



INSTITUTE OF AERONAUTICAL ENGINEERING (Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

ACADEMIC AND ADMINISTRATION AUDIT External Report and Action taken Report 2021 – 2022

Suggestive Guidelines for the External Assessor

Department being audited	:	
Name of the Assessor: 1	:	
Designation and Institutional Affiliation of the Assessor	:	
Name of the Assessor: 2	:	
Designation and Institutional Affiliation of the Assessor	:	
Date	:	

The assessors are requested to **comment on and evaluate** the performance of the department on following criteria along with comment and evaluation on overall performance. For evaluation, **kindly use a 5-point scale: Excellent (5), Very good (4), Good (3), Satisfactory (2), Needs improvement (1)**.

We also request assessors to give their **valuable suggestions** to strengthen our efforts towards quality enhancement.

1. Teaching Learning Process:

Documents to be verified

Initiative for improvement of quality in teaching and learning, quality of end semester examination, internal semester question papers, alternative assessment tool and evaluation, quality of student projects, industry related interaction, factors related to outcome based education, laboratory facilities.

Comments:

Sample comments: The students are pretty active in all the activities expected of them. However, there are concerns about lesser number of students showing interests in placement, even though a large number of them join internship opportunities

Grade:

2. Student Performance

Documents to be verified

Success rate, Student enrollment, Achievements in curricular, co-curricular and extra - curricular activities.

Comments:

Sample Comments: a good number of students do not join the jobs they were offered. This is quite an expected phenomenon. Firstly, many of them are perhaps looking for post-graduate programs to pursue. Further, being girl students, they are still not independent to decide on their employment profile.

Grade:

3. Faculty contributions

Documents to be verified

Qualification and experience, Teaching methodology used, contribution towards department / institute work, FDPs conducted / attended, seminars conducted / attended / guest lectures / NPTEL courses completed / Any other aspect related to faculty)

Comments:

Sample Comments: The Faculty could host FDP and organize UGC Sponsored National, International Conferences to boost greater academic interaction and exchange of ideas with the larger academic community. All expected activities have been taken care of.

Grade:

4. Co-curricular activities

Documents to be verified

Competency building visits, Alumni association meetings, Adjunct faculty

Comments:

Sample Comments: All expected activities have been taken care of.

Grade:

5. Student support systems

Documents to be verified

Mentoring system, self-learning, career guidance, training and placement, entrepreneurship, department library

Comments:

Sample comments: Institute strives to provide outstanding service and opportunities to students. a wide variety of campus-based activities designed to assist students in self learning, experiential learning, career development, innovation, creativity, entrepreneurship, gathering information, making decisions about their lives, and implementing plans for their future and more.

Grade:

6. Continuous Improvement of the department

Comments:

Grade:

7. Innovative / Best practices and their impact

(Student Enrichment programs organized by the department - invited talks by academia/ industry etc; Department Association- intra-Department events, intra-college events, inter-college/ inter- university events; Add-on courses conducted/ coordinated by the department; Department magazine/ blog; Any other activity/ practice)

Comments:

Sample comments: The Department could focus more on offering Add-on courses and skill development courses. A Newsletter to showcase faculty and students' academic achievements and research engagements needs to be initiated

Grade:

8. Vision, mission and future plans of the Department

Comments:

Sample comments: The vision, mission and future strategy of the college are quite logical. However, given the recent perspective on sustainability and resilience, they may be redrafted to make them the defining objectives of the future of the institutions so that it can play an important role in bridging the gaps between the several parts of the society

Grade:

9. Additional remarks:

Sample comments: Research engagement, collaborative work, publications by faculty have carved a strong, positive contribution. The faculty's able mentoring is reflected in students' result, placements and alumni's career progression. This advantage needs to be strengthened by greater engagement in extension activities to enhance the Department's social perception. Social media handles could be used pro-actively to showcase the Department's strengths and achievements.

Overall comments and Grade: (Sample) The department has committed teachers and students with high aspirations. The suggestions given above will help to reinforce the present efforts of the department, in line with the University's motto - 100 Years of Academic Excellence!

OVERALL GRADE:

Note: The assessor (External) the assessor is requested to the concentrate on overall growth and day to day performance of the department, but not on faculty research attributes like publications, patents, research grants, consultancy so on.

SAMPLE DEPARTMENTAL ACTION TAKEN REPORT

1. The students are being oriented in details about the placements through college and their future prospects. The number of students seeking placements has increased remarkably in the current year.
2. More add-on courses are being planned for the current year.
3. The future strategy of the department is likely to be redrafted once the new curriculum under NEP 2020 is being is notified by the University.
4. The college is considering the permanent appointments for the ad-hoc faculty.
5. The Commerce Alumnae are being consulted in more activities of the college and their involvement in the development of their alma mater is very encouraging.
6. The Departmental Journal will be launched very soon.
7. The improvement in student- teacher ratio will be requested to the authorities.