



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA

B Tech – CSE, IT, CE, ECE, EE, EEE # NBA Accredited

Academic and Administrative Audit

Draft

An **Academic and Administrative Audit (AAA)** in an engineering institute is a structured process to evaluate teaching, learning, governance, and support systems. It ensures that the institute meets quality standards set by regulatory bodies like AICTE, NBA, NAAC, and the affiliating university.

In GCET, Academic and Administrative Audit is to be conducted at two stages :

1. Internal Audit – at the end of each semester (twice per academic session)
2. External Audit – at the end of each academic session (once per academic session)

Internal Audit is to be conducted at department level through a committee comprises members of respective departments – under the chairmanship of the concerned HOD. Whereas, external audit is to be conducted as per same prescribed format through a nominated audit team under the chairmanship of Dean-IQAC that comprises members of other department and one-two members of other institute. The details of constituted committee for internal and external audit may be as per the following :

Team for the Internal Audit (min. 5 person)			Team for the External Audit (min. 4 person)	
S. No.	Description	Designation	Description	Designation
1	HOD of the concerned Dept.	Convener	Dean-IQAC	Convener
2	Module Coordinators (all)	Members	HOD of other Dept.	Member
3	Professor / Associate Professor (min Two)	Member	Professor (other dept.)	Member
4	x	x	Associate Prof. (other dept.)	Member

The prescribed format and checklist for academic and administrative audit (same format for both the audits; internal and external) is provided hereunder. These can be updated based on the need of the time / suggestions etc. and updating is to be notified by Dean-IQAC – subject to the approval of competent authority.

(Dr. Brijesh Singh)
Director (Officiating)

Copy for information and necessary action to :

1. Hon'ble Chairman and CEO sir
2. All the Deans and HODs, COE
3. IQAC, Registrar, ERP, Accounts, Library



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA

B Tech - CSE, IT, CE, ECE, EE, EEE # NBA Accredited

Check-list for Academic Audit # Following records are to be checked

Department :

S. No.	Description	Available and found Satisfactory	Available and found Not Satisfactory	Not Available	Observations
1	Academic calendar of the Department				
2	Teaching Load (Class-wise and Faculty-wise)				
3	Time-tables (Class-wise, Room-wise and faculty-wise)				
4	List of Labs Offered with Equipment List and Experiment Lists (Lab Manuals) # verification of lab records and continuous lab evaluation				
5	Course Files				
6	List of Class-rooms and Laboratories				
7	Work related to weak and bright students (identification and performance record)				
8	Innovative T&L Practices				
9	Feedback Data, its analysis and Actions Taken (T&L, Facilities, Alumni, Parents etc.)				
10	Curriculum Gap				
11	Publication of Journals / Magazines / Newsletters etc.				
12	Record of Training Report and Evaluation of Students				
13	Record of Project work Progress Reports and Evaluation of Students				
14	Syllabus Progress report				
15	Attendance Monitoring and Compiled Attendance Record				
16	Award of Sessional Marks				
17	Result data and Analysis				
18	Annual Report (with Data)				
19	Recommendations of DAC				
20	Any other - as concerned / asked				

Observations of Visiting Audit Team :

Signature →
 Name →
 Affiliation →

Sign and Name of Audit Team



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA

B Tech – CSE, IT, CE, ECE, EE, EEE # NBA Accredited

Date :

Annual Report : 20..... -

Department of Mechanical Engineering

- Name of the Department :
- Name of the HOD :
- Name of the Deputy HOD :
- Details of Programs Offered, Sanctioned Intake and Actual Students Studying

S. No.	Description (for 20.... -)	Name of the Program-1	Name of the Program-2	Name of the Program-3
1	Year of Start			
2	Sanctioned Intake			
3	No. of Admissions in I year			
4	No. of Admissions in II year / LE			
5	No. of regular Students studying in II Year			
6	No. of regular Students studying in III Year			
7	No. of regular Students studying in IV Year			

- Details of Faculty Members (20.... -)

Total Faculty Members	Professors	Associate Professors	Assistant Professors	Male	Female	With PhD	Pursuing PhD	Faculty Having Professional Membership

- Academic Performance of the Students (regular)

Academic Session : 20..... -

S. No.	Program Name	III Sem	IV Sem	II Year	V Sem	VI Sem	III Year	VII Sem	VIII Sem	IV Year
1	Total Regular Students									
2	Result Available									
3	Pass Percent									
4	Average CGPA									



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA

B Tech - CSE, IT, CE, ECE, EE, EEE # NBA Accredited

7. Observations, Measures Taken and Proposed Measures To Be Taken in forthcoming session

Academic Session : 20..... -

Description	S. No.	Description	Remarks, if any
Observations based on Result / Academic Performance (previous session)			
Measures Taken for improving academic performance (current session)			
Measures to be taken (proposed) in forthcoming session			

8. Research Contribution (Publications)

20.....	SCI / ESCI	SCOPUS	Others	Total Citations		Books	Book Chapters
Journals					International		
Conference					National		

9. Research Contribution (Patents, Copyrights, Technology Transfer etc.)

20.....	Total Patents			Copyrights	Technology Transfer	Any Other Information
	Filed	Published	Granted			
20.....						

10. Research Contribution (Funded Projects and Consultancy)

20.....	Funded Projects / Grants			Consultancy	
	No. of Proposals Submitted	No. of Grants Accepted and Disbursed	Total Amount of Grants Received	No of Consultancy Projects Undertaken	Amount of Total Consultancy
20.....					



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA

B Tech – CSE, IT, CE, ECE, EE, EEE # NBA Accredited

11. Details of Certifications (Courses from NPTEL / MOOCS / FDP / Conference etc.) # Faculty Members

20.....-.....	Courses			FDP	Seminar / Conference	Any Other Information
	Applied	Certified	Granted			
MOOCs / NPTEL						
Others						

12. Details of Certifications (Courses from NPTEL / MOOCS / FDP / Conference etc.) # Students

20.....-.....	Courses			FDP	Seminar / Conference	Any Other Information
	Applied	Certified	Granted			
MOOCs / NPTEL						
Others						

13. Details of Projects Undertaken

S. No.	Name of the Program	Total No. of Students in Final Year	Nos. of Major Projects Undertaken	Outcome of Projects (publications)			Startup
				Publications	Patent	Any Other	

14. Details of Value-added Courses Offered

S. No.	Semester	Course Code	Name of the Course	Course Duration (No. of Lectures)	Total Participants	Total Certificates Issued

15. Details of MOUs and Collaborations

S. No.	MOU / Collaboration Done With	Date of MOU / Collaboration	Duration of Collaboration / MOU	Brief Description of Collaboration / MOU	No. of Activities / Events conducted Under this MOU / Collaboration

16. Details of Center of Excellence and Internships Offered

S. No.	Name of Centre of Excellence	Details of Industry Collaboration	No. of Activities / Events conducted Under this COE	Brief Description of Activities Conducted	No. of Internship Programs Offered	Brief Description of Internships Offered



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA

B Tech - CSE, IT, CE, ECE, EE, EEE # NBA Accredited

21. Action Taken Report

S. No.	Major Area	Details of Actions Taken	Remarks, if any
1	Students Feedback on Teaching and Learning		
2			

22. Any other information (not covered above etc.)

Encl :

1. Recommendations of DAC

(Name of the HOD)

Draft Policy for Feedback - GCET IQAC