



H. J. THIM TRUST'S
THEEM COLLEGE OF ENGINEERING, BOISAR
Approved By AICTE (New Delhi) Government of Maharashtra & DTE
Affiliated To University of Mumbai

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Date: 30/12/2022

Academic and Administrative Audit Report (AY:2022-23)

1. Introduction:

Academic audit is an activity to determine the degree of teaching-learning process at college level. It is based on subject knowledge, planning and delivery, class control, communication, accountability and concerned for students. Academic audit gives assurance in terms of strategies, procedure and their applicability and also offers the continuous improvement in academic quality. It also ensures the optimal utilization of available resources to improve the quality of education. Higher education institutions now a days are always eager to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the vision and mission of the institution. Higher education institutions in the country willing to subject their activities and performances to be critically studied and audited by national and international agencies. National Assessment and Accreditation Council (NAAC) contributes greatly in improvement of quality of education sector. It offers an opportunity to the higher education institutions to participate, learn and benefit from the expertise and readiness of NAAC to foster such participatory learning.

The functioning of the internal quality assurance mechanism which is helpful in upholding the work ethics in day-to-day life is useful in quality assurance of the institution. The Internal Quality Assurance Cell (IQAC) supported by NAAC assures the quality in the institutional activities. IQAC is meant for planning, guiding and monitoring quality assurance and quality enhancement activities of the higher education institution. It may channelize and systematize the efforts and measures of an institution towards academic excellence. Theem College of Engineering has completed first cycle of accreditation by NAAC and received the certificate of accreditation securing 'Grade B+' in 2018.

The academic audit conducted in the institution helps in maintaining the academic standard of the institution. It improves the teaching quality of the faculty members. Students are directly and indirectly get benefited of the Academic and Administrative Audit in improving their academic performance. It helps students in securing higher ranks and enhances their personality. The work efficiency of the academic and administrative departments increases and they continue their functioning in the direction of excellence. With this background, the department wise Annual Academic and Administrative Audit of the institution was conducted at the end of academic year 2022-23.

2. Members of External Audit Committee:

- | | | |
|------|-----------------------|------------------|
| i) | Dr. Riyazoddin S. | Member Secretary |
| ii) | Dr. Shah Aqueel Ahmed | Chairman |
| iii) | Dr. Zainab Mirza | Member |
| iv) | Dr. Mohammed Ahmed | Member |
| v) | Dr. Emily Ghosh | IQAC Coordinator |
| vi) | Mr. Raees Ahmad | IAMC Convenor |



3. Audit Schedule:

27/12/2022		28/12/2022		30/12/2022	
Time	Department	Time	Department	Time	Department
10:00 AM - 12:00 PM	Civil Engineering	10:00 AM - 12:00 PM	Computer Engineering	10:00 AM - 12:00 PM	Automobile Engineering
1:00 PM - 3:00 PM	Mechanical Engineering	1:00 PM - 3:00 PM	IT Engineering	1:00 PM - 3:00 PM	Library
3:30 PM - 5:30 PM	Automobile Engineering	3:30 PM - 5:30 PM	Electrical Engineering	3:30 PM - 5:30 PM	Store

4. Profile of the Institution:

A. Curriculum

- In the year 2019, Mumbai University, has introduced CBCS system
- The Second Revision was done in the year 2020 for second year degree course.
- The third Revision was done in the year 2021 for third year degree course.
- The fourth Revision was done in the year 2022 for final year degree course
- The students are encouraged to earn credits for the completion of degree course.
- Students are provided with the study material in online mode.

B. Infrastructural Facilities

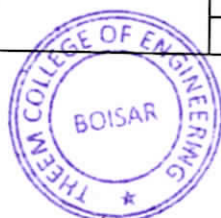
- Virtual Learning Centre (VLC)
- ICT enabled Seminar halls
- ICT enabled Class Rooms
- Campus under Cc-TV surveillance
- Reverse Osmosis (RO) Water Facility
- Library with computers having internet facility
- Gymnasium and sports facility
- Play ground
- Solar panels
- Botanical Garden

.C. Library Books

Following E-Resource has been subscribed to;

- E-books
- E Journals (J-Gate)
- INFLIBNET Facility (SOUL 3.0)
- Delnet Membership
- ASTM Digital Library

Total Number of Books (2022-23)	Total titles: 3598
	Total Volumes: 20236



5. Summary of Report:

- Book circulations in the library is good
- Online teaching is highly encouraged in the institution
- The evaluation process followed in the academics is good
- Text and reference books are properly maintained in the library.
- Departments are also having libraries at departmental level
- Admission process is followed rigorously.
- The co-curricular activities are also given weightage for the overall development of the students.
- Reservation policy is followed in the admission process
- IQAC conducts faculty enrichment activities
- IQAC conducts Orientation Program for students.
- Management of academics is good
- Departmental activities like field visit, study tour, industrial visits etc. are being conducted as per the syllabus.
- Departments have maintained dead stock register properly.
- Files containing academic documents like syllabus, result analysis, time-table, attendance record, MoUs, research projects sanctioned and completed, recurring and non-recurring content records etc. are maintained properly

6. General Assessment:

- A transparent Academic and Administrative Audit is conducted,
- Circulation of books in the library is good.
- On campus Wi-Fi facility is provided to the students, staff and faculty members.
- Participation of faculty members in OC, RC, STC, FDP, seminars, conferences, symposia and workshops is good.
- Students are encouraged to wear uniform and identity card is a good practice

Student Support Services:

- National Service Scheme (NSS):** NSS of Government of India, Ministry of Youth Affairs and Sports provide opportunity to the youth student in the higher education institutions. Student of the college participate in tree plantation, blood donation camp, immunization camp, cleanliness drive, seven days camp organized in adopted village, awareness campaigning related to HIV AIDS, Eye Check-up Camp etc. It has inculcated the importance of social work among the students.
- Alumni Association:** The alumni association of the college supports for smooth running of different activities in the college. It organizes experts' lectures, helps in recruitment of the students and provides financial support.
- Annual Gathering Jashn-e-Theem fostering Sports , Cultural and Technical events at Inter and Intra College Competition regularly organized to nurture co-curricular and extracurricular activities.



7. Suggestions:

- i) Various formats should be uniform at the institution level.
- ii) Papers Publication in SCI, ESCI and Scopus indexed journal should be encouraged.
- iii) External funds /grants can be improved as institute has good potential as well as opportunities.
- iv) Soft skills of the students from Core branches must be taken into consideration.

8. Conclusion:

- Academic and administrative departments have responded positively while facing the Academic and Administrative Audit committee.
- Records in the academic and administrative departments are maintained properly
- Saplings of medicinal and ornamental plants supplied to the local people is one of the best practices of the institution.
- Infrastructure of the college is spacious.
- Students' teacher ratio is maintained properly
- Faculty members are well qualified and experienced
- Student community is well disciplined.
- Behaviour of the faculty members is harmonious.
- Academic calendar is implemented properly.
- Various welfare schemes are implemented by the management for teaching and non-teaching staff.
- Interactions with the profession through industrial visits, guest lectures and field visits.
- Awareness among the students on various environmental issues.
- IIC cell of the institute is functioning, creating awareness about Start-Up activities and guiding them regularly.



(Member)

Dr. Zainab mirza

*Assistant Professor, Dept. of IT,
M.H. S.S College of Engineering*



(Member)

Dr. Mohammed Ahmed

*HoD, Dept. of Computer Engineering,
M.H. S.S College of Engineering*



(Member Secretary)

Dr. Riyazoddin S.

Principal, THEEM COE

PRINCIPAL

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Boisar (Easl). Tal. & Dist. Palghar-401 501



(Chairman)

Dr. Aqueel Ahmed Shah

Principal, MMAICT, Malegaon