

Shri Balasaheb Mane Shikshan Prasarak Mandal's Ashokrao Mane Group of Institutions

Department of Electronics & Telecommunication Engineering

Academic Year 2025-26 Even Semester

Internal Academic Audit (Departmental Data) UG & PG

Date of Audit: 09/06/2026

Sr	Particulars	Details	% Completion	Recommendations / Remarks	Deadlines for completion	Final Verification
1	List of Faculty (Teaching and Non Teaching)	Available	100%	-	Completed	Verified
2	Admission Details (DTE list, roll call list)	Available	100%	Keep latest admission records and student database updated.	Completed	Verified
3	Academic Audit File	Available	100%	-	Completed	Verified
4	Vision, Missions, PSOs, PEOs	Available	100%	Display in classrooms, department office.	Completed	Verified
5	Department Academic Calendar	Available	100%	Monitor activities as per schedule.	Completed	Verified
6	PAC, DAAB and BOS Records- File	Available	100%	-	Completed	Verified
7	Program Curriculum File	Available	100%	-	Completed	Verified
8	Professional Society-File	Available	90%	Increase student membership and activities.	Ongoing	Verified
9	Details of Paper presented, published, patents, IPR, research proposals, book chapters, books	Available	90%	Encourage more Scopus/WoS publications and patents.	Throughout Year	Verified
10	Co-curricular activities File (Guest lectures, Expert lectures, Industrial visits, Trainings)	Available	90%	Organize additional industrial visits, workshops and expert lectures from industry.	Ongoing	Verified
11	FDP, STTP, Trainings Organized (for faculty)	Available	100%	01 FDP	Next Academic Year	Verified



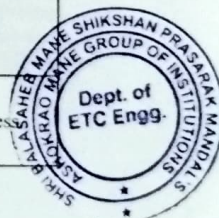
12	Technical Events/Competitions/Hackathons-File	Available	90%	Encourage inter-college participation.	Ongoing	Verified
13	Alumni talk - File	Available	100%	-	Every Semester	Verified
14	Examination Records	Available	100%	-	Completed	Verified
15	Result Analysis File	Available	100%	-	After Every Exam	Verified
16	Remedial Lectures File	Available	100%	Continue remedial sessions for slow learners.	Ongoing	Verified
17	Program Exit Survey	Available	100%	Analyze feedback and implement improvements.	End of Academic Year	Verified
18	Feedback and Action Taken Reports (Teaching Learning)	Available	100%	-	Every Semester	Verified
19	Feedback and Action Taken Reports (on Facilities)	Available	95%	Improve laboratory infrastructure and classroom facilities based on feedback.	Ongoing	Verified
20	Internship File	Available	95%	Increase internship opportunities through industry tie-ups.	Ongoing	Verified
21	Training and Placement Records	Available	95%	Improve placement drives and training sessions.	Ongoing	Verified
22	Records of Higher Studies and Entrepreneurs	Available	90%	Track alumni pursuing higher studies.	Annual	Verified
23	Skill Development Courses & Certifications	Available	100%	Encourage more certification courses.	Ongoing	Verified



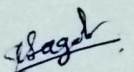
24	NPTEL Courses & Certifications - Staff and Students	Available	100%	Students: 05, Staff: 09. Increase student enrollments.	Next NPTEL Cycle	Verified
25	Add-on Courses - File	Available	100%	Continue industry-oriented add-on courses.	Every Semester	Verified
26	Mini project, Capstone project file	Available	100%	Promote interdisciplinary and industry-based projects.	Every Semester	Verified
27	PBL Activity - File	Available	100%	Increase innovative project themes.	Every Semester	Verified
28	Mentoring Records- File	Available	100%	Strengthen mentor-mentee interaction.	Monthly	Verified
29	Academic Progressive Review File	Available	100%	Conduct periodic academic reviews.	Monthly	Verified
30	Induction Program Reports	Available	100%	-	Beginning of AY	Verified
31	Association Activities Reports	Available	100%	Organize more technical activities.	Every Semester	Verified
32	MOUs File (MOU copies and activities)	Available	100%	Increase active collaborations under existing MOUs.	Ongoing	Verified
33	Best Practices File	Available	95%	Document measurable outcomes of best practices.	Every Semester	Verified
34	Center of Excellence File	Available	80%	Increase student utilization of CoE facilities.	Ongoing	Verified
35	Parents Meet File	Available	100%	-	Every Semester	Verified

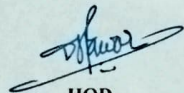


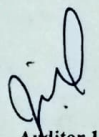
36	Extra -curricular Activities File (Social, Environmental, Cultural, Sports)	Available	90%	Increase participation in university/ state/ national level events.	End of Semester	In Progress
37	Student's Club File	Available	80%	Conduct more student-led technical and social activities.	End of Semester	In Progress
38	Extension Activities	Available	100%	-	Next Academic Year	Verified
39	Newsletters and Magazine	Available	80%	Publish department newsletter every semester.	End of Semester	In Progress
40	Students and Staff Achievement File	Available	100%	Continue documenting achievements.	Ongoing	Verified
41	Departmental Display Boards	Available	100%	-	Weekly	Verified
42	Details of Laboratory-File	Available	100%	-	Ongoing	Verified
43	Deadstock Registers	Available	100%	Verify annually.	Annual	Verified
44	Consumable Registers	Available	100%	Update after every purchase and usage.	Monthly	Verified
45	Maintenance Registers	Available	100%	Maintain preventive maintenance schedule.	Quarterly	Verified
46	Calibration Records	Available		Complete calibration of all measuring instruments and maintain certificates.	Within 1 Month	In Progress

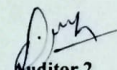


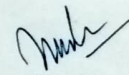
47	Departmental Library	Available	95%	Add latest editions and e-resources.	Annual	Verified
48	Smart Classroom	Available	100%	Ensure regular maintenance of ICT facilities.	Ongoing	Verified
49	Budget File	Available	100%	Maintain utilization records and future budget planning.	Annual	Verified
50	Action Plan & Its Accomplishment	Available	100%	Monitor achievement of planned activities periodically.	Every Semester	Verified


NBA Coordinatoor


HOD


Auditor 1


Auditor 2


Director



Dr. Mrs. S. R. Chougule
DIRECTOR
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