

MINUTES AND ATR FOR MEETING

NO: ON No: 2020617/07(online) DATE 17 JUNE 2021

Points for discussions	Key items covered and notes	Additional Observations and recommendations
To review and prepare for the next semester post-pandemic	The second lock down has meant that additional online resources are needed. The course plan design needs to be modified to ensure that students can find resources easily and review lessons. The audit of the academic delivery process has indicated the need to enhance online teaching skills for some faculty.	Senior faculty members to “sit-in” sessions and provide feedback. Faculty to view https://www.youtube.com/watch?app=desktop&v=7Ev9bT3hw2c and redesign the course plan as per enclosed template. Digital content to be enhanced.
Modifications for SOP for 2021-22 year	The need is to modify assessment and examination modes to ensure better coverage and transparency. IQAC academic audit has indicated the need for better clarity and instruction for conduct and evaluation.	Dean Academic to review and finalize the SOP for conduct of internal examinations. Online proctoring software can also be tried to see if it is viable. Issues of bandwidth is a challenge, so session strength, duration needs to be reviewed.
Review of NBA SSR filing process	The first draft of the NBA SSR was received. IQAC has been following the criteria wise entries. The filing is in soft copy mode. Special focus on faculty development and intellectual contributions needs to be given. More clarity in outcome based education is needed.	A manual on outcome based education has been prepared by the IQAC and is to be circulated to all faculty and stakeholders. Post filing of NBA it is expected that a visit may be possible in June 2022- virtual or physical is not yet clear
Three year review of academic and administrative audit and audit for 2021-22	The IQAC team had prepared summary report of the audit (template is enclosed to be followed for 2020-21) and for 2021-22	OFIs include enhancing PO-CO mapping and analysis, more faculty participation in online FDP/MDPs, conferences and mentors to encourage students to also participate in certificate programs. Online internship needs to be aggressively pursued.
Deployment of additional software	Faculty and students reported that SPSS software is not available in sufficient license numbers,	Dr. Bala recommended the use of JASP 1:0 application which is an open source software and is sufficient for students at MBA level to conduct statistical analysis. It was suggested that IQAC organize an online training session on this.
Online classes.	Recording of entire session and storing is mandatory	It was advised that attendance registration through chat before , during and at the end of session be recorded. If bandwidth is a problem, mentor wise students should turn the cameras on to record their presence

Current ISO certification is set to expire later this year. IQAC recommends that this not be renewed and we refer to this post NBA. NAAC AQAR for 19-20 has been reviewed and IQAC will plan a schedule of events/sessions .

.	Name	Designation	
1	Dr.Thomas George	Director	Present
2	Dr.Sankar Ganesh	Dean	Present
3	Ms.Yasmin Samad	Administrator	Present: Meeting chair,
4	Mr. Balamourougane	Assistant Professor	Present
5	Dr. Anil Kumar	Assistant Professor	Absent
6	Dr. Umamaheswari	Assistant Professor	Absent
7	Ms. Pallavi	Student representative	Absent
8	Mr. Nair Vishnu	Student representative	Present



Meeting chair: Ms. Yasmin Samad

c.c. Mr Pratheesh. Trustee and DMG.



Self-Assessment Report for Academic Audit MBA



Dhoni PO, Olavakode, Palakkad, Kerala 678009. Phone: [0491 255 3693](tel:04912553693)

Academic Year: June 1, 20 to May 31, 20

Master Programmes

1)MBA

- PART A : AQAR details of the department
- PART B : NBA details of PG Full Time Programmes
- PART C : Academic Audit Evaluation Sheet

Academic Audit for the year 2021-22

Date of Academic Audit:	DD / MONTH / YYYY		
Name of Auditors:			
1.	Signature: Name: Designation: College address: Mobile No.: Email:		
2.	Signature: Name: Designation: College address: Mobile No.: Email:		
Chairman	Signature: Name: Designation: Department Name: Mobile No.: Email:		
Name of Programme Coordinator(s):			
1	Signature: Name: Designation: Programme Name: Mobile No.: Email:	2	Signature: Name: Designation: Programme Name: Mobile No.: Email:

The auditors appreciate the faculty of LEAD COLLEGE OF BUSINESS for providing the required documents pertaining to the academic audit for the assessment year (20YY- YY) conducted on (DD / MONTH / YYYY).

Auditor 1
Sign. with date

Auditor 2
Sign. with date

Chairman
Sign. with date

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PART-A

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Design and Development

1.1.1 Programmes for which syllabus revision was carried out

Name of the programme	Prog Code	Dates of revision
MBA		Univ. version of syllabus : issued on: 2016

1.1.2 Courses focussed on employability/ entrepreneurship/ skill development

Programme with Code	Course with Code	Date of Introduction SAC, Faculty Forum meeting
MBA		

1.2 Academic Flexibility

1.2.1 New courses introduced during the Academic year

Programme/ Course	Date of Introduction SAC, Faculty Forum meeting

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Start Date of conduct of the course	Number of students enrolled

1.3.2 Field Projects / Internships undertaken during the year

Project Title	No. of students enrolled for Field Projects / Internships
summer internship	
Capstone field project	
Industrial visit	

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

Students	Faculty	Non teaching	Recruiters	Alumni	Parents
					NA

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the college? (Maximum 500 words)

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Teaching - Learning Process

2.1.1 Percentage of faculty members using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of faculty members on roll	Number of faculty members using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	E-resources and techniques used

2.1.2 Students mentoring system

Number of students enrolled in the college	Number of faculty members	Mentor: Mentee Ratio
460	27	1:20

2.2 Faculty Profile and Quality

2.2.1 Number of full time faculty members appointed in the department during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.

2.2.2 Honours and recognitions received by faculty members

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of faculty members receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

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2.2.3 Details of Supporting Staff in the Department

No	Name	Designation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

2.2.4 Details of Research Scholars in the College

S.No	Name	Area and status	Stipendiary ?
1		•	
2			
3			
4			

2.3 Student Performance and Learning Outcomes

2.3.1 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass %
	MBA			

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its faculty members for research,

Name of the faculty getting seed money	Amount of seed money	Year of receiving grant	Duration of the grant

3.1.2 Faculty members awarded National/International fellowship for advanced studies/ research during the year

	Name of the faculty awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National				
International				

3.2 Resource Mobilization for Research

3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects				
Minor Projects (\leq 5 lakhs)				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by the College)</i>				
International Projects				
Any other(Specify)				
Total				

3.2.2 Number of ongoing research projects per faculty funded by government and non-government agencies during the years

S. No	Funding Agency	Title of the Project / Scheme	Name of the Principal Investigator	Total Sanctioned Grant in Rs.	Total Grant Released in Rs.	Duration in years

3.3 Innovation Ecosystem

3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.3.2 Awards for Innovation won by Institution/Faculty members/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.4 Research Publications and Awards

3.4.1 Details of PhD Research Scholars in the department

Name of Student	Name of the Supervisor	FT/PT	Date of registration	Status

3.4.2 Ph. Ds awarded during the year

No. of Ph. Ds Awarded

3.4.3 Research Publications in the Journals notified on UGC website during the year

	No. of Publication	Average Impact Factor, if any
National		
International		

3.4.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Faculty during the year

Number of publication

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3.4.5 Patents published/awarded during the year

Patent Details	Patent status Published/ Filed/ Granted	Patent Number	Date of Award

3.4.6 Bibliometric of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations

3.4.7 h-index of the publications during the year. (Based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication

3.4.8 Faculty participation in Seminars/Conferences and Symposia during the year:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

3.4.9 Faculty Organizing Seminars/Conferences/ STTP/FDP and Symposia during the year

S.No	Category (STTP/FDP/Workshops/ Seminar/ National Conference/ International Conference/ Symposia etc)	Name(s) of the faculty organizing the event	Title of the event	Number of faculty participant s	Number of Student Participant s	Total Number of participant s	Date From - To

3.5 Consultancy

3.5.1 Revenue generated from Consultancy/Testing during the year

Name of the Consultant(s)	Name of Consultancy /Testing project	Consulting/Sponsoring/Testing Agency	Revenue generated (amount in rupees)

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees

3.6 Collaborations

3.6.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Date (From-To)

3.6.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Date (From-To)	participant

3.6.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/faculty members participated under MoUs

3.6.4 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of faculty members co-ordinated in such activities	Number of students participated in such activities

3.6.5 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Learning Resource

4.1.1 Department Library Services:

	Existing		Newly added		Total	
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.1.2 E-content developed by faculty members such as: e-PG-Pathshala, CEC under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional Learning Management System (LMS) etc

Name of the Faculty	Name of the module	Platform on which module is developed	Date of launching e - content	Internet Link

4.2 IT Infrastructure

4.2.1 Technology Upgradation (overall)

Total Computers	Laboratory	Browsing Centres	Computer Centres	Office	Faculty Computers	Others

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.2 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

5.1.3 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

*Policy and SOP are in place documentation available

5.1.4 Students benefited through the activities of placement cell

Number of students by opted for placement training	Number of students opted for Career Counselling activities	Number of male students counselled	Number of female students counselled

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Exam Registration number
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		

Civil Services		
State Government Services		
Any Other		

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/International	Sports	Cultural	Student ID number	Name of the student

5.4- Department Best Practices

- a. Title of the Practice.
- b. The context that required the initiation of the practice (100 – 120 words)
- c. Objectives of the practice (50 – 60 words)
- d. The Practice (250 – 300 words)
- e. Obstacles faced if any and strategies adopted to overcome them (150 – 200 words)
- f. Impact of the practice (100 – 120 words)
- g. Resources required.

4.5) Provide the placement data in the below mentioned format with the name of the program and the assessment year:

Programs Name and Assessment Year				
S.no.	Name of the student placed	Enrolment no.	Name of the Employer	Appointment letter reference no. with date

5) Faculty Information and Contributions

Name of the Faculty Member	Qualification			Association with the Institution	Designation	Date on which Designated as Professor/ Associate Professor	Date of Joining the Institution	Department	Specialization	Academic Research			Currently Associated (Y/N) Date of Leaving (In case Currently Associated is ("No"))	Nature of Association (Regular/Contract)
	Degree (highest degree)	University	Year of attaining higher qualification							Research Paper Publications	Ph.D. Guidance	Faculty Receiving Ph.D. during the Assessment Years		

5.1) Student-Faculty Ratio (SFR)

(

No. of Students in PG 1st Year= p1

No. of Students in PG 2nd Year= p2

No. of Students = Sanctioned Intake + Actual admitted lateral entry

students

(The above data to be provided considering all the UG and PG programs of the department)

S=Number of Students in the Department = UG1+UG2+UG3+PG1+PG2

F = Total Number of Faculty Members in the Department (excluding first year faculty)

Student Faculty Ratio (SFR) = S / F

Year :	
p1.1	
p1.2	
PG1	p1.1+p1.2

.....	
Total No. of Students in the Department (S)	UG1 + UG2 +.. +Ugn + PG1 + ...PGm=S1
No. of Faculty in the Department (F)	F1
Student Faculty Ration (SFR)	SFR1=S1/F1

5.2) Faculty Cadre Proportion

The reference Faculty cadre proportion is 1(F1):2(F2):6(F3)

F1: Number of Professors required = $1/9 \times$ Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N)

F2: Number of Associate Professors required = $2/9 \times$ Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N)

F3: Number of Assistant Professors required = $6/9 \times$ Number of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (N)

Year	Professors		Associate Professors		Assistant Professors	
	Required F1	Available	Required F2	Available	Required F2	Available

5.3) Faculty Qualification

$FQ = 2.0 \times [(10X + 4Y)/F]$ where x is no. of regular faculty with Ph.D., Y is no. of regular faculty with M. Tech., F is no. of regular faculty required to comply 20:1 Faculty Student ratio

Year	X	Y	F	$FQ = 2.0 \times [(10X + 4Y)/F]$

5.4) Faculty Retention

No. of regular faculty members:

5.5) Innovations by the Faculty in Teaching and Learning

Innovations by the Faculty in teaching and learning shall be summarized as per the following description.

Contributions to teaching and learning are activities that contribute to the improvement of student learning. These activities may include innovations not limited to, use of ICT, instruction delivery, instructional methods, assessment,

evaluation and inclusive class rooms that lead to effective, efficient and engaging instruction. Any contributions to teaching and learning should satisfy the following criteria:

- The work must be made available on Institute website
- The work must be available for peer review and critique
- The work must be reproducible and developed further by other scholars

The department/institution may set up appropriate processes for making the contributions available to the public, getting them reviewed and for rewarding.

These may typically include statement of clear goals, adequate preparation, use of appropriate methods, significance of results, effective presentation and reflective critique

5.6) Qualification of Faculty Teaching First Year Common Courses

Assessment of qualification = $(5x+3y)/RF$, x = Number of Regular Faculty with Ph.D., y = Number of Regular Faculty with Post-graduate qualification RF = Number of faculty members required as per SFR of 20:1.

Year	x	y	RF	Assessment of faculty qualification $(5x + 3y)/RF$

5.7) Faculty as participants in Faculty development/training activities/STTPs

- A Faculty scores maximum five points for participation
- Participation in 2 to 5 days Faculty/ Faculty development program: 3 Points
- Participation >5 days Faculty/ Faculty development program: 5 points

Name of the Faculty	Max. 5 per Faculty

Sum	
RF = Number of Faculty required to comply with 20:1 Student-Faculty ratio	
Assessment = $3 \times (\text{Sum}/0.5 RF)$ (Marks limited to 15)	

5.8) Academic Research*

* Ph.D. guided /Ph.D. awarded during the assessment period while working in the institute

S.No	Name of the PhD Scholar	Name of the supervisor	Title of the thesis	Date of Viva Voce

5.9) Academic Research - Journals

S.No	Author details	Date of publication	Title of the paper	Name of the journal	Vol. No.	Issue No.	Page No.	ISSN No.	Scopus SNIP index	UGC list No.

Books & Book Chapters

S.No	Author details	Date of publication	Title of the Book	Name of the Publisher	ISBN No.	Scopus index

National / International Conferences

S. No.	Author details	National/ International	Title of the paper	Name of the Conference	Institute	Proceedings ISBN No.	Page No.	Scopus SNIP index

5.10) Development activities

Provide details:

- Product Development
- Research laboratories
- Instructional materials
- Working models/charts/monograms etc.

5.11) Consultancy (from Industry)

Considering faculty members contributing to the program:

S. No.	Name of the faculty	Industry	Title of the work	Amount in INR (lakhs)
1				
2				

Total	
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5.11) Visiting/Adjunct/Emeritus Faculty etc.

Adjunct faculty also includes Industry experts. Provide details of participation and contributions in teaching and learning and /or research by visiting/adjunct/Emeritus faculty etc. for all the assessment years:

- Provision of visiting/adjunct faculty
- Minimum 50 hours per year interaction with adjunct faculty from industry/retired professors etc.

6. Facilities and Technical Support

6.1) Adequate and well-equipped laboratories, and technical manpower

S.No	Name of the Laboratory	No. of students per set up (Batch Size)	Name of the important equipment (all the courses for which the lab is utilized)	Technical manpower support		
				Name of the technical staff	Designation	Qualification

7. Continuous Improvement

7.1) Actions taken based on the results of evaluation of each of the COs, POs & PSOs

Identify the areas of weaknesses in the program based on the analysis of evaluation of Cos, Pos & PSOs attainment levels. Measures identified and implemented to improve POs& PSOs attainment levels for the assessment year including curriculum intervention, pedagogical initiatives, support system improvements, etc.

7.2 POs & PSOs Attainment Levels and Actions for improvement

Pos	Target Level	Attainment Level	Observations
PO1: PO1 Statement			
PO1	TL=	AL=	
Action 1: Action N:			

PO2: PO2 Statement			
PO2	TL=	AL=	
Action 1: Action N:			
PO3:PO3 Statement			
PO3	TL=	AL=	
Action 1: Action N:			
PO4: PO4 Statement			
PO4	TL=	AL=	
Action 1: Action N:			
PO5: PO5 Statement			
PO5	TL=	AL=	
Action 1: Action N:			
PO6:PO6 Statement			
PO6	TL=	AL=	
Action 1: Action N:			
PO7:PO7 Statement			
PO7	TL=	AL=	
Action 1: Action N:			
PO8:PO8 Statement			
PO8	TL=	AL=	
Action 1: Action N:			
PO9:PO9 Statement			

PO9	TL=	AL=	
Action 1: Action N:			
PO10:P10 Statement			
PO10	TL=	AL=	
Action 1: Action N:			
PO11: PO11 Statement			
PO11	TL=	AL=	
Action 1: Action N:			
PO12: PO12 Statement			
PO12	TL=	AL=	
Action 1: Action N:			
PSO1: PSO1 Statement			
PSO1	TL=	AL=	
Action 1: Action N:			
PSO2: PSO2 Statement			
PSO2	TL=	AL=	
Action 1: Action N:			
PSO3: PSO3 Statement			
PSO3	TL=	AL=	
Action 1: Action N:			

7.3 Improvement in the quality of students admitted to the program

Item		Year:
National Level Entrance Examination (Name of the Entrance Examination)	No. of Students admitted	
	Opening Score/Rank	
	Closing Score/Rank	
State/Institute/Level Entrance Examination/Others (Name of the Entrance Examination)	No. of Students admitted	
	Opening Score/Rank	
	Closing Score/Rank	
Name of the Entrance Examination for Lateral Entry or lateral entry details	No. of Students admitted	
	Opening Score/Rank	
	Closing Score/Rank	
Average CBSE/Any other Board Result of admitted students (Physics, Chemistry & Mathematics)		

8. First Year Academics

8.1) First Year Student-Faculty Ratio (FYSFR)

Data for first year courses to calculate the FYSFR:

Year	Number of students (approved intake strength)	Number of faculty members (considering fractional load)	FYSFR

8.2 Qualification of Faculty Teaching First Year Common Courses

Assessment of qualification = $(5x + 3y)/RF$,

x= Number of Regular Faculty with Ph.D.,

y = Number of Regular Faculty with Post-graduate qualification

RF= Number of faculty members required as per SFR of 20:1,

- Add more columns for PSOs if needed.
- If necessary present the table in Landscape format

8.5 POs & PSOs Deviations (if any) and Actions for improvement

Pos	Target Level	Attainment Level	Observations
PO1: PO1 Statement			
PO1	TL=	AL=	
Action 1: Action N:			
PO2: PO2 Statement			
PO2	TL=	AL=	
Action 1: Action N:			
PO3:PO3 Statement			
PO3	TL=	AL=	
Action 1: Action N:			
PO4: PO4 Statement			
PO4	TL=	AL=	
Action 1: Action N:			
PO5: PO5 Statement			
PO5	TL=	AL=	
Action 1: Action N:			
PSO1: PSO1 Statement			
PSO1	TL=	AL=	
Action 1: Action N:			
PSO2: PSO2 Statement			

PSO2	TL=	AL=	
Action 1: Action N:			

9.) Governance, Institutional Support and Financial Resources

Total Budget :		Actual expenditure		Total No. of students
Non recurring	Recurring	Non Recurring	Recurring	Expenditure per student

Items	Budgeted (Rs.)	Actual expense (Rs.)
Laboratory equipment		
Software		
Laboratory consumable		
Maintenance and spares		
R & D		
Training and Travel		
Miscellaneous expenses *		
Total		

TOTAL						
-------	--	--	--	--	--	--

2.2. State the components of the curriculum

Course Component	Curriculum Content (% of total number of credits of the program)	Total number of contact hours	Total number of credits
Professional Core			
Professional Electives			
Mandatory Course			
Open Electives			
Mini Projects			
Internships/Seminars			
Major Project			
Value Add			
Total number of Credits			

3. Program Outcomes

3.1. List the Program Outcomes

3.2. Establish the connect between the courses and POs

POs	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
PEOs						

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3.3. Program Articulation Matrix

Course Code	Course Title	Program Outcomes (POs)							
		a	b	c	d	e	f	g	h

3.4. POs attainment levels with observations

Course	PO1	PO2	PO3
C101					
C102					
...					
C201					
Attainment levels					

4. Students' Performance

4.1. Student admission details

Item (Information to be provided cumulatively for all the shifts with explicit headings, wherever applicable)	Year:
Sanctioned intake of the program (N)	
Total number of students admitted through PG state Entrance (N1)	
Total number of students admitted through management Entrance and others (N2)	
Total number of students admitted in the Program (N1 + N2)	

4.2. Details of Students graduation

Year of entry	N1 + N2 (As defined above)	Number of students who have successfully graduated	
		I Year	II Year
CAY			
CAYm1			
CAYm2 (LYG)			

4.3. Success Rate in the stipulated period of the program

S.I. = Number of students completing program in stipulated duration/ Number of students admitted in first year of same batch;

Data of Students Success Rate

YEAR	Number of Students Graduated from the Program	Number of Students Joined the Program	SI

4.4. Placement, Higher Studies and Entrepreneurship

Item	Year:
No. of students placed in companies or Government Sector (x)	
No. of students pursuing Ph.D. / JRF/ SRF(y)	
No. of students turned entrepreneur in engineering/technology (z)	
$x + y + z =$	
Placement Index : $(x + y + z)/N$	

4.5. Provide the placement data in the below mentioned format with the name of the program and the assessment year:

S. No.	Name of the student placed	Enrolment No.	Name of the Employer	Appointment letter reference no. with date

--	--	--	--	--

4.6. Student's publications
(List the publications along with the names of the authors and publishers, etc.)

5. Faculty Contributions

Name of the Faculty Member	Qualification			Association with the Institution	Designation	Date on which Designated as Professor/ Associate Professor	Date of Joining the Institution	Department	Specialization	Academic Research			Currently Associated (Y/N) Date of Leaving (In case Currently Associated is ("No"))	Nature of Association (Regular/Contract)
	Degree (highest degree)	University	Year of Graduation							Research Paper Publications	Ph.D. Guidance	Faculty Receiving Ph.D. during the Assessment Years		

5.1. Student-Faculty Ratio (SFR)

Year :	
ρ1.1	
ρ1.2	
PG1	
Total No. of Students in the Department (S)	
No. of Faculty in the Department (F)	
Student Faculty Ration (SFR)	

5.2 Faculty name and specialization for the program under consideration

Name of the faculty	Relevant area of specialization

5.3 Faculty Research Publication

Name of the faculty	Academic Research	
	Number of quality publications in refereed/SCI Journals, citations, Books/Book Chapters etc.	Ph.D. guided /Ph.D. awarded during the assessment period while working in the institute

5.1. Faculty as participants in Faculty development/training activities/STTPs

(Mention details such as program title, description, duration, resource person, type of training, training methodology, participants, etc.). Mention details separately for the programs organized and the programs participated outside the institution)

5.2. Sponsored Research

Funded research from outside; considering faculty members contributing to the program:
(Provide a list with Project Title, Funding Agency, Amount and Duration)

5.3. Consultancy (from Industry)

Considering faculty members contributing to the program:
(Provide a list with Project Title, Funding Agency, Amount and Duration)

6. Laboratories and Research Facilities

6.1. Adequate and well equipped laboratories in area of Program specialization

Sr. No	Name of the Laboratory	Specialized Equipment Name	Equipment details	Utilization details from the perspective of PO attainment

6.2. Research facilities / center of excellence

Sr.No	Name of the Facility	Specialized Equipment Name	Equipment details	Utilization details from the perspective of PO attainment

7. Continuous Improvement

7.1. Actions taken based on the results of evaluation of each of the POs

Identify the areas of weaknesses in the program based on the analysis of evaluation of POs attainment levels. Measures identified and implemented to improve POs attainment levels for the assessment years including curriculum intervention, pedagogical initiatives, support system improvements, etc.

Actions taken, to be mentioned here.

7.2. Improvement in Quality of Projects

7.3. Improvement in Placement, Higher Studies and Entrepreneurship

Assessment is based on improvement in:

- *Placement: number, quality placement, core industry, pay packages etc.*
- *Higher studies: admissions for pursuing Ph. D in premier institutions*
- *Entrepreneurs*

7.4. Improvement in the quality of students admitted to the program

7.5. Improvement in quality of paper publication

7.6. Improvement in laboratories/infra.

PART - c

ACADEMIC AUDIT EVALUATION SHEET

S.No	Criterion	Rating		
		Very good	Good	ok
1	Quality of vision and mission statements			
2	Availability of long term and short-term goals with clear action plans for implementation			
3	Evidence of procedures for framing POs , PSOs and their adequacy			
4	Evidence of attainment of POs, PSOs against set targets			
5	Evidence of framing of COs and their attainment against set targets			
6	Evidence for use of ICT in teaching learning process			
7	Evidence for student centric learning			
8	Quality of CIE and SEE question papers			
9	Quality of laboratory experiments			
10	Faculty profile and the adequacy of faculty members as per the norms of AICTE			
11	Number of faculty members with PhD from universities other than Kerala and abroad			
12	Quality of Faculty Publications			
13	Adequacy of faculty training programmes (FDP/STTP)			
14	Adequacy of Number of conferences and workshops attended by the faculty members			
15	Adequacy of number of workshops/FDPs/Conferences conducted by the department			
16	Students progression without backlog in any semester			

17	Students completing the programmes in the stipulated time			
18	Quality of student projects			
19	Quality of student internships			
20	Number of students placed and their median salary			
21	Number of students clearing competitive EXAMS			
22	Number of students pursuing start-ups			
23	Adequacy of space for laboratories			
24	Adequacy of modern equipment in the laboratories			
25	Adequacy of non-teaching staff for laboratories and their qualification			
26	Innovations by students towards societally relevant projects			
27	Innovations by faculty members in teaching learning processes			
28	Adequacy of resources available in the department library			
29	Provision of seed money to faculty members for research			
30	Student - Full time faculty ratio			
31	Adequacy of Industrial visits arranged for students			
32	Adequacy of guest/technical lectures arranged for students			
33	Relevance of one credit courses			
34	Learning beyond classroom			
35	Evidence for research grants received from various agencies			

Strengths, weaknesses, concerns (500 words) / Recommendations

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Name and Designation of the Auditors	Auditor 1	Auditor 2
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	Signature of Head of the institution with date and seal
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COURSE PLAN



LEAD COLLEGE OF MANAGEMENT

COURSE CODE:		COURSE TITLE:		
Name of Faculty	E mail Id:	Batch(JOINING YEAR)	Semester	Program
About the Course				
Course Outcomes		PO No	Weight(3 OR 2)	Threshold Competency
CO ₁				60%
CO ₂				60%
CO ₃				60%
CO ₄				60%
CO ₅				60%
Session Plan				
Ses No.	Module No.	Course Delivery Plan		
		Modes of Teaching Learning		
		Lecture	Tutorial	Activity
		Module plan		
		Resources Click here to enter text.		
		Activities		
Support				
Evaluation				
Assessment tool	Whether the node will be used Y or N	Course outcome to be assessed		

COURSE PLAN

COURSE CODE:	COURSE TITLE:											
	<p>Modes of Teaching Learning</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Lecture</td> <td style="width: 33%;">Tutorial</td> <td style="width: 33%;">Activity</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Lecture	Tutorial	Activity								
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Assessment Component	Max marks	Duration	When Scheduled	Weightage in Internals											
Internal Examination 1		90 min	<i>After the first module</i>												
Internal Examination 2		-do-	<i>After the second module</i>												
Internal Examination 3		-do-	<i>After the third module</i>												

COURSE PLAN

COURSE CODE:	COURSE TITLE:		
Internal Examination 4			
Internal Examination 5			
Internal Examination 5		-do-	

Details of Assessments other than Examinations

Assessment type 1

Type	
Max marks	
CO Assessed	
Evaluation Criteria	

Assessment type 2

Type	
Max marks	
CO Assessed	
Evaluation Criteria	

Assessment type 3

Type	
Max marks	
CO Assessed	
Evaluation Criteria	

Prepared by:

Name	Name
Signature :	Signature

Approved by:

Signature

Name: