



**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 6

GL & M

KI 6.2

M 6.2.1

6.2.1

The institutional perspective plan is effectively deployed and functioning of the Institutional bodies are effective and efficient as visible from policies, administrative set-up, appointment, service rules, procedures etc.

Additional Information

Academic and Administrative Audit (AAA)

**Registrar
Atmiya University
Rajkot**





**ATMIYA
UNIVERSITY**

Rajkot, Gujarat - INDIA

Academic and Administrative Audit (AAA)

A.Y 2023-24 Even

**Registrar
Atmiya University
Rajkot**

Campus:

Yogidham Gurukul, Kalawad Road,
Rajkot - 360 005, Gujarat, India.

www.atmiyauni.ac.in



▪ **Members of Audit Team**

▪ **Advisory Members**

1. Dr. D. D. Vyas – Registrar
2. Dr. A. M. Kothari – Director – RIT

▪ **Coordinators**

1. Dr. D. J. Pandya – Associate Director – TQM
2. Mr. P. J. Munjani – IQAC Coordinator

▪ **External Auditors**

1. Dr. Dhaval R. Bhojani – Assistant Professor, GEC Rajkot
2. Dr. Jigneshkumar Patel – Assistant Professor, BKMGPL, Rajkot
3. Dr. Alpesh Joshi – Principal, Govt. Arts College, Kotdasangani
4. Prof. H. S. Joshi – Head, Dept. of Chemistry, Saurashtra University, Rajkot

▪ **Internal Auditors**

1. Dr. Anil Patel - Department of Chemistry - FoS
2. Dr. KeyurParmar – Department of Mechanical Engineering - FoET
3. Dr. Kevin Garala - Department of Pharmacy - FoHS
4. Dr. Satish Tala - Department of Chemistry - FoS
5. Dr. Preetam Joshi - Department of Biotechnology - FoS
6. Dr. Mital Manvar - Department of Pharmacy - FoHS
7. Dr. Chirag Erda– Department of Commerce - FoBC
8. Dr. Shweta Bhatt - Department of Biotechnology - FoS
9. Dr. Nirav Vyas – Department of Science & Humanities - FoET
10. Dr. ManharKagathara – Dean, School of Diploma Studies, SoDS
11. Er. Ravi Tank – Department of Industrial Chemistry - FoS
12. Dr. Hiren Kavathiya – Department of Computer Science - FoS
13. Dr. MeghashreeDadhich– Department of Management - FoBC
14. Dr. HemantkumarSonkusare – Department of Civil Engineering – FoET



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Atmiya University
Rajkot



■ Academic Departments Audited

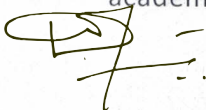
Sr.	Faculty	Department
1	Engineering & Technology	Civil Engineering Computer Engineering Electrical Engineering Information Technology Mechanical Engineering Science & Humanities
2	Science	Life Sciences Chemical Sciences Computer Science Physics Mathematics
3	Business & Commerce	Commerce Management
4	Health Science	Pharmacy
5	Humanities	English

■ Schedule of Academic Audit Process

Initial Phase Audit	: 09-14 Aug, 2024
Final Audit	: 21-24 Aug, 2024
Report Submission	: 02-05 Sep, 2024

■ Objectives of AAA

Under the leadership of the Registrar, the Centre for Total Quality Management is established on the university campus. Under that the Internal Quality Assurance Cell (IQAC) is continuously working towards the evolvement of tools and guidelines for improving quality at different levels of the institution. An academic audit can be understood as a scientific and systematic method of reviewing the quality of the academic process internally.



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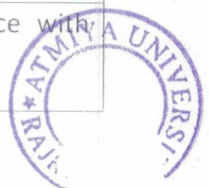
The Academic Audit is a peer review process including self-study by the departments. Academic audit is one of the important quality initiatives at the University with the purpose to encourage departments to evaluate and improve upon academic processes adopted by them. Further it is to be assuring and regularly improving the quality of teaching and learning processes as well as academic and research outputs.

The following criteria are Identified in a broad manner and a format is prepared accordingly (Attached as annexure-1) for conducting the academic and administrative audit.

- Curricular Aspects (Elective Courses)
- Teaching, Learning & Evaluation
- Research Publication and Capacity Building
- Placement and Student Progression
- Feedback and its Action Taken

▪ **Summary of Academic Audit**

Sr.	Department	Remarks by Auditors
1	Science & Humanities	<ul style="list-style-type: none"> • Organized and maintained all necessary documentation, ensuring compliance with established standards and easy accessibility. • Motivate faculties to publish research papers in SCOPUS indexed journals and publish book if possible
2	Civil Engineering	<ul style="list-style-type: none"> • Managed and ensured the accuracy of all required documentation. • The feedback gathered from students was outstanding • Enhance experiential learning by promoting live projects and fieldwork
3	Computer Engineering	<ul style="list-style-type: none"> • Systematically maintained all required files, ensuring timely and proper storage • Ensured prompt collection of feedback from the central coordinator and Student evaluations were excellent • Co-curricular and extracurricular activities were conducted efficiently
4	Electrical Engineering	<ul style="list-style-type: none"> • Handled and maintained all essential paperwork in compliance with requirements



Sr.	Department	Remarks by Auditors
		<ul style="list-style-type: none"> Students Parents communication record is maintained effectively
5	Information Technology	<ul style="list-style-type: none"> Maintained all required documents systematically. Suggested to motivate faculty to write a book Motivate faculties to publish research papers in SCOPUS indexed journals and publish book if possible
6	Mechanical Engineering	<ul style="list-style-type: none"> Result and attendance of student sent to parents by post Conducted supplementary classes for students who need additional support
7	Pharmacy	<ul style="list-style-type: none"> The department has demonstrated outstanding academic performance
8	Commerce	<ul style="list-style-type: none"> Arrangement for extra tutoring of slow learners Physical attendance record must be kept in course file.
9	Management	<ul style="list-style-type: none"> The records of planned and conducted lectures align with the documented evidence Remedial Coaching is recorded systematically
10	Life Sciences	<ul style="list-style-type: none"> Kept all required records up to date and organized. The department is showing excellent performance with a proactive and adaptive approach.
11	Chemical Sciences	<ul style="list-style-type: none"> The department is excelling with great energy and effectiveness Offered additional classes to support slow learners Cultivate a focus on practical education by engaging in project work and field-based activities
12	Mathematics	<ul style="list-style-type: none"> Kept all requisite files and records current and well-maintained The department is exhibiting dynamic and effective performance
13	Physics	<ul style="list-style-type: none"> Maintained all essential paperwork in compliance with requirements
14	Computer Science	<ul style="list-style-type: none"> Remedial coaching is logged accurately and consistently
15	English	<ul style="list-style-type: none"> The department is achieving outstanding results through dynamic performance.



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▪ **Conclusion of Audit Process**

- Apart from regular academic activities, below are the best practices followed by the University Departments in Teaching Learning

Sr.	Comments by the Auditors / Best Practices
1	Outcome-Based Education (OBE) Framework - Implementation of the OBE model ensures that teaching, learning, and assessments align with clearly defined learning outcomes
2	Inclusive and Holistic Curriculum - Inclusion of value-added courses and co-curricular activities in the academic schedule

- Below mentioned actions are required to be executed for Teaching Learning quality enhancement in the various department of the University

Sr.	Discrepancy / Comments	Proposed Action Taken
1	Very good adoption of Learning Management Systems for content delivery, assessments, and tracking student progress.	Continuing the efforts to maintain excellent system for content delivery and assessments
2	Adoption of transparent evaluation and better alignment with OBE goals.	Continuous efforts to maintain the transparency
3	Improvement in student satisfaction and academic performance found.	Continuous efforts to maintain the level of student satisfaction
4	Industry-Academia Collaboration to be strengthened.	More activities under MoUs with the existing one and new MoUs with leading organizations to be established.

Enclosures:

1. List of Internal Auditors
2. Minutes of Meeting with External Auditors
3. Certificate of External Auditors



**Registrar
Atmiya University
Rajkot**





External Audit of the Central Library for A.Y. 2023-24

Venue: Central Library

Date: 07/08/2024

Sr.	Particular	Remarks
1	What are the normal working hours of the library?	16 hours
2	Is there any extension in the normal working hours during the examination of the students?	Additional 02 hours
3	What is the average daily footfall in the library?	1336
4	Is there any provision for the remote access of the digital resources available in the library?	Yes
5	Is there any provision for external membership to utilize the library resources?	Yes
6	What is the annual budget allocated for library resources and operations for A.Y. 2023-24?	84,41,500/-
7	What is the annual spending on Print Books for A.Y. 2023-24?	04,08,217/-
8	What is the annual spending on e-Resources for A.Y. 2023-24?	12,79,915/-
9	What is the annual spending on Print Periodicals for A.Y. 2023-24?	04,78,797/-
10	What is the annual spending on Software AMC for A.Y. 2023-24?	14,160/-
11	Are the resources aligned with the curriculum and research needs of the students and teachers?	Yes.
12	How often is the library's collection updated? (periodically or as per the need)	As and when required
13	Is there a system for weeding out outdated or unused books?	Yes
14	Are there dedicated spaces for research, group study or silent reading?	Yes
15	Does the library provide internet access and computer terminals?	Yes
16	Is there any service subscribed for plagiarism checking? (if yes, mention names)	Original till 30/09/23. Then Drillbit.
17	Are the library resources and services accessible to students and teachers with disabilities?	Yes
18	Is there a feedback system to understand user satisfaction and needs?	Yes
19	Are there any initiatives to promote sustainability within the library? (if yes, mention)	Yes. Daylight, Kindle.
20	Are there collaborations with other libraries for resource sharing or interlibrary loans?	DELNET, IIT Gandhinagar

❖ Members from the Central Library present at the time of audit

Sr.	Member Name	Designation	Signature
1	Dr. Vishal Khasgiwala	Dena FoBC	
2	Dr. Dharmesh J. Pandya	Asso. Director	



Registrar



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

External Audit of the Controller of Examinations (CoE) Office for A.Y. 2023-24

Venue: CoE office

Date: 08/08/2024

Sr.	Particular	Remarks
1	Are Academic Calendars prepared for 2023 (ODD) and 2024 (EVEN) academic terms before the commencement of the respective term?	Yes
2	Are Semester End Examination (SEE) schedules of Winter-2023 and Summer-2024 sessions announced to the students well in advance?	Yes
3	What is the average number of CCTV cameras in a block for the surveillance during the exam?	2
4	Is there any system to take comments from the course teacher, on the quality of the Question Paper, at the beginning of the exam (preferably within 30 minutes from the starting time of the exam)?	Yes
5	What is the mode of evaluation of the answer scripts? (centralized or e-assessment)	Centralized
6	How many average days taken to evaluate the answer scripts for the Winter-2023 session?	18
7	How many average days taken to evaluate the answer scripts for the Summer-2024 session?	18
8	How many students appeared in the examinations conducted in A.Y. 2023-24?	6279
9	What is the percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations conducted in A.Y. 2023-24?	0.37%
10	What is the annual frequency of the meetings of Result Passing Board to discuss the performance of the students in examinations?	2

❖ Audit Team Members

Sr.	Member Name	Designation	Signature
1	Dr. Vishal Khasgiwala	Dean FoBC	
2	Dr. Dharmesh J. Pandya	Asso. Director TQM	



Registrar

Atmiya University
Rajkot

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ATMIYA UNIVERSITY
ACADEMIC & ADMINISTRATIVE AUDIT(AAA)
EVEN 2023-24

Sr.	Faculty	Department	Audit Team	Signature
1	FoET	Science & Humanities	Dr. Chirag Erda Dr. Hemantkumar Sonkusare	
2	FoET	Civil Engineering	Dr. Mital Manvar Dr. Meghashree Dadhich	
3	FoET	Computer Engineering	Dr. Preetam Joshi Dr. Hiren Kavathiya	
4	FoET	Electrical Engineering	Er. Ravi Tank Dr. Satish Tala	
5	FoET	Information Technology	Dr. Kevin Garala Dr. Manhar Kagathra	
6	FoET	Mechanical Engineering	Dr. Nirav Vyas Dr. Anil Patel	
7	FoPS	Pharmacy	Dr. Nirav Vyas Dr. Anil Patel	
8	FoBC	Commerce	Dr. Kevin Garala Dr. Manhar Kagathra	
9	FoBC	Management	Dr. Shweta Bhatt Dr. Keyur Parmar	
10	FoS	Life Sciences (Biotechnology)	Dr. Chirag Erda Dr. Hemantkumar Sonkusare	
		Life Sciences (Microbiology)	Dr. Mital Manvar Dr. Meghashree Dadhich	
11	FoS	Chemical Sciences (Chemistry)	Dr. Preetam Joshi Dr. Hiren Kavathiya	
		Chemical Sciences (Industrial Chemistry)	Dr. Kevin Garala Dr. Manhar Kagathra	
12	FoS	Mathematics	Er. Ravi Tank Dr. Satish Tala	
13	FoS	Physics	Dr. Nirav Vyas Dr. Anil Patel	
14	FoS	Computer Science	Dr. Shweta Bhatt Dr. Keyur Parmar	
15	FoH	English	Er. Ravi Tank Dr. Satish Tala	

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Academic & Administrative Audit

Minutes of Meeting

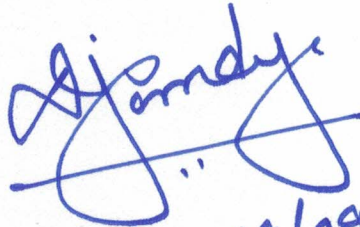
Date	19/09/2024	Time	02:00 pm to 03:00 pm
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Absent/Present
1	Dr. Alpesh Joshi	Principal, Govt. Arts College, Kotdasangani	Present
2	Prof. H. S. Joshi	Head, Dept. of Chemistry, Saurashtra University, Rajkot	Present
3	Dr. Dhaval R. Bhojani	Assistant Professor, GEC Rajkot	Present
4	Dr. Jigneshkumar Patel	Assistant Professor, BKMGPL, Rajkot	Present
5	Dr. Dharmesh Pandya	Associate Director - TQM	Present
6	Mr. P. J. Munjani	IQAC Coordinator	Present

Minutes of Meeting

1. Brief introduction and welcome of the audit team and participants.
2. The recommendations from the previous meeting were revisited and affirmed.
3. Academic and Administrative Audit reports were presented.
4. The auditors conducted a meticulous review of the submitted documents.
5. The auditors offered their recommendations for further enhancements.


19/09/2024

Dr. Dharmesh J. Pandya

(Associate Director - TQM)





Registrar
Atmiya University
Rajkot



Certificate of Academic & Administrative Audit (AAA)

Date: 19/09/2024

This is to certify that an external audit was conducted at **Atmiya University** for AY 2023-24 (Even Semester), on 19/09/2024, in accordance with the applicable standards and AAA protocols.

Scope of Audit

The scope of the audit included the review and verification of the following:

- 15 Academic Departments
- 2 Administrative Departments/Office

Remarks

1. **Compliance:**

Documentation of learning outcomes and assessment is maintained.
Data from student feedback and external evaluations is used for improvement.

2. **Observations:**

Access to e-resources and digital learning platforms.
Regular feedback from students, alumni, and industry experts is collected.

3. **Recommendations:**

Strengthen the focus on experiential learning through internships, live projects, and fieldwork.

Auditor-1

Signature

Name: Dr. D A Bhojani

Organization: GEC Rajkot

Designation: Asst. Prof. EC.

Auditor-2

Signature

Name: Prof. H.S. Joshi

Organization: DOC, Sanshodhan Uni., Rajkot

Designation: Prof. & Head

Auditor-3

Signature

Name: Dr. Dighenukumar Patel

Organization: BKMUPC, Rajkot

Designation: Asst. Professor (Class I)

Auditor-4

Signature

Name: Dr. Alpana Joshi

Organization: GEC - Kothar, Sangani

Designation: Principal GEC Class-I





**ATMIYA
UNIVERSITY**

Rajkot, Gujarat - INDIA

Academic and Administrative Audit (AAA)

A.Y 2023-24 Odd

**Registrar
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Campus:

Yogidham Gurukul, Kalawad Road,
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▪ **Advisory Members**

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2. Dr. A. M. Kothari – Director – RIT

▪ **Coordinators**

1. Dr. D. J. Pandya – Associate Director – TQM
2. Mr. P. J. Munjani – IQAC Coordinator

▪ **External Auditors**

1. Dr. Jigneshkumar Patel – Assistant Professor, BKMGPL, Rajkot
2. Dr. Gaurang Ghodasara, Assistant Professor, H & H B Kotak Science College, Rajkot
3. Prof. Vinod Rupapara, Assistant Professor, L.E.College, Morbi
4. Prof. H. S. Joshi – Head, Dept. of Chemistry, Saurashtra University, Rajkot

▪ **Internal Auditors**

1. Dr. Anil Patel - Department of Chemical Sciences - FoS
2. Dr. KeyurParmar – Department of Mechanical Engineering - FoET
3. Dr. Kevin Garala - Department of Pharmacy - FoHS
4. Dr. Satish Tala - Department of Chemical Sciences - FoS
5. Dr. Preetam Joshi - Department of Life Sciences - FoS
6. Dr. Mital Manvar - Department of Pharmacy - FoHS
7. Dr. Chirag Erda– Department of Commerce - FoBC
8. Dr. Shweta Bhatt - Department of Life Sciences - FoS
9. Dr. Nirav Vyas – Department of Science & Humanities - FoET
10. Dr. ManharKagathara – Dean, School of Diploma Studies, SoDS
11. Er. Ravi Tank – Department of Chemical Sciences - FoS
12. Dr. Hiren Kavathiya – Department of Computer Science - FoS
13. Dr. MeghashreeDadhich– Department of Management - FoBC
14. Dr. HemantkumarSonkusare – Department of Civil Engineering – FoET



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Rajkot



■ Academic Departments Audited


Sr.	Faculty	Department
1	Engineering & Technology	Civil Engineering
		Computer Engineering
		Electrical Engineering
		Information Technology
		Mechanical Engineering
		Science & Humanities
2	Science	Life Sciences
		Chemical Sciences
		- Computer Science
		Physics
		Mathematics
3	Business & Commerce	Commerce
		Management
4	Health Science	Pharmacy
5	Humanities	English

■ Schedule of Academic Audit Process

Initial Phase Audit	: 07-13 Feb, 2024
Final Audit	: 19-22 Feb, 2024
Report Submission	: 01-09 March, 2024

■ Objectives of AAA

Under the leadership of the Registrar, the Centre for Total Quality Management is established on the university campus. Under that the Internal Quality Assurance Cell (IQAC) is continuously working towards the evolvement of tools and guidelines for improving quality at different levels of the institution. An academic audit can be understood as a scientific and systematic method of reviewing the quality of the academic process internally.



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The following criteria are Identified in a broad manner and a format is prepared accordingly (Attached as annexure-1) for conducting the academic and administrative audit.

- Curricular Aspects (Elective Courses)
- Teaching, Learning & Evaluation
- Research Publication and Capacity Building
- Placement and Student Progression
- Feedback and its Action Taken

▪ Summary of Academic Audit

Sr.	Department	Remarks by Auditors
1	Science & Humanities	<ul style="list-style-type: none"> • The records were examined and confirmed to be correct • Students expressed great satisfaction in their feedback
2	Civil Engineering	<ul style="list-style-type: none"> • Systematically managed all critical documentation to ensure completeness and accuracy • Students provided highly favorable feedback
3	Computer Engineering	<ul style="list-style-type: none"> • The syllabus was completed according to a well-structured plan
4	Electrical Engineering	<ul style="list-style-type: none"> • The audit revealed no discrepancies or remarks • Adopt diverse assessment strategies like field work, simulations, etc.
5	Information Technology	<ul style="list-style-type: none"> • Secured feedback from the central coordinator promptly and were highly favorable • Students Parents communication record is recorded effectively
6	Mechanical Engineering	<ul style="list-style-type: none"> • Result and attendance of student sent to parents by post • Offered additional classes to support slow learners



Sr.	Department	Remarks by Auditors
		<ul style="list-style-type: none"> Students gave excellent feedback overall
7	Pharmacy	<ul style="list-style-type: none"> Kept all required records up to date and organized The department is performing with remarkable agility and innovation
8	Commerce	<ul style="list-style-type: none"> Overviewed the maintenance and organization of essential documents Proper documentation of remedial coaching is recorded
9	Management	<ul style="list-style-type: none"> Student monitoring is carried out efficiently and effectively The review of the documents showed them to be well-maintained Employ a comprehensive evaluation framework including projects and case studies.
10	Life Sciences	<ul style="list-style-type: none"> The department is functioning with impressive drive and efficiency They appreciated the arrangement of co-curricular and extra-curricular activity organized by the department
11	Chemical Sciences	<ul style="list-style-type: none"> The records were assessed and found to meet the required standards The department is exhibiting dynamic and effective performance If faculty members are taking extra sessions then they must apply it at CMS for accurate record keepings
12	Mathematics	<ul style="list-style-type: none"> The documents are maintained consistently and on time Upon inspection, the records were found to be in compliance
13	Physics	<ul style="list-style-type: none"> Overall, the department is performing at an acceptable level Feedback and result analysis are compiled following the university's prescribed format Student monitoring is handled in a thorough and systematic way
14	Computer Science	<ul style="list-style-type: none"> The records were examined and confirmed to be satisfactory Overall, the department is performing adequately
15	English	<ul style="list-style-type: none"> Department executed the plan to monitor academic progress and attendance

■ Conclusion of Audit Process

- Apart from regular academic activities, below are the best practices followed by the University Departments in Teaching Learning

Sr.	Comments by the Auditors / Best Practices
1	Outcome-Based Education (OBE) Framework- Implementation of the OBE model ensures that

	teaching, learning, and assessments align with clearly defined learning outcomes.
2	Continuous Internal Assessment (CIA) - Regular evaluation through well-structured CIA ensures consistent tracking of student performance

- Below mentioned actions are required to be executed for Teaching Learning quality enhancement in the various department of the University

Sr.	Discrepancy / Comments	Proposed Action Taken
1	Consistent use of rubrics in assessments and well-documented lesson plans were appreciated.	The practice to percolated to relevant other departments.
2	Research and innovation to be enhanced.	More utilization of centre for research innovation and translation for research related activities.
3	Career guidance to be Improved	Allocated specific hours in the academic calendar for career guidance and counseling.
4	Organize field visits in every semester	HoD's are informed to plan such visits in renowned industries in every semester

Enclosures:

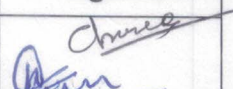
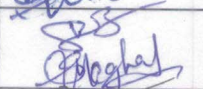


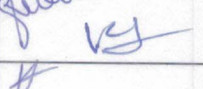
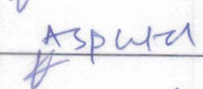
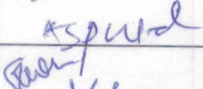
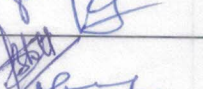



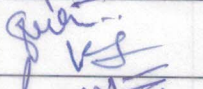

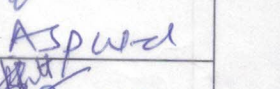



1. List of Internal Auditors
2. Minutes of Meeting with External Auditors
3. Certificate of External Auditors



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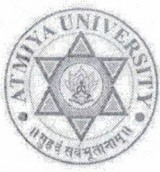
ATMIYA UNIVERSITY
ACADEMIC & ADMINISTRATIVE AUDIT(AAA)
ODD 2023-24

Sr.	Faculty	Department	Audit Team	Signature
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2	FoET	Civil Engineering	Dr. Mital Manvar Dr. Meghashree Dadhich	
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7	FoPS	Pharmacy	Dr. Nirav Vyas Dr. Anil Patel	
8	FoBC	Commerce	Dr. Kevin Garala Dr. Manhar Kagathra	
9	FoBC	Management	Dr. Shweta Bhatt Dr. Keyur Parmar	
10	FoS	Life Sciences (Biotechnology)	Dr. Chirag Erda Dr. Hemantkumar Sonkusare	
		Life Sciences (Microbiology)	Dr. Mital Manvar Dr. Meghashree Dadhich	
11	FoS	Chemical Sciences (Chemistry)	Dr. Preetam Joshi Dr. Hiren Kavathiya	
		Chemical Sciences (Industrial Chemistry)	Dr. Kevin Garala Dr. Manhar Kagathra	
12	FoS	Mathematics	Er. Ravi Tank Dr. Satish Tala	
13	FoS	Physics	Dr. Nirav Vyas Dr. Anil Patel	
14	FoS	Computer Science	Dr. Shweta Bhatt Dr. Keyur Parmar	
15	FoH	English	Er. Ravi Tank Dr. Satish Tala	



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Rajkot





Academic & Administrative Audit

Minutes of Meeting

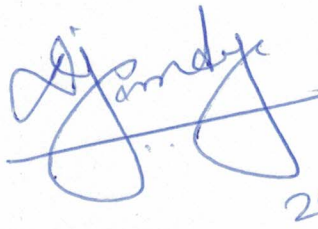
Date	20/03/2024	Time	02:00 pm to 03:00 pm
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Absent/Present
1	Prof. H. S. Joshi	Head, Dept. of Chemistry, Saurashtra University, Rajkot	Present
2	Dr. Jigneshkumar Patel	Assistant Professor, BKMGPL, Rajkot	Present
3	Prof. Vinod Rupapara	Assitant Professor, L.E.College, Morbi	Present
4	Dr. Gaurang Ghodasara	Assistant Professor, H & H B Kotak Science College, Rajkot	Present
5	Dr. Dharmesh Pandya	Associate Director - TQM	Present
6	Mr. P. J. Munjani	IQAC Coordinator	Present

Minutes of Meeting

1. The meeting was initiated with a formal welcome address where the speaker welcomed all attendees.
2. Recommendations from the previous meeting were reviewed and validated.
3. A detailed presentation on the internal Academic Audit was provided.
4. The external auditors thoroughly examined the submitted documents.
5. Recommendations for improvement were provided by the auditors.


20/03/2024

Dr. Dharmesh J. Pandya

(Associate Director - TQM)





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Rajkot



Certificate of Academic & Administrative Audit (AAA)

Date: 20/03/2024

This is to certify that an external audit was conducted at **Atmiya University** for AY 2023-24 (Odd Semester), on 20/03/2024, in accordance with the applicable standards and AAA protocols.

Scope of Audit

The scope of the audit included the review and verification of the following:

- 15 Academic Departments

Remarks

1. **Compliance:** Maintained proper documentation of academic activities. University follows its own quality assurance policies.
2. **Observations:** Use of diverse evaluation methods, including practicals, projects, and case studies. Regular feedback from students, alumni, and industry experts is collected.
3. **Recommendations:** Diversify assessment techniques to include case studies, presentations, group projects, and reflective journals.

Auditor-1

Signature

Name: Prof. H. S. Joshi

Organization: DOC, Saurashtra Uni. Rajkot

Designation: Prof. & Head

Auditor-2

Signature

Name: Dr. Gaurang V. Ghodasara

Organization: M&HB Kotala Inst. of science Rajkot

Designation: Assistant Professor

Auditor-3

Signature

Name: Dr. J. I. Patel

Organization: B.K.M.P.L., Rajkot

Designation: Asst. Professor, Rajkot

Auditor-4

Signature

Name: Prof. Vimal J. Rupapara

Organization: L.E. College, Morbi

Designation: Asst. Prof (Power Electronics)

Registrar

Atmiya University
Rajkot





**ATMIYA
UNIVERSITY**

Rajkot, Gujarat - INDIA

Academic and Administrative Audit (AAA)

A.Y 2022-23 Even

**Registrar
Atmiya University
Rajkot**



Campus:

Yogidham Gurukul, Kalawad Road,
Rajkot - 360 005, Gujarat, India.

www.atmiyauni.ac.in

▪ **Members of Audit Team**

▪ **Advisory Members**

1. Dr. D. D. Vyas – Registrar
2. Dr. A. M. Kothari – Director – RIT

▪ **Coordinators**

1. Dr. D. J. Pandya – Associate Director – TQM
2. Mr. P. J. Munjani – IQAC Coordinator

▪ **External Auditors**

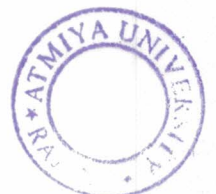
1. Dr. Dhaval R. Bhojani – Assistant Professor, GEC Rajkot
2. Dr. Gaurang Ghodasara, Assistant Professor, H & H B Kotak Science College, Rajkot
3. Dr. Jigneshkumar Patel – Assistant Professor, BKMGPL, Rajkot
4. Prof. H. S. Joshi – Head, Dept. of Chemistry, Saurashtra University, Rajkot

▪ **Internal Auditors**

1. Dr. A. M. Kothari – Director – RIT
2. Er. Ravi Tank – Department of Industrial Chemistry - FoS
3. Dr. Chirag Erda– Department of Commerce - FoBC
4. Mr. P. J. Munjani – IQAC Coordinator
5. Dr. Hemraj Tank –Dean, Department of Pharmacy - FoHS
6. Dr. Shivangi Oza – Department of English - FoHSS
7. Dr. Manhar Kagathara – Dean, School of Diploma Studies, SoDS
8. Dr. Dharmesh Pandya –Associate Director – TQM
9. Dr. Vishal Khasgiwala – Dean, Department of Commerce –FoBC
10. Dr. Hiren Kavathiya – Assistant Registrar
11. Dr. Yagnesh Shukla – Dean, Faculty of Engineering & Science – FoET
12. Dr. Ghanshyam Acharya – Professor Emeritus



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■ Academic Departments Audited

Sr.	Faculty	Department
1	Engineering & Technology	Civil Engineering
		Computer Engineering
		Electrical Engineering
		Information Technology
		Mechanical Engineering
		Science & Humanities
2	Science	Biotechnology
		Microbiology
		Chemistry
		Industrial Chemistry
		Physics
		Mathematics
		Computer Applications
		Computer Science & IT
3	Business & Commerce	Commerce
		Management
4	Health Science	Pharmacy
5	Humanities & Social Science	English

■ Schedule of Academic Audit Process

Initial Phase Audit : 02-05 September, 2023

Final Audit : 18-23 September, 2023

Report Submission : 03-07 October, 2023

■ Objectives of AAA

Under the leadership of the Registrar, the Centre for Total Quality Management is established on the university campus. Under that the Internal Quality Assurance Cell (IQAC) is continuously working towards the evolvement of tools and guidelines for improving quality at different levels of the institution. An academic audit can be


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understood as a scientific and systematic method of reviewing the quality of the academic process internally.

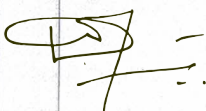
The Academic Audit is a peer review process including self-study by the departments. Academic audit is one of the important quality initiatives at the University with the purpose to encourage departments to evaluate and improve upon academic processes adopted by them. Further it is to be assuring and regularly improving the quality of teaching and learning processes as well as academic and research outputs.

The following criteria are Identified in a broad manner and a format is prepared accordingly (Attached as annexure-1) for conducting the academic and administrative audit.

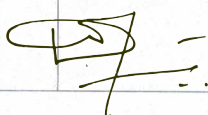
- Curricular Aspects (Elective Courses)
- Teaching, Learning & Evaluation
- Research Publication and Capacity Building
- Placement and Student Progression
- Feedback and its Action Taken

▪ Summary of Academic Audit

Sr.	Department	Remarks by Auditors
1	Science & Humanities	<ul style="list-style-type: none">• Documents are systematically updated at regular intervals• The syllabus was completed in a structured and methodical way• Research related work to be encouraged
2	Civil Engineering	<ul style="list-style-type: none">• Faculty members employ effective teaching methodologies, with a balance of theory and practical sessions• Introduced more remedial classes and peer mentoring for students struggling in specific subjects• Students Parents communication record should be maintained
3	Computer Engineering	<ul style="list-style-type: none">• Department is performing well in terms of academic quality, curriculum delivery, and student progress.• Fast learners are identified and they are encouraged to attend many competitions, workshops and also motivated to do MOOCs courses in



Sr.	Department	Remarks by Auditors
		<p>thrust areas.</p> <ul style="list-style-type: none"> Suggested to motivate faculty to write a book
4	Electrical Engineering	<ul style="list-style-type: none"> Overall, student performance is satisfactory, with most students meeting the academic standards The department follows the prescribed curriculum and regularly updates the course content to stay current with industry trends
5	Information Technology	<ul style="list-style-type: none"> Organized extracurricular activities such as seminars, guest lectures and industry visits to further engage students and provide real-world exposure Strengthening the monitoring of students attendance and academic progress particularly in underperforming areas
6	Mechanical Engineering	<ul style="list-style-type: none"> All required documents, including syllabi, attendance records, lesson plans and student performance evaluations are well-maintained Provided additional remedial classes for students who are lagging behind particularly in core technical subjects The department's ability to coordinate and implement is highly commendable
7	Pharmacy	<ul style="list-style-type: none"> The audit revealed no discrepancies or remarks
8	Commerce	<ul style="list-style-type: none"> More remedial classes and additional academic support was provided to slow learners Ensured that all records including student feedback and performance analysis are completed in a timely and consistent manner. Department is not offering any course to other department at PG level
9	Management	<ul style="list-style-type: none"> The records were assessed and found to meet the required standards Case studies, guest lectures and group discussions are regularly incorporated though the department could expand its use of technology-enhanced learning.
10	Biotechnology	<ul style="list-style-type: none"> No discrepancies were raised by the auditor during the review
11	Microbiology	<ul style="list-style-type: none"> The audit concluded with no discrepancies or feedback
12	Chemistry	<ul style="list-style-type: none"> Department is practicing students monitoring in a self designed format which is appreciable. Attendance rates are generally good and additional support is provided



Sr.	Department	Remarks by Auditors
		<p>for students who are falling behind</p> <ul style="list-style-type: none"> Academic records are well-maintained including lecture plans, attendance and student assessments.
13	Industrial Chemistry	<ul style="list-style-type: none"> IC Department is working efficiently & all documents are well maintained Teaching is found effective with a balance of lectures, practical experiments and demonstrations Department is advised to apply for extra-mutual funded projects and to organize seminar/workshop/conference
14	Mathematics	<ul style="list-style-type: none"> All documents are consistently maintained and reviewed Implemented remedial classes and tutoring sessions for students who required extra help
15	Physics	<ul style="list-style-type: none"> Documentation is kept in order on a regular basis Proper and detailed documentation of remedial coaching is maintained
16	CS & IT	<ul style="list-style-type: none"> After review, the records were found to be in proper condition
17	Computer Applications	<ul style="list-style-type: none"> The lecture planning and execution records are verified by the document evidence Inspire faculty and students to undertake research work and disseminate outcomes through reputable journals
18	English	<ul style="list-style-type: none"> A well-planned approach ensured the timely completion of the syllabus Created a structured action plan for monitoring academic progress and attendance

■ Conclusion of Audit Process

- Apart from regular academic activities, below are the best practices followed by the University Departments in Teaching Learning

Sr.	Comments by the Auditors / Best Practices
1	Use of Learning Management Systems Google Classroom for disseminating course materials, conducting quizzes, and tracking progress.
2	Adoption of online platforms for skill development and certifications (e.g., Coursera).



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- Below mentioned actions are required to be executed for Teaching Learning quality enhancement in the various department of the University

Sr.	Discrepancy / Comments	Proposed Action Taken
1	Research and publication in reputed journals to be improved.	Related workshops from Inflibnit to motivate faculty members for research publication and its impact on individual's career growth.
2	Arrangement of more extra sessions to improve the CIA Results	HoD's took extra efforts for the arrangement of the same.
3	The institution demonstrated a strong commitment to implementing outcome-based education (OBE).	Continue regular faculty development programs to sustain these practices Share best practices across all departments to ensure uniformity in implementation.
4	Curriculum is regular updated to align with current industry trends and emerging technologies.	Course revisions is monitored to ensure they meet accreditation standards and industry demands continuously

Enclosures:

1. List of Internal Auditors
2. Minutes of Meeting with External Auditors
3. Certificate of External Auditors



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External Audit of the Central Library for A.Y. 2022-23

Venue: Central Library

Date: 09/08/2023

Sr.	Particular	Remarks
1	What are the normal working hours of the library?	16 hours
2	Is there any extension in the normal working hours during the examination of the students?	2 hours extra during exam
3	What is the average daily footfall in the library?	1033
4	Is there any provision for the remote access of the digital resources available in the library?	Yes
5	Is there any provision for external membership to utilize the library resources?	Yes
6	What is the annual budget allocated for library resources and operations for A.Y. 2022-23?	92,00,000/-
7	What is the annual spending on Print Books for A.Y. 2022-23?	INR 3,57,227/-
8	What is the annual spending on e-Resources for A.Y. 2022-23?	INR 16,91,120/-
9	What is the annual spending on Print Periodicals for A.Y. 2022-23?	INR 4,56,425/-
10	What is the annual spending on Software AMC for A.Y. 2022-23?	INR 14,160/-
11	Are the resources aligned with the curriculum and research needs of the students and teachers?	Yes
12	How often is the library's collection updated? (periodically or as per the need)	Based on students & Teachers request
13	Is there a system for weeding out outdated or unused books?	Yes
14	Are there dedicated spaces for research, group study or silent reading?	Yes
15	Does the library provide internet access and computer terminals?	Yes
16	Is there any service subscribed for plagiarism checking? (if yes, mention names)	Yes. ORIGINAL. (Namely URKUND)
17	Are the library resources and services accessible to students and teachers with disabilities?	Yes
18	Is there a feedback system to understand user satisfaction and needs?	Yes
19	Are there any initiatives to promote sustainability within the library? (if yes, mention)	Yes. Promoted Kindle usage.
20	Are there collaborations with other libraries for resource sharing or interlibrary loans?	Yes. DELNET, IIT-GIN

❖ Audit Team Members

Sr.	Member Name	Designation	Signature
1	Dr. Ashish M. Kothari	Director CRIT	
2	Dr. Dharmesh J. Pandya	Asso. Director TOM	



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External Audit of the Controller of Examinations (CoE) Office for A.Y. 2022-23

Venue: COE office

Date: 10/08/23

Sr.	Particular	Remarks
1	Are Academic Calendars prepared for 2022 (ODD) and 2023 (EVEN) academic terms before the commencement of the respective term?	Yes
2	Are Semester End Examination (SEE) schedules of Winter-2022 and Summer-2023 sessions announced to the students well in advance?	Yes
3	What is the average number of CCTV cameras in a block for the surveillance during the exam?	2
4	Is there any system to take comments from the course teacher, on the quality of the Question Paper, at the beginning of the exam (preferably within 30 minutes from the starting time of the exam)?	Yes
5	What is the mode of evaluation of the answer scripts? (centralized or e-assessment)	Centralized
6	How many average days taken to evaluate the answer scripts for the Winter-2022 session?	19
7	How many average days taken to evaluate the answer scripts for the Summer-2023 session?	19
8	How many students appeared in the examinations conducted in A.Y. 2022-23?	5980
9	What is the percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations conducted in A.Y. 2022-23?	0.55%
10	What is the annual frequency of the meetings of Result Passing Board to discuss the performance of the students in examinations?	2

❖ Audit Team Members

Sr.	Member Name	Designation	Signature
1	Dr. Manhar S. Kagthara	ASSO. Dean FoET-SaDS	
2	Dr. Dharmesh J. Pandya	Asso. Director TQM	



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ATMIYA UNIVERSITY
ACADEMIC & ADMINISTRATIVE AUDIT(AAA)
EVEN 2022-23

Sr.	Faculty	Department	Audit Team	Signature
1	FoET	Science & Humanities	Dr. Hemraj Tank Dr. Shivangi Oza	
2	FoET	Civil Engineering	Dr. Ashish Kothari Er. Ravi Tank	
3	FoET	Computer Engineering	Dr. Hemraj Tank Dr. Shivangi Oza	
4	FoET	Electrical Engineering	Dr. Vishal Khasgiwala Dr. Hiren Kavathiya	
5	FoET	Information Technology	Dr. Hemraj Tank Dr. Shivangi Oza	
6	FoET	Mechanical Engineering	Dr. Vishal Khasgiwala Dr. Hiren Kavathiya	
7	FoPS	Pharmacy	Dr. Chirag Erda Er. Pratik Munjani	
8	FoBC	Commerce	Dr. Manhar Kagathara Dr. Dharmesh Pandya	
9	FoBC	Management	Dr. Ashish Kothari Er. Ravi Tank	
10	FoS	Biotechnology	Dr. Manhar Kagathara Dr. Dharmesh Pandya	
11	FoS	Microbiology	Dr. Chirag Erda Er. Pratik Munjani	
12	FoS	Chemistry	Dr. Yagnesh Shukla Dr. Ghanshyam Acharya	
13	FoS	Industrial Chemistry	Dr. Yagnesh Shukla Dr. Ghanshyam Acharya	
14	FoS	Mathematics	Dr. Manhar Kagathara Dr. Dharmesh Pandya	
15	FoS	Physics	Dr. Manhar Kagathara Dr. Dharmesh Pandya	
16	FoS	CS & IT	Dr. Yagnesh Shukla Dr. Ghanshyam Acharya	
17	FoS	Computer Applications	Dr. Yagnesh Shukla Dr. Ghanshyam Acharya	
18	FoHSS	English	Dr. Chirag Erda Er. Pratik Munjani	

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Academic & Administrative Audit

Minutes of Meeting

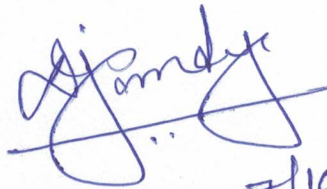
Date	27/10/2023	Time	02:00 pm to 03:00 pm
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Absent/Present
1	Dr. Jigneshkumar Patel	Assistant Professor, BKMGPL, Rajkot	Present
2	Prof. H. S. Joshi	Head, Dept. of Chemistry, Saurashtra University, Rajkot	Present
3	Dr. Dhaval R. Bhojani	Assistant Professor, GEC Rajkot	Present
4	Dr. Gaurang Ghodasara	Assistant Professor, H & H B Kotak Science College, Rajkot	Present
5	Dr. Dharmesh Pandya	Associate Director - TQM	Present
6	Mr. P. J. Munjani	IQAC Coordinator	Present

Minutes of Meeting

1. The IQAC team delivered the opening remarks, warmly welcoming all attendees, expressing their gratitude for the participation.
2. The recommendations from the previous meeting were reviewed and confirmed.
3. A comprehensive overview of the Academic & Administrative Audit was presented.
4. The submitted documents were meticulously reviewed by the external auditors.
5. The auditors presented specific recommendations aimed at driving further improvement.


27/10/2023

Dr. Dharmesh J. Pandya

(Associate Director - TQM)





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Rajkot



Certificate of Academic & Administrative Audit (AAA)

Date: 27/10/2023

This is to certify that an external audit was conducted at **Atmiya University** for AY 2022-23 (Even Semester), on 27/10/2023, in accordance with the applicable standards and AAA protocols.

Scope of Audit

The scope of the audit included the review and verification of the following:

- 18 Academic Departments
- 2 Administrative Departments/Office

Remarks

1. **Compliance:** Maintained proper documentation of academic activities.
Use data from student feedback and external evaluations for improvement.
2. **Observations:**
Regular internal audits and self-assessment reports are maintained.
Availability of well-equipped laboratories, libraries, and learning spaces.
3. **Recommendations:**
Encourage faculty and students to undertake research projects and publish findings in reputable journals.

Auditor-1

Signature

Name: Dr. Tishresh Kumar Patel

Organization: BKMCPC, Rajkot

Designation: Asst. Professor (ICSR-II)

Auditor-2

Signature

Name: Dr. D R Bhujani

Organization: GTEC Rajkot

Designation: Asst. Prof. - EC

Auditor-3

Signature

Name: Prof. H. S. Joshi

Organization: DOC, Saurashtra Uni,

Designation: Prof & Head Rajkot

Auditor-4

Signature

Name: Dr. Gaurang V. Ghodasara

Organization: H&B Katak Inst. of Science Rajkot

Designation: Assistant Professor

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Atmiya University
Rajkot





**ATMIYA
UNIVERSITY**

Rajkot, Gujarat - INDIA

Academic and Administrative Audit (AAA)

A.Y 2022-23 Odd

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Rajkot**

Campus:

Yogidham Gurukul, Kalawad Road,
Rajkot - 360 005, Gujarat, India.

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▪ **Members of Audit Team**

▪ **Advisory Members**

1. Dr. D. D. Vyas – Registrar
2. Dr. A. M. Kothari – Director – RIT

▪ **Coordinators**

1. Dr. D. J. Pandya – Associate Director – TQM
2. Mr. P. J. Munjani – IQAC Coordinator

▪ **External Auditors**

1. Dr. Gaurang Ghodasara, Assistant Professor, H & H B Kotak Science College, Rajkot
2. Prof. Vinod Rupapara, Assitant Professor, L.E.College, Morbi
3. Dr. Jigneshkumar Patel – Assistant Professor, BKMGPL, Rajkot
4. Dr. Alpesh Joshi – Principal, Govt. Arts College, Kotdasangani

▪ **Internal Auditors**

1. Dr. Anil Patel - Department of Chemistry - FoS
2. Dr. KeyurParmar – Department of Mechanical Engineering - FoET
3. Dr. Kevin Garala - Department of Pharmacy - FoHS
4. Dr. Satish Tala - Department of Chemistry - FoS
5. Dr. Preetam Joshi - Department of Biotechnology - FoS
6. Dr. MitalManvar - Department of Pharmacy - FoHS
7. Dr. Chirag Erda– Department of Commerce - FoBC
8. Dr. Shweta Bhatt - Department of Biotechnology - FoS
9. Dr. Nirav Vyas – Department of Humanities - FoET
10. Dr. ShivangiOza – Department of English - FoHSS
11. Er. Ravi Tank – Department of Industrial Chemistry - FoS
12. Dr. Hiren Kavathiya – Department of Computer Science - FoS
13. Dr. MeghashreeDadhich– Department of Management - FoBC
14. Dr. HemantkumarSonkusare – Department of Civil Engineering –FoET



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Rajkot



Academic Departments Audited

Sr.	Faculty	Department
1	Engineering & Technology	Civil Engineering Computer Engineering Electrical Engineering Information Technology Mechanical Engineering Science & Humanities
2	Science	Biotechnology Microbiology Chemistry Industrial Chemistry Physics Mathematics Computer Applications Computer Science & IT
3	Business & Commerce	Commerce Management
4	Health Science	Pharmacy
5	Humanities & Social Science	English

Schedule of Academic Audit Process

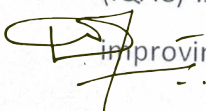
Initial Phase Audit : 11-17 March, 2023

Final Audit : 1-10 April, 2023

Report Submission : 11-15 April, 2023

Objectives of AAA

Under the leadership of the Registrar, the Centre for Total Quality Management is established on the university campus. Under that the Internal Quality Assurance Cell (IQAC) is continuously working towards the evolvement of tools and guidelines for improving quality at different levels of the institution. An academic audit can be



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understood as a scientific and systematic method of reviewing the quality of the academic process internally.

The Academic Audit is a peer review process including self-study by the departments. Academic audit is one of the important quality initiatives at the University with the purpose to encourage departments to evaluate and improve upon academic processes adopted by them. Further it is to be assuring and regularly improving the quality of teaching and learning processes as well as academic and research outputs.

The following criteria are Identified in a broad manner and a format is prepared accordingly (Attached as annexure-1) for conducting the academic and administrative audit.

- Curricular Aspects (Elective Courses)
- Teaching, Learning & Evaluation
- Research Publication and Capacity Building
- Placement and Student Progression
- Feedback and its Action Taken

▪ Summary of Academic Audit

Sr.	Department	Remarks by Auditors
1	Science & Humanities	<ul style="list-style-type: none"> • Documents are maintained at regular Interval • Records are checked & found ok
2	Civil Engineering	<ul style="list-style-type: none"> • Maintained all required documents • Student feedback was excellent • Co-curricular Extra-curricular activities performed in well manner • For all the semester 100% syllabus is covered • Timely collect the feedback from central coordinator • Motivate faculties to publish research papers in SCOPUS indexed journals and publish book if possible
3	Computer Engineering	<ul style="list-style-type: none"> • No Comments / Discrepancy found by auditor
4	Electrical	<ul style="list-style-type: none"> • Records have been reviewed periodically and found satisfactory.

Sr.	Department	Remarks by Auditors
	Engineering	
5	Information Technology	<ul style="list-style-type: none"> Remedial Coaching Document should be maintained as per university format Students Parents communication record should be maintained Form-1 is not available for semester-1 due to department is not offering any core course in the said semester
6	Mechanical Engineering	<ul style="list-style-type: none"> Good initiative to do field visit for 1stsem students Result and attendance of student sent to parents by post If required conduct more extra classes for the slow learners Kindly conduct extra classes for improving result of CIA Utilize varied methods of evaluation, such as practical and project assignments Motivate faculty to write a book
7	Pharmacy	<ul style="list-style-type: none"> No Comments / Discrepancy found by auditor
8	Commerce	<ul style="list-style-type: none"> The course has to be designed with a base of 15 weeks/semester The lecture planned record & lecture conducted record does not match with document evidences Average % of class attendance in the course 90.22 does not match with documentary evidence Question bank not maintained Syllabus must be completed 100% Physical attendance record must be kept in course file.
9	Management	<ul style="list-style-type: none"> Documents checked & found well maintained Remedial Coaching as peer teaching session need to be recorded We appreciate for the arrangement of co-curricular and extra-curricular activity organized by the department Documents well recorded Included case studies as part of a comprehensive evaluation approach They are performing dynamically
10	Biotechnology	<ul style="list-style-type: none"> No Comments / Discrepancy found by auditor
11	Microbiology	<ul style="list-style-type: none"> No Comments / Discrepancy found by auditor
12	Chemistry	<ul style="list-style-type: none"> Department is requested to conduct field visit, expert session &

Sr.	Department	Remarks by Auditors
		<p>workshop to provide practical exposure to the student's</p> <ul style="list-style-type: none"> • Overall performance is satisfactory • Department is maintaining record appropriately • If faculty members are taking extra sessions then they must apply it at CMS for accurate record keepings
13	Industrial Chemistry	<ul style="list-style-type: none"> • IC Department is working efficiently & all documents are well maintained • Please focus on the co-curricular & extra-curricular activities • IC Department is requested to schedule 1 field visit or expert session during a semester • Department is actively emphasizing students for MOOCs & STC courses • Overall satisfactory admin and academic performance • Department must conduct field visit & workshop to provide practical exposure to the students • Overall department performance is satisfactory • Coordination & presentation of team IC is appreciable • Included practicals and projects as part of a comprehensive evaluation approach • Arrange some extensional activities
14	Mathematics	<ul style="list-style-type: none"> • Documents are maintained at regular basis • Records are checked & found ok
15	Physics	<ul style="list-style-type: none"> • Course wise separate file should be maintained • Feedback & Result analysis should be prepared as per the university format • Student monitoring format should be used as per the standard format
16	CS & IT	<ul style="list-style-type: none"> • Maintain a separate file for each course. • Prepare feedback and result analysis in accordance with the University's prescribed format. • Use the standard format for student monitoring.
17	Computer Applications	<ul style="list-style-type: none"> • Department is advised to keep action plan for academic progress and attendance • Also advised to keep records of ATR • Physical mode of attendance sheet is to be retained.



Sr.	Department	Remarks by Auditors
18	English	<ul style="list-style-type: none"> The course has to be designed with a base of 15 weeks/semester In lesson plan report teaching methods needs to be selected properly. Verification of syllabi with CRC, CoE & IQAC Department is advised to apply for funded projects and to organize seminar/workshop/conference

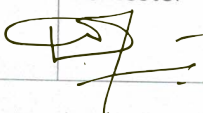
■ Conclusion of Audit Process

- Apart from regular academic activities, below are the best practices followed by the University Departments in Teaching Learning

Sr.	Comments by the Auditors / Best Practices
1	Actively emphasize students for MOOCs & STC courses
2	Good initiative to do field visit for 1st sem students

- Below mentioned actions are required to be executed for Teaching Learning quality enhancement in the various department of the University

Sr.	Discrepancy / Comments	Proposed Action Taken
1	15 weeks of academics in a semester is mandatory	Inculcated to the next semesters academic calendar of all the programs
2	Maintain records for remedial coaching, parent's communication, attendance review, ATR	A module in ERP is suggested to implement and also guided the ERP developers to design for all such activities
3	Faculty research publication in standard Indexing like SCI, SCOUPS etc.,,	A policy for standard publication registration fees + TA/DA or INR 5000/- whichever is lower is implemented. sensitization is required.
4	Arrangement of extra session to improve the CIA results	HoD's are informed to maintain the teaching quality of their respective department
5	Book publishing by faculty members	An IPR policy should be formed as well as give more weightage in the appraisal format
6	Organizing field visits in every semester	HoD's are informed to plan such visits in renowned industries. Placement Officer & Director – Branding can be contacted to make it more effective



7	Focus on more no. of co-curricular & extra Curricular and extension activities	Centralized committee are requested to take this as priority and submit the data to Registrar's office before the commencement of next academic term
8	Maintain pre-decided common formats for all the activities as well as course File	Formats are communicated with Heads through emails. ERP development is under processing to maintain uniformity

Enclosures:

1. List of Internal Auditors
2. Minutes of Meeting with External Auditors
3. Certificate of External Auditors



Registrar
Atmiya University
Rajkot



ATMIYA UNIVERSITY
ACADEMIC & ADMINISTRATIVE AUDIT(AAA)
ODD 2022-23

Sr.	Faculty	Department	Audit Team	Signature
1	FoET	Science & Humanities	Dr. Anil Patel Dr. Keyur Parmar	
2	FoET	Civil Engineering	Dr. Ashish Kothari Er. Ravi Tank	
3	FoET	Computer Engineering	Dr. Preetam Joshi Dr. Mital Manvar	
4	FoET	Electrical Engineering	Dr. Vishal Khasgiwala Dr. Hiren Kavathiya	
5	FoET	Information Technology	Dr. Anil Patel Dr. Keyur Parmar	
6	FoET	Mechanical Engineering	Dr. Kevin Garala Dr. Satish Tala	
7	FoPS	Pharmacy	Dr. Chirag Erda Dr. Shweta Bhatt	
8	FoBC	Commerce	Er. Ravi Tank Dr. Hiren Kavathiya	
9	FoBC	Management	Dr. Anil Patel Dr. Keyur Parmar	
10	FoS	Biotechnology	Dr. Nirav Vyas Dr. Shivangi Oza	
11	FoS	Microbiology	Dr. Nirav Vyas Dr. Shivangi Oza	
12	FoS	Chemistry	Dr. Meghashree Dadhich Dr. Hemant Sonkusare	
13	FoS	Industrial Chemistry	Dr. Meghashree Dadhich Dr. Hemant Sonkusare	
14	FoS	Mathematics	Dr. Chirag Erda Dr. Shweta Bhatt	
15	FoS	Physics	Dr. Anil Patel Dr. Keyur Parmar	
16	FoS	CS & IT	Dr. Yagnesh Shukla Dr. Ghanshyam Acharya	
17	FoS	Computer Applications	Dr. Yagnesh Shukla Dr. Ghanshyam Acharya	
18	FoHSS	English	Er. Ravi Tank Dr. Hiren Kavathiya	

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Atmiya University
Rajkot





Academic & Administrative Audit

Minutes of Meeting

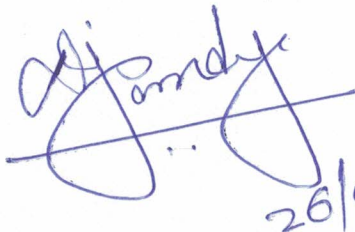
Date	26/04/2023	Time	02:00 pm to 03:00 pm
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Absent/Present
1	Dr. Gaurang Ghodasara	Assistant Professor, H & H B Kotak Science College, Rajkot	Present
2	Dr. Alpesh Joshi	Principal, Govt. Arts College, Kotdasangani	Present
3	Prof. Vinod Rupapara	Assistant Professor, L.E.College, Morbi	Present
4	Dr. Jigneshkumar Patel	Assistant Professor, BKMGPL, Rajkot	Present
5	Dr. Dharmesh Pandya	Associate Director - TQM	Present
6	Mr. P. J. Munjani	IQAC Coordinator	Present

Minutes of Meeting

1. The meeting began with an introductory session that featured a warm and cordial welcome address
2. The recommendations discussed and proposed during the previous meeting were considered and formally confirmed.
3. A comprehensive overview of the internal Academic Audit was presented.
4. The external auditors conducted a thorough review of the submitted documents.
5. The auditors provided recommendations for improvement.


26/04/2023

Dr. Dharmesh J. Pandya

(Associate Director - TQM)





Registrar
Atmiya University
Rajkot



Certificate of Academic & Administrative Audit (AAA)

Date: 26/04/2023

This is to certify that an external audit was conducted at **Atmiya University** for AY 2022-23 (Odd Semester), on 26/04/2023, in accordance with the applicable standards and AAA protocols.

Scope of Audit

The scope of the audit included the review and verification of the following:

- 18 Academic Departments

Remarks

1. Compliance:

Maintained proper documentation of academic activities.

Data from student feedback and external evaluations is used for improvement.

2. Observations:

Availability of well-equipped laboratories, libraries, and learning spaces.

Use of diverse evaluation methods, including practicals, projects, and case studies.

3. Recommendations:

Recognize and reward faculty contributions in teaching, research, and institutional development.

Auditor-1

Signature

Name: Dr. Jigresh Kumar Patel

Organization: BKMAPC, Rajkot

Designation: Asst. Professor (Class II)

Auditor-2

Signature

Name: Dr. Alpana Joshi

Organization: GAC - Kutla Sarani

Designation: Principal CBES - class I

Auditor-3

Signature

Name: Dr. Gaurang V. Ghodasara

Organization: H&B Kotak Inst. of Science, Rajkot

Designation: Asst. Prof.

Auditor-4

Signature

Name: Prof. Vinod Ruparenya

Organization: L. G. College, Mumbai

Designation: Asst. Prof. (Power Electronics)

Registrar

Atmiya University

Rajkot

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**ATMIYA
UNIVERSITY**

Rajkot, Gujarat - INDIA

Academic and Administrative Audit (AAA)

A.Y 2021-22 Even

**Registrar
Atmiya University
Rajkot**



Campus:

Yogidham Gurukul, Kalawad Road,
Rajkot - 360 005, Gujarat, India.

www.atmiyauni.ac.in

▪ **Members of Audit Team**

▪ **Advisory Members**

1. Dr. D. D. Vyas – Registrar
2. Dr. A. M. Kothari – Deputy Registrar

▪ **Coordinators**

1. Dr. D. J. Pandya – Associate Director – TQM

▪ **External Auditors**

1. Dr. Dhaval R. Bhojani – Assistant Professor, GEC Rajkot
2. Prof. H. S. Joshi – Head, Dept. of Chemistry, Saurashtra University, Rajkot
3. Dr. Jigneshkumar Patel – Assistant Professor, BKMGPL, Rajkot
4. Dr. Alpesh Joshi – Principal, Govt. Arts College, Kotdasangani

▪ **Internal Auditors**

1. Dr. Anil Patel - Department of Chemistry - FoS
2. Dr. Keyur Parmar – Department of Mechanical Engineering - FoET
3. Dr. Kevin Garala - Department of Pharmacy - FoHS
4. Dr. Satish Tala - Department of Chemistry - FoS
5. Dr. Preetam Joshi - Department of Biotechnology - FoS
6. Dr. Mital Manvar - Department of Pharmacy - FoHS
7. Dr. Chirag Erda– Department of Commerce - FoBC
8. Dr. Shweta Bhatt - Department of Biotechnology - FoS
9. Dr. Nirav Vyas – Department of Humanities - FoET
10. Dr. Shivangi Oza – Department of English - FoHSS
11. Er. Ravi Tank – Department of Industrial Chemistry - FoS
12. Dr. Hiren Kavathiya – Department of Computer Science - FoS
13. Dr. Meghashree Dadhich– Department of Management - FoBC
14. Dr. Hemantkumar Sonkusare – Department of Civil Engineering –FoET
15. Dr. Nutan Prakash - Department of Biotechnology - FoS



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Atmiya University
Rajkot



■ Academic Departments Audited

Sr.	Faculty	Department
1	Engineering & Technology	Civil Engineering
		Computer Engineering
		Electrical Engineering
		Information Technology
		Mechanical Engineering
		Science & Humanities
2	Science	Biotechnology
		Microbiology
		Chemistry
		Industrial Chemistry
		Physics
		Mathematics
		Computer Applications
		Computer Science & IT
3	Business & Commerce	Commerce
		Management
4	Health Science	Pharmacy
5	Humanities & Social Science	English

■ Schedule of Academic Audit Process

Initial Phase Audit	: 10-15 July, 2022
Final Audit	: 25-28 July, 2022
Report Submission	: 01-05 August, 2022

■ Objectives of AAA

Under the leadership of the Registrar, the Centre for Total Quality Management is established on the university campus. Under that the Internal Quality Assurance Cell (IQAC) is continuously working towards the evolvement of tools and guidelines for improving quality at different levels of the institution. An academic audit can be


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Atmiya University
Rajkot



understood as a scientific and systematic method of reviewing the quality of the academic process internally.

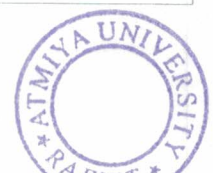
The Academic Audit is a peer review process including self-study by the departments. Academic audit is one of the important quality initiatives at the University with the purpose to encourage departments to evaluate and improve upon academic processes adopted by them. Further it is to be assuring and regularly improving the quality of teaching and learning processes as well as academic and research outputs.

The following criteria are Identified in a broad manner and a format is prepared accordingly (Attached as annexure-1) for conducting the academic and administrative audit.

- Curricular Aspects (Elective Courses)
- Teaching, Learning & Evaluation
- Research Publication and Capacity Building
- Placement and Student Progression
- Feedback and its Action Taken

▪ **Summary of Academic Audit**

Sr.	Department	Remarks by Auditors
1	Science & Humanities	<ul style="list-style-type: none"> • The curriculum is in line with university requirements and is regularly updated to reflect application based study • Student feedback indicates a positive perception of the department's academic offerings, with particular praise for the clarity of lectures and the availability of faculty • Organize periodic FDPs to strengthen pedagogical and technical requirements
2	Civil Engineering	<ul style="list-style-type: none"> • The maintenance of documents is carried out on a regular basis • Parents' communication logs are regularly updated and well-maintained • Remedial Coaching Document is maintained as per university format
3	Computer Engineering	<ul style="list-style-type: none"> • Documents are maintained at regular Interval • Establish periodic faculty workshops to improve instructional approaches and technical skills



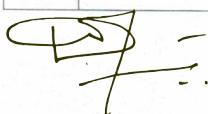
Sr.	Department	Remarks by Auditors
4	Electrical Engineering	<ul style="list-style-type: none"> The department employs a mix of traditional lectures, laboratory work and project-based learning The feedback indicates that most students are satisfied with the quality of instruction and the clarity of course materials Student-parent communication is effectively documented and kept in order
5	Information Technology	<ul style="list-style-type: none"> Provided additional support such as extra tutorials, mentoring programs for students struggling with advanced courses Records of communication with students' parents are thoroughly documented and kept
6	Mechanical Engineering	<ul style="list-style-type: none"> Student performance is good with most students meeting the expected academic standards The record of communication with students' parents is consistently kept up to date
7	Pharmacy	<ul style="list-style-type: none"> Suggested to conduct more and more industry based workshops The department has rolled out a curriculum centered on real-world and practical experiences Effective use of innovative teaching methods like flipped classrooms, project-based learning and experiential learning
8	Commerce	<ul style="list-style-type: none"> Offered additional classes to support slow learners The documents were audited and found to be meticulously maintained
9	Management	<ul style="list-style-type: none"> Systematically managed all critical documentation to ensure completeness and accuracy Include skill-based and interdisciplinary courses to improve employability and encourage innovation. Teaching sessions conducted for remedial coaching were properly recorded
10	Biotechnology	<ul style="list-style-type: none"> The auditor reported no discrepancies or concerns
11	Microbiology	<ul style="list-style-type: none"> The documents were assessed and found to be maintained to a high standard The department is exhibiting dynamic and effective performance
12	Chemistry	<ul style="list-style-type: none"> The department has been distinguished by exceptional academic

Sr.	Department	Remarks by Auditors
		<p>performance</p> <ul style="list-style-type: none"> Department is maintaining records appropriately
13	Industrial Chemistry	<ul style="list-style-type: none"> Department is working efficiently & all documents are well maintained Student feedback was positive and encouraging Implement courses with a focus on skills and interdisciplinary to support employability and creativity.
14	Mathematics	<ul style="list-style-type: none"> Documents are maintained at regular basis Remedial coaching needs to be documented in the correct manner
15	Physics	<ul style="list-style-type: none"> The records were reviewed and found to be satisfactory. Feedback & Result analysis are well documented The student monitoring is executed with great care and attention to detail
16	CS & IT	<ul style="list-style-type: none"> Regular updates and maintenance of documents are ensured Students with scores under 40% are closely monitored for improvement Offer skill-based and interdisciplinary courses to enhance employability and promote innovation.
17	Computer Applications	<ul style="list-style-type: none"> Maintain action plans for academic progress and attendance Support is offered through follow-up actions for students scoring less marks
18	English	<ul style="list-style-type: none"> Documents are maintained at regular basis The department has shown satisfactory performance overall

▪ Conclusion of Audit Process

- Apart from regular academic activities, below are the best practices followed by the University Departments in Teaching Learning

Sr.	Comments by the Auditors / Best Practices
1	Use of Learning Management Systems Google Classroom for disseminating course materials, conducting quizzes, and tracking progress.
2	Continuous Internal Assessment (CIA) - Regular evaluation through well-structured CIA ensures consistent tracking of student performance



Registrar
Atmiya University
Rajkot



- Below mentioned actions are required to be executed for Teaching Learning quality enhancement in the various department of the University

Sr.	Discrepancy / Comments	Proposed Action Taken
1	Delayed submission of academic records	Implement a centralized system for academic documentation and tracking. Establish strict deadlines with periodic reminders for faculty. Coordinators are appointed to oversee timely submissions.
2	Uniformity in Assessment Methods to be maintained.	Organize training sessions for faculty on effective evaluation techniques
3	Research and Publication Output to be focused.	Organize workshops on research methodology and writing skills.
4	Need for enhanced industry-academia collaboration.	Suggested faculty member to build rapport with industry and track students live industry project.
5	The institution demonstrated a strong commitment to implementing Outcome-Based Education (OBE).	Continue regular faculty development programs to sustain these practices. Share best practices across all departments to ensure uniformity in implementation.

Enclosures:

1. List of Internal Auditors
2. Minutes of Meeting with External Auditors
3. Certificate of External Auditors



Registrar
Atmiya University
Rajkot





External Audit of the Central Library for A.Y. 2021-22

Venue: Central Library

Date: 11/08/2022

Sr.	Particular	Remarks
1	What are the normal working hours of the library?	16 hours
2	Is there any extension in the normal working hours during the examination of the students?	Yes. 02 hours.
3	What is the average daily footfall in the library?	907
4	Is there any provision for the remote access of the digital resources available in the library?	Yes
5	Is there any provision for external membership to utilize the library resources?	Yes
6	What is the annual budget allocated for library resources and operations for A.Y. 2021-22?	Rs. 36,50,260/-
7	What is the annual spending on Print Books for A.Y. 2021-22?	Rs. 06,23,715/-
8	What is the annual spending on e-Resources for A.Y. 2021-22?	Rs. 09,82,517/-
9	What is the annual spending on Print Periodicals for A.Y. 2021-22?	Rs. 05,05,949/-
10	What is the annual spending on Software AMC for A.Y. 2021-22?	Rs. 14,160/-
11	Are the resources aligned with the curriculum and research needs of the students and teachers?	Yes
12	How often is the library's collection updated? (periodically or as per the need)	As per need from Teachers
13	Is there a system for weeding out outdated or unused books?	Yes
14	Are there dedicated spaces for research, group study or silent reading?	Yes
15	Does the library provide internet access and computer terminals?	Yes
16	Is there any service subscribed for plagiarism checking? (if yes, mention names)	Yes. URKUND.
17	Are the library resources and services accessible to students and teachers with disabilities?	Yes
18	Is there a feedback system to understand user satisfaction and needs?	Yes
19	Are there any initiatives to promote sustainability within the library? (if yes, mention)	Yes. Use of Daylight.
20	Are there collaborations with other libraries for resource sharing or interlibrary loans?	Yes. DELNET

❖ Audit Team Members

Sr.	Member Name	Designation	Signature
1	<u>Dr. Ashish M. Kothari</u>	<u>Dy. Registrar</u>	<u>Ashish</u>
2	<u>Dr. Dharmesh J. Pandya</u>	<u>Asso. Director TQM</u>	<u>Dharmesh</u>



Registrar



External Audit of the Controller of Examinations (CoE) Office for A.Y. 2021-22

Venue: CoE Office

Date: 12/08/2022

Sr.	Particular	Remarks
1	Are Academic Calendars prepared for 2021 (ODD) and 2022 (EVEN) academic terms before the commencement of the respective term?	Yes
2	Are Semester End Examination (SEE) schedules of Winter-2021 and Summer-2022 sessions announced to the students well in advance?	Yes
3	What is the average number of CCTV cameras in a block for the surveillance during the exam?	2
4	Is there any system to take comments from the course teacher, on the quality of the Question Paper, at the beginning of the exam (preferably within 30 minutes from the starting time of the exam)?	Yes
5	What is the mode of evaluation of the answer scripts? (centralized or e-assessment)	Centralized
6	How many average days taken to evaluate the answer scripts for the Winter-2021 session?	25
7	How many average days taken to evaluate the answer scripts for the Summer-2022 session?	25
8	How many students appeared in the examinations conducted in A.Y. 2021-22?	6279
9	What is the percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations conducted in A.Y. 2021-22?	1.07%
10	What is the annual frequency of the meetings of Result Passing Board to discuss the performance of the students in examinations?	2

❖ Audit Team Members

Sr.	Name of Member	Designation	Signature
1	Dr. Ashish M. Kothari	Dr. Registrar	
2	Dr. Dharmesh J. Pandya	Asso. Director TQM	



Registrar

ATMIYA UNIVERSITY
ACADEMIC & ADMINISTRATIVE AUDIT(AAA)
EVEN 2021-22

Sr.	Faculty	Department	Audit Team	Signature
1	FoET	Science & Humanities	Dr. Anil Patel Dr. Keyur Parmar	<i>Aspud</i>
2	FoET	Civil Engineering	Dr. Kevin Garala Dr. Satish Tala	<i>Kevin</i>
3	FoET	Computer Engineering	Dr. Preetam Joshi Dr. Mital Manvar	<i>Don</i>
4	FoET	Electrical Engineering	Dr. Chirag Erda Dr. Nutan Prakash	<i>Chirag</i>
5	FoET	Information Technology	Dr. Anil Patel Dr. Keyur Parmar	<i>Aspud</i>
6	FoET	Mechanical Engineering	Dr. Kevin Garala Dr. Satish Tala	<i>Kevin</i>
7	FoPS	Pharmacy	Dr. Chirag Erda Dr. Nutan Prakash	<i>Chirag</i>
8	FoBC	Commerce	Dr. Shivangi Oza Dr. Jay Ranpara	<i>Se</i>
9	FoBC	Management	Dr. Anil Patel Dr. Keyur Parmar	<i>Aspud</i>
10	FoS	Biotechnology	Dr. Nirav Vyas Dr. Shivangi Oza	<i>Nirav</i>
11	FoS	Microbiology	Dr. Nirav Vyas Dr. Shivangi Oza	<i>Nirav</i>
12	FoS	Chemistry	Dr. Meghashree Dadhich Dr. Hemant Sonkusare	<i>Meghashree</i>
13	FoS	Industrial Chemistry	Dr. Meghashree Dadhich Dr. Hemant Sonkusare	<i>Meghashree</i>
14	FoS	Mathematics	Dr. Divyesh Gohel Dr. Nutan Prakash	<i>Divyesh</i>
15	FoS	Physics	Dr. Anil Patel Dr. Keyur Parmar	<i>Aspud</i>
16	FoS	CS & IT	Dr. Meghashree Dadhich Dr. Hemant Sonkusare	<i>Meghashree</i>
17	FoS	Computer Applications	Dr. Meghashree Dadhich Dr. Hemant Sonkusare	<i>Meghashree</i>
18	FoHSS	English	Er. Ravi Tank Dr. Hiren Kavathiya	<i>Ravi</i>

[Handwritten Signature]



Registrar
Atmiya University
Rajkot



Academic & Administrative Audit

Minutes of Meeting

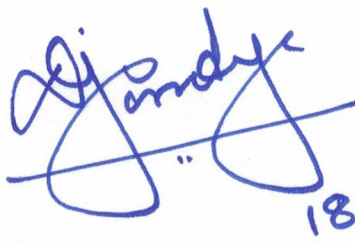
Date	18/08/2022	Time	02:00 pm to 03:00 pm
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Absent/Present
1	Dr. Alpesh Joshi	Principal, Govt. Arts College, Kotdasangani	Present
2	Prof. H. S. Joshi	Head, Dept. of Chemistry, Saurashtra University, Rajkot	Present
3	Dr. Dhaval R. Bhojani	Assistant Professor, GEC Rajkot	Present
4	Dr. Jigneshkumar Patel	Assistant Professor, BKMGPL, Rajkot	Present
5	Dr. Ashish M. Kothari	Dy. Registrar, Atmiya University	Present
6	Dr. Dharmesh Pandya	Associate Director - TQM	Present

Minutes of Meeting

1. The IQAC team of Atmiya University warmly welcomed the esteemed auditors
2. Overview of the objectives of the Academic & Administrative Audit which were examined and assessed by the internal auditors
3. Comprehensive review of the documents pertaining to all programs
4. The recommendations provided by the auditors encompass thoughtful set of suggestions aimed at enhancing the overall quality


18/08/2022

Dr. Dharmesh J. Pandya

(Associate Director - TQM)





Registrar
Atmiya University
Rajkot



Certificate of Academic & Administrative Audit (AAA)

Date: 18/08/2022

This is to certify that an external audit was conducted at **Atmiya University** for AY 2021-22 (Even Semester), on 18/08/2022, in accordance with the applicable standards and AAA protocols.

Scope of Audit

The scope of the audit included the review and verification of the following:

- 18 Academic Departments
- 2 Administrative Departments/Office

Remarks

1. Compliance:

Syllabi, lesson plans, and teaching materials are properly maintained.
Evidence for assessments and action taken are maintained.

2. Observations:

Effective use of innovative teaching strategies like flipped classrooms, project-based learning, or experiential learning.

Courses are regularly updated to reflect new developments in the field.

3. Recommendations:

Incorporate skill-based and interdisciplinary courses to enhance employability and innovation.

Organize regular faculty development programs (FDPs) to improve pedagogical and technical skills.

Auditor-1

Signature

Name: Dr. D R Bhojani

Organization: GEC, Rajkot

Designation: Asst. Prof. - EC.

Auditor-2

Signature

Name: Dr. Jignesh F. Patel

Organization: B.K. Modj. Coll. Pharmacy Coln.

Designation: Asst. professor (Class-II)

Auditor-3

Signature

Name: Prof. H. S. Joshi

Organization: DoC, Savitribai Phule Uni.

Designation: Prof. & Head

Auditor-4

Signature

Name: Dr. Akshay Joshi

Organization: GEC, Kotka, Sangani

Designation: Principal GEC Class-I

Registrar

Atmiya University
Rajkot

