



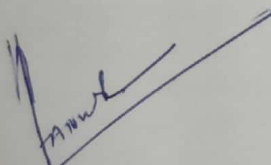
ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
(INTERNAL QUALITY ASSURANCE CELL)
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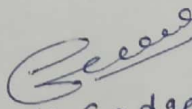


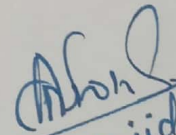
CONTENTS OF ANNUAL ACADEMIC AUDIT

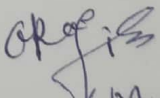
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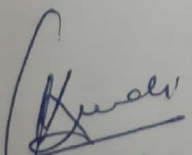
Sr No	Heads	Total Marks Allotted
1	Academic management	150
2	Human resource	50
3	Teaching-learning evaluation process	300
4	Research output	100
5	Community outreach/extension	50
6	Student support	50
7	Infrastructure facilities	250
8	Training & placement activity	50
	Total Marks	1000


(Dr. Tanveez Mirza)



(P. Gadge)

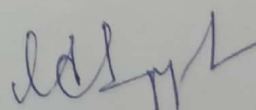

(Dr. Sajid Anwar)

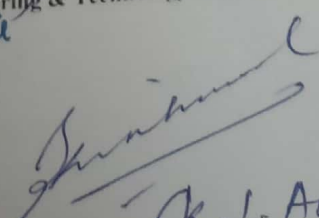

(Mond. Rafiqullah)

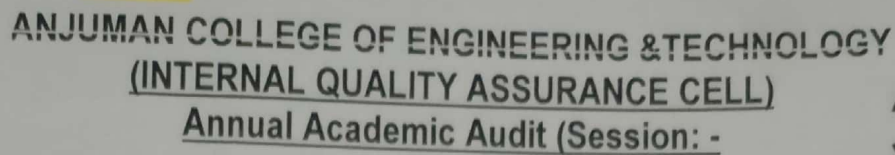

Dr. G. K. Awali
Signature & Name of expert

Signature & Name of expert


Dr. A. Shikhal
Signature & Name of Coordinator, IQAC
(Anjuman College of Engineering & Technology Nagpur)


Sign of Principal
(Anjuman College of Engineering & Technology Nagpur)


(K. I. Ahmed)



1. ACADEMIC MANAGEMENT (150 Marks)

Sr.No	PARTICULARS	SCORE		SCORE	
1.1.a	Has Institution appointed a permanent principal?	Yes	-	No	-
1.1.b	Is she/he Ph.D.?	Yes	-	No	-
1.2.	Total Non-Teaching Staff _____		-		-
1.3	Number of professional Programmes held for non teaching staff in the last two years:				
	≥4		12		
	3		09		0
	2		06		
	1		03		
1.4	Extent of grant utilization (UGC + Government +fees) in the last two years				
	Utilization %				
	100%		12		
	75%		09		0
	50%		06		
	Less than 25%		03		
1.5	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes	10	No	0
1.6	Office Automation				
	1. Administration				
	a. Admission Processes				
	- Online Admission	Yes	6	No	0
	- Other Processes only	Yes	4	No	0
	b. Enrollment	Yes	4	No	0
	c. Maintenance of Records	Yes	4	No	0
	d. Declaration of Results	Yes	4	No	0
	2. Accounts				
	a. Fees Collection	Yes	4	No	0
	b. Maintenance of accounts	Yes	4	No	0
1.7.a	Is there a College website ?	Yes	6	No	0
1.7.b	Is it updated till _____ 2011?	Yes	3	No	0
1.8.	Is the College Library automated?	Yes	-	No	-
	a. Record of Books	Yes	5	No	0
	b. Issue and Return of Books	Yes	5	No	0
1.9.a	Does the library provide open access facility?				
	a. To all	Yes	9	No	0
	b. To Only teachers	Yes	5		

1.9.b	Is there Internet facility in the library?	Yes	8	No	0
	a. For All	Yes	4		
	b. For Teachers only	Yes	4		
1.10	Is there an Anti ragging Cell in the college ?	Yes	10	No	0
1.11	Are there any Welfare schemes? If Yes, List them _____	Yes	10	No	0
1.12	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Yes	10	No	0
1.13	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes	10	No	0
1.14	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet? (minimum one meeting per year) (Stake holders : Governing Board, Parents, Alumni, Industries, etc.)	Yes	10	No	0
Total			150		

Dr. Tanveer Mirza
Dr. A. Shikshale

Dr. A. Shikshale

Mohd. Rafiullah

(K. I. Ahmad)

Dr. S. M. Ali

Dr. S. M. Ali



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
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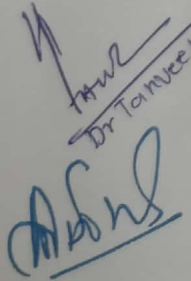


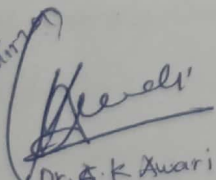
Remarks of the External Auditor/Committee Members conducting the Audit:

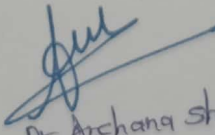
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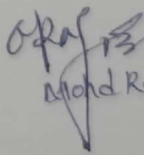
2. Name with Signature internal auditor:

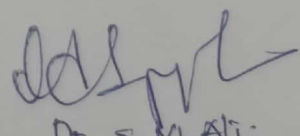
Sign of I/C , IQAC

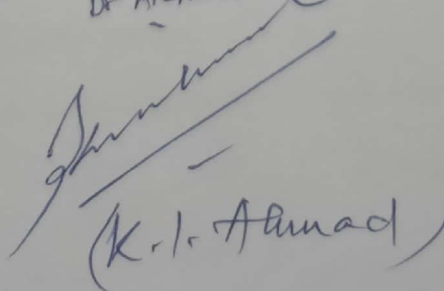

Dr. Sajid Anwar

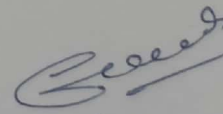

Dr. A.K. Awari


Dr. Archana Shrivastava


Mohd. Rafiullah


Dr. S.M. Ali


(K.I. Ahmad)


Prof. Pramod Gadge



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
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Administrative Office



1) List of Teaching Staff for session

Sr. No	Name of Staff	Designation	Qualification	Date of Joining ACET	Approved (Yes/No)	Remarks

1 (A). List of Non-Teaching Staff for session

Sr. No	Name of Staff	Designation	Qualification	Date of Joining ACET	Approved (Yes/No)	Remarks

2) Number of professional programs held for non teaching staff in the last two years.

Sr. No.	Name of Office Staff	Professional Programme attended	Duration (from-to)	Remarks
01	Nil	Nil	Nil	
02	Nil	Nil	Nil	

3) Total number of students admitted in the Institute (BE, M. Tech and Ph.D.) for session
(Branch and Semester wise)

4) Campus area:

4a) Campus ownership (Owned by management/On rent):

4b) Office space:

4c) Office automation:

5) Branch wise students details for session

6) Scholarship awarded to students Category wise/Branch wise for session

Mohd Rafiqullah

DR. TANVEER MIRZA

DR. S. M. A. I.
Prof. P. M. G. G.

Dr. G. K. Anvari
Dr. SAJID ANWAR

DR. ARCHAN SHRIBATE
(K. I. Ahmed)



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
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Administrative Office



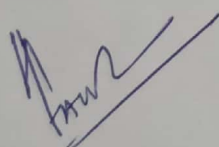

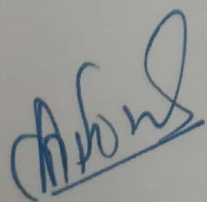
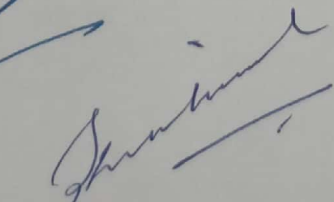
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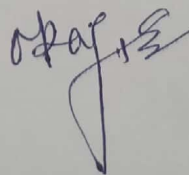
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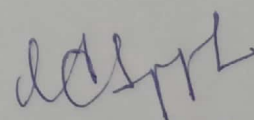
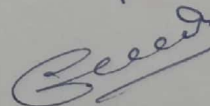
2. Name with Signature internal auditor:

Sign of Administrative Officer

Sign of I/C , IQAC





(K.I. Ahmad)





ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
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Library

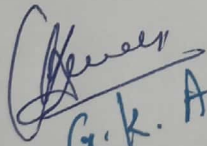


1. Area of Library as per AICTE and DTE norms for session
2. Is there separate reading area for student and staff for session
3. Are new arrival displayed for session
4. Does the library maintain book volumes for session
5. Total no of book issued for session
6. No of research journals in library for session
7. No of periodical in the library for session

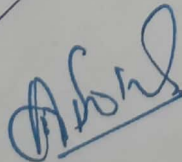
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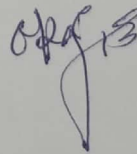
1. Name with Signature of External auditor:

2. Name with Signature internal auditor:

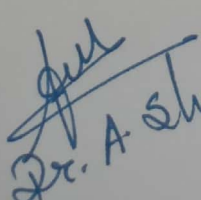

Dr. G.K. Awari






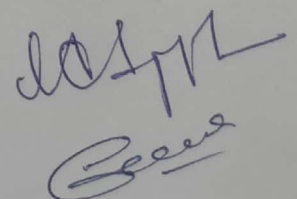


Sign of Librarian


Dr. A. Shikshale


(K.I. Ahmad)

Sign of I/C , IQAC





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Departments :-



2. HUMAN RESOURCE (50 Marks)

Sr. No.	Particulars		SCORE	Comments of External Auditor
2.1	Total Permanent Staff (Teaching)	15:1 15 Marks		
	Student-Faculty Ratio (SFR) of the Institute	20:1 7.5 Marks		
		Marks to be given proportionally, zero marks for SFR greater than 20		
2.2	How many faculties have attended FIP (FDP, STTP, Workshops, Seminars, etc.) in the current academic year?	71 to 100% 15		
		41 to 70% 10		
		Up to 40% 5		
2.3	Participation of faculties in various bodies of the University/Autonomous Colleges/other Colleges, such as BoS and Academic Council	71 to 100% 20		
		41 to 70% 15		
		Up to 40% 10		
	Total	50		

(Signature)
Dr. G. K. Awari

(Signature)
Dr. Tanveer Morza

(Signature)
(Mohd. Rafiullah)

(Signature)
Dr. A. Shikhalie

(Signature)
(K. I. Ahmad)

(Signature)
Dr. S. M. Ali

(Signature)

(Signature)
Dr. Sayid Anwar



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Departments :-



3. TEACHING-LEARNING EVALUATION PROCESS (300 Marks)

Sr. No.	Particulars			SCORE	Comments of External Auditor	
3.1	Are Course Outcomes prepared and informed to the students for all the courses offered by the Institute?	≥75%	15			
		51 to 74%	10			
		26 to 50%	5			
		≤ 25%	0			
3.2	Percentage of students who graduated last year without any backlogs in all the eight semesters:	≥75%	20			
		51 to 74%	15			
		26 to 50%	10			
		≤ 25%	5			
3.3	Percentage of students who graduated successfully last year:	≥50%	10			
		26 to 49%	5			
		≤ 25%	2.5			
3.4	Academic Performance in 3 rd year: Academic Performance = 2.5 * Avg. API API = Mean of 3 rd year GPA of all successful students on a 10-point scale / Number of successful students		25			
3.5	Academic Performance in 2 nd year: Academic Performance = 2.5 * Avg. API API = Mean of 2 nd year GPA of all successful students on a 10-point scale / Number of successful students		25	A P I		
3.6	Percentage of faculty members preparing and implementing lecture plans and attendance registers:	81 to 100%	25			
		51 to 80%	20			
		31 to 50%	15			
		≤ 30%	10			
3.7	Is academic calendar being prepared and implemented?	Yes/NO	10/0			
3.8	Use of any other Teaching-Learning Tools	OHP, LCD	10			
		Videos, Interactive Boards	10			
		Any other (Specify)	10			

Dr. Sajid Anwar
Dr. Tanveer Mirza
Dr. G.K. Awari

Dr. A. Shiekh
Dr. S. M. Ali

Dr. S. M. Ali
Dr. S. M. Ali



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
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3.9	Use of ICT in Teaching-Learning process:	e-journals	10			
		IT enabled classrooms	10			
		Online assignment	7.5			
		Online feedback on teaching & learning	7.5			
3.10	Do you offer Bridge Courses/remedial courses?	Yes/No	25/0			
3.11	Are projects, assignments, field work, seminars, etc. part of the teaching-learning process	Yes/No	20/0			
3.12	A. Evaluation of Teachers by Students?	Yes/No	5/0			
	B. Is it analysed and communicated?	Yes/No	5/0			
3.13	Is Quality of Internal Semester Question Papers, Assignments and their evaluation ensured by each Department? Specify.	Yes/No	15/0			
3.14	Is Quality of Final Year Student Project ensured by each Department? Specify	Yes/No	10/0			
3.15	Participation of student/student groups in National/International Conferences, Seminars, Workshops, Project/Model/Poster Competitions, etc.	≥ 150	15			
		100 to 149	10			
		51 to 99	5			
		≤ 50	0			
3.16	Innovative teaching practices?	Yes/No	10/0			
Total			300			

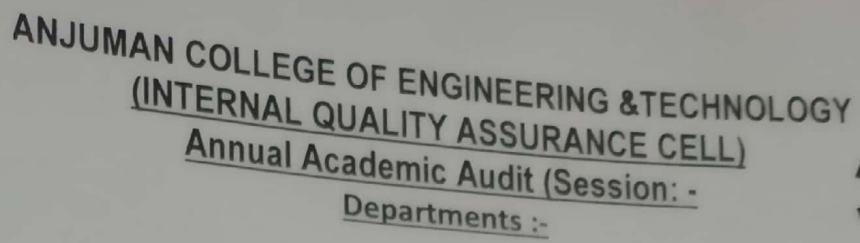
Dr. A. Shikshale
(K. I. Ahmed)
Prof. Pramod Gadge

Dr. Tanveer
Mazga

Dr. S. M. Ali

Dr. Sajid Anwar

Mohd Rafeeq



4. RESEARCH OUTPUT (100 Marks)

Sr. No.	Particulars			SCORE	Comments of External Auditor
4.1	Percentage of teachers with Ph.D. as the highest qualification:	81 to 100%	15		
		51 to 80%	12		
		31 to 50%	9		
		≤ 30%	6		
4.2	Articles in Books and Edited volumes: Articles per faculty = Total number of articles/Number of faculty members	≥2	20		
		1 to 2	15		
		<1	10		
		0	0		
4.3	Articles in UGC/SCI approved Journals, National and International Conferences: Articles per faculty = Total number of articles/Number of faculty members	≥2	15		
		1 to 2	10		
		<1	5		
4.4	Resources generated through consultancy in the academic year under audit:	> 2 lac	15		
		1 to 2 lac	10		
		< 1 lac	5		
		No	0		
4.5	State/National/International level Seminars/workshops/conferences organized:	>1	10		
		1	5		
		No	0		
4.6	Funding amount for sponsored research for the academic year under audit (completed only):	> 2 lac	15		
		1 to 2 lac	10		
		< 1 lac	5		
		0	0		
4.7	Development activities such as Product Development, Research Laboratories, etc.	Yes	10		
		No	0		
	Total		100		

Dr. A. Shukla
Dr. G. K. Awari
Dr. Tanveer
Mar 29
Dr. S. M. Ali
Dr. Sajid Anwar
Dr. A. Ahmad
Dr. A. Ahmad



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
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5. COMMUNITY OUTREACH/EXTENSION (50Marks)

Sr. No.	Particulars		SCORE	Comments of External Auditor
5.1	Outreach Projects	NSS	05	
		NCC	05	
		NGOs	2.5	
		Own Funds	2.5	
		Local funds	2.5	
		Govt. funds	2.5	
5.2	Faculty hours assigned/spent for outreach activities	Yes/No	10/0	
5.3	Student hours assigned/spent for outreach activities	Yes/No	10/0	
5.4	Innovative practices (specify):	Yes/No	10/0	
	Total		50	

6. STUDENT SUPPORT (50Marks)

Sr. No.	Particulars		SCORE	Comments of External Auditor
6.1	Number of effective teaching days per year:	≥ 140	5	
		120-139	4	
		100-119	3	
		81-99	2	
		≤ 80	1	
6.2	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them:	Yes/No	4/0	
6.3	Does the Institute conduct study visits, field trips, exhibitions for learning quality enhancement?	Yes/No	5/0	
6.4	Are any personality development programmes conducted?	Yes/No	5/0	
6.5	Does the Institute organize and document various extra-curricular activities?	Yes/No	5/0	

Dr. A. Shikshale
Dr. G. K. Awari
Dr. Pramod Gadgil

Dr. Tanveer
Mirza

Dr. Mohd Rafiq
Dr. SMALI
Dr. Sajid Anwar



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6.6. a	Is there a student forum in place?	Yes/No	3/0			
6.6. b	How often does the student forum meet?	2 or more times per year	2			
		Once per year	1			
6.7	Does the Institute have any Feedback mechanism (students, faculties & industry)?	Yes/No	5/0			
6.8	Does the Institute have any Community Audit Mechanism (through stake holders)?	Yes/No	3/0			
6.9	Discipline, Decorum and Ambience (in Class and Campus)?	Yes/No	3/0			
6.1 0	Innovative practices for student support (specify):	Yes/No	10/0			
Total			50			

Dr. A. shirbhate

Dr. Tanveer Mirza

Dr. Mohd Rafiqulla

Dr. S.M. Ali

Dr. Ahmed

Prof. Pramod Qadga

Dr. Sajid Amara

7. INFRASTRUCTURAL FACILITY(250 Marks)

Sr.No	PARTICULARS	SCORE	SCORE
7.1	Campus Area		
	Exemplary	07	
	Good	04	0
	Inadequate	02	
7.2	Campus Ownership		
	Owned by Management	07	0
	On rent	04	
7.3	Office Space		
	Exemplary	07	0
	Good	04	
	Inadequate	02	
7.4	a. Area of Library _____ b. Do you have separate reading area for student & Staff? c. Do you display the new arrivals? d. Do you maintain Book Volumes? e. No. of Books per student _____ f. No. of Issue/Return books per day _____ g. No. of Research Journals _____ h. No. of Periodicals _____	Yes Yes Yes 	No No No
		03 02 02 02 02 02 02	0 0 0
7.5	Laboratories		
	Exemplary	07	No
	Good	04	0
	Inadequate	02	
7.6	Security	05	0
7.7	Potable Water facility		
	Exemplary	07	0
	Good	04	
	Inadequate	02	
7.8	Power Backup facility	05	0
7.9.a	Washroom facility (for Male)		
	Exemplary	05	0
	Good	03	
	Inadequate	01	
7.9.b	Washroom facility (for Female)		
	Exemplary	05	0
	Good	03	
	Inadequate	01	

Dr. Tanveer Mirza

Dr. G.K. Awari
(Mohd Raziullah)

Dr. A. Shikhalil
Dr. G.K. Awari
Prof. Pramod Gadge

7.9.c	Washroom facility (for Staff)	Exemplary Good Inadequate	05 03 01		0
7.10	Parking	Exemplary Adequate Inadequate	08 04 02		0
7.11	Class rooms (as per requirement)	Exemplary Adequate Inadequate	15 10 05		0
7.12	Staff room (Tick only one) Individual Staff room with IT facility Staff room with separate cabins Departmental Staff Common		15 12 09 06		0
7.13	Seminar Room	Exemplary Adequate Inadequate	15 10 05		0
7.14.a	Common room (Boys)	Exemplary Adequate Inadequate	07 04 02		0
7.14.b	Common room (Girls)	Exemplary Adequate Inadequate	07 04 02		0
7.15	Medical Centre facility Health Centre facility First-aid facility		10 05		0
7.16	Sports Facility (2 mark for separate ground for each sport) (Maximum 6)		12		0
7.17	Indoor Sports facility (2 mark for each indoor sports facility) (Maximum 4)		08		0
7.18	Gymnasium		05		0

Dr. A. Shikshale
Prof. Pramod Gadge

Dr. Tanveer Mirza

(K. I. Ahmed)

Mohd Rafiqul

Dr. S. M. Ali
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7.19.a	Hostel (Boys)	Exemplary Adequate (with mess) Inadequate	08 06 03		0
7.19.b	Hostel (Girls)	Exemplary Adequate (with mess) Inadequate	12 06 03		0
7.20	Transportation for students		05		0
7.21	Support services (Bank/PO/Xerox)		03		0
7.22	Canteen		05		0
7.23	Approach Road		05		0
7.24	Garden		07		0
7.25	Auditorium/ Assembly hall		05		0
7.26	Internet facility	For Staff & students : For staff only:	08 04		0
7.27	Overall Maintenance	Exemplary Satisfactory Not satisfactory	15 10 05		0
	Total		250		

Remarks of the External Auditor/Committee Members conducting the Audit:

1. Name with Signature of External auditor:

2. Name with Signature internal auditor: Dr. Tanzeer Mirza

Dr. Sajid Anwar
 (Majid Raheem)

Sign of I/C, IQAC

Dr. A. Shikhalo

(K. I. Ahmed)

Dr. S. M. Ali



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
(INTERNAL QUALITY ASSURANCE CELL)
Annual Academic Audit (Session: -
Departments :-



AM

8 TRAINING & PLACEMENT ACTIVITY (50 Marks)

Sr. No.	Particulars		SCORE	Comments of External Auditor
8.1	Percentage of students placed (including students opting for higher studies):	<div>≥ 50% 20</div> <div>26 to 49% 10</div> <div>≤ 25% 5</div> <div>Good 4</div> <div>Inadequate 2</div>		
8.2	Does the Institute have an active Entrepreneurship Development Cell?	Yes/No 10/0		
8.3	Does the Institute have an active Industry Institute Interaction Cell?	Yes/No 10/0		
8.4	Does the Institute provide career guidance including counseling for higher studies, campus placement support, etc.?	Yes/No 5/0		
8.5	Does the Institute provide opportunity for Industrial Projects for students	Yes/No 5/0		
	Total	50		

Total Score:

Remarks of the External Auditor/Committee Members conducting the Audit:

1. Name with Signature of External auditor:

2. Name with Signature internal auditor:

Sign of Concerned HOD

Dr. Tanveer Mirza

Dr. G. K. Awari

Dr. Syid Anwar

Sign of I/C, IQAC

Dr. Mohd Rafiqullah

Dr. A. Shiekhale

(K. I. Ahmad)

Dr. sm Ali



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
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Annual Academic Audit (Session: -
Training & Placement Cell



GY

AM

1. Are any personality development program conducted for students for session

Sr No	Name of personality development program held	Name of student	Branch of student	No of beneficiaries

2. % of students placed including students opted for higher studies for session

Sr No	Name of student	Branch of student	Name of company placed	% of students placed

Sr No	Name of student	Branch of student	Name of course opted by student for higher studies	

3. Is carrier guidance counselling for Higher studies for session

Sr No	Name of student	Branch of student	Name carrier guidance counselling

4. Institute provide industrial project for student for session

Sr No	Name of student	Branch of student	Name industrial project

Remarks of the External Auditor/Committee Members conducting the Audit:

1. Name with Signature of External auditor:

2. Name with Signature internal auditor:

Dr Tahveer
Mitra

Dr Sajid Anwar

Sign of I/C, IQAC

Sign of TPO officer

Dr A. Shikshale
Prof. Praveen Radge
(K. I. Ahmed)