



Shree Rahul Education Society's (Regd.)  
**SHREE L. R. TIWARI COLLEGE OF ENGINEERING**  
Kanakia Park, Near Commissioner's Bungalow, Mira Road (East), Thane 401107, Maharashtra  
(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)  
NAAC Accredited | ISO 9001:2015 Certified  
Tel. No.: 022-28120144 / 022-28120145 | Email: slrtee@rahuleducation.com | Website: www.slrtee.in

**DEPARTMENT OF ELECTRONICS AND COMPUTER SCIENCE ENGINEERING**

**Internal Academic Audit Report (2021-2022)**

**Action Taken Report**

24/6/22

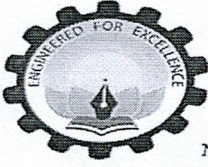
Sr.No	Observation by the Departmental Audit Team	Action Item	Action Taken
1	List of best major projects should be included in the Project file	Identification of the best projects	5 best projects identified and list added in the file .
2	Feedback on facilities are not taken	Take Feedback on facilities	File incharge informed to take Feedback on facilities.

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24/6/22

**PRINCIPAL**  
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Kanakia Park, Mira Road (E).







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# SHREE L. R. TIWARI COLLEGE OF ENGINEERING

(Approved by AICTE & DTE, Maharashtra State & Affiliated to University of Mumbai)  
NAAC Accredited, NBA Accredited Program, ISO 9001:2015 Certified | DTE Code No. : 3423  
Minority Status (Hindi Linguistic)

## Department of Computer Engineering

Internal Academic Audit Report (Assessment Period: 2022- 2023)

24/6/22

### Action Taken Report

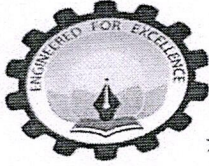
S. No.	Observation by the Peer Team	Action Item	Action Taken
1	Activities to be planned for weak and bright students	Activity like Quiz and projects to be planned	Quiz conducted and activities planned for bright students
3	Pre-Placement and Industry interaction	Industry expert talk to be planned	Seminar by alumni who belongs to good industry is planned.
4	Students record to be maintained	Record of students achievement and extra-curricular activities to be maintained	File maintained by Class in charges regarding students details for SE,TE,BE

20/6/22

  
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## Department of Mechanical Engineering

Internal Academic Audit Report (Assessment Period: 2021- 2022 )

### Action Taken Report

24/6/22

S. No.	Observation by the Peer Team	Action Item	Action Taken
1	Academic Calendar	Prepare Academic calendar.	Academic calendar is prepared and activates were taken as per the schedule.
2	Evaluation strategy to be planned to evaluate Projects(Mini & Major)	Evaluation sheet to be prepared. A panel should evaluate the presentation	Performance for each project group Evaluated using sheet for projects.
3	Pre-Placement and Industry interaction	Industry expert talk to be planned	Visted Ice Plant,
4	Students record to be maintained	Record of students achievement and extra-curricular activities to be maintained	File maintained by Mentors regarding students details for SE,TE,BE by maintaining Student Diary
5	Faculty Development file	Prepare a Faculty development file	Faculties were appreciated by attending and conducting FDP.

  
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**Department of Mechanical Engineering**  
**External Academic Audit Report (Assessment Period: 2021- 2022)**  
**Action Taken Report**

8/10/2022

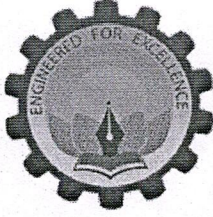
S. No.	Observation by the Peer Team	Action Item	Action Taken
1	To conduct One to one with faculties by HOD regarding feedback	One to one after faculty feedback by students is given.	One to one conversation done and improvement is suggested
2	Activities to be planned for weak and bright students	Activity like Quiz and Extra lecture is scheduled	Quiz conducted and Extra lecture is Conducted.
3	Professional bodies activities to be carried out	Workshop under MESA	Foundry workshop completed along with IIF
4	Evaluation sheet to be prepared for Projects(Mini & Major)	Evaluation sheet to be prepared	Performance for each project group evaluated using sheet for projects.
5	Regarding PTM documentation	Action taken ,MOM to be maintained	Complete document for PTM done
6	Pre-Placement and Industry interaction	Industry expert talk to be planned	Seminar taken Industry Expert on Foundry IIF
7	Student Progression for higher studies	Industry expert talk to be planned	Seminar was conducted for guidance of Higher Studies.
8	Students record to be maintained	Record of students achievement and extra-curricular activities to be maintained	File maintained by Mentors regarding students details for SE,TE,BE by maintaining Student Diary

  
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Ref. No.: SLRTCE/HAS/2022-23/06

Date: 04-08-2022

## Action taken for Audit conducted in the Department of Humanities and Applied Sciences (External)

Sr. No	Departmental Files	Audit on 01-06-2022	Action Taken
1.	Curriculum Feedback by students	In process	As the semester-II was ongoing for first year students so feedback was taken after the completion of syllabus

 04/08/22

Ms. Usha Bag

F.E In Charge

  
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SLRTCE/HAS/2022-231

04/08/2022

## Action taken for Audit conducted in the Department of Humanities and Applied Sciences

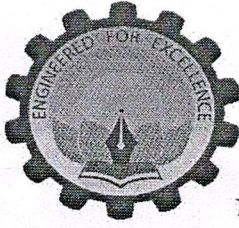
Sr. No	Departmental Files	Audit on 28-02-2022	Action Taken
1.	Time Table File	Faculty wise timetable was not available	Faculty wise timetable is updated.
2.	Minutes of Meeting File	Soft copies of minutes of meeting were available	Printout along with signatures are taken.
3.	Notice File	Notices were not updated	Updated
4.	Curriculum Feedback by students	In process	As the semester-I was ongoing for first year students so feedback was taken after the completion of syllabus
5.	Student Detail Files	Criteria 5.1.1	Administrative Department has the record
6.	Infrastructure File	Not updated because of renovation	Updated
7.	Slow Learner and Advance Learner	Not Available	Online Mode

  
Ms. Usha Bag  
F.E In Charge

  
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## Department of Civil Engineering

Academic Audit Report (Assessment Period: 2021-2022) (Sem)

Audit Date: 02/06/2022

Sr No.	Observation by Departmental Audit team	Action taken
1	Most of the files are properly updated with DVV's available in soft copy	-
2	Slow Lerner, advance Lerner and gap analysis files need to be prepared properly	Identification of slow Lerner and advance Lerner is done according to suggestions given by audit team. Gap analysis is in process.

*A. K. Kulkarni*  
2/8/22

*A. K. Kulkarni*  
02/08/22



*S. S. S.*  
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**Department of Information Technology**  
**Internal Academic Administrative Audit (2021-2022)**

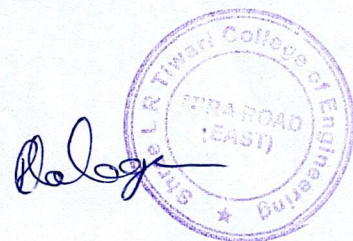
**Action Taken Report**

24/6/22

Sr No.	Observation by Peer Team	Action Item	Action Taken
1	Staff profile	Maintain individual staff profile	Individual staff profile updated
2.	Semester wise Timetable and Faculty wise Timetable	Sign has to be added	Timetable is signed
3.	All year student list with address, contact number, parents contact no and email address	Need to maintain consolidated data	Need to be merged
4.	Mini projects along with guide name	Title has to be added	Title added
5.	Placement data	Maintain separate file for placement data in Criteria 7	Data with TPO
6.	Paper published, research papers funded by gov. and non gov. agencies	Need to add faculty achievements data in their personal file.	Paper published data attached in Faculty personal file
7.	Workshop and Seminars attended by students.	Index need to be maintained.	Index has been added
8.	Slow learner list of students	Index need to be maintained.	Index has been added
9.	CO PO Articulation matrix	Need to compile the data.	Compilation done
10.	Students Defaulters action plan and Undertaking Report	Students defaulters action plan and undertaking report need to be recorded	Action plan and Report added

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## Department of Electronics and Telecommunications Engineering


### Internal Academic Audit Report (2021-2022)

#### Action Taken Report

24/6/22

Sr.No	Observation by the Departmental Audit Team	Action Item	Action Taken
1	List of best major projects should be included in the Project file	Identification of the best projects	5 best projects identified and list added in the file .
2	Feedback on facilities are not taken	Take Feedback on facilities	File in charge informed to take Feedback on facilities.

*M. Mohan*  
24/6/22

  
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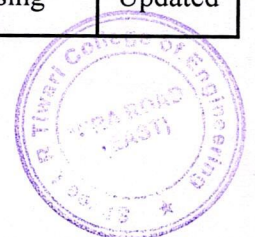
**Action taken report  
 Department of Civil Engineering**

Sr No	Departmental Files /	Content	Data Templates(DVV)	02.03.2022	01.06.2022
1	Syllabus File	Syllabus of S.E, T.E & B.E (scheme 2016 and scheme 2019)	Syllabus	Updated	Updated
		No of Elective Subjects	1.2.1	In progress	Updated
		List and description of courses which address the Professional Ethics, AND Environment and Sustainability into the Curriculum.		In progress	Updated
		Courses that include experiential learning through project work/field work during the year	1.3.2_B	In progress	Updated
2	Staff Profile	Updated Faculty List	2.4.1	In progress	Updated
		Updated Faculty Profile		In progress	Updated
		Appointment letters, promotion and award letters/certificates.		Missing	Updated
		Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Super speciality / D.Sc. / D.Litt. during the year (consider only highest degree for count	2.4.2	In progress	Updated
		Letter or certificate of faculty as a part of academic council/BOS of affiliating University		Nil	Nil
		Academic year wise Letter or certificate of faculty as a part of Question papers setting for UG/PG		In progress	Updated
		Academic year wise Letter or certificate of faculty as a part of design and development of curriculum	1.1.3	In progress	Updated
		Academic year wise Letter or certificate of faculty as a part of Assessment/evaluation process of affiliating University		In progress	Updated
3	Academic Calendar, Workload & Timetable	University Academic Calendar		Not available	Updated
		Academic Calendar of College		Soft copy	Updated
		Departmental Academic Calendar		Soft copy	Updated
		Workload		Soft copy	Updated
		Semester wise Time Table		Soft copy	Updated
		Classroom Timetable		Missing	Updated
		Lab wise Time Table		Missing	Updated

*(Signature)*

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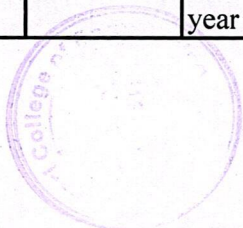
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## Action taken report Department of Civil Engineering

		Faculty Time table		Soft copy	Updated
		Daily Report		Missing	Updated
		Syllabus Coverage Report		Soft copy	Updated
4	Minutes of Meeting File	Notices		Updated	Updated
		Attendance		Updated	Updated
		Minutes of Meeting report		Updated	Updated
5	Notice File	Departmental Notices		Updated	Updated
		Principal Office Notices			
		T & P Notices			
		Exam Cell Notices			
		R & D/IQAC Notices			
		University/DTE/AICTE Notices			
6	Feedback File (Feedback form + Analysis + actions taken + Impact Analysis)	Faculty Feedback by Students		Updated	Updated
		Curriculum Feedback by Students		Updated (Available in soft copy)	Updated
		Student Feedback on facilities		Missing	Updated
		Curriculum Feedback by Faculty		Updated (Available in soft copy)	Updated (Available in soft copy)
7	Student Detail Files	All year Students List with address, contact number, parents contact number & email address		Updated (Available in soft copy)	Updated
		Account details of Final Year Students		Collect data from admin	Updated
		Number of students benefitted by scholarships, free ships etc. provided by the institution / non-government bodies, industries, individuals, philanthropists during the year	5.1.1 5.1.2	Collect data from admin	Updated
		Number of students benefitted by scholarships and free ships provided by the Government during the year			
		Number of Students admitted during the year	2.1.1	Soft copy	Updated
		Number of students during the year	2.1	Soft copy	Updated
		Number of outgoing/ final year students during the year	2.3	Soft copy	Updated







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**Action taken report**  
**Department of Civil Engineering**

8	Result Analysis File	Semester/year wise Analysis of university result along with gazette		Updated	Updated
		Number of students appeared in the final year examination	2.6.3	In progress	Updated
		Semester/year wise Internal result analysis for every year along with a mark sheet.		Missing	Updated
		Merit List		Updated	Updated
9	Attendance Analysis File	All year Attendance sheets		Missing	Updated
		Defaulter list		Soft copy	Updated
		Action plan for defaulters		Nil	Nil
		Undertaking report			Updated
		Make Up class		Nil	Nil
10	Project File	Major Project list along with guide name		Updated	Updated
		Mini Project list along with guide name		Missing	Updated
		Major Presentation detail (Timetable & schedule of presentation)		Updated	Updated
		Mini Project details Time table and schedule of presentation		Missing	
		List of Best Major projects		Updated	Updated
		Sample best and average Major project report		Softcopy	
11	T & P File	Number of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the year	5.1.4	Not updated	Updated
		Number of placement of outgoing students during the year	5.2.1	Updated	Updated
		Student placement data along with offer letter/appointment letter		Updated till 2021. no data for 2019-20	Updated
12	Alumni File	Number of students progressing to higher education during the year	5.2.2	Updated	Updated
		Number of students qualifying in state/national/international level examinations during the year (e.g.: JAM/GATE/ CLAT/GMAT/CAT/GRE/ TOEFL/ Civil Services/State	5.2.3	Updated	Updated

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## Action taken report Department of Civil Engineering

		Report of Alumni meet		Data available at institute level	Data available at institute level
		Feedback by Alumni		Data available at institute level	Data available at institute level
13	Annual Budget File	Requirement, Allocated Budget		Updated	Updated
		Quotations/Comparative Statement		Updated	Updated
		Expenditure incurred on maintenance of academic facilities and infrastructure (physical and academic support facilities)	4.1.4	Updated	Updated
		Bills, Updated list of equipment's with cost		Updated	Updated
		Consumable & Maintenance		Updated	Updated
14	Departmental Infrastructure Files	List of class rooms, faculty rooms List of labs and computing facilities within the department		Updated	Updated
		Structure of department and Lab Structure (Lab Name , area , Specification)		Updated	Updated
		Number of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	4.1.3	Updated	Updated
15	Laboratory Academics Files	Lab wise Experiment list of subjects along with lab timetable		R-19 lab manual and list	Updated
		Sample Lab manual		Pending	Updated
		Utilization of Lab		Maintain lab time table	Updated
16	Stock Register	Stock register updated with latest entry of purchase, write-off records		Sign, stamp required	Updated
17	Faculty Development File	Research projects funded by government and non-government agencies during the year(Department/faculty)	3.1.1	Nil	Updated
		papers published per teacher in the Journals notified on UGC website , Scopus and web of science during the year DOIs and publication/citation details	3.2.1_A	In progress	Nil







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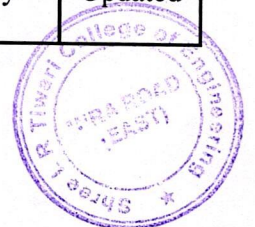
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**Department of Civil Engineering**

		papers published per teacher in the Journals DOIs and publication/citation details (Other than UGC, Scopus and web of science)	3.2.1_B	In progress	Updated
		Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	3.2.2	Nil	Nil
		faculty interaction with outside world and collaborations/linkages for Faculty exchange	3.4.1	Nil	Updated
		Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year(Professional Development Programmes, STTP, Seminar, workshop, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	6.3.4	Updated	Updated
		Funds / Grants received from non-government bodies, individuals, philanthropies during the year (Department/faculty)	6.4.2	Nil	Nil
		Number of awards and recognitions received for extension activities from government / government recognized bodies(Department/faculty)	3.3.2	In progress	Updated
		Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year	6.3.2	In progress	Updated
18	Students Development File	Record of Seminar / Workshop Attended by students		Soft copy	Updated
		Number of students undertaking project work/field work	1.3.3	Nil	Nil
		Number of students enrolled in internship during the year	1.3.2_A		
		Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year(Co- curricular: Value added courses, MOOC like NPTEL, COURSERA etc., any other certification Course)	1.2.3	Soft copy	Updated
		Extra-Curricular : Student certificate for sports, cultural etc.		Updated	Updated
		Number of students qualifying in state/national/ international level examinations during the year	5.2.3	Soft copy	Updated

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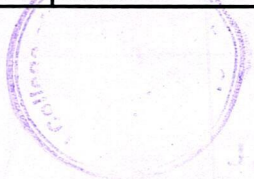


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**Action taken report**  
**Department of Civil Engineering**

		(e.g.: JAM/GATE/ CLAT/GMAT/CAT/GRE/ TOEFL/ Civil Services/State			
		Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.	5.3.1	In progress	Updated
		Reimbursement if any		Nil	Nil
19	Consultancy and Industrial tie up	MOUs national and international institutions, universities, industries, corporate houses & List of activities with details	3.4.2	Nil	Nil
		Industry supported laboratory		Nil	Nil
20	Co-Curricular/ Extracurricular Activity File	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.	5.3.1	In progress	Updated
		Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	5.3.3	Updated Maintain in DVV	Updated
21	Technical Seminars/Guest Lectures/Workshop File	No of Seminar , workshop ,FDP, Conference, industrial visit conducted by department with feedback, Analysis, Report	3.1.3	Feedback is in soft copy	Updated
		Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. ICT/computing skills	5.1.3	Maintain in DVV	Updated
		Number of students benefitted by guidance for competitive examinations and career counselling offered by the department during the year	5.1.4	Nil	Updated
		Number of professional development /administrative training programs organized by the department for teaching and non-teaching staff during the year	6.3.3	Nil	Nil
22	Slow Learner and	List of slow learner student Report of counselling and activities for slow learner student		Soft copy	Updated



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	Advance Learner	List of Advanced learner student and Report of activities conducted by advanced learner		Nil	Updated
23	Gap Analysis	COPO Articulation matrix		Pending	Pending
		Gap Identified & Activities Planned & Execution Details		Pending	Pending
24	Course File			In progress	In progress
25	Departmental Library	List of Books & Other details		Updated	Updated
26	Mentor mentee Interaction Records	Mentor Book with supporting documents		Soft copy	In progress
27	Bet practices	Unified Learning Class Teacher meeting with CR		Need to generate back dated	In progress
28.	College Distinctiveness			-	-



  
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