K. K. Wagh Institute of Engineering Education and Research, Nashik
Internal Quality Assurance Cell

Internal Academic Audit Report
2024-25 Sem-II

Name of Department: _____

Date of Audit: _____

Sr. No.	Name of Auditor	Department	Signature
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Name of Head of Department	Signature

IQAC Coordinator   **Principal**

		List of Documents for IQAC Audit	
Sr. No.	**Activity Description**		**Remarks**
1.	Academic Calendar with events and activities (University, Institute / Department) (Colored print with all signatures to be submitted to Audit team)		
2.	Academic load distribution		
3.	Administrative load distribution and Associated Documentation (Institute level and Department level) (Members & coordinators for different committees)		
4.	Roll Call Lists, Elective Lists		
5.	Class Timetable, Lab timetable & Individual timetable (Copy of Class Timetable to be submitted to Audit team)		
6.	Course File for Theory courses- Syllabus, Teaching Plan, Course Handout **LMS/ LearniCo Student Performance** **List of Videos Shared** **Quiz/ Test Conducted** **Summary of Identified Weak Learners and their Performance** **Remedial Classes**	SY – (A) SY – (B) TY – (A) TY – (B) BE – (A) BE – (B)	

Name & Signature of Department Audit Coordinator: _____

Name & Signature of Auditor : _____

| **List of Documents for IQAC Audit** |
Sr. No.	Activity Description	Remarks
7.	Course File for Laboratory courses - Syllabus, List of Experiments, Teaching Plan, CIS, Rubrics for assessment, Lab Manual	SY – (A) SY – (B) TY – (A) TY – (B) BE – (A) BE – (B)
8.	Departmental meetings – Agenda, Attendance & Minutes of meeting	
9.	Personal File of New staff members	
10.	Laboratory File- Lab Information, Budget &Investment, List of Equipment & Software, Maintenance and Calibration Reports, Lab Utilization, Safety Measures	
11.	**Attendance Records of lectures (Attendance Record Book with ERP print – required) with all Signatures**	SY – (A) SY – (B) TY – (A) TY – (B) BE – (A) BE – (B)
12.	**Continuous Assessment Record for Laboratory Courses with all Signatures CCE Printouts for associated courses(FY & SY BTech)**	SY – (A) SY – (B) TY – (A) TY – (B) BE – (A) BE – (B)

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| \multicolumn{3}{c}{**List of Documents for IQAC Audit**} |

List of Documents for IQAC Audit

Sr. No.	Activity Description	Remarks			
13.	Project Coordinator File – List of projects, groups & guides, Classification of Projects (Sponsored/Inhouse and Socially relevant), **Topic Approval Sheets, Copy of Abstracts, Review- III and Review –IV Sheets, Draft Stage-II Reports, Evaluation Summary Sheet of Stage-II** Schedule of Presentations , Participation in Project Exhibition, Conferences, Publications & Awards				
14.	Projects –Stage I Reports and Draft Copies				
15.	Class Coordinator File- Class Timetable, Roll Call, Monthly attendance record, Monthly syllabus coverage, Defaulter List, Letter to parents, Class faculty meetings	FY (Div -) FY (Div -) SY – (A) SY – (B) TY – (A) TY – (B) BE – (A) BE – (B)			
16.	Conducting Student Feedback (through IQAC)				
17.	Lecture Observation by department				
18.	Stakeholder's Feedback regarding curriculum Feedback Forms, Analysis of Feedback & Action Taken Report	Students		Teachers	
		Alumni		Employer	
19.	Certificate Courses Conducted in 2024-25 Sem-II Permission Letter of Principal, Notice to students, Attendance Record, Curriculum Designed, Sample Certificate, Faculty Involved				
20.	Planning of Certificate Courses in 2025-26 Sem-I				

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Name & Signature of Auditor : _____

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	List of Documents for IQAC Audit	
21.	Result Analysis File – Completion Rate, Success rate, Class toppers, University toppers, Comparison with University result	
22.	Parent Teacher Meet - Report, Photographs, Feedback	
23.	Mentor Coordinator File- List of Mentors (Duly signed by Department Mentor Coordinator, Institute Mentor Coordinator and Director) Meeting Details, Report of any grievance addressed.	
24.	Suggestion Box File – List of suggestions received per month, Action taken report.	
25.	Industrial Visit File – List of Industries, List of students & faculty, Communication details/ Permission Letters, Objectives, Reports, feedback & photographs	
26.	Training, Placement & Internship (Other than curriculum) Records File Placement details, Offer Letters, Training & Internship details	
27.	Expert Talk File – Invitation/Thanks letter to Expert, Notice for the students, Attendance of students/staff, Objectives & feedback, Photographs	

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Sr. No.	Activity Description	Remarks
28.	Research & Development – Details of funded major/minor research projects **Sanction Letter and Project Report**	
29.	**Research Proposals-** Submitted- Sanctioned- Rejected- On Going-	
30.	Research Publication by faculty and students – List of Paper Publications in conferences and UGC listed /Scopus Indexed Journals, Conference Participation certificates	
31.	Research Publication by faculty– Books, Chapter & Monograms	
32.	Research Publication by faculty and students- List and Details of Patents & Copyrights (filed/published/granted/commercialized)	
33.	Research Publication by faculty– List of faculty with details of h-index, Scopus and Impact factor, google index, citation index etc.	
34.	Testing & Consultancy – List of Areas & faculty involved, details of revenue generated	
35.	CIS File – **Sem-I of 2024-25**	FY (Div -) FY (Div -) SY – (A) SY – (B) TY – (A) TY – (B) BE – (A) BE – (B)

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Sr. No.	Activity Description	Remarks
36.	Workshops, Seminars & Conferences, STTP / FDP organized by the department for students and staff members(Do not include Certificate courses) – All details	
37.	Conferences attended by Faculty - Participation certificates	
38.	Events / Trainings (Offline/Online) attended by Faculty – 1) FDP / Workshop (1-3days) 2) FDP / STTP (5 days/One week) 3) STTP (Two weeks or more) 4) Industrial Training 5) NPTEL Course Certification (1/2/4credit) Participation certificates	
39.	Awards and Recognitions (Certificates)- Faculty	
40.	Participation and Awards in various events (Certificates) - Students	
41.	Record of ICT Usage by Faculty –Summary of LMS (video links shared, Quizzes, Tests conducted, Summary of Simulation tools used etc.(Only for FY, SY& TY Classes)	
42.	Record of ICT Usage by Faculty – Summary of LearniCo Sessions, video links shared, Quizzes, Tests conducted, Summary of Simulation tools used etc.(Only for BE)	
43.	Previous Audit Report and Compliance (2024-25 Sem I)	

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Auditors' Observations and suggestions: