

Internal audit report

Date of audit 20.08.2021

Venue K1104

Audit team

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

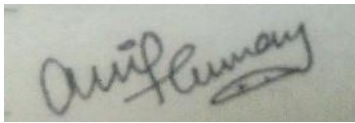


The internal audit was conducted for CCE activities on 20th August, 2021 by the audit team. The audit focused on

1. Class Scheduling
2. Compliance to class schedule
3. Student feed back
4. Status of SLM review
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.
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	The system of class feedback is being reviewed and

	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	amended to make it more value adding
Status of SLM review	The SLM needs to be reviewed every 3 years as per UGC guidelines. The last review was carried out in 2018. The SLM of semester 1 and semester 2 are in progress presently	It is advised to complete the review of all courses by December 21
21Handling student queries	The student queries are being attended on Zoho platform. The desired response time is 2 working days.	The system of student query handling was satisfactory.
Faculty development	All faculty members have undergone the virtual teacher course on Coursera.	Workshops are being organised for faculty development
Quality review of online classes	The audit team verified the recording of classes taken by Mr Shantanu Trivedi and Dr Nayhel Sharma	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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