

DHANEKULA INSTITUTE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL YEAR PLANNER

Sl. No	Audit Parameter	Documents to be verified	Frequency	Outcome
1	Student Admissions	Admission Lists	Once	Improvement in Admissions
2	Audit on Selection of Electives Courses	Students request forms for their interested electives	Yearly twice	Academic Flexibility – Diverse Specializations.
3	Student Participation in Games & Sports, Extra-Curricular Activities (Arts, Literary & Cultural Society)	Participation Lists/Certificates	Once	Better Attainment of POs
4	Faculty Development Programs organized	Faculty Participation	Yearly Once	Widen domain and multidisciplinary knowledge
5	Faculty Development Programs attended	Faculty Participation	Yearly Once	Widen domain and multidisciplinary knowledge/
6	Curriculum Planning	JNTUK Curriculum Analysis / Gap Identification Document/ Stake Holders Involvement	Yearly once	Enhanced Curriculum for better attainment of POs & PSOs Intimation to Affiliating University
7	Industry Visits	Industry Visit Schedule, Permission Document, Participation Summary & list of students, Impact Documentation	Once	Focused Industry Visits -at least three attended by every student
8	Internships	Certificate of Attendance, Industry Feed Back on Student, Impact Document	Once in a year	Students participation in internships – Atleastone Participation from every student in four years
9	Guest lecturers & workshops, certification courses organized for students	As per the year planner	Yearly once	To expose students to application based knowledge in real world on advanced topics
10	Student Academic Performance	Graduation List	Once	Improvement in Graduation %
11	Execution of identified gaps by ADJUNT/VISITING /EMERITUS faculty	As per the identification of curriculum Gaps	Yearly once	To execute the identified gaps
12	POs & PSOs Attainment – Continuous Improvement	POs, PSOs & Cos targets	Once	Continuous Improvement of POs and PSOs attainment
13	Quality of Internal Question Papers – Pre-Exam Audit	List of Questions Submitted by the Course Coordinator with BTL marked	Twice in Semester	Improved Quality of Internal Question Paper
	Quality of Internal Question Papers – Post- Exam Audit	Question Paper with BTL mapping	Twice in Semester	Improved Quality of Internal Question Paper
14	Teaching –learning (Planning-Phase I)	Gap identification and execution plan.	Once in semester	Improved Student Feed Back on Teaching Learning Process

		Instruction plan as per academic process calendar.		
	Teaching –learning (execution - Phase II)	Continuous internal attainment analysis(CO) – Remedial Classes & Remedial Tests	Once in semester	Improvement in internal performance of CO
	Teaching –learning (Attainment - Phase III)	Course End Attainment Analysis / Corrective Actions/Suggestions for Improvement	Once in semester	Continuous Quality Improvement
15	Laboratory Facilities (updated)	Availability of Equipment for conduct of experiments as per curriculum and at least two additional experimentation	Once in a Year	Exposure to Experimentation Beyond Curriculum- Modern Tools Usage
16	Quality of News Letter Publication	News Letters & Published details	Once	Increase in Articles Published
17	Best practices innovation/Product Development	Design Document, Physical Product Availability in Working state	Once	Product Utilization/Commercialization
18	Syllabus Monitoring	As per Instruction Plan in Course File/Identification of Makeup classes	Monthly Once	Syllabus Completion in time before exams
19	Teaching Feed Back from Student	Feed Back Statements-Teacher Wise & Section Wise	Twice in Semester	Improvement in Learning Outcomes
20	Audit on Association Activities	As per the year planner	Yearly once	To expose students to application based knowledge in real world on advanced topics
21	Audit on Certificate Courses Organized	As per the year planner	Yearly once	To impact skill based knowledge
Newly Added parameter				
22	Faculty Certifications	Certificate copy	At least one for the academic year	To improve the quality of faculty which helps in the enhancement of teaching Quality with latest technologies
23	Professor wise R&D Proposals	Copy of proposal document	At least yearly one proposal	To improve R&D activities
24	Faculty Wise Publications	Publication Copy	At least one for the academic year	To make the faculty to know recent trends developing.
25	Budget planning & Utilization	Budget Planned, Expenditure, Expenditure Statements, Utilization	Once in a year	Justify Well Planned and utilized budget
26	Faculty Awards(State,National, International)	Award Certificate Copy	Once in a year	For Recognition and Appreciation of Staff
27	Faculty Participation in Bodies(Academic, Admission and other) other institutions	Request letter, Attended proof document	Once in a year	Explore outside world interaction

28	Faculty Wise Counseling Impact	Faculty Self-assessment report on counselling	Once in a Year	Identification of Impact and scope for improvement
29	Students Awards in extra circular activities(Sports, Arts-cultural)	Award Copy	Once in a year	Better Attainment of POs
30	Activities of Professional Societies/bodies/chapters/student chapters	List of Activities conducted and intimation to respective societies	Once in a year	Improvement of Professional Interactions
31	Activities under Department Associations	Organized events summary along with event wise documentation proof	Once in a year	To expose students to application based knowledge in real world on advanced topics