Dr. Babasaheb Ambedkar Technological University		
Academic Audit of Department		
Format for submission of Academic Advisors Report (AAR) **Period of Audit: July- Dec 2017** **Audit Date :- 09 Feb 2018**		

I- Department profile (To be filled in by the IQAC Co-ordinator/Director)

1	Name of the Department, Website, email and Ph. No.		Department of Electronics & Telecommunication Engineering *wordpress.com/drbatu/extc* slnalbalwar@dbatu.ac.in 87938 14621	
2	Name of the HoD, email & Mob. No		Dr. S. L. Nalbalwar, nalbalwar_sanjayan@yahoo.com 87938 14621	
3	Name of the Vice-HoD, email & Mob. No.		NA	
4	Name of the IQAC Coordinator, email & Mob. No.		Dr. S. L. Nalbalwar	
5	Year of Establishment & own land if any		1995, Yes	
7	NAAC Grade with Cycle, Accredited Year (if not Accredited Status of Preparations)		NAAC: B Grade	
8	UGC Recognition (2F & 12 B)		YES	
9	Department Working Hours(if shift system mention details of both shifts & give reasons for shift system)		8.00 AM To 6.00 PM	
10	No. of Posts Sanctioned: 12		Contract Working: 15	Guest Working: Nil
11	Course wise & Year wise Students strength particulars (Proforma enclosed & to be submitted along with AAR)		Attached	Last annual report attached for reference and information.

Item	Impression of Academic Advisor with grade A(Good) /B(Satisfactory) /C (poor) after observation		Recommendation/Suggestions/ Remark by Academic Advisors
	Grade	Actual Status	
II-CURRICULAR ASPECTS			
1 Implementation of Annual Department Plan	A	A	Road Map of the department was planned and executed accordingly
2 Departmental Annual Curricular Plans	A	A	Curricular plan was prepared at start of semester and is executed in a planned manner.
3 Department Activity Register for the Academic Year	A	A	Every activity is recorded viz- Department meetings, BoS meetings, Expert Talks, Conference, plenary talks, Workshops, FDPs, TEDxBATU, RC meetings, Committee meetings as formed by department. Necessary details are also uploaded on the department website.
4 Departmental Activity Registers (Dept. Wise)	A	A	Every activity is recorded
5 Add-on Courses (Department-wise) completed during Academic Year	A	A	University/ Department has signed MoUs with industries for certification courses or add on courses.
6 Add-on Courses (Department-wise) in Academic Year	A	A	Planned to conduct certification courses in the current academic year. Such as course recommended by NASSCOM, MOOC, SWAYAM, NSF, NPTEL. For PG program it is made mandatory to opt for MOOC/NPTEL/SWAYAM course as a credit course.

7	Coverage of Syllabus (Average Percentage)	A	A	90-95 % syllabus is covered for all courses of UG and PG program. Record is maintained both in hard and soft formats. Attendance online records are also available on the University web-portal. Quality of question papers is found to be Good in all aspects.
8	Teaching of HVPE & Foundation Courses	A	A	Implemented as per guidelines by UGC/AICTE
9	Teaching of Environmental Science and Ethics	A	A	Implemented as per guidelines by UGC/AICTE
10	Maintenance of Student Attendance Registers	A	A	E-attendance record is maintained for each semester.
11	Feedback forms on Curriculum from students	A	A	Regular feedback from students and alumni is taken and analysis is carried out. Improvement plans are implemented as necessary. Completion letters are submitted to the concerned facilities.
III-TEACHING, LEARNING & EVALUATION				
1	Teaching Diaries & Plans in the Prescribed Formats	A	A	Course files containing Teaching plans, COPO analysis & attainment, Mid Term Result analysis, Attendance analysis and Continuous performance evaluation are well maintained.
2	Co-Curricular Activities (Department Level)	A	A	Co-curricular activities have been planned and conducted for students as well as faculty members. Orientation program has been executed for FE students as per AICTE guidelines. Product based projects have been made mandatory for all UG and PG students. Under *Smart India Hackathon competition*, 40 projects have been registered by the dept students. Session on *Project Based Learning* is conducted by Dr. Inamdar for UG and PG students. *Career opportunities in Defence Services* has been conducted for dept students.

3	Academic Courses, Programs (Degree & Above level)	A	A	UG/PG/Ph.D programs are run by the department.
4	Conduct of Internal Examinations-continuous assessment & Mid-Term Test	A	A	Continuous assessment is carried out by the department. Mid test is conducted by the examination department.
5	Subject wise result analysis	A	A	Department follows this practice on regular basis.
6	Teacher wise result analysis	A	A	Department follows this practice on regular basis. Performance feedback is shared with respective faculty.
7	Remedial Classes	A	A	Remedial classes are conducted for two subjects in each semester for the academically weak students.
8	Record of Evaluation of Teachers by Students	A	A	Teacher's feedback is taken from all students at the end of every semester and analysis is also carried out. Letters have been issued to teachers having feedback 'above average'.
IV-RESEARCH AND CONSULTANCY				
1	Is the Department a Recognized Research Centre	A	A	Yes, presently 25 research scholars perusing their Ph.D. in the department.
2	No. of Research Guides in the Department	A	A	Out of 6 regular teachers, 04 are recognized PhD guides. Rest of the two teachers are pursuing Ph D (One has already submitted the thesis).
3	No. of Research Scholars working for M. Tech & Ph. D	A	A	M. Tech -26 and Ph.D.-25 Eleven (11) students have been admitted to Ph.D programme in this semester and they have been asked to select product based research topics.
4	Major/Minor/Other Research Projects	B	B	Two RPS projects, One MODROB Project, One FDP, and one STTP project has been submitted to AICTE by department.
5	Research Papers Published in Academic year (International /National Journals)	A	A	10 papers have been published in the journals of high repute.
6	Papers Presented in Academic year (International/ National/ State level conferences)	A	A	20 papers have been published in the conferences of high standing.

7	Books Published in Academic year (Single Author/ Co Author)	A	A	One Book on Basic Electronics is published in this semester by the department. Three more books are under publication in the subject of EDC (Elect devices and circuits), Network and Tx Lines and DSP (Digital Signal Processing).	
8	Seminars/Workshops/ Training Program Conducted in Academic year (International /National/ State)	A	A	Around TEN (10) Guest lecturers on the recent topics are conducted by the department. One FDP sponsored by AICTE has been successfully conducted by the department for teachers and researchers for all over India.	
9	Record of Consultancy in Academic year	B	B	Facilitated this function and generated IRG of Rs. 6000/-.	
10	Record of MOUs in Academic year	A	A	MoU signed with: - ITIE Knowledge Solutions Bangalore, Maritime Research Centre (MRC) of Indian Maritime Foundation, Pune for collaborative research activities.	

V -EXTENSION ACTIVITIES

1	Record of Subject/Department Related Extension Activities	A	A	Department related Extension Activities are conducted and records are maintained.
2	Name of the NSS PO & Mobile No.			H.N.Warahtkar, 9403316374
3	NSS Attendance register	A	A	Maintained at University Level
4	NSS Activity register	B	B	Maintained at University Level
5	Name of the NCC ANO & Mobile No.			M.P.Bhagat,7588265601
6	NCC Attendance register	B	B	Maintained at University Level
7	NCC activity register	B	B	Maintained at University Level
10	Name of the Eco- & Innovation Club Coordinator & Mobile No.			Under NSS, students do perform Eco friendly projects. Though there is no formal club for this.
11	Eco- & Innovation Club Activities			Nil
12	Technology & retain			Nil

13	Technology Development and Transfer Cell Activities	C	Contract Working: 11	Nil
14	Any other Club	A	A	TEESA, SOLAR Energy Cell, Defense Services Equipments Automation Club and UCEL (United cell for Entrepreneurship and Leadership).

VI -LEARNING RESOURCES

1	Name of the Librarian & Mob. No			S. P. Vaidya, 94233382280
2	Access timings of the Library			9.30AM to 5.30 PM
3	Circulation of Books among Students			
4	Availability of Previous years Question papers	A	A	Question papers of previous 5 years are available with department. In addition Course files are prepared by each faculty member for their respective courses. PO/CO analysis is carried out for each course. Student feedback is taken at the end of semester and accoridnly analysis is done. Every faculty is intimated about their course feedback. Question papers are regularly sent to advisory committee members for comments on the quality of question papers.
5	Availability of model answers of previous examinations	A	A	Model answer set is available with Department. Feedback for the quality of question paper is taken from experts and used for further improvement.
6	Record of Visitors to Library	A	A	Maintained by University Library and Department Library is maintained by Lab Assistant
7	Status of Library Automation	B	B	Automation done for 80% of the activities
8	e- Resources	B	B	Various Journals and Resources procurements are in process
9	Number of E-Journals	C	C	IEEE are not available since last semester, procurement is in Process
10	Number of Print Journals	--	--	Nil

11	Access to NPTEL courses	A	A	NPTEL Lectures are downloaded and made available on the local server
12	Access to Spoken Tutorials	--	--	--
13	Access to e-learning tutorials	A	A	Access to e-journals, NPTEL courses is available
14	TED-x activity on campus	B	B	Two TED talks were organized in this semester In addition, multiple video talks were shown to students in the University campus.

VII -Student Support Activities

1	Name of Dean/Faculty In-charge & Mob. No			Dr. B. R. Iyer, 9403002289
2	Activities and Support for Sports	B	B	Department is encouraging more no. of students to participate various University, State and National Level events.
3	Records of events conducted and significant achievements in Sports & Games	A	A	Record of participation and achievements in various events is well maintained. Also uploaded on department website from time to time.
4	Record of cultural programs conducted	A	A	Record of participation and achievements in various events are maintained by the department.
5	Record of any other extra-curricular activities conducted	A	A	Extra-curricular activities like Street play Competition, Debate, and Essay writing competition, Elocution Competition etc. are conducted.
6	Record of Students trained in different verticals Specialized Trainings	A	A	Students attend various STTPs, workshops, Industrial training and Internships programs. The record of this is well maintained in the form photographs, minutes. All relevant details are uploaded on the department website.
7	Record of Students placed in In campus placement	B	B	80% of the students undergoing for Higher studies like M. Tech , MBA, MS and PhD.
8	Name of Career Guidance Coordinator and Mobile No.			Prof. S.V.Khobragade,7507428599

9	Record of activities Career Guidance and placement cell	B	B	Various experts talks and soft skill development programs are conducted and recorded
10	Implementation of Departmental Research Plan	A	A	Yes, presently 25 research scholars perusing their Ph.D. in the department.
11	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/ submission of AQAR to NAAC etc.)	A	A	Minutes of every meeting is maintained by Department office
12	Record of Alumni Association Activities	A	A	Separate Alumni Interaction Committee is available, which is keeping the record of alumni visited to the department and also regularly analyzing the feedback of alumni for improvement. Alumni are regularly invited to guide their juniors. (Last Alumni meet was done on 27 Jan 18).
13	Record of Grievance Redressal Cell / Anti Ragging Cell	A	A	Anti-ragging Cell is formed with participation of faculty members, parents and students
14	Awards and Prizes earned by students	A	A	Records of various Achievements by the students are maintained at HOD office
15	Mentoring / Counseling System	B	B	Faculty members of the department are appointed as class coordinators. These coordinators along with senior faculty members doing the students counseling. One session on stress management was conducted by Dr. Nandgaokar for UG and PG students.
VIII -Basic Amenities				
1	Maintenance of drinking water	C	C	Number of water coolers and filters in the campus should be increased and cleaned more frequently
2	Maintenance of Sanitation	C	C	More University workers should be appointed for the purpose
3	Rest room for women students	B	B	Sign boards have been used to shown various places in the University.

4	Greenery & Cleanliness	C	C	More university workers and administrators should be appointed for the purpose
5	Health Care Facility	B	B	First Aid Kit is available in the department for students and faculty members. Also University has its own dispensary .
6	Canteen	B	B	Need based canteen is available to students and faculties.

IX-GOVERNANCE AND LEADERSHIP

1	Staff meetings Register	A	A	Records of various meetings are maintained by Department office.
2	Functioning of Committees in Administration (Minutes of Meetings)	A	A	Various committees are available at department level with participation of faculty, parents and teachers
3	Awards/Achievements of faculty	A	A	Published a book on Basic Electronics.
4	Faculty development initiatives	A	A	Department is generous and open in deputing faculties for their area of interests - STTPs, WS, Training Programs, Conferences and also for Ph. D program.

X - IT INITIATIVES

1	e-class rooms (Number & Usage)	A	A	Edusat used for QEEE lectures, NPTEL lectures, TED talks, live telecast
2	Internet Centre	A	A	Computer center with own server available at University level with 1 GBPS leased line from NKN. In addition, Reliance JIO Wi-Fi connectivity is also available for entire campus.
3	Computer labs (No. of labs & working systems)	A	A	Department has 4 computer labs with 60 working systems.

XI -Best Practices					
1	Record of best/innovative practices by the institution	A	A		Various practices like NPTEL\QEEE, Workshop on recent trends, Community Projects, Product based projects & Open Book Test etc. are conducted by department. Need based projects (Such as Road bridge monitoring system, Surveillance drone for DBATU surveillance, Digital based smart attendance system) are undertaken.
2	Department Activity Register/ Annual Report	A	A		AQAR, AR are maintained and submitted by department to VC office well in time
	Hard Copy of AQAR	A	A		Submitted well in time.
	Over All Impression on the department	A	A		Very impressive and excellent efforts seen by the department despite multiple shortcomings and challenges related to staff shortage and facilities.
3	Area of Improvement	--	--		Student – Teacher ratio needs improvement. More floor space need to be provided for the dept laboratories and for conducting departmental activities.
Signatures of Academic Advisor					
	(Dr. S.L. Nalbalwar) Signature of HoD			**Lt Cdr Ravindra Kale (retd), General Manager, Lead Audit and Governance- NW SLP, Reliance JIO Infocom Ltd, Mumbai.**	