

## **Observations of the Audit Team (SEST, Jamia Hamdard)**

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Academic Audit was conducted in the Department of CSE, SEST on January 5, 2022. Following are the observations of the expert committee:

- Website restructuring is required.
- Faculty profile, contact detail, CV, Individual Time table, Study Materials, etc should be made available on the website.
- Time table should be made available on the website.
- A separate panel for Placement cell should be provisioned on website where all relevant information along with placement records could be displayed.
- Placement data of students and candidates opted for higher studies is to be maintained. The placement percentage may be calculated from the list of students who opted for placements.
- A separate panel for displaying Alumni data should be provisioned on the website.
- Important Committees, like, Anti-ragging committee, Grievance Redressal Committee, Academic Mentorship Committee, etc should be made available on the website. The minutes of meeting should be maintained as record.
- PO and PEO, Curriculum, Syllabi, by-laws, etc for all the programmes should be displayed on the website.
- Attainment of the PO and PEO should be documented and analyzed.
- The process of Continuous Quality Improvement (CQI) should be documented, implemented (followed in practice) and demonstrated through records.
- Result Analysis along with corrective measures taken should be documented and maintained on regular basis (at the end of every semester).
- Remedial classes should be provisioned within time table or additional time table/schedule for this purpose should be publicized.
- Publications in SCI Indexed and Scopus journals should be encouraged and the related data should be maintained.
- Implementation of Credit Transfer Scheme should be demonstrated with evidences.
- Data related to Research Project Applied and Projects Sanctioned should be maintained.
- Consultancy projects should be encouraged in the department.
- All activities performed under the aegis of Innovation cell, Entrepreneurship cell, Incubation Centre, etc should be documented and maintained as record.

- Systematic feedback mechanism should be institutionalized including all stakeholders like:
  - Students
  - Teachers
  - Alumni
  - Employers
  - Parents
- Semester wise (Course wise) students' feedback is required.
- Exit survey from students is required.
- Alumni and employer survey should be conducted to demonstrate the attainment of PEO.
- Feedback Analysis committee should be constitute to analyze the feedbacks obtained from various stakeholders and recommend/suggest the measures to be taken for further improvement. On the basis of this recommendation/suggestions, the competent authority shall take the appropriate actions, which should be recorded as ATR.
- Feedback analysis report and Action Taken Report (ATR) should be maintained.
- The meeting records of mentor-mentee meeting/interactions should be maintained.
- For better quality of research Turnitin should be subscribed.
- E-resources and other database related to CS&IT (like, IEEE) should be subscribed.
- List of e-resources subscribed should be published at website to provide access to the authorized students or staff.
- Future plan of the department is required along with steps taken as yet to achieve these.
- Career Counselling Cell: The details of the Career counselling provided to students should be documented.
- Orientation program for faculty members to demonstrate the attainment process of PO and PEO is required. This would help in implementing CQI process.
- Student Teacher ratio is to be improved.
- Course File for each and every course being taught should be maintained. Generally a course file should contain Syllabus, Time table, Teaching/Lecture Plan, Study Materials, Assessments, Sample of Graded Answer sheets of Excellent, Average and Poor grades, Grades of the students, Result Analysis, Suggestions for Improvement in the next semester, etc.
- Course file and related records for at least three consecutive sessions are be produced.
- Individual Time Table along with Office Hours (OH) should be displayed outside the teacher chamber provisioning exclusive slots of OH for slow learners.
- Seminar details with date of presentation, titles/topics and name of resource person should be maintained.
- Students' Project details along with title to be recorded with supervisor's name, year and company's detail (if project was carried out externally).
- SWAYAM Coordinator for the University should be appointed to coordinate with UGC for effective implementation of Credit Transfer Scheme and encouraging maximum participation in SWAYAM MOOCs courses by the students.

- Summary of Research Scholars with their SRAC details is required.
- Minutes of meeting for change or revision of syllabus should be maintained. The old syllabus should also be included to highlight the modifications in the revised syllabus.
- Tutorials detail should be maintained week wise/ unit wise.
- Lab wise log book should to be maintained with system numbering, so that system usage and lab usage related statistics could be demonstrated as and when required.
- Record of software available at computer center are to be displayed and maintained.
- Web conferencing software are available which has to be publicized for teachers use.
- Remedial classes record for slow learner is to maintained.
- Teachers should be encouraged to use Learning Management System (LMS) like Moodle.
- Computer Centre has already installed Moodle. Teachers may be provided necessary training/orientation for using Moodle by Computer Centre's staffs.
- SoP of Lab/Office/Library should be displayed and maintained as record.
- Number of practical labs may be increased.
- Entrepreneurship / Internship/ Industry Interaction etc. must be encouraged.
- How to write a paper/project exposure to be given to the research scholars.
- Institution student ID for undergraduate and postgraduate students is to be allocated.
- Number of supporting staff in the school has to be increased.
- Teachers have requested for One desktop with high configuration.
- Explore the possibility to increase the washroom facility for students and staffs.
- Maintenance of supply of drinking water.
- Generator backup for lift should be properly maintained.
- Closed cubical for teachers for minimizing noise interference.
- Number of classrooms are to be increased.
- Faculty room are to be increased.
- Google suit for educational purpose may be subscribed.
- Financial aids should be provisioned for attending and presenting papers in quality conferences.
- Promotions should be on time
- More Technical Assistants are required for effective maintenance and management of lab facilities.
- Contractual appointment should be regularized.

**(Prof. Aasim Zafar)**