



**Terna Engineering College, Nerul (East)- Navi
Mumbai**

IQAC Internal Audit Circular.

Issued by: IQAC – Terna Engineering College, Navi Mumbai

Date: 6th October 2025

IQAC Semester Audit

As per the institute's academic calendar, we are conducting an IQAC semester audit for maintaining consistency, quality, and scope of improvement as per the NBA/NAAC accreditation benchmark. In continuation of the prevailing practice, the departments need to be ready for the internal semester audit as per the schedule given below.

All HoDs of the concerned department are requested to inform all the staff members to be prepared for the audit with their course files, personal files, and department-assigned files, with all proof/evidence either softcopy/hardcopy shared with IQAC/HoD.

Note:- The Auditor needs to check all files as per NBA/NAAC.

Detailed Schedule with the list of Auditors

Sr. No.	Department	Auditors	Date & Time
1	Computer Engineering	Dr. Vaishali D. Khairnar Chairperson Prof. S. N. Patil - Evaluator Prof. Jammadilin – Evaluator	13/10/2025 Time: 10 am to 1 pm.
2	Information Technology	Dr. Preeti Zade Chairperson Prof. Sharad Bargat - Evaluator Prof. Sunil - Evaluator	13/10/2025 Time: 2 pm to 5 pm.
3	AIDS	Dr. Vrejesh Mehata Chairperson Prof. Maruti Limkar - Evaluator Prof. Mahesh Kadam – Evaluator	13/10/2025 Time: 10 am to 1 pm.
4	Electronics & Telecommunication	Dr. Vaishali D. Khairnar Chairperson	14/10/2025 Time: 10 am to 1 pm.

		Prof. S. N. Patil - Evaluator Prof. Jammadilin - Evaluator	
5	Electronics Engineering	Dr. Preeti Zade Chairperson Prof. Sharad Bargat - Evaluator Prof. Sunil - Evaluator	14/10/2025 Time: 2 pm to 5 pm.
6	Civil Engineering	Dr. Vrejesh Mehata Chairperson Prof. Maruti Limkar - Evaluator Prof. Mahesh Kadam - Evaluator	14/10/2025 Time: 10 am to 1 pm.
7	Mechanical Engineering	Dr. Preeti Zade Chairperson Prof. D. Thombre - Evaluator Prof. Smita Pawar - Evaluator	15/10/2025 Time: 10 am to 1 pm.
8	Mechatronics Engineering	Dr. Preeti Zade Chairperson Prof. D. Thombre - Evaluator Prof. Smita Pawar - Evaluator	15/10/2025 Time: 2 pm to 5 pm.
9	Design	Dr. Vrejesh Mehata Chairperson Prof. Maruti Limkar - Evaluator Prof. Mahesh Kadam - Evaluator	15/10/2025 Time: 10 am to 1 pm.
10	General Engineering	Dr. Vrejesh Mehata Chairperson Prof. Maruti Limkar - Evaluator Prof. Mahesh Kadam - Evaluator	16/10/2025 Time: 10 am to 1 pm.

IQAC End Semester Audit

Department:

Academic Year: FH-2025

Sr No	Activity Description	Remark
1	Academic Calendar with events and activities (Institute and Department) <i>Adherence To Academic Calendar Report with Justification if needed.</i>	
2	Academic load distribution <i>Based on Competency Matrix.</i>	
3	Administrative load distribution and Associated Documentation (Institute level and Department level) (Members & coordinators for different committees)	
4	Roll Call Lists, Elective Lists	Specify ILOC and DLOC of TE and BE
5	Class Timetable, Lab timetable & Individual timetable	
6	Departmental meetings – Agenda, Attendance & Minutes of meeting	
7	Department IQAC file as per index and format given	
8	Course File for Theory courses- Syllabus, Teaching Plan, result analysis, curriculum gap, assignments, attendance, summary sheet <i>ARCS Implementation</i>	Specify result analysis and Curriculum Gap
9	Course File for Laboratory courses - Syllabus, List of Experiments, Lab Plan, Rubrics for assessment, Lab Manual, Attendance	Specify No. of experiments added newly in this semester
10	Personal File (CV, published papers, Patents, workshop attended /organized / delivered) etc	
11	Laboratory File- Lab Information, Budget & Investment, List of Equipment's & Software, Maintenance and Calibration Reports, Lab Utilization, Safety Measures	
12	Project Coordinator File – List of projects, groups & guides, Classification of Projects (Sponsored/In-house, EPIC/Non-EPIC and Socially relevant), Schedule of Presentations, Rubrics of Evaluation, Participation in Project Exhibition, Conferences, Publications & Awards	Total no. of project groups in TE, BE and SE. Plagiarism report is available or not
13	Projects -Diary & Report (A & B)	
14	Class Coordinator File- Class Timetable, Roll List, Monthly attendance record, Monthly syllabus coverage, Defaulter List, Letter to parents, PTI schedule, remedial classes	
15	NPTEL Course Registration Details- Students SE, TE and BE	No. of students SE TE BE
16	Conducting Student Feedback (Faculty, CO, Exit survey.	Specify Feedback analysis

17. Daily Monitoring Report with (to D) Entrance (online)

18. Defaulter list with Publication Date.

19. List of students for Honors & Minors (Third Year & Final Year Exam Dept).

	Co-curricular and extracurricular activities)	
17	Lecture Observation by department	
18	Result Analysis File – Completion Rate, Success rate, Class toppers, University toppers, Comparison with University result and other nearby colleges	List Toppers SE, TE, BE
19	CSI File, IETE, NSS, NCC, TPL, Sports, ISHRAE, RESONANCE	Specify Count of corresponding activity
20	Parent Teacher Meet (Invitation letter, acknowledgement, undertaking, Results, attendance, Report, Photographs, Feedback)	Feedback remark
21	Mentor Coordinator File- List of Mentors, Meeting Details, and Report of any grievance addressed.	No of Grievance address
22	Suggestion Box File – List of suggestions received per month, Action taken report.	
23	Industrial Visit File – List of Industries, List of students & faculty, Communication details / Permission Letters, Objectives, Reports, feedback & photographs	Specify feedback analysis
24	Training, Placement & Internship Records File – Placement details, Offer Letters, Training & Internship details	Count of internship and Training
25	Expert Talk File – Invitation/Thanks letter to Expert, Notice for the students, Attendance of students/staff, Objectives & feedback, Photographs	Count and Feedback analysis
26	Research & Development – Details of funded major/minor research projects	Count
27	Research Publication by faculty and students – List of Publications in conferences and Journals, Papers Published, Conference Participation certificates, Books, Chapter & Monographs, Details of Patents & Copyrights (filed/obtained/commercialized), List of faculties with details of h-index, Scopus and Impact factor, Google index, citation index etc.	Count of papers and Patents
28	Testing & Consultancy – List of Areas & faculty involved, details of revenue generated	Count
29	Workshops, Seminars & Conferences organized – All details (Attended/Organized)	Count
30	STTP / FDP (One / Two week) attended & organized	Count
31	Awards and Recognitions (Certificates)- Faculty	Count
32	Participation and Awards in various events (Certificates) – Students	Count
33	Record of ICT Usage by Faculty	
34	Previous Audit Report and Compliance	

Note: Points are mentioned in remark section, after verifying the respective documents auditors need to write specified comment.


IQAC Co-Ordinator

Director IQAC
Terna Engineering College
Nerul, Navi Mumbai.


Principal

PRINCIPAL
TERNA ENGINEERING COLLEGE
Nerul, Navi Mumbai - 400 706



TPCT's

TERNA ENGINEERING COLLEGE, NERUL

INTERNAL QUALITY ASSURANCE CELL

Faculty Academic Audit Check List

Academic Year : ----- Department : -----

Name of Faculty:----- Subject:----- Date:-----

Sr. No	Parameters to Be Verified	Planned	Executed	Remark
1	Teaching Plan			
2	CO, PO mapping			
3	Mapping of CO-PSO			
4	Delivery Mechanism			
5	CO Plan			
6	Curriculum Gap Identified			
7	Action Plan			
8	Lab Manual, Experiment list, CO PO mapping, Rubrics used, Post Lab			
9	CO, PO & PSO Attainment			

10	Question paper (UT), Mapping with CO/BL/PO			
11	Result Analysis			
12	Method adopted for slow/bright learner			
13	Invited Guest Lecture			
14	Faculty Achievement			
15	Interaction with outside world (Resource person)			
16	Organized/Conducted (FDP/Workshop/STTP/Training/IV)			
17	Initiative Towards R&D			
18	Quality of Publications			
19	Collected Stake Holders Feedback on Course, Exit Survey, & Submitted to the HoD.			
20	Participation in college level committee.			
21	Action Taken on academic audit Feedback			

Audited By :

IQAC Co-ordinator

Principal



TPCT's
TERNA ENGINEERING COLLEGE, NERUL
INTERNAL QUALITY ASSURANCE CELL

Summary Report

Academic Year: -----

Department: -----

Name of Auditors: -----

Date: -----

Observations:

Strength of the Department:

Suggestions if any:

Auditors Sign: