P. R. Pote (Patil) Educations & Welfare Trust's Group of Institution College of Engineering & Management, Amravati (Maharashtra), India

Department of _____

PROFORMA FOR ACADEMIC AUDIT

1. General

1.1. Name of the Faculty / Department / Centre :

1.2. Year of Establishment :

1.3. Number of Teaching Staff (Cadre-wise) :

Professor	
Associate Professor	
Assistant Professor	

1.4. Number of Non-teaching and Technical Staff :

Non-teaching Staff	
Technical Staff	

1.5. Programmes offered :

UG (Shift-I)	
UG (Shift-II)	
PG (	

2. Admission

2.1. Number of students admitted

Programme	Academic Year (2017-18)	
UG (Shift-I)		
UG (Shift-II)		
PG (ME/MBA/MCA)		

3. Attendance

3.1. Is the record of attendance maintained for all the courses offered by the faculty/department for the Academic :

year?

3.2. Number of students who lacked the : required percentage of attendance in the Academic Year

4. Curriculum

4.1. Has the curriculum been updated (once in : Yes/No three years)?

4.2. If 'No', specify the reasons :

4.3. If 'Yes', list the changes made and the : reasons for the same (in a tabulated form)

4.4. Have the changes been made in tune with : the feedback of the students/employers/alumni?

5. Timetable and Workload

5.1. Are copies of the timetable for all courses : Yes/No offered by the department for the Academic year is maintained?

5.2. Has provision been made for UG/PG : Yes/No student seminar(s), Library hours, Tutorials are made in the timetable?

5.3. Are details of seminar presentation for the : Yes/No current semester available?

5.4. Total number of teaching hours of the : Faculty/Department/Centre

Year	Semester	Total No. of contact hours/week	Total No. of Theory hours	Total No. of Practicals/Labs hours
2017-18	Odd			
	Even			

5.5. Average no. of contact hours/week/faculty : member

5.6. Average no. of hours devoted for research : including project guidance/week/faculty member

5.7. Number of hours devoted for Extension : Activities in a week

6. **CFA**

    6.1.   Was the CFA held as per the schedule?   :   Yes/No

    6.2.   If 'No', please specify the reason   :

    6.3.   Average number of days within which :
        answer papers were returned to the
        students after evaluation

    6.4.   Are CFA records maintained for all :
        courses offered by the
        Faculty/Department?

7. **Department Committee report**

    7.1.   Dates of the meeting of the departmental :
        committee during the last three years

    7.2.   Are the minutes of the meeting of the :
        Departmental Committee maintained?

    7.3.   Major follow-up action initiated at the :
        departmental level in the last three years,
        on the basis of discussions at
        departmental committee meetings

8. **Gurukula**

    8.1.   Are Gurukula meetings convened as per :   Yes/No
        schedule?

    8.2.   If 'No', specify the reason   :

    8.3.   Are the records of Gurukula meetings :
        maintained?

9. **Student Activities**

    9.1.   Are Field Visits arranged for students?   :   Yes/No

    9.2.   If 'Yes', furnish the dates & details of Field :
        Visits during the last three years

    9.3.   If 'No', specify the reasons for not :
        arranging Field Visits

    9.4.   Initiatives taken for remedial programme :
        for slow learners

    9.5   Initiative taken by the :
        Faculty/Department to bring out the
        students' talents

10. **Ph.D. Programmes**

10.1. Number of Vacancies for Ph.D. :

10.2. Number of Scholars admitted :

10.3. Number of Ph.D. theses submitted in the : last three years

10.4. Number of Ph.Ds awarded in the last three : years

11. Research Proposal

11.1 Number of research proposal sent by the : faculty members to various agencies during the last three years

11.2 Number of research projects sanctioned : during the last three years

11.3 Total funds mobilized through projects in : the last three years

11.4 Major addition to the infrastructure of the : Faculty/Department through project funding in the last three years (List the equipments/facilities and costs in a tabular form)

11.5 Number of research colloquiums organized : within the Faculty/Department during the last three years

12. Seminars / Conferences

12.1 Number of Seminars/Conferences : organized by the Faculty/Department in the last three years

National :
International :

12.2. Number of papers presented in the above : seminars/conferences during the last three years

National :
International :

12.3. Number of participants in the above : seminars/conferences from outside CUTN

12.4. Have the proceedings of the : Yes/No conferences/conferences organized been published?

If 'Yes', How many? (Title, Publishers and Editor to be shown in tabulated form)

12.5. Number of papers presented per Faculty : member in the last three years

National Conferences :
International Conferences :

12.6. How many international visits were made by the Faculty members in the last three years (Show Faculty, Country visited and purpose in a tabulated form)

13. Publications

13.1. Number of Publications per Faculty : member in National Journals in the Last three years

13.2. Number of Publications per Faculty : member in International Journals in the Last three years

14. Others

14.1. Details of awards/recognition won by the : staff in the last three years

14.2. Major contribution in the extension : domain

14.3. How many MoU's have been signed in the : last three years and with whom? (Show in tabular form)

14.4. How many National/Internationally : acclaimed experts had visited the Faculty/Department/Centre (Date, Name of the person, designation and purpose)

14.5. The contribution of Faculty members of : the Faculty/Department/Centre to the corporate life in the last three years

Signature of the External Expert   Signature of the
                                          Dean/Head/Director/Coordinator