

Academic and Administrative Audit

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments of college and give suggestions for further improvement of the quality of teaching, administration, research and curricular and extra-curricular activities.

GOALS OF AAA

- To understand the existing system and assess the strengths and weaknesses at department and administrative level to recommend the methods for improvement and overcoming the weaknesses.
- To evaluate the optimum utilization of financial and other resources.
- To Design effective teaching and learning process.
- Evaluation of Course and Program Outcomes.
- To enlarge student assessment.
- To assure imparting quality education through co- curricular and extracurricular activities.

AAA PROCEDURE

The college has evolved its own guidelines and methodology by learning from good practices followed by eminent institutions within India. The College has its own committee. to conduct and review various activities at the different departments

The Director,

Date-25/07/2022

MERI CET

SAMPLA

Sub: Submission of Internal AAA report.

Respected Sir,

With reference to above subject, I would like to inform you that the College Internal AAA was done on 18/07/2022 for the verification and validation of the data. Please find the detailed attached report of the same.

Thanking you,



Dr Manju Singh

Registrar

Enclosure: Internal Audit Report for the academic year 2022-23

Copy to

IQAC Coordinator

Representative from Management

Representative from Academics

Representative from Administration

INTERNAL COMMITTEE FOR ACADEMIC AND ADMINISTRATIVE AUDIT

The following committee for academic and administrative audit (Internal) of MERI CET has been established to enhance the quality and sustainability of the academic programs offered and notified as follows:

Name	Designation
Dr. Umesh Gupta	Chairperson
Prof Lalit Aggarwal	Representative from Management
Dr. Manju Singh	IQAC Coordinator
Mr. Manoj Bansal	Examination Controller
Ms. Aditi Sharma	Coordinator Administration
Mr. Gaurav Sir	Coordinator Academics
Mr. Sandeep Chillar	Representative from Academics




Dr. Umesh Gupta
Director MERI CET

Copy to:

1. All HODS
2. Notice Board

AAA COMMITTEE MEMBERS (EXTERNAL)

1. Col. Suresh Vashisht, Professor, MDU ROHTAK
2. Prof. Nasib Singh Gill, Former Principal, MDU ROHTAK
3. Dr. Harish Mittal, Director BMIT, Sonapat




Dr. Umesh Gupta
Director MERI CET

Copy to:

1. All HODS

DIRECTOR



The college uses the Academic & Administrative Audit (AAA) as a tool to keep up with current developments and raise the standard of the institution. Understanding the current system and assessing the departments' and the administrative office's strengths and weaknesses was the main objective of this audit. The deficiencies found can be overcome by feedback received. It is feasible to identify the weaknesses in the existing administrative frameworks and create new avenues for academic, administrative, and testing reforms.

Taking into account the criteria reports and other authorities feedback, the Audit report includes several recommendations for continuous quality improvement in higher education. The Internal Quality Assurance Cell (IQAC), in the college continuously conducts academic and administrative audits while striving for academic excellence.

The formal meeting of the AAA Committee was held in the conference hall on July 18, 2022. The Registrar provided an overview of the major turning points and the progress made in every area in year 2022–2023.

The members of the Committee began their exercise in accordance with the program schedule made by the IQAC Coordinator after debating procedural issues.

In order to gather information regarding the academic and administrative performance, the Committee visited all teaching departments, support services, administrative divisions, and other facilities and held meetings with the teaching staff, students, and non-teaching staff. The department leaders who were overseeing the situation also gave their departmental reports. This has made it possible to have in-depth conversations and several clarifications. Following completion, The Committee drafted the AAA Report, which contained a summary of the conclusions and recommendations, after completing the inspection phases and interactions.

Dr. Umesh Gupta
Director MERI CET

IQAC COORDINATOR

The college administration's unwavering support and encouragement have had a significant impact on the staff's ability to maintain the institution's administrative and academic discipline. A comprehensive audit of academic administration was conducted on July 18, 2022, focusing on specific departments.

The team also spoke with representatives from other clubs and activities as well as the head of the department. Additionally, there was a formal exchange with the Controller of Examinations. After auditing, the college has been incredibly successful in turning many of its locational disadvantages into chances for expansion, creative approaches, and the incorporation of social service into the teaching and learning process.

The comprehensive audit report for every department has been combined into all criteria, highlighting the following areas of strength found by the college's administrative division is methodical and well-organized in the way that it completes everyday work.

The administrative office of the college is furnished appropriately and has fast internet access. Emails, phone conversations, and WhatsApp messaging are the means of communication between the office sections, the teaching staff, and the administrative staff. All parties involved are periodically informed about college activities through the college website.

The college has made the required preparations to offer technical and administrative staff members foundational training. Every single employee is conscious of their responsibilities and assignments. It has been seen that the departments, support services, and sections collaborate and cooperate closely with one another.




Dr. Umesh Gupta
Director MERI CET

AUDIT TEAM

The Academic and Administrative Audit Committee for the year 2022-2023 consisting of the following members were constituted:

1. Director
2. Academic Coordinator
3. Controller of Examinations
4. IQAC Coordinator
5. All the Heads of the Department

The AAA committee visited all departments, Library, Sports arena, Computer Laboratories, Administrative office of the college and other offices. The faculty members made PPT presentation about the performance about their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the institution.




Dr. Umesh Gupta
Director MERI CET

CRITERION OBSERVATIONS

Suggestions Given in Academic and Administrative Audit on 18th July 2022 are as follows:

Curricular Aspects

1. Success in implementation of G – Scheme in new curriculum as per MDU.
2. Demands of future employers are kept in mind while reviewing the curriculum offered by MDU.
3. MDU provides chance of exploring in different streams by offering elective courses.
4. Providing value addition courses with zero credit.
5. Incorporation of ethical/gender/ environmental aspects into the curriculum
6. Feedback on curriculum from stakeholders is obtained.
7. Online Feedback mechanism must be initiated.

Teaching- Learning and Evaluation

- 1 Successful implementation of Outcome Based Education (OBE)
2. Formal academic mentoring with proper teaching plans.
3. Inviting and giving lectures with Visiting professors to make the students attain more skills
4. Survey Systems for student Satisfaction
5. ICT-based Innovative Teaching-Learning process
6. E-Content generated by Faculties.
7. Mentoring and counseling by full time faculty .
8. Adequate certificate and value added courses offered.

Research, Innovations

- 1 Promoting research and innovation at the campus.
2. Formal linkages with good National and International universities and research Centers.
3. Association with NGOs and government bodies for extension activities.

4. More workshops and training sessions must be organized for Intellectual Property Rights (IPR), Research Methodology and Start-ups.

Infrastructure and Learning Resources

1. All the classrooms are spacious and seminar halls with ICT enabled facility.
2. Book circulation in the library is good.
3. Good Internet connectivity and computer lab facilities.
4. Well-furnished library with good collection of books and journals.
5. Innovative teaching-learning methods are in the college.

Student Support and Progression

1. The remarkable financial awards like scholarships are provided
2. Good number of placements in reputed companies.
3. Competitive exam and Placement support activities.
4. Medical room in the campus.

Governance, Leadership and Management

1. Proper systems for internal financial audits.
2. Offering regular training programs for staff.
3. Supporting teachers to attend workshops and seminars.
4. Various welfare schemes are implemented by the management for teaching and nonteaching staffs.

Institutional Values and Best Practices

1. Teaching Learning Process being followed
2. Research Orientation and inclination towards patents and research papers

MERI
COLLEGE

MERI College of Engineering and Technology

(Approved by AICTE, Ministry of HRD, GOI and Govt. of Haryana, Affiliated to MD University, Rohtak)
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Dr. Umesh Gupta Director MERI CET

**REPORT OF AAA COMMITTEE ASSESSMENT BASED ON INSTITUTIONAL
INFORMATION CATEGORY**

Description: Available

Affiliation document: University Affiliation document: Yes

2(f) and 12(B) status: No

Autonomous Approvals Autonomous by University (MDU): No

Accreditation Documents NAAC certificates: No

Governing Body : Yes

Academic Council: Yes

Minutes of Governing Body meeting: Yes

Minutes of Academic Council meeting: Yes

Examination section: Yes

IQAC Minutes: Yes

Anti-Ragging Committee: Yes

Grievance Redressal Committee: No

Alumni Association: No

Office Automation (ERP software): Yes

Faculty personal files: Yes

Budget sanctioned and Audit Report: Yes

Student scholarship details: Yes

Institution Website: Yes

Notice Boards: Yes

Other facilities:

CCTV Security: Yes

Projectors in Class Rooms: Yes

Fire Extinguisher: Yes

Medical Facility: Yes

Canteen Facility: Yes

Sports Facility: Yes

Vehicle Parking: Yes

Xerox Facility: Yes

Backup Electric Supply: Yes

Bank / ATM : No

Transport Facility: Yes

Sewage Disposal System: Yes

Drinking water Facility: Yes

Solid Waste Management: Yes

Rain Water Harvesting: Yes

Green Campus Initiatives: Yes

SWOC ANALYSIS

Institutional Strength

MERI CET considers following points as its Strengths and continuously works to improve them:

- Affiliated to Maharshi Dayanand University, Rohtak: MDU Rohtak is itself a NAAC A+ Accredited university .
- Visionary Leadership & Participative Management: Prof. Lalit Aggarwal, Vice President MERI
- CET, holds the M.Tech degree in Computer Science Engineering from Punjabi university and NIT, bringing indepth technical skills to lead the institute.
- SIRO recognized Research Center: MERI CET is recognized as a research center by SIRO (Scientific and Industrial Research Organization)
- MSME Host Institute: MERI CET is recognized as a Host Institute of MSME by DFO Karnal.
- Highly qualified and dedicated faculty: 33 percent of our last 5 year faculty is PhD / NET qualified.
- Well Stacked Library: There are a total of 24,067 Books, 2371 e-Books, 1166 Journal (E-Journals and Hard copy journals), 15 plus magazines, Daily Newspapers
- Ragging free campus: Ragging is strictly prohibited inside the campus.

- Wi-fi Enabled campus: High speed WiFi network and optical fiber based LAN network to provide internet facility upto 100Mbps.
- Green Campus Environment: Serene environment with Rainwater Harvesting, 45 KW Rooftop Solar Power Plant, and Zero Waste Management using Vermicomposting.
- MOUs with reputed Institutes and Industries: 20 plus MoUs with various national and international organizations.
- Variety of Institutional scholarships to support students: Scholarships to meritorious students, University position holders, SC/ST candidates
- IQAC has been established for quality audit: Green audit and Quality audit are conducted
- Good Placement Record of Students: Average package of 4 Lakhs per Annum
- Consistent and progressive achievements of the students in the University Merit list: Number of
- University Position Holders in B.Tech Continuous Monitoring and Counseling System for Students: Mentor - Mentee system is followed.
- E-Governance is promoted for administration, academics and financial transactions: Semester Fees, Library books, Student Attendance, Examination marks etc are integrated on ERP system
- Proper initiatives are taken in support of slow learners and advanced learners: Extra Classes, Expert Lectures, Industrial visits are conducted.
- Well connected by road and metro: Situated on Delhi Rohtak Highway with ample commuting sources.
- Good number of Admissions every year: More than 75 % of total seats are filled every year

Institutional Weakness

- MERI CET considers following points as its weakness and works continuously to improve them:
- Limited Influence in Curriculum Design: Being an Affiliated College MERI CET has to strictly follow the syllabi prescribed by the university. This limits our initiative of producing skilled workforce.
- Still the institute tries to bridge the gap between the curriculum and the industrial requirements by organising Industrial Visits, Expert Lectures and other activities.
- Constraints & Limitations of being a Self-Financing Institute: Being a self financing institute, MERI CET majorly relies on student fees for incurring its essential expenses like

infrastructure development, maintenance, faculty recruitment etc. This limits its ability to invest in cutting edge technology like advanced laboratories, community engagement programs etc. However MERI CET is focusing on Strategic investment like Industry Partnerships.

- **Limited availability of Research Funding from Government:** Due to lack of government funding MERI CET is able to make limited investment in research activities like patents and other large scale projects. However, MERI CET is continuously thriving for getting grant from government / non government organisation like DST, DBT, BIRAC etc. by submitting various proposals.
- **Location Constraints:** Established in a rural area, MERI CET deals with the constraints of commuting and resource availability. Although we strive hard to work for community upliftment but some problems like Faculty and students interest is affected.

Institutional Opportunity

- **Increased Partnerships with the Industry and Universities:** To enhance our educational offering and for Skill Development of students MERI CET plans to increase our MoUs and collaborations with the industry and other educational institutes
- **Increased Participation of Faculty & Students in National & International Conferences / Seminars / Workshops:** As a part of our initiative of Faculty welfare, MERI CET plans to increase the number of AICTE/IEEE and other sponsored FDPs and Seminars etc to be conducted
- **Increased number of Publications in SCI / Scopus / UGC Care Journals:** Participation in FDPs/Conferences etc is apart of faculty appraisal at MERI CET. We now want to improve this to the level of SCI and UGC care
- **To set up an independent Start up Hub:** MERI CET is already recognised as research centre and Host Institute by SIRO and MSME. We are working to take our own start up hub by joining local entrepreneurs
- **Increased number of Value Added Courses:** Encourage more and more students to take courses on online learning platforms such as SWAYAM and NPTEL.
- **To make continuous efforts for industrial tie-ups for training, placements and Skill development of students in alignment with NEP 2020**
- **Secure More Funding from various Government / Non-Government Departments:** We are working to receive grants from various departments like DST, Ministry of Culture, BIRAC etc.

Institutional Challenge

- Inability to select and design curriculum for courses: The institution has to follow the prescribed syllabi provided by the university, hindering its capacity to innovate and fully align its programs with global educational standards.
- Making students Competent enough: Ensuring that the students appear and are able to Qualify various competitive and higher studies examinations like GATE/PSUs/GMAT/CAT etc.
- Keeping in line with the rapid Technological Advancements: Making students learn the ever advancing technologies like Machine Learning and Artificial Intelligence.
- Securing placements for students: Making sure that the students are placed in companies of repute despite economic downturns and other market challenges
- Motivating students to go for Startups in place of regular jobs: Owing to the risks involved most students dont wish to go for startups or business. MERI CET works to motivate the students to go for startups by providing resources and mentorships.
- Getting Grants from various Ministries and Departments for Research: MERI CET has accepted this challenges and is already working in this direction
- Diverse Socio-economic background of students: At MERI CET students are from different parts of the country including Haryana, Delhi - NCR, Uttar Pradesh, Bihar, Punjab etc. with different economic backgrounds. MERI CET provide financial aids and scholarships to deserving candidates

SCORES FOR AAA

Criteria Key Indicators (KIs)	Max.marks	Marks Awarded
1. Curricular Aspects		
1.1. Curricular Planning and Implementation	20	10
1.2 Academic Flexibility	30	15
1.3 Curriculum Enrichment	30	12
1.4 Feedback System	20	10
Total	100	47
2. Teaching- Learning and Evaluation		
2.1 Student Enrolment and Profile	40	20
2.2 Student Teacher Ratio	40	19
2.3 Teaching-Learning Process	40	30
2.4 Teacher Profile and Quality	40	28
2.5 Evaluation Process and Reforms	40	20
2.6 Student Performance and Learning Outcomes	90	55
2.7 Student satisfaction Survey	60	40
Total	350	212
3. Research, Innovations and Extension		
3.1 Resource Mobilization for Research	10	06
3.2 Innovation Ecosystem	15	11
3.3 Research Publications and Awards	25	13
3.5 Extension Activities	40	22
3.6 Collaboration	20	12
Total	110	64
4. Infrastructure and Learning Resources		
4.1 Physical Facilities	30	20
4.2 Library as a Learning Resource	20	20
4.3 IT Infrastructure	30	15
4.4 Maintenance of Campus Infrastructure	20	10
Total	100	65

5. Student Support and Progression

5.1 Student Support	50	28
5.2 Student Progression	35	20
5.3 Student Participation and Activities	45	38
5.4 Alumni Engagement	10	5
Total	140	91

6. Governance, Leadership and Management

6.1 Institutional Vision and Leadership	15	08
6.2 Strategy Development and Deployment	12	05
6.3 Faculty Empowerment Strategies	33	21
6.4 Financial Management and Resource Mobilization	10	06
6.5 Internal Quality Assurance System	30	18
Total	100	58

7. Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities	50	35
7.2 Best Practices	30	16
7.3 Institutional	20	08
Total	100	59
TOTAL SCORE	1000	596

ACTION TAKEN / IMPLEMENTATION AFTER AAA AUDIT OF THE YEAR 2021-222

- o Manuals, policies and SOPs for all the activities were framed.
- o All the faculty members were seriously motivated to involve in research works, paper publication in reputed journal, Project proposals.
- o All the faculties are participating in various conferences, seminars, webinars, workshops & other training programs .
- o Adequate number of training programs has been organized for all teaching & non-teaching participants. Funds from various sources like consultancy projects, alumni contribution, etc., for college development has been enhanced.




Dr. Umesh Gupta
Director MERI CET

RECOMMENDATIONS AND SUGGESTIONS

1. Organize and increase the participation of both teaching and non-teaching staff in training Programs.
2. Research output and number and quality of publications should be improved.
3. Increase the funding from various sources for college development.
4. Incubation center should be established.
5. Multidisciplinary Research should be enhanced.
6. Academy and industry linkages for research and education should be promoted.
7. Create fund to support research activity.
8. Encourage faculty to take up more of funded projects.
9. Students to be motivated to undergo courses offered under MOOC, Swayam, NPTEL.
10. The development plan can be amended to meet the requirements of NEP .





Dr. Umesh Gupta
Director MERI CET

CONCLUDING REMARKS

Running a college located in a rural place and functioning with the great objective of fostering holistic education of students is the challenging task of the College. At present the college offers 9 UG, 3 PG Programs among which majority of them are cutting-edge programs catering to the needs of the society. The College is marching towards the NAAC Accreditation. To meet the expectations of the stakeholders and establish itself as a College of Potential Excellence in the future, the College should continue to focus on quality sustenance and enhancement.




Dr. Umesh Gupta
Director MERI CET



Dr. Manju Singh
Registrar MERI CET



Col. Suresh Vashisht,
Professor, MDU ROHTAK



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Dr. Harish Mittal,
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