SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution)
(Approved by AICTE, New Delhi / Affiliated to Anna University, Chennai / Accredited by NAAC)
(Accredited by NBA – ECE, EEE & MECH UG Programs)

ACADEMIC AND ADMINISTRATIVE AUDIT FORM

PART-I: PRELIMINARY INFORMATION

1. Name of the Department   :
2. Name of the Programme   :
3. Date of Visit   :
4. Members of the Audit Committee

Member 1	Member 2
Name:	Name:
Designation:	Designation:
Department:	Department:

PART-II: ACADEMIC INFORMATION

SI.No	PARTICULARS					Remarks of the Auditor
1	**Enrollment Ratio (CAY)**					
	Sanctioned Intake					
	Number of Students admitted at first year level					
	Enrollment Percentage					
2	**Number of Students on roll**					
	Year	**Intake**	**Regular**	**Lateral**	**Total**	
	II Year					
	III Year					
	IV Year					
	Total					

3	**Faculty Information**								

S.No	Name of the Faculty	Designation	Highest Qualification	Date of Joining in SSMIET	Currently Associated (Yes/No)	If No Mention Data of Leaving	**Experience In SSMIET**
Total & Average Experience =							

4	**Faculty Details of the Department (UG+PG)**			

Designation	With Ph.D		Without Ph.D
	Regular	Contractual	
Professor			
Associate Professor			
Assistant Professor			
Total Number of Faculty In the Department(UG+PG)			

5 SFR Calculations

No. of UG Programs in the Department (n): 01

No. of PG Programs in the Department (m): 01

No. of Students in UG 2nd Year= u1

No. of Students in UG 3rd Year= u2

No. of Students in UG 4th Year= u3

No. of Students in PG 1st Year= p1

 No. of Students in PG 2nd Year= p2

No. of Students = Sanctioned Intake + Actual admitted lateral 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	CAY(2024-2025)
U1	
U2	
U3	
UG	
P1	
P2	
PG	
Total Number of Students in the Department	
Student Faculty Ratio(SFR)	

6	**Details of Supporting Staff**					
	(a) Lab Assistants					
	(b) Technicians					
	(c) Programmers					
	(d) Assistant Programmers					
	(e) Computer Operators					
	(f) Skilled Assistants					
	(g) Attenders					
	S.No	Name of the Faculty	Designation	Highest Qualification	Date of Joining in SSMIET)	**Experience In SSMIET**

7	**Availability of Time table**	
	Availability of Time Tables :	
	(i) Consolidated Time Tables	
	(ii) Class Time Tables	
	(iii)Individual Faculty Time Tables	
	(iv) Laboratory wise Time Tables	
	(v) Individual Non-Teaching/Faculty Time tables	
	(vi) Academic Calender	

8	(a) Report (with evidences) on Latest Changes brought in the Revision of Curriculum and Syllabus	
	(b) Evidences of syllabus for UG and PG Programs	

9	**(a) Report on Laboratory-wise Facilities with the following data:**	
	(i) Equipment /Software Details	
	(ii) Procurement of additional equipment / Software (in the current academic year if any).	
	(b) Report on Consolidated Computing facilities in the Department	
	(i) Number of PCs _____	
	(ii) List of the Software/ Software packages/Simulation Tools	
	(iii) No of Printers available:_____	
	(c) Availability of updated Stock Registers:	
	(d) Adoption of safety measures in the Department:	

10	**Report on Faculty Improvement/Enrichment Programmes :**	
	(a) FDP /STTP/Workshops/Seminars organized by the Department :	
	(b) Conferences organized by the Department:	
	(c) FDP /STTP/Workshops/Seminars attended by the faculty:	
	(d) Conferences attended by the Faculty:	
	(e) Any Other relevant information_____	

11	**(a) Report on Research Publications:**	
	(i) No. of publications in Journals	
	• National : _____	
	• International: _____	
	(ii) No. of publications in Conferences	
	• National : _____	
	• International: _____	
	(b) Report on Patents/ copyrights/Industrial Designs :	

	(i) Published:_____ (ii)Granted:_____	
12	**a) Report on Ongoing Research/Sponsored Research Project Details:**	

Title	Name of PI and Co-PI	Funding Agency	Amount in Rs	Status

	(b) Report on Consultancy Details:	

Name of Faculty (Chief Consultant)	Client Organization	Title of Consultancy Project	Amount Received (in Rupees)

13	**Report on Student Projects and their outcomes in terms of publications/ IPR** (CAYm1) (a) UG (b) PG	
14	**Report on MoUs and Ongoing /Completed Activities**	
15	**Report on Library, Internet & other facilities:** (a) Department Library: (Furnish Programme-wise Details): (i) Number of Titles: _____ (ii) Total volumes of Books: _____ (b) Internet Connectivity:_____	
16	**Report on Placement, Internship and Training activities:** (a) Placement Activities: (i) Number of companies Visited: _____ (ii) Number of Students Placed:_____ (iii) Highest Salary offered_____ (iv) Average salary offered:_____ (v) Median Salary offered_____ (b) Internship Activities: (i) Number of Organizations offered Internships :_____ (ii) Number of Students carried out Internships :_____ (iii) Number of Internships carried out with stipend:_____ (iv) Total Number of Internships:_____ (v) Highest Stipend offered :_____	
17	**Students Performance(CAYm1)** **(a) Report on overall Results (B.E/B.Tech)** (i) Overall Pass Percentage _____ (ii) Percentage of Distinctions_____ (iii)Percentage of First Classes_____ **Note : Report on CO and PO attainments are to be evidenced** **(b) Report on Semester wise results (B.E/B.Tech)**	

I Semester Pass % _____ II Semester Pass % _____ III Semester Pass % _____ IV Semester Pass % _____ V Semester Pass % _____ VI Semester Pass % _____ VII Semester Pass %_____ VIII Semester Pass %_____ Number of Students discontinued from the program:_____ **(c) Report on overall Results (PG Programs : M.E)** (i) Overall Pass Percentage_____ (ii) Percentage of Distinctions_____ (iii)Percentage of First Classes_____ Note : Report on CO and PO attainments are to be evidenced **(d) Report on Semester wise results (PG Programs : M.E)** I Semester Pass % _____ II Semester Pass % _____ III Semester Pass % _____ IV Semester Pass % _____ Number of Students discontinued the program:_____	
18	**Report on Co-Curricular and Extra-Curricular Activities (with evidences)**
19	**(a) Report on Stakeholder's feedback** Evidences of Feedback reports and action proposed /taken for (i) Program exit survey (ii) Course exit survey (iii)Alumni (iv) Employers (v) Parents (**b**) **Evidences of Feedback reports and action proposed/taken reports :**
20	**Report on Minutes of meetings and also on action taken/initiated respectively** (a) Board of Studies (b) Department Advisory Board (c) Department Research Committee (d) Programme Assessment and Quality Improvement Committee (e) Course Expert Group (f) Common Course Committee (g) Multiple Course Committee (h) Any other Academic Committee
21	**Report on Student mentoring and counseling process with evidences :**
22	**Report on Infrastructural Details of the Department :** **a) Class rooms/Tutorial rooms/Drawing Halls/Laboratories/Department Library/ HoD Office** /Faculty rooms/seminar halls/waiting halls etc

S.No	Description	Hall/Room Numbers Area (inSq mts)	

(b) Number of LCD Projectors/Digital Boards available in class rooms/seminar Halls/ **Laboratories _____.**	

	(c) **Information on any other Teaching Aids:____.**	
23	Action taken report of the previous year "Academic Audit" findings and the effectiveness of the same:	
24	Action taken report of the previous year "Program Exit Survey Feedback" findings and effectiveness of the same:	
25	Any other Relevant information :	

Note: Furnish the details in separate sheet where ever necessary.

Name of the Auditor and Designation	Signature	Date

Signature of HoD   **Signature of Principal**