

Internal Audit Report

Date of audit: 05.02.2021

Venue : K1104

Audit team

- Dr Anil Kumar, Professor
- Dr H Roy, Professor
- Dr Saurabh Tiwari, Associate Professor

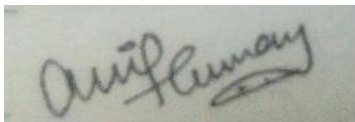


The internal audit was conducted for CCE activities on 5th February, 2021 by the audit team. The audit focused on

1. Class Scheduling
2. Compliance to class schedule
3. Student feed back
4. Student communication
5. Handling student queries
6. Faculty development
7. Quality Review of online classes

The audit team interacted with faculty of CCE on the above aspects in depth. The observations and suggestions of the audit team were as below

Criteria	Observation	Suggestion for improvement
Class Scheduling	The class schedule is being prepared on a weekly basis and communicated to students by Friday for week end classes. The number of classes are two of 1.5 hours each for each subject.	The scheduling was found to be satisfactory. However the communication of the same to students may be latest by Thursday in place of Friday.
Compliance to class schedule	The class schedule was verified against the classes conducted. No instance of missed / cancelled class was observed	The compliance to class schedule was found satisfactory
Student feed back	The student feedback is being taken for each class on defined parameters. The feedback is compiled and analyzed for each faculty individually. The feedback of faculty was seen (sample Dr Rajesh Gupta and Dr Kabir Sharma) The student feedback was found to be above 80% for both instances	It is suggested that the parameters of feedback may be revised and should be more indicative of quality of classes and operational efficiency.

Student communication	The students are communicated regarding the class schedule for week end on every Friday	The status was verified and it was observed that there was no lapse in communication
Handling student queries	The student queries are being attended on Zoho platform. The desired response time is 2 working days. The status of pending queries was verified and some of the queries were found to be unresolved since a number of days.	The faculty has been advised to respond to student queries on a daily basis.
Faculty development	All faculty members have undergone the virtual teacher course on Coursera.	Periodic workshops may be conducted on various academic aspects to appraise faculty about scope of improvement.
Quality review of online classes	The audit team verified the recording of classes taken by Dr Rajesh Gupta and Dr Rajesh KS	The quality of classes taken was satisfactory. It is advised to increase the student interaction during classes by incorporating quiz or other tools.

Dr Anil Kumar  Professor	Dr H Roy  Professor	Dr Saurabh Tiwari  Associate Professor
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