

ACADEMIC AUDIT REPORT

For

KONKAN GYANPEETH COLLEGE OF ENGINEERING,
KARJAT, DIST. RAIGAD 410201

Date of Visit: 24/03/2018

Submitted By:

1. Dr. M. M. Sardeshmukh
2. Mr. Anchit Narwadkar
3. Mr. Ravi Raju

- **Date of Visit:** 24/03/2018
- **Members of Visiting Committee:** 1. Dr.M.M.Sardeshmukh
2.Mr.AnchitNarwadkar
3.Mr.RaviRaju
- **Purpose of Visit:** To take overview of Infrastructural Facilities, Academic Facilities and Implemented Processes in regards of NAAC.
- **Context:**
Committee has reached office by 10.30AM. The meeting is conducted with Vice Principal (Academics) and all HODs to make them aware about purpose of visit, schedule of visit and points to be discussed during visit.
Committee has started round with Prof. V. J. Pillewan (Vice Principal-Academics, NAAC Coordinator) and Prof. G. S. Darvankar (Head, Department of Production Engineering, IQAC Coordinator) for reviewing Infrastructure facility and conduction process of Academics, during the visit to various departments of college.
- **Key Observations:**
Following observations and remarks are put forward for visited departments, student support facilities and College Infrastructure.

1. Administrative Office:

Sr. No.	Particular	Availability/Status	Remark
01	Availability of admitted student details: 1. General 2. Categorywise 3. Physically Handicap 4. Other State and Country	Available	NA
02	Student Satisfaction Survey	AADHAR Data Collected for FE and DSE students of all departments.	NA
03	Scholarship to students	All data related to Scholarship available	Recommendation is put forward for any scholarship or support given to student from Management for last 5 Years
04	Internal/ External Financial Audit	External Financial Audits Statements Available	NA

Sr. No.	Particular	Availability/Status	Remark
05	Fund Mobilization Strategies	FDs	The process of FDs were followed previously, but process is discontinued. Recommendation is given to start the process of
06	Service Books	Available	Please ensure that it is updated till date for all related entries.
07	Personal Files	Available	NA
08	Leaves	On Paper Method	NA
09	Employee Provident Fund	Available	Ensure the update of documents/ Statements
10	Insurance (Mediclaime)	Partial	NA

2. Physical facilities:

Sr. No.	Particular	Availability/Status	Remark
01	Number of Classrooms	As per AICTE norms	Scope for improvement in class ambience.
02	Laboratories	As per AICTE norms	<ul style="list-style-type: none"> Few laboratories are not fulfilling the AICTE size norms, discussed with respective HODs. Furniture is required in few laboratories.
03	Tutorial Rooms	Not available	<ul style="list-style-type: none"> Only one department has tutorial room HOD Provided the information that tutorial provision is made in mathematics subject only
04	ICT Facilities	Not available in all classrooms	Installation of Smart boards with projectors is recommended in at least one class room of each department.
05	Girls Common Room	As per AICTE norms	NA
06	Boys Common Room	As per AICTE norms	NA

Sr. No.	Particular	Availability/Status	Remark
07	Rest Room for Physically Handicapped	Not Available	<ul style="list-style-type: none"> To be complied as per AICTE norms Door should be of large size than normal size to take wheel chair in and railing should be present.
08	Washrooms	Available	<ul style="list-style-type: none"> Provision for Western commode is to be provided.
09	Central Store	Available	NA
10	HOD Cabin and Office	Available	NA
11	Faculty Cabins	Available	There is no such separate provision for faculty cabins. The facility is provided in the laboratories of each departments.
12	Intercom Facility	Available	The facility need to be extended.
13	Sports	Available	NA
14	Gymnasium	Available	NA
15	Indoor Games	Available	NA
16	Outdoor Games	Available	NA
17	Recreation Center	Not Available	To be complied as per AICTE norms
18	Boys' Hostel	Available (Rented)	NA
19	Girls' Hostel	Available (Rented)	NA
20	Canteen	Available	Separate section is recommended for faculty and staff members.
21	Medical Emergency	Not available	To be complied as per AICTE norms

3. Library:

Sr. No.	Particular	Availability/Status	Remark
01	Integrated Library Management Software	Available	Automation is in process. It is to be completed as early as possible.
02	Rare Books/ Reference Section	Available	Ambience of reference section is not good. Scope for improvement.
03	E-Resources	Available	Quantity need to be increased.

Sr. No.	Particular	Availability/Status	Remark
04	Accession Register	Available Visitors: Average about 120 students/day	NA
05	Library Timings	8.00 am to 5.00 pm	Recommendation given for increasing the library timing.
06	Reading Room	Available with 150 Students Capacity	<ul style="list-style-type: none"> • Cleanliness and ambience to be improved and maintained. • Condition of reading tables and chairs to look after. • Renovation of infrastructure is suggested.
07	Volumes and Titles	As per Norms	Deficiency by AICTE if any to be resolved.
08	Remote Access	Not Available	Provision for remote access is to be made.

4. IT Infrastructure:

Sr. No.	Particular	Availability/Status	Remark
01	Central Computing Center	Available with capacity of 60 Students.	NA
02	Language Lab	Yes	NA
03	Total Numbers of Computer	Approximately 800	NA
04	Licensed Software's	Available (Purchased and open source Software)	NA
05	Lecture Capturing System	Not Available	Recommended to make the provision.
06	Internet Speed	10 MBPS	Recommended to increase Internet Speed as per AICTE norms.
07	Printers/Scanners	As per norms	NA

5. Training and Placement:

Sr. No.	Particular	Availability/Status	Remark
01	Training Programs	Conducted	<ul style="list-style-type: none"> • Documentation to be prepared department wise in a proper format. • Technical Trainings and Life Skills training need categorization. • Activity needs to be prepared.
02	Placement	Approximately 20% Placement every year	<ul style="list-style-type: none"> • Documentation to be prepared department wise and year wise in proper format. • Data from off campus placed students need to be collected for previous 5 Years
03	Higher Studies	Students opt for higher studies	Documentation to be maintained department wise and academic year wise recommended.
04	Competitive Exam Guidance/ Cell	Not Available. GATE awareness sessions conducted only	Recommended to form a committee for competitive Exam Guidance and perform activities for the same.

6. Alumni Association:

Sr. No.	Particular	Availability/Status	Remark
01	Alumni Association	Yes	NA
02	Funding from Alumni	Nil	Efforts can be made for fetching funding from Alumni
03	Alumni Meetings	Yes	<ul style="list-style-type: none"> • At least one meet to be conducted before committee visit at institute level. • Minutes of Meetings format should be revised.

7. Exam Section:

Sr. No.	Particular	Availability/Status	Remark
01	Office Orders by Exam Section.	Available	NA
02	Result Gadget (Year & department wise)	Available	NA
03	Examination related grievance record.	Grievances record not maintained	Recommended to maintain the records regularly.
04	Process/ Mechanism of examination section	Process is defined	To prepare the document for the defined process.

8. Department:

Sr. No.	Particular	Availability/Status
01	Syllabus:CBCGS, CBSGS	Syllabus files are maintained by all departments and library as well.
02	Electives	<ul style="list-style-type: none"> • Yes • Notice is circulated regarding choice of elective subjects and based on number of enrolled students, elective subject is offered by the department. • Recommended to maintain the records.
03	Internship/ Field Projects	<ul style="list-style-type: none"> • As there is no provision in syllabus of University of Mumbai, students themselves opt for Internship/Field Projects voluntarily, and college provides open end letter for the same. • Records of the students undergone for Internship/Field projects should be maintained in proper format with their certificates. • To make the provision of special leave if required for students to opt for internship.
04	Student Teacher Ratio	<ul style="list-style-type: none"> • As on visit date it is not as per norms please ensure as per norms. • It is suggested to recruit some faculty in 2018-19 in few departments to maintain STR 1:20. • It is recommended to appoint adjunct faculty from industry.
05	Ph.D.	<p>PhD Completed: 02 PhD Appearing: 09 (Number of Ph.D faculties to be increased)</p>
06	Mentor System	<p>Available. System should be modified and documentation of mentorship should be done in common format by all the departments.</p>
07	Mechanism for CIE	<ul style="list-style-type: none"> • Available, • Recommended to prepare common document (ARB) for all departments.
08	Learning Outcomes, POs, PSOs	<ul style="list-style-type: none"> • Defined by all departments. • Mapping of Cos, POs and PSOs with the assessment process to be documented and implemented through software.

Sr. No.	Particular	Availability/Status
09	Result Analysis	Available. Result analysis made should be compared with University results.
10	Sponsorship to Students for Projects.	Not Available But efforts can be made for some projects.
11	Funded Projects	Not Available, but can be applied for next academic year.
12	Research Guide	Only Dr. M. J. Lengare is approved research guide in Instrumentation Engineering
13	Publications of faculty	Available. Proper documentation is required and efforts are required to increase the number
14	Teacher Recognitions	Not Available. Recommendations are given to recognize the faculties' achievements through rewards.
15	Departmental MOUs	Efforts should be made to increase the MOUs by all departments for the welfare of the students.
16	Departmental Student Forum and its activities	Available. Proper documentation and unique method should be adopted for documentation by all the departments.
17	Industrial Visits	Conducted for the subjects as prescribed in the program scheme of University of Mumbai.
18	Guest Lectures	Conducted. The number of guest lectures is to be increased.
19	Workshops	Conducted. The number of workshops is to be increased.

9. Institutional Activities:

Sr. No.	Particular	Availability
01	Planning and Implementation of Curriculum	It done through Academic Calendar, HOD-Faculty Meeting and Principal-HOD Meetings.
02	Feedback System	<ul style="list-style-type: none"> • Available. • Recommended to revise the existing feedback forms and restructuring the feedback mechanism system.
03	Mechanism for slow learners and advanced learners	Available
04	Course File	<ul style="list-style-type: none"> • Available. • Recommendations are made to revise the contents of Course file.
05	Innovations in Teaching and Learning	<ul style="list-style-type: none"> • Some of the faculty members uses LCD projectors to show presentations and NPTEL videos. • Recommended to add more methods for teaching learning.
06	Teaching plan and its monitoring	Teaching plan done by the subject in-charges and is verified by HOD and its execution is also monitored.
07	Attendance Monitoring Mechanism	Done by subject in-charges, class in-charges and reported to HOD. Parent's letters are also dispatched twice in a semester.
08	Incubation Center	Not Available. Recommended to establish an incubation center and carry out activities under it.
09	Entrepreneurship Cell	Not Available. To establish and conduct few activities.
10	Extension Activities, NSS	Available. Recommended to make the documents of the activities conducted in the proper format.
11	Awards/appreciation to extension activities	Available. To prepare proper records.
12	Procedure for maintenance of campus infrastructure	Available. Recommended to prepare System Manual/ HR Manual.
13	Award to students (Sports & Cultural)	Available. Recommended to maintain the documents in proper formats.

Sr. No.	Particular	Availability
14	Student Council	Available. It is formed with the guidelines issued form Student Welfare Section of University of Mumbai.
15	Vision/ Mission	Available. For institute and all departments.
16	Organization Structure	Available.
17	ERP	Available
18	1.Committee for SC/ST 2.Minority Cell 3.Grievance Redressal Committee 4.Internal Compliant Committee 5.Anti-ragging Committee 6.OBC Cell	Available and regular meetings are conducted.
19	Governing Council, Local Managing Committee	LMC Available. Governing Council is needed to form.
20	Welfare Measures for students, faculty and staff	Partially Available. Efforts are needed to increase welfare measures.
21	Appraisal System	Available.
22	Gender Equity Programs	Programs are conducted through Women Development Cell.
23	Energy Audit	Not Done. Recommended to perform energy audit.
24	LED Usage	Use of LED bulbs to meet power requirements at large scale is recommended.
25	Green Audit	Not Done. Recommended to execute green audit.
26	Waste Management	Available
27	Rain Water Harvesting	Available but not proper.
28	HR Manual	Recommended to prepare.
29	Location Advantage and Disadvantage Measures	Bus Facility available for students and faculty throughout theyear.
30	IQAC	Established To monitor quality activities.

Overall Recommendations:

- 1) Overall ambience and cleanliness of campus to be taken care of.
- 2) Please ensure that the number of laboratories/classrooms and its area is as per AICTE norms.
- 3) Please ensure STR as per AICTE norms for academic year 2018-19.
- 4) Library has adequate infrastructure but cleanliness, neatness is required.
- 5) Tables and chairs available in reading room need to be repaired and if possible reading room must be isolated with partition.
- 6) Found leakage and dumped garbage at many places this needs to be looked after.
- 7) Notice Boards are not available in most of the laboratories of all departments, suggested to fix notice boards in every laboratory to display lab related information.
- 8) Water Coolers cleanliness and its schedule is not mentioned on any cooler.
- 9) Ramp, Rest Rooms, Wash Rooms for Physically Handicapped students is not found.
- 10) At some places open wires and electric boards were present, need to cover them.
- 11) In some labs UPS and Batteries are kept open, to cover them with proper exhaust.

Strengths:

- 1) Experienced Faculty and good retention ratio.
- 2) Supportive management.
- 3) Pleasant and noise free environment.
- 4) Facilities like well-equipped Gymnasium.
- 5) Facilities for indoor/outdoor games.

Weakness:

- 1) Faculty Qualification (Ph.D)
- 2) Faculty Research Publication, Funded Projects, Consultancy Work etc.
- 3) Institutional and Departmental MOUs.
- 4) Admission Percentage in some departments.
- 5) Placement Percentage.

Opportunity:

- 1) Getting NAAC accreditation with good grade.
- 2) Fetching the Research Funds, Funded Projects and Consultancy Work in the areas like renewable energy, solar energy etc.
- 3) Improving the admission and placement Percentage.
- 4) Strengthening Industry-Institute Interaction and also Collaboration with more reputed industries.

- 5) Developing Incubation center under Entrepreneurship Development Cell.
- 6) Establishing competitive Examinations Guidance Cell for exams Like GATE, UPSC, MPSC etc.
- 7) Alumninetworking to enhance the academic and placement activities by making alumni association functional.

Challenges:

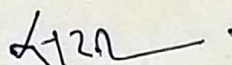
- 1) Present scenario of admission
- 2) Average quality of admitted students
- 3) Tie-ups with National and International Educational Institutes.
- 4) Funded research projects with collaboration of government and private organizations.

The meeting with Dr. M. J. Lengare was conducted after visit to all departments all the recommendations are discussed.

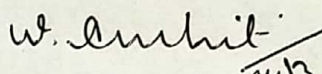
WISH ALL THE BEST FOR KGCE TEAM FOR GRAND SUCCESS!!

Date: 25/03/2018

Place: Pune.



Dr. M. M. Sardeshmukh



Mr. Anchit Narwadkar



Mr. Ravi Raju