S.S.B.T'S College of Engineering & Technology, Bambhori, Jalgaon

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2016-17

Vision of the Institute

Today we carry the flame of quality education, knowledge and progressive technology for global societal development; tomorrow the flame will glow even brighter.

Mission of the Institute

To provide conducive environment for preparing competent, value added and patriotic engineers of integrity of par excellence to meet global standards for societal development.

Objectives

- To impart innovative teaching and learning

- To provide quality education with futuristic trends in engineering and technology

- To develop the institute as a research center for academic excellence

- To ensure continual improvement in quality management system

- To inculcate social values, patriotism and professional ethics among the students

1. About Shram Sadhana Bombay Trust:

Shram Sadhana Bombay Trust (SSBT) is established in year 1978, under the guidance of our founder chairperson, Smt. Pratibha Devisingh Patil, the former President of India. The Trust has unique vision to impart education in sectors like Engineering, Technology and Management. Shram and Sadhana are omnipotent, and this is our embodiment in enrichment.

About SSBT's College of Engineering & Technology:

College of Engineering and Technology was established in 1983 and governed by Shram Sadhana Bombay Trust (SSBT). It is a college with long tradition of imparting excellence in education.

1) It is included under section 2(f) and 12(B) of UGC act 1956.

2) QMS of College confirms to ISO 9001:2015.

3) NBA Accredited for 2005-08, 2008-13 & 2014-16 and NAAC Accredited with Grade B++ (2.91) for 2015-2021.

4) It is also awarded as Best Engineering College of Maharashtra for the year 2008-09 by Engineering Education Foundation, Pune (M.S.).

5) Awarded "A" Grade by North Maharashtra University, Jalgaon for 2015-16 for Quality Engineering Education.

6) Awarded "Lokmat - Corporate Excellence Award" on 28th November, 2015, for Brand Excellence in Education.

7) Awarded "Engineering Education Excellence Award - 2015", by Indo Global Chamber of Commerce, Industries and Agriculture, Pune.

8) Awarded "Brand Excellence in Education Award 2017" by Dainik Bhaskar Corp Ltd.

Campus:

25 acres of lush green campus of the college is located on the bank of meandering river Girna. The College is just about 7 km away from the Jalgaon junction railway station and central bus stand. Jalgaon is well connected by train with all major cities of the country and by bus with rest of the Maharashtra State. Ajanta and Ellora caves offer an excellent idea of the rich heritage of the place. They are near Jalgaon and can be visited in a day. The Campus is well developed with all basic infrastructural facilities & Amenities.

General Information

Name & Address of College	SSBT's College of Engineering & Technology, Post Box No.94, Jalgaon
Name of Principal Along with contact details	Dr.K.S.Wani 0257- 2258393

Programs Offered and Intake Capacity

Sr. No.	Programs	UG / PG	Intake	Duration
1	B.E. Chemical Engineering	Undergraduate	30	4 Years
2	B.E. Information Technology	Undergraduate	60	4 Years
3	B. E. Computer Engineering	Undergraduate	120	4 Years
4	B.E. Civil Engineering	Undergraduate	120	4 Years
5	B.E. Electrical Engineering	Undergraduate	60	4 Years
6	B.E. Biotechnology	Undergraduate	30	4 Years
7	B. E. Mechanical Engineering	Undergraduate	120	4 Years
8	B. E. E&TC Engineering	Undergraduate	120	4 Years
9	M.E. Computer Science & Engineering	Post Graduate	18	2 Years
10	M.E. Civil-Environmental Engineering	Post Graduate	18	2 Years
11	M.E. Electrical Power Systems	Post Graduate	18	2 Years
12	M.E. Machine Design	Post Graduate	18	2 Years
13	M.E. E&TC Engineering	Post Graduate	18	2 Years
14	MBA	Post Graduate	60	2 Years

Admission Status

Sr. No.	UG Programs	Intake	Students Admitted	Percent (%)
1	B.E. Chemical Engineering	30	25	83.33
2	B.E. Information Technology	60	26	43.33
3	B. E. Computer Engineering	120	119	99.17
4	B.E Civil Engineering	120	110	91.67
5	B.E. Electrical Engineering	60	57	95.00
6	B.E. Biotechnology	30	14	46.67
7	B. E. Mechanical Engineering	120	125	104.17
8	B. E. E&TC Engineering	60	36	60.00
9	M.E. Computer Science & Engineering	18	09	50.00
10	M.E. Civil-Environmental Engineering	18	05	27.78
11	M.E. Electrical Power Systems	18	02	11.11
12	M.E. Machine Desing	18	03	16.67
13	M.E. E&TC Engineering	18	03	16.67
14	MBA	60	45	75.00

Sr. No	Ph. D Programs	Ongoing	Duration
1	Chemical Engineering	05	5 Years
2	Civil Engineering	08	5 Years
3	Mechanical Engineering	05	5 Years

Students on Roll

Sr. No.	UG Programs	Students Admitted				Total
		F.E.	S.E.	T.E.	B.E.	
1	B.E. Chemical Engineering	25	31	33	37	126
2	B.E. Information Technology	26	66	49	72	213
3	B. E. Computer Engineering	119	149	153	145	566
4	B.E. Civil Engineering	110	151	156	133	550
5	B.E. Electrical Engineering	57	76	84	77	294
6	B.E. Biotechnology	14	15	14	14	57
7	B. E. Mechanical Engineering	125	148	143	144	560
8	B. E. E&TC Engineering	36	121	158	142	457

Sr. No.	PG Programs	Students Admitted		Total
		1st Year	2nd Year	
1	M.E. Computer Science & Engineering	09	14	23
2	M.E. Civil-Environmental Engineering	05	13	18
3	M.E. Electrical Power Systems	02	12	14
4	M. E. Machine Design	03	09	12
5	M.E. E&TC Engineering	03	03	06
6	MBA	45	56	101

2. Academic and Administrative Audit (AAA)

The main objective of the academic and administrative audit is to review, assess and appraise the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. The review process is usually carried out by internal committee members of academicians.

As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2016-17 consisting of the following members were constituted by the Principal on 25/01/2017.

The Committee had a formal interaction with the Principal, Directors, Head of Departments and Registrar. The committee members visited all departments in the last week of June 2017 and observed the infrastructural facilities of department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance. During departmental visit all the related documents were presented to the members. The committee members further observed all the central level facilities such as Computer center, Training & Placement cell, Central library, Open theatre, Playground, Yoga Hall, Gymnasium, Sports department, Cafeteria, Boys and Girls hostel, Workshop, Medical Facility and Administrative wings like Accounts Section, Scholarship Section, Establishment Section, Examination Section, Store etc and had interactions with the respective coordinators / section in charges. After inspection and verification of central level facilities along with departments, AAA Report covering the observations was prepared by the members.

SSBT's COLLEGE OF ENGINEERING & TECHNOLOGY, BAMBHORI, JALGAON
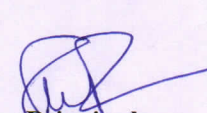
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Date: 25/01/2017

NOTICE

A committee with following members is constituted to carry out internal Academic & Administrative Audit.

Sr.No	Name of Internal Member	Designation	
01	Mr.K.Shrivastava	Associate Professor- Mechanical Engg Dept, SSBT's COET, Jalgaon	Chairman
02	Mr.P.A.Shirule	Associate Professor- Civil Engg Dept, SSBT's COET, Jalgaon	Member
03	Mr.S.S.Patil	Associate Professor- Computer Engg Dept, SSBT's COET, Jalgaon	Member
04	Mr.M.M.Ansari	Assistant Professor- Electrical Engg Dept, SSBT's COET, Jalgaon	Member
05	Prof.S.P.Shekhawat	Professor- Mechanical Engg Dept, SSBT's COET, Jalgaon	IQAC Coordinator
06	Prof.S.R.Suralkar	Professor & Head- E&TC Engg Dept, SSBT's COET, Jalgaon	NAAC Coordinator

The committee should review, assess and appraise the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments and overall institution. The committee shall visit at the end of academic year and will submit report to undersigned.
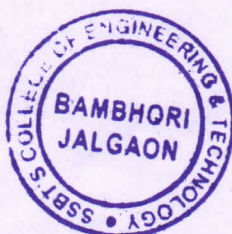
Principal
PRINCIPAL
SSBT's College of Engineering & Technology
Bambhori, Jalgaon-425001(M.S.)

Copy to: 1) All concerned staff 2) All HoDs

3. Assessment based on Institutional Information

Description	Available
AICTE Approval Letter	Yes / No
University Affiliation Letter (KBCNMU)	Yes / No
12 F & 2 B Letter	Yes / No
NAAC Certificate	Yes / No
ISO Certificate	Yes / No
List of Governing Body (GB)	Yes / No
List of College Development Committee (CDC)	Yes / No
Strategic / Perspective Plan	Yes / No
Supporting documents w.r.t Perspective Plan	Yes / No
Proceeding / Minutes of Governing Body meetings	Yes / No
Proceeding / Minutes of College Development Committee meetings	Yes / No
Proceeding of Finance Committee meetings	Yes / No
Appointment orders of all Directors, Placement officer, HoD's etc	Yes / No
Service Rules	Yes / No
Budget Sanctioned and Audit Reports	Yes / No
IQAC and its proceedings	Yes / No
Annual Reports	Yes / No
Office Automation (ERP Software)	Yes / No
Institution Website	Yes / No
Biometric Attendance System	Yes / No
Alumni Association	Yes / No
College Committee List (Various committees like Anti Ragging, Grievance Redressal Committee etc)	Yes / No
SC, ST, OBC Cell	Yes / No
Establishment Section (Leave records, Personal files)	Yes / No
Stock Verification Reports	Yes / No
Notice Board	Yes / No
Green campus initiative	Yes / No
CCTV Security	Yes / No
Medical Facility	Yes / No
Canteen Facility	Yes / No
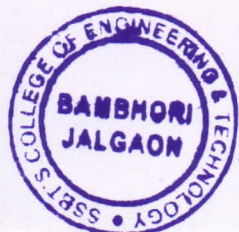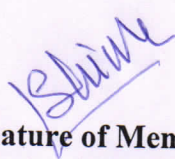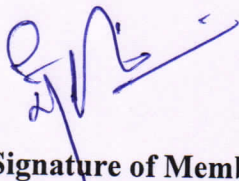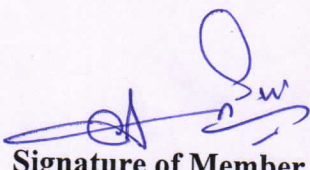
Sports Facility	Yes / No
Vehicle Parking	Yes / No
Xerox Facility	Yes / No
Electricity Backup facility	Yes / No
Bank / ATM	Yes / No
Waste Water Treatment	Yes / No
Rain Water Harvesting	Yes / No
Drinking Water Facility	Yes / No
Fire Extinguisher	Yes / No
Biogas Plant	Yes / No
e-waste management	Yes / No
Girls common room	Yes / No
Lift / ramp facility for handicap students	Yes / No
Guest House	Yes / No
Transport Facility	Yes / No
Hostel	Yes / No

Signature of Member
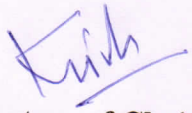
(Mr.P.A.Shirule)

Signature of Member

(Mr.S.S.Patil)

Signature of Member

(Mr.M.M.Ansari)

Signature of Chairman

(Mr.K.Srivastava)

Signature of IQAC Coordinator

(Prof.S.P.Shekhawat)

Signature of NAAC Coordinator

(Prof.S.R.Suralkar)

4. Assessment of Academics and Administration

Parameter	Poor (1)	Average (2)	Good (3)	Very Good (4)	Excellent (5)
Educational / Intellectual Facets					
Faculty participation / initiative in curriculum development / restructuring				✓	
Academic Calendar, Teaching Plan				✓	
Offering of Value added / add on courses				✓	
Participation of students in Value added / add on courses				✓	
Teaching learning methodology (experiential learning, interactive method, project based etc)				✓	
Use of ICT in the enhancement of teaching process			✓		
Feedback System			✓		
Teaching Learning Process					
Special programs for Advanced and Slow Learners			✓		
Full time teachers with Ph.D			✓		
Mechanism for redressal of grievances regarding evaluation				✓	
Attainment of Program outcome and Course outcome				✓	
Average pass percentage of Students				✓	
Mentor Mentee Meeting / Teacher Guardian Scheme				✓	
Research & Innovation					
Grants received from Government and non-governmental agencies for research projects,		✓			
Teachers recognized as research guides			✓		
Faculty research papers publications in National & International Journals			✓		
Faculty research papers publications in National & International Conferences			✓		
Book, Book chapter published by faculty	✓				
Extension and outreach Programmes conducted by the institution		✓			

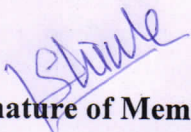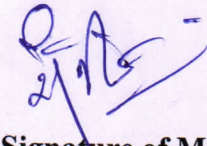|					
Students participation in extension activities			✓		
MOU with Industries, Institutes			✓		
Infrastructural Facilities					
Infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc					✓
Facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga			✓		
Learning Management Systems (Moodle)		✓			
Sufficient number of books, titles, Journals and e-resources in library				✓	
Infrastructural facilities in central Library for teacher and students					✓
Sufficient Computers with Wi-Fi facility					✓
Bandwidth of Internet connection					✓
Access of the online and Internet services in the library to the students and faculty					✓
Reading room facility for faculty and students					✓
Student Support					
Capacity building and skill enhancement activities for students			✓		
Career Guidance offered by Institute				✓	
Mechanism for timely redressal of student grievances including sexual harassment and ragging cases				✓	
Placements of outgoing students			✓		
Students participation in institutional sports / cultural events				✓	
Students participation in national and international level sports / cultural events			✓		
Organized cultural and sports activities				✓	
Alumni Association			✓		
Governance and Leadership					
Decentralization and Participative management				✓	
Welfare measures for teaching and non teaching staff		✓			
Institutional Financial support to teachers to attend conferences/workshops			✓		
Professional development / training program organized by Institute for teaching and non teaching staff			✓		
Faculty participation in FDP / Seminar /				✓	
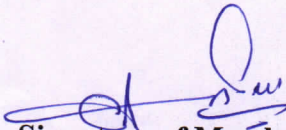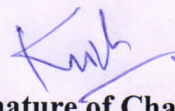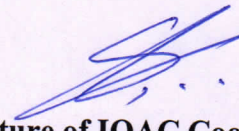
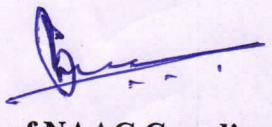|					
Workshop / STTP				✓	
Performance appraisal system for teaching and non teaching staff				✓	
Internal and External financial audits				✓	
Role and functions of IQAC				✓	
Institutional Values and Best Practices					
Activities in the Institution for inculcating values for being responsible citizens				✓	
CSR Activities organized by Institute			✓		
Energy conservation measures by Institute				✓	
Water conservative measures by Institute				✓	
Prescribed code of conduct for students, teachers, administrators and other staff				✓	
Green Campus Initiative					✓

Signature of Member

(Mr.P.A.Shirule)

Signature of Member

(Mr.S.S.Patil)

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(Mr.M.M.Ansari)

Signature of Chairman

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