

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

**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**2019-20**



## **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. | UG Programs                  | Intake | Duration |
|---------|------------------------------|--------|----------|
| 1       | B.E. Chemical Engineering    | 30     | 4 Years  |
| 2       | B.E. Information Technology  | 60     | 4 Years  |
| 3       | B. E. Computer Engineering   | 120    | 4 Years  |
| 4       | B.E. Civil Engineering       | 120    | 4 Years  |
| 5       | B.E. Electrical Engineering  | 60     | 4 Years  |
| 6       | B.E. Biotechnology           | 30     | 4 Years  |
| 7       | B. E. Mechanical Engineering | 120    | 4 Years  |
| 8       | B. E. E&TC Engineering       | 60     | 4 Years  |

| Sr. No. | PG Programs                          | Intake | Duration |
|---------|--------------------------------------|--------|----------|
| 1       | M. E. Computer Science & Engineering | 18     | 2 Years  |
| 2       | M. E. Electrical Power System        | 18     | 2 Years  |
| 3       | MBA                                  | 60     | 2 Years  |

| Sr. No | Certificate Course (COCC) | Intake | Duration |
|--------|---------------------------|--------|----------|
| 1      | Nutrition and Diet Plan   | 30     | 1 Year   |

### Admission Status

| Sr. No. | UG Programs                  | Intake | Students Admitted | Percent (%) |
|---------|------------------------------|--------|-------------------|-------------|
| 1       | B.E. Chemical Engineering    | 30     | 26                | 86.67       |
| 2       | B.E. Information Technology  | 60     | 61                | 101.67      |
| 3       | B. E. Computer Engineering   | 120    | 127               | 105.83      |
| 4       | B.E Civil Engineering        | 120    | 57                | 47.50       |
| 5       | B.E. Electrical Engineering  | 60     | 23                | 38.33       |
| 6       | B.E. Biotechnology           | 30     | 11                | 36.67       |
| 7       | B. E. Mechanical Engineering | 120    | 52                | 43.33       |
| 8       | B. E. E&TC Engineering       | 60     | 27                | 45.00       |

| Sr. No. | PG Programs                         | Intake | Students Admitted | Percent (%) |
|---------|-------------------------------------|--------|-------------------|-------------|
| 1       | M.E. Computer Science & Engineering | 18     | 02                | 11.11       |
| 2       | M.E. Electrical Power Systems       | 18     | 01                | 05.56       |
| 3       | MBA                                 | 60     | 60                | 100.00      |

| Sr. No | Certificate Course      | Intake | Students Admitted | Percent (%) |
|--------|-------------------------|--------|-------------------|-------------|
| 1      | Nutrition and Diet Plan | 30     | 07                | 23.33       |

| Sr. No | Ph. D Programs         | Ongoing | Duration |
|--------|------------------------|---------|----------|
| 1      | Chemical Engineering   | 04      | 5 Years  |
| 2      | Computer Engineering   | 08      | 5 Years  |
| 3      | Civil Engineering      | 07      | 5 Years  |
| 4      | Electrical Engineering | 03      | 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    | 26                | 34   | 34   | 36   | 130   |
| 2       | B.E. Information Technology  | 61                | 63   | 60   | 59   | 243   |
| 3       | B. E. Computer Engineering   | 127               | 142  | 151  | 144  | 564   |
| 4       | B.E. Civil Engineering       | 57                | 148  | 125  | 148  | 478   |
| 5       | B.E. Electrical Engineering  | 23                | 63   | 61   | 75   | 222   |
| 6       | B.E. Biotechnology           | 11                | 25   | 22   | 14   | 72    |
| 7       | B. E. Mechanical Engineering | 52                | 132  | 144  | 145  | 473   |
| 8       | B. E. E&TC Engineering       | 27                | 25   | 32   | 76   | 160   |

| Sr. No. | PG Programs                          | Students Admitted    |                      | Total |
|---------|--------------------------------------|----------------------|----------------------|-------|
|         |                                      | 1 <sup>st</sup> Year | 2 <sup>nd</sup> Year |       |
| 1       | M. E. Computer Science & Engineering | 02                   | 05                   | 07    |
| 2       | M. E. Electrical Power System        | 01                   | 07                   | 08    |
| 3       | MBA                                  | 60                   | 59                   | 119   |

## **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.

The Committee had a formal interaction with the Principal, Directors, Head of Departments and Registrar. The committee members visited all departments in the first week of June 2020 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

RefNo: - COET/EST/997-1/07/19

Date: 23/07/2019

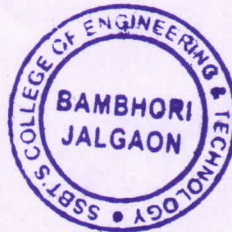
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NOTICE

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-<br>Mechanical Engg Dept,<br>SSBT's COET, Jalgaon | Chairman            |
| 02    | Dr.P.A.Shirule          | Associate Professor-<br>Civil Engg Dept, SSBT's COET, Jalgaon         | Member              |
| 03    | Mr.S.S.Patil            | Associate Professor-<br>Computer Engg Dept,<br>SSBT's COET, Jalgaon   | Member              |
| 04    | Mr.M.M.Ansari           | Assistant Professor-<br>Electrical Engg Dept,<br>SSBT's COET, Jalgaon | Member              |
| 05    | Prof.S.P.Shekhawat      | Professor- Mechanical Engg Dept,<br>SSBT's COET, Jalgaon              | IQAC<br>Coordinator |
| 06    | Prof.S.R.Suralkar       | Professor & Head- E&TC Engg Dept,<br>SSBT's COET, Jalgaon             | NAAC<br>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.

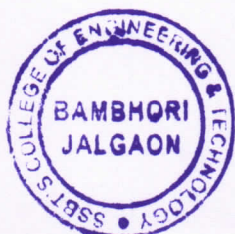



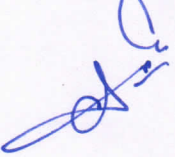
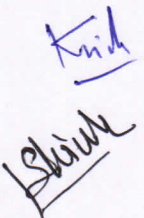


f,  
  
Principal  
**PRINCIPAL**  
SSBT's College of Engineering & Technology  
Bambhori, Jalgaon-425001(M.S.)

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

### 3. Assessment based on Institutional Information

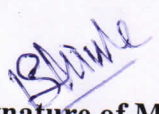
| Description  | Available           |
|--|---------------------|
| AICTE Approval Letter  | Yes / <del>No</del> |
| University Affiliation Letter (KBCNMU)   | Yes / <del>No</del> |
| 12 F & 2 B Letter  | Yes / <del>No</del> |
| NAAC Certificate   | Yes / <del>No</del> |
| ISO Certificate  | Yes / <del>No</del> |
| List of Governing Body (GB)  | Yes / <del>No</del> |
| List of College Development Committee (CDC)  | Yes / <del>No</del> |
| Strategic / Perspective Plan   | Yes / <del>No</del> |
| Supporting documents w.r.t Perspective Plan  | Yes / <del>No</del> |
| Proceeding / Minutes of Governing Body meetings  | Yes / <del>No</del> |
| Proceeding / Minutes of College Development Committee meetings                                   | Yes / <del>No</del> |
| Proceeding of Finance Committee meetings   | Yes / <del>No</del> |
| Appointment orders of all Directors, Placement officer, HoD's etc                                | Yes / <del>No</del> |
| Service Rules  | Yes / <del>No</del> |
| Budget Sanctioned and Audit Reports  | Yes / <del>No</del> |
| IQAC and its proceedings   | Yes / <del>No</del> |
| Annual Reports   | Yes / <del>No</del> |
| Office Automation (ERP Software)   | Yes / <del>No</del> |
| Institution Website  | Yes / <del>No</del> |
| Biometric Attendance System  | Yes / <del>No</del> |
| Alumni Association   | Yes / <del>No</del> |
| College Committee List (Various committees like Anti Ragging, Grievance Redressal Committee etc) | Yes / <del>No</del> |
| SC, ST, OBC Cell   | Yes / <del>No</del> |
| Establishment Section (Leave records, Personal files)  | Yes / <del>No</del> |
| Stock Verification Reports   | Yes / <del>No</del> |
| Notice Board   | Yes / <del>No</del> |
| Green campus initiative  | Yes / <del>No</del> |
| CCTV Security  | Yes / <del>No</del> |
| Medical Facility   | Yes / <del>No</del> |
| Canteen Facility   | Yes / <del>No</del> |

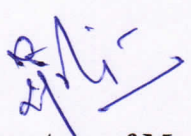









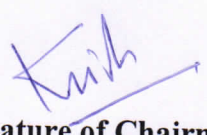



|  |          |
|--|----------|
| Sports Facility                            | Yes / No |
| Vehicle Parking                            | Yes / No |
| Xerox Facility                             | Yes / No |
| Electricity Backup facility                | Yes / No |
| Bank / ATM                                 | 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 |

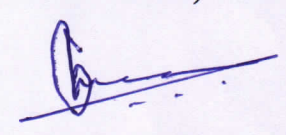
  
**Signature of Member**  
(Mr.P.A.Shirule)

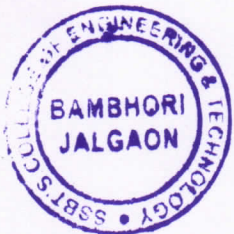
  
**Signature of Member**  
(Mr.S.S.Patil)

  
**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)



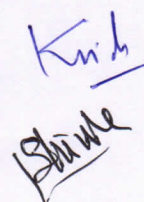
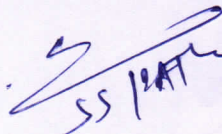
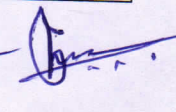


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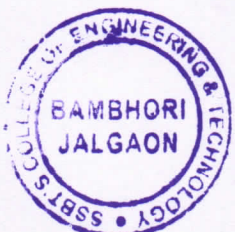
#### 4. Assessment of Academics and Administration

| Parameter   | Poor<br>(1) | Average<br>(2) | Good<br>(3) | Very Good<br>(4) | Excellent<br>(5) |
|---|-------------|----------------|-------------|------------------|------------------|
| <b>Educational / Intellectual Facets</b>  |             |                |             |                  |                  |
| 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   |             |                |             | ✓                |                  |
| <b>Teaching Learning Process</b>  |             |                |             |                  |                  |
| 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   |             |                |             | ✓                |                  |
| <b>Research &amp; Innovation</b>  |             |                |             |                  |                  |
| 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  |  |  |  | ✓ |   |   |
| <b>Infrastructural Facilities</b>  |  |  |  |   |   |   |
| 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   |  |  |  |   | ✓ | ✓ |
| <b>Student Support</b>   |  |  |  |   |   |   |
| 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   |  |  |  | ✓ |   |   |
| <b>Governance and Leadership</b>   |  |  |  |   |   |   |
| 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 /   |  |  |  |   | ✓ |   |

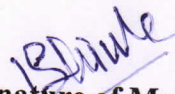


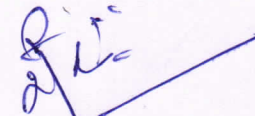
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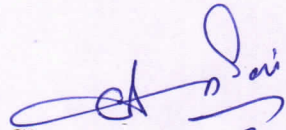
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|---|--|--|---|---|--|
| Workshop / STTP   |  |  |   |   |  |
| Performance appraisal system for teaching and non teaching staff                    |  |  | ✓ |   |  |
| Internal and External financial audits  |  |  |   | ✓ |  |
| Role and functions of IQAC  |  |  |   | ✓ |  |
| <b>Institutional Values and Best Practices</b>                                      |  |  |   |   |  |
| 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)

  
**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)

