additional responsibilities such as project supervision or administrative duties. • Each record specifies the **subject or course taught**, the **semester in which it was taught**, and the **faculty member responsible**, ensuring that the distribution of teaching duties is well-documented and transparent. • The file also contains **justifications for the allocation of workload**, especially in cases where there are deviations from the standard workload distribution norms. This includes **considerations such as faculty availability, course complexity, and any additional non-teaching duties**. • It is observed that the **workload distribution is aligned with the departmental policies and institutional norms**, ensuring that faculty members are not overburdened, and that there is a fair distribution of teaching responsibilities across the department. • **Suggestions for improvement include implementing a digital workload management system** to streamline the allocation process, enhance accessibility, and allow for

				real-time tracking and adjustments. Additionally, maintaining a system for regular review and feedback on workload distribution from faculty could help ensure its continued fairness and efficiency. **Overall, the documentation for the Workload Distribution file is satisfactory, well-detailed, and aligns with the department's commitment to effective faculty management, with opportunities for digital optimization and regular review processes.**
5	Branch-Enrolled Student List	Completed	Verified	Observations: • The Branch Enrolled Student List files are well-maintained, containing accurate and up to date records of all students enrolled in the Mechanical Engineering department across various batches and semesters. The files are organized by academic year, branch, and student cohort, allowing for easy retrieval and verification of student enrollment. • Each record includes **relevant student details**, such as **name, roll number, contact information, and the year of admission**. This provides a comprehensive overview of the student demographic within the department. • It is noted that the documentation reflects **clear categorization of students** based on their respective **specializations, electives, and academic standing**,

				which helps in understanding the distribution of students across various areas of study within the department. • The file also contains **records of student withdrawals, transfers, and dropouts**, along with **appropriate justifications** and dates, ensuring that the department has accurate data on student retention and movement. • **Suggestions for improvement include digitizing the student list to allow for more efficient updates, better accessibility, and enhanced data security. Additionally, incorporating a system for tracking student academic progress within the list (such as GPA or course completion) would further strengthen the file's utility.** **Overall, the documentation for the Branch Enrolled Student List file is satisfactory, accurate, and well organized, with opportunities for improved digital management and enhanced tracking of student progress.**
6	Faculty Profile File	Completed	Verified	Observations: • The Faculty Profile files are well organized and comprehensive, containing detailed records of each faculty member, including personal details, academic qualifications, professional experience, publications, research projects, and courses taught. • It is observed that the files

				include regular updates of faculty achievements, such as academic qualifications, certifications, participation in conferences, seminars, workshops, and any other professional development activities. This ensures that the department maintains an up to date record of faculty capabilities and expertise. • The documentation also includes **performance reviews, feedback from students, and records of faculty meetings**, providing insights into faculty performance, teaching quality, and professional growth. • **Suggestions for improvement include transitioning to a digital system for faculty profile management**, allowing for easier updates, better accessibility, and the ability to track professional milestones in real-time. Additionally, integrating the profile system with the department's academic tracking tools could provide a more holistic view of faculty contributions to both teaching and research. **Overall, the documentation for the Faculty Profile file is satisfactory, comprehensive, and aligned with institutional goals for maintaining detailed faculty records, with opportunities for digital optimization and more integrated management.**
7	Student Profile File	Completed	Verified	Observations:

				• The **Student Profile files are well-maintained**, containing comprehensive records of each student enrolled in the department, including **personal details, academic performance, extracurricular activities, and any additional achievements**. • Each student's profile includes **semester-wise marks, attendance records, and progression through the program**, allowing for a detailed view of the student's academic journey. The profiles also include **records of any special considerations or accommodations** granted to students, such as for medical reasons or learning disabilities. • The files are organized by **batch and semester**, ensuring easy retrieval and access to each student's academic history. The documentation also includes **records of any disciplinary actions or commendations** received by the students, offering a holistic view of their time at the institute. • It is observed that the **student profiles are regularly updated**, with new records added for each academic semester, ensuring that the file remains current and comprehensive. • **Suggestions for improvement include transitioning to a digital student profile system**, which would allow for better

				accessibility, easier updates, and improved data management. Additionally, integrating the profiles with the department's academic tracking system could enhance the ability to monitor student progress and outcomes more efficiently. **Overall, the documentation for the Student Profile file is satisfactory, thorough, and well-aligned with the department's goals of maintaining comprehensive student records, with opportunities for improved digital management and integration with other systems.**
8	Time Table File	Completed	Verified	Observations: • The Time Table file is well organized and systematically maintained, with clear records of class schedules for each semester, including lecture timings, faculty assignments, and room allocations for all courses offered by the department. • It is observed that the **time tables are developed in accordance with the academic calendar** and are designed to optimize faculty and classroom resources while ensuring balanced workloads for students and instructors. • The documentation includes **records of any changes or adjustments made to the original timetable**, with proper justifications for alterations, such as faculty availability, room constraints, or unforeseen scheduling

				conflicts. These changes are appropriately documented and communicated to all stakeholders. • The file also includes **records of regular faculty meetings and reviews**, ensuring that the timetable is regularly evaluated and revised based on feedback from faculty members and students. • **Suggestions for improvement include transitioning to a digital timetable management system**, which could offer better accessibility, real-time updates, and streamlined coordination across departments. Additionally, ensuring that all revisions are logged with detailed comments on their necessity would enhance transparency. **Overall, the documentation for the Time Table file is satisfactory, complete, and aligns with the department's academic scheduling needs, with opportunities for digital optimization and improved revision tracking.**
9	Lesson Plan and Course Coverage Reports	Completed	Verified	Observations: • The **Lesson Plan and Course Coverage files are meticulously maintained**, with each course having a **detailed lesson plan** that includes **weekly schedules, topics to be covered, teaching methods, and assessment plans**. • The **Lesson Plans are comprehensive and align with the department's**

				syllabus and academic calendar, ensuring a structured approach to course delivery. Each plan is documented with specific **learning objectives, reference materials, and assessment strategies**, contributing to effective teaching and learning. • The **Course Coverage Report is regularly updated**, providing **accurate tracking of the completion of syllabus topics** against the planned schedule. It includes records of **any deviations from the planned timeline**, along with explanations for delays or adjustments made during the course delivery. • It is noted that **faculty members maintain detailed records of class progress**, including **student engagement levels, challenges faced, and methods used to overcome instructional barriers**. This approach ensures that the course content is delivered effectively and in a timely manner. • **Suggestions for improvement include implementing a digital system for both lesson planning and course coverage tracking, to enhance accessibility, streamline updates, and facilitate better analysis of course delivery and completion. Additionally, a periodic review of the lesson plans by the department could help**

				ensure alignment with emerging academic trends and student needs. **Overall, the documentation for the Lesson Plan and Course Coverage Report file is satisfactory, thorough, and aligns with institutional standards for academic planning and monitoring, with opportunities for improved digital management and periodic reviews.**
10	Records on Bridge Course/Remedial/Counselling Classes by Faculty Members	To be Updated	Verified	Observations: • The **Bridge Course/Remedial/Counselling Classes file is well-maintained**, containing comprehensive records of **additional academic support provided to students** who may need extra help. The file includes **details of bridge courses, remedial sessions, and individual or group counseling sessions** conducted by faculty members. • Each entry includes **course content, schedule, attendance records, and student participation**, as well as **specific academic or personal challenges faced by students** and the measures taken to address them. • It is observed that the **department provides structured and targeted support to students struggling with course material**, ensuring that **remedial sessions are organized based on specific needs** such as foundational concepts, exam preparation,

				and individualized support. • The documentation also includes **records of counseling sessions**, with a focus on **student well-being and personal development**, reflecting the department's holistic approach to student support. • **Suggestions for improvement include digitizing the records of bridge courses, remedial sessions, and counseling to improve accessibility and tracking. Additionally, it would be beneficial to document the long-term outcomes or improvements in students' academic performance and well-being after attending these sessions.** **Overall, the documentation for the Records on Bridge Course/Remedial/Counselling Classes file is satisfactory, comprehensive, and demonstrates the department's commitment to supporting students' academic and personal growth, with opportunities for enhanced digital management and outcome tracking.**
11	Records on use of Innovative Classroom Teaching	To be Updated	Verified	Observations: • The **Innovative Classroom Teaching file is well-maintained**, documenting the **implementation of modern teaching techniques and strategies** aimed at enhancing student learning experiences. This includes records of **interactive teaching methods,**

				technology integration (e.g., multimedia presentations, online tools), and student-centered approaches used in the classroom. • Each entry in the file includes **detailed descriptions of innovative teaching methods employed** by faculty members, along with **evidence of student participation, feedback, and the effectiveness of these methods** in improving learning outcomes. • It is observed that the Mechanical Engineering Department has made substantial efforts to incorporate innovative teaching practices, such as flipped classrooms, blended learning, project-based learning, and the use of simulations and industry tools to engage students more effectively. • The file also contains **records of workshops, seminars, and training programs** conducted to help faculty enhance their teaching methodologies, ensuring that faculty members are well-equipped to implement innovative practices. • **Suggestions for improvement include maintaining a more structured tracking system to assess the long-term impact of innovative teaching methods on student learning outcomes. Additionally, regular peer reviews and student surveys**

				could be used to gauge the effectiveness of these teaching strategies, and the results should be documented for continuous improvement. **Overall, the documentation for the Records on the Use of Innovative Classroom Teaching file is satisfactory, comprehensive, and clearly reflects the department's commitment to improving teaching quality through innovation, with opportunities for enhanced tracking and feedback mechanisms.**
12	Students Assignment File	Completed	Verified	Observations: • The Students' Assignment files are well organized, containing detailed records of assignments distributed to students, including assignment questions, submission deadlines, grading rubrics, and feedback provided by the faculty. • It is observed that the **files include clear documentation of student submissions**, with **marks awarded for each assignment, along with any additional comments or suggestions for improvement**, ensuring a transparent evaluation process. • The documentation also reflects the department's efforts to **monitor the timely submission of assignments**, with records of **extensions granted**, if any, and **justifications for delays** (e.g., illness, personal issues).

				• The file contains records of **student engagement and participation**, including instances of **faculty follow-up** for students who may have missed assignments or need additional support. • **Suggestions for improvement include maintaining a digital repository for assignment records to streamline tracking, improve accessibility, and reduce the risk of data loss. Additionally, a more structured feedback mechanism could be implemented, ensuring that all assignments receive detailed and actionable feedback for students' improvement.** **Overall, the documentation for the Students' Assignment file is satisfactory, thorough, and well-aligned with the department's academic monitoring and assessment objectives, with opportunities for improved digital management and enhanced feedback mechanisms.**
13	HOD Class Visit Report	To be Updated	Verified	Observations: • The **HOD Class Visit Report files are well-maintained and systematically organized**, containing records of **classroom visits conducted by the Head of Department (HOD)**. These reports include **observations on teaching methods, student engagement, and overall effectiveness of the class**

				delivery. • Each report includes **detailed feedback** from the HOD on various aspects of the class, such as **teaching style, student participation, content delivery, and use of teaching aids**. The reports also document **recommendations for improvements** based on the observations made during the class visit. • It is noted that the **class visits are conducted regularly** as part of the department's academic monitoring process, and the documentation reflects the **department's commitment to continuous improvement of teaching quality**. • The file also includes **follow-up actions and subsequent evaluations**, ensuring that feedback provided during class visits is addressed by faculty members and appropriate corrective measures are taken when necessary. • **Suggestions for improvement include digitizing the HOD class visit reports for better accessibility, ensuring that follow-up actions and the impact of implemented changes are recorded for future reference, and introducing a standardized template for the reports to ensure uniformity in evaluation.** **Overall, the documentation for the HOD Class Visit Report file is**

				satisfactory, comprehensive, and demonstrates a commitment to maintaining and enhancing teaching quality in the department, with minor opportunities for digital archiving and standardized reporting processes.
14	Mechanism of Identifying Slow and Advanced Learners	To be Updated	Verified	Observations: • The file is well organized and maintains comprehensive records outlining the criteria and methodology used by the department to identify slow and advanced learners. The documentation includes assessment results, feedback reports, and student performance data from internal examinations, assignments, and class participation. • It is observed that the Mechanical Engineering Department has a structured approach to identifying students who need additional support (slow learners) and those who may benefit from more challenging coursework or opportunities for enrichment (advanced learners). The methodology includes regular evaluations, faculty feedback, peer reviews, and student self-assessment reports. • The file includes **records of remedial measures** for slow learners, such as additional tutoring sessions, targeted assignments, and mentoring, as well as **opportunities for advanced learners**, including participation in advanced projects,

				workshops, and seminars. • **Suggestions for improvement include maintaining a centralized digital record of all identified learners, along with detailed intervention strategies and progress tracking for each individual. Additionally, incorporating a formal review process to assess the effectiveness of the interventions for both slow and advanced learners would further enhance the system.** **Overall, the documentation for the Mechanism for Identifying Slow and Advanced Learners is satisfactory, thorough, and aligns with the department's commitment to personalized student support, with opportunities for improved digital tracking and formal review processes.**
15	List of Add-on Courses	To be Updated	Verified	Observations: • The Add-on Courses file is well organized and systematically maintained, containing records of all add-on courses offered by the department, along with their details such as course titles, objectives, syllabi, duration, mode of delivery, and certification details. • It is observed that the **documentation includes the approval records for each add-on course**, showing that the courses were vetted by the relevant academic bodies and aligned with the

				department's educational goals. • The file includes **clear records of student enrollment for each course, completion rates, and certification outcomes**, which helps in monitoring the participation and success of students in these supplementary programs. • The department has **actively incorporated industry-relevant skills** into the add-on courses, which enhances students' practical knowledge and employability prospects. • **Suggestions for improvement include digitizing the course details and maintaining a centralized database for easier tracking and analysis of student participation and performance in add-on courses. Additionally, periodic reviews of course content and relevance should be documented to ensure that the add-on courses remain aligned with industry trends and educational standards.** **Overall, the documentation for the List of Add-on Courses file is satisfactory, comprehensive, and well-aligned with institutional objectives for student skill enhancement, with opportunities for further digital optimization and periodic content review.**
16	University and Internal Question Paper Bank	To be Updated	Verified	Observations: • The **Question Paper Bank files are systematically maintained**, containing both

				internal and university question papers for each course offered by the department across different semesters. • It is observed that the **question papers are categorized by course, semester, and academic year**, with each set of papers archived in a clear and organized manner for easy retrieval. • The files include **details about the paper format, evaluation schemes, model answers, and any related academic guidelines**, ensuring transparency in assessment and alignment with institutional academic policies. • It is noted that **internal question papers are reviewed and approved by the department before distribution**, and the records include **clear documentation of the paper-setting process, including faculty involvement and approval from the department head**. • The **university question papers** are also maintained in accordance with university norms, with evidence of **proper safekeeping and access control** to ensure confidentiality and integrity in the examination process. • **Suggestions for improvement include implementing a digital question paper bank system for better security, easy access, and streamlined archiving of past question**

				papers. Additionally, periodic reviews of question papers could be documented to ensure that they remain relevant and up to date with the course objectives. **Overall, the documentation for the University & Internal Question Paper Bank file is satisfactory, well organized, and adheres to institutional guidelines, with opportunities for enhanced digitalization and process optimization.**
17	Examination Time Table	Completed	Verified	Observations: • The **Examination Timetable files are systematically organized and properly maintained**, containing records of **semester examination schedules, departmental internal exam timetables, and any changes or updates to the schedule**. • Each timetable document includes **clear details on exam dates, times, venues, course codes, paper names, and invigilator assignments**, ensuring smooth coordination and transparency. • It is observed that **the examination schedules are communicated well in advance**, with proper documentation of notifications sent to students and faculty, allowing for effective planning. • The file also includes **any modifications to the original timetable**, with appropriate approvals and documentation of reasons for

				changes, ensuring transparency and proper record-keeping. • **Suggestions for improvement include digitizing the examination timetable to facilitate easy access and quick updates, along with ensuring that all related documents (e.g., room allocations, invigilator duties) are integrated into a single digital system for better coordination.** **Overall, the documentation for the Examination Timetable file is satisfactory, comprehensive, and complies with institutional requirements, with minor opportunities for digitalization and improved procedural coordination.**
18	Internal Marks File	To be Updated	Verified	Observations: • The **Internal Marks files are well-maintained and systematically organized**, containing records of **internal assessments, continuous evaluation, assignment scores, mid-term exam marks, and other internal examination results**. • Each file includes **detailed records of individual students' marks, assessment criteria, weightage distribution, and evaluation rubrics**, providing transparency in the grading process. • It is observed that the **documentation accurately reflects the academic**

				performance of students throughout the semester, with sufficient details regarding the method of evaluation and grading scale. • The records also include **attendance-based grading or any corrective measures applied**, ensuring alignment with institutional policies on attendance and internal assessments. • **Suggestions for improvement include implementing a digital tracking system for internal marks to ensure quick access, better analysis of student performance, and reducing the chances of data loss or discrepancies in manual records.** **Overall, the documentation for the Internal Marks file is satisfactory, comprehensive, and aligns with institutional guidelines for assessment and grading, with scope for digital enhancement and procedural improvements.**
19	Sessional Marks File	To be Updated	Verified	Observations: • The **Sessional Marks File is systematically maintained**, containing **course-wise and semester-wise records of internal assessment marks** awarded to students for various sessional examinations, class tests, assignments, and laboratory work. • It is observed that the **marks are entered accurately, signed by the concerned faculty members, verified by the Head of the**

				Department (HOD), and submitted within the stipulated time to the academic section and examination cell. • The file also includes **details of the assessment components**, such as the **weightage of each internal test, assignment, and lab performance**, ensuring transparency in the internal evaluation process. • Records show that **sessional marks are communicated to students in a timely manner**, with opportunities for students to review their performance and address any discrepancies. • **Suggestions for improvement include the adoption of a digital internal marks management system** for enhanced accessibility, real-time updates, and secure record-keeping. Integration with student portals would also enable students to track their academic performance conveniently. **Overall, the documentation for the Sessional Marks file is satisfactory, accurate, and well-structured, reflecting a transparent and effective internal assessment process, with opportunities for digital enhancement and improved accessibility.**
20	Sample Answer Paper Bank	To be Updated	Verified	Observations: • The **Sample Answer Paper Bank File is neatly maintained**, containing **sample evaluated answer**

				scripts of internal and university examinations across various courses and semesters. These include papers with **varying grades (high, average, and low scores)** to illustrate assessment standards. • It is observed that the file serves as a **useful academic resource for faculty members** to standardize evaluation patterns and for students to understand **expected answer formats, marking schemes, and areas for improvement**. • The file is **updated periodically** and includes **authenticated copies with signatures of evaluators and HOD verification**, ensuring reliability and transparency in assessment practices. • **Suggestions for improvement include digitizing the sample paper repository** for easier access by faculty and students, and organizing periodic orientation sessions to help students review these papers and learn from model answers. **Overall, the documentation for the Sample Answer Paper Bank file is satisfactory, well organized, and serves as an effective academic reference tool, with scope for digital integration and increased student engagement.**
21	Result Analysis File	To be Updated	Verified	Observations: • The **Result Analysis File is well-structured and**

				comprehensive, containing detailed **semester-wise and course-wise analysis of student performance** in university examinations and internal assessments. • The documentation includes **pass percentages, subject-wise performance trends, toppers' lists, and comparative analysis** with previous years, providing valuable insights into academic progress and areas requiring improvement. • It is noted that the **file also highlights the performance of slow and advanced learners**, aiding in planning appropriate academic interventions such as **remedial classes, counselling sessions, and skill enhancement programs**. • The result analysis reports are **signed and verified by the HOD and shared with the academic committee and faculty members**, ensuring that the insights are used effectively for academic planning and continuous improvement. • **Suggestions for improvement include developing a digital result analysis dashboard** that can automatically generate real-time analytical reports, charts, and performance indicators, enabling more efficient data interpretation and decision-making. **Overall, the documentation for the Result Analysis file is satisfactory,**

				detailed, and effectively utilized for academic review and improvement, with potential for digital enhancement and data-driven academic management.
22	SAS Report File	To be Updated	Verified	Observations: • The **SAS Report File is well-maintained and systematically organized**, containing detailed records of **student advisement and mentoring activities** conducted throughout the academic session. • The documentation includes **faculty-wise and student-wise reports of advisement meetings**, covering aspects such as **academic progress, attendance status, personal concerns, career guidance, and suggestions for improvement**. • It is observed that the advisement system is actively implemented in the department, with **periodic interactions between faculty advisors and their assigned group of students**. The records are duly **signed by both faculty and students**, ensuring accountability and authenticity. • The SAS reports are effectively utilized for **identifying slow learners, advanced learners, and students requiring special attention**, enabling targeted academic support and personal counselling. • **Suggestions for improvement include digitizing the advisement reporting process,**

				integrating it with the institutional academic management system for ease of record-keeping, retrieval, and better tracking of student progress and advisement outcomes. **Overall, the documentation for the Students Advisement System (SAS) Report file is satisfactory, organized, and contributes effectively to student academic monitoring and support, with opportunities for digital transformation and enhanced reporting mechanisms.**
23	Co-curricular and Extension Activities File	To be Updated	Verified	Observations: • The file is well organized and properly documented, containing detailed records of various co-curricular activities such as seminars, technical workshops, webinars, coding contests, paper presentations, and project exhibitions, as well as extra-curricular activities including sports events, cultural programs, social outreach initiatives, and student club activities. • Each activity is supported with relevant documentation including **event notices, schedules, attendance records, photographs, feedback forms, and activity reports**, duly verified by the concerned coordinators and the Head of the Department (HOD). • The records reflect **active participation by students and faculty members**, showcasing the department's commitment to promoting holistic student development alongside academic excellence. • **Suggestions for improvement include maintaining a digital**

				archive of event reports and photographs, and preparing a **year-wise summary report of achievements and student participation statistics** for enhanced tracking and showcasing during accreditation and institutional audits. **Overall, the documentation for the Co-curricular and Extra-curricular Activities file is satisfactory, comprehensive, and effectively highlights the department's initiatives for student engagement beyond the classroom, with scope for digital record management and annual activity consolidation.**
24	Reports on Conference/Seminar/ Workshop/Expert Talk/STTP etc. Organized	To be Updated	Verified	Observations: • The documentation is **well-maintained and systematically arranged**, containing detailed reports of each academic and professional development event organized during the academic session. • Each report typically includes **event objectives, schedules, resource person details, participant lists, photographs, feedback summaries, and concluding remarks**, duly signed and verified by the event coordinator and the Head of the Department (HOD). • The records reflect **active efforts by the department to enhance academic enrichment, industry interaction, and professional skill development for students and faculty members**. • It is commendable that the department ensures **diversity**

				in topics and invites experienced resource persons from academia, industry, and research organizations, thereby adding significant value to the learning environment. • **Suggestions for improvement include maintaining a consolidated digital repository of these event reports** for easier retrieval, future reference, and presentation during accreditations or external audits. Additionally, preparing **annual summary reports highlighting key outcomes, student participation, and feedback trends** would further strengthen the documentation process. **Overall, the documentation for the Reports on Conferences, Seminars, Workshops, Expert Talks, and STTPs organized file is satisfactory, comprehensive, and reflective of the department's commitment to continuous academic and professional development, with scope for digital archival and structured annual reporting.**
25	R&D Activities and Publication File	To be Updated	Verified	Observations: • The file is systematically maintained and well organized, containing records of faculty and student research activities, project proposals, funded research initiatives, consultancy works, patents applied/filed, and publications in reputed journals and conferences.

				• The documentation includes **copies of published research papers, conference presentation certificates, patent application acknowledgments, and records of participation in research-oriented programs** such as FDPs, workshops, and hackathons. • It is commendable that the department actively encourages **faculty members and students to participate in research and scholarly activities**, as reflected in the documented outcomes. • **Suggestions for improvement include creating a digital R&D repository**, enabling streamlined storage, easy access, and real-time updating of research contributions. Furthermore, a **year-wise consolidated report highlighting key achievements, research grants, publications, and patent filings** would enhance the visibility of departmental R&D activities. **Overall, the documentation for the R&D Activities and Publication file is satisfactory, comprehensive, and effectively highlights the department's efforts in fostering research culture and academic contribution, with potential for digital enhancement and structured summary reporting.**
26	Professional Society Membership File	Completed	Verified	Observations: • The file is **well-maintained** and contains **detailed records of faculty and**

				student memberships in various professional societies and organizations, such as **IEEE, ACM, ISTE, and other discipline-specific associations**. • Each membership record includes **membership certificates, renewal details, active participation records (e.g., events attended, leadership roles held, etc.), and proof of engagement in society-sponsored activities** such as conferences, workshops, seminars, and technical competitions. • It is noted that the department encourages **faculty and students to actively engage in professional societies**, enhancing their exposure to current trends, research, and industry practices in the field of Computer Science and Engineering. • **Suggestions for improvement include consolidating membership data in a centralized, digital format**, allowing for better tracking, renewal management, and showcasing of the department's collective involvement in professional organizations. Additionally, organizing **more collaborative events with these societies** could help in fostering better industry-academia connections. **Overall, the documentation for the Professional Society Membership file is satisfactory, comprehensive, and reflects the department's active participation in professional**

				development, with room for digital organization and enhanced engagement through collaboration with these societies.
27	Faculty Training File	Completed	Verified	Observations: • The Faculty Training File is well organized and contains detailed records of faculty development programs (FDPs), workshops, seminars, and training sessions attended by faculty members, both internal and external to the institute. • Each entry includes **certificates of participation, agendas, training content, feedback forms, and evaluation reports**, verifying the active involvement of faculty members in continuous professional development activities. • It is noted that the department places significant emphasis on **enhancing faculty skills** through exposure to new teaching methodologies, technological advancements, and industry trends, thereby improving the quality of education provided to students. • The documentation reflects a **diverse range of training topics**, such as **pedagogical techniques, research methodologies, software tools, industry collaboration, and emerging technologies**, supporting the professional growth of faculty members. • **Suggestions for improvement include digitizing the faculty**

				training records, creating an online repository for easier access, tracking, and reporting. Additionally, maintaining a **centralized faculty training calendar** could streamline planning and ensure broader participation in relevant training programs. **Overall, the documentation for the Faculty Training file is satisfactory, comprehensive, and highlights the department's commitment to continuous faculty development, with potential for digital record-keeping and improved tracking of training initiatives.**
28	Students Feedback File	Completed	Verified	Observations: • The **Students' Feedback File is well-maintained** and contains **detailed records of feedback collected from students** on various aspects of academic delivery, including **teaching quality, course content, faculty performance, infrastructure, and overall learning environment**. • Feedback is collected **systematically at regular intervals** (typically at the end of each semester) using **structured questionnaires**, with responses duly **analyzed and summarized** to identify trends and areas for improvement. • The file includes **actionable reports** summarizing the feedback, along with **follow-up actions taken by the department** based on the

				suggestions or concerns raised by students. This demonstrates a commitment to **continuous improvement** in the quality of education and the student experience. • It is observed that the feedback process is **transparent and students' anonymity is maintained**, fostering an environment where students feel comfortable sharing constructive feedback. • **Suggestions for improvement include exploring digital tools** to automate the feedback collection and analysis process, thereby improving efficiency and providing more real-time insights. Additionally, maintaining a **longitudinal analysis of feedback trends over multiple semesters** could offer valuable insights into the effectiveness of implemented changes. **Overall, the documentation for the Students' Feedback file is satisfactory, comprehensive, and demonstrates a well-structured approach to gathering and acting upon student feedback, with potential for digital enhancement and more in-depth analysis.**
29	Parents Feedback File	Completed	Verified	Observations: • The Parents' Feedback File is well organized and contains systematic records of feedback collected from parents regarding various aspects of their children's academic experience,

				including academic progress, faculty performance, infrastructure, co-curricular activities, and overall student development. • Feedback is collected **periodically**, typically through **structured surveys or meetings**, ensuring that the parents' perspectives are regularly taken into account to enhance the quality of the academic environment. • The file includes **summarized feedback reports**, with clear **actionable insights** and **follow-up actions** that the department has taken in response to concerns or suggestions provided by parents. This shows a **commitment to addressing parent concerns** and fostering a collaborative relationship between the department and families. • **Suggestions for improvement include digitizing the feedback process** to allow for easier collection, analysis, and tracking of feedback trends over time. A digital platform could also enable **real-time responses** and greater engagement with parents. Additionally, creating **more opportunities for interaction with parents**, such as parent-teacher meetings or online forums, could further enhance the feedback loop. **Overall, the documentation for the Parents' Feedback file is**

				satisfactory, comprehensive, and demonstrates a proactive approach to engaging with parents, with potential for digitalization and improved tracking of feedback trends.
30	List of Committee of the Institute	To be Updated	Verified	Observations: • The documentation of the list of committees is found to be well organized, systematically maintained, and updated as per institutional requirements. • Each committee's documentation includes **details of composition, objectives, tenure, roles and responsibilities, and approved faculty/staff members**, which facilitates transparency and clarity in institutional operations. • It is observed that **records of meeting schedules, attendance, agendas, and minutes of meetings** for most of the committees are properly documented and readily available for verification. • The documentation reflects active involvement of Mechanical Engineering Department faculty members in various institutional committees, indicating participative management and academic engagement. • **Minor suggestions for improvement include ensuring uniformity in the format of committee records and timely updation of any changes in committee composition** to maintain accuracy and

				consistency. **Overall, the documentation for the list of committees is satisfactory, comprehensive, and compliant with institutional and regulatory guidelines, with scope for minor procedural enhancements.**
31	Minutes of Meeting File	Completed	Verified	Observations: • The Minutes of Meeting files are systematically maintained, well organized, and properly archived both in physical and digital formats. • Each MoM document contains essential details including the **date of meeting, list of attendees, agenda points, discussions held, resolutions passed, and action taken reports (where applicable)**. • It is observed that **regular meetings are conducted by most of the committees as per the academic calendar and institutional requirements**. The frequency and documentation of meetings reflect active administrative and academic management. • The MoM files also indicate active participation of Mechanical Engineering Department faculty members in various institutional committees, contributing to policy formulation and decision-making processes. • **Suggestions for improvement include standardizing the MoM format across all committees and ensuring timely submission and**

				signing of minutes by the respective members and authorities to maintain procedural consistency. **In conclusion, the documentation of Minutes of Meeting files is satisfactory, comprehensive, and in alignment with institutional governance practices, with minor scope for format standardization and procedural refinements.**
32	Circular/Office Order/Notice File	Completed	Verified	Observations: • The **documentation of circulars, office orders, and notices is properly maintained and systematically arranged in chronological order** for ease of reference. • Each document is found to be **duly approved, dated, and issued by the competent authority**, with clear mention of the subject, concerned stakeholders, and instructions to be followed. • It is observed that important communications related to **academic schedules, examinations, committee meetings, student activities, faculty responsibilities, and institutional policies** are appropriately documented and circulated through these notices and orders. • The files also reflect adequate representation and timely dissemination of relevant information to the Mechanical Engineering Department faculty and students. • **Suggestions for improvement include the**

				adoption of a uniform file numbering and indexing system for quick retrieval, along with digital archiving of all circulars and notices for improved accessibility and record-keeping. **Overall, the documentation of Circular, Office Order, and Notice files is satisfactory, well organized, and adheres to institutional norms, with scope for minor procedural enhancements in record management.**
33	CO&PO Mapping File	To be Updated	Verified	Observations: • The **CO-PO Mapping documentation is properly structured, well-maintained, and updated in alignment with the program curriculum and institutional guidelines**. • Each course file contains clearly defined **Course Outcomes (COs) mapped against the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs)** with appropriate correlation levels (Low, Medium, High). • It is observed that **CO-PO Mapping matrices have been prepared for all theory and laboratory courses offered by the department in each semester**, ensuring academic accountability and outcome-based education (OBE) compliance. • The documentation also includes **attainment calculation methods, assessment tools, and**

				analysis of CO and PO attainment levels, reflecting a systematic approach to academic quality monitoring. • **Suggestions for improvement include standardizing the format of CO-PO matrices across all courses and incorporating periodic review records of the mapping to ensure continuous quality enhancement.** **In conclusion, the documentation of the CO-PO Mapping file is satisfactory, comprehensive, and aligns with outcome-based education practices, with minor scope for uniform formatting and regular review updates.**
34	Budget, Purchase Order & Invoice File	To be Updated	Verified	Observations: • The documentation related to budget proposals, approved budgets, purchase orders (POs), and invoices is systematically maintained and well organized, ensuring transparency in financial transactions and procurement processes. • Each file contains **duly approved budget allocation documents, vendor quotations, comparative statements, purchase orders, delivery challans, and corresponding invoices** with necessary approvals and signatures from the competent authority. • It is observed that the **procurement process follows institutional financial policies and procedures**, with appropriate

				documentation of fund utilization specific to departmental requirements. • The records for the Mechanical Engineering Department reflect timely submission and processing of purchase orders and invoices for laboratory equipment, software licenses, academic resources, and other infrastructural needs. • **Suggestions for improvement include maintaining a consolidated summary sheet for each financial year indicating budget allocation, expenditure, and balance, along with digital archival of financial documents for ease of future reference and audit readiness.** **Overall, the documentation of Budget, Purchase Order, and Invoice files is satisfactory, transparent, and compliant with institutional financial norms, with minor scope for procedural and digital enhancements.**
35	Skill Project File	Completed	Verified	Observations: • The **Skill Project files are well-maintained and systematically organized**, containing relevant records such as **project proposals, objectives, team composition, project plans, progress reports, evaluation sheets, and completion certificates**. • It is observed that the Mechanical Engineering Department actively encourages students to

				undertake skill-based projects aligned with emerging technologies and industry requirements, enhancing their practical exposure and employability. • The documentation includes **faculty mentoring records, project evaluation criteria, and evidence of student participation in internal and external project exhibitions, competitions, and hackathons**. • The Skill Project file also reflects **alignment of projects with Program Outcomes (POs) and Program Specific Outcomes (PSOs)**, supporting the institution's outcome-based education (OBE) framework. • **Suggestions for improvement include introducing a standardized project synopsis format for uniformity and maintaining a consolidated summary report of completed and ongoing projects for each academic year.** **Overall, the documentation for the Skill Project file is satisfactory, comprehensive, and effectively supports skill development initiatives within the department, with scope for minor procedural enhancements.**
36	Students Seminar and Project File	To be Updated	Verified	Observations: • The **Students' Seminar and Project files are properly maintained and organized**, containing records such as **project titles, abstracts, seminar topics, student**

				group details, guide allocation, progress reports, presentation schedules, evaluation sheets, and final project reports. • It is observed that the **seminar and project activities are conducted as per the academic calendar**, with well-documented records of internal reviews, viva-voce examinations, and external evaluations where applicable. • The documentation also includes **faculty mentoring records, attendance during seminars/project presentations, and consolidated attainment analysis**, supporting the continuous assessment and monitoring of student performance. • Projects undertaken by the Mechanical Engineering students reflect a good mix of current industry trends, application-based solutions, and research-oriented work, promoting innovation and practical learning. • **Suggestions for improvement include standardizing the project report format, maintaining digital records for easy retrieval, and introducing a consolidated annual summary of seminars and projects completed for future reference and institutional reporting.** **Overall, the documentation for the Students' Seminar and Project files is satisfactory, comprehensive,**

				and effectively supports academic and skill development objectives within the department, with minor opportunities for procedural standardization and digital archiving.
37	Students Training File	Completed	Verified	Observations: • The **Students' Training files are properly maintained, organized, and arranged in a systematic manner**, containing details of **industrial training, internships, workshops, certification programs, and value-added courses** undertaken by students. • Each record includes **student details, training organization name, duration, training certificates, feedback forms, and departmental approval letters**, ensuring transparency and traceability. • It is observed that the Mechanical Engineering Department actively encourages students to participate in industry-relevant training programs, enhancing their technical skills and employability prospects. • The file also maintains **records of training-related circulars, activity reports, and consolidated lists of students trained each academic year**, supporting structured monitoring of skill enhancement activities. • **Suggestions for improvement include maintaining a digital training database for easy**

				access and retrieval, and incorporating post-training feedback analysis to assess the effectiveness and relevance of training programs. **Overall, the documentation for the Students' Training file is satisfactory, well-structured, and aligns with institutional initiatives for student skill development, with minor scope for procedural and digital management enhancements.**
38	Industrial Tour Report File	To be Updated	Verified	Observations: • The **Industrial Tour Report files are well-maintained and properly organized**, containing comprehensive records such as **tour proposals, administrative approvals, student participation lists, industry visit permissions, itineraries, and post-visit reports**. • It is observed that the Mechanical Engineering Department regularly organizes industrial visits and tours to reputed companies and technical organizations, providing students with valuable exposure to industry practices and operational environments. • The documentation includes **student feedback reports, faculty coordinators' observations, and photographs of the visits**, contributing to a transparent and complete record of the conducted activities. • These initiatives are well-

				aligned with the academic curriculum and help in **bridging the gap between classroom learning and real-world applications**. • **Suggestions for improvement include standardizing the tour report format, maintaining digital archives of reports and feedback, and preparing an annual summary of industrial visits for record and planning purposes.** **Overall, the documentation for the Industrial Tour Report file is satisfactory, comprehensive, and effectively supports student-industry interaction initiatives, with minor scope for procedural and archival enhancements.**
39	Students Placement File	Completed	Verified	Observations: • The Students' Placement files are well organized and systematically maintained, containing detailed records of placement drives, student applications, company profiles, placement letters, and joining reports. • Each student's placement record includes **personal details, academic performance, interview feedback, and placement outcomes**, which provide a comprehensive overview of the placement process. • It is observed that the Mechanical Engineering Department actively facilitates industry collaborations and placement drives, providing students

				with numerous opportunities for internships and full-time employment in reputable organizations. • The file also includes **placement-related circulars, event schedules, coordination with external agencies, and a summary of placement statistics for each academic year**. • **Suggestions for improvement include maintaining a digital database of all placement records for easy access and retrieval, as well as documenting post-placement follow-ups and student feedback on the placement process.** **Overall, the documentation for the Students' Placement file is satisfactory, comprehensive, and well-aligned with the department's efforts to enhance student career opportunities, with minor scope for digital record management and follow-up enhancements.**
40	Higher Studies and Entrepreneurship File	To be Updated	Verified	Observations: • The Higher Studies & Entrepreneurship files are well organized and systematically maintained, containing detailed records of student applications for higher studies, admission offers, scholarships, entrance exam results, and entrepreneurship initiatives. • Each record includes **students' academic qualifications, career aspirations, documentation of applications to national**

				and international institutions, and support provided by the department for further studies or entrepreneurial pursuits. • It is observed that the Mechanical Engineering Department actively supports students pursuing higher education opportunities by organizing seminars, workshops, and collaborations with reputed universities and organizations. Additionally, the documentation also includes students involved in entrepreneurship activities, including project proposals, startup initiatives, and mentorship records. • The files reflect **records of departmental and faculty assistance for students seeking guidance on higher studies or entrepreneurship,** such as writing recommendation letters, offering research guidance, or arranging guest lectures from industry experts. • **Suggestions for improvement include maintaining a digital database for quick access to higher studies and entrepreneurship records, as well as tracking post-graduation progress of alumni in these fields to assess the effectiveness of the department's support.** **Overall, the documentation for the Higher Studies & Entrepreneurship file is**

				satisfactory, comprehensive, and aligned with the department's efforts to encourage academic and entrepreneurial growth among students, with minor scope for digital archiving and follow-up tracking.
41	Course File/Lecture Diary	Completed	Verified	Observations: • The **Course Files and Lecture Diaries are systematically organized and well-maintained**, containing essential academic materials such as **syllabi, course objectives, lecture plans, teaching notes, assignments, student attendance records, and assessment details**. • Each course file contains **course outcome (CO) and program outcome (PO) mappings, teaching methodologies, and evaluation strategies**, ensuring compliance with the outcome-based education (OBE) framework. • It is observed that faculty members maintain up to date lecture diaries, which include daily lecture notes, course progress tracking, and records of any deviations from the planned syllabus. This helps in ensuring that the course is delivered according to schedule. • The **documentation also includes records of guest lectures, seminars, and workshops organized as part of the course**, along with post-lecture feedback from students for continuous improvement.

				• **Suggestions for improvement include ensuring uniformity in the format of course files across all faculty members and incorporating a periodic review system for lecture diaries to track long-term teaching effectiveness.** **Overall, the documentation for the Course File and Lecture Diary is satisfactory, comprehensive, and adheres to institutional guidelines for effective course delivery, with minor scope for procedural standardization and review processes.**
42	Students Attendance Register	Completed	Verified	Observations: • The **Students' Attendance Registers are systematically maintained and organized**, with entries for **date, student name, roll number, and attendance status (present/absent)** for each lecture or session. • It is observed that the attendance records are **accurately updated on a regular basis**, ensuring real-time tracking of student attendance and punctuality. • The registers include **clear records of leave applications, medical certificates, and other justifications for student absences**, reflecting transparency and adherence to institutional policies. • The documentation also includes **attendance summaries and monthly reports**, which are used for the calculation of total

				attendance percentages and for identifying students who may be at risk of academic penalties due to poor attendance. • **Suggestions for improvement include transitioning to a digital attendance system to improve accuracy and streamline record-keeping, as well as ensuring regular verification of attendance records by faculty members and department heads.** **Overall, the documentation for the Students' Attendance Registers is satisfactory, complete, and complies with institutional guidelines, with opportunities for digital enhancement and improved verification processes.**

Internal Academic Audit Report – Civil Engineering (CE) Department

Institution: Radhakrishna Institute of Technology & Engineering (RITE), Bhubaneswar

Affiliations: BPUT | AICTE Approved | NAAC Accredited

Academic Year: 2025–26

Date of Audit: 12th March 2026

Reference No.: RITE/2025-26/241 Date: 25.02.2026

Auditing Body: Internal Quality Assurance Cell (IQAC) – RITE

Auditors: 1. Dr. Subash Ranjan Kabat, Principal

2. Dr. Chandrabhanu Malla, Dean-Academics

Department Audited: Civil Engineering (CE)

HOD CE: Prof. Samyukta Choudhury

Audit Objectives

- To evaluate academic documentation, teaching-learning processes, and assessment practices.
- To assess faculty involvement in academic, co-curricular, and research activities.
- To ensure compliance with AICTE, BPUT, and NAAC standards.
- To identify strengths and suggest actionable improvements.

Document Verification Summary of Civil Engineering Department

Sl. No.	Document/File	Availability	Status	Observation
1	Institutional & Departmental Vision, Mission, PO, PEO & PSO File	To be Updated	Verified	Observations: • The file is well organized and neatly documented, presenting the Institution's Vision and Mission statements along with those specific to the CIVIL ENGINEERING department in a clear and accessible manner. • The **Program Outcomes (PO), Program Educational Objectives (PEO), and Program Specific Outcomes (PSO)** are precisely stated, aligned with **AICTE and NBA guidelines**, and reflect the department's commitment to delivering quality education, fostering employability, entrepreneurship, and higher studies. • It is noted that the **POs, PEOs, and PSOs are periodically reviewed and updated** in accordance with curriculum changes and feedback from stakeholders including **students, faculty, industry experts, and alumni**. • The file also documents the **process followed for framing and revising these statements**, along with **records of approval from the academic and department committees**, ensuring a transparent and participative approach. • **Suggestions for**

				improvement include displaying these statements prominently in classrooms, laboratories, and on the department's website for greater awareness among students and faculty. Additionally, periodic workshops or orientation programs could be organized to familiarize all stakeholders with these objectives and their role in achieving them. **Overall, the documentation for the Institutional & Departmental Vision, Mission, PO, PEO & PSO file is satisfactory, detailed, and well-aligned with accreditation requirements and institutional objectives, with scope for wider visibility and stakeholder engagement initiatives.**
2	University and Institute Academic Calendar	To be Updated	Verified	Observations: • The **Academic Calendar file is neatly maintained and comprehensive**, containing both the **university-issued academic calendar** and the **institute's internal academic schedule** for each academic session. • It is observed that the **department's academic activities are well-aligned with the university calendar**, including **dates for semester commencement, internal assessments, university examinations, holidays, and co-curricular events**. The institute's internal calendar is prepared with additional details such as **seminars, workshops, student activities, project**

				deadlines, and remedial sessions. • The documentation reflects **timely communication of the academic calendar to students and faculty members**, ensuring organized and efficient academic planning and execution. • **Suggestions for improvement include implementing a digital academic calendar system**, accessible to students and faculty online, with options for real-time updates and notifications. This would enhance visibility, coordination, and adaptability to any schedule changes during the academic year. **Overall, the documentation for the University & Institute Academic Calendar file is satisfactory, well-structured, and effectively supports the department's academic planning processes, with scope for digital integration and improved accessibility.**
3	Subject Syllabus	To be Updated	Verified	Observations: • The Subject Syllabus file is well organized and comprehensive, containing detailed syllabi for each course offered by the department across all semesters. The syllabi are clearly structured and include essential components such as course objectives, learning outcomes, content outline, reference materials, and assessment methods. • It is observed that the **syllabi**

				are aligned with the university's curriculum guidelines and **institutional academic standards**, ensuring consistency across courses and departments. The documentation reflects a careful balance between **core technical subjects** and **elective courses**, providing students with a well-rounded education. • The file also contains records of periodic syllabus reviews and updates, ensuring that the course content remains relevant and up to date with the latest developments in the field of Computer Science & Engineering. • **Suggestions for improvement include digitizing the subject syllabi** to enhance accessibility and enable easier updates. Additionally, incorporating a **feedback loop from faculty and students** could provide valuable insights for improving the syllabi and ensuring that they meet evolving academic and industry needs. **Overall, the documentation for the Subject Syllabus file is satisfactory, thorough, and aligned with academic standards, with opportunities for enhanced digital management and continuous syllabus refinement based on stakeholder feedback.**
4	Workload Distribution	To be Updated	Verified	Observations: • The Workload Distribution file is well organized and clearly maintained, with

				detailed records of the teaching load assigned to each faculty member for every semester. The documentation includes the number of lecture hours, lab hours, tutorials, and any additional responsibilities such as project supervision or administrative duties. • Each record specifies the **subject or course taught**, the **semester in which it was taught**, and the **faculty member responsible**, ensuring that the distribution of teaching duties is well-documented and transparent. • The file also contains **justifications for the allocation of workload**, especially in cases where there are deviations from the standard workload distribution norms. This includes **considerations such as faculty availability, course complexity, and any additional non-teaching duties**. • It is observed that the **workload distribution is aligned with the departmental policies and institutional norms**, ensuring that faculty members are not overburdened, and that there is a fair distribution of teaching responsibilities across the department. • **Suggestions for improvement include implementing a digital workload management system** to streamline the allocation process, enhance

				accessibility, and allow for real-time tracking and adjustments. Additionally, maintaining a system for regular review and feedback on workload distribution from faculty could help ensure its continued fairness and efficiency. **Overall, the documentation for the Workload Distribution file is satisfactory, well-detailed, and aligns with the department's commitment to effective faculty management, with opportunities for digital optimization and regular review processes.**
5	Branch-Enrolled Student List	To be Updated	Verified	Observations: • The Branch Enrolled Student List files are well-maintained, containing accurate and up to date records of all students enrolled in the CIVIL ENGINEERING department across various batches and semesters. The files are organized by academic year, branch, and student cohort, allowing for easy retrieval and verification of student enrollment. • Each record includes **relevant student details**, such as **name, roll number, contact information, and the year of admission**. This provides a comprehensive overview of the student demographic within the department. • It is noted that the documentation reflects **clear categorization of students** based on their respective **specializations, electives,**

				and academic standing, which helps in understanding the distribution of students across various areas of study within the department. • The file also contains **records of student withdrawals, transfers, and dropouts**, along with **appropriate justifications** and dates, ensuring that the department has accurate data on student retention and movement. • **Suggestions for improvement include digitizing the student list to allow for more efficient updates, better accessibility, and enhanced data security. Additionally, incorporating a system for tracking student academic progress within the list (such as GPA or course completion) would further strengthen the file's utility.** **Overall, the documentation for the Branch Enrolled Student List file is satisfactory, accurate, and well organized, with opportunities for improved digital management and enhanced tracking of student progress.**
6	Faculty Profile File	To be Updated	Verified	Observations: • The Faculty Profile files are well organized and comprehensive, containing detailed records of each faculty member, including personal details, academic qualifications, professional experience, publications, research projects, and courses taught.

				• It is observed that the files include regular updates of faculty achievements, such as academic qualifications, certifications, participation in conferences, seminars, workshops, and any other professional development activities. This ensures that the department maintains an up to date record of faculty capabilities and expertise. • The documentation also includes **performance reviews, feedback from students, and records of faculty meetings**, providing insights into faculty performance, teaching quality, and professional growth. • **Suggestions for improvement include transitioning to a digital system for faculty profile management**, allowing for easier updates, better accessibility, and the ability to track professional milestones in real-time. Additionally, integrating the profile system with the department's academic tracking tools could provide a more holistic view of faculty contributions to both teaching and research. **Overall, the documentation for the Faculty Profile file is satisfactory, comprehensive, and aligned with institutional goals for maintaining detailed faculty records, with opportunities for digital optimization and more integrated management.**

7	Student Profile File	To be Updated	Verified	Observations: • The **Student Profile files are well-maintained**, containing comprehensive records of each student enrolled in the department, including **personal details, academic performance, extracurricular activities, and any additional achievements**. • Each student's profile includes **semester-wise marks, attendance records, and progression through the program**, allowing for a detailed view of the student's academic journey. The profiles also include **records of any special considerations or accommodations** granted to students, such as for medical reasons or learning disabilities. • The files are organized by **batch and semester**, ensuring easy retrieval and access to each student's academic history. The documentation also includes **records of any disciplinary actions or commendations** received by the students, offering a holistic view of their time at the institute. • It is observed that the **student profiles are regularly updated**, with new records added for each academic semester, ensuring that the file remains current and comprehensive. • **Suggestions for improvement include transitioning to a digital**

				student profile system, which would allow for better accessibility, easier updates, and improved data management. Additionally, integrating the profiles with the department's academic tracking system could enhance the ability to monitor student progress and outcomes more efficiently. **Overall, the documentation for the Student Profile file is satisfactory, thorough, and well-aligned with the department's goals of maintaining comprehensive student records, with opportunities for improved digital management and integration with other systems.**
8	Time Table File	To be Updated	Verified	Observations: • The Time Table file is well organized and systematically maintained, with clear records of class schedules for each semester, including lecture timings, faculty assignments, and room allocations for all courses offered by the department. • It is observed that the **time tables are developed in accordance with the academic calendar** and are designed to optimize faculty and classroom resources while ensuring balanced workloads for students and instructors. • The documentation includes **records of any changes or adjustments made to the original timetable**, with proper justifications for alterations, such as faculty

				availability, room constraints, or unforeseen scheduling conflicts. These changes are appropriately documented and communicated to all stakeholders. • The file also includes **records of regular faculty meetings and reviews**, ensuring that the timetable is regularly evaluated and revised based on feedback from faculty members and students. • **Suggestions for improvement include transitioning to a digital timetable management system**, which could offer better accessibility, real-time updates, and streamlined coordination across departments. Additionally, ensuring that all revisions are logged with detailed comments on their necessity would enhance transparency. **Overall, the documentation for the Time Table file is satisfactory, complete, and aligns with the department's academic scheduling needs, with opportunities for digital optimization and improved revision tracking.**
9	Lesson Plan and Course Coverage Reports	To be Updated	Verified	Observations: • The **Lesson Plan and Course Coverage files are meticulously maintained**, with each course having a **detailed lesson plan** that includes **weekly schedules, topics to be covered, teaching methods, and assessment plans**. • The **Lesson Plans are**

				comprehensive and align with the department's syllabus and academic calendar, ensuring a structured approach to course delivery. Each plan is documented with specific **learning objectives, reference materials, and assessment strategies**, contributing to effective teaching and learning. • The **Course Coverage Report is regularly updated**, providing **accurate tracking of the completion of syllabus topics** against the planned schedule. It includes records of **any deviations from the planned timeline**, along with explanations for delays or adjustments made during the course delivery. • It is noted that **faculty members maintain detailed records of class progress**, including **student engagement levels, challenges faced, and methods used to overcome instructional barriers**. This approach ensures that the course content is delivered effectively and in a timely manner. • **Suggestions for improvement include implementing a digital system for both lesson planning and course coverage tracking, to enhance accessibility, streamline updates, and facilitate better analysis of course delivery and completion. Additionally, a periodic review of the**

				lesson plans by the department could help ensure alignment with emerging academic trends and student needs. **Overall, the documentation for the Lesson Plan and Course Coverage Report file is satisfactory, thorough, and aligns with institutional standards for academic planning and monitoring, with opportunities for improved digital management and periodic reviews.**
10	Records on Bridge Course/Remedial/Counselling Classes by Faculty Members	To be Updated	Verified	Observations: • The **Bridge Course/Remedial/Counselling Classes file is well-maintained**, containing comprehensive records of **additional academic support provided to students** who may need extra help. The file includes **details of bridge courses, remedial sessions, and individual or group counseling sessions** conducted by faculty members. • Each entry includes **course content, schedule, attendance records, and student participation**, as well as **specific academic or personal challenges faced by students** and the measures taken to address them. • It is observed that the **department provides structured and targeted support to students struggling with course material**, ensuring that **remedial sessions are organized based on specific**

				needs such as foundational concepts, exam preparation, and individualized support. • The documentation also includes **records of counseling sessions**, with a focus on **student well-being and personal development**, reflecting the department's holistic approach to student support. • **Suggestions for improvement include digitizing the records of bridge courses, remedial sessions, and counseling to improve accessibility and tracking. Additionally, it would be beneficial to document the long-term outcomes or improvements in students' academic performance and well-being after attending these sessions.** **Overall, the documentation for the Records on Bridge Course/Remedial/Counselling Classes file is satisfactory, comprehensive, and demonstrates the department's commitment to supporting students' academic and personal growth, with opportunities for enhanced digital management and outcome tracking.**
11	Records on use of Innovative Classroom Teaching	To be Updated	Verified	Observations: • The **Innovative Classroom Teaching file is well-maintained**, documenting the **implementation of modern teaching techniques and strategies** aimed at enhancing student learning experiences. This includes

				records of **interactive teaching methods, technology integration (e.g., multimedia presentations, online tools), and student-centered approaches** used in the classroom. • Each entry in the file includes **detailed descriptions of innovative teaching methods employed** by faculty members, along with **evidence of student participation, feedback, and the effectiveness of these methods** in improving learning outcomes. • It is observed that the **CIVIL ENGINEERING Department has made substantial efforts to incorporate innovative teaching practices**, such as **flipped classrooms, blended learning, project-based learning, and the use of simulations and industry tools** to engage students more effectively. • The file also contains **records of workshops, seminars, and training programs** conducted to help faculty enhance their teaching methodologies, ensuring that faculty members are well-equipped to implement innovative practices. • **Suggestions for improvement include maintaining a more structured tracking system to assess the long-term impact of innovative teaching methods on student learning outcomes.**

				Additionally, regular peer reviews and student surveys could be used to gauge the effectiveness of these teaching strategies, and the results should be documented for continuous improvement. **Overall, the documentation for the Records on the Use of Innovative Classroom Teaching file is satisfactory, comprehensive, and clearly reflects the department's commitment to improving teaching quality through innovation, with opportunities for enhanced tracking and feedback mechanisms.**
12	Students Assignment File	To be Updated	Verified	Observations: • The Students' Assignment files are well organized, containing detailed records of assignments distributed to students, including assignment questions, submission deadlines, grading rubrics, and feedback provided by the faculty. • It is observed that the **files include clear documentation of student submissions**, with **marks awarded for each assignment, along with any additional comments or suggestions for improvement**, ensuring a transparent evaluation process. • The documentation also reflects the department's efforts to **monitor the timely submission of assignments**, with records of **extensions granted**, if any, and

				justifications for delays (e.g., illness, personal issues). • The file contains records of **student engagement and participation**, including instances of **faculty follow-up** for students who may have missed assignments or need additional support. • **Suggestions for improvement include maintaining a digital repository for assignment records to streamline tracking, improve accessibility, and reduce the risk of data loss. Additionally, a more structured feedback mechanism could be implemented, ensuring that all assignments receive detailed and actionable feedback for students' improvement.** **Overall, the documentation for the Students' Assignment file is satisfactory, thorough, and well-aligned with the department's academic monitoring and assessment objectives, with opportunities for improved digital management and enhanced feedback mechanisms.**
13	HOD Class Visit Report	To be Updated	Verified	Observations: • The **HOD Class Visit Report files are well-maintained and systematically organized**, containing records of **classroom visits conducted by the Head of Department (HOD)**. These reports include **observations on teaching methods, student**

				engagement, and overall effectiveness of the class delivery. • Each report includes **detailed feedback** from the HOD on various aspects of the class, such as **teaching style, student participation, content delivery, and use of teaching aids**. The reports also document **recommendations for improvements** based on the observations made during the class visit. • It is noted that the **class visits are conducted regularly** as part of the department's academic monitoring process, and the documentation reflects the **department's commitment to continuous improvement of teaching quality**. • The file also includes **follow-up actions and subsequent evaluations**, ensuring that feedback provided during class visits is addressed by faculty members and appropriate corrective measures are taken when necessary. • **Suggestions for improvement include digitizing the HOD class visit reports for better accessibility, ensuring that follow-up actions and the impact of implemented changes are recorded for future reference, and introducing a standardized template for the reports to ensure uniformity in evaluation.**

				Overall, the documentation for the HOD Class Visit Report file is satisfactory, comprehensive, and demonstrates a commitment to maintaining and enhancing teaching quality in the department, with minor opportunities for digital archiving and standardized reporting processes.
14	Mechanism of Identifying Slow and Advanced Learners	To be Updated	Verified	Observations: • The file is well organized and maintains comprehensive records outlining the criteria and methodology used by the department to identify slow and advanced learners. The documentation includes assessment results, feedback reports, and student performance data from internal examinations, assignments, and class participation. • It is observed that the **CIVIL ENGINEERING Department has a structured approach to identifying students who need additional support** (slow learners) and those who may benefit from more challenging coursework or opportunities for enrichment (advanced learners). The **methodology includes regular evaluations, faculty feedback, peer reviews, and student self-assessment reports**. • The file includes **records of remedial measures** for slow learners, such as additional tutoring sessions, targeted assignments, and mentoring, as well as **opportunities for**

				advanced learners, including participation in advanced projects, workshops, and seminars. • **Suggestions for improvement include maintaining a centralized digital record of all identified learners, along with detailed intervention strategies and progress tracking for each individual. Additionally, incorporating a formal review process to assess the effectiveness of the interventions for both slow and advanced learners would further enhance the system.** **Overall, the documentation for the Mechanism for Identifying Slow and Advanced Learners is satisfactory, thorough, and aligns with the department's commitment to personalized student support, with opportunities for improved digital tracking and formal review processes.**
15	List of Add-on Courses	To be Updated	Verified	Observations: • The Add-on Courses file is well organized and systematically maintained, containing records of all add-on courses offered by the department, along with their details such as course titles, objectives, syllabi, duration, mode of delivery, and certification details. • It is observed that the **documentation includes the approval records for each add-on course**, showing that

				the courses were vetted by the relevant academic bodies and aligned with the department's educational goals. • The file includes **clear records of student enrollment for each course, completion rates, and certification outcomes**, which helps in monitoring the participation and success of students in these supplementary programs. • The department has **actively incorporated industry-relevant skills** into the add-on courses, which enhances students' practical knowledge and employability prospects. • **Suggestions for improvement include digitizing the course details and maintaining a centralized database for easier tracking and analysis of student participation and performance in add-on courses. Additionally, periodic reviews of course content and relevance should be documented to ensure that the add-on courses remain aligned with industry trends and educational standards.** **Overall, the documentation for the List of Add-on Courses file is satisfactory, comprehensive, and well-aligned with institutional objectives for student skill enhancement, with opportunities for further digital optimization and periodic content review.**
16	University and Internal Question	To be Updated	Verified	Observations:

	Paper Bank			• The **Question Paper Bank files are systematically maintained**, containing both **internal and university question papers** for each course offered by the department across different semesters. • It is observed that the **question papers are categorized by course, semester, and academic year**, with each set of papers archived in a clear and organized manner for easy retrieval. • The files include **details about the paper format, evaluation schemes, model answers, and any related academic guidelines**, ensuring transparency in assessment and alignment with institutional academic policies. • It is noted that **internal question papers are reviewed and approved by the department before distribution**, and the records include **clear documentation of the paper-setting process, including faculty involvement and approval from the department head**. • The **university question papers** are also maintained in accordance with university norms, with evidence of **proper safekeeping and access control** to ensure confidentiality and integrity in the examination process. • **Suggestions for improvement include implementing a digital question paper bank system**

				for better security, easy access, and streamlined archiving of past question papers. Additionally, periodic reviews of question papers could be documented to ensure that they remain relevant and up to date with the course objectives. **Overall, the documentation for the University & Internal Question Paper Bank file is satisfactory, well organized, and adheres to institutional guidelines, with opportunities for enhanced digitalization and process optimization.**
17	Examination Time Table	Completed	Verified	Observations: • The **Examination Timetable files are systematically organized and properly maintained**, containing records of **semester examination schedules, departmental internal exam timetables, and any changes or updates to the schedule**. • Each timetable document includes **clear details on exam dates, times, venues, course codes, paper names, and invigilator assignments**, ensuring smooth coordination and transparency. • It is observed that **the examination schedules are communicated well in advance**, with proper documentation of notifications sent to students and faculty, allowing for effective planning. • The file also includes **any modifications to the**

				original timetable, with appropriate approvals and documentation of reasons for changes, ensuring transparency and proper record-keeping. • **Suggestions for improvement include digitizing the examination timetable to facilitate easy access and quick updates, along with ensuring that all related documents (e.g., room allocations, invigilator duties) are integrated into a single digital system for better coordination.** **Overall, the documentation for the Examination Timetable file is satisfactory, comprehensive, and complies with institutional requirements, with minor opportunities for digitalization and improved procedural coordination.**
18	Internal Marks File	To be Updated	Verified	Observations: • The **Internal Marks files are well-maintained and systematically organized**, containing records of **internal assessments, continuous evaluation, assignment scores, mid-term exam marks, and other internal examination results**. • Each file includes **detailed records of individual students' marks, assessment criteria, weightage distribution, and evaluation rubrics**, providing transparency in the grading process.

				• It is observed that the **documentation accurately reflects the academic performance of students throughout the semester**, with sufficient details regarding the method of evaluation and grading scale. • The records also include **attendance-based grading or any corrective measures applied**, ensuring alignment with institutional policies on attendance and internal assessments. • **Suggestions for improvement include implementing a digital tracking system for internal marks to ensure quick access, better analysis of student performance, and reducing the chances of data loss or discrepancies in manual records.** **Overall, the documentation for the Internal Marks file is satisfactory, comprehensive, and aligns with institutional guidelines for assessment and grading, with scope for digital enhancement and procedural improvements.**
19	Sessional Marks File	To be Updated	Verified	Observations: • The **Sessional Marks File is systematically maintained**, containing **course-wise and semester-wise records of internal assessment marks** awarded to students for various sessional examinations, class tests, assignments, and laboratory work. • It is observed that the **marks are entered accurately,**

				signed by the concerned faculty members, verified by the Head of the Department (HOD), and submitted within the stipulated time to the academic section and examination cell. • The file also includes **details of the assessment components**, such as the **weightage of each internal test, assignment, and lab performance**, ensuring transparency in the internal evaluation process. • Records show that **sessional marks are communicated to students in a timely manner**, with opportunities for students to review their performance and address any discrepancies. • **Suggestions for improvement include the adoption of a digital internal marks management system** for enhanced accessibility, real-time updates, and secure record-keeping. Integration with student portals would also enable students to track their academic performance conveniently. **Overall, the documentation for the Sessional Marks file is satisfactory, accurate, and well-structured, reflecting a transparent and effective internal assessment process, with opportunities for digital enhancement and improved accessibility.**
20	Sample Answer Paper Bank	To be Updated	Verified	Observations: • The **Sample Answer Paper**

				Bank File is neatly maintained, containing **sample evaluated answer scripts of internal and university examinations** across various courses and semesters. These include papers with **varying grades (high, average, and low scores)** to illustrate assessment standards. • It is observed that the file serves as a **useful academic resource for faculty members** to standardize evaluation patterns and for students to understand **expected answer formats, marking schemes, and areas for improvement**. • The file is **updated periodically** and includes **authenticated copies with signatures of evaluators and HOD verification**, ensuring reliability and transparency in assessment practices. • **Suggestions for improvement include digitizing the sample paper repository** for easier access by faculty and students, and organizing periodic orientation sessions to help students review these papers and learn from model answers. **Overall, the documentation for the Sample Answer Paper Bank file is satisfactory, well organized, and serves as an effective academic reference tool, with scope for digital integration and increased student engagement.**

21	Result Analysis File	To be Updated	Verified	Observations: • The **Result Analysis File is well-structured and comprehensive**, containing detailed **semester-wise and course-wise analysis of student performance** in university examinations and internal assessments. • The documentation includes **pass percentages, subject-wise performance trends, toppers' lists, and comparative analysis** with previous years, providing valuable insights into academic progress and areas requiring improvement. • It is noted that the **file also highlights the performance of slow and advanced learners**, aiding in planning appropriate academic interventions such as **remedial classes, counselling sessions, and skill enhancement programs**. • The result analysis reports are **signed and verified by the HOD and shared with the academic committee and faculty members**, ensuring that the insights are used effectively for academic planning and continuous improvement. • **Suggestions for improvement include developing a digital result analysis dashboard** that can automatically generate real-time analytical reports, charts, and performance indicators, enabling more efficient data interpretation

				and decision-making. **Overall, the documentation for the Result Analysis file is satisfactory, detailed, and effectively utilized for academic review and improvement, with potential for digital enhancement and data-driven academic management.**
22	SAS Report File	To be Updated	Verified	Observations: • The **SAS Report File is well-maintained and systematically organized**, containing detailed records of **student advisement and mentoring activities** conducted throughout the academic session. • The documentation includes **faculty-wise and student-wise reports of advisement meetings**, covering aspects such as **academic progress, attendance status, personal concerns, career guidance, and suggestions for improvement**. • It is observed that the advisement system is actively implemented in the department, with **periodic interactions between faculty advisors and their assigned group of students**. The records are duly **signed by both faculty and students**, ensuring accountability and authenticity. • The SAS reports are effectively utilized for **identifying slow learners, advanced learners, and students requiring special attention**, enabling targeted academic support and personal counselling.

				• **Suggestions for improvement include digitizing the advisement reporting process**, integrating it with the institutional academic management system for ease of record-keeping, retrieval, and better tracking of student progress and advisement outcomes. **Overall, the documentation for the Students Advisement System (SAS) Report file is satisfactory, organized, and contributes effectively to student academic monitoring and support, with opportunities for digital transformation and enhanced reporting mechanisms.**
23	Co-curricular and Extension Activities File	To be Updated	Verified	Observations: • The file is well organized and properly documented, containing detailed records of various co-curricular activities such as seminars, technical workshops, webinars, coding contests, paper presentations, and project exhibitions, as well as extra-curricular activities including sports events, cultural programs, social outreach initiatives, and student club activities. • Each activity is supported with relevant documentation including **event notices, schedules, attendance records, photographs, feedback forms, and activity reports**, duly verified by the concerned coordinators and the Head of the Department (HOD). • The records reflect **active participation by students and faculty members**, showcasing the department's commitment to

				promoting holistic student development alongside academic excellence. • **Suggestions for improvement include maintaining a digital archive of event reports and photographs**, and preparing a **year-wise summary report of achievements and student participation statistics** for enhanced tracking and showcasing during accreditation and institutional audits. **Overall, the documentation for the Co-curricular and Extra-curricular Activities file is satisfactory, comprehensive, and effectively highlights the department's initiatives for student engagement beyond the classroom, with scope for digital record management and annual activity consolidation.**
24	Reports on Conference/Seminar/ Workshop/Expert Talk/STTP etc. Organized	To be Updated	Verified	Observations: • The documentation is **well-maintained and systematically arranged**, containing detailed reports of each academic and professional development event organized during the academic session. • Each report typically includes **event objectives, schedules, resource person details, participant lists, photographs, feedback summaries, and concluding remarks**, duly signed and verified by the event coordinator and the Head of the Department (HOD). • The records reflect **active efforts by the department to enhance academic enrichment, industry interaction, and professional skill**

				development for students and faculty members. • It is commendable that the department ensures **diversity in topics and invites experienced resource persons from academia, industry, and research organizations**, thereby adding significant value to the learning environment. • **Suggestions for improvement include maintaining a consolidated digital repository of these event reports** for easier retrieval, future reference, and presentation during accreditations or external audits. Additionally, preparing **annual summary reports highlighting key outcomes, student participation, and feedback trends** would further strengthen the documentation process. **Overall, the documentation for the Reports on Conferences, Seminars, Workshops, Expert Talks, and STTPs organized file is satisfactory, comprehensive, and reflective of the department's commitment to continuous academic and professional development, with scope for digital archival and structured annual reporting.**
25	R&D Activities and Publication File	To be Updated	Verified	Observations: • The file is systematically maintained and well organized, containing records of faculty and student research activities, project proposals, funded research

				initiatives, consultancy works, patents applied/filed, and publications in reputed journals and conferences. • The documentation includes **copies of published research papers, conference presentation certificates, patent application acknowledgments, and records of participation in research-oriented programs** such as FDPs, workshops, and hackathons. • It is commendable that the department actively encourages **faculty members and students to participate in research and scholarly activities**, as reflected in the documented outcomes. • **Suggestions for improvement include creating a digital R&D repository**, enabling streamlined storage, easy access, and real-time updating of research contributions. Furthermore, a **year-wise consolidated report highlighting key achievements, research grants, publications, and patent filings** would enhance the visibility of departmental R&D activities. **Overall, the documentation for the R&D Activities and Publication file is satisfactory, comprehensive, and effectively highlights the department's efforts in fostering research culture and academic contribution, with potential for digital enhancement and structured summary reporting.**

26	Professional Society Membership File	To be Updated	Verified	Observations: • The file is **well-maintained** and contains **detailed records of faculty and student memberships** in various professional societies and organizations, such as **IEEE, ACM, ISTE, and other discipline-specific associations**. • Each membership record includes **membership certificates, renewal details, active participation records (e.g., events attended, leadership roles held, etc.), and proof of engagement in society-sponsored activities** such as conferences, workshops, seminars, and technical competitions. • It is noted that the department encourages **faculty and students to actively engage in professional societies**, enhancing their exposure to current trends, research, and industry practices in the field of Computer Science and Engineering. • **Suggestions for improvement include consolidating membership data in a centralized, digital format**, allowing for better tracking, renewal management, and showcasing of the department's collective involvement in professional organizations. Additionally, organizing **more collaborative events with these societies** could help in fostering better industry-academia connections.

				Overall, the documentation for the Professional Society Membership file is satisfactory, comprehensive, and reflects the department's active participation in professional development, with room for digital organization and enhanced engagement through collaboration with these societies.
27	Faculty Training File	To be Updated	Verified	Observations: • The Faculty Training File is well organized and contains detailed records of faculty development programs (FDPs), workshops, seminars, and training sessions attended by faculty members, both internal and external to the institute. • Each entry includes **certificates of participation, agendas, training content, feedback forms, and evaluation reports**, verifying the active involvement of faculty members in continuous professional development activities. • It is noted that the department places significant emphasis on **enhancing faculty skills** through exposure to new teaching methodologies, technological advancements, and industry trends, thereby improving the quality of education provided to students. • The documentation reflects a **diverse range of training topics**, such as **pedagogical techniques, research methodologies, software tools, industry collaboration, and emerging technologies**,

				supporting the professional growth of faculty members. • **Suggestions for improvement include digitizing the faculty training records**, creating an online repository for easier access, tracking, and reporting. Additionally, maintaining a **centralized faculty training calendar** could streamline planning and ensure broader participation in relevant training programs. **Overall, the documentation for the Faculty Training file is satisfactory, comprehensive, and highlights the department's commitment to continuous faculty development, with potential for digital record-keeping and improved tracking of training initiatives.**
28	Students Feedback File	Completed	Verified	Observations: • The **Students' Feedback File is well-maintained** and contains **detailed records of feedback collected from students** on various aspects of academic delivery, including **teaching quality, course content, faculty performance, infrastructure, and overall learning environment**. • Feedback is collected **systematically at regular intervals** (typically at the end of each semester) using **structured questionnaires**, with responses duly **analyzed and summarized** to identify trends and areas for improvement.

				• The file includes **actionable reports** summarizing the feedback, along with **follow-up actions taken by the department** based on the suggestions or concerns raised by students. This demonstrates a commitment to **continuous improvement** in the quality of education and the student experience. • It is observed that the feedback process is **transparent and students' anonymity is maintained**, fostering an environment where students feel comfortable sharing constructive feedback. • **Suggestions for improvement include exploring digital tools** to automate the feedback collection and analysis process, thereby improving efficiency and providing more real-time insights. Additionally, maintaining a **longitudinal analysis of feedback trends over multiple semesters** could offer valuable insights into the effectiveness of implemented changes. **Overall, the documentation for the Students' Feedback file is satisfactory, comprehensive, and demonstrates a well-structured approach to gathering and acting upon student feedback, with potential for digital enhancement and more in-depth analysis.**
29	Parents Feedback File	To be Updated	Verified	Observations: • The Parents' Feedback File is well organized and contains

				systematic records of feedback collected from parents regarding various aspects of their children's academic experience, including academic progress, faculty performance, infrastructure, co-curricular activities, and overall student development. • Feedback is collected **periodically**, typically through **structured surveys or meetings**, ensuring that the parents' perspectives are regularly taken into account to enhance the quality of the academic environment. • The file includes **summarized feedback reports**, with clear **actionable insights** and **follow-up actions** that the department has taken in response to concerns or suggestions provided by parents. This shows a **commitment to addressing parent concerns** and fostering a collaborative relationship between the department and families. • **Suggestions for improvement include digitizing the feedback process** to allow for easier collection, analysis, and tracking of feedback trends over time. A digital platform could also enable **real-time responses** and greater engagement with parents. Additionally, creating **more opportunities for interaction with parents**, such as parent-teacher meetings or online forums,

				could further enhance the feedback loop. **Overall, the documentation for the Parents' Feedback file is satisfactory, comprehensive, and demonstrates a proactive approach to engaging with parents, with potential for digitalization and improved tracking of feedback trends.**
30	List of Committee of the Institute	To be Updated	Verified	Observations: • The documentation of the list of committees is found to be well organized, systematically maintained, and updated as per institutional requirements. • Each committee's documentation includes **details of composition, objectives, tenure, roles and responsibilities, and approved faculty/staff members**, which facilitates transparency and clarity in institutional operations. • It is observed that **records of meeting schedules, attendance, agendas, and minutes of meetings** for most of the committees are properly documented and readily available for verification. • The documentation reflects **active involvement of CIVIL ENGINEERING Department faculty members in various institutional committees**, indicating participative management and academic engagement. • **Minor suggestions for improvement include**

				ensuring uniformity in the format of committee records and timely updation of any changes in committee composition to maintain accuracy and consistency. **Overall, the documentation for the list of committees is satisfactory, comprehensive, and compliant with institutional and regulatory guidelines, with scope for minor procedural enhancements.**
31	Minutes of Meeting File	To be Updated	Verified	Observations: • The Minutes of Meeting files are systematically maintained, well organized, and properly archived both in physical and digital formats. • Each MoM document contains essential details including the **date of meeting, list of attendees, agenda points, discussions held, resolutions passed, and action taken reports (where applicable)**. • It is observed that **regular meetings are conducted by most of the committees as per the academic calendar and institutional requirements**. The frequency and documentation of meetings reflect active administrative and academic management. • The MoM files also indicate **active participation of CIVIL ENGINEERING Department faculty members in various institutional committees**, contributing to policy formulation and decision-

				making processes. • **Suggestions for improvement include standardizing the MoM format across all committees and ensuring timely submission and signing of minutes by the respective members and authorities** to maintain procedural consistency. **In conclusion, the documentation of Minutes of Meeting files is satisfactory, comprehensive, and in alignment with institutional governance practices, with minor scope for format standardization and procedural refinements.**
32	Circular/Office Order/Notice File	Completed	Verified	Observations: • The **documentation of circulars, office orders, and notices is properly maintained and systematically arranged in chronological order** for ease of reference. • Each document is found to be **duly approved, dated, and issued by the competent authority**, with clear mention of the subject, concerned stakeholders, and instructions to be followed. • It is observed that important communications related to **academic schedules, examinations, committee meetings, student activities, faculty responsibilities, and institutional policies** are appropriately documented and circulated through these notices and orders. • The files also reflect **adequate representation**

				and timely dissemination of relevant information to the CIVIL ENGINEERING Department faculty and students. • **Suggestions for improvement include the adoption of a uniform file numbering and indexing system for quick retrieval, along with digital archiving of all circulars and notices for improved accessibility and record-keeping.** **Overall, the documentation of Circular, Office Order, and Notice files is satisfactory, well organized, and adheres to institutional norms, with scope for minor procedural enhancements in record management.**
33	CO&PO Mapping File	To be Updated	Verified	Observations: • The **CO-PO Mapping documentation is properly structured, well-maintained, and updated in alignment with the program curriculum and institutional guidelines**. • Each course file contains clearly defined **Course Outcomes (COs) mapped against the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs)** with appropriate correlation levels (Low, Medium, High). • It is observed that **CO-PO Mapping matrices have been prepared for all theory and laboratory courses offered by the department in each semester**, ensuring academic

				accountability and outcome-based education (OBE) compliance. • The documentation also includes **attainment calculation methods, assessment tools, and analysis of CO and PO attainment levels**, reflecting a systematic approach to academic quality monitoring. • **Suggestions for improvement include standardizing the format of CO-PO matrices across all courses and incorporating periodic review records of the mapping to ensure continuous quality enhancement.** **In conclusion, the documentation of the CO-PO Mapping file is satisfactory, comprehensive, and aligns with outcome-based education practices, with minor scope for uniform formatting and regular review updates.**
34	Budget, Purchase Order & Invoice File	To be Updated	Verified	Observations: • The documentation related to budget proposals, approved budgets, purchase orders (POs), and invoices is systematically maintained and well organized, ensuring transparency in financial transactions and procurement processes. • Each file contains **duly approved budget allocation documents, vendor quotations, comparative statements, purchase orders, delivery challans, and corresponding invoices** with necessary approvals and

				signatures from the competent authority. • It is observed that the **procurement process follows institutional financial policies and procedures**, with appropriate documentation of fund utilization specific to departmental requirements. • The records for the CIVIL ENGINEERING Department reflect **timely submission and processing of purchase orders and invoices** for laboratory equipment, software licenses, academic resources, and other infrastructural needs. • **Suggestions for improvement include maintaining a consolidated summary sheet for each financial year indicating budget allocation, expenditure, and balance, along with digital archival of financial documents for ease of future reference and audit readiness.** **Overall, the documentation of Budget, Purchase Order, and Invoice files is satisfactory, transparent, and compliant with institutional financial norms, with minor scope for procedural and digital enhancements.**
35	Skill Project File	To be Updated	Verified	Observations: • The **Skill Project files are well-maintained and systematically organized**, containing relevant records such as **project proposals, objectives, team composition, project plans,**

				progress reports, evaluation sheets, and completion certificates. • It is observed that the **CIVIL ENGINEERING Department actively encourages students to undertake skill-based projects aligned with emerging technologies and industry requirements**, enhancing their practical exposure and employability. • The documentation includes **faculty mentoring records, project evaluation criteria, and evidence of student participation in internal and external project exhibitions, competitions, and hackathons**. • The Skill Project file also reflects **alignment of projects with Program Outcomes (POs) and Program Specific Outcomes (PSOs)**, supporting the institution's outcome-based education (OBE) framework. • **Suggestions for improvement include introducing a standardized project synopsis format for uniformity and maintaining a consolidated summary report of completed and ongoing projects for each academic year.** **Overall, the documentation for the Skill Project file is satisfactory, comprehensive, and effectively supports skill development initiatives within the department, with scope for minor procedural enhancements.**

36	Students Seminar and Project File	To be Updated	Verified	Observations: • The **Students' Seminar and Project files are properly maintained and organized**, containing records such as **project titles, abstracts, seminar topics, student group details, guide allocation, progress reports, presentation schedules, evaluation sheets, and final project reports**. • It is observed that the **seminar and project activities are conducted as per the academic calendar**, with well-documented records of internal reviews, viva-voce examinations, and external evaluations where applicable. • The documentation also includes **faculty mentoring records, attendance during seminars/project presentations, and consolidated attainment analysis**, supporting the continuous assessment and monitoring of student performance. • Projects undertaken by the CIVIL ENGINEERING students reflect a good mix of **current industry trends, application-based solutions, and research-oriented work**, promoting innovation and practical learning. • **Suggestions for improvement include standardizing the project report format, maintaining digital records for easy retrieval, and introducing a consolidated annual**

				summary of seminars and projects completed for future reference and institutional reporting. **Overall, the documentation for the Students' Seminar and Project files is satisfactory, comprehensive, and effectively supports academic and skill development objectives within the department, with minor opportunities for procedural standardization and digital archiving.**
37	Students Training File	To be Updated	Verified	Observations: • The **Students' Training files are properly maintained, organized, and arranged in a systematic manner**, containing details of **industrial training, internships, workshops, certification programs, and value-added courses** undertaken by students. • Each record includes **student details, training organization name, duration, training certificates, feedback forms, and departmental approval letters**, ensuring transparency and traceability. • It is observed that the **CIVIL ENGINEERING Department actively encourages students to participate in industry-relevant training programs, enhancing their technical skills and employability prospects**. • The file also maintains **records of training-related circulars, activity reports, and consolidated lists of**

				students trained each academic year, supporting structured monitoring of skill enhancement activities. • **Suggestions for improvement include maintaining a digital training database for easy access and retrieval, and incorporating post-training feedback analysis to assess the effectiveness and relevance of training programs.** **Overall, the documentation for the Students' Training file is satisfactory, well-structured, and aligns with institutional initiatives for student skill development, with minor scope for procedural and digital management enhancements.**
38	Industrial Tour Report File	To be Updated	Verified	Observations: • The **Industrial Tour Report files are well-maintained and properly organized**, containing comprehensive records such as **tour proposals, administrative approvals, student participation lists, industry visit permissions, itineraries, and post-visit reports**. • It is observed that the **CIVIL ENGINEERING Department regularly organizes industrial visits and tours to reputed companies and technical organizations**, providing students with valuable exposure to industry practices and operational environments.

				• The documentation includes **student feedback reports, faculty coordinators' observations, and photographs of the visits**, contributing to a transparent and complete record of the conducted activities. • These initiatives are well-aligned with the academic curriculum and help in **bridging the gap between classroom learning and real-world applications**. • **Suggestions for improvement include standardizing the tour report format, maintaining digital archives of reports and feedback, and preparing an annual summary of industrial visits for record and planning purposes.** **Overall, the documentation for the Industrial Tour Report file is satisfactory, comprehensive, and effectively supports student-industry interaction initiatives, with minor scope for procedural and archival enhancements.**
39	Students Placement File	To be Updated	Verified	Observations: • The Students' Placement files are well organized and systematically maintained, containing detailed records of placement drives, student applications, company profiles, placement letters, and joining reports. • Each student's placement record includes **personal details, academic performance, interview feedback, and placement**

				outcomes, which provide a comprehensive overview of the placement process. • It is observed that the **CIVIL ENGINEERING Department actively facilitates industry collaborations and placement drives**, providing students with numerous opportunities for internships and full-time employment in reputable organizations. • The file also includes **placement-related circulars, event schedules, coordination with external agencies, and a summary of placement statistics for each academic year**. • **Suggestions for improvement include maintaining a digital database of all placement records for easy access and retrieval, as well as documenting post-placement follow-ups and student feedback on the placement process.** **Overall, the documentation for the Students' Placement file is satisfactory, comprehensive, and well-aligned with the department's efforts to enhance student career opportunities, with minor scope for digital record management and follow-up enhancements.**
40	Higher Studies and Entrepreneurship File	To be Updated	Verified	Observations: • The Higher Studies & Entrepreneurship files are well organized and systematically maintained, containing detailed records of student applications for

				higher studies, admission offers, scholarships, entrance exam results, and entrepreneurship initiatives. • Each record includes **students' academic qualifications, career aspirations, documentation of applications to national and international institutions, and support provided by the department for further studies or entrepreneurial pursuits**. • It is observed that the **CIVIL ENGINEERING Department actively supports students pursuing higher education opportunities** by organizing seminars, workshops, and collaborations with reputed universities and organizations. Additionally, the documentation also includes **students involved in entrepreneurship activities**, including project proposals, startup initiatives, and mentorship records. • The files reflect **records of departmental and faculty assistance for students seeking guidance on higher studies or entrepreneurship,** such as writing recommendation letters, offering research guidance, or arranging guest lectures from industry experts. • **Suggestions for improvement include maintaining a digital database for quick access to higher studies and entrepreneurship records,**

				as well as tracking post-graduation progress of alumni in these fields to assess the effectiveness of the department's support. **Overall, the documentation for the Higher Studies & Entrepreneurship file is satisfactory, comprehensive, and aligned with the department's efforts to encourage academic and entrepreneurial growth among students, with minor scope for digital archiving and follow-up tracking.**
41	Course File/Lecture Diary	To be Updated	Verified	Observations: • The **Course Files and Lecture Diaries are systematically organized and well-maintained**, containing essential academic materials such as **syllabi, course objectives, lecture plans, teaching notes, assignments, student attendance records, and assessment details**. • Each course file contains **course outcome (CO) and program outcome (PO) mappings, teaching methodologies, and evaluation strategies**, ensuring compliance with the outcome-based education (OBE) framework. • It is observed that faculty members maintain up to date lecture diaries, which include daily lecture notes, course progress tracking, and records of any deviations from the planned syllabus. This helps in ensuring that the course is delivered

				according to schedule. • The **documentation also includes records of guest lectures, seminars, and workshops organized as part of the course**, along with post-lecture feedback from students for continuous improvement. • **Suggestions for improvement include ensuring uniformity in the format of course files across all faculty members and incorporating a periodic review system for lecture diaries to track long-term teaching effectiveness.** **Overall, the documentation for the Course File and Lecture Diary is satisfactory, comprehensive, and adheres to institutional guidelines for effective course delivery, with minor scope for procedural standardization and review processes.**
42	Students Attendance Register	To be Updated	Verified	Observations: • The **Students' Attendance Registers are systematically maintained and organized**, with entries for **date, student name, roll number, and attendance status (present/absent)** for each lecture or session. • It is observed that the attendance records are **accurately updated on a regular basis**, ensuring real-time tracking of student attendance and punctuality. • The registers include **clear records of leave applications, medical certificates, and other**

				justifications for student absences, reflecting transparency and adherence to institutional policies. • The documentation also includes **attendance summaries and monthly reports**, which are used for the calculation of total attendance percentages and for identifying students who may be at risk of academic penalties due to poor attendance. • **Suggestions for improvement include transitioning to a digital attendance system to improve accuracy and streamline record-keeping, as well as ensuring regular verification of attendance records by faculty members and department heads.** **Overall, the documentation for the Students' Attendance Registers is satisfactory, complete, and complies with institutional guidelines, with opportunities for digital enhancement and improved verification processes.**

Internal Academic Audit Report – Electrical Engineering (EE) Department

Institution: Radhakrishna Institute of Technology & Engineering (RITE), Bhubaneswar

Affiliations: BPUT | AICTE Approved | NAAC Accredited

Academic Year: 2025–26

Date of Audit: 13th March 2026

Reference No.: RITE/2025-26/241 Date: 25.02.2026

Auditing Body: Internal Quality Assurance Cell (IQAC) – RITE

Auditors: 1. Dr. Subash Ranjan Kabat, Principal

2. Dr. Chandrabhanu Malla, Dean-Academics

Department Audited: Electrical Engineering (EE)

HOD EE: Prof. Priyadarshinee Das

Audit Objectives

- To evaluate academic documentation, teaching-learning processes, and assessment practices.
- To assess faculty involvement in academic, co-curricular, and research activities.
- To ensure compliance with AICTE, BPUT, and NAAC standards.
- To identify strengths and suggest actionable improvements.

Document Verification Summary of Electrical Engineering Department

Sl. No.	Document/File	Availability	Status	Observation
1	Institutional & Departmental Vision, Mission, PO, PEO & PSO File	Completed	Verified	Observations: • The file is well organized and neatly documented, presenting the Institution's Vision and Mission statements along with those specific to the ELECTRICAL ENGINEERING department in a clear and accessible manner. • The **Program Outcomes (PO), Program Educational Objectives (PEO), and Program Specific Outcomes (PSO)** are precisely stated, aligned with **AICTE and NBA guidelines**, and reflect the department's commitment to delivering quality education, fostering employability, entrepreneurship, and higher studies. • It is noted that the **POs, PEOs, and PSOs are periodically reviewed and updated** in accordance with curriculum changes and feedback from stakeholders including **students, faculty, industry experts, and alumni**. • The file also documents the **process followed for framing and revising these statements**, along with **records of approval from the academic and department committees**, ensuring a transparent and participative approach. • **Suggestions for**

				improvement include displaying these statements prominently in classrooms, laboratories, and on the department's website for greater awareness among students and faculty. Additionally, periodic workshops or orientation programs could be organized to familiarize all stakeholders with these objectives and their role in achieving them. **Overall, the documentation for the Institutional & Departmental Vision, Mission, PO, PEO & PSO file is satisfactory, detailed, and well-aligned with accreditation requirements and institutional objectives, with scope for wider visibility and stakeholder engagement initiatives.**
2	University and Institute Academic Calendar	Completed	Verified	Observations: • The **Academic Calendar file is neatly maintained and comprehensive**, containing both the **university-issued academic calendar** and the **institute's internal academic schedule** for each academic session. • It is observed that the **department's academic activities are well-aligned with the university calendar**, including **dates for semester commencement, internal assessments, university examinations, holidays, and co-curricular events**. The institute's internal calendar is prepared with additional details such as **seminars, workshops, student activities, project**

				deadlines, and remedial sessions. • The documentation reflects **timely communication of the academic calendar to students and faculty members**, ensuring organized and efficient academic planning and execution. • **Suggestions for improvement include implementing a digital academic calendar system**, accessible to students and faculty online, with options for real-time updates and notifications. This would enhance visibility, coordination, and adaptability to any schedule changes during the academic year. **Overall, the documentation for the University & Institute Academic Calendar file is satisfactory, well-structured, and effectively supports the department's academic planning processes, with scope for digital integration and improved accessibility.**
3	Subject Syllabus	Completed	Verified	Observations: • The Subject Syllabus file is well organized and comprehensive, containing detailed syllabi for each course offered by the department across all semesters. The syllabi are clearly structured and include essential components such as course objectives, learning outcomes, content outline, reference materials, and assessment methods. • It is observed that the **syllabi**

				are aligned with the university's curriculum guidelines and **institutional academic standards**, ensuring consistency across courses and departments. The documentation reflects a careful balance between **core technical subjects** and **elective courses**, providing students with a well-rounded education. • The file also contains records of periodic syllabus reviews and updates, ensuring that the course content remains relevant and up to date with the latest developments in the field of Computer Science & Engineering. • **Suggestions for improvement include digitizing the subject syllabi** to enhance accessibility and enable easier updates. Additionally, incorporating a **feedback loop from faculty and students** could provide valuable insights for improving the syllabi and ensuring that they meet evolving academic and industry needs. **Overall, the documentation for the Subject Syllabus file is satisfactory, thorough, and aligned with academic standards, with opportunities for enhanced digital management and continuous syllabus refinement based on stakeholder feedback.**
4	Workload Distribution	Completed	Verified	Observations: • The Workload Distribution file is well organized and clearly maintained, with

				detailed records of the teaching load assigned to each faculty member for every semester. The documentation includes the number of lecture hours, lab hours, tutorials, and any additional responsibilities such as project supervision or administrative duties. • Each record specifies the **subject or course taught**, the **semester in which it was taught**, and the **faculty member responsible**, ensuring that the distribution of teaching duties is well-documented and transparent. • The file also contains **justifications for the allocation of workload**, especially in cases where there are deviations from the standard workload distribution norms. This includes **considerations such as faculty availability, course complexity, and any additional non-teaching duties**. • It is observed that the **workload distribution is aligned with the departmental policies and institutional norms**, ensuring that faculty members are not overburdened, and that there is a fair distribution of teaching responsibilities across the department. • **Suggestions for improvement include implementing a digital workload management system** to streamline the allocation process, enhance

				accessibility, and allow for real-time tracking and adjustments. Additionally, maintaining a system for regular review and feedback on workload distribution from faculty could help ensure its continued fairness and efficiency. **Overall, the documentation for the Workload Distribution file is satisfactory, well-detailed, and aligns with the department's commitment to effective faculty management, with opportunities for digital optimization and regular review processes.**
5	Branch-Enrolled Student List	To be Modified	Verified	Observations: • The Branch Enrolled Student List files are well-maintained, containing accurate and up to date records of all students enrolled in the ELECTRICAL ENGINEERING department across various batches and semesters. The files are organized by academic year, branch, and student cohort, allowing for easy retrieval and verification of student enrollment. • Each record includes **relevant student details**, such as **name, roll number, contact information, and the year of admission**. This provides a comprehensive overview of the student demographic within the department. • It is noted that the documentation reflects **clear categorization of students** based on their respective

				specializations, electives, and academic standing, which helps in understanding the distribution of students across various areas of study within the department. • The file also contains **records of student withdrawals, transfers, and dropouts**, along with **appropriate justifications** and dates, ensuring that the department has accurate data on student retention and movement. • **Suggestions for improvement include digitizing the student list to allow for more efficient updates, better accessibility, and enhanced data security. Additionally, incorporating a system for tracking student academic progress within the list (such as GPA or course completion) would further strengthen the file's utility.** **Overall, the documentation for the Branch Enrolled Student List file is satisfactory, accurate, and well organized, with opportunities for improved digital management and enhanced tracking of student progress.**
6	Faculty Profile File	Completed	Verified	Observations: • The Faculty Profile files are well organized and comprehensive, containing detailed records of each faculty member, including personal details, academic qualifications, professional experience, publications, research projects, and courses

				taught. • It is observed that the files include regular updates of faculty achievements, such as academic qualifications, certifications, participation in conferences, seminars, workshops, and any other professional development activities. This ensures that the department maintains an up to date record of faculty capabilities and expertise. • The documentation also includes **performance reviews, feedback from students, and records of faculty meetings**, providing insights into faculty performance, teaching quality, and professional growth. • **Suggestions for improvement include transitioning to a digital system for faculty profile management**, allowing for easier updates, better accessibility, and the ability to track professional milestones in real-time. Additionally, integrating the profile system with the department's academic tracking tools could provide a more holistic view of faculty contributions to both teaching and research. **Overall, the documentation for the Faculty Profile file is satisfactory, comprehensive, and aligned with institutional goals for maintaining detailed faculty records, with opportunities for digital optimization and more integrated management.**

7	Student Profile File	To be Updated	Verified	Observations: • The **Student Profile files are well-maintained**, containing comprehensive records of each student enrolled in the department, including **personal details, academic performance, extracurricular activities, and any additional achievements**. • Each student's profile includes **semester-wise marks, attendance records, and progression through the program**, allowing for a detailed view of the student's academic journey. The profiles also include **records of any special considerations or accommodations** granted to students, such as for medical reasons or learning disabilities. • The files are organized by **batch and semester**, ensuring easy retrieval and access to each student's academic history. The documentation also includes **records of any disciplinary actions or commendations** received by the students, offering a holistic view of their time at the institute. • It is observed that the **student profiles are regularly updated**, with new records added for each academic semester, ensuring that the file remains current and comprehensive. • **Suggestions for improvement include transitioning to a digital**

				student profile system, which would allow for better accessibility, easier updates, and improved data management. Additionally, integrating the profiles with the department's academic tracking system could enhance the ability to monitor student progress and outcomes more efficiently. **Overall, the documentation for the Student Profile file is satisfactory, thorough, and well-aligned with the department's goals of maintaining comprehensive student records, with opportunities for improved digital management and integration with other systems.**
8	Time Table File	Completed	Verified	Observations: • The Time Table file is well organized and systematically maintained, with clear records of class schedules for each semester, including lecture timings, faculty assignments, and room allocations for all courses offered by the department. • It is observed that the **time tables are developed in accordance with the academic calendar** and are designed to optimize faculty and classroom resources while ensuring balanced workloads for students and instructors. • The documentation includes **records of any changes or adjustments made to the original timetable**, with proper justifications for alterations, such as faculty

				availability, room constraints, or unforeseen scheduling conflicts. These changes are appropriately documented and communicated to all stakeholders. • The file also includes **records of regular faculty meetings and reviews**, ensuring that the timetable is regularly evaluated and revised based on feedback from faculty members and students. • **Suggestions for improvement include transitioning to a digital timetable management system**, which could offer better accessibility, real-time updates, and streamlined coordination across departments. Additionally, ensuring that all revisions are logged with detailed comments on their necessity would enhance transparency. **Overall, the documentation for the Time Table file is satisfactory, complete, and aligns with the department's academic scheduling needs, with opportunities for digital optimization and improved revision tracking.**
9	Lesson Plan and Course Coverage Reports	To be Updated	Verified	Observations: • The **Lesson Plan and Course Coverage files are meticulously maintained**, with each course having a **detailed lesson plan** that includes **weekly schedules, topics to be covered, teaching methods, and assessment plans**. • The **Lesson Plans are**

				comprehensive and align with the department's syllabus and academic calendar, ensuring a structured approach to course delivery. Each plan is documented with specific **learning objectives, reference materials, and assessment strategies**, contributing to effective teaching and learning. • The **Course Coverage Report is regularly updated**, providing **accurate tracking of the completion of syllabus topics** against the planned schedule. It includes records of **any deviations from the planned timeline**, along with explanations for delays or adjustments made during the course delivery. • It is noted that **faculty members maintain detailed records of class progress**, including **student engagement levels, challenges faced, and methods used to overcome instructional barriers**. This approach ensures that the course content is delivered effectively and in a timely manner. • **Suggestions for improvement include implementing a digital system for both lesson planning and course coverage tracking, to enhance accessibility, streamline updates, and facilitate better analysis of course delivery and completion. Additionally, a periodic review of the**

				lesson plans by the department could help ensure alignment with emerging academic trends and student needs. **Overall, the documentation for the Lesson Plan and Course Coverage Report file is satisfactory, thorough, and aligns with institutional standards for academic planning and monitoring, with opportunities for improved digital management and periodic reviews.**
10	Records on Bridge Course/Remedial/Counselling Classes by Faculty Members	To be Updated	Verified	Observations: • The **Bridge Course/Remedial/Counselling Classes file is well-maintained**, containing comprehensive records of **additional academic support provided to students** who may need extra help. The file includes **details of bridge courses, remedial sessions, and individual or group counseling sessions** conducted by faculty members. • Each entry includes **course content, schedule, attendance records, and student participation**, as well as **specific academic or personal challenges faced by students** and the measures taken to address them. • It is observed that the **department provides structured and targeted support to students struggling with course material**, ensuring that **remedial sessions are organized based on specific**

				needs such as foundational concepts, exam preparation, and individualized support. • The documentation also includes **records of counseling sessions**, with a focus on **student well-being and personal development**, reflecting the department's holistic approach to student support. • **Suggestions for improvement include digitizing the records of bridge courses, remedial sessions, and counseling to improve accessibility and tracking. Additionally, it would be beneficial to document the long-term outcomes or improvements in students' academic performance and well-being after attending these sessions.** **Overall, the documentation for the Records on Bridge Course/Remedial/Counselling Classes file is satisfactory, comprehensive, and demonstrates the department's commitment to supporting students' academic and personal growth, with opportunities for enhanced digital management and outcome tracking.**
11	Records on use of Innovative Classroom Teaching	To be Updated	Verified	Observations: • The **Innovative Classroom Teaching file is well-maintained**, documenting the **implementation of modern teaching techniques and strategies** aimed at enhancing student learning experiences. This includes

				records of **interactive teaching methods, technology integration (e.g., multimedia presentations, online tools), and student-centered approaches** used in the classroom. • Each entry in the file includes **detailed descriptions of innovative teaching methods employed** by faculty members, along with **evidence of student participation, feedback, and the effectiveness of these methods** in improving learning outcomes. • It is observed that the **ELECTRICAL ENGINEERING Department has made substantial efforts to incorporate innovative teaching practices**, such as **flipped classrooms, blended learning, project-based learning, and the use of simulations and industry tools** to engage students more effectively. • The file also contains **records of workshops, seminars, and training programs** conducted to help faculty enhance their teaching methodologies, ensuring that faculty members are well-equipped to implement innovative practices. • **Suggestions for improvement include maintaining a more structured tracking system to assess the long-term impact of innovative teaching methods on**

				student learning outcomes. Additionally, regular peer reviews and student surveys could be used to gauge the effectiveness of these teaching strategies, and the results should be documented for continuous improvement. **Overall, the documentation for the Records on the Use of Innovative Classroom Teaching file is satisfactory, comprehensive, and clearly reflects the department's commitment to improving teaching quality through innovation, with opportunities for enhanced tracking and feedback mechanisms.**
12	Students Assignment File	Completed	Verified	Observations: • The Students' Assignment files are well organized, containing detailed records of assignments distributed to students, including assignment questions, submission deadlines, grading rubrics, and feedback provided by the faculty. • It is observed that the **files include clear documentation of student submissions**, with **marks awarded for each assignment, along with any additional comments or suggestions for improvement**, ensuring a transparent evaluation process. • The documentation also reflects the department's efforts to **monitor the timely submission of assignments**, with records of **extensions**

				granted, if any, and **justifications for delays** (e.g., illness, personal issues). • The file contains records of **student engagement and participation**, including instances of **faculty follow-up** for students who may have missed assignments or need additional support. • **Suggestions for improvement include maintaining a digital repository for assignment records to streamline tracking, improve accessibility, and reduce the risk of data loss. Additionally, a more structured feedback mechanism could be implemented, ensuring that all assignments receive detailed and actionable feedback for students' improvement.** **Overall, the documentation for the Students' Assignment file is satisfactory, thorough, and well-aligned with the department's academic monitoring and assessment objectives, with opportunities for improved digital management and enhanced feedback mechanisms.**
13	HOD Class Visit Report	To be Updated	Verified	Observations: • The **HOD Class Visit Report files are well-maintained and systematically organized**, containing records of **classroom visits conducted by the Head of Department (HOD)**. These reports include **observations on**

				teaching methods, student engagement, and overall effectiveness of the class delivery. • Each report includes **detailed feedback** from the HOD on various aspects of the class, such as **teaching style, student participation, content delivery, and use of teaching aids**. The reports also document **recommendations for improvements** based on the observations made during the class visit. • It is noted that the **class visits are conducted regularly** as part of the department's academic monitoring process, and the documentation reflects the **department's commitment to continuous improvement of teaching quality**. • The file also includes **follow-up actions and subsequent evaluations**, ensuring that feedback provided during class visits is addressed by faculty members and appropriate corrective measures are taken when necessary. • **Suggestions for improvement include digitizing the HOD class visit reports for better accessibility, ensuring that follow-up actions and the impact of implemented changes are recorded for future reference, and introducing a standardized template for the reports to ensure uniformity in**

				evaluation. **Overall, the documentation for the HOD Class Visit Report file is satisfactory, comprehensive, and demonstrates a commitment to maintaining and enhancing teaching quality in the department, with minor opportunities for digital archiving and standardized reporting processes.**
14	Mechanism of Identifying Slow and Advanced Learners	Completed	Verified	Observations: • The file is well organized and maintains comprehensive records outlining the criteria and methodology used by the department to identify slow and advanced learners. The documentation includes assessment results, feedback reports, and student performance data from internal examinations, assignments, and class participation. • It is observed that the **ELECTRICAL ENGINEERING Department has a structured approach to identifying students who need additional support** (slow learners) and those who may benefit from more challenging coursework or opportunities for enrichment (advanced learners). The **methodology includes regular evaluations, faculty feedback, peer reviews, and student self-assessment reports**. • The file includes **records of remedial measures** for slow learners, such as additional

				tutoring sessions, targeted assignments, and mentoring, as well as **opportunities for advanced learners**, including participation in advanced projects, workshops, and seminars. • **Suggestions for improvement include maintaining a centralized digital record of all identified learners, along with detailed intervention strategies and progress tracking for each individual. Additionally, incorporating a formal review process to assess the effectiveness of the interventions for both slow and advanced learners would further enhance the system.** **Overall, the documentation for the Mechanism for Identifying Slow and Advanced Learners is satisfactory, thorough, and aligns with the department's commitment to personalized student support, with opportunities for improved digital tracking and formal review processes.**
15	List of Add-on Courses	To be Updated	Verified	Observations: • The Add-on Courses file is well organized and systematically maintained, containing records of all add-on courses offered by the department, along with their details such as course titles, objectives, syllabi, duration, mode of delivery, and certification details. • It is observed that the

				documentation includes the approval records for each add-on course, showing that the courses were vetted by the relevant academic bodies and aligned with the department's educational goals. • The file includes **clear records of student enrollment for each course, completion rates, and certification outcomes**, which helps in monitoring the participation and success of students in these supplementary programs. • The department has **actively incorporated industry-relevant skills** into the add-on courses, which enhances students' practical knowledge and employability prospects. • **Suggestions for improvement include digitizing the course details and maintaining a centralized database for easier tracking and analysis of student participation and performance in add-on courses. Additionally, periodic reviews of course content and relevance should be documented to ensure that the add-on courses remain aligned with industry trends and educational standards.** **Overall, the documentation for the List of Add-on Courses file is satisfactory, comprehensive, and well-aligned with institutional objectives for student skill enhancement, with opportunities for further digital optimization**

				and periodic content review.
16	University and Internal Question Paper Bank	To be Updated	Verified	Observations: • The **Question Paper Bank files are systematically maintained**, containing both **internal and university question papers** for each course offered by the department across different semesters. • It is observed that the **question papers are categorized by course, semester, and academic year**, with each set of papers archived in a clear and organized manner for easy retrieval. • The files include **details about the paper format, evaluation schemes, model answers, and any related academic guidelines**, ensuring transparency in assessment and alignment with institutional academic policies. • It is noted that **internal question papers are reviewed and approved by the department before distribution**, and the records include **clear documentation of the paper-setting process, including faculty involvement and approval from the department head**. • The **university question papers** are also maintained in accordance with university norms, with evidence of **proper safekeeping and access control** to ensure confidentiality and integrity in the examination process. • **Suggestions for**

				improvement include implementing a digital question paper bank system for better security, easy access, and streamlined archiving of past question papers. Additionally, periodic reviews of question papers could be documented to ensure that they remain relevant and up to date with the course objectives. **Overall, the documentation for the University & Internal Question Paper Bank file is satisfactory, well organized, and adheres to institutional guidelines, with opportunities for enhanced digitalization and process optimization.**
17	Examination Time Table	Completed	Verified	Observations: • The **Examination Timetable files are systematically organized and properly maintained**, containing records of **semester examination schedules, departmental internal exam timetables, and any changes or updates to the schedule**. • Each timetable document includes **clear details on exam dates, times, venues, course codes, paper names, and invigilator assignments**, ensuring smooth coordination and transparency. • It is observed that **the examination schedules are communicated well in advance**, with proper documentation of notifications sent to students and faculty, allowing for

				effective planning. • The file also includes **any modifications to the original timetable**, with appropriate approvals and documentation of reasons for changes, ensuring transparency and proper record-keeping. • **Suggestions for improvement include digitizing the examination timetable to facilitate easy access and quick updates, along with ensuring that all related documents (e.g., room allocations, invigilator duties) are integrated into a single digital system for better coordination.** **Overall, the documentation for the Examination Timetable file is satisfactory, comprehensive, and complies with institutional requirements, with minor opportunities for digitalization and improved procedural coordination.**
18	Internal Marks File	To be Updated	Verified	Observations: • The **Internal Marks files are well-maintained and systematically organized**, containing records of **internal assessments, continuous evaluation, assignment scores, mid-term exam marks, and other internal examination results**. • Each file includes **detailed records of individual students' marks, assessment criteria, weightage distribution, and evaluation**

				rubrics, providing transparency in the grading process. • It is observed that the **documentation accurately reflects the academic performance of students throughout the semester**, with sufficient details regarding the method of evaluation and grading scale. • The records also include **attendance-based grading or any corrective measures applied**, ensuring alignment with institutional policies on attendance and internal assessments. • **Suggestions for improvement include implementing a digital tracking system for internal marks to ensure quick access, better analysis of student performance, and reducing the chances of data loss or discrepancies in manual records.** **Overall, the documentation for the Internal Marks file is satisfactory, comprehensive, and aligns with institutional guidelines for assessment and grading, with scope for digital enhancement and procedural improvements.**
19	Sessional Marks File	Completed	Verified	Observations: • The **Sessional Marks File is systematically maintained**, containing **course-wise and semester-wise records of internal assessment marks** awarded to students for various sessional examinations, class tests, assignments, and laboratory

				work. • It is observed that the **marks are entered accurately, signed by the concerned faculty members, verified by the Head of the Department (HOD), and submitted within the stipulated time to the academic section and examination cell**. • The file also includes **details of the assessment components**, such as the **weightage of each internal test, assignment, and lab performance**, ensuring transparency in the internal evaluation process. • Records show that **sessional marks are communicated to students in a timely manner**, with opportunities for students to review their performance and address any discrepancies. • **Suggestions for improvement include the adoption of a digital internal marks management system** for enhanced accessibility, real-time updates, and secure record-keeping. Integration with student portals would also enable students to track their academic performance conveniently. **Overall, the documentation for the Sessional Marks file is satisfactory, accurate, and well-structured, reflecting a transparent and effective internal assessment process, with opportunities for digital enhancement and improved accessibility.**

20	Sample Answer Paper Bank	To be Updated	Verified	Observations: • The **Sample Answer Paper Bank File is neatly maintained**, containing **sample evaluated answer scripts of internal and university examinations** across various courses and semesters. These include papers with **varying grades (high, average, and low scores)** to illustrate assessment standards. • It is observed that the file serves as a **useful academic resource for faculty members** to standardize evaluation patterns and for students to understand **expected answer formats, marking schemes, and areas for improvement**. • The file is **updated periodically** and includes **authenticated copies with signatures of evaluators and HOD verification**, ensuring reliability and transparency in assessment practices. • **Suggestions for improvement include digitizing the sample paper repository** for easier access by faculty and students, and organizing periodic orientation sessions to help students review these papers and learn from model answers. **Overall, the documentation for the Sample Answer Paper Bank file is satisfactory, well organized, and serves as an effective academic reference tool, with scope for**

				digital integration and increased student engagement.
21	Result Analysis File	To be Updated	Verified	Observations: • The **Result Analysis File is well-structured and comprehensive**, containing detailed **semester-wise and course-wise analysis of student performance** in university examinations and internal assessments. • The documentation includes **pass percentages, subject-wise performance trends, toppers' lists, and comparative analysis** with previous years, providing valuable insights into academic progress and areas requiring improvement. • It is noted that the **file also highlights the performance of slow and advanced learners**, aiding in planning appropriate academic interventions such as **remedial classes, counselling sessions, and skill enhancement programs**. • The result analysis reports are **signed and verified by the HOD and shared with the academic committee and faculty members**, ensuring that the insights are used effectively for academic planning and continuous improvement. • **Suggestions for improvement include developing a digital result analysis dashboard** that can automatically generate real-time analytical reports, charts, and performance

				indicators, enabling more efficient data interpretation and decision-making. **Overall, the documentation for the Result Analysis file is satisfactory, detailed, and effectively utilized for academic review and improvement, with potential for digital enhancement and data-driven academic management.**
22	SAS Report File	Completed	Verified	Observations: • The **SAS Report File is well-maintained and systematically organized**, containing detailed records of **student advisement and mentoring activities** conducted throughout the academic session. • The documentation includes **faculty-wise and student-wise reports of advisement meetings**, covering aspects such as **academic progress, attendance status, personal concerns, career guidance, and suggestions for improvement**. • It is observed that the advisement system is actively implemented in the department, with **periodic interactions between faculty advisors and their assigned group of students**. The records are duly **signed by both faculty and students**, ensuring accountability and authenticity. • The SAS reports are effectively utilized for **identifying slow learners, advanced learners, and students requiring special attention**, enabling targeted

				academic support and personal counselling. • **Suggestions for improvement include digitizing the advisement reporting process**, integrating it with the institutional academic management system for ease of record-keeping, retrieval, and better tracking of student progress and advisement outcomes. **Overall, the documentation for the Students Advisement System (SAS) Report file is satisfactory, organized, and contributes effectively to student academic monitoring and support, with opportunities for digital transformation and enhanced reporting mechanisms.**
23	Co-curricular and Extension Activities File	To be Updated	Verified	Observations: • The file is well organized and properly documented, containing detailed records of various co-curricular activities such as seminars, technical workshops, webinars, coding contests, paper presentations, and project exhibitions, as well as extra-curricular activities including sports events, cultural programs, social outreach initiatives, and student club activities. • Each activity is supported with relevant documentation including **event notices, schedules, attendance records, photographs, feedback forms, and activity reports**, duly verified by the concerned coordinators and the Head of the Department (HOD). • The records reflect **active participation by students and**

				faculty members, showcasing the department's commitment to promoting holistic student development alongside academic excellence. • **Suggestions for improvement include maintaining a digital archive of event reports and photographs**, and preparing a **year-wise summary report of achievements and student participation statistics** for enhanced tracking and showcasing during accreditation and institutional audits. **Overall, the documentation for the Co-curricular and Extra-curricular Activities file is satisfactory, comprehensive, and effectively highlights the department's initiatives for student engagement beyond the classroom, with scope for digital record management and annual activity consolidation.**
24	Reports on Conference/Seminar/ Workshop/Expert Talk/STTP etc. Organized	Completed	Verified	Observations: • The documentation is **well-maintained and systematically arranged**, containing detailed reports of each academic and professional development event organized during the academic session. • Each report typically includes **event objectives, schedules, resource person details, participant lists, photographs, feedback summaries, and concluding remarks**, duly signed and verified by the event coordinator and the Head of the Department (HOD). • The records reflect **active efforts by the department to enhance academic enrichment, industry**

				interaction, and professional skill development for students and faculty members. • It is commendable that the department ensures **diversity in topics and invites experienced resource persons from academia, industry, and research organizations**, thereby adding significant value to the learning environment. • **Suggestions for improvement include maintaining a consolidated digital repository of these event reports** for easier retrieval, future reference, and presentation during accreditations or external audits. Additionally, preparing **annual summary reports highlighting key outcomes, student participation, and feedback trends** would further strengthen the documentation process. **Overall, the documentation for the Reports on Conferences, Seminars, Workshops, Expert Talks, and STTPs organized file is satisfactory, comprehensive, and reflective of the department's commitment to continuous academic and professional development, with scope for digital archival and structured annual reporting.**
25	R&D Activities and Publication File	To be Updated	Verified	Observations: • The file is systematically maintained and well organized, containing records of faculty and student

				research activities, project proposals, funded research initiatives, consultancy works, patents applied/filed, and publications in reputed journals and conferences. • The documentation includes **copies of published research papers, conference presentation certificates, patent application acknowledgments, and records of participation in research-oriented programs** such as FDPs, workshops, and hackathons. • It is commendable that the department actively encourages **faculty members and students to participate in research and scholarly activities**, as reflected in the documented outcomes. • **Suggestions for improvement include creating a digital R&D repository**, enabling streamlined storage, easy access, and real-time updating of research contributions. Furthermore, a **year-wise consolidated report highlighting key achievements, research grants, publications, and patent filings** would enhance the visibility of departmental R&D activities. **Overall, the documentation for the R&D Activities and Publication file is satisfactory, comprehensive, and effectively highlights the department's efforts in fostering research culture and academic contribution, with potential for digital enhancement and**

				structured summary reporting.
26	Professional Society Membership File	Completed	Verified	Observations: • The file is **well-maintained** and contains **detailed records of faculty and student memberships** in various professional societies and organizations, such as **IEEE, ACM, ISTE, and other discipline-specific associations**. • Each membership record includes **membership certificates, renewal details, active participation records (e.g., events attended, leadership roles held, etc.), and proof of engagement in society-sponsored activities** such as conferences, workshops, seminars, and technical competitions. • It is noted that the department encourages **faculty and students to actively engage in professional societies**, enhancing their exposure to current trends, research, and industry practices in the field of Computer Science and Engineering. • **Suggestions for improvement include consolidating membership data in a centralized, digital format**, allowing for better tracking, renewal management, and showcasing of the department's collective involvement in professional organizations. Additionally, organizing **more collaborative events with these societies** could help in fostering better industry-

				academia connections. **Overall, the documentation for the Professional Society Membership file is satisfactory, comprehensive, and reflects the department's active participation in professional development, with room for digital organization and enhanced engagement through collaboration with these societies.**
27	Faculty Training File	Completed	Verified	Observations: • The Faculty Training File is well organized and contains detailed records of faculty development programs (FDPs), workshops, seminars, and training sessions attended by faculty members, both internal and external to the institute. • Each entry includes **certificates of participation, agendas, training content, feedback forms, and evaluation reports**, verifying the active involvement of faculty members in continuous professional development activities. • It is noted that the department places significant emphasis on **enhancing faculty skills** through exposure to new teaching methodologies, technological advancements, and industry trends, thereby improving the quality of education provided to students. • The documentation reflects a **diverse range of training topics**, such as **pedagogical techniques, research methodologies, software tools, industry**

				collaboration, and emerging technologies, supporting the professional growth of faculty members. • **Suggestions for improvement include digitizing the faculty training records**, creating an online repository for easier access, tracking, and reporting. Additionally, maintaining a **centralized faculty training calendar** could streamline planning and ensure broader participation in relevant training programs. **Overall, the documentation for the Faculty Training file is satisfactory, comprehensive, and highlights the department's commitment to continuous faculty development, with potential for digital record-keeping and improved tracking of training initiatives.**
28	Students Feedback File	To be Updated	Verified	Observations: • The **Students' Feedback File is well-maintained** and contains **detailed records of feedback collected from students** on various aspects of academic delivery, including **teaching quality, course content, faculty performance, infrastructure, and overall learning environment**. • Feedback is collected **systematically at regular intervals** (typically at the end of each semester) using **structured questionnaires**, with responses duly **analyzed and summarized** to identify

				trends and areas for improvement. • The file includes **actionable reports** summarizing the feedback, along with **follow-up actions taken by the department** based on the suggestions or concerns raised by students. This demonstrates a commitment to **continuous improvement** in the quality of education and the student experience. • It is observed that the feedback process is **transparent and students' anonymity is maintained**, fostering an environment where students feel comfortable sharing constructive feedback. • **Suggestions for improvement include exploring digital tools** to automate the feedback collection and analysis process, thereby improving efficiency and providing more real-time insights. Additionally, maintaining a **longitudinal analysis of feedback trends over multiple semesters** could offer valuable insights into the effectiveness of implemented changes. **Overall, the documentation for the Students' Feedback file is satisfactory, comprehensive, and demonstrates a well-structured approach to gathering and acting upon student feedback, with potential for digital enhancement and more in-depth analysis.**
29	Parents Feedback File	Completed	Verified	Observations:

				• The Parents' Feedback File is well organized and contains systematic records of feedback collected from parents regarding various aspects of their children's academic experience, including academic progress, faculty performance, infrastructure, co-curricular activities, and overall student development. • Feedback is collected **periodically**, typically through **structured surveys or meetings**, ensuring that the parents' perspectives are regularly taken into account to enhance the quality of the academic environment. • The file includes **summarized feedback reports**, with clear **actionable insights** and **follow-up actions** that the department has taken in response to concerns or suggestions provided by parents. This shows a **commitment to addressing parent concerns** and fostering a collaborative relationship between the department and families. • **Suggestions for improvement include digitizing the feedback process** to allow for easier collection, analysis, and tracking of feedback trends over time. A digital platform could also enable **real-time responses** and greater engagement with parents. Additionally, creating **more opportunities for interaction with parents**,

				such as parent-teacher meetings or online forums, could further enhance the feedback loop. **Overall, the documentation for the Parents' Feedback file is satisfactory, comprehensive, and demonstrates a proactive approach to engaging with parents, with potential for digitalization and improved tracking of feedback trends.**
30	List of Committee of the Institute	To be Updated	Verified	Observations: • The documentation of the list of committees is found to be well organized, systematically maintained, and updated as per institutional requirements. • Each committee's documentation includes **details of composition, objectives, tenure, roles and responsibilities, and approved faculty/staff members**, which facilitates transparency and clarity in institutional operations. • It is observed that **records of meeting schedules, attendance, agendas, and minutes of meetings** for most of the committees are properly documented and readily available for verification. • The documentation reflects **active involvement of ELECTRICAL ENGINEERING Department faculty members in various institutional committees**, indicating participative management and academic

				engagement. • **Minor suggestions for improvement include ensuring uniformity in the format of committee records and timely updation of any changes in committee composition** to maintain accuracy and consistency. **Overall, the documentation for the list of committees is satisfactory, comprehensive, and compliant with institutional and regulatory guidelines, with scope for minor procedural enhancements.**
31	Minutes of Meeting File	To be Updated	Verified	Observations: • The Minutes of Meeting files are systematically maintained, well organized, and properly archived both in physical and digital formats. • Each MoM document contains essential details including the **date of meeting, list of attendees, agenda points, discussions held, resolutions passed, and action taken reports (where applicable)**. • It is observed that **regular meetings are conducted by most of the committees as per the academic calendar and institutional requirements**. The frequency and documentation of meetings reflect active administrative and academic management. • The MoM files also indicate **active participation of ELECTRICAL ENGINEERING Department faculty**

				members in various institutional committees, contributing to policy formulation and decision-making processes. • **Suggestions for improvement include standardizing the MoM format across all committees and ensuring timely submission and signing of minutes by the respective members and authorities** to maintain procedural consistency. **In conclusion, the documentation of Minutes of Meeting files is satisfactory, comprehensive, and in alignment with institutional governance practices, with minor scope for format standardization and procedural refinements.**
32	Circular/Office Order/Notice File	Completed	Verified	Observations: • The **documentation of circulars, office orders, and notices is properly maintained and systematically arranged in chronological order** for ease of reference. • Each document is found to be **duly approved, dated, and issued by the competent authority**, with clear mention of the subject, concerned stakeholders, and instructions to be followed. • It is observed that important communications related to **academic schedules, examinations, committee meetings, student activities, faculty responsibilities, and institutional policies** are appropriately documented

				and circulated through these notices and orders. • The files also reflect **adequate representation and timely dissemination of relevant information to the ELECTRICAL ENGINEERING Department faculty and students**. • **Suggestions for improvement include the adoption of a uniform file numbering and indexing system for quick retrieval, along with digital archiving of all circulars and notices for improved accessibility and record-keeping.** **Overall, the documentation of Circular, Office Order, and Notice files is satisfactory, well organized, and adheres to institutional norms, with scope for minor procedural enhancements in record management.**
33	CO&PO Mapping File	Completed	Verified	Observations: • The **CO-PO Mapping documentation is properly structured, well-maintained, and updated in alignment with the program curriculum and institutional guidelines**. • Each course file contains clearly defined **Course Outcomes (COs) mapped against the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs)** with appropriate correlation levels (Low, Medium, High). • It is observed that **CO-PO Mapping matrices have**

				been prepared for all theory and laboratory courses offered by the department in each semester, ensuring academic accountability and outcome-based education (OBE) compliance. • The documentation also includes **attainment calculation methods, assessment tools, and analysis of CO and PO attainment levels**, reflecting a systematic approach to academic quality monitoring. • **Suggestions for improvement include standardizing the format of CO-PO matrices across all courses and incorporating periodic review records of the mapping to ensure continuous quality enhancement.** **In conclusion, the documentation of the CO-PO Mapping file is satisfactory, comprehensive, and aligns with outcome-based education practices, with minor scope for uniform formatting and regular review updates.**
34	Budget, Purchase Order & Invoice File	To be Updated	Verified	Observations: • The documentation related to budget proposals, approved budgets, purchase orders (POs), and invoices is systematically maintained and well organized, ensuring transparency in financial transactions and procurement processes. • Each file contains **duly approved budget allocation documents, vendor**

				quotations, comparative statements, purchase orders, delivery challans, and corresponding invoices with necessary approvals and signatures from the competent authority. • It is observed that the **procurement process follows institutional financial policies and procedures**, with appropriate documentation of fund utilization specific to departmental requirements. • The records for the ELECTRICAL ENGINEERING Department reflect **timely submission and processing of purchase orders and invoices** for laboratory equipment, software licenses, academic resources, and other infrastructural needs. • **Suggestions for improvement include maintaining a consolidated summary sheet for each financial year indicating budget allocation, expenditure, and balance, along with digital archival of financial documents for ease of future reference and audit readiness.** **Overall, the documentation of Budget, Purchase Order, and Invoice files is satisfactory, transparent, and compliant with institutional financial norms, with minor scope for procedural and digital enhancements.**
35	Skill Project File	To be Updated	Verified	Observations: • The **Skill Project files are**

				well-maintained and systematically organized, containing relevant records such as **project proposals, objectives, team composition, project plans, progress reports, evaluation sheets, and completion certificates**. • It is observed that the **ELECTRICAL ENGINEERING Department actively encourages students to undertake skill-based projects aligned with emerging technologies and industry requirements**, enhancing their practical exposure and employability. • The documentation includes **faculty mentoring records, project evaluation criteria, and evidence of student participation in internal and external project exhibitions, competitions, and hackathons**. • The Skill Project file also reflects **alignment of projects with Program Outcomes (POs) and Program Specific Outcomes (PSOs)**, supporting the institution's outcome-based education (OBE) framework. • **Suggestions for improvement include introducing a standardized project synopsis format for uniformity and maintaining a consolidated summary report of completed and ongoing projects for each academic year.** **Overall, the documentation for the**

				Skill Project file is satisfactory, comprehensive, and effectively supports skill development initiatives within the department, with scope for minor procedural enhancements.
36	Students Seminar and Project File	To be Updated	Verified	Observations: • The **Students' Seminar and Project files are properly maintained and organized**, containing records such as **project titles, abstracts, seminar topics, student group details, guide allocation, progress reports, presentation schedules, evaluation sheets, and final project reports**. • It is observed that the **seminar and project activities are conducted as per the academic calendar**, with well-documented records of internal reviews, viva-voce examinations, and external evaluations where applicable. • The documentation also includes **faculty mentoring records, attendance during seminars/project presentations, and consolidated attainment analysis**, supporting the continuous assessment and monitoring of student performance. • Projects undertaken by the ELECTRICAL ENGINEERING students reflect a good mix of **current industry trends, application-based solutions, and research-oriented work**, promoting innovation and practical learning.

				• **Suggestions for improvement include standardizing the project report format, maintaining digital records for easy retrieval, and introducing a consolidated annual summary of seminars and projects completed for future reference and institutional reporting.** **Overall, the documentation for the Students' Seminar and Project files is satisfactory, comprehensive, and effectively supports academic and skill development objectives within the department, with minor opportunities for procedural standardization and digital archiving.**
37	Students Training File	Completed	Verified	Observations: • The **Students' Training files are properly maintained, organized, and arranged in a systematic manner**, containing details of **industrial training, internships, workshops, certification programs, and value-added courses** undertaken by students. • Each record includes **student details, training organization name, duration, training certificates, feedback forms, and departmental approval letters**, ensuring transparency and traceability. • It is observed that the **ELECTRICAL ENGINEERING Department actively encourages students to participate in industry-**

				relevant training programs, enhancing their technical skills and employability prospects. • The file also maintains **records of training-related circulars, activity reports, and consolidated lists of students trained each academic year**, supporting structured monitoring of skill enhancement activities. • **Suggestions for improvement include maintaining a digital training database for easy access and retrieval, and incorporating post-training feedback analysis to assess the effectiveness and relevance of training programs.** **Overall, the documentation for the Students' Training file is satisfactory, well-structured, and aligns with institutional initiatives for student skill development, with minor scope for procedural and digital management enhancements.**
38	Industrial Tour Report File	Completed	Verified	Observations: • The **Industrial Tour Report files are well-maintained and properly organized**, containing comprehensive records such as **tour proposals, administrative approvals, student participation lists, industry visit permissions, itineraries, and post-visit reports**. • It is observed that the **ELECTRICAL ENGINEERING**

				Department regularly organizes industrial visits and tours to reputed companies and technical organizations, providing students with valuable exposure to industry practices and operational environments. • The documentation includes **student feedback reports, faculty coordinators' observations, and photographs of the visits**, contributing to a transparent and complete record of the conducted activities. • These initiatives are well-aligned with the academic curriculum and help in **bridging the gap between classroom learning and real-world applications**. • **Suggestions for improvement include standardizing the tour report format, maintaining digital archives of reports and feedback, and preparing an annual summary of industrial visits for record and planning purposes.** **Overall, the documentation for the Industrial Tour Report file is satisfactory, comprehensive, and effectively supports student-industry interaction initiatives, with minor scope for procedural and archival enhancements.**
39	Students Placement File	Completed	Verified	Observations: • The Students' Placement files are well organized and systematically maintained, containing detailed records of

				placement drives, student applications, company profiles, placement letters, and joining reports. • Each student's placement record includes **personal details, academic performance, interview feedback, and placement outcomes**, which provide a comprehensive overview of the placement process. • It is observed that the **ELECTRICAL ENGINEERING Department actively facilitates industry collaborations and placement drives**, providing students with numerous opportunities for internships and full-time employment in reputable organizations. • The file also includes **placement-related circulars, event schedules, coordination with external agencies, and a summary of placement statistics for each academic year**. • **Suggestions for improvement include maintaining a digital database of all placement records for easy access and retrieval, as well as documenting post-placement follow-ups and student feedback on the placement process.** **Overall, the documentation for the Students' Placement file is satisfactory, comprehensive, and well-aligned with the department's efforts to enhance student career opportunities, with minor scope**

				for digital record management and follow-up enhancements.
40	Higher Studies and Entrepreneurship File	To be Updated	Verified	Observations: • The Higher Studies & Entrepreneurship files are well organized and systematically maintained, containing detailed records of student applications for higher studies, admission offers, scholarships, entrance exam results, and entrepreneurship initiatives. • Each record includes **students' academic qualifications, career aspirations, documentation of applications to national and international institutions, and support provided by the department for further studies or entrepreneurial pursuits**. • It is observed that the **ELECTRICAL ENGINEERING Department actively supports students pursuing higher education opportunities** by organizing seminars, workshops, and collaborations with reputed universities and organizations. Additionally, the documentation also includes **students involved in entrepreneurship activities**, including project proposals, startup initiatives, and mentorship records. • The files reflect **records of departmental and faculty assistance for students seeking guidance on higher studies or entrepreneurship,** such as

				writing recommendation letters, offering research guidance, or arranging guest lectures from industry experts. • **Suggestions for improvement include maintaining a digital database for quick access to higher studies and entrepreneurship records, as well as tracking post-graduation progress of alumni in these fields to assess the effectiveness of the department's support.** **Overall, the documentation for the Higher Studies & Entrepreneurship file is satisfactory, comprehensive, and aligned with the department's efforts to encourage academic and entrepreneurial growth among students, with minor scope for digital archiving and follow-up tracking.**
41	Course File/Lecture Diary	To be Updated	Verified	Observations: • The **Course Files and Lecture Diaries are systematically organized and well-maintained**, containing essential academic materials such as **syllabi, course objectives, lecture plans, teaching notes, assignments, student attendance records, and assessment details**. • Each course file contains **course outcome (CO) and program outcome (PO) mappings, teaching methodologies, and evaluation strategies**, ensuring compliance with the

				outcome-based education (OBE) framework. • It is observed that faculty members maintain up to date lecture diaries, which include daily lecture notes, course progress tracking, and records of any deviations from the planned syllabus. This helps in ensuring that the course is delivered according to schedule. • The **documentation also includes records of guest lectures, seminars, and workshops organized as part of the course**, along with post-lecture feedback from students for continuous improvement. • **Suggestions for improvement include ensuring uniformity in the format of course files across all faculty members and incorporating a periodic review system for lecture diaries to track long-term teaching effectiveness.** **Overall, the documentation for the Course File and Lecture Diary is satisfactory, comprehensive, and adheres to institutional guidelines for effective course delivery, with minor scope for procedural standardization and review processes.**
42	Students Attendance Register	Completed	Verified	Observations: • The **Students' Attendance Registers are systematically maintained and organized**, with entries for **date, student name, roll number, and attendance status (present/absent)** for each

				lecture or session. • It is observed that the attendance records are **accurately updated on a regular basis**, ensuring real-time tracking of student attendance and punctuality. • The registers include **clear records of leave applications, medical certificates, and other justifications for student absences**, reflecting transparency and adherence to institutional policies. • The documentation also includes **attendance summaries and monthly reports**, which are used for the calculation of total attendance percentages and for identifying students who may be at risk of academic penalties due to poor attendance. • **Suggestions for improvement include transitioning to a digital attendance system to improve accuracy and streamline record-keeping, as well as ensuring regular verification of attendance records by faculty members and department heads.** **Overall, the documentation for the Students' Attendance Registers is satisfactory, complete, and complies with institutional guidelines, with opportunities for digital enhancement and improved verification processes.**

Internal Academic Audit Report – Basic Science & Humanities (BS&H) Department

Institution: Radhakrishna Institute of Technology & Engineering (RITE), Bhubaneswar

Affiliations: BPUT | AICTE Approved | NAAC Accredited

Academic Year: 2025–26

Date of Audit: 13th March 2026

Reference No.: RITE/2025-26/241 Date: 25.02.2026

Auditing Body: Internal Quality Assurance Cell (IQAC) – RITE

Auditors: 1. Dr. Subash Ranjan Kabat, Principal

2. Dr. Chandrabhanu Malla, Dean-Academics

Department Audited: Basic Science & Humanities (BS&H)

HOD BS&H: Prof. Narendra Kumar Sarangi

Audit Objectives

- To evaluate academic documentation, teaching-learning processes, and assessment practices.
- To assess faculty involvement in academic, co-curricular, and research activities.
- To ensure compliance with AICTE, BPUT, and NAAC standards.
- To identify strengths and suggest actionable improvements.

Document Verification Summary of Basic Science & Humanities Department

Sl. No.	Document/File	Availability	Status	Observation
1	Institutional & Departmental Vision, Mission, PO, PEO & PSO File	To be Updated	Verified	Observations: • The file is well organized and neatly documented, presenting the Institution's Vision and Mission statements along with those specific to the BASIC SCIENCE & HUMANITIES department in a clear and accessible manner. • The **Program Outcomes (PO), Program Educational Objectives (PEO), and Program Specific Outcomes (PSO)** are precisely stated, aligned with **AICTE and NBA guidelines**, and reflect the department's commitment to delivering quality education, fostering employability, entrepreneurship, and higher studies. • It is noted that the **POs, PEOs, and PSOs are periodically reviewed and updated** in accordance with curriculum changes and feedback from stakeholders including **students, faculty, industry experts, and alumni**. • The file also documents the **process followed for framing and revising these statements**, along with **records of approval from the academic and department committees**, ensuring a transparent and participative approach.

				• **Suggestions for improvement include displaying these statements prominently in classrooms, laboratories, and on the department's website** for greater awareness among students and faculty. Additionally, periodic workshops or orientation programs could be organized to familiarize all stakeholders with these objectives and their role in achieving them. **Overall, the documentation for the Institutional & Departmental Vision, Mission, PO, PEO & PSO file is satisfactory, detailed, and well-aligned with accreditation requirements and institutional objectives, with scope for wider visibility and stakeholder engagement initiatives.**
2	University and Institute Academic Calendar	To be Updated	Verified	Observations: • The **Academic Calendar file is neatly maintained and comprehensive**, containing both the **university-issued academic calendar** and the **institute's internal academic schedule** for each academic session. • It is observed that the **department's academic activities are well-aligned with the university calendar**, including **dates for semester commencement, internal assessments, university examinations, holidays, and co-curricular events**. The institute's internal calendar is prepared with additional details such as **seminars, workshops,**

				student activities, project deadlines, and remedial sessions. • The documentation reflects **timely communication of the academic calendar to students and faculty members**, ensuring organized and efficient academic planning and execution. • **Suggestions for improvement include implementing a digital academic calendar system**, accessible to students and faculty online, with options for real-time updates and notifications. This would enhance visibility, coordination, and adaptability to any schedule changes during the academic year. **Overall, the documentation for the University & Institute Academic Calendar file is satisfactory, well-structured, and effectively supports the department's academic planning processes, with scope for digital integration and improved accessibility.**
3	Subject Syllabus	To be Updated	Verified	Observations: • The Subject Syllabus file is well organized and comprehensive, containing detailed syllabi for each course offered by the department across all semesters. The syllabi are clearly structured and include essential components such as course objectives, learning outcomes, content outline, reference materials, and assessment methods.

				• It is observed that the **syllabi are aligned with the university's curriculum guidelines** and **institutional academic standards**, ensuring consistency across courses and departments. The documentation reflects a careful balance between **core technical subjects** and **elective courses**, providing students with a well-rounded education. • The file also contains records of periodic syllabus reviews and updates, ensuring that the course content remains relevant and up to date with the latest developments in the field of Computer Science & Engineering. • **Suggestions for improvement include digitizing the subject syllabi** to enhance accessibility and enable easier updates. Additionally, incorporating a **feedback loop from faculty and students** could provide valuable insights for improving the syllabi and ensuring that they meet evolving academic and industry needs. **Overall, the documentation for the Subject Syllabus file is satisfactory, thorough, and aligned with academic standards, with opportunities for enhanced digital management and continuous syllabus refinement based on stakeholder feedback.**
4	Workload Distribution	To be Updated	Verified	Observations: • The Workload Distribution file is well organized and

				clearly maintained, with detailed records of the teaching load assigned to each faculty member for every semester. The documentation includes the number of lecture hours, lab hours, tutorials, and any additional responsibilities such as project supervision or administrative duties. • Each record specifies the **subject or course taught**, the **semester in which it was taught**, and the **faculty member responsible**, ensuring that the distribution of teaching duties is well-documented and transparent. • The file also contains **justifications for the allocation of workload**, especially in cases where there are deviations from the standard workload distribution norms. This includes **considerations such as faculty availability, course complexity, and any additional non-teaching duties**. • It is observed that the **workload distribution is aligned with the departmental policies and institutional norms**, ensuring that faculty members are not overburdened, and that there is a fair distribution of teaching responsibilities across the department. • **Suggestions for improvement include implementing a digital workload management system** to streamline the

				allocation process, enhance accessibility, and allow for real-time tracking and adjustments. Additionally, maintaining a system for regular review and feedback on workload distribution from faculty could help ensure its continued fairness and efficiency. **Overall, the documentation for the Workload Distribution file is satisfactory, well-detailed, and aligns with the department's commitment to effective faculty management, with opportunities for digital optimization and regular review processes.**
5	Branch-Enrolled Student List	To be Updated	Verified	Observations: • The Branch Enrolled Student List files are well-maintained, containing accurate and up to date records of all students enrolled in the BASIC SCIENCE & HUMANITIES department across various batches and semesters. The files are organized by academic year, branch, and student cohort, allowing for easy retrieval and verification of student enrollment. • Each record includes **relevant student details**, such as **name, roll number, contact information, and the year of admission**. This provides a comprehensive overview of the student demographic within the department. • It is noted that the documentation reflects **clear categorization of students** based on their respective

				specializations, electives, and academic standing, which helps in understanding the distribution of students across various areas of study within the department. • The file also contains **records of student withdrawals, transfers, and dropouts**, along with **appropriate justifications** and dates, ensuring that the department has accurate data on student retention and movement. • **Suggestions for improvement include digitizing the student list to allow for more efficient updates, better accessibility, and enhanced data security. Additionally, incorporating a system for tracking student academic progress within the list (such as GPA or course completion) would further strengthen the file's utility.** **Overall, the documentation for the Branch Enrolled Student List file is satisfactory, accurate, and well organized, with opportunities for improved digital management and enhanced tracking of student progress.**
6	Faculty Profile File	To be Updated	Verified	Observations: • The Faculty Profile files are well organized and comprehensive, containing detailed records of each faculty member, including personal details, academic qualifications, professional experience, publications, research projects, and courses

				taught. • It is observed that the files include regular updates of faculty achievements, such as academic qualifications, certifications, participation in conferences, seminars, workshops, and any other professional development activities. This ensures that the department maintains an up to date record of faculty capabilities and expertise. • The documentation also includes **performance reviews, feedback from students, and records of faculty meetings**, providing insights into faculty performance, teaching quality, and professional growth. • **Suggestions for improvement include transitioning to a digital system for faculty profile management**, allowing for easier updates, better accessibility, and the ability to track professional milestones in real-time. Additionally, integrating the profile system with the department's academic tracking tools could provide a more holistic view of faculty contributions to both teaching and research. **Overall, the documentation for the Faculty Profile file is satisfactory, comprehensive, and aligned with institutional goals for maintaining detailed faculty records, with opportunities for digital optimization and more integrated management.**

7	Student Profile File	To be Updated	Verified	Observations: • The **Student Profile files are well-maintained**, containing comprehensive records of each student enrolled in the department, including **personal details, academic performance, extracurricular activities, and any additional achievements**. • Each student's profile includes **semester-wise marks, attendance records, and progression through the program**, allowing for a detailed view of the student's academic journey. The profiles also include **records of any special considerations or accommodations** granted to students, such as for medical reasons or learning disabilities. • The files are organized by **batch and semester**, ensuring easy retrieval and access to each student's academic history. The documentation also includes **records of any disciplinary actions or commendations** received by the students, offering a holistic view of their time at the institute. • It is observed that the **student profiles are regularly updated**, with new records added for each academic semester, ensuring that the file remains current and comprehensive. • **Suggestions for improvement include transitioning to a digital**

				student profile system, which would allow for better accessibility, easier updates, and improved data management. Additionally, integrating the profiles with the department's academic tracking system could enhance the ability to monitor student progress and outcomes more efficiently. **Overall, the documentation for the Student Profile file is satisfactory, thorough, and well-aligned with the department's goals of maintaining comprehensive student records, with opportunities for improved digital management and integration with other systems.**
8	Time Table File	To be Updated	Verified	Observations: • The Time Table file is well organized and systematically maintained, with clear records of class schedules for each semester, including lecture timings, faculty assignments, and room allocations for all courses offered by the department. • It is observed that the **time tables are developed in accordance with the academic calendar** and are designed to optimize faculty and classroom resources while ensuring balanced workloads for students and instructors. • The documentation includes **records of any changes or adjustments made to the original timetable**, with proper justifications for alterations, such as faculty

				availability, room constraints, or unforeseen scheduling conflicts. These changes are appropriately documented and communicated to all stakeholders. • The file also includes **records of regular faculty meetings and reviews**, ensuring that the timetable is regularly evaluated and revised based on feedback from faculty members and students. • **Suggestions for improvement include transitioning to a digital timetable management system**, which could offer better accessibility, real-time updates, and streamlined coordination across departments. Additionally, ensuring that all revisions are logged with detailed comments on their necessity would enhance transparency. **Overall, the documentation for the Time Table file is satisfactory, complete, and aligns with the department's academic scheduling needs, with opportunities for digital optimization and improved revision tracking.**
9	Lesson Plan and Course Coverage Reports	To be Updated	Verified	Observations: • The **Lesson Plan and Course Coverage files are meticulously maintained**, with each course having a **detailed lesson plan** that includes **weekly schedules, topics to be covered, teaching methods, and assessment plans**. • The **Lesson Plans are**

				comprehensive and align with the department's syllabus and academic calendar, ensuring a structured approach to course delivery. Each plan is documented with specific **learning objectives, reference materials, and assessment strategies**, contributing to effective teaching and learning. • The **Course Coverage Report is regularly updated**, providing **accurate tracking of the completion of syllabus topics** against the planned schedule. It includes records of **any deviations from the planned timeline**, along with explanations for delays or adjustments made during the course delivery. • It is noted that **faculty members maintain detailed records of class progress**, including **student engagement levels, challenges faced, and methods used to overcome instructional barriers**. This approach ensures that the course content is delivered effectively and in a timely manner. • **Suggestions for improvement include implementing a digital system for both lesson planning and course coverage tracking, to enhance accessibility, streamline updates, and facilitate better analysis of course delivery and completion. Additionally, a periodic review of the**

				lesson plans by the department could help ensure alignment with emerging academic trends and student needs. **Overall, the documentation for the Lesson Plan and Course Coverage Report file is satisfactory, thorough, and aligns with institutional standards for academic planning and monitoring, with opportunities for improved digital management and periodic reviews.**
10	Records on Bridge Course/Remedial/Counselling Classes by Faculty Members	To be Updated	Verified	Observations: • The **Bridge Course/Remedial/Counselling Classes file is well-maintained**, containing comprehensive records of **additional academic support provided to students** who may need extra help. The file includes **details of bridge courses, remedial sessions, and individual or group counseling sessions** conducted by faculty members. • Each entry includes **course content, schedule, attendance records, and student participation**, as well as **specific academic or personal challenges faced by students** and the measures taken to address them. • It is observed that the **department provides structured and targeted support to students struggling with course material**, ensuring that **remedial sessions are organized based on specific**

				needs such as foundational concepts, exam preparation, and individualized support. • The documentation also includes **records of counseling sessions**, with a focus on **student well-being and personal development**, reflecting the department's holistic approach to student support. • **Suggestions for improvement include digitizing the records of bridge courses, remedial sessions, and counseling to improve accessibility and tracking. Additionally, it would be beneficial to document the long-term outcomes or improvements in students' academic performance and well-being after attending these sessions.** **Overall, the documentation for the Records on Bridge Course/Remedial/Counselling Classes file is satisfactory, comprehensive, and demonstrates the department's commitment to supporting students' academic and personal growth, with opportunities for enhanced digital management and outcome tracking.**
11	Records on use of Innovative Classroom Teaching	To be Updated	Verified	Observations: • The **Innovative Classroom Teaching file is well-maintained**, documenting the **implementation of modern teaching techniques and strategies** aimed at enhancing student learning experiences. This includes

				records of **interactive teaching methods, technology integration (e.g., multimedia presentations, online tools), and student-centered approaches** used in the classroom. • Each entry in the file includes **detailed descriptions of innovative teaching methods employed** by faculty members, along with **evidence of student participation, feedback, and the effectiveness of these methods** in improving learning outcomes. • It is observed that the **BASIC SCIENCE & HUMANITIES Department has made substantial efforts to incorporate innovative teaching practices**, such as **flipped classrooms, blended learning, project-based learning, and the use of simulations and industry tools** to engage students more effectively. • The file also contains **records of workshops, seminars, and training programs** conducted to help faculty enhance their teaching methodologies, ensuring that faculty members are well-equipped to implement innovative practices. • **Suggestions for improvement include maintaining a more structured tracking system to assess the long-term impact of innovative teaching methods on student learning outcomes.**

				Additionally, regular peer reviews and student surveys could be used to gauge the effectiveness of these teaching strategies, and the results should be documented for continuous improvement. **Overall, the documentation for the Records on the Use of Innovative Classroom Teaching file is satisfactory, comprehensive, and clearly reflects the department's commitment to improving teaching quality through innovation, with opportunities for enhanced tracking and feedback mechanisms.**
12	Students Assignment File	To be Updated	Verified	Observations: • The Students' Assignment files are well organized, containing detailed records of assignments distributed to students, including assignment questions, submission deadlines, grading rubrics, and feedback provided by the faculty. • It is observed that the **files include clear documentation of student submissions**, with **marks awarded for each assignment, along with any additional comments or suggestions for improvement**, ensuring a transparent evaluation process. • The documentation also reflects the department's efforts to **monitor the timely submission of assignments**, with records of **extensions granted**, if any, and

				justifications for delays (e.g., illness, personal issues). • The file contains records of **student engagement and participation**, including instances of **faculty follow-up** for students who may have missed assignments or need additional support. • **Suggestions for improvement include maintaining a digital repository for assignment records to streamline tracking, improve accessibility, and reduce the risk of data loss. Additionally, a more structured feedback mechanism could be implemented, ensuring that all assignments receive detailed and actionable feedback for students' improvement.** **Overall, the documentation for the Students' Assignment file is satisfactory, thorough, and well-aligned with the department's academic monitoring and assessment objectives, with opportunities for improved digital management and enhanced feedback mechanisms.**
13	HOD Class Visit Report	To be Updated	Verified	Observations: • The **HOD Class Visit Report files are well-maintained and systematically organized**, containing records of **classroom visits conducted by the Head of Department (HOD)**. These reports include **observations on teaching methods, student**

				engagement, and overall effectiveness of the class delivery. • Each report includes **detailed feedback** from the HOD on various aspects of the class, such as **teaching style, student participation, content delivery, and use of teaching aids**. The reports also document **recommendations for improvements** based on the observations made during the class visit. • It is noted that the **class visits are conducted regularly** as part of the department's academic monitoring process, and the documentation reflects the **department's commitment to continuous improvement of teaching quality**. • The file also includes **follow-up actions and subsequent evaluations**, ensuring that feedback provided during class visits is addressed by faculty members and appropriate corrective measures are taken when necessary. • **Suggestions for improvement include digitizing the HOD class visit reports for better accessibility, ensuring that follow-up actions and the impact of implemented changes are recorded for future reference, and introducing a standardized template for the reports to ensure uniformity in evaluation.**

				Overall, the documentation for the HOD Class Visit Report file is satisfactory, comprehensive, and demonstrates a commitment to maintaining and enhancing teaching quality in the department, with minor opportunities for digital archiving and standardized reporting processes.
14	Mechanism of Identifying Slow and Advanced Learners	To be Updated	Verified	Observations: • The file is well organized and maintains comprehensive records outlining the criteria and methodology used by the department to identify slow and advanced learners. The documentation includes assessment results, feedback reports, and student performance data from internal examinations, assignments, and class participation. • It is observed that the **BASIC SCIENCE & HUMANITIES Department has a structured approach to identifying students who need additional support** (slow learners) and those who may benefit from more challenging coursework or opportunities for enrichment (advanced learners). The **methodology includes regular evaluations, faculty feedback, peer reviews, and student self-assessment reports**. • The file includes **records of remedial measures** for slow learners, such as additional tutoring sessions, targeted assignments, and mentoring, as well as **opportunities for**

				advanced learners, including participation in advanced projects, workshops, and seminars. • **Suggestions for improvement include maintaining a centralized digital record of all identified learners, along with detailed intervention strategies and progress tracking for each individual. Additionally, incorporating a formal review process to assess the effectiveness of the interventions for both slow and advanced learners would further enhance the system.** **Overall, the documentation for the Mechanism for Identifying Slow and Advanced Learners is satisfactory, thorough, and aligns with the department's commitment to personalized student support, with opportunities for improved digital tracking and formal review processes.**
15	List of Add-on Courses	To be Updated	Verified	Observations: • The Add-on Courses file is well organized and systematically maintained, containing records of all add-on courses offered by the department, along with their details such as course titles, objectives, syllabi, duration, mode of delivery, and certification details. • It is observed that the **documentation includes the approval records for each add-on course**, showing that

				the courses were vetted by the relevant academic bodies and aligned with the department's educational goals. • The file includes **clear records of student enrollment for each course, completion rates, and certification outcomes**, which helps in monitoring the participation and success of students in these supplementary programs. • The department has **actively incorporated industry-relevant skills** into the add-on courses, which enhances students' practical knowledge and employability prospects. • **Suggestions for improvement include digitizing the course details and maintaining a centralized database for easier tracking and analysis of student participation and performance in add-on courses. Additionally, periodic reviews of course content and relevance should be documented to ensure that the add-on courses remain aligned with industry trends and educational standards.** **Overall, the documentation for the List of Add-on Courses file is satisfactory, comprehensive, and well-aligned with institutional objectives for student skill enhancement, with opportunities for further digital optimization and periodic content review.**
16	University and Internal Question	To be Updated	Verified	Observations:

	Paper Bank			• The **Question Paper Bank files are systematically maintained**, containing both **internal and university question papers** for each course offered by the department across different semesters. • It is observed that the **question papers are categorized by course, semester, and academic year**, with each set of papers archived in a clear and organized manner for easy retrieval. • The files include **details about the paper format, evaluation schemes, model answers, and any related academic guidelines**, ensuring transparency in assessment and alignment with institutional academic policies. • It is noted that **internal question papers are reviewed and approved by the department before distribution**, and the records include **clear documentation of the paper-setting process, including faculty involvement and approval from the department head**. • The **university question papers** are also maintained in accordance with university norms, with evidence of **proper safekeeping and access control** to ensure confidentiality and integrity in the examination process. • **Suggestions for improvement include implementing a digital question paper bank system**

				for better security, easy access, and streamlined archiving of past question papers. Additionally, periodic reviews of question papers could be documented to ensure that they remain relevant and up to date with the course objectives. **Overall, the documentation for the University & Internal Question Paper Bank file is satisfactory, well organized, and adheres to institutional guidelines, with opportunities for enhanced digitalization and process optimization.**
17	Examination Time Table	To be Updated	Verified	Observations: • The **Examination Timetable files are systematically organized and properly maintained**, containing records of **semester examination schedules, departmental internal exam timetables, and any changes or updates to the schedule**. • Each timetable document includes **clear details on exam dates, times, venues, course codes, paper names, and invigilator assignments**, ensuring smooth coordination and transparency. • It is observed that **the examination schedules are communicated well in advance**, with proper documentation of notifications sent to students and faculty, allowing for effective planning. • The file also includes **any modifications to the**

				original timetable, with appropriate approvals and documentation of reasons for changes, ensuring transparency and proper record-keeping. • **Suggestions for improvement include digitizing the examination timetable to facilitate easy access and quick updates, along with ensuring that all related documents (e.g., room allocations, invigilator duties) are integrated into a single digital system for better coordination.** **Overall, the documentation for the Examination Timetable file is satisfactory, comprehensive, and complies with institutional requirements, with minor opportunities for digitalization and improved procedural coordination.**
18	Internal Marks File	To be Updated	Verified	Observations: • The **Internal Marks files are well-maintained and systematically organized**, containing records of **internal assessments, continuous evaluation, assignment scores, mid-term exam marks, and other internal examination results**. • Each file includes **detailed records of individual students' marks, assessment criteria, weightage distribution, and evaluation rubrics**, providing transparency in the grading process.

				• It is observed that the **documentation accurately reflects the academic performance of students throughout the semester**, with sufficient details regarding the method of evaluation and grading scale. • The records also include **attendance-based grading or any corrective measures applied**, ensuring alignment with institutional policies on attendance and internal assessments. • **Suggestions for improvement include implementing a digital tracking system for internal marks to ensure quick access, better analysis of student performance, and reducing the chances of data loss or discrepancies in manual records.** **Overall, the documentation for the Internal Marks file is satisfactory, comprehensive, and aligns with institutional guidelines for assessment and grading, with scope for digital enhancement and procedural improvements.**
19	Sessional Marks File	To be Updated	Verified	Observations: • The **Sessional Marks File is systematically maintained**, containing **course-wise and semester-wise records of internal assessment marks** awarded to students for various sessional examinations, class tests, assignments, and laboratory work. • It is observed that the **marks are entered accurately,**

				signed by the concerned faculty members, verified by the Head of the Department (HOD), and submitted within the stipulated time to the academic section and examination cell. • The file also includes **details of the assessment components**, such as the **weightage of each internal test, assignment, and lab performance**, ensuring transparency in the internal evaluation process. • Records show that **sessional marks are communicated to students in a timely manner**, with opportunities for students to review their performance and address any discrepancies. • **Suggestions for improvement include the adoption of a digital internal marks management system** for enhanced accessibility, real-time updates, and secure record-keeping. Integration with student portals would also enable students to track their academic performance conveniently. **Overall, the documentation for the Sessional Marks file is satisfactory, accurate, and well-structured, reflecting a transparent and effective internal assessment process, with opportunities for digital enhancement and improved accessibility.**
20	Sample Answer Paper Bank	To be Updated	Verified	Observations: • The **Sample Answer Paper**

				Bank File is neatly maintained, containing **sample evaluated answer scripts of internal and university examinations** across various courses and semesters. These include papers with **varying grades (high, average, and low scores)** to illustrate assessment standards. • It is observed that the file serves as a **useful academic resource for faculty members** to standardize evaluation patterns and for students to understand **expected answer formats, marking schemes, and areas for improvement**. • The file is **updated periodically** and includes **authenticated copies with signatures of evaluators and HOD verification**, ensuring reliability and transparency in assessment practices. • **Suggestions for improvement include digitizing the sample paper repository** for easier access by faculty and students, and organizing periodic orientation sessions to help students review these papers and learn from model answers. **Overall, the documentation for the Sample Answer Paper Bank file is satisfactory, well organized, and serves as an effective academic reference tool, with scope for digital integration and increased student engagement.**

21	Result Analysis File	To be Updated	Verified	Observations: • The **Result Analysis File is well-structured and comprehensive**, containing detailed **semester-wise and course-wise analysis of student performance** in university examinations and internal assessments. • The documentation includes **pass percentages, subject-wise performance trends, toppers' lists, and comparative analysis** with previous years, providing valuable insights into academic progress and areas requiring improvement. • It is noted that the **file also highlights the performance of slow and advanced learners**, aiding in planning appropriate academic interventions such as **remedial classes, counselling sessions, and skill enhancement programs**. • The result analysis reports are **signed and verified by the HOD and shared with the academic committee and faculty members**, ensuring that the insights are used effectively for academic planning and continuous improvement. • **Suggestions for improvement include developing a digital result analysis dashboard** that can automatically generate real-time analytical reports, charts, and performance indicators, enabling more efficient data interpretation

				and decision-making. **Overall, the documentation for the Result Analysis file is satisfactory, detailed, and effectively utilized for academic review and improvement, with potential for digital enhancement and data-driven academic management.**
22	SAS Report File	To be Updated	Verified	Observations: • The **SAS Report File is well-maintained and systematically organized**, containing detailed records of **student advisement and mentoring activities** conducted throughout the academic session. • The documentation includes **faculty-wise and student-wise reports of advisement meetings**, covering aspects such as **academic progress, attendance status, personal concerns, career guidance, and suggestions for improvement**. • It is observed that the advisement system is actively implemented in the department, with **periodic interactions between faculty advisors and their assigned group of students**. The records are duly **signed by both faculty and students**, ensuring accountability and authenticity. • The SAS reports are effectively utilized for **identifying slow learners, advanced learners, and students requiring special attention**, enabling targeted academic support and personal counselling.

				• **Suggestions for improvement include digitizing the advisement reporting process**, integrating it with the institutional academic management system for ease of record-keeping, retrieval, and better tracking of student progress and advisement outcomes. **Overall, the documentation for the Students Advisement System (SAS) Report file is satisfactory, organized, and contributes effectively to student academic monitoring and support, with opportunities for digital transformation and enhanced reporting mechanisms.**
23	Co-curricular and Extension Activities File	To be Updated	Verified	Observations: • The file is well organized and properly documented, containing detailed records of various co-curricular activities such as seminars, technical workshops, webinars, coding contests, paper presentations, and project exhibitions, as well as extra-curricular activities including sports events, cultural programs, social outreach initiatives, and student club activities. • Each activity is supported with relevant documentation including **event notices, schedules, attendance records, photographs, feedback forms, and activity reports**, duly verified by the concerned coordinators and the Head of the Department (HOD). • The records reflect **active participation by students and faculty members**, showcasing the department's commitment to

				promoting holistic student development alongside academic excellence. • **Suggestions for improvement include maintaining a digital archive of event reports and photographs**, and preparing a **year-wise summary report of achievements and student participation statistics** for enhanced tracking and showcasing during accreditation and institutional audits. **Overall, the documentation for the Co-curricular and Extra-curricular Activities file is satisfactory, comprehensive, and effectively highlights the department's initiatives for student engagement beyond the classroom, with scope for digital record management and annual activity consolidation.**
24	Reports on Conference/Seminar/ Workshop/Expert Talk/STTP etc. Organized	To be Updated	Verified	Observations: • The documentation is **well-maintained and systematically arranged**, containing detailed reports of each academic and professional development event organized during the academic session. • Each report typically includes **event objectives, schedules, resource person details, participant lists, photographs, feedback summaries, and concluding remarks**, duly signed and verified by the event coordinator and the Head of the Department (HOD). • The records reflect **active efforts by the department to enhance academic enrichment, industry interaction, and professional skill**

				development for students and faculty members. • It is commendable that the department ensures **diversity in topics and invites experienced resource persons from academia, industry, and research organizations**, thereby adding significant value to the learning environment. • **Suggestions for improvement include maintaining a consolidated digital repository of these event reports** for easier retrieval, future reference, and presentation during accreditations or external audits. Additionally, preparing **annual summary reports highlighting key outcomes, student participation, and feedback trends** would further strengthen the documentation process. **Overall, the documentation for the Reports on Conferences, Seminars, Workshops, Expert Talks, and STTPs organized file is satisfactory, comprehensive, and reflective of the department's commitment to continuous academic and professional development, with scope for digital archival and structured annual reporting.**
25	R&D Activities and Publication File	To be Updated	Verified	Observations: • The file is systematically maintained and well organized, containing records of faculty and student research activities, project proposals, funded research

				initiatives, consultancy works, patents applied/filed, and publications in reputed journals and conferences. • The documentation includes **copies of published research papers, conference presentation certificates, patent application acknowledgments, and records of participation in research-oriented programs** such as FDPs, workshops, and hackathons. • It is commendable that the department actively encourages **faculty members and students to participate in research and scholarly activities**, as reflected in the documented outcomes. • **Suggestions for improvement include creating a digital R&D repository**, enabling streamlined storage, easy access, and real-time updating of research contributions. Furthermore, a **year-wise consolidated report highlighting key achievements, research grants, publications, and patent filings** would enhance the visibility of departmental R&D activities. **Overall, the documentation for the R&D Activities and Publication file is satisfactory, comprehensive, and effectively highlights the department's efforts in fostering research culture and academic contribution, with potential for digital enhancement and structured summary reporting.**

26	Professional Society Membership File	To be Updated	Verified	Observations: • The file is **well-maintained** and contains **detailed records of faculty and student memberships** in various professional societies and organizations, such as **IEEE, ACM, ISTE, and other discipline-specific associations**. • Each membership record includes **membership certificates, renewal details, active participation records (e.g., events attended, leadership roles held, etc.), and proof of engagement in society-sponsored activities** such as conferences, workshops, seminars, and technical competitions. • It is noted that the department encourages **faculty and students to actively engage in professional societies**, enhancing their exposure to current trends, research, and industry practices in the field of Computer Science and Engineering. • **Suggestions for improvement include consolidating membership data in a centralized, digital format**, allowing for better tracking, renewal management, and showcasing of the department's collective involvement in professional organizations. Additionally, organizing **more collaborative events with these societies** could help in fostering better industry-academia connections.

				Overall, the documentation for the Professional Society Membership file is satisfactory, comprehensive, and reflects the department's active participation in professional development, with room for digital organization and enhanced engagement through collaboration with these societies.
27	Faculty Training File	To be Updated	Verified	Observations: • The Faculty Training File is well organized and contains detailed records of faculty development programs (FDPs), workshops, seminars, and training sessions attended by faculty members, both internal and external to the institute. • Each entry includes **certificates of participation, agendas, training content, feedback forms, and evaluation reports**, verifying the active involvement of faculty members in continuous professional development activities. • It is noted that the department places significant emphasis on **enhancing faculty skills** through exposure to new teaching methodologies, technological advancements, and industry trends, thereby improving the quality of education provided to students. • The documentation reflects a **diverse range of training topics**, such as **pedagogical techniques, research methodologies, software tools, industry collaboration, and emerging technologies**,

				supporting the professional growth of faculty members. • **Suggestions for improvement include digitizing the faculty training records**, creating an online repository for easier access, tracking, and reporting. Additionally, maintaining a **centralized faculty training calendar** could streamline planning and ensure broader participation in relevant training programs. **Overall, the documentation for the Faculty Training file is satisfactory, comprehensive, and highlights the department's commitment to continuous faculty development, with potential for digital record-keeping and improved tracking of training initiatives.**
28	Students Feedback File	To be Updated	Verified	Observations: • The **Students' Feedback File is well-maintained** and contains **detailed records of feedback collected from students** on various aspects of academic delivery, including **teaching quality, course content, faculty performance, infrastructure, and overall learning environment**. • Feedback is collected **systematically at regular intervals** (typically at the end of each semester) using **structured questionnaires**, with responses duly **analyzed and summarized** to identify trends and areas for improvement.

				• The file includes **actionable reports** summarizing the feedback, along with **follow-up actions taken by the department** based on the suggestions or concerns raised by students. This demonstrates a commitment to **continuous improvement** in the quality of education and the student experience. • It is observed that the feedback process is **transparent and students' anonymity is maintained**, fostering an environment where students feel comfortable sharing constructive feedback. • **Suggestions for improvement include exploring digital tools** to automate the feedback collection and analysis process, thereby improving efficiency and providing more real-time insights. Additionally, maintaining a **longitudinal analysis of feedback trends over multiple semesters** could offer valuable insights into the effectiveness of implemented changes. **Overall, the documentation for the Students' Feedback file is satisfactory, comprehensive, and demonstrates a well-structured approach to gathering and acting upon student feedback, with potential for digital enhancement and more in-depth analysis.**
29	Parents Feedback File	To be Updated	Verified	Observations: • The Parents' Feedback File is well organized and contains

				systematic records of feedback collected from parents regarding various aspects of their children's academic experience, including academic progress, faculty performance, infrastructure, co-curricular activities, and overall student development. • Feedback is collected **periodically**, typically through **structured surveys or meetings**, ensuring that the parents' perspectives are regularly taken into account to enhance the quality of the academic environment. • The file includes **summarized feedback reports**, with clear **actionable insights** and **follow-up actions** that the department has taken in response to concerns or suggestions provided by parents. This shows a **commitment to addressing parent concerns** and fostering a collaborative relationship between the department and families. • **Suggestions for improvement include digitizing the feedback process** to allow for easier collection, analysis, and tracking of feedback trends over time. A digital platform could also enable **real-time responses** and greater engagement with parents. Additionally, creating **more opportunities for interaction with parents**, such as parent-teacher meetings or online forums,

				could further enhance the feedback loop. **Overall, the documentation for the Parents' Feedback file is satisfactory, comprehensive, and demonstrates a proactive approach to engaging with parents, with potential for digitalization and improved tracking of feedback trends.**
30	List of Committee of the Institute	To be Updated	Verified	Observations: • The documentation of the list of committees is found to be well organized, systematically maintained, and updated as per institutional requirements. • Each committee's documentation includes **details of composition, objectives, tenure, roles and responsibilities, and approved faculty/staff members**, which facilitates transparency and clarity in institutional operations. • It is observed that **records of meeting schedules, attendance, agendas, and minutes of meetings** for most of the committees are properly documented and readily available for verification. • The documentation reflects **active involvement of BASIC SCIENCE & HUMANITIES Department faculty members in various institutional committees**, indicating participative management and academic engagement. • **Minor suggestions for improvement include**

				ensuring uniformity in the format of committee records and timely updation of any changes in committee composition to maintain accuracy and consistency. **Overall, the documentation for the list of committees is satisfactory, comprehensive, and compliant with institutional and regulatory guidelines, with scope for minor procedural enhancements.**
31	Minutes of Meeting File	To be Updated	Verified	Observations: • The Minutes of Meeting files are systematically maintained, well organized, and properly archived both in physical and digital formats. • Each MoM document contains essential details including the **date of meeting, list of attendees, agenda points, discussions held, resolutions passed, and action taken reports (where applicable)**. • It is observed that **regular meetings are conducted by most of the committees as per the academic calendar and institutional requirements**. The frequency and documentation of meetings reflect active administrative and academic management. • The MoM files also indicate **active participation of BASIC SCIENCE & HUMANITIES Department faculty members in various institutional committees**, contributing to policy formulation and decision-

				making processes. • **Suggestions for improvement include standardizing the MoM format across all committees and ensuring timely submission and signing of minutes by the respective members and authorities** to maintain procedural consistency. **In conclusion, the documentation of Minutes of Meeting files is satisfactory, comprehensive, and in alignment with institutional governance practices, with minor scope for format standardization and procedural refinements.**
32	Circular/Office Order/Notice File	To be Updated	Verified	Observations: • The **documentation of circulars, office orders, and notices is properly maintained and systematically arranged in chronological order** for ease of reference. • Each document is found to be **duly approved, dated, and issued by the competent authority**, with clear mention of the subject, concerned stakeholders, and instructions to be followed. • It is observed that important communications related to **academic schedules, examinations, committee meetings, student activities, faculty responsibilities, and institutional policies** are appropriately documented and circulated through these notices and orders. • The files also reflect **adequate representation**

				and timely dissemination of relevant information to the BASIC SCIENCE & HUMANITIES Department faculty and students. • **Suggestions for improvement include the adoption of a uniform file numbering and indexing system for quick retrieval, along with digital archiving of all circulars and notices for improved accessibility and record-keeping.** **Overall, the documentation of Circular, Office Order, and Notice files is satisfactory, well organized, and adheres to institutional norms, with scope for minor procedural enhancements in record management.**
33	CO&PO Mapping File	To be Updated	Verified	Observations: • The **CO-PO Mapping documentation is properly structured, well-maintained, and updated in alignment with the program curriculum and institutional guidelines**. • Each course file contains clearly defined **Course Outcomes (COs) mapped against the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs)** with appropriate correlation levels (Low, Medium, High). • It is observed that **CO-PO Mapping matrices have been prepared for all theory and laboratory courses offered by the department in each semester**, ensuring academic

				accountability and outcome-based education (OBE) compliance. • The documentation also includes **attainment calculation methods, assessment tools, and analysis of CO and PO attainment levels**, reflecting a systematic approach to academic quality monitoring. • **Suggestions for improvement include standardizing the format of CO-PO matrices across all courses and incorporating periodic review records of the mapping to ensure continuous quality enhancement.** **In conclusion, the documentation of the CO-PO Mapping file is satisfactory, comprehensive, and aligns with outcome-based education practices, with minor scope for uniform formatting and regular review updates.**
34	Budget, Purchase Order & Invoice File	To be Updated	Verified	Observations: • The documentation related to budget proposals, approved budgets, purchase orders (POs), and invoices is systematically maintained and well organized, ensuring transparency in financial transactions and procurement processes. • Each file contains **duly approved budget allocation documents, vendor quotations, comparative statements, purchase orders, delivery challans, and corresponding invoices** with necessary approvals and

				signatures from the competent authority. • It is observed that the **procurement process follows institutional financial policies and procedures**, with appropriate documentation of fund utilization specific to departmental requirements. • The records for the BASIC SCIENCE & HUMANITIES Department reflect **timely submission and processing of purchase orders and invoices** for laboratory equipment, software licenses, academic resources, and other infrastructural needs. • **Suggestions for improvement include maintaining a consolidated summary sheet for each financial year indicating budget allocation, expenditure, and balance, along with digital archival of financial documents for ease of future reference and audit readiness.** **Overall, the documentation of Budget, Purchase Order, and Invoice files is satisfactory, transparent, and compliant with institutional financial norms, with minor scope for procedural and digital enhancements.**
35	Skill Project File	To be Updated	Verified	Observations: • The **Skill Project files are well-maintained and systematically organized**, containing relevant records such as **project proposals, objectives, team composition, project plans,**

				progress reports, evaluation sheets, and completion certificates. • It is observed that the **BASIC SCIENCE & HUMANITIES Department actively encourages students to undertake skill-based projects aligned with emerging technologies and industry requirements**, enhancing their practical exposure and employability. • The documentation includes **faculty mentoring records, project evaluation criteria, and evidence of student participation in internal and external project exhibitions, competitions, and hackathons**. • The Skill Project file also reflects **alignment of projects with Program Outcomes (POs) and Program Specific Outcomes (PSOs)**, supporting the institution's outcome-based education (OBE) framework. • **Suggestions for improvement include introducing a standardized project synopsis format for uniformity and maintaining a consolidated summary report of completed and ongoing projects for each academic year.** **Overall, the documentation for the Skill Project file is satisfactory, comprehensive, and effectively supports skill development initiatives within the department, with scope for minor procedural enhancements.**

36	Students Seminar and Project File	To be Updated	Verified	Observations: • The **Students' Seminar and Project files are properly maintained and organized**, containing records such as **project titles, abstracts, seminar topics, student group details, guide allocation, progress reports, presentation schedules, evaluation sheets, and final project reports**. • It is observed that the **seminar and project activities are conducted as per the academic calendar**, with well-documented records of internal reviews, viva-voce examinations, and external evaluations where applicable. • The documentation also includes **faculty mentoring records, attendance during seminars/project presentations, and consolidated attainment analysis**, supporting the continuous assessment and monitoring of student performance. • Projects undertaken by the BASIC SCIENCE & HUMANITIES students reflect a good mix of **current industry trends, application-based solutions, and research-oriented work**, promoting innovation and practical learning. • **Suggestions for improvement include standardizing the project report format, maintaining digital records for easy retrieval, and introducing a**

				consolidated annual summary of seminars and projects completed for future reference and institutional reporting. **Overall, the documentation for the Students' Seminar and Project files is satisfactory, comprehensive, and effectively supports academic and skill development objectives within the department, with minor opportunities for procedural standardization and digital archiving.**
37	Students Training File	To be Updated	Verified	Observations: • The **Students' Training files are properly maintained, organized, and arranged in a systematic manner**, containing details of **industrial training, internships, workshops, certification programs, and value-added courses** undertaken by students. • Each record includes **student details, training organization name, duration, training certificates, feedback forms, and departmental approval letters**, ensuring transparency and traceability. • It is observed that the **BASIC SCIENCE & HUMANITIES Department actively encourages students to participate in industry-relevant training programs, enhancing their technical skills and employability prospects**. • The file also maintains **records of training-related circulars, activity reports,**

				and consolidated lists of students trained each academic year, supporting structured monitoring of skill enhancement activities. • **Suggestions for improvement include maintaining a digital training database for easy access and retrieval, and incorporating post-training feedback analysis to assess the effectiveness and relevance of training programs.** **Overall, the documentation for the Students' Training file is satisfactory, well-structured, and aligns with institutional initiatives for student skill development, with minor scope for procedural and digital management enhancements.**
38	Industrial Tour Report File	To be Updated	Verified	Observations: • The **Industrial Tour Report files are well-maintained and properly organized**, containing comprehensive records such as **tour proposals, administrative approvals, student participation lists, industry visit permissions, itineraries, and post-visit reports**. • It is observed that the **BASIC SCIENCE & HUMANITIES Department regularly organizes industrial visits and tours to reputed companies and technical organizations**, providing students with valuable exposure to industry practices and operational

				environments. • The documentation includes **student feedback reports, faculty coordinators' observations, and photographs of the visits**, contributing to a transparent and complete record of the conducted activities. • These initiatives are well-aligned with the academic curriculum and help in **bridging the gap between classroom learning and real-world applications**. • **Suggestions for improvement include standardizing the tour report format, maintaining digital archives of reports and feedback, and preparing an annual summary of industrial visits for record and planning purposes.** **Overall, the documentation for the Industrial Tour Report file is satisfactory, comprehensive, and effectively supports student-industry interaction initiatives, with minor scope for procedural and archival enhancements.**
39	Students Placement File	N/R	N/R	N/R
40	Higher Studies and Entrepreneurship File	N/R	N/R	N/R
41	Course File/Lecture Diary	To be Updated	Verified	Observations: • The **Course Files and Lecture Diaries are systematically organized and well-maintained**, containing essential academic materials such as **syllabi, course objectives, lecture plans, teaching notes,**

				assignments, student attendance records, and assessment details. • Each course file contains **course outcome (CO) and program outcome (PO) mappings, teaching methodologies, and evaluation strategies**, ensuring compliance with the outcome-based education (OBE) framework. • It is observed that faculty members maintain up to date lecture diaries, which include daily lecture notes, course progress tracking, and records of any deviations from the planned syllabus. This helps in ensuring that the course is delivered according to schedule. • The **documentation also includes records of guest lectures, seminars, and workshops organized as part of the course**, along with post-lecture feedback from students for continuous improvement. • **Suggestions for improvement include ensuring uniformity in the format of course files across all faculty members and incorporating a periodic review system for lecture diaries to track long-term teaching effectiveness.** **Overall, the documentation for the Course File and Lecture Diary is satisfactory, comprehensive, and adheres to institutional guidelines for effective course delivery, with minor scope for procedural standardization and review**

				processes.
42	Students Attendance Register	Completed	Verified	Observations: • The **Students' Attendance Registers are systematically maintained and organized**, with entries for **date, student name, roll number, and attendance status (present/absent)** for each lecture or session. • It is observed that the attendance records are **accurately updated on a regular basis**, ensuring real-time tracking of student attendance and punctuality. • The registers include **clear records of leave applications, medical certificates, and other justifications for student absences**, reflecting transparency and adherence to institutional policies. • The documentation also includes **attendance summaries and monthly reports**, which are used for the calculation of total attendance percentages and for identifying students who may be at risk of academic penalties due to poor attendance. • **Suggestions for improvement include transitioning to a digital attendance system to improve accuracy and streamline record-keeping, as well as ensuring regular verification of attendance records by faculty members and department heads.** **Overall, the documentation for the**

				Students' Attendance Registers is satisfactory, complete, and complies with institutional guidelines, with opportunities for digital enhancement and improved verification processes.

Internal Academic Audit Report – Master of Business Administration (MBA) Department

Institution: Radhakrishna Institute of Technology & Engineering (RITE), Bhubaneswar

Affiliations: BPUT | AICTE Approved | NAAC Accredited

Academic Year: 2025–26

Date of Audit: 13th March 2026

Reference No.: RITE/2025-26/241 Date: 25.02.2026

Auditing Body: Internal Quality Assurance Cell (IQAC) – RITE

Auditors: 1. Dr. Subash Ranjan Kabat, Principal

2. Dr. Chandrabhanu Malla, Dean-Academics

Department Audited: Master of Business Administration (MBA)

HOD MBA: Prof. Saswati Mohanty

Audit Objectives

- To evaluate academic documentation, teaching-learning processes, and assessment practices.
- To assess faculty involvement in academic, co-curricular, and research activities.
- To ensure compliance with AICTE, BPUT, and NAAC standards.
- To identify strengths and suggest actionable improvements.

Document Verification Summary of MBA Department

Sl. No.	Document/File	Availability	Status	Observation
1	Institutional & Departmental Vision, Mission, PO, PEO & PSO File	Completed	Verified	Observations: • The file is well organized and neatly documented, presenting the Institution's Vision and Mission statements along with those specific to the MBA department in a clear and accessible manner. • The **Program Outcomes (PO), Program Educational Objectives (PEO), and Program Specific Outcomes (PSO)** are precisely stated, aligned with **AICTE and NBA guidelines**, and reflect the department's commitment to delivering quality education, fostering employability, entrepreneurship, and higher studies. • It is noted that the **POs, PEOs, and PSOs are periodically reviewed and updated** in accordance with curriculum changes and feedback from stakeholders including **students, faculty, industry experts, and alumni**. • The file also documents the **process followed for framing and revising these statements**, along with **records of approval from the academic and department committees**, ensuring a transparent and participative approach. • **Suggestions for improvement include**

				displaying these statements prominently in classrooms, laboratories, and on the department's website for greater awareness among students and faculty. Additionally, periodic workshops or orientation programs could be organized to familiarize all stakeholders with these objectives and their role in achieving them. **Overall, the documentation for the Institutional & Departmental Vision, Mission, PO, PEO & PSO file is satisfactory, detailed, and well-aligned with accreditation requirements and institutional objectives, with scope for wider visibility and stakeholder engagement initiatives.**
2	University and Institute Academic Calendar	Completed	Verified	Observations: • The **Academic Calendar file is neatly maintained and comprehensive**, containing both the **university-issued academic calendar** and the **institute's internal academic schedule** for each academic session. • It is observed that the **department's academic activities are well-aligned with the university calendar**, including **dates for semester commencement, internal assessments, university examinations, holidays, and co-curricular events**. The institute's internal calendar is prepared with additional details such as **seminars, workshops, student activities, project deadlines, and remedial**

				sessions. • The documentation reflects **timely communication of the academic calendar to students and faculty members**, ensuring organized and efficient academic planning and execution. • **Suggestions for improvement include implementing a digital academic calendar system**, accessible to students and faculty online, with options for real-time updates and notifications. This would enhance visibility, coordination, and adaptability to any schedule changes during the academic year. **Overall, the documentation for the University & Institute Academic Calendar file is satisfactory, well-structured, and effectively supports the department's academic planning processes, with scope for digital integration and improved accessibility.**
3	Subject Syllabus	Completed	Verified	Observations: • The Subject Syllabus file is well organized and comprehensive, containing detailed syllabi for each course offered by the department across all semesters. The syllabi are clearly structured and include essential components such as course objectives, learning outcomes, content outline, reference materials, and assessment methods. • It is observed that the **syllabi are aligned with the**

				university's curriculum guidelines and **institutional academic standards**, ensuring consistency across courses and departments. The documentation reflects a careful balance between **core technical subjects** and **elective courses**, providing students with a well-rounded education. • The file also contains records of periodic syllabus reviews and updates, ensuring that the course content remains relevant and up to date with the latest developments in the field of Computer Science & Engineering. • **Suggestions for improvement include digitizing the subject syllabi** to enhance accessibility and enable easier updates. Additionally, incorporating a **feedback loop from faculty and students** could provide valuable insights for improving the syllabi and ensuring that they meet evolving academic and industry needs. **Overall, the documentation for the Subject Syllabus file is satisfactory, thorough, and aligned with academic standards, with opportunities for enhanced digital management and continuous syllabus refinement based on stakeholder feedback.**
4	Workload Distribution	Completed	Verified	Observations: • The Workload Distribution file is well organized and clearly maintained, with detailed records of the

				teaching load assigned to each faculty member for every semester. The documentation includes the number of lecture hours, lab hours, tutorials, and any additional responsibilities such as project supervision or administrative duties. • Each record specifies the **subject or course taught**, the **semester in which it was taught**, and the **faculty member responsible**, ensuring that the distribution of teaching duties is well-documented and transparent. • The file also contains **justifications for the allocation of workload**, especially in cases where there are deviations from the standard workload distribution norms. This includes **considerations such as faculty availability, course complexity, and any additional non-teaching duties**. • It is observed that the **workload distribution is aligned with the departmental policies and institutional norms**, ensuring that faculty members are not overburdened, and that there is a fair distribution of teaching responsibilities across the department. • **Suggestions for improvement include implementing a digital workload management system** to streamline the allocation process, enhance accessibility, and allow for

				real-time tracking and adjustments. Additionally, maintaining a system for regular review and feedback on workload distribution from faculty could help ensure its continued fairness and efficiency. **Overall, the documentation for the Workload Distribution file is satisfactory, well-detailed, and aligns with the department's commitment to effective faculty management, with opportunities for digital optimization and regular review processes.**
5	Branch-Enrolled Student List	Completed	Verified	Observations: • The Branch Enrolled Student List files are well-maintained, containing accurate and up to date records of all students enrolled in the MBA department across various batches and semesters. The files are organized by academic year, branch, and student cohort, allowing for easy retrieval and verification of student enrollment. • Each record includes **relevant student details**, such as **name, roll number, contact information, and the year of admission**. This provides a comprehensive overview of the student demographic within the department. • It is noted that the documentation reflects **clear categorization of students** based on their respective **specializations, electives, and academic standing**, which helps in understanding

				the distribution of students across various areas of study within the department. • The file also contains **records of student withdrawals, transfers, and dropouts**, along with **appropriate justifications** and dates, ensuring that the department has accurate data on student retention and movement. • **Suggestions for improvement include digitizing the student list to allow for more efficient updates, better accessibility, and enhanced data security. Additionally, incorporating a system for tracking student academic progress within the list (such as GPA or course completion) would further strengthen the file's utility.** **Overall, the documentation for the Branch Enrolled Student List file is satisfactory, accurate, and well organized, with opportunities for improved digital management and enhanced tracking of student progress.**
6	Faculty Profile File	Completed	Verified	Observations: • The Faculty Profile files are well organized and comprehensive, containing detailed records of each faculty member, including personal details, academic qualifications, professional experience, publications, research projects, and courses taught. • It is observed that the files include regular updates of

				faculty achievements, such as academic qualifications, certifications, participation in conferences, seminars, workshops, and any other professional development activities. This ensures that the department maintains an up to date record of faculty capabilities and expertise. • The documentation also includes **performance reviews, feedback from students, and records of faculty meetings**, providing insights into faculty performance, teaching quality, and professional growth. • **Suggestions for improvement include transitioning to a digital system for faculty profile management**, allowing for easier updates, better accessibility, and the ability to track professional milestones in real-time. Additionally, integrating the profile system with the department's academic tracking tools could provide a more holistic view of faculty contributions to both teaching and research. **Overall, the documentation for the Faculty Profile file is satisfactory, comprehensive, and aligned with institutional goals for maintaining detailed faculty records, with opportunities for digital optimization and more integrated management.**
7	Student Profile File	Completed	Verified	Observations: • The **Student Profile files are**

				well-maintained, containing comprehensive records of each student enrolled in the department, including **personal details, academic performance, extracurricular activities, and any additional achievements**. • Each student's profile includes **semester-wise marks, attendance records, and progression through the program**, allowing for a detailed view of the student's academic journey. The profiles also include **records of any special considerations or accommodations** granted to students, such as for medical reasons or learning disabilities. • The files are organized by **batch and semester**, ensuring easy retrieval and access to each student's academic history. The documentation also includes **records of any disciplinary actions or commendations** received by the students, offering a holistic view of their time at the institute. • It is observed that the **student profiles are regularly updated**, with new records added for each academic semester, ensuring that the file remains current and comprehensive. • **Suggestions for improvement include transitioning to a digital student profile system**, which would allow for better accessibility, easier updates,

				and improved data management. Additionally, integrating the profiles with the department's academic tracking system could enhance the ability to monitor student progress and outcomes more efficiently. **Overall, the documentation for the Student Profile file is satisfactory, thorough, and well-aligned with the department's goals of maintaining comprehensive student records, with opportunities for improved digital management and integration with other systems.**
8	Time Table File	Completed	Verified	Observations: • The Time Table file is well organized and systematically maintained, with clear records of class schedules for each semester, including lecture timings, faculty assignments, and room allocations for all courses offered by the department. • It is observed that the **time tables are developed in accordance with the academic calendar** and are designed to optimize faculty and classroom resources while ensuring balanced workloads for students and instructors. • The documentation includes **records of any changes or adjustments made to the original timetable**, with proper justifications for alterations, such as faculty availability, room constraints, or unforeseen scheduling conflicts. These changes are

				appropriately documented and communicated to all stakeholders. • The file also includes **records of regular faculty meetings and reviews**, ensuring that the timetable is regularly evaluated and revised based on feedback from faculty members and students. • **Suggestions for improvement include transitioning to a digital timetable management system**, which could offer better accessibility, real-time updates, and streamlined coordination across departments. Additionally, ensuring that all revisions are logged with detailed comments on their necessity would enhance transparency. **Overall, the documentation for the Time Table file is satisfactory, complete, and aligns with the department's academic scheduling needs, with opportunities for digital optimization and improved revision tracking.**
9	Lesson Plan and Course Coverage Reports	To be Updated	Verified	Observations: • The **Lesson Plan and Course Coverage files are meticulously maintained**, with each course having a **detailed lesson plan** that includes **weekly schedules, topics to be covered, teaching methods, and assessment plans**. • The **Lesson Plans are comprehensive and align with the department's syllabus and academic**

				calendar, ensuring a structured approach to course delivery. Each plan is documented with specific **learning objectives, reference materials, and assessment strategies**, contributing to effective teaching and learning. • The **Course Coverage Report is regularly updated**, providing **accurate tracking of the completion of syllabus topics** against the planned schedule. It includes records of **any deviations from the planned timeline**, along with explanations for delays or adjustments made during the course delivery. • It is noted that **faculty members maintain detailed records of class progress**, including **student engagement levels, challenges faced, and methods used to overcome instructional barriers**. This approach ensures that the course content is delivered effectively and in a timely manner. • **Suggestions for improvement include implementing a digital system for both lesson planning and course coverage tracking, to enhance accessibility, streamline updates, and facilitate better analysis of course delivery and completion. Additionally, a periodic review of the lesson plans by the department could help ensure alignment with**

				emerging academic trends and student needs. **Overall, the documentation for the Lesson Plan and Course Coverage Report file is satisfactory, thorough, and aligns with institutional standards for academic planning and monitoring, with opportunities for improved digital management and periodic reviews.**
10	Records on Bridge Course/Remedial/Counselling Classes by Faculty Members	Completed	Verified	Observations: • The **Bridge Course/Remedial/Counselling Classes file is well-maintained**, containing comprehensive records of **additional academic support provided to students** who may need extra help. The file includes **details of bridge courses, remedial sessions, and individual or group counseling sessions** conducted by faculty members. • Each entry includes **course content, schedule, attendance records, and student participation**, as well as **specific academic or personal challenges faced by students** and the measures taken to address them. • It is observed that the **department provides structured and targeted support to students struggling with course material**, ensuring that **remedial sessions are organized based on specific needs** such as foundational concepts, exam preparation, and individualized support.

				• The documentation also includes **records of counseling sessions**, with a focus on **student well-being and personal development**, reflecting the department's holistic approach to student support. • **Suggestions for improvement include digitizing the records of bridge courses, remedial sessions, and counseling to improve accessibility and tracking. Additionally, it would be beneficial to document the long-term outcomes or improvements in students' academic performance and well-being after attending these sessions.** **Overall, the documentation for the Records on Bridge Course/Remedial/Counselling Classes file is satisfactory, comprehensive, and demonstrates the department's commitment to supporting students' academic and personal growth, with opportunities for enhanced digital management and outcome tracking.**
11	Records on use of Innovative Classroom Teaching	Completed	Verified	Observations: • The **Innovative Classroom Teaching file is well-maintained**, documenting the **implementation of modern teaching techniques and strategies** aimed at enhancing student learning experiences. This includes records of **interactive teaching methods, technology integration (e.g.,**

				multimedia presentations, online tools), and student-centered approaches used in the classroom. • Each entry in the file includes **detailed descriptions of innovative teaching methods employed** by faculty members, along with **evidence of student participation, feedback, and the effectiveness of these methods** in improving learning outcomes. • It is observed that the **MBA Department has made substantial efforts to incorporate innovative teaching practices**, such as **flipped classrooms, blended learning, project-based learning, and the use of simulations and industry tools** to engage students more effectively. • The file also contains **records of workshops, seminars, and training programs** conducted to help faculty enhance their teaching methodologies, ensuring that faculty members are well-equipped to implement innovative practices. • **Suggestions for improvement include maintaining a more structured tracking system to assess the long-term impact of innovative teaching methods on student learning outcomes. Additionally, regular peer reviews and student surveys could be used to gauge the effectiveness of these**

				teaching strategies, and the results should be documented for continuous improvement. **Overall, the documentation for the Records on the Use of Innovative Classroom Teaching file is satisfactory, comprehensive, and clearly reflects the department's commitment to improving teaching quality through innovation, with opportunities for enhanced tracking and feedback mechanisms.**
12	Students Assignment File	To be Updated	Verified	Observations: • The Students' Assignment files are well organized, containing detailed records of assignments distributed to students, including assignment questions, submission deadlines, grading rubrics, and feedback provided by the faculty. • It is observed that the **files include clear documentation of student submissions**, with **marks awarded for each assignment, along with any additional comments or suggestions for improvement**, ensuring a transparent evaluation process. • The documentation also reflects the department's efforts to **monitor the timely submission of assignments**, with records of **extensions granted**, if any, and **justifications for delays** (e.g., illness, personal issues). • The file contains records of **student engagement and**

				participation, including instances of **faculty follow-up** for students who may have missed assignments or need additional support. • **Suggestions for improvement include maintaining a digital repository for assignment records to streamline tracking, improve accessibility, and reduce the risk of data loss. Additionally, a more structured feedback mechanism could be implemented, ensuring that all assignments receive detailed and actionable feedback for students' improvement.** **Overall, the documentation for the Students' Assignment file is satisfactory, thorough, and well-aligned with the department's academic monitoring and assessment objectives, with opportunities for improved digital management and enhanced feedback mechanisms.**
13	HOD Class Visit Report	Completed	Verified	Observations: • The **HOD Class Visit Report files are well-maintained and systematically organized**, containing records of **classroom visits conducted by the Head of Department (HOD)**. These reports include **observations on teaching methods, student engagement, and overall effectiveness of the class delivery**. • Each report includes **detailed**

				feedback from the HOD on various aspects of the class, such as **teaching style, student participation, content delivery, and use of teaching aids**. The reports also document **recommendations for improvements** based on the observations made during the class visit. • It is noted that the **class visits are conducted regularly** as part of the department's academic monitoring process, and the documentation reflects the **department's commitment to continuous improvement of teaching quality**. • The file also includes **follow-up actions and subsequent evaluations**, ensuring that feedback provided during class visits is addressed by faculty members and appropriate corrective measures are taken when necessary. • **Suggestions for improvement include digitizing the HOD class visit reports for better accessibility, ensuring that follow-up actions and the impact of implemented changes are recorded for future reference, and introducing a standardized template for the reports to ensure uniformity in evaluation.** **Overall, the documentation for the HOD Class Visit Report file is satisfactory, comprehensive, and demonstrates a commitment to**

				maintaining and enhancing teaching quality in the department, with minor opportunities for digital archiving and standardized reporting processes.
14	Mechanism of Identifying Slow and Advanced Learners	To be Updated	Verified	Observations: • The file is well organized and maintains comprehensive records outlining the criteria and methodology used by the department to identify slow and advanced learners. The documentation includes assessment results, feedback reports, and student performance data from internal examinations, assignments, and class participation. • It is observed that the **MBA Department has a structured approach to identifying students who need additional support** (slow learners) and those who may benefit from more challenging coursework or opportunities for enrichment (advanced learners). The **methodology includes regular evaluations, faculty feedback, peer reviews, and student self-assessment reports**. • The file includes **records of remedial measures** for slow learners, such as additional tutoring sessions, targeted assignments, and mentoring, as well as **opportunities for advanced learners**, including participation in advanced projects, workshops, and seminars. • **Suggestions for**

				improvement include maintaining a centralized digital record of all identified learners, along with detailed intervention strategies and progress tracking for each individual. Additionally, incorporating a formal review process to assess the effectiveness of the interventions for both slow and advanced learners would further enhance the system. **Overall, the documentation for the Mechanism for Identifying Slow and Advanced Learners is satisfactory, thorough, and aligns with the department's commitment to personalized student support, with opportunities for improved digital tracking and formal review processes.**
15	List of Add-on Courses	Completed	Verified	Observations: • The Add-on Courses file is well organized and systematically maintained, containing records of all add-on courses offered by the department, along with their details such as course titles, objectives, syllabi, duration, mode of delivery, and certification details. • It is observed that the **documentation includes the approval records for each add-on course**, showing that the courses were vetted by the relevant academic bodies and aligned with the department's educational goals.

				• The file includes **clear records of student enrollment for each course, completion rates, and certification outcomes**, which helps in monitoring the participation and success of students in these supplementary programs. • The department has **actively incorporated industry-relevant skills** into the add-on courses, which enhances students' practical knowledge and employability prospects. • **Suggestions for improvement include digitizing the course details and maintaining a centralized database for easier tracking and analysis of student participation and performance in add-on courses. Additionally, periodic reviews of course content and relevance should be documented to ensure that the add-on courses remain aligned with industry trends and educational standards.** **Overall, the documentation for the List of Add-on Courses file is satisfactory, comprehensive, and well-aligned with institutional objectives for student skill enhancement, with opportunities for further digital optimization and periodic content review.**
16	University and Internal Question Paper Bank	To be Updated	Verified	Observations: • The **Question Paper Bank files are systematically maintained**, containing both **internal and university question papers** for each

				course offered by the department across different semesters. • It is observed that the **question papers are categorized by course, semester, and academic year**, with each set of papers archived in a clear and organized manner for easy retrieval. • The files include **details about the paper format, evaluation schemes, model answers, and any related academic guidelines**, ensuring transparency in assessment and alignment with institutional academic policies. • It is noted that **internal question papers are reviewed and approved by the department before distribution**, and the records include **clear documentation of the paper-setting process, including faculty involvement and approval from the department head**. • The **university question papers** are also maintained in accordance with university norms, with evidence of **proper safekeeping and access control** to ensure confidentiality and integrity in the examination process. • **Suggestions for improvement include implementing a digital question paper bank system for better security, easy access, and streamlined archiving of past question papers. Additionally, periodic reviews of question**

				papers could be documented to ensure that they remain relevant and up to date with the course objectives. **Overall, the documentation for the University & Internal Question Paper Bank file is satisfactory, well organized, and adheres to institutional guidelines, with opportunities for enhanced digitalization and process optimization.**
17	Examination Time Table	Completed	Verified	Observations: • The **Examination Timetable files are systematically organized and properly maintained**, containing records of **semester examination schedules, departmental internal exam timetables, and any changes or updates to the schedule**. • Each timetable document includes **clear details on exam dates, times, venues, course codes, paper names, and invigilator assignments**, ensuring smooth coordination and transparency. • It is observed that **the examination schedules are communicated well in advance**, with proper documentation of notifications sent to students and faculty, allowing for effective planning. • The file also includes **any modifications to the original timetable**, with appropriate approvals and documentation of reasons for changes, ensuring transparency and proper

				record-keeping. • **Suggestions for improvement include digitizing the examination timetable to facilitate easy access and quick updates, along with ensuring that all related documents (e.g., room allocations, invigilator duties) are integrated into a single digital system for better coordination.** **Overall, the documentation for the Examination Timetable file is satisfactory, comprehensive, and complies with institutional requirements, with minor opportunities for digitalization and improved procedural coordination.**
18	Internal Marks File	To be Updated	Verified	Observations: • The **Internal Marks files are well-maintained and systematically organized**, containing records of **internal assessments, continuous evaluation, assignment scores, mid-term exam marks, and other internal examination results**. • Each file includes **detailed records of individual students' marks, assessment criteria, weightage distribution, and evaluation rubrics**, providing transparency in the grading process. • It is observed that the **documentation accurately reflects the academic performance of students throughout the semester**,

				with sufficient details regarding the method of evaluation and grading scale. • The records also include **attendance-based grading or any corrective measures applied**, ensuring alignment with institutional policies on attendance and internal assessments. • **Suggestions for improvement include implementing a digital tracking system for internal marks to ensure quick access, better analysis of student performance, and reducing the chances of data loss or discrepancies in manual records.** **Overall, the documentation for the Internal Marks file is satisfactory, comprehensive, and aligns with institutional guidelines for assessment and grading, with scope for digital enhancement and procedural improvements.**
19	Sessional Marks File	Completed	Verified	Observations: • The **Sessional Marks File is systematically maintained**, containing **course-wise and semester-wise records of internal assessment marks** awarded to students for various sessional examinations, class tests, assignments, and laboratory work. • It is observed that the **marks are entered accurately, signed by the concerned faculty members, verified by the Head of the Department (HOD), and submitted within the**

				stipulated time to the academic section and examination cell. • The file also includes **details of the assessment components**, such as the **weightage of each internal test, assignment, and lab performance**, ensuring transparency in the internal evaluation process. • Records show that **sessional marks are communicated to students in a timely manner**, with opportunities for students to review their performance and address any discrepancies. • **Suggestions for improvement include the adoption of a digital internal marks management system** for enhanced accessibility, real-time updates, and secure record-keeping. Integration with student portals would also enable students to track their academic performance conveniently. **Overall, the documentation for the Sessional Marks file is satisfactory, accurate, and well-structured, reflecting a transparent and effective internal assessment process, with opportunities for digital enhancement and improved accessibility.**
20	Sample Answer Paper Bank	To be Updated	Verified	Observations: • The **Sample Answer Paper Bank File is neatly maintained**, containing **sample evaluated answer scripts of internal and university examinations**

				across various courses and semesters. These include papers with **varying grades (high, average, and low scores)** to illustrate assessment standards. • It is observed that the file serves as a **useful academic resource for faculty members** to standardize evaluation patterns and for students to understand **expected answer formats, marking schemes, and areas for improvement**. • The file is **updated periodically** and includes **authenticated copies with signatures of evaluators and HOD verification**, ensuring reliability and transparency in assessment practices. • **Suggestions for improvement include digitizing the sample paper repository** for easier access by faculty and students, and organizing periodic orientation sessions to help students review these papers and learn from model answers. **Overall, the documentation for the Sample Answer Paper Bank file is satisfactory, well organized, and serves as an effective academic reference tool, with scope for digital integration and increased student engagement.**
21	Result Analysis File	To be Updated	Verified	Observations: • The **Result Analysis File is well-structured and comprehensive**, containing detailed **semester-wise and**

				course-wise analysis of student performance in university examinations and internal assessments. • The documentation includes **pass percentages, subject-wise performance trends, toppers' lists, and comparative analysis** with previous years, providing valuable insights into academic progress and areas requiring improvement. • It is noted that the **file also highlights the performance of slow and advanced learners**, aiding in planning appropriate academic interventions such as **remedial classes, counselling sessions, and skill enhancement programs**. • The result analysis reports are **signed and verified by the HOD and shared with the academic committee and faculty members**, ensuring that the insights are used effectively for academic planning and continuous improvement. • **Suggestions for improvement include developing a digital result analysis dashboard** that can automatically generate real-time analytical reports, charts, and performance indicators, enabling more efficient data interpretation and decision-making. **Overall, the documentation for the Result Analysis file is satisfactory, detailed, and effectively utilized for academic review and**

				improvement, with potential for digital enhancement and data-driven academic management.
22	SAS Report File	Completed	Verified	Observations: • The **SAS Report File is well-maintained and systematically organized**, containing detailed records of **student advisement and mentoring activities** conducted throughout the academic session. • The documentation includes **faculty-wise and student-wise reports of advisement meetings**, covering aspects such as **academic progress, attendance status, personal concerns, career guidance, and suggestions for improvement**. • It is observed that the advisement system is actively implemented in the department, with **periodic interactions between faculty advisors and their assigned group of students**. The records are duly **signed by both faculty and students**, ensuring accountability and authenticity. • The SAS reports are effectively utilized for **identifying slow learners, advanced learners, and students requiring special attention**, enabling targeted academic support and personal counselling. • **Suggestions for improvement include digitizing the advisement reporting process**, integrating it with the institutional academic

				management system for ease of record-keeping, retrieval, and better tracking of student progress and advisement outcomes. **Overall, the documentation for the Students Advisement System (SAS) Report file is satisfactory, organized, and contributes effectively to student academic monitoring and support, with opportunities for digital transformation and enhanced reporting mechanisms.**
23	Co-curricular and Extension Activities File	To be Updated	Verified	Observations: • The file is well organized and properly documented, containing detailed records of various co-curricular activities such as seminars, technical workshops, webinars, coding contests, paper presentations, and project exhibitions, as well as extra-curricular activities including sports events, cultural programs, social outreach initiatives, and student club activities. • Each activity is supported with relevant documentation including **event notices, schedules, attendance records, photographs, feedback forms, and activity reports**, duly verified by the concerned coordinators and the Head of the Department (HOD). • The records reflect **active participation by students and faculty members**, showcasing the department's commitment to promoting holistic student development alongside academic excellence. • **Suggestions for improvement include maintaining a digital archive of event reports and photographs**, and preparing a

				year-wise summary report of achievements and student participation statistics for enhanced tracking and showcasing during accreditation and institutional audits. **Overall, the documentation for the Co-curricular and Extra-curricular Activities file is satisfactory, comprehensive, and effectively highlights the department's initiatives for student engagement beyond the classroom, with scope for digital record management and annual activity consolidation.**
24	Reports on Conference/Seminar/ Workshop/Expert Talk/STTP etc. Organized	Completed	Verified	Observations: • The documentation is **well-maintained and systematically arranged**, containing detailed reports of each academic and professional development event organized during the academic session. • Each report typically includes **event objectives, schedules, resource person details, participant lists, photographs, feedback summaries, and concluding remarks**, duly signed and verified by the event coordinator and the Head of the Department (HOD). • The records reflect **active efforts by the department to enhance academic enrichment, industry interaction, and professional skill development for students and faculty members**. • It is commendable that the department ensures **diversity in topics and invites experienced resource**

				persons from academia, industry, and research organizations, thereby adding significant value to the learning environment. • **Suggestions for improvement include maintaining a consolidated digital repository of these event reports** for easier retrieval, future reference, and presentation during accreditations or external audits. Additionally, preparing **annual summary reports highlighting key outcomes, student participation, and feedback trends** would further strengthen the documentation process. **Overall, the documentation for the Reports on Conferences, Seminars, Workshops, Expert Talks, and STTPs organized file is satisfactory, comprehensive, and reflective of the department's commitment to continuous academic and professional development, with scope for digital archival and structured annual reporting.**
25	R&D Activities and Publication File	Completed	Verified	Observations: • The file is systematically maintained and well organized, containing records of faculty and student research activities, project proposals, funded research initiatives, consultancy works, patents applied/filed, and publications in reputed journals and conferences. • The documentation includes **copies of published**

				research papers, conference presentation certificates, patent application acknowledgments, and records of participation in research-oriented programs such as FDPs, workshops, and hackathons. • It is commendable that the department actively encourages **faculty members and students to participate in research and scholarly activities**, as reflected in the documented outcomes. • **Suggestions for improvement include creating a digital R&D repository**, enabling streamlined storage, easy access, and real-time updating of research contributions. Furthermore, a **year-wise consolidated report highlighting key achievements, research grants, publications, and patent filings** would enhance the visibility of departmental R&D activities. **Overall, the documentation for the R&D Activities and Publication file is satisfactory, comprehensive, and effectively highlights the department's efforts in fostering research culture and academic contribution, with potential for digital enhancement and structured summary reporting.**
26	Professional Society Membership File	Completed	Verified	Observations: • The file is **well-maintained** and contains **detailed records of faculty and student memberships** in various professional societies

				and organizations, such as **IEEE, ACM, ISTE, and other discipline-specific associations**. • Each membership record includes **membership certificates, renewal details, active participation records (e.g., events attended, leadership roles held, etc.), and proof of engagement in society-sponsored activities** such as conferences, workshops, seminars, and technical competitions. • It is noted that the department encourages **faculty and students to actively engage in professional societies**, enhancing their exposure to current trends, research, and industry practices in the field of Computer Science and Engineering. • **Suggestions for improvement include consolidating membership data in a centralized, digital format**, allowing for better tracking, renewal management, and showcasing of the department's collective involvement in professional organizations. Additionally, organizing **more collaborative events with these societies** could help in fostering better industry-academia connections. **Overall, the documentation for the Professional Society Membership file is satisfactory, comprehensive, and reflects the department's active participation in professional development, with room for digital organization and enhanced**

				engagement through collaboration with these societies.
27	Faculty Training File	Completed	Verified	Observations: • The Faculty Training File is well organized and contains detailed records of faculty development programs (FDPs), workshops, seminars, and training sessions attended by faculty members, both internal and external to the institute. • Each entry includes **certificates of participation, agendas, training content, feedback forms, and evaluation reports**, verifying the active involvement of faculty members in continuous professional development activities. • It is noted that the department places significant emphasis on **enhancing faculty skills** through exposure to new teaching methodologies, technological advancements, and industry trends, thereby improving the quality of education provided to students. • The documentation reflects a **diverse range of training topics**, such as **pedagogical techniques, research methodologies, software tools, industry collaboration, and emerging technologies**, supporting the professional growth of faculty members. • **Suggestions for improvement include digitizing the faculty training records**, creating an online repository for easier

				access, tracking, and reporting. Additionally, maintaining a **centralized faculty training calendar** could streamline planning and ensure broader participation in relevant training programs. **Overall, the documentation for the Faculty Training file is satisfactory, comprehensive, and highlights the department's commitment to continuous faculty development, with potential for digital record-keeping and improved tracking of training initiatives.**
28	Students Feedback File	Completed	Verified	Observations: • The **Students' Feedback File is well-maintained** and contains **detailed records of feedback collected from students** on various aspects of academic delivery, including **teaching quality, course content, faculty performance, infrastructure, and overall learning environment**. • Feedback is collected **systematically at regular intervals** (typically at the end of each semester) using **structured questionnaires**, with responses duly **analyzed and summarized** to identify trends and areas for improvement. • The file includes **actionable reports** summarizing the feedback, along with **follow-up actions taken by the department** based on the suggestions or concerns raised by students. This

				demonstrates a commitment to **continuous improvement** in the quality of education and the student experience. • It is observed that the feedback process is **transparent and students' anonymity is maintained**, fostering an environment where students feel comfortable sharing constructive feedback. • **Suggestions for improvement include exploring digital tools** to automate the feedback collection and analysis process, thereby improving efficiency and providing more real-time insights. Additionally, maintaining a **longitudinal analysis of feedback trends over multiple semesters** could offer valuable insights into the effectiveness of implemented changes. **Overall, the documentation for the Students' Feedback file is satisfactory, comprehensive, and demonstrates a well-structured approach to gathering and acting upon student feedback, with potential for digital enhancement and more in-depth analysis.**
29	Parents Feedback File	Completed	Verified	Observations: • The Parents' Feedback File is well organized and contains systematic records of feedback collected from parents regarding various aspects of their children's academic experience, including academic progress, faculty performance,

				infrastructure, co-curricular activities, and overall student development. • Feedback is collected **periodically**, typically through **structured surveys or meetings**, ensuring that the parents' perspectives are regularly taken into account to enhance the quality of the academic environment. • The file includes **summarized feedback reports**, with clear **actionable insights** and **follow-up actions** that the department has taken in response to concerns or suggestions provided by parents. This shows a **commitment to addressing parent concerns** and fostering a collaborative relationship between the department and families. • **Suggestions for improvement include digitizing the feedback process** to allow for easier collection, analysis, and tracking of feedback trends over time. A digital platform could also enable **real-time responses** and greater engagement with parents. Additionally, creating **more opportunities for interaction with parents**, such as parent-teacher meetings or online forums, could further enhance the feedback loop. **Overall, the documentation for the Parents' Feedback file is satisfactory, comprehensive, and demonstrates a proactive**

				approach to engaging with parents, with potential for digitalization and improved tracking of feedback trends.
30	List of Committee of the Institute	Completed	Verified	Observations: • The documentation of the list of committees is found to be well organized, systematically maintained, and updated as per institutional requirements. • Each committee's documentation includes **details of composition, objectives, tenure, roles and responsibilities, and approved faculty/staff members**, which facilitates transparency and clarity in institutional operations. • It is observed that **records of meeting schedules, attendance, agendas, and minutes of meetings** for most of the committees are properly documented and readily available for verification. • The documentation reflects **active involvement of MBA Department faculty members in various institutional committees**, indicating participative management and academic engagement. • **Minor suggestions for improvement include ensuring uniformity in the format of committee records and timely updation of any changes in committee composition** to maintain accuracy and consistency.

				Overall, the documentation for the list of committees is satisfactory, comprehensive, and compliant with institutional and regulatory guidelines, with scope for minor procedural enhancements.
31	Minutes of Meeting File	Completed	Verified	Observations: • The Minutes of Meeting files are systematically maintained, well organized, and properly archived both in physical and digital formats. • Each MoM document contains essential details including the **date of meeting, list of attendees, agenda points, discussions held, resolutions passed, and action taken reports (where applicable)**. • It is observed that **regular meetings are conducted by most of the committees as per the academic calendar and institutional requirements**. The frequency and documentation of meetings reflect active administrative and academic management. • The MoM files also indicate **active participation of MBA Department faculty members in various institutional committees**, contributing to policy formulation and decision-making processes. • **Suggestions for improvement include standardizing the MoM format across all committees and ensuring timely submission and signing of minutes by the respective members and**

				authorities to maintain procedural consistency. **In conclusion, the documentation of Minutes of Meeting files is satisfactory, comprehensive, and in alignment with institutional governance practices, with minor scope for format standardization and procedural refinements.**
32	Circular/Office Order/Notice File	Completed	Verified	Observations: • The **documentation of circulars, office orders, and notices is properly maintained and systematically arranged in chronological order** for ease of reference. • Each document is found to be **duly approved, dated, and issued by the competent authority**, with clear mention of the subject, concerned stakeholders, and instructions to be followed. • It is observed that important communications related to **academic schedules, examinations, committee meetings, student activities, faculty responsibilities, and institutional policies** are appropriately documented and circulated through these notices and orders. • The files also reflect **adequate representation and timely dissemination of relevant information to the MBA Department faculty and students**. • **Suggestions for improvement include the adoption of a uniform file numbering and indexing system for quick retrieval,**

				along with digital archiving of all circulars and notices for improved accessibility and record-keeping. **Overall, the documentation of Circular, Office Order, and Notice files is satisfactory, well organized, and adheres to institutional norms, with scope for minor procedural enhancements in record management.**
33	CO&PO Mapping File	Completed	Verified	Observations: • The **CO-PO Mapping documentation is properly structured, well-maintained, and updated in alignment with the program curriculum and institutional guidelines**. • Each course file contains clearly defined **Course Outcomes (COs) mapped against the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs)** with appropriate correlation levels (Low, Medium, High). • It is observed that **CO-PO Mapping matrices have been prepared for all theory and laboratory courses offered by the department in each semester**, ensuring academic accountability and outcome-based education (OBE) compliance. • The documentation also includes **attainment calculation methods, assessment tools, and analysis of CO and PO attainment levels**, reflecting a systematic approach to

				academic quality monitoring. • **Suggestions for improvement include standardizing the format of CO-PO matrices across all courses and incorporating periodic review records of the mapping to ensure continuous quality enhancement.** **In conclusion, the documentation of the CO-PO Mapping file is satisfactory, comprehensive, and aligns with outcome-based education practices, with minor scope for uniform formatting and regular review updates.**
34	Budget, Purchase Order & Invoice File	Completed	Verified	Observations: • The documentation related to budget proposals, approved budgets, purchase orders (POs), and invoices is systematically maintained and well organized, ensuring transparency in financial transactions and procurement processes. • Each file contains **duly approved budget allocation documents, vendor quotations, comparative statements, purchase orders, delivery challans, and corresponding invoices** with necessary approvals and signatures from the competent authority. • It is observed that the **procurement process follows institutional financial policies and procedures**, with appropriate documentation of fund utilization specific to departmental requirements.

				• The records for the MBA Department reflect **timely submission and processing of purchase orders and invoices** for laboratory equipment, software licenses, academic resources, and other infrastructural needs. • **Suggestions for improvement include maintaining a consolidated summary sheet for each financial year indicating budget allocation, expenditure, and balance, along with digital archival of financial documents for ease of future reference and audit readiness.** **Overall, the documentation of Budget, Purchase Order, and Invoice files is satisfactory, transparent, and compliant with institutional financial norms, with minor scope for procedural and digital enhancements.**
35	Skill Project File	Completed	Verified	Observations: • The **Skill Project files are well-maintained and systematically organized**, containing relevant records such as **project proposals, objectives, team composition, project plans, progress reports, evaluation sheets, and completion certificates**. • It is observed that the **MBA Department actively encourages students to undertake skill-based projects aligned with emerging technologies and industry requirements**, enhancing their practical

				exposure and employability. • The documentation includes **faculty mentoring records, project evaluation criteria, and evidence of student participation in internal and external project exhibitions, competitions, and hackathons**. • The Skill Project file also reflects **alignment of projects with Program Outcomes (POs) and Program Specific Outcomes (PSOs)**, supporting the institution's outcome-based education (OBE) framework. • **Suggestions for improvement include introducing a standardized project synopsis format for uniformity and maintaining a consolidated summary report of completed and ongoing projects for each academic year.** **Overall, the documentation for the Skill Project file is satisfactory, comprehensive, and effectively supports skill development initiatives within the department, with scope for minor procedural enhancements.**
36	Students Seminar and Project File	Completed	Verified	Observations: • The **Students' Seminar and Project files are properly maintained and organized**, containing records such as **project titles, abstracts, seminar topics, student group details, guide allocation, progress reports, presentation schedules, evaluation sheets, and final project reports**.

				• It is observed that the **seminar and project activities are conducted as per the academic calendar**, with well-documented records of internal reviews, viva-voce examinations, and external evaluations where applicable. • The documentation also includes **faculty mentoring records, attendance during seminars/project presentations, and consolidated attainment analysis**, supporting the continuous assessment and monitoring of student performance. • Projects undertaken by the MBA students reflect a good mix of **current industry trends, application-based solutions, and research-oriented work**, promoting innovation and practical learning. • **Suggestions for improvement include standardizing the project report format, maintaining digital records for easy retrieval, and introducing a consolidated annual summary of seminars and projects completed for future reference and institutional reporting.** **Overall, the documentation for the Students' Seminar and Project files is satisfactory, comprehensive, and effectively supports academic and skill development objectives within the department, with minor opportunities for procedural standardization and digital**

				archiving.
37	Students Training File	Completed	Verified	Observations: • The **Students' Training files are properly maintained, organized, and arranged in a systematic manner**, containing details of **industrial training, internships, workshops, certification programs, and value-added courses** undertaken by students. • Each record includes **student details, training organization name, duration, training certificates, feedback forms, and departmental approval letters**, ensuring transparency and traceability. • It is observed that the **MBA Department actively encourages students to participate in industry-relevant training programs, enhancing their technical skills and employability prospects**. • The file also maintains **records of training-related circulars, activity reports, and consolidated lists of students trained each academic year**, supporting structured monitoring of skill enhancement activities. • **Suggestions for improvement include maintaining a digital training database for easy access and retrieval, and incorporating post-training feedback analysis to assess the effectiveness and relevance of training**

				programs. **Overall, the documentation for the Students' Training file is satisfactory, well-structured, and aligns with institutional initiatives for student skill development, with minor scope for procedural and digital management enhancements.**
38	Industrial Tour Report File	Completed	Verified	Observations: • The **Industrial Tour Report files are well-maintained and properly organized**, containing comprehensive records such as **tour proposals, administrative approvals, student participation lists, industry visit permissions, itineraries, and post-visit reports**. • It is observed that the **MBA Department regularly organizes industrial visits and tours to reputed companies and technical organizations**, providing students with valuable exposure to industry practices and operational environments. • The documentation includes **student feedback reports, faculty coordinators' observations, and photographs of the visits**, contributing to a transparent and complete record of the conducted activities. • These initiatives are well-aligned with the academic curriculum and help in **bridging the gap between classroom learning and real-world applications**.

				• **Suggestions for improvement include standardizing the tour report format, maintaining digital archives of reports and feedback, and preparing an annual summary of industrial visits for record and planning purposes.** **Overall, the documentation for the Industrial Tour Report file is satisfactory, comprehensive, and effectively supports student-industry interaction initiatives, with minor scope for procedural and archival enhancements.**
39	Students Placement File	Completed	Verified	Observations: • The Students' Placement files are well organized and systematically maintained, containing detailed records of placement drives, student applications, company profiles, placement letters, and joining reports. • Each student's placement record includes **personal details, academic performance, interview feedback, and placement outcomes**, which provide a comprehensive overview of the placement process. • It is observed that the **MBA Department actively facilitates industry collaborations and placement drives**, providing students with numerous opportunities for internships and full-time employment in reputable organizations. • The file also includes **placement-related circulars,**

				event schedules, coordination with external agencies, and a summary of placement statistics for each academic year. • **Suggestions for improvement include maintaining a digital database of all placement records for easy access and retrieval, as well as documenting post-placement follow-ups and student feedback on the placement process.** **Overall, the documentation for the Students' Placement file is satisfactory, comprehensive, and well-aligned with the department's efforts to enhance student career opportunities, with minor scope for digital record management and follow-up enhancements.**
40	Higher Studies and Entrepreneurship File	Completed	Verified	Observations: • The Higher Studies & Entrepreneurship files are well organized and systematically maintained, containing detailed records of student applications for higher studies, admission offers, scholarships, entrance exam results, and entrepreneurship initiatives. • Each record includes **students' academic qualifications, career aspirations, documentation of applications to national and international institutions, and support provided by the department for further studies or entrepreneurial pursuits**. • It is observed that the **MBA**

				Department actively supports students pursuing higher education opportunities by organizing seminars, workshops, and collaborations with reputed universities and organizations. Additionally, the documentation also includes **students involved in entrepreneurship activities**, including project proposals, startup initiatives, and mentorship records. • The files reflect **records of departmental and faculty assistance for students seeking guidance on higher studies or entrepreneurship,** such as writing recommendation letters, offering research guidance, or arranging guest lectures from industry experts. • **Suggestions for improvement include maintaining a digital database for quick access to higher studies and entrepreneurship records, as well as tracking post-graduation progress of alumni in these fields to assess the effectiveness of the department's support.** **Overall, the documentation for the Higher Studies & Entrepreneurship file is satisfactory, comprehensive, and aligned with the department's efforts to encourage academic and entrepreneurial growth among students, with minor scope for digital archiving and follow-up tracking.**

41	Course File/Lecture Diary	Completed	Verified	Observations: • The **Course Files and Lecture Diaries are systematically organized and well-maintained**, containing essential academic materials such as **syllabi, course objectives, lecture plans, teaching notes, assignments, student attendance records, and assessment details**. • Each course file contains **course outcome (CO) and program outcome (PO) mappings, teaching methodologies, and evaluation strategies**, ensuring compliance with the outcome-based education (OBE) framework. • It is observed that faculty members maintain up to date lecture diaries, which include daily lecture notes, course progress tracking, and records of any deviations from the planned syllabus. This helps in ensuring that the course is delivered according to schedule. • The **documentation also includes records of guest lectures, seminars, and workshops organized as part of the course**, along with post-lecture feedback from students for continuous improvement. • **Suggestions for improvement include ensuring uniformity in the format of course files across all faculty members and incorporating a periodic review system for lecture**

				diaries to track long-term teaching effectiveness. **Overall, the documentation for the Course File and Lecture Diary is satisfactory, comprehensive, and adheres to institutional guidelines for effective course delivery, with minor scope for procedural standardization and review processes.**
42	Students Attendance Register	Completed	Verified	Observations: • The **Students' Attendance Registers are systematically maintained and organized**, with entries for **date, student name, roll number, and attendance status (present/absent)** for each lecture or session. • It is observed that the attendance records are **accurately updated on a regular basis**, ensuring real-time tracking of student attendance and punctuality. • The registers include **clear records of leave applications, medical certificates, and other justifications for student absences**, reflecting transparency and adherence to institutional policies. • The documentation also includes **attendance summaries and monthly reports**, which are used for the calculation of total attendance percentages and for identifying students who may be at risk of academic penalties due to poor attendance. • **Suggestions for improvement include**

				transitioning to a digital attendance system to improve accuracy and streamline record-keeping, as well as ensuring regular verification of attendance records by faculty members and department heads. **Overall, the documentation for the Students' Attendance Registers is satisfactory, complete, and complies with institutional guidelines, with opportunities for digital enhancement and improved verification processes.**

Conclusion

The Internal Academic Audit conducted for the **CSE/CoE/MCA, CE, EE, ME, BS&H and MBA Departments** at **Radhakrishna Institute of Technology and Engineering (RITE)** has provided valuable insights into the academic functioning and institutional practices within the departments. The audit revealed that the departments have maintained satisfactory academic standards, effectively adhered to the academic calendar, and demonstrated commitment to continuous improvement through proper documentation and student-centric practices.

However, certain areas such as increased adoption of digital learning resources, enhanced industry-academia collaborations, timely submission of records, and strengthening of mentorship initiatives were identified for further improvement. The recommendations provided in this report aim to address these areas and support the institution in achieving its academic and strategic objectives.

Overall, the audit reinforces the institution's dedication to academic excellence, regulatory compliance, and holistic student development. It is recommended that regular follow-up audits and reviews be conducted to ensure the implementation of suggested improvements and sustain a culture of continuous academic enhancement at RITE.