

**Samrat Ashok Technological Institute (Engineering
College)
Vidisha (MP)**

No.SATI/ Steno/2021/1504

Date: 01.03.2021

Office Order

In compliance to the instructions given by Academic Advisor of Institute and Respected BoG Member Dr. N.C. Shivaprakash during academic audit meeting conducted between 29 January to 3 February 2021, all Deans, Heads, PIC's, concern coordinators and faculty members are directed as follows:

1. Each faculty member should give a seminar on every Friday/Saturday under the faculty seminar activity on rotation basis & keep the recorded video link , with copy to HoDs.
2. Proposals on FDP, RPS, MODROBS etc. be submitted to AICTE, other financial agencies for financial assistance by all concerning faculty members.
3. Research publications should be in reputed Journals like SCI/ SCOPUS/ IEEE etc. Faculty members should also put efforts to write book/Chapters.
4. Show year wise course files (last five years) containing plan of course delivery, question papers, answer scripts, assignments, reports of assignments, project reports, report of design projects, list of laboratory experiments, reports of laboratory experiments, etc. in hard copy & digitized form as and when required by concernings.
5. All faculty members are also expected to show the Result Analysis (last five year) of allotted course on the basis of direct and indirect assessment with:-
 - (a) Mapping of COs with POs & PSOs
 - (b) Rubric developed to validate the POs.
 - (c) Improvement in curriculum for mapping POs & PSOs
 - (d) Direct and indirect assessment of POs & PSOs
 - (e) Involvement of stakeholders in the process of improvements of PEOs and POs
 - (f) Average Grade point, (CGPA-last five years) subject wise.
 - (g) Sample best and average project reports/theses.(last five year)
 - (h) List and proofs of interaction with outside world
 - (i) Records of overall program specific improvements, if any.
 - (j) Student feedback on teaching learning process & action taken report.
 - (k) Student feedback on initiatives related to industries.
 - (l) Student feedback on library – Availability & quality of relevant learning resources i/c e-resources and digital library
 - (m) Student feedback on Internet facility –
 - Available bandwidth
 - Wi-Fi availability
 - Internet access in labs, classrooms, library & offices.
 - Security Mechanism
 - (n) Mechanism for slow & fast learners.


Director

Copy to:-

1. Dr. N.C. Shivaprakash sir for information
2. All Deans, All HoDs & Coordinators of Program for n.a.
3. Coordinator IQAC for n/a and report regularly to undersigned
4. All Faculty Members for n.a.
5. Registrar
6. Local Fund Auditor