

Dr. Babasaheb Ambedkar Technological University

Academic Audit of Department

Format for submission of Academic Advisors Report (AAR)

Period of Audit: Jan-June 2017

I-COLLEGE PROFILE(To be filled in by the IQAC Co-ordinator/Director)

1	Name of the Department, Website, email and Ph. No.		Department of Electronics & Telecommunication Engineering	
2	Name of the HoD, email & Mob. No		Dr. S. L. Nalbalwar, nalbalwar_sanjayan@yahoo.com.9423178000	
3	Name of the Vice-HoD, email & Mob. No.			
4	Name of the IQAC Coordinator, email & Mob. No.		Dr. S. L. Nalbalwar	
5	Year of Establishment & own land if any		1995, Yes	
7	NAAC Grade with Cycle, Accredited Year (if not Accredited Status of Preparations)		NAAC: B Grade	
8	UGC Recognition (2F & 12 B)		YES	
9	Department Working Hours(if shift system mention details of both shifts & give reasons for shift system)		8.00 AM To 6.00 PM	
10	No. of Posts Sanctioned: 12		Contract Working: 11	Guest Working: Nil
11	Course wise & Year wise Students strength particulars (Proforma enclosed & to be submitted along with AAR)		ATTACHED	Annual Report is attached 2016-2017.

	Item	Impression of Academic Advisor with grade A(Good)/B(Satisfactory)/C (poor) after observation		Recommendation/Suggestions/ Remark by Academic Advisors
		Grade	Actual Status	
II-CURRICULAR ASPECTS				
1	Implementation of Annual Department Plan	A	A	Road Map of the department was planned and executed accordingly
2	Departmental Annual Curricular Plans	A	A	Curricular plan was prepared well before start of semester and executed in planned manner.
3	Department Activity Register for the Academic Year	A	A	Every activity is recorded such as Department meetings, BoS meetings, Expert Talks, Conference, plenary talks, Workshops, FDPs, TEDxBATU, RC meetings, meetings of various committees formed by department. They are also uploaded on the department website.
4	Departmental Activity Registers (Dept. Wise)	A	A	Every activity is recorded
5	Add-on Courses (Department-wise) completed during Academic Year	C	C	Need to have certification add on courses. For example networking, six sigma.
6	Add-on Courses (Department-wise) in Academic Year	C	C	Planned to conduct certification courses in the current academic year. Such as course recommended by NASSCOM, SWYAM, NSF
7	Coverage of Syllabus (Average Percentage)	A	A	It is seen that almost 90-95 % syllabus is covered for all courses of UG and PG program. Record is kept in the form of hard and soft format. Attendance online record is also available on the University web-portal. Quality of question papers is found to be good in all respect.
8	Teaching of HVPE & Foundation Courses	A	A	Implemented as per guidelines by UGC/AICTE

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9	Teaching of Environmental Science and Ethics	A	A	Implemented as per guidelines by UGC/AICTE
11	Maintenance of Student Attendance Registers	A	A	For each semester e-attendance record is well maintained
12	Feedback forms on Curriculum from students	A	A	Regularly feedback is taken and analysis is carried out
III-TEACHING, LEARNING & EVALUATION				
1	Teaching Diaries & Plans in the Prescribed Formats	A	A	It is observed that teaching diaries and plans are well maintained
2	Co-Curricular Activities (Department Level)	A	A	Good no. of co-curricular activities have been planned and conducted for students as well as faculty members.
3	Academic Competitions (Degree & Above level)	A	A	UG/PG/Ph. D all programs run by the department
4	Conduct of Internal Examinations-continuous assessment & Mid-Term Test	A	A	Continuous assessment is carried out by the department. Mid test is conducted by the examination department.
5	Subject wise result analysis	A	A	Regularly this study is carried out by department
6	Teacher wise result analysis	A	A	Regularly this study is carried out by department
7	Remedial Classes	A	A	Remedial classes are conducted for two subjects from each semester.
8	Record of Evaluation of Teachers by Students	A	A	Feedback on Teachers by the students is taken and analysis is carried out. Also letters have been issued to teachers having feedback above average.

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IV-RESEARCH AND CONSULTANCY				
1	Is the Department a Recognized Research Centre	A	A	Yes, presently 15 research scholars perusing their Ph.D. in the department. Four students have submitted their thesis in this semester.
2	No. of Research Guides in the Department	B	B	Four
3	No. of Research Scholars working for M. Tech & Ph. D	A	A	M. Tech -30 and Ph.D.-15 Three students have submitted their thesis. One student is going to submit the thesis shortly.
4	Major/Minor/Other Research Projects	B	B	Two research projects, one MODROB Project and one FDP have submitted by the department to the AICTE.
5	Research Papers Published in Academic year (International /National Journals)	A	A	10
6	Papers Presented in Academic year (International/ National/ State level conferences)	A	A	20
7	Books Published in Academic year (Single Author/ Co Author)	B	B	01- Book on Signals and Systems is published in first week of April, 2017
8	Seminars/Workshops/ Training Program Conducted in Academic year (International /National/ State)	B	B	At least 09 Workshops/Seminars/ STTP, one International conference in the month of December was organized by the Department.
9	Record of Consultancy in Academic year	B	B	--
10	Record of MOUs in Academic year			One - MoU with Reliance Jio for lab development is in process. Two -MoUs signed with EtaServe, Bangalore

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VI-EXTENSION ACTIVITIES				
1	Record of Subject/Department Related Extension Activities			
2	Name of the NSS PO & Mobile No.	B	B	H.N.Warahtkar,9403316374
3	NSS Attendance register	B	B	Maintained at University Level
4	NSS Activity register	B	B	Maintained at University Level
5	Name of the NCC ANO & Mobile No.	B	B	M.P.Bhagat,7588265601
6	NCC Attendance register	B	B	Maintained at University Level
7	NCC activity register	B	B	Maintained at University Level
10	Name of the Eco- & Innovation Club Coordinator & Mobile No.			Nil
11	Eco- & Innovation Club Activities			Nil
12	Technology & retain			Nil
13	Technology Development and Transfer Cell Activities	C	Contract Working: 11	Nil
14	Any other Club	A	A	TEESA
IV-LEARNING RESOURCES				
1	Name of the Librarian & Mob. No			S. P. Vaidya, 94233382280
2	Access timings of the Library			9.30AM to 5.30 PM
3	Circulation of Books among Students			

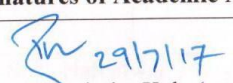
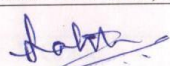


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4	Availability of Previous years Question papers	A	A	Last 3 years question papers are available with department as well as course files for each course is prepared by every faculty members. PO/CO analysis is carried out for each course. Student feedback is taken at the end semester and analysis is carried out. Every faculty is intimated about their course feedback. Also question papers regularly sent to advisory committee members for comments on the quality of question papers.
5	Availability of model answers of previous examinations	A	A	Model answer is available with Department. Feedback for the quality of question paper is taken from experts and used for further improvement.
6	Record of Visitors to Library	A	A	Maintained by University Library and Department Library is maintained by Lab Assistant
7	Status of Library Automation	A	A	About 80 % automated
8	e- Resources	A	A	Various Journals and Resources are subscribed and made available online
9	Number of E-Journals	C	C	IEEE are not available from last semester
10	Number of Print Journals	--	--	Nil
11	Access to NPTEL courses	A	A	NPTEL Lectures are downloaded and made available on the local server
12	Access to Spoken Tutorials	--	--	--
13	Access to e-learning tutorials	A	A	Access to e-journals, NPTEL courses

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14	TED-x activity on campus	B	B	Various video lectures were shown to students in Univeristy campus.
VII-Student Support Activities				
1	Name of Dean/Faculty In-charge & Mob. No			Dr. B. R. Iyer, 9403002289
2	Activities and Support for Sports	B	B	Department is encouraging more no. of students to participate various University, State and National Level events.
3	Records of events conducted and significant achievements in Sports & Games	A	A	Record of participation and achievements in various events is very well maintained. Also uploaded on website time to time.
4	Record of cultural programs conducted	A	A	Record of participation and achievements in various events are maintained by the department.
5	Record of any other extra-curricular activities conducted	A	A	More extra-curricular activities like Street play Competition, Debate, Essay writing competition, Elocution Competition etc. should be conducted
6	Record of Students trained in different verticals Specialized Trainings	A	A	Students attend various STTPs, workshops, Industrial training and Internships programs. The record of the same is well maintained in the form photographs, minutes and details are also uploaded on the department website.
7	Record of Students placed in In campus placement	C	C	4/140 Most of students undergoing for Higher studies

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8	Name of Career Guidance Coordinator and Mobile No.			Prof. S.V.Khobragade,7507428599
9	Record of activities Career Guidance and placement cell	B	B	Various experts talks and soft skill development programs are conducted and recorded
10	Implementation of Departmental Research Plan	A	A	Yes, presently 15 research scholars perusing their Ph.D. in the department.
11	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/ submission of AQAR to NAAC etc.)	A	A	Minutes of every meeting is maintained by Department office
12	Record of Alumni Association Activities	A	A	Separate Alumni Interaction Committee is available, which is keeping the record of alumni visited to the department and also regularly analyzing the feedback of alumni for improvement. Alumni are regularly invited to guide their juniors.
13	Record of Grievance Redressal Cell / Anti Ragging Cell	B	B	Anti-ragging Cell is formed with participation of faculty members, parents and students
14	Awards and Prizes earned by students	A	A	Records of various Achievements by the students are maintained at HOD office
15	Mentoring / Counseling System	B	B	Faculty members of the department are appointed as class coordinators. These coordinators along with senior faculty members doing the students counseling.

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VIII-Basic Amenities				
1	Maintenance of drinking water	C	C	Number of water coolers and filters in the campus should be increased and cleaned more frequently
2	Maintenance of Sanitation	C	C	More University workers should be appointed for the purpose
3	Rest room for women students	C	C	Sign boards have been used to shown various places in the University.
4	Greenery & Cleanliness	C	C	More university workers and administrators should be appointed for the purpose
5	Health Care Facility	C	C	First Aid Kit is made available in the department for students and faculty members. Also University has its own dispensary
6	Canteen	B	B	Need based canteen is available to students and faculties.
IX-GOVERNANCE AND LEADERSHIP				
1	Staff meetings Register	A	A	Records of various meetings are maintained by Department office.
2	Functioning of Committees in Administration (Minutes of Meetings)	A	A	Various committees are available at department level with participation of faculty, parents and teachers
3	Awards/Achievements of faculty	A	A	Published a book on SIGNALS and SYSTEMS

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4	Faculty development initiatives	A	A	Department has library deputing faculty members for STTPs, WS, Training Programs, Conferences and also for Ph. D program.
X - IT INITIATIVES				
1	e-class rooms (Number & Usage)	A	A	Edusat used for QEEE lectures, NPTEL lectures, TED talks, Video Conferencing, live telecast
2	Internet Centre	A	A	Computer center with own server available at University level with 1 Gbps leased line from NKN and Reliance JIO Wi-Fi connectivity is also available for entire campus.
3	Computer labs (No. of labs & working systems)	A	A	Department has 4 computer labs with 60 working systems
XI-Best Practices				
1	Record of best/innovative practices by the institution	B	B	Various practices like NPTEL\QEEE, Workshop on recent trends, Community Projects, Open Book Test etc. are conducted by department
2	Department Activity Register/ Annual Report	A	A	AQAR, AR are maintained and submitted by department to VC office well in time
	Hard Copy of AQAR	A	A	Submitted
	Over All Impression on the department	A	A	Good work done despite of shortage of faculties and staff.

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3	Special remarks:	--	--	(1) Poor teacher-student ratio. (2) Industry interaction should be improved. (3) Floor space is insufficient.
		Signatures of Academic Advisor		
		 Lt. Cdr Ravindra Kale (retd), General Manager, Lead Audit and Governance- NW SLP, Reliance JIO Infocom Ltd, Mumbai.		
		 Dr. Satish Ket, Professor in Computer Engineering, RGIT, Mumbai (Invited)		
 29/07/2017		 Dr. Dilip Aldar, KBPCOE, Satara (Invited)		
Signature of the HoD				