



C T INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008
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EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

Academic and Administrative Audit (AAA)

Director
CT Institute of Mgt. & IT
Jalandhar



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**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT
REPORT**

(ACADEMIC YEAR: 2022-23) (01-07-2022 to 30-06-2023)

Date of Audit: 14/11/2022

Department Name: Computer Applications

Name and Designation of Audit Member-1: Dr. Ranadeep Gautam
Assistant Director

Name and Designation of Audit Member-2: Ms. Anisha Kundu
Assistant Professor

Name and Designation of Audit Member-3: Ms. Neeti
Assistant Professor

(The activities are to be graded on the following scale)

Excellent	Good	Satisfactory	Needs improvement
A	B	C	D

Details of Programmes in the college:

S.No.	Name of the Programme	Sanctioned Strength	Actual Strength
1	Bachelors in Computer Applications	60	54
	UG Total	60	54

S.No.	Name of the Programme	Sanctioned Strength	Actual Strength
2	Masters in Computer Applications	30	17
	PG Total	30	17
	UG and PG Grand Total	90	71

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1.Curricular Aspects

S.No.	Item	HEIs i/p	Grade	Remarks
1.1	Curricula developed /adopted have relevance to the local/ national /regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all programs offered by the Institution		A	
1.2	Percentage of programs in which Choice Based Credit System (CBCS) / Elective course system has been implemented	Yes	A	100%
1.3	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum		A	
1.4	Number of Value-added courses imparting transferable and life skills offered		A	
1.5	Feedback on curriculum and other aspects from stakeholders		A	

2.Teaching-Learning and Evaluation

S.No.	Item	HEIs i/p	Grade	Remarks
2.1	Demand Ratio (% of students admitted)		A	
2.2	Number of full-time teachers	Yes	A	
2.3	Number of students enrolled		A	
2.4	Student - Full time teacher ratio		A	

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2.5	No. of permanent faculty with Ph.D.		D	
2.6	Average teaching experience of full-time teachers in years		A	
2.7	Total No. of teaching days		A	
2.8	Preparation and adherence to Academic Calendar and Teaching plans		A	
2.9	Innovative processes adopted in Teaching and Learning		A	
2.10	Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources, Google Meet, Zoom etc.	Yes	A	100%
2.11	Remedial Classes for slow learners and backlog students	Yes	A	
2.12	IAS/IPS/UGC Net Classes for Advanced Learners		B	
2.13	Mentoring System		A	Well Implemented
2.14	Adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.		A	
2.15	Advanced Research Centers (CERI)	Yes	A	
2.16	Teachers attending professional development programs		A	
2.17	Organization of Guest Lectures, Industrial Visits, Workshops, etc.,	Yes	A	On Regular Basis

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2.18	Online Certification Programmes		A	MOOCs, linkedin
2.20	No. of Students undertaking field projects/internships		A	As per Curriculum
2.21	Dissemination of PEOs, POs, COs		A	
2.22	Attainment of COs, POs		A	
2.23	Student satisfaction survey	Yes	A	

3. Research and Innovation

S.No.	Item	HEIs i/p	Grade	Remarks
3.1	The institution has a well-defined policy for promotion of research		A	
3.2	Sponsored research Projects and consultancy		A	
3.3	Workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices		A	
3.4	Research Publications		B	
3.5	No. of Faculty participated in conferences and symposia		B	
3.6	Books and chapters in edited volumes / books published, and papers in national/international conference-proceedings.		A	
3.7.	Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc.		A	
3.8	Functional MoUs	Yes	A	

4. Infrastructure/Central Library Facility

S.No.	Item	HEIs i/p	Grade	Remarks

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4.1	Library is automated using Integrated Library Management System (ILMS)	Yes	A	
4.2	Collection of rare books, manuscripts, special reports, or any other knowledge resource for library enrichment		A	
4.3	Does the institution have the following: e – journals, J-gate, Delnet, e-books, Databases		A	
4.4	Expenditure for purchase of books and journals		A	
4.6	Availability of digital library with a provision for remote access on intranet		A	
4.6	Infrastructural facilities are augmented from time to time.		A	Up-to date system

5. Student Support and Progression

S.No.	Item	HEIs i/p	Grade	Remarks
5.1	The Alumni Association contributes significantly to the development plans of the department.		A	
5.2	The department has a mechanism for timely redressal of student grievances.	Yes	A	
5.3	The department has an anti-ragging committee which monitors student interactions effectively.	Yes	A	
5.4	Specific student support is provided for SC, ST, OBC and economically weaker sections of society.		A	Scholarships are provided
5.5	The department has a mechanism for prevention of sexual (gender) harassment.	Yes	A	Update System to evaluate the Bogen
5.6	The progression of students in various Programmes of the department is regularly monitored.		A	

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5.7	The department makes special efforts to reduce its dropout rate and increase its pass percentage.		A	
5.8	The department has a successful track record of students appearing & qualifying in competitive examinations.		B	
5.9	Feedback from students is used for planning and developing support services.		A	
5.10	Student participation in state, national and international level sports events is encouraged.		B	

6. Governance, Leadership and Management

S.No.	Item	HEIs i/p	Grade	Remarks
6.1	The vision, mission and goals of the department are in tune with the objectives of higher education.	Yes	A	
6.2	The department formulates its strategic planning and interacts with stakeholders.		A	
6.3	The department has an effective feedback system involving all stakeholders.		A	
6.4	The department has an action plan and schedules for its future development.	Yes	A	
6.5	The department has an effective Grievance Redressal Cell.	Yes	A	
6.6	Implementation of E-governance in the areas of operation.		A	
6.7	Effectiveness of various committees is evident through minutes of meetings and implementation of their resolutions.		B	
6.8	Performance Appraisal system for teaching and non-teaching staff.		A	

7. Innovations and Best Practices

S.No.	Item	HEIs i/p	Grade	Remarks
7.1	Environmental Consciousness	Yes	A	ok

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7.2	Innovations	OK	A	
7.3	Organic Farming		A	
7.4	Earn By Learn		A	
7.5	CT Half Marathon	Yes	A	100%

Suggestions for improvement:

Signature of AAA Member 1
Internal

Name: Dr. Ramandeep Gautam

Designation: Assistant Director

Name of the Department: Management Studies

Mobile No. & E-mail:

Signature of AAA Member 2
Internal

Name: Ms. Anisha Kundu

Designation: Assistant Professor

Name of the Department: Media Studies

Mobile No. & E-mail: anisha.3252@ctgroup.in
9501451043

Signature of AAA Member 3
Internal

Name: Ms. Neeti

Designation: Assistant Professor

Name of the Department: Management Studies

Mobile No. & E-mail: neeti.3312@
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7657881120

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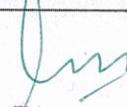


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The Suggestions based on the Academic and Administrative Audit conducted from

10th May to 11th July 2022

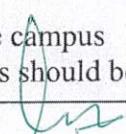
Criteria	Observations and Suggestions
Curriculum Aspects	<ul style="list-style-type: none">● Internships to be made mandatory irrespective of PTU Syllabus.● Industry Personnel contribution in Curriculum design, delivery - Improve.● Curriculum Cap Identification and action plan to be streamlined.● Courses on Safety, Taxation, Quality, Human Anatomy, Indian History, Constitution etc to be introduced as Add on courses.● Plan for Life Skills Programs like 4-Wheeler Driving, Swimming, Yoga, etc.● All departments must resort to a more student centric approach.● Feedback mechanisms must be performed and completed with proper directions from IQAC.● There should be a mechanism to monitor the quality of supportive courses such as add-on programs, certificate courses, skill training, spoken English Hindi classes, value education etc. started by the departments.
Teaching Learning & Evaluation	<ul style="list-style-type: none">● Student learning level identification, evidence for academic development of weak students and encouragement for bright students to be streamlined.● Advise Faculty/students to Qualify in NPTEL/MOOC Courses● Department level Innovation and best practices to be documented properly● Motivate faculty members for awards/rewards at State/National level● Real-world Examples in Course Files; Coverage/Discussion on Contemporary Topics.● Lab Manuals-Experiments Vs POS Attained.● Consolidate COs Corrective Actions towards POs Attainments & Corrective Actions.● Motivate faculty members to strive for attainments of POS/PSOS towards Graduates Attributes for Employability.● Motivate faculty members' active contributions at the Institute/Program level.● Examination Rules and Regulations need to be revised● Systematic planned training should be given to all teachers on all


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	<p>areas of academic and extra-academic requirements.</p> <ul style="list-style-type: none">● Professional skill development of the teaching and non-teaching faculty has to be insisted and monitored so that a higher level of educatedness can be ensured in the campus● The digital learning content developed by teachers has to be appreciated● All teachers should be insisted to complete Ph.D. in a stipulated time● National and International exposure of teachers are highly suggested● Blended system of teaching integrating technology has to be encouraged in accordance with the present-day requirements?● Continuous evaluation/formative assessment should be implemented to monitor the learning process● Overall Results of the institution have to be improved.● Online evaluation systems can be introduced● More training must be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously. A monitoring committee may be formed for the purpose.● The present method of Feedback on curriculum should be made more effective. All departments may be guided by IQAC for a Curriculum Audit.
Research and Innovation	<ul style="list-style-type: none">● Advise all PhD Qualified faculty members to apply for more research funds, consultancy, quality publications etc● Improve the Quality of Publications for both faculties and students.● Have a depository for all faculty/students' publications.● Inter-Disciplinary Works/Projects to be introduced Make Industry Projects at Industry mandatory.● Focus on Start-Up/Incubation/Innovation/Creativity.● Develop Centers of excellence in specialized areas in sciences, engineering and technology in collaboration with Industry and premiere institutions.● Collaborate with reputed educational institutes in India and abroad for academic exchange of faculty and students.● Extend research activities so as to lead to IPR● Strengthen Faculty exchange and Student exchange● Research activities are not promoted effectively in the campus. More research centres are suggested● A research culture should prevail in the campus● The publications of faculty and students should be improved


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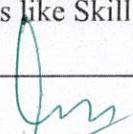


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	<ul style="list-style-type: none">College policy may be effectively implemented on Research projects and Publications by the Faculty membersConsidering the legacy of the institution, a committee may be formed to assess the quality of extension activities promoted from the campus.
Infrastructure/ Central Facility	<ul style="list-style-type: none">Better use of ICT, ERP and latest technologies for higher efficiency and transparencyPlan for Continuous Improvement of Lab facilities,Plan for Industry Sponsored Labs, Skills Development Labs etc.Appreciable efforts are taken to provide a better ambience for readingUsage of library by the faculty members are not satisfactoryThe library centered activities like observation of library week and the individual awards instituted for the best library user among staff and students are highly appreciatedAn information display system can be set up in front of the library
Student Support and Progression	<ul style="list-style-type: none">Quantify Government ScholarshipsGuidance for competitive examination - ImproveQuality of Placements - Improve; Data ConsistencyHigher studies details and rank cards of students qualifying competitive exam to be maintained properly.More Career Guidance Programs;Motivate students for publishing Quality Projects/ProductsEnhance participation of students in National level design competitions/contests/hackathons.Alumni Association needs to be proactive for the larger interest of StudentsIt is suggested that a monitoring committee may be formed to assess the quality and need of Add on I certificate courses offered from the institution.Career Assistance Centre may be formed to extend support to students for international exams like IELTs or TOEFLCareer counseling must be intensified to improve the attainment in competitive exams.A set of teachers can be trained for dedicated counselingSkill development has to be promoted further. There can be collaborations with external agencies like Skill Development Corporation of India.


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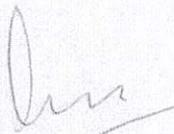
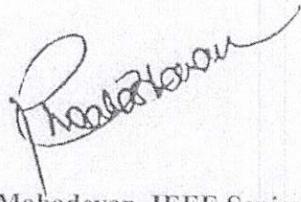
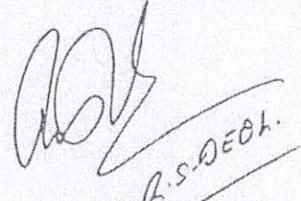
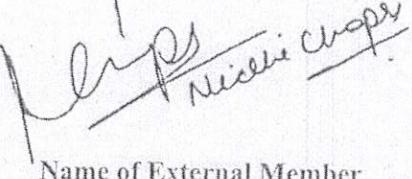
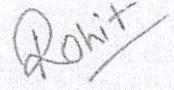
	<ul style="list-style-type: none">More common rooms shall be provided for the students
Governance, Leadership and Management	<ul style="list-style-type: none">Ensure minimum 5 Days FDPs for all faculty members.Orientation Program for newly joined faculties for awareness of our policy, practices, methodologies and systems to ensure qualityDepartments follow formats circulated by IQAC to maintain records for audits.
Innovation and Best Practices	<ul style="list-style-type: none">Green Audit and Energy Audit to be conducted.

[Signature]
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Team Members

 Dr. Yogesh Chhabra Director, CTIMIT	 Prof R. Mahadevan, IEEE Senior Member
 Name of External Member	 Name of External Member
 Dr. Rohit Sharma Secretary, IQAC	 Dr. Ramandeep Gautam IQAC Coordinator


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