External Academic Audit Report for the Academic Year 2019-20

Name of the Auditors

1) Prof Venkatesh Raikar  
   Vice Chancellor,  
   Sanjay Ghodawat University Kolhapur.

2) Prof. A.S Deshapande  
   Registrar,  
   VTU, Belagavi.

Part I: University Information:

Name of the University : KLE Technological University  
Address : BVB campus, Vidyanagar, Hubballi-580031

1. Academic Programs conducted:
   a. P.G. : 9  
   b. U.G. : 8  
   c. Diploma : NIL  
   d. Certificate : NIL  
   e. Any other: PHD program: 11  
   f. Additional courses/programs (added this year) : NIL

2. Department Profile:
   a. Total no. of teaching and non-teaching staff (AY wise with all details like designation, experience, specialization etc) : 345 teaching +270 non-teaching  
   b. Total no. of students (in the year): 5503  
   c. Teacher – Student Ratio : 1: 15.95  
   d. Total no. of actual Teaching Days in the year: 180

Faculty Profile:

<table>
<thead>
<tr>
<th>Posts Sanctioned</th>
<th>Filled in</th>
<th>Permanent</th>
<th>Temporary</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>331</td>
<td>345</td>
<td>345</td>
<td>0</td>
<td>345</td>
</tr>
</tbody>
</table>

Date : 11-07-2020
No. of Teachers who have completed the following (This year):

a. Orientation Course: 17 For new recruited faculty
b. Workshops/Conferences/Seminars etc (Academic and Administrative): 02
c. Ph. D.: 14
d. M. Tech/ M.E.: 05
e. Awards / Prizes Won: 05
f. Number of Guest Lectures, Seminars/Workshops organized by University: 05
g. Number of guest lectures delivered by faculty members to the outside world: 34
h. Training/Faculty Development Programs (Like Teaching Pedagogy, Soft Skill, Leadership, Software etc): 338

3. Outstanding Academic Achievements of the Students:

a. Qualifying the Competitive Exams like NET, SET, GATE and other Civil Service exams etc : 39
b. Number of entrepreneurs developed: 05
c. Scholarships/Fellowships/Summer or Winter Internships (Sanctioned by Govt./Non-Govt. organizations): 2292
d. Prizes extracurricular activities: 05

Skill and value orientation Programs (Students):

a. No. of research methodology, IPR, Entrepreneurship, skill development conducted: 56
b. Number of value added courses conducted: 85
c. Number of soft skill programs conducted: 03

4. Vision and mission statements of the University:

a. Academic strategic plan of the University: Available
b. Steps taken, in the current year, for its fulfillment: Satisfactory

5. Graduate Attributes defined by the University:

a. Proof of their communication to the Stake -holders.: Available
b. Proof of course outcomes, special course outcomes and program outcomes.: Excellent

6. IQAC related data:

a. Dates of the IQAC Meetings discussing the agenda: Available
b. IQAC internal/external audit reports: Internal audit report available
c. Annual report of IQAC (Uploading on website): NO

d. Major recommendations of IQAC (a list be enclosed): YES

7. Schedule of publishing:
   a. Prospectus : 30th March, 2019
   b. Academic Calendar: August 2019
   c. Commencement of lectures / Practicals: 16th August, 2019
   d. Submission of teaching plans by the teachers to HoDs / Academic Dean (Academic Diaries, course files etc): 15th July, 2019
   e. Examination schedule: Practical exam: 11th December, 2019, Theory: 21st December 2019

8. Evaluation pattern with the system of marking (program wise) such as:
   a. Annual/Semester/ Credit based Any other specify: Credit based
   b. Use of ICT in the Evaluation system, A brief report of the IQAC be prepared and seen by the auditors: Satisfactory
   c. Details of the final year annual examination results (Program wise): Excellent

9. Evaluation grievance redressal report of the grievance committee or exam committee be seen: Satisfactory

10. Teaching Learning Process:
   a. Learning Management System (LMS) The system document with the implementation report by the IQAC: Excellent
   b. Internal Assessment Mechanisms: hard copy be seen with the teaching methods used: Excellent
   c. Remedial classes arranged: Organized and satisfactory
   d. Bridge courses arranged: Arranged and satisfactory
   e. Make up examinations conducted: Conducted and satisfactory

11. Annual report submission by HODs to IQAC (Review by IQAC): Available

12. Academic collaborations and outcome (A brief report including its outcomes): Satisfactory
13. Evaluation of Teacher’s Performance:
   I. Whether feedback analysis is taken into account? Yes
   II. Whether self-appraisal forms are considered properly? Yes
   III. Whether feedback is given to the teachers on their performance? Yes
   IV. Review of the improvement: Done and satisfactory

14. Whether students'/parents' feedback on Academic Matters is analyzed? If yes, what are the major outcomes? : Yes. Curriculum structure and content is updated based on feedback and found satisfactory

15. Research:
   a. Budget sanctioned for the AY: Yes and satisfactory
   b. Research committee: Yes
   c. No. of Ph.D. holders: 102
   d. No. of teachers working as research guides: 60
   e. No. of research projects under taken; and in progress during the year: 09
   f. Total amount received during the year, for research.: Rs 110.95 lakhs
   g. No. of papers published in the journals as notified on UGC website : 177
   h. No. of Books and chapters in edited volumes published: 66
   i. No. of IPRs: 04
   j. Bibliometrics of the publications during AY based on average citation index in Scopus/Web of Science/Pub Med: 166
   k. Bibliometrics of the publications during the AY based on Scopus/Web of Science/h-index of the university: 28

16. Laboratory improvements (if any):
   a. Budget sanctioned for Equipments and software: 150 lakhs
   b. Amount spend for equipments and software: 136.22 lakhs

17. Library Improvements:
   a. Expansion- Amount Spent: 84 lakhs
   b. No. of books and titles: 39732 titles, 88649
   c. No. of journals: 37241
d. Database software: Available and satisfactory

e. Use of ICT/digital library: Available

18. SWOC Analysis of the Academic Performance of the University: Yes, Incremental improvements made with regard to quality Satisfactory.

19. ISR activities conducted by the University: Satisfactory


21. Interdisciplinary Activities: Substantial

22. Auditors observations and recommendations:

   Strengths
   2. No of start ups on campus motivates students to lean towards entrepreneurship.
   3. Eco systems for entrepreneurial venture is very good
   4. Number of Publication are good.

   Area for improvements
   1. Considering the no of programmes and faculty members, the no of seminars and workshop are to be organized more
   2. No of students qualified in competitive exams is less
   3. Collaboration with industry and institute of higher learning should improve

Prof. A.S Deshapande
Registrar,
VTU, Belagavi

Prof. Venkatesh Raikar
Vice Chancellor,
Sanjay Ghodawat University, Kolhapur.
Name of the Auditors                                Date : 11-07-2020
1) Prof Venkatesh Raikar                              
   Vice Chancellor,
   Sanjay Ghodawat University Kolhapur.

2) Prof. A.S Deshapande
   Registrar,
   VTU, Belagavi.

1. **Date of the preparation of Administrative Calendar:** No. of working days: 180
   
   **Major decisions taken by the management and the Head of the University during the year:**
   i. Construction of Indoor Stadium.
   ii. 30% increase in DA.

2. **The number of decisions:** (Enclose a list of Major ones)
   a. Implemented: Blended Learning
   b. In the process: 12 studios for video capturing
   c. Pending: CEVI-Research Lab
   d. Cancelled: Starting of BBA Program Deferred

3. **Financial Management**
   a. Copy of the budget approved by the management: Available
   b. Audit report of the budget expenditure of earlier year: Available
   c. Audit report of the Alumni Association (Accounts): Available
   d. Strategy for resources mobilization: Satisfactory

4. **Prospectus and Admissions**
   a. Publishing of the prospectus: March 2019,
   b. Scrutiny of admission forms: June 2019
   c. Dates of the entrance examinations- internal and external (Semester/ Annual etc.): external. As per Govt. notification
   d. Last date of the Admission: September 2019

[Signature]
5. **Office Administration:**
   a. Division of work allocation (Competency matrix as per qualification): Done and satisfactory
   b. Filing system/Index (Give tick mark ‘✓’)
      - Fully complete ✓
      - Partially done
      - Yet to be done
   c. Performance Appraisal/Confidential reports of the non-teaching staff: Available
   d. Introduction of ICT in the administration: Satisfactory
   e. No. of new computers: 10
   f. No. of services provided on line: Administration, Finance and account, student progression and examination system

6. **Leave Record and Service books:**
   a. Up to date: ✓
      - Partially completed: Pending No.:  
   b. Whether up to date duplicate copies of the service books given to the employees?
      - Yes ✓, On demand No.
   c. Any other information in this regards: NIL

7. **Maintenance:**
   a. Whether the set mechanism for Campus Maintenance is in practice? Yes ✓.
      - If yes, written document be shown to the auditors. Available
   b. Whether the green audit report is received? Yes ✓
      - If yes, the date of the receipt of the report: Available
   c. Mechanism for checking of dead stock: Well organized
      - 1. Library: ✓
      - ii) Gymkhana: ✓
      - iii) Hostels: ✓
      - iv) Laboratories: ✓
      - v) Health Center / Co-op. Stores etc. ✓
      - (Dead stock verification report be seen by the auditors) Available
   d. Maintenance of computers and other equipments in the University:
      - Set mechanism in practice: Yes ✓
   e. Audits conducted:
      - IT audit: YES
      - Gender Audit: YES
      - Green Audit: YES
      - Infrastructure Audit: YES

8. **Compliance:**
   a. The University: In time 100%; Pending 0%.
   b. The Government: In time 100%; Pending 0%.
   c. The UGC: In time 100%; Pending 0%.
d. MOU-Organizations: In time %; Pending 0%.
e. NAAC /ARAR/ AICTE / NAB etc: In time 100%; Pending 0%.

9. Staff Training:
   a. No. of persons receiving the training:
      Conducted by the University: 2
      Conducted by the Govt.: NIL

10. Court cases / Grievances: NIL
    a. Total no. of teaching staff: 345
    b. Total no. of non-teaching staff: 270
    c. Total no. of court cases at present (tribunal/Local court/District Court/High Court): 01
    d. Total no. of grievances received by the grievance committee: Nil

11. Functions/Celebrations/Extension programs
    a. No. of special celebration events/organization of seminars/conferences conducted by the
       Institution/University: 15
    b. No. of outreach programs conducted in the year: 05

12. Information flow system:
    a. Upward communication: Good \(\checkmark\) Satisfactory Poor.
    b. Downward communication: Good \(\checkmark\) Satisfactory Poor.
    c. Diagonal communication: Good \(\checkmark\) Satisfactory Poor.
    d. What is the mechanism of management of information system? (Letters, reports, circulars, notices,
       publications, minutes of the meeting, gatherings, discussions…
       (all of the above mechanisms are observed and satisfactory)

Policies:
    a. HR policies (teacher/student welfare policies): Available and satisfactory
    b. IT policy: Available and satisfactory
    c. Quality policy: Available and satisfactory

13. Which Governance Pattern / System is used (Give preferential numbers):
    Give the strategic plan of Governance with the organogram (charts/graphs)
    a. Decentralization of power:
    b. Collective Decision making:
    c. Only meaningful consultation with the concerned by Advisory committee/expert committee:
    d. Centralized:
       Give an example of the pattern which is used in practice.
e. Areas of student participation in decision making:

f. No. of decisions taken based on the feedbacks:
   A list be provided with dates, be seen by the auditors.

g. E-governance: Give examples - a list: Auditors may check it

Based on the situation/circumstances, particular methods are used. Noted

14. **Whether all the supporting units** (like library, gymkhana, hostels, health center, placement cell), various internal Committees (like exam, admission, cultural) have submitted their annual reports in time? Yes √ ; Mostly ; Pending.
   Whether the reports are reviewed by the IQAC/authority, actions if any taken: √

15. **Whether the Road Map of the HEI/University (academic as well as administrative) prepared?**
   Yes √ ; In Progress ; No

**Administrative Reforms and Innovations:**

a. In Administrative Procedure, if any: e-governance
b. New Software designed and used:
   Exam software: YES
   Library software: YES
   Finance Software: YES

c. Recruitment and promotion policies: YES available

16. **No. of meetings held in the year:**

<table>
<thead>
<tr>
<th>Statutory Bodies/Committees</th>
<th>Number</th>
<th>Non-Statutory Bodies/Committees</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td></td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Governing Body</td>
<td>2</td>
<td>Alumni Association</td>
<td>1</td>
</tr>
<tr>
<td>Board of Management EC</td>
<td>2</td>
<td>Students Council</td>
<td>2</td>
</tr>
<tr>
<td>Board of Examination</td>
<td>2</td>
<td>HODs</td>
<td>6</td>
</tr>
<tr>
<td>Academic Council</td>
<td>2</td>
<td>Parents</td>
<td>1</td>
</tr>
<tr>
<td>Board of Studies</td>
<td>1</td>
<td>Faculty meetings</td>
<td>1</td>
</tr>
<tr>
<td>Internal Complaint Committee</td>
<td>2</td>
<td>R and D Committee</td>
<td>6</td>
</tr>
<tr>
<td>IQAC</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Whether the minutes of the meetings are uploaded on the college/University website according to the NAAC norms? Auditors may check. Available

17. **Changes in the staff and the compliance of reservation norms:**
   a. No. of new appointments: In teaching: In non-teaching staff:

   b. Reservation rules are observed:
In admissions: fully √ partially
In teaching faculty: fully √ partially:
In non-teaching staff: fully √ partially:
c. No. of vacant posts:
i) In teaching - Nil ii) In non-teaching - Nil

18. Auditors observations and recommendation:
   Strengths
   1. Campus management system is in place
   2. Ethical Management
   3. Adequate infrastructure and supporting services.
   Areas for improvement
   1. More and more training activities for staff members are to be organized to help them acquaint with new technology.
   2. Separate budget is to be allocated for Green initiatives.

Prof. A.S Deshapande
Registrar,
VTU, Belagavi

Prof Venkatesh Raikar
Vice Chancellor,
Sanjay Ghodawat University Kolhapur.