



LORDS INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

Approved by AICTE New Delhi, Affiliated to Osmania University, Estd: 2002

Academic and Administrative Audit Form (Departments)

Academic Year: 2024-25

Period to consider for Auditing Process: 1st July, 2023 - 30th June, 2024 (CAYm1: 2023-24)

PART – I: PRELIMINARY INFORMATION

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

- (i) _____
- (ii) _____

PART –II: ACADEMIC INFORMATION

Sl. No	Particular			Remarks	
1	(a) Courses Offered				
	Name of the Program	Intake	Year of Commencement of the program		
(b) 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 Calendars					
2	Faculty Information:				
		Required	Available		
			Regular		Contract
	Professors				
	Associate Professors				
	Assistant Professor				
Total(1:20)					

- (a) Faculty members with
- (i) Ph. D qualification: _____
 - (ii) Post-Graduation Qualification: _____
 - (iii) Any Other (specify): _____
- (b) FSR Ratio (UG) : _____ PG: _____

(c) Teaching Experience (within LIET) of the Faculty in the Department:

Tenure	No. of Faculty
More than 15 Years	
Between 8 to 15Years	
Between 1 to 8 Years	
Below 1 Year	

(d) Consolidated Experience of the teaching faculty considering outside experience.

S.No	Name of the Faculty	Designation	Highest Qualification	Date of Joining in LIET	Experience in LIET	Experience before joining LIET (Teaching/Industry)	Total Experience
1	--	--	--	--	--	--	--

3 Details of Supporting Staff

- (a) Lab Assistants
- (b) Technicians
- (c) Lab Programmers
- (d) Computer Operators
- (e) Skilled Assistants
- (f) Attenders
- (g) Report of Skill Development Program for Non-Teaching Staff

S.No	Name of the Supporting Staff	Designation	Highest Qualification	Date of Joining in LIET	Experience in LIET	Experience before joining LIET (Academic Institute/Industry)	Total Experience
1							

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

5 (a) Report on three level Internal Audit Committee Findings and Action taken:

Description	Availability of Internal Audit Findings Report	Availability of Action taken Report
Audit I		
Audit II		

- (b) Report (with evidences) on Teaching Tools / ICT/Innovative Teaching Methods
- (c) Any Other relevant information _____

6 (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:
Adoption of safety measures in the Department

7 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) Report of Financial Support from Management:
- (f) Faculty Awards/Rewards Received:
- (g) Any Other relevant information

8 (a) Report on Research Publications:

- (i) No. of Publications in Journals
 - Scopus : _____
 - Web of Science: _____
 - Journals - Q1: _____, Q2: _____, Q3: _____, Q4: _____
- (ii) No. of publications in Conferences
 - National : _____
 - International: _____

(b) Report on Patents/ copyrights/Industrial Designs:

- (i) Published:
- (ii) Granted: National: _____ International: _____

(c) Report on Books/Book Chapters

- (i) National: _____
- (ii) International: _____

9 (a) Report on Ongoing Research/Sponsored Research Project Details:

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

Any Other relevant information_____			
(b) Report on Consultancy Details:			
Name of Faculty (Chief Consultant)	Client Organization	Title of Consultancy Project	Amount Received (in Rupees)
(d) e-content developed/lectures added to web resources:			
(e) Report on Working Models/Product Developed:			
(f) Faculty Performance Appraisal Systems/Action Taken Reports:			
Any Other relevant information_____			
10	<p>Report on Teaching and Learning, Evaluation Process</p> <p>(a) Innovative Teaching methods</p> <p>(b) Quality of Question Papers (CIE, Assignment's, ST's)</p> <p>(c) Course Files</p> <p>(d) Report on Value Added Courses</p> <p>Report on Student Projects and their outcomes in terms of publications/ IPR (CAYm1)</p> <p>(e) UG</p> <p>(f) PG</p> <p>(g) Financial Support Received from Student Projects</p>		
11	<p>(a) No of MoUs and Report on Activities Conducted</p> <p>(b) Report on Industry Persons involvement in Curriculum Design and Delivery</p>		

12	<p>Report on Library, Internet & other facilities:</p> <p>(a) Library and Information Centre</p> <p>(Furnish Programme-wise Details):</p> <p>(i) Number of Titles: _____</p> <p>(ii) Total volumes of Books: _____</p> <p>(iii) Number of Journals: _____</p> <p>(iv) Online Journals Subscriptions: _____</p> <p>(v) Online e-books Subscriptions: _____</p> <p>(vi) Any other item: _____</p> <p>(b) Department Library:</p> <p>(Furnish Programme-wise Details):</p> <p>(i) Number of Titles: _____</p> <p>(ii) Total volumes of Books: _____</p> <p>(c) Internet Connectivity: _____</p>	
13	<p>Report on Placement, Internship and Training activities:</p> <p>(a) Placement Activities:</p> <p>(i) Number of companies Visited: _____</p> <p>(ii) Number of Students Placed: _____</p> <p>(iii) Highest Salary offered _____</p> <p>(iv) Average salary offered: _____</p> <p>(v) Median Salary offered _____</p> <p>(b) Higher Studies:</p> <p>(i) India: _____</p> <p>(ii) Abroad: _____</p> <p>(c) Internship Activities:</p> <p>(i) Number of Organizations offered Internships: _____</p> <p>(ii) Number of Students carried out Internships: _____</p> <p>(iii) Number of Internships carried out with stipend: _____</p> <p>(iv) Total Number of Internships: _____</p> <p>(v) Highest Stipend offered: _____</p> <p>(d) Report on Training Activities/Employability/Entrepreneurship Development/Workshops/Seminars conducted for your department students</p>	

14	<p>CAYm1</p> <p>(a) Admission Analysis</p> <p>(b) Report on overall Results (B.E/B.Tech)</p> <p style="padding-left: 40px;">(i) Overall Pass Percentage _____</p> <p style="padding-left: 40px;">(ii) Percentage of Distinctions _____</p> <p style="padding-left: 40px;">(iii) Percentage of First Classes _____</p> <p>Note: Report on CO and PO attainments are to be evidenced</p> <p>(c) Report on Semester wise results (B.E/B.Tech)</p> <p style="padding-left: 40px;">I Semester Pass % _____</p> <p style="padding-left: 40px;">II Semester Pass % _____</p> <p style="padding-left: 40px;">III Semester Pass % _____</p> <p style="padding-left: 40px;">IV Semester Pass % _____</p> <p style="padding-left: 40px;">V Semester Pass % _____</p> <p style="padding-left: 40px;">VI Semester Pass % _____</p> <p style="padding-left: 40px;">VII Semester Pass % _____</p> <p style="padding-left: 40px;">VIII Semester Pass % _____</p> <p style="padding-left: 80px;">Number of Students discontinued from the program: _____</p> <p>(c) Report on overall Results (PG Programs: M.E/M.Tech/MBA/)</p> <p style="padding-left: 40px;">(i) Overall Pass Percentage _____</p> <p style="padding-left: 40px;">(ii) Percentage of Distinctions _____</p> <p style="padding-left: 40px;">(iii) Percentage of First Classes _____</p> <p>Note: Report on CO and PO attainments are to be evidenced</p> <p>(d) Report on Semester wise results (PG Programs: M.E/M.Tech/MBA) I</p> <p style="padding-left: 80px;">Semester Pass % _____</p> <p style="padding-left: 40px;">II Semester Pass % _____</p> <p style="padding-left: 40px;">III Semester Pass % _____</p> <p style="padding-left: 40px;">IV Semester Pass % _____</p> <p style="padding-left: 40px;">V Semester Pass % _____</p> <p style="padding-left: 40px;">VI Semester Pass % _____</p> <p style="padding-left: 80px;">Number of Students discontinued the program: _____</p>	
15	<p>(CAYm1)</p> <p>(a) Report on Co-Curricular and Extra-Curricular Activities (with evidences)</p> <p>(b) Industrial Visits</p> <p>(c) Report on Competitive Exams Training (GRE/GATE/Any Other) & Outcomes</p>	
16	<p>(a) Report on Stakeholder's feedback</p> <p>Evidences of Feedback reports and action proposed /taken for</p>	

	<p>(i) Program exit survey (IV Year) (ii) Course exit survey (All Semesters) (iii) Alumni (iv) Employers (v) Parents (b) Evidences of Feedback reports on the faculty and action proposed/taken reports:</p>																	
17	<p>Report on Minutes of meetings and also on action taken/initiated respectively</p> <p>(a) Board of Studies (b) Department Advisory Committee (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</p>																	
18	<p>(a) Report on Student mentoring and counseling process with evidences: (b) Report on Scope for Self-Learning (Certificate Courses/Online Courses etc.)</p>																	
19	<p>Report on Infrastructural Details of the Department:</p> <p>(a) Class rooms/Tutorial rooms/Drawing Halls/Laboratories/Department Library/ HoD Office / Faculty rooms/seminar halls/waiting halls etc.</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Description</th> <th>Hall/Room Numbers</th> <th>Area (in Sq.mts)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(b) Number of LCD Projectors/Digital Boards available in class rooms/seminar Halls/ Laboratories _____.</p> <p>(c) Information on any other Teaching Aids: _____.</p>	S.No	Description	Hall/Room Numbers	Area (in Sq.mts)	1.				2.				3.				
S.No	Description	Hall/Room Numbers	Area (in Sq.mts)															
1.																		
2.																		
3.																		
20	Action taken report of the previous year "Academic Audit" findings and the effectiveness of the same:																	
21	Action taken report of the previous year "Program Exit Survey Feedback" findings and effectiveness of the same:																	
22	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