

ACADEMIC & ADMINISTRATIVE AUDIT REPORT (AAA)

IIMT UNIVERSITY, MEERUT

A.Y. 2020-2021



IIMT UNIVERSITY, MEERUT

Transforming Education System, Transforming Lives

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

ACADEMIC YEAR 2020-21

- **Name of the Auditee** : **IIMT University, Meerut**
- **Establishment Year** : **2016**
- **Dates of Audit conduction** : **25.05.2021 - 26.05.2021**
- **No. of Schools/Colleges** : **14**
- **No. of Programmes offered** : **60**
- **No. of Enrolled Students** : **3528**
- **No. of Full Time Teachers** : **280**

IIMT UNIVERSITY, MEERUT

Transforming Education System, Transforming Lives



Ref. No: IIMT/R.O./Cir./AAA/2021/1807(a)

Date: 13.05.2021

CIRCULAR

This is to notify that as per the directives of the competent authority, an Internal Academic and Administrative Audit (AAA) is scheduled from 25/05/2021 to 26/05/2021.

To conduct the AAA, an Internal AAA committee has been constituted which will audit of each school/section and also to check the relevant documents during the Visit.

The AAA committee is constituted with the follows:

- i. Dr. Satish Kumar, Dean, School of Engineering & Technology, IIMTU-Chairperson
- ii. Prof. (Dr.) Rajkumar Singh, Dean, School of Agriculture Science, IIMTU-Member
- iii. Prof. (Dr.) Aniruddha Ram, Dean, College of Law, IIMTU, Meerut-Member
- iv. Prof. (Dr.) Mukesh Kumar, Dean, IIMT College of Medical Sciences (Allied Health Sciences), IIMTU-Member
- v. Prof. (Dr.) S. K. Singh, Dean, School of Commerce & Management-IIMTU-Member Secretary

All the Deans/Directors/Administrative Officers of the University are requested to coordinate accordingly.

Ashok Kumar
(Ashok Kumar)

REGISTRAR

Registrar

IIMT University, Meerut

U.P. Act No. 32 of 2016

Copy to :-

1. P.S. to Hon'ble Chancellor Sir for his kind information.
2. P.S. to Hon'ble Pro Chancellor/Managing Director Sir IIMT Group for his kind information.
3. Hon'ble Vice – Chancellor Ma'am .
4. Finance Controller/CoE/DSW/Chief Proctor/Dir. Admin./Off. Dir. IQAC/Dir.HR
5. All Deans/Directors/Principals/HoDs.

SCHEDULE OF INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

The university's IQAC Cell suggested the constitution of an Internal Academic and Administrative Audit committee, which was then approved by the Vice-Chancellor of IIMT University, Meerut. The internal audit was conducted according to the specified timeline, and the audit report for each school is recorded and compiles to prepare AAA report of the university accordingly.

S. NO.	• • •	NAME OF THE SCHOOL	SCHEDULE OF VISIT
1		IIMT COLLEGE OF MEDICAL SCIENCES (ALLIED HEALTH SCIENCES)	25-05-2021
2		SCHOOL OF ENGINEERING & TECHNOLOGY	25-05-2021
3		IIMT COLLEGE OF MEDICAL SCIENCE (PHARMACY)	25-05-2021
4		SCHOOL OF COMMERCE & MANAGEMENT	25-05-2021
5		COLLEGE OF EDUCATION	25-05-2021
6		COLLEGE OF LAW	25-05-2021
7		IIMT COLLEGE OF MEDICAL SCIENCES (NURSING)	25-05-2021
8		IIMT COLLEGE & HOSPITAL OF NATUROPATHY & YOGIC SCIENCES	26-05-2021
9		SCHOOL OF COMPUTER SCIENCE & APPLICATIONS	26-05-2021
10		SCHOOL OF BASIC SCIENCES & TECHNOLOGY	26-05-2021
11		SCHOOL OF LIFE SCIENCE & TECHNOLOGY	26-05-2021
12		SCHOOL OF ARTS & HUMANITIES	26-05-2021
13		SCHOOL OF HOTEL MANAGEMENT, CATERING & TOURISM	26-05-2021
14		SCHOOL OF MEDIA, FILM & TELEVISION STUDIES	26-05-2021

OBSERVATIONS OF INTERNAL ACADEMIC AND ADMINISTRATIVE **AUDIT COMMITTEE MEMBERS**

- All the teaching Schools/Colleges must have Vision, Mission statements ready. These visions, mission statements should be aligned to the University's vision and mission. The Programme Outcomes (POs) and Course Outcomes (CO) should be accordingly developed and reflected.
- All the programmes excluding the regulatory programmes have adopted the CBCS accordingly.
- Board of Meeting minutes of all the Schools and Colleges are well organized and documented as per the academic calendar.
- An online feedback mechanism needs to develop to collect the feedback from all the stakeholders on curriculum and other aspects of the University.
- More Value added and online courses to be offered to the students.
- The University website must include comprehensive information about the faculty members, including their extensive CVs with all updated details about their achievements in respective fields.
- Internship and field visit reports/records must be recorded along with the necessary supporting documents.
- No. of PhD Faculty members need to be improved.
- Mentor Mentee Meetings record to be maintained and documented accordingly and a minimum 1 meeting per month must be conducted.
- Motivate Faculty Members to publish their research work in UGC CARE, SCOPUS, PubMed and other reputed databases.
- Library resources should be strengthened.
- More seedprojects to be call by the faculty members for providing the internal grants.

OBSERVATIONS OF INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE MEMBERS

- It is necessary to document all the relevant information about MOUs/Collaborations. The activities under MoU/Collaboration need to be strengthened.
- More efforts need to be taken to increase the percentage of Higher progression of students as well as towards the placement of students. Many Schools/Colleges do not have the relevant document specific to the placement and progression. It should be collected and documented accordingly. The placement Cell can play a vital role to get the placement record of previous years and also maintain the data to reflect in their annual placement report.
- The infrastructure of the university, classrooms, laboratories including the provisions made for the physically challenged is satisfactory.
- University has sufficient sports and cultural facilities as well.
- Alumni engagement needs to be enhanced by organizing activities inviting alumni and also awarding them for their special achievements.
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- Faculty members should be encouraged to participate and present their research work in national and international Conferences and also attend the FDP, Workshop and training programs for professional up gradation.
- Officers, Students, faculty members and other staff members must be trained with CPR and Fire safety training.
- SWOC analysis should be regularly conducted for all the Schools/Colleges.
- Documentation maintenance processes need to be strengthened.
- All Schools/Administrative sections must identify and practiced the best practices.

AAA FORMAT FILLED BY INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: IIMT School of Commerce + Management

NAME OF THE AAA MEMBERS: Dr. Rajkumar Singh + Dr. Mukesh Kumar

DATE: 25/05/2021

TIME: 12:00 Noon

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> • Ordinance of Programmes are well structured • All programme curriculum are as per CBCS • BOS meeting files are well planned
Teaching Learning and Evaluation	<ul style="list-style-type: none"> • Course files are incomplete. • Co-PO Mapping and attainment to be added in each course files • Smartboard teaching to be added
Research Innovation and Extension	<ul style="list-style-type: none"> • Publication is low • Awards of faculty members for research are minimum
Infrastructure Student Support and Progression	<ul style="list-style-type: none"> • All academic facilities including classrooms, library labs are well maintained • Higher studies file not maintained • Placement record not in place
Governance and Leadership	<ul style="list-style-type: none"> • Documentation at college level need to improve • The detail of faculty benefited under FDP not maintained in files.
Institutional Values and Best Practices	<ul style="list-style-type: none"> • Activities on values / code of conduct are being conducted during desk hours • Best practice must be identify + practiced.

Signature of AAA Members:

Rajkumar Singh
Member 1

Mukesh Kumar
Member 2
25/5/2021

AAA FORMAT FILLED BY INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: School of Engineering & Technology

NAME OF THE AAA MEMBERS: Dr. Raj Kumar Singh
Dr. Mukesh Kumar

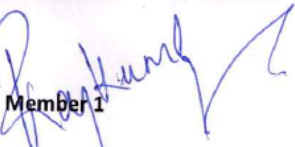
DATE: 25-05-2021


TIME: 10:30 AM

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> All BOS Files are completed Feedback of stakeholders should be incorporated in BOS meetings.
Teaching Learning and Evaluation	<ul style="list-style-type: none"> Course file not maintained properly Mentor Meeting records to be maintained at Mentor level. Record of Remedial measures should be maintained.
Research Innovation and Extension	<ul style="list-style-type: none"> Books/chapters should include ISBN No. Record of citations of Papers must be updated monthly.
<u>Infrastrure</u>	<u>All Facilities are well maintained</u>
Student Support and Progression	<ul style="list-style-type: none"> Placement record should be maintained Students Awards in sports/culture should be recorded.
Governance and Leadership	Display of policies and maintaining of outgoing & incoming notices is well placed.
Institutional Values and Best Practices	School should identify the best practice and present accordingly.

Signature of AAA Members:


Member 1


Member 2
25/5/2021

AAA FORMAT FILLED BY INTERNAL AAA COMMITTEE MEMBERS



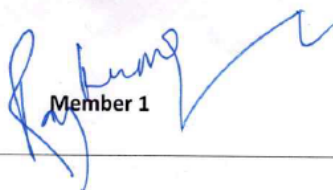
ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: IIMT college of medical Science (Allied Health Science)
 NAME OF THE AAA MEMBERS: Dr. Rajkumar Singh & Dr. Mukesh Kumar
 DATE: 25/05/2021 TIME: 9:00 AM

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> • Bos files are maintained accordingly. • Course file should be indexed • Feedback of stakeholders must be incorporated
Teaching Learning and Evaluation	<ul style="list-style-type: none"> • Effective Classroom teaching methods adopted • Mentoring Process followed. • Slow learner mechanism for their improvement must be adopted
Research Innovation and Extension	<ul style="list-style-type: none"> • No. of research papers need to increase • Books & chapters are less. • Consultancy projects to be increased • Increase the student participation in extra activities.
Student Support and Progression	<ul style="list-style-type: none"> • Scholarships are available for students • Career counselling sessions should be increased • Participation of student outside to be supported
Governance and Leadership	<ul style="list-style-type: none"> • policies are well structured • Faculty are being trained under FDP • Welfare measures should be strengthened
Institutional Values and Best Practices	<ul style="list-style-type: none"> • Ashrooms for girls / boys are separated • Girls common room to be structured • But practices need to identify

Signature of AAA Members:


Member 1


Member 2
25/5/2021

AAA FORMAT FILLED BY INTERNAL AAA COMMITTEE MEMBERS

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: College of Law

NAME OF THE AAA MEMBERS: Dr. Satish Kumar, Dr. S.K. Singh

DATE: 25/05/2021

TIME: 9:00 AM

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> • Course Structure well planned. • Revision as per the BCI Norms. • Feedback of stakeholders need to be brought
Teaching Learning and Evaluation	<ul style="list-style-type: none"> • Teachers Student Ratio is 1:20 • Teachers using blended teaching in classrooms. • Mentor-Mentee meeting to be conducted every week.
Research Innovation and Extension	<ul style="list-style-type: none"> • Numbers of Referees papers books & chapters to be increased. • Legal aid cell activities in surrounding village to be increased.
Student Support and Progression	<ul style="list-style-type: none"> • Classrooms are ICT equiped. • Library is well maintained. • Competitive examination to be conducted for students.
Governance and Leadership	<ul style="list-style-type: none"> • Policies of universities are well versed. • Faculties are benefited under FDP
Institutional Values and Best Practices	<ul style="list-style-type: none"> • Best practice to be Identified

Signature of AAA Members:

Member 1

Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: College of Education

NAME OF THE AAA MEMBERS: Dr. Aniruddha Ram and Raj Kumar Singh

DATE: 25.05.2024

TIME: 2:00 PM

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> • Course Structure was planned well. • All revision has been done as per B.E.T norms.
Teaching Learning and Evaluation	<ul style="list-style-type: none"> • The ratio of Teachers and Students should be 1:20. • Conducted mentor mentee meeting weekly. • Teachers using proper buklets for teaching in classrooms.
Research Innovation and Extension	<ul style="list-style-type: none"> • Number of publication (Research paper, Books and book chapters) increased. • The legal aid cell activities got increased in secondary villages.
Student Support and Progression	<ul style="list-style-type: none"> • All the classrooms digitally equipped well. • Well maintained library are available. • As a certain internal competitive examination conducted for students.
Governance and Leadership	<ul style="list-style-type: none"> • NPTEL & FDP programme provide benifites for faculties. • Policies of University regulate in proper manners.
Institutional Values and Best Practices	<ul style="list-style-type: none"> • Initiated best practices for entorce the institutional values. • Regular advancement of new ideas improves the quality of institution.

Signature of AAA Members:

Anil
Member 1

Raj Kumar
Member 2

AAA FORMAT FILLED BY INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: IIMT College of Medical Science (Nursing)

NAME OF THE AAA MEMBERS: Dr. Satish kumar & Dr. Mukesh kumar

DATE: 25/05/2021

TIME: 02:00 PM

ASSESSMENT PARAMETERS

Curricular Aspects	⇒ Structural feedback gathered from stakeholders is carefully analysed and corrective measures are implemented in the Community. All BOS meeting and file should be maintained
Teaching Learning and Evaluation	Teachers adopted various method interactive lecture, webinar, Seminar. Mentor-mentee Booklet should be maintained
Research Innovation and Extension	Book chapter, Research Paper, Research Popular article, Books other file well maintained.
Student Support and Progression	classroom are fully digitally. Comptision exam, Quiz, to be conducted for the students.
Governance and Leadership	NPTEL, and FDP program benefit for faculty, Policy of University regulated and well display.
Institutional Values and Best Practices	Best Practices to be Identified at the school level.

Signature of AAA Members:


Member 1


Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: IIMT college of medical science (Pharmacy)

NAME OF THE AAA MEMBERS: Dr. satish kumar and S.K. Singh

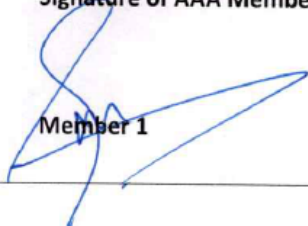
DATE: 25/05/2021

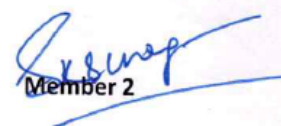
TIME: 11:00 AM

ASSESSMENT PARAMETERS

Curricular Aspects	Curricular delivery and development processes have been established Feedback from stakeholders has been gathered, analyzed.
Teaching Learning and Evaluation	course file maintained properly according to format mentor meeting record completed.
Research Innovation and Extension	Research paper, Book chapter and other file not maintain properly.
<u>Infrastructure</u>	All facilities are available.
Student Support and Progression	Placement record not maintained Award and other Prize record should be maintained
Governance and Leadership	The display of policies and the management of incoming and outgoing notices are well organized.
Institutional Values and Best Practices	The school identify best practices and present them accordingly.

Signature of AAA Members:


Member 1


Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: IIMT College & Hospital of Naturopathy & Yogic Sciences

NAME OF THE AAA MEMBERS: Dr. Satish Kumar & Dr. Annuddhanram

DATE: 26/05/2021

TIME: 9.00 am

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> • BOS files are maintained properly. • Programs are well-structured according to the ordinance. • Stakeholder feedback needs to be strengthened.
Teaching Learning and Evaluation	<ul style="list-style-type: none"> • Course files should include co-po mapping and attendance records. • Incorporate smartboard technology in teaching.
<u>Infrastructure</u> Research Innovation and Extension	<ul style="list-style-type: none"> • The publication has a low level of output. • All the academic facilities, including labs and classroom, are meticulously maintained.
Student Support and Progression	<ul style="list-style-type: none"> • Placement record is not organized in order. • Scholarships are accessible to students.
Governance and Leadership	<ul style="list-style-type: none"> • Documentation at the college level requires improvement. • The details of FDP are not documented in the proper record.
Institutional Values and Best Practices	<ul style="list-style-type: none"> • Deeksharambh Program includes activities on values and code of conduct.

Signature of AAA Members:

[Signature]
Member 1

[Signature]
Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: School of computer sciences & Applications
 NAME OF THE AAA MEMBERS: Dr. Mukesh Kumar
Dr. S.K. Singh
 DATE: 26/05/2021 TIME: 9:00 am

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> Program regarding the curriculum are thoughtfully structured. There is requirement to maintain well structure ^{course/la}
Teaching Learning and Evaluation	<ul style="list-style-type: none"> Implement strategies to help slow learners improve. Adopting a more intelligent teaching method.
Research Innovation and Extension	<ul style="list-style-type: none"> Increasing the no. of Research Paper. Increasing the no. of book chapters and ^{research} _{innovation}.
<u>Infrastructure</u> Student Support and Progression	<ul style="list-style-type: none"> Infrastructure is in a good state of maintenance. Digital teaching method should embrace. SDP/NPTEL should consider adopting.
Governance and Leadership	<ul style="list-style-type: none"> Policies display and incoming/outgoing ^{lotus} _{management} core well-organized. Documentation for SDP/NPTEL should be enhanced.
Institutional Values and Best Practices	<ul style="list-style-type: none"> Identify and implement should be best practices. Practices should be continuous improve.

Signature of AAA Members:

Member 1

Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: School of Basic Science and Technology
NAME OF THE AAA MEMBERS: Dr. Satish Kumar & Dr. Anuradha Kum

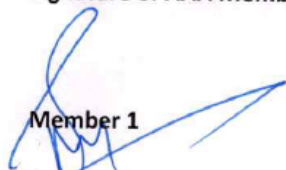
DATE: 26.05.2021

TIME: 11:00 AM

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> → Feedback of students incorporated in BOS meeting. → All files was completed which belongs to BOS meeting.
Teaching Learning and Evaluation	<ul style="list-style-type: none"> → Sessional file has been completed and well maintained. → All the records of mentor meeting maintained at mentor levels
Research Innovation and Extension	<ul style="list-style-type: none"> → Included ISBN no. in every books & book chapters. → Monthly uploaded the research paper at teachers.
<u>Infrastructure</u>	<ul style="list-style-type: none"> → Well maintain facilities are available.
Student Support and Progression	<ul style="list-style-type: none"> → Monthly placement record maintained properly. → The awards of sports or cultural should be maintained in a proper way.
Governance and Leadership	<ul style="list-style-type: none"> → Any kind of notices (outgoing & incoming) should be placed on Notice board. → All the policies must be display & maintained properly.
Institutional Values and Best Practices	<ul style="list-style-type: none"> → Best practices need to be identify and present properly at school level.

Signature of AAA Members:


Member 1


Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: School of Life Science & Technology

NAME OF THE AAA MEMBERS: Dr. Mukesh Kumar & Dr. S.K. Singh

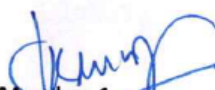
DATE: 26.05.21


TIME: 11:00 am

ASSESSMENT PARAMETERS

Curricular Aspects	All files was completed which Bloges to BOS meeting. feedback of students incorporated in BOS meeting.
Teaching Learning and Evaluation	Sessional file has been completed and well maintained. All the Mentor-mentee booklet completed
Research Innovation and Extension	Research Paper, Books, Bookchapters, Research article. Monthly uploaded the research paper.
Student Support and Progression	Infrastructure well mounted facilities are available. - Monthly placement record maintained
Governance and Leadership	All the Policy must be display & maintained properly,
Institutional Values and Best Practices	Best practices need to be identify and present properly at School level.

Signature of AAA Members:


Member 1


Member 2

AAA FORMAT FILLED BY INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: School of Arts & Humanities

NAME OF THE AAA MEMBERS: Dr. Raj Kumar and Dr. Aniruddha Ram

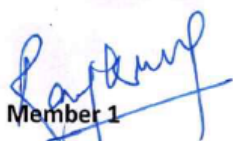
DATE: 26.05.2021

TIME: 2.2:00PM

ASSESSMENT PARAMETERS

Curricular Aspects	<p>* All the file of BOS should be maintained in a proper manner.</p> <p>* Proper implementation of structural feedback should be maintained.</p>
Teaching Learning and Evaluation	<p>* Advance teaching skills should be adopt by the faculties via - webinars or seminars</p> <p>* Booklets of mentor mentee should be maintained properly.</p>
Research Innovation and Extension	<p>* All the publication of research including research paper, popular articles, books and book chapter should be maintained.</p>
Student Support and Progression	<p>* All the classrooms digitally equipped.</p> <p>* As a certain intervals competitive curriculum organised for students.</p>
Governance and Leadership	<p>* FDP program organised for faculty welfare.</p> <p>* University policy regularly regulated and well displayed.</p>
Institutional Values and Best Practices	<p>* Innovative practices identified and adapted at school level.</p>

Signature of AAA Members:


Member 1


Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: School of Hotel management, catering and tourism

NAME OF THE AAA MEMBERS: Dr. S.K. Singh and Dr. Mukesh Kumar

DATE: 26/05/2021

TIME: 2:00

ASSESSMENT PARAMETERS

Curricular Aspects	the maintenance of all program ordinance is well ensured. students feedback file well maintained.
Teaching Learning and Evaluation	teaching plan, academic calendar is well maintained. teaching method should be maintained.
Research Innovation and Extension	Research publication file should be maintained. organized the extension programme for the students
Student Support and Progression	Digital teaching methodology should be adopted. student placement data should be maintained.
Infrastructure	All facilities are well maintained.
Governance and Leadership	NPTEL and FDP file are not complete
Institutional Values and Best Practices	school identity best practices and present and more practices are should be adopted.

Signature of AAA Members:

Member 1

Member 2

AAA FORMAT FILLED BY
INTERNAL AAA COMMITTEE MEMBERS



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT OF SCHOOLS/COLLEGES

SCHOOL/COLLEGE: School of Media, Film & Television studies

NAME OF THE AAA MEMBERS: Dr. Satish Kumar

DATE: 26.05.2021

TIME: 02.00 PM

ASSESSMENT PARAMETERS

Curricular Aspects	<ul style="list-style-type: none"> • BOS Meeting files are well planned. • All programme curriculum are as per CBCS. • Ordinance of programmes are well structured.
Teaching Learning and Evaluation	<ul style="list-style-type: none"> • Smart board teaching to be added. • Course file found incomplete. • CO-PO mapping to be added in each course files.
Research Innovation and Extension	<ul style="list-style-type: none"> • Provided awards of faculty members for research. • Publication file should be maintained
<u>Infrastructure</u>	<ul style="list-style-type: none"> • All classrooms & library, lab are well maintained
Student Support and Progression	<ul style="list-style-type: none"> • Placement record maintained properly. • Higher studies file maintained properly.
Governance and Leadership	<ul style="list-style-type: none"> • Organised FDP for faculty betterment. • All the documentation at college level should be maintained.
Institutional Values and Best Practices	<ul style="list-style-type: none"> • Best practices should be identified & practiced. • Activities on value are being conducted during Booksharambh.

Signature of AAA Members:

Satish Kumar
Member 1

Member 2

**ACTION TAKEN ON THE RECOMMENDATIONS OF
AAA COMMITTEE MEMBERS**

RECOMMENDATIONS	ACTION TAKEN
<p>All the teaching Schools/Colleges must have Vision, Mission statements ready. These visions, mission statements should be aligned to the University's vision and mission. The Programme Outcomes (POs) and Course Outcomes (CO) should be accordingly developed and reflected.</p>	<p>Vision and mission of all the Schools/Colleges have been prepared in alignment of University. Vision and Mission. All the UG and PG Programmes revised incorporating POs and COs</p>
<p>An online feedback mechanism needs to develop to collect the feedback from all the stakeholders on curriculum and other aspects of the University.</p>	<p>A google form was prepared with a set of questionnaires including curriculum, teaching learning, infrastructure, hostel facilities and the University facilities, to collect online feedback of stakeholders. The responses have been analysed accordingly to prepare the action plan for ensuring outcomes.</p>
<p>More Value added and online courses to be offered to the students.</p>	<p>It was discussed and recommended that more courses from SWAYAM and NEPTEL will be offered to students from next sessions.</p>
<p>The University website must include comprehensive information about the faculty members, including their extensive CVs with all updated details about their achievements in respective fields.</p>	<p>It was decided to develop the employee profile section with all the necessary information on ERP and the same would be reflected on university website accordingly.</p>

**ACTION TAKEN ON THE RECOMMENDATIONS OF
AAA COMMITTEE MEMBERS**

RECOMMENDATIONS	ACTION TAKEN
Internship and field visit reports/records must be recorded along with the necessary supporting documents.	All the Deans were directed to maintain the necessary documents at School/College level in respective files and the scanned copy of the same must be send to IQAC for the further documentation.
No. of PhD Faculty members need to be improved.	It was directed to HR to shortlist the maximum candidates for faculty positions with Ph. D. degree.
Mentor Mentee Meetings record to be maintained and documented accordingly and a minimum 1 meeting per month must be conducted.	All the Deans were directed to maintain the necessary documents at School/College level in respective files and the scanned copy of the same must be send to IQAC for the further documentation.
Motivate Faculty Members to publish their research work in UGC CARE, SCOPUS, PubMed and other reputed databases.	The research incentives announced towards the appreciation of research work of the faculty members to increase the publication rate in reputed databases.
Library resources should be strengthened.	It was recommended to add more books, journals and e-resources in library databases for all the disciplines.
More seedprojects to be call by the faculty members for providing the internal grants.	The research director was advised to prepare the strategy accordingly and encourage more faculty members to submit their research proposals for seedmoney.

ACTION TAKEN ON THE RECOMMENDATIONS OF AAA COMMITTEE MEMBERS

RECOMMENDATIONS	ACTION TAKEN
More efforts need to be taken to increase the percentage of Higher progression of students as well as towards the placement of students. Many Schools/Colleges do not have the relevant document specific to the placement and progression. It should be collected and documented accordingly. The placement Cell can play a vital role to get the placement record of previous years and also maintain the data to reflect in their annual placement report.	Placement in charge have been directed to maintain the record of all placed students for all the programmes every year. Deans are advised to engage the mentors for getting the progression and placement records from pass out students and maintain it accordingly at college level and forward the placement data to placement cell for their record.
Faculty members should be encouraged to participate and present their research work in national and international Conferences and also attend the FDP, Workshop and training programs for professional up gradation	All the deans were asked to smoothen the process of permission for faculty members to attend the Professional development programs and also decided to increase the financial support for attending such programs.
Alumni engagement needs to be enhanced by organizing activities inviting alumni and also awarding them for their special achievements.	Alumni Coordination Committee was directed to organize regular activities engaging the alumni.
Officers, Students, faculty members and other staff members must be trained with CPR and Fire safety training.	The directions were forwarded to administrative officer for proper action.
SWOC analysis should be regularly conducted for all the Schools/Colleges.	A University level SWOC committee will be composed to conduct SWOC of each section of University.
Documentation maintenance processes need to be strengthened.	Directed to all the section authorities to ensure the proper documentation of all the activities.
All Schools/Administrative sections must identify and practiced the best practices.	All Deans have been directed to identify the best academic practice of their colleges and initiate the activities accordingly for ensuring the continuous outcomes