Vel Tech Multi Tech
Dr.Rangarajan Dr.Sakunthala Engineering College
An Autonomous Institution

1. AUDIT REPORT

Following tables show the Audit report to be filled by the Auditor during audit process. Tables 1, 2 and 3 show the audit report form for curriculum design, teaching-learning and assessment & evaluation respectively.

Table 1. Audit Report for Curriculum Design

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
1	The extent of curriculum compliance to the guidelines of concerned Regulatory Authority (eg. AICTE for technical programmes, BCI for law etc.)	available.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
2	Effective participation / involvement of external stakeholders in the curriculum design & revision	Available.		
3	Satisfaction of curriculum for the requirements of Program Specific Criteria (PSC) of respective programme prescribed by appropriate professional / lead society	Curriculum to programme presented by Professional society to be done.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
4	Adequateness of the curriculum to address all the Program Outcomes of the respective program	To be done.		
5	Frequency of curriculum revision / syllabi modification	Consolidated sheet to be kept		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
6	Summary of feedback of course handling faculty on course & syllabus	File to be updated.		
7	Recommendations of BoS incorporated in the curriculum & syllabi	Consolidated sheet to be added.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
8	Recommendations of Academic Council incorporated in the curriculum & syllabi	Recent MoM to be added.		
9	Relevance of course outcomes with respect to the content	Available		

Table 2. Audit Report for Teaching – Learning

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
1.	Conduct of Course Coordinator / Module Coordinator Meeting as per the schedule	Update Course wise CO Target. attainmnt, Test peyformance, et_.		
2.	Action taken / follow up of Course Coordinator / Module Coordinator Meeting	Action taken for the gap in any y the above ,		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
3.	Innovative Teaching – Learning / Active Learning Methods Attempted / Incorporated / Employed / Followed.	Separate file for innovative teaching & learning methods to be prepared. (Role play, Quiz, puzzle, Project etc).		
4.	Students' attendance maintenance	Available.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
5.	Course file maintenance	Co wire attainment to be computed.		
6.	Feedback of the follow-up action on course faculty	Follow up action to be recorded.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
7.	Conduct of prescribed number of hours as per the LTP	Available, (log book).		
8.	Student Mentoring	Individual Student profile may be maintained for traceability in future.		

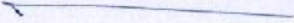| Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
9.	Availability of the academic facilities & Equipment / Software / Hardware to conduct experiments	File to be updated with dept specific facilities.		

Table 3. Audit Report for Assessment and Evaluation

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
1	Assessment conducted to all the COs	Available.		
2	Taxonomy level of questions and corresponding course outcomes	Clarity on taxonomy level is to be made aware to faculty.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
3	Adequateness of time	Satisfied		
4	Language and Grammar	Satisfactory		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
5	Assignment tasks and Taxonomy level	Faculty need clarity in taxonomy.		
6	Availability of schemes for evaluation	Answer key to be kept in course file.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
7	Fairness in the evaluation	File to he prepared.		
8	Transparency in the evaluation	Parent's Sig is obtained in answer script		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
9	Quality of the experiments in practical courses / Project work	Done as per Syllabus.		
	a. Conduct of all the experiments	Done as per Syllabus.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
	b. Regularity of observation and record work completion	Available.		
	c. Rubrics for practical courses	To be done for each CO.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
d.	Model Examinations	Conducted Model 1 & 2. for practicals.		
e.	Project review	3 Reviews are conducted for mini project.		

Sl. No.	Criteria	Extent of Gaps	Description of Gaps or Scope for improvement	Strategies to bring improvement
f.	Rubrics for project work	To be done for each CO.		
g.	Project report as per guidelines	NA.		

Extent of Gaps

D - **Deficiency:** Not complied and must be addressed immediately; there is a huge gap between the expected and available.

W - **Weakness:** Poorly complied with high-probability for non-conformance; there is a moderate gap between the expected and available.

C - **Concern:** Complied at present but there is a probability for non-conformance in near future.

S - **Strongly Complied.**

2. SUMMARY OF AUDIT REPORT
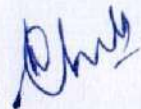
Name of the Department	AIDS.
Name of the Programme	B.Tech AIDS
Name of the HoD	Dr. IMMANUVEL
Name of the Auditor-1 with affiliation (Internal / External)	Dr. P. CHITRA PROFESSOR, DCSE SRMIST, VADAPALANI CHENNAI -26.
Name of the Auditor-2 with affiliation (Internal / External)	
Date of Audit	27/05/24

9.1 Curriculum Design

Description of Gaps:

*. Mapping of curriculum to PSC & respective programme prescribed by appropriate progression society to be done.

*. Action taken for students feedback on course faculty to be more clear.

Suggestions for Improvement:

Signature of the Auditor-1

Signature of the Auditor-2
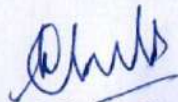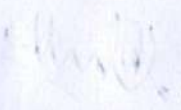
9.2 Teaching-Learning

Description of Gaps:

Target &

* Attainment of each CO to be recorded in course coordinator meeting.

* Remedial measures & corrective action to be suggested & recorded in course coordinator meeting

Suggestions for Improvement:

Modern tools can be used to conduct lab classes to address PO5.

Workshop on Modern tools can be conducted for theory course.
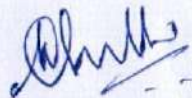
Signature of the Auditor-1   Signature of the Auditor-2
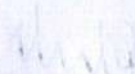
9.3 Assessment and Evaluation

Description of Gaps:

* CO wise attainment to the computed for all Theory, practical and project courses.

Suggestions for Improvement:

Signature of the Auditor-1

Signature of the Auditor-2