# DIRECTORATE OF TECHNICAL EDUCATION

# Department of Higher Education, Govt. Of Kerala

*Prepared by –*
*State Institute of Technical Teachers Training and Research, Kerala,*
*January 2023*

## A framework for Academic Audit (Diploma programs)

**Note:**

I. The Academic Audit for Aicte approved Diploma programs conducted by Institutions affiliated to SBTE Kerala, shall be based on the template as below.

II. Every Institution conducting Diploma programs shall complete the self assessment in the Academic Audit template at the end of each Academic year or earlier as per notification and send the Report to [sitttr@gmail.com](mailto:sitttr@gmail.com) within one month of the completion of the Academic year.

III. Expert team from Dte/Sitttr shall conduct Academic Audit based on the Self assessment report and supporting documents kept ready by the Institution.

IV. The Infrastructure and other requirements included in the template are prepared based on Aicte Approval process Handbook 2022-23. Requirements maybe modified as per the relevant Aicte Handbook of the particular year.

V. Academic requirements for Quality and implementation of Outcome based education are adopted from the National Board of Accreditation evaluation guidelines in www.nbaind.org for Diploma programs. Modifications as per changes in NBA guidelines shall be incorporated.

VI. Part A : No Mark, Part B : Max Marks : 300, Part C : Max Marks : 400

**To be filled by the Chairman of the Expert Committee**

**Academic Year** :

**Name of Institution** :

**Date of Inspection** :

**Academic Audit Team Members**

| Sl No | Name | Designation | Position | Signature (on hard copy only) |
|---|---|---|---|---|
| 1. | | | Chairman | |
| 2. | | | Member | |
| 3 | | | Member | |
| 4. | | | Member | |
| 5. | | | Member | |

# Part A – General

i. Name of Institution :
ii. Name of Principal : Mob No.
iii. Website :
iv. No of Regular programmes :
v. Name of Regular programmes :
vi. No. of Evening programmes :
vii. Name of Evening Programmes :
viii. How many programs are accredited by NBA: Programs:
**ix.** No. of actual working days **:**
(Semester wise: days classes were conducted actually**)**

# Part B – Institution

**1. Enrollment**

**Table 1- Regular admission** CAY (Current Academic Year):

| Program | Intake | Admn CAY-2 | | Admn CAY-1 | | Admn CAY | | Marks for Average enrollment |
|---|---|---|---|---|---|---|---|---|
| | | Present | Enrolled | Present | Enrolled | Present | Enrolled | |
| | | | | | | | | |
| | | | | | | | | |
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|---|---|---|---|---|---|---|---|---|

**Table – 2 Lateral entry admission**

| Program | Intake | Admn CAY-2 | | Admn CAY-1 | | Admn CAY | | Marks for Average enrollment |
|---|---|---|---|---|---|---|---|---|
| | | Present | Enrolled | Present | Enrolled | Present | Enrolled | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**[Marks: Based on average enrolment of Regular & Let admission put together 80-100%: 10 marks; 50-80%: 8 marks; 40-50%: 6 marks; ≤ 40: 2 marks]**

## 2. Academic performance during CAY–1 (Regular batch)

| | Prog 1 | Prog 2 | Prog 3 | Prog 4 | Prog 5 | Prog 6 | Prog 7 | Marks |
|---|---|---|---|---|---|---|---|---|
| No. of students appeared# for VI semester exam* | | | | | | | | |
| No. of students successfully completed Diploma | | | | | | | | |
| Pass % | | | | | | | | |
| Average Pass % of Institution | | | | | | | | |

*The latest 6$^{th}$ semester batch for which results are available

**Academic performance during CAY-1 (Part time batch)**

| | Prog 1 | Prog 2 | Prog 3 | Prog 4 | Prog 5 | Prog 6 | Prog 7 | Marks |
|---|---|---|---|---|---|---|---|---|
| No. of students appeared# for VI | | | | | | | | |

| semester exam* | | | | | | | |
|---|---|---|---|---|---|---|---|
| No. of students successfully completed Diploma | | | | | | | |
| Pass % | | | | | | | |
| Average Pass % of Institution | | | | | | | |

*The latest 6<sup>th</sup> semester batch for which results are available*

**[Marks: Average pass% of Regular & PT put together: 80-100%: 30 marks; 50-80%: 16 marks; 40-50%: 12 marks; ≤ 40: 4 marks]**

**3. Placement:**

a) Placement Training

| Sl No | Date | Programme Training activities | Total No. of students in the Target group | No. of students who attended | Marks |
|---|---|---|---|---|---|
| 1 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**[Marks: Based on % of students who attended Placement training: 80-100%: 10marks; 50-80%: 8 marks; 40-50% : 6marks; ≤ 40: 2marks]**

b) Campus recruitment

| Sl No | Companies/organizations who conducted Campus Interviews | Position | Pay per annum offered | Program | No. of Students attended | No. of students recruited | Marks |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| | | | | | | | |

**[Marks: Based on % of students who were recruited: 80-100%: 10marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40: 2marks]**

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c) Placement details

| Sl No | Program | No. of students who got Offer letter in CAY | No. Of students who joined | Average Pay package (per annum) | Marks |
|---|---|---|---|---|---|
| 1 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**[Marks: Based on % of students who joined: 80-100%: 10marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40: 2marks]**

## 4. Infrastructure

a. General

| Item | Area | Number | Adequacy | Ambience | Marks |
|---|---|---|---|---|---|
| Land | | | | | |
| Classrooms | | | | | |
| Tutorial rooms | | | | | |
| 1$^{st}$ year Laboratory | | | | | |
| Laboratory other than 1$^{st}$ year | | | | | |
| Workshop | | | | | |
| Additional Workshop | | | | | |
| Drawing Hall | | | | | |
| Common computing facility | | | | | |
| Seminar Hall | | | | | |
| Library | | | | | |
| Language Lab | | | | | |
| Principal's office, Central store, Examination office, Placement office | | | | | |
| Board room, Cabin for Hod/Dept office | | | | | |
| Office | | | | | |
| Maintenance, Security, Housekeeping & Pantry for staff | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Canteen | | | | | |
| Sports Center | | | | | |
| Boys common room | | | | | |
| Girls common room | | | | | |
| Stationery, Store & Reprography; First aid & Sick room | | | | | |
| Toilets for Boys, Girls | | | | | |
| Boys Hostel | | | | | |
| Girls Hostel | | | | | |
| Auditorium | | | | | |
| Staff quarters | | | | | |

**[Marks: Based on availability, ambience & usage of all facilities: 80-100%: 20marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

b. Others

| Item | Details | Marks based on Adequacy & usage |
|---|---|---|
| Barrier free environment | | |
| Fire & Safety | | |
| Back up Electric supply | | |
| Students Safety Insurance | | |
| Road suitable for use by Motor vehicle-Motorized Road | | |
| General Notice Board and Departmental Notice Boards | | |
| AICTE approvals (LoA and EoA of subsequent years) | | |
| Group Accident Policy for the employees | | |
| Sports | Fitness center & equipments, Playground | |
| Potable water | Availability | |
| Auditorium | Seating capacity & ambience | |

| Hostel (Boys) | Capacity & cleanliness | |
|---|---|---|
| Hostel (Girls) | Capacity & cleanliness | |
| Garden | Ambience | |
| Green protocol | Implementation | |
| Waste management | Any process in place? | |
| Campus cleanliness | | |

**[Marks: Based on availability, ambience & usage of all facilities: 80-100%: 20marks; 50-80%: 16marks; 40-50%: 12marks; ≤ 40%: 4marks]**

5. **Institution level assessments**

| Sem | Courses assessed | | Course assessment documented | Activity points documented | Remarks |
|---|---|---|---|---|---|
| | Course code | Course Title | Yes/No | Yes/No | |
| S1 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| S2 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Internship - I | | | | NA | |
| S3 | | | | | |
| S4 | | | | | |
| | | | | | |
| | | | | | |
| Internship - II | | | | NA | |
| S5 | | | | | |
| S6 | | | | | |
| Bridge courses LET(+2/VHSE candidates) | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Bridge courses LET (NCVT/SCVT/KGCE candidates | | | | | |
| | | | | | |
| | | | | | |

**[Marks: Based on average of performance: 80-100%: 10marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

### 6. Vision, Mission, PSOs & PEOs

| Sl No. | Item | Criteria | Marks(Max 5 for each) | Remarks |
|---|---|---|---|---|
| 1 | Vision Mission statement of College | Availability & Dissemination | | |
| 2 | Mission statements of the programs in the College | Availability & Dissemination | | |
| 3 | Defined PEOs of all programs? | Yes/No | | |
| 4 | Defined PSOs of all programs? | Yes/No | | |

**[Marks: Max for each item = 5]**

### 7. 1st year performance

| Sl No. | Course | Faculty | Pass % | Whether Course file completed Yes/No | Whether Course attainment calculated Yes/No | Whether feedback, analysis completed yes/No | Remarks |
|---|---|---|---|---|---|---|---|
| | | | | Semester 1 | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 10 | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Semester 2 | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Marks | | | | | | | |

**[Marks: Based on average of performance: 80-100%: 20marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

## 8. Training attended by Faculty during CAY–1

| Staff | Number | How many attended at least one training program in CAY-1) | Marks |
|---|---|---|---|
| Staff in College | | | |
| Office staff in College | | | |

**[Marks: Based on number trained: 80-100%: 10marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

## 9. Co curricular & Extracurricular activities Institutional Social connect activities

| Sl | Cell/Activity | Availability | Effectiveness | Documentation | Marks |
|---|---|---|---|---|---|
| 1 | Institution sports meet | | | | |

| 2 | Institution Arts meet | | | | |
|---|---|---|---|---|---|
| 3 | NCC | | | | |
| 4 | NSS | | | | |
| 5 | IEDC | | | | |
| 6 | College Magazine | | | | |
| 7 | CDTP | | | | |
| 8 | CE Cell | | | | |
| 9 | Alumni | | | | |
| 10 | Others (specify) | | | | |

**[Marks: Based on overall availability, effectiveness & documentation of all facilities:80-100%: 20marks; 50-80%: 16marks; 40-50%: 12marks; ≤ 40%: 4marks]**

## 10. IoC/Fab Lab/Production Center/CEC/Others

| Program | Programme details | Revenue/Outcome | No. of student beneficiaries | Marks |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**[Marks: Based on average of performance: 80-100%: 10marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

## 11. Student Support systems

| Sl No. | Item | Criteria | Marks (Max 5 for each item) | Marks |
|---|---|---|---|---|
| 1 | Mentoring system to help students at individual level | Yes/NO | | |
| 2 | End semester feedback collection, analysis, reward/corrective measures for all programmes | Yes/No | | |

| 3 | Feedback on facilities collected at the end of the year from students of 1<sup>st</sup> year, 2<sup>nd</sup> year & 3<sup>rd</sup> year collected? | Yes/No | | |
|---|---|---|---|---|

**[Marks: Based on average implementation: 80-100%: 20marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

12. **Library**

a. No. of books Titles:             No. of volumes:

b. No. of Journals:              Reading room capacity:

c. Library automation: Yes/No

d. Digital Library: Yes/No           No. of computers:

e. Digital Resources:

f. Average no. of users/week:

    **[Marks: Based on availability, usage and ambience - Max marks: 20]**

13. **Language Lab with appropriate software**

    **[Marks: Based on availability & effective utilization Max marks: 10]**

14. **Internet**

a. Available Bandwidth

b. WiFi availability

c. Internet access in Office, Labs, classrooms, Library, departments

    **[Max marks: 5]**

15. **Governance, Transparency and Administration**

| Sl | Committee | Availability | Effectiveness | Documentation | Marks |
|---|---|---|---|---|---|
| 1 | BoG | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 2 | Academic Council | | | | |
| 3 | IQAC | | | | |
| 4 | Grievance Redressal Cell | | | | |
| 5 | Anti raggging Committee | | | | |
| 6 | Internal complaints committee (ICC) | | | | |
| 7 | Committee for harassment against SC/ST | | | | |
| 8 | Advisory committee | | | | |
| 9 | Examination Monitoring Cell | | | | |
| 10 | Library committee | | | | |
| 11 | Institution Website | | | | |
| 12 | Others | | | | |

**[Marks: Based on overall availability, effectiveness & documentation of all facilities: 80-100%: 10marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

16. **Ambience, Green protocol & Environmental sustainability initiatives**

    **[Max marks: 10]**

17. **Annual Budget, allocation and utilization:     Adequate/Inadequate**

    **[Max marks: 15]**

18. **Other remarkable achievements:**
    **[Max marks: 10]**

| Sl.No | Brief account of achievement | Year/Period of achievement | Marks |
|---|---|---|---|
| 1 | | | |
| 2. | | | |
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# Part C

**Program details (To be filled by HoD)**

**Name of program:**

**Name of HoD:**

**No. of faculty:**

*(List of faculty with name,designation, qualification, date of joining, date of leaving, regular/contractual, salary maybe attached separately)*

**No. of Lab staff:**

*(List of faculty with name,designation, qualification, date of joining, date of leaving, regular/contractual, salary maybe attached separately)*

1) **Whether the program is accredited by NBA:**

   **[Marks: If Yes, then 25]**

2) **Enrollment**

| Intake | CAY -2 Admn | | CAY -1 Admn | | CAY Admn | | Marks for Average enrollment |
|---|---|---|---|---|---|---|---|
| | Present | Enrolled | Present | Enrolled | Present | Enrolled | |
| | | | | | | | |

**[Marks: Based on average enrolment: ≥80%: 10marks;  ≥51%: 8marks;≤50%:5marks]**

3) **Academic performance without backlog**

| Semester | CAY Admn | | CAY -1 Admn | | CAY -2 Admn | | Marks for average pass % |
|---|---|---|---|---|---|---|---|
| | No. of students regd | Passed | No. of students regd | Passed | No. of students regd | Passed | |
| S1 | | | | | | | |
| S2 | | | | | | | |
| S3 | | | | | | | |
| S4 | | | | | | | |
| S5 | | | | | | | |
| S6 | | | | | | | |

**[Marks: Max for each semester: 10]**

4) **Academic performance with backlog**

| Semester | CAY admitted batch | CAY -1 admitted batch | CAY -2 admitted batch | Marks for average pass % |
|---|---|---|---|---|
| | | | | |

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| | No. of students regd | Passed | No. of students regd | Passed | No. of students regd | Passed | |
|---|---|---|---|---|---|---|---|
| S1 | | | | | | | |
| S2 | | | | | | | |
| S3 | | | | | | | |
| S4 | | | | | | | |
| S5 | | | | | | | |
| S6 | | | | | | | |

**[Marks: Max for each semester: 5]**

### 5) Placement

| Batch | Student details | | | % students placed/HE/entrepreneur | Marks |
|---|---|---|---|---|---|
| | No. of students admitted | No. of students placed | No of students HE & Entrepreneurs | | |
| Admn CAY-3 batch | | | | | |
| Admn CAY-2 batch | | | | | |
| Admn CAY-1 batch | | | | | |

**[Marks: Based on average of % of students placed: 80-100%: 10marks; 50-80%: 8marks; 40-50%: 6marks; ≤ 40%: 2marks]**

### 6) Professional activities:

| Activity | Marks |
|---|---|
| i.Professional socities/chapters | |
| ii.Publication of Newsletters, Magazines | |
| iii.Participation in Inter-institute, State, National level professional events | |

**[Marks: Max = 5]**

### 7) Student Faculty Ratio (SFR)

| Year | SFR | Average SFR | Marks |
|------|-----|-------------|-------|
| CAY | | | |
| CAY-1 | | | |
| CAY-2 | | | |

**[Marks: Max marks for a year: 25]**

### 8) Infrastructure of program

| Item | Number | Area | Adequacy | Ambience | Marks |
|------|--------|------|----------|----------|-------|
| Classrooms | | | | | |
| Smart classrooms | | | | | |
| Laboratories | | | | | |
| Computer Lab | (No.of computers) | | | | |
| Cabin for HoD | | | | | |
| Faculty room | | | | | |
| others | | | | | |

**[Marks: Max – 10]**

### 9) Vision, Mission, PEOs, & PSOs

| Item | Availability, appropriateness & dissemination | Marks |
|------|-----------------------------------------------|-------|
| Vision of the program | | |
| Mission of the program | | |
| PSOs of the program | | |
| PEOs of the program | | |

**[Max marks for each item: 10]**

### 10) Teaching – Learning process (80)

| No. | Item | Yes/No | Marks |
|-----|------|--------|-------|
| i | Whether Curricular gaps identified for attaining POs & PSOs | | |
| ii | Methodologies to support weak students and encourage bright | | |

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| | | | |
|---|---|---|---|
| | students | | |
| iii | Adherence to Academic calendar | | |
| iv | Quality check for Internal semester test & assignment | | |
| v | Laboratory experiments | | |
| vi | Student Projects | | |
| vii | Industry Interaction & Community services | | |
| viii | Co curricular & extracurricular activities | | |

**[Max marks for each item: 10]**

11) **Course Files**

| Batch | No. of courses in the program | No. of course files completed including Course attainment | PO attainment calculated? | PSO attainment calculated | Marks |
|---|---|---|---|---|---|
| CAY-3 batch (Rev 15) | | | Yes/No | Yes/No | |
| CAY-2 batch (Rev 15) | | | Yes/No | Yes/No | |
| CAY-1 batch (Rev 21) | | | Yes/No | Yes/No | |

**[Max marks: for 90% files completed – 20marks, PO attainment – 5marks, PSO attainment – 5marks]**

12) **Faculty training (2021–2022)**

**Total no. of faculty in the department:**

| Name of faculty | Designation | Qualification | Title of the FDP | Duration (in days) | Venue | Marks |
|---|---|---|---|---|---|---|
| | | | | | | |

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|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

**[Marks: Max = 10]**

### 13) Details of FDPs conducted in past 3 years

| Name | No. attended | Date From |  | Funding agency | Marks |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**[Marks: Max = 10]**

### 14) Consultancy, Testing

| Name | Date | Funds generated | Faculty | Marks |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**[Marks: Max = 10]**

### 15) Remarkable achievement by the faculty/students

| Sl. No | Name of faculty/ student and department | Achievement | Marks |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**[Marks: Max = 5]**

**13. General Remarks of the Inspection Team:** (Based on interaction with students and staff members).

| Sl No | Programme | Remarks |
|---|---|---|
| 1. | | 1.<br>2.<br>3.<br>4.<br>5.<br>.<br>. |
| 2 | | 1.<br>2.<br>3. |
| 3 | | |