



Academic and Administrative Audit

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) 28/04/2026
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



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

Sample

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	Verification of applicable documents related to the data provided in the Annual Report				
21	Any other - as concerned / asked				

Observations of Visiting Audit Team :

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Sign and
Name of
Audit Team

Signature →

Name →

Affiliation →



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Date :

Annual Report : 20..... - Department of Mechanical Engineering

Sample Format

1. Name of the HOD :
2. Name of the Deputy HOD :
3. Details of Programs Offered, Sanctioned Intake and Actual Students Studying (For considered session)

S. No.	Name of the Program	Year of Start	Sanctioned Intake	No. of Admitted Students		Total No. of Regular Studying Students				Total Students in the Dept.	
				I Yr	II Yr (LE)	I Yr	II Yr	III Yr	IV Yr	With I Yr	Without I Year
1											
2											
3											
TOTAL											

4. Details of Faculty Members # During Considered Session (20.... - ...)

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

5. Details of Faculty Members - Joining / Relieving and Appraisal # During Considered Session

Total Numbers of faculty members joined in the considered session			Total Numbers of faculty members Relieved in the considered session			Total Numbers of faculty members who got Cadre Promotion during the session		Total Numbers of faculty members who got Salary Increment / Appraisal
Prof.	Assoc. Prof.	Asst. Prof.	Prof.	Assoc. Prof.	Asst. Prof.	To Assoc. Professor	To Professor	

6. 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									

Revised



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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)			

8. Research Contribution (Publications) # During Considered Session (1 July to 30 June)

Nos. of Publications	SCI / ESCI	SCOPUS	Others	Total Citations	Nos. of Book / Book-chapters	Books	Book Chapters
Journals					International		
Conference					National		

9. Research Contribution (Patents, Copyrights, Technology Transfer etc.) # During Considered Session

Total Patents			Copyrights	Technology Transfer	Any Other Information	
Filed	Published	Granted				

10. Research Contribution (Funded Projects and Consultancy) # During Considered Session

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

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

Faculty Members, during entire considered academic session (1 July to 30 June)

Self-learning Completed	Total No. of Courses		FDPs					Seminar / Conference	Workshop / Trainings
	Registered	Certified	MMTTC	UGC	AICTE	Govt. Org.	PVT. Org.		
MOOCs / NPTEL									
Others									

Blue



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

Students, during entire considered academic session (1 July to 30 June)

Self-learning Completed	Total No. of Courses		Internship	Seminar / Conference	Workshop / Trainings	
	Registered	Certified				
MOOCs / NPTEL						
Others						

13. Details of Projects Undertaken # during considered session

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 / AEP / CSEP Courses Offered # during considered session

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

15. Details of MOUs and Collaborations # during considered session

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

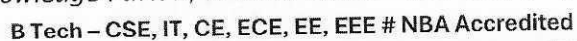
16. Details of Center of Excellence and Internships Offered # during considered session

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

17. Details of Placements / Entrepreneurships / High-studies and Startups etc. # during considered session

S. No.	Name of the Program	Total No. of Students in Final Year	No. of Students Placed	No. of Students Opted for Higher Studies	No. of Students Opted for Entrepreneurships	No. of Students Opted for Startups

Signature



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21. Students' Feedback on Teaching and Learning # During considered academic session

S. No.	Sem	Total Faculty Members	Average Feedback Value (All faculty of dept)	Nos. of faculty members having feedback value (out of 5)					Details of Actions Taken
				<3	>=3 <3.5	>=3.5 <4	>=4 <4.5	>=4.5	
1	Odd								
2	Even								
Total									

22. SWOT Analysis

Strength	Weaknesses	Opportunities	Threats

23. Record of LMS, Digital Count and Other Initiatives

S. No.	Sem	Total No. of Course for which e-Contents are Uploaded at LMS	Total Count of Academic Activities conducted through LMS	Details of Other concerned Initiatives	
				S. No.	Details / Description
1	Odd				
2	Even				
Total					

24. Department Budget Plan and Utilization # concerned with considered session

S. No.	Major Head	Details of Sub-heads Covered	Proposed Expenditure (for 2024-25)	Actual Expenditure (during 2024-25)

25. Action Plan of previous session and actions taken / compliance during the considered session

(E.g. : For Action Plan of 2023-24; Action Taken / Compliance will be of 2024-25)

S. No.	Major Area	Action Plan of Previous Session (say : 2023-24)	Compliance / Actions Taken (say : during 2024-25)

Signature



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26. Action Plan of the department for forthcoming session

Major Head	S. No.	Description	Remarks, if any
To improve Faculty Student Ratio			
To improve overall academic performance of the students			
To upgrade / improve effective utilization of Laboratories			
Measures to be taken – on the basis of Students' Feedback (of different types)			
To improve employability / entrepreneurship / skill learning / self-learning etc.			
To improve students' participation in activities and events (at dept / institute / zonal / state / national / international level)			
Any other			

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

Sign

(Name of the HOD)

Encl :

1. Recommendations of DAC

Sample Format

Phy 20/04/2016