

Report
on
Academic and Administrative Audit for Swami Vivekanand College of Engineering, Indore.
(Session: 2022-23)

Audit Committee Member:

1. Dr. Manik Welankar (In-Charge) 2. Dr. Nilesh Dashore 3. Mr. Vikas Joshi 4. Mr. Sandeep Badlani

1. Introduction

The purpose of this report is to provide a comprehensive analysis of the administrative and academic operations of Swami Vivekanand College of Engineering. The audit was conducted to assess compliance with regulatory standards, evaluate operational efficiency, and identify areas for improvement.


2. Objectives of the Audit

- Evaluate the effectiveness and efficiency of administrative processes.
- Assess the adherence to academic standards and regulations.
- Identify strengths and weaknesses in both administrative and academic functions.
- Provide recommendations for improvements.

3. Scope of the Audit

The audit covered the following areas:

- Administrative Management
- Academic Management
- Compliance with Affiliation Regulations
- Financial Management


IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

- Infrastructure and Facilities

4. Methodology

The audit was carried out using the following methods:

- Document review (policies, procedures, and records)
- Observations of operational practices
- Surveys and feedback from students and faculty

5. Administrative Management

5.1. Governance and Leadership

- Observations:
 - Clear organizational structure with defined roles and responsibilities.
 - Regular meetings and communication channels established between management and staff.

5.2. Human Resource Management

- Observations:
 - Effective recruitment processes and professional development programs.
 - Strong performance evaluation mechanisms.

5.3. Financial Management

- Observations:
 - Adequate budgetary controls and financial planning.
 - Regular financial audits and accountability mechanisms in place.

6. Academic Management

6.1. Curriculum and Instruction

- Observations:
 - Number of training programs and internships are conducted for better understanding of Theoretical & Practical concepts mentioned in the curriculum.
 - Soft skills and personal grooming activities are conducted for students on regular basis.

- Faculty members are qualified and experienced in their respective fields.

6.2. Student Support Services

- Observations:
 - Well-established student counseling and career services.
 - Adequate academic support and resources available to students.

6.3. Research and Development

- Observations:
 - Active research programs and publication output.
 - Support for faculty research and development activities.

7. Compliance with Affiliation Regulations

- Observations:
 - Adherence to the affiliation guidelines and academic standards set by the affiliating body.
 - Timely submission of required reports and documentation.

8. Infrastructure and Facilities

- Observations:
 - Adequate classroom and laboratory facilities.
 - Maintenance and cleanliness of campus infrastructure.

10. Conclusion

The audit of Swami Vivekanand College of Engineering reveals a generally well-functioning institution with several strengths in both administrative and academic areas. However, there are opportunities for improvement that could further enhance operational efficiency and academic quality. Implementing the recommendations provided will help address the identified issues and support the institute's continued growth and success.

11. Acknowledgments

We thank all staff members, faculty, and students who participated in the audit process and provided valuable insights.



Dr. Manik Welankar

AAA Audit In-charge

IQAC COORDINATOR
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE