

# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



**Academic and Administrative Audit Committee**

**A.Y.: 2019-20**





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2019-20/01

Date: 14/05/2019

## OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2019-20. It is designed to serve the purpose of auditing & reviewing the processes and procedures used by Departments to enhance the quality of their Programs in terms of program objectives and ensure graduate attributes as program outcomes as defined by each Department are achieved against the stipulated targets for which standard practices and processes need to be put in place.

The composition of Academic and Administrative Audit (AAA) Committee is as follows:

	Name of the member	Designation	Dept.	Position
<b>Academic and Administrative Audit (AAA) Committee (Institution Level)</b>	Major Dr. V. A. Narayana	Principal	CSE	Chairman
	Prof. G. Devadasu	IQAC Coordinator	EEE	Coordinator
	Dr. B. Lokeswar Rao	Dean Academics	ECE	Member
	Dr. M. S. R. Murthy	Dean R&D	EEE	Member
	Dr. A. Kotishwar Rao	HOD, MBA	MBA	Member
	Dr. K. Suresh	HOD, CIVIL	CIVIL	Member
	Prof. E N V Purna Chandra Rao	HOD, ECE	ECE	Member
	Dr. P. Ravi Kumar	HOD, MECH	MECH	Member
	Dr. K. Vijay Kumar	HOD, CSE	CSE	Member
	Dr. Anand Rajkumar	Professor	EEE	Coordinator
<b>Academic and Administrative Audit (AAA) Committee (Department Level)</b>	Dr. Vandana Khare	Professor	ECE	Member
	Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
	Mr. B. Chakradhar	Asst. Prof.	ECE	Member
	Mr. K. Rama Rao	Asst. Prof.	ECE	Member
	Mr. D. Bhanumurthy	Assoc. Prof.	EEE	Member
	Mr. Ch. Shankar Rao	Assoc. Prof.	EEE	Member
	Mr. D. S. Sanjeev	Asst. Prof.	EEE	Member
	Mr. M. Suneel Kumarr	Asst. Prof.	EEE	Member
	Dr. M Venkateshwarlu	Professor	CIVIL	Member
	Mrs. T. Rohini Reddy	Assoc. Prof.	CIVIL	Member
	Mr. A P Ravi Chandra	Asst. Prof.	CIVIL	Member
	Mr. K R S Maruthi Raj	Asst. Prof.	CIVIL	Member
	Dr. P. Vijayalakshmi	Professor	MBA	Member
	Dr. P Alekhya	Assoc. Prof.	MBA	Member
	Mr. Dowlath Ahammed	Asst. Prof.	MBA	Member
	Mr. L. Ramanjaneya	Asst. Prof.	MBA	Member
	Mr. S. Siva Skandha	Assoc. Prof.	CSE	Member
	Mr. B.Sivaiah	Assoc. Prof.	CSE	Member
	Dr.Sarat Chandra Nayak	Assoc. Prof.	CSE	Member
	Mr. K. Venkateswar Rao	Asst. Prof.	CSE	Member
Dr.B.Srinivasa Varma	Professor	MECH	Member	



	Mr. P. Sridhar	Assoc. Prof.	MECH	Member
	Mr. Santosh V Kulkarni	Assoc. Prof.	MECH	Member
	Dr.Somvir Singh	Asst. Prof.	MECH	Member

**Principal**

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

Copy to:

1. Dean Academics
2. Dean R&D
3. Controller of Examinations
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Concerned Faculty

	MECH	Member
	MECH	Member
	MECH	Member

Principal



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ AAA/AY2019-20/CIR-01

Date: 16/05/2019

## CIRCULAR

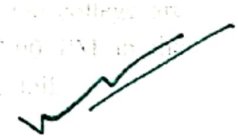
All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 17.05.2019 at 2.00 PM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:

- i) Reviewing previous year audit reports & action taken.
- ii) To prepare Yearly Audit Plan & for nominating members for the internal audit in the respective departments.
- iii) Review of stakeholders feedback and action plan
- iv) To Discuss about the PO & PSO attainments
- v) To discuss about Quality Initiatives & any other Academics matter as per the suggestions of chair

  
IQAC Coordinator

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

  
Principal

Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

1. Dean Academics
2. Dean R&D
3. Controller of Examinations
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Concerned Faculty





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) COMMITTEE

### MINUTES OF MEETING

1. The Meeting was held on 17<sup>th</sup> May 2019 from 2.00 PM to 4.00 PM in the Principal office Conference Room
2. The Chairman welcomed all the committee members & started the meeting
3. The IQAC Chairman and IQAC Coordinator reviewed the audit reports of the previous academic year and recommend that the heads of the departments concerned take the requisite measures to maintain quality in all aspects of the current academic year

- The department level Academic and Administrative Audit (AAA) Committee will work for the yearly audit of all the departments to be done at the end of the Academic year.

The major areas to be concentrated for the audit in the concerned departments:

- Aspects of Curriculum development
- Effectiveness of Teaching, Learning process & Evaluation system
- Developments in Research, Innovations & Extension
- Availability of Infrastructure & Learning Resources
- Information of Student development, support and progression
- Quality aspects of Governance, Leadership and management
- The Committee members present for the meeting:

	Name of the member	Designation	Position	Signature
Academic and Administrative Audit (AAA) Committee (Institution Level)	Major Dr. V. A. Narayana	Principal	Chairman	
	Dr. M. Sudhakar	Vice Principal	Vice Chairman	
	Prof. G. Devadasu	IQAC Coordinator	Coordinator	
	Dr. B. Lokeswar Rao	Dean Academics	Member	
	Dr. M. S. R. Murthy	Dean R&D	Member	
	Dr. A. Kotishwar Rao	HOD, MBA	Member	
	Dr. K. Suresh	HOD, CIVIL	Member	
	Prof. E N V Purna Chandra Rao	HOD, ECE	Member	
	Dr. P. Ravi Kumar	HOD, MECH	Member	
	Dr. K. Vijay Kumar	HOD, CSE	Member	
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. Anand Rajkumar	Professor	Coordinator	
	Dr. Vandana Khare	Professor	Member	
	Mrs. B. Premalatha	Assoc. Prof.	Member	
	Mr. B. Chakradhar	Asst. Prof.	Member	
	Mr. K. Rama Rao	Asst. Prof.	Member	

Mr. D. Bhanumurthy	Assoc. Prof.	Member	<i>DBM</i>
Mr. Ch. Shankar Rao	Assoc. Prof.	Member	<i>W. Shankar Rao</i>
Mr. D. S. Sanjeev	Asst. Prof.	Member	<i>DS Sanjeev</i>
Mr. M. Suneel Kumarr	Asst. Prof.	Member	<i>MSK</i>
Dr. M Venkateshwarlu	Professor	Member	<i>M Venkateshwarlu</i>
Mrs. T. Rohini Reddy	Assoc. Prof.	Member	<i>T. Rohini Reddy</i>
Mr. A P Ravi Chandra	Asst. Prof.	Member	<i>A P Ravi Chandra</i>
Mr. K R S Maruthi Raj	Asst. Prof.	Member	<i>K R S Maruthi Raj</i>
Dr. P. Vijayalakshmi	Professor	Member	<i>P. Vijayalakshmi</i>
Dr. P Alekhya	Assoc. Prof.	Member	<i>P. Alekhya</i>
Mr. Dowlath Ahammed	Asst. Prof.	Member	
Mr. L. Ramanjaneya	Asst. Prof.	Member	<i>L. Ramanjaneya</i>
Mr. S. Siva Skandha	Assoc. Prof.	Member	<i>S. Siva Skandha</i>
Mr. B.Sivaiah	Assoc. Prof.	Member	<i>B. Sivaiah</i>
Dr.Sarat Chandra Nayak	Assoc. Prof.	Member	<i>S. Sarat Chandra Nayak</i>
Mr. K. Venkateswar Rao	Asst. Prof.	Member	<i>K. Venkateswar Rao</i>
Dr.B.Srinivasa Varma	Professor	Member	<i>B. Srinivasa Varma</i>
Mr. P. Sridhar	Assoc. Prof.	Member	<i>P. Sridhar</i>
Mr. Santosh V Kulkarni	Assoc. Prof.	Member	<i>S. Santosh V Kulkarni</i>
Dr. Somvir Singh	Asst. Prof.	Member	<i>Somvir Singh</i>

*[Signature]*  
**IQAC Coordinator**

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ AAA/AY2019-20/CIR-02

Date: 09/11/2020

## CIRCULAR


All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 10.11.2020 at 2.00 PM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:

- i. Reviewing previous year audit reports & action taken.
- ii. To prepare Yearly Audit plan & for nominating members for the internal audit in the respective departments.
- iii. Review of stakeholders feedback and action plan
- iv. To Discuss about the PO & PSO attainments
- v. To discuss about Quality Initiatives & any other Academics matter as per the suggestions of chair

  
**IQAC Coordinator**

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

  
**Principal**

Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

1. Dean Academics
2. Dean R&D
3. Controller of Examinations
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Concerned Faculty





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) COMMITTEE

### MINUTES OF MEETING

1. The Meeting was held on 10<sup>th</sup> November 2020 from 2.00 PM to 4.00 PM in the Principal office Conference Room
2. The Chairman welcomed all the committee members & started the meeting
3. The IQAC Chairman and IQAC Coordinator reviewed the previous academic year's audit reports and suggested the heads of concerned departments for taking necessary actions in the current academic year to maintain the quality in all the aspects.

➤ The Academic and Administrative Audit (AAA) Committee will work for the yearly audit of all the departments to be done at the end of the Academic year. The Chairman intimated the Audit Committee of the college to reschedule the Audit for the year 2019-20 during December month because of the pandemic and lock down.

The major areas to be concentrated for the audit in the concerned departments:

- Aspects of Curriculum development
- Effectiveness of Teaching , Learning process & Evaluation system
- Developments in Research, Innovations & Extension
- Availability of Infrastructure & Learning Resources
- Information of Student development, support and progression
- Quality aspects of Governance, Leadership and management

The Committee members present for the meeting:

	Name of the member	Designation	Position	Signature
Academic and Administrative Audit (AAA) Committee (Institution Level)	Major Dr. V. A. Narayana	Principal	Chairman	
	Dr. M. Sudhakar	Vice Principal	Vice Chairman	
	Prof. G. Devadasu	IQAC Coordinator	Coordinator	
	Dr. B. Lokeswar Rao	Dean Academics	Member	
	Dr. M. Suresh	Head R&D	Member	
	Dr. A. Kotishwar Rao	HOD, MBA	Member	
	Dr. K. Suresh	HOD, CIVIL	Member	
	Prof. E N V Purna Chandra Rao	HOD, ECE	Member	
	Dr. P. Ravi Kumar	HOD, MECH	Member	
	Dr. K. Vijay Kumar	HOD, CSE	Member	
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. S.Srinivasan	Asso. Professor	Coordinator	
	Dr. Vandana Khare	Professor	Member	
	Mrs. B. Premalatha	Assoc. Prof.	Member	
	Mr. B. Chakradhar	Asst. Prof.	Member	
	Mr. K. Rama Rao	Asst. Prof.	Member	





Mr. D. Bhanumurthy	Assoc. Prof.	Member	<i>DB</i>
Mr. Ch. Shankar Rao	Assoc. Prof.	Member	<i>Ch. Shankar Rao</i>
Mr. D. S. Sanjeev	Asst. Prof.	Member	<i>D. S. Sanjeev</i>
Mr. M. Suneel Kumarr	Asst. Prof.	Member	<i>M. Suneel Kumarr</i>
Dr. M Venkateshwarlu	Professor	Member	<i>M. Venkateshwarlu</i>
Mrs. T. Rohini Reddy	Assoc. Prof.	Member	<i>T. Rohini Reddy</i>
Mr. A P Ravi Chandra	Asst. Prof.	Member	<i>A. P. Ravi Chandra</i>
Mr. K R S Maruthi Raj	Asst. Prof.	Member	<i>K. R. S. Maruthi Raj</i>
Dr. P. Vijayalakshmi	Professor	Member	<i>P. Vijayalakshmi</i>
Dr. P Alekhya	Assoc. Prof.	Member	<i>P. Alekhya</i>
Mr. Dowlath Ahammed	Asst. Prof.	Member	<i>D. Ahammed</i>
Mr. L. Ramanjaneya	Asst. Prof.	Member	<i>L. Ramanjaneya</i>
Mr. S. Siva Skandha	Assoc. Prof.	Member	<i>S. Siva Skandha</i>
Mr. B.Sivaiah	Assoc. Prof.	Member	<i>B. Sivaiah</i>
Dr. Sarat Chandra Nayak	Assoc. Prof.	Member	<i>S. Chandra Nayak</i>
Mr. K. Venkateswar Rao	Asst. Prof.	Member	<i>K. Venkateswar Rao</i>
Dr. B. Srinivasa Varma	Professor	Member	<i>B. Srinivasa Varma</i>
Mr. P. Sridhar	Assoc. Prof.	Member	<i>P. Sridhar</i>
Mr. Santosh V Kulkarini	Assoc. Prof.	Member	<i>S. V. Kulkarini</i>
Dr. Somvir Singh	Asst. Prof.	Member	<i>S. Somvir Singh</i>

*[Signature]*  
**IQAC Coordinator**

Coordinator  
Internal Quality Assurance Cell  
GMR College of Engineering & Technology  
Kandlakota (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 11.11.2020

To  
The Principal  
CMRCET

Through: IQAC Coordinator

Sub: Permission to conduct Departmental Academic and Administrative Audit for the Academic Year 2019-20 – Reg.

Respected Sir,

As per the requirement of Quality aspects of the institution, the Academic and Administrative Audit (AAA) Committee will conduct the Audit in all the departments concerned for the Academic year 2019-20.

The department level Audit Committee will work for the audit of the departments concerned, for the current Academic year.

The Audit Schedule for the department level audit is as below:

Date/s of Audit	Audit members	Department to be audited
7.12.2019 to 9.12.2020	Mrs.T.Rohini Reddy	CIVIL
	Dr.M.Venkateshwarlu	
	Mr.D.S.Sanjeev	
	Mr.K.Venkateshwar Rao	
	Dr.P.Vijayalakshmi	MBA
	Dr.P.Alekya	
	Mr.K.Rama Rao	
	Mr. Santosh V Kulkarni	
10.12.2020 to 12.12.2020	Mr.S.Siva Skandha	CSE
	Mr.B.Sivaiah	
	Mr. K R S Maruthi Raj	
	Mr.L.Ramanjaneya	
	Mr.D.Bhanumurthy	EEE
	Mr.Ch.Shankar Rao	
	Mr.B.Chakradhar	
	Dr.Sarat Chandra Nayak	



14.12.2020 to 16.12.2020	Dr.B.Srinivasa Varma	MECH
	Dr.Somvir Singh	
	Mr.M.Suneel Kumar	
	Mr.Dowlath Ahammed	
	Dr.Vandana Khare	ECE
	Mrs.B.Premalatha	
	Mr. A.P.Ravi Chandra	
	Mr.P.Sridhar	

I request your kind approval to conduct the audit.

Thanking you sir,

  
Audit Coordinator

Date: 16/11/2020

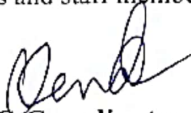
CMRCET/PRIN/ AAA/AY2019-20/CIR-03

## CIRCULAR

This is to inform all the faculty members that Academic and Administrative Audit for the A.Y: 2019-20 will be held from 16<sup>th</sup> November 2020 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited	
7.12.2020 to 9.12.2020	Mrs.T.Rohini Reddy	CIVIL	
	Dr.M.Venkateshwarlu		
	Mr.D.S.Sanjeev		
	Mr.K.Venkateshwar Rao		
	Dr.P.Vijayalakshmi	MBA	
	Dr.P.Alekya		
	Mr.K.Rama Rao		
10.12.2020 to 12.12.2020	Mr. Santosh V Kulkarni	CSE	
	Mr.S.Siva Skandha		
	Mr.B.Sivaiah		
	Mr. K R S Maruthi Raj		
	Mr.L.Ramanjaneya		EEE
	Mr.D.Bhanumurthy		
	Mr.Ch.Shankar Rao		
	Mr.B.Chakradhar		
14.12.2020 to 16.12.2020	Dr.Sarat Chandra Nayak	MECH	
	Dr.B.Srinivasa Varma		
	Dr.Somvir Singh		
	Mr.M.Suneel Kumar	ECE	
	Mr.Dowlath Ahammed		
	Dr.Vandana Khare		
	Mrs.B.Premalatha		
Mr. A.P.Ravi Chandra			
Mr.P.Sridhar			

HODs and staff members are requested to cooperate with the Audit members.


  
IQAC-Coordinator

Copy submitted to Secretary Garu for kind information

Copy to Quality Assurance Cell

CMR College of Engineering & Technology

- 1) All HODs For necessary action
- 2) Controller of Examinations
- 3) Administrative Officer
- 4) Accounts Officer
- 5) Concerned Faculty

  
Principal

Chairman

Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad  
Kandlakoya (V), Medchal Road, Hyderabad -501401

## Academic & Administrative Audit- Civil Engineering (2019-20)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) <b>Staff personal file:</b> Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate , Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff )	20	20
	b) <b>Overall file maintenance:</b> Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) <b>Lesson Plan:</b> as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files	10	10
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	40	40
	c. Course material	20	17
	d. Previous year question papers	20	20
5	e. Result Analysis	02	02
	<b>Lab manual with viva questions in the book form</b>	03	03
	a) Cover page	15	15
	b) List of experiments	10	10
6	c) Details of the experiments	05	05
	d) Viva questions	02	02
	<b>Time Table-</b>	02	02
	1. All the document should be approved by Principal	02	02
	2. Class wise Time table	01	01
3. Teacher wise Time table			
4. Modified (if any)			

Sl. No	Parameter details	Marks Alloted	Marks Obtained
7	<b>Internal Exam conduction:</b>	06	05
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	09
	e) Consolidated Absentees statement, exam wise, Subject wise	10	09
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	03
	d. Improvement in critical cases	05	10
9	<b>Stake holder feed back</b>	10	10
	Evaluation of feed back	10	09
	Follow up of feed back	10	09
10	<b>Staff Meeting [ Min 2 meetings in a semester ]</b>	10	07
	Filing process	05	04
11	<b>HOD &amp; Class teacher meeting with students (Min 2 meetings in a semester)</b>		
	a) Circular with agenda (Signature of all the concerned)	10	08
	b) Filing	05	04
12	<b>Dept. specific professional bodies:</b> a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	20
13	<b>Exam Result Analysis</b>		
	a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	c) Department result history	15	15

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	<b>Dept. committee works:</b> [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	05
	b) No. of meetings (Min 2 meetings in a semester)	10	08
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	03
15	<b>Effective Interaction with Alumni and Presentation to students</b> a) Updated Alumni Database (year wise) [ Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	10
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	03
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	<b>Industry Tie up :</b> a) Approved from principal	05	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	15
18	<b>New staff recruitment:</b> a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	<b>Book publication:</b> Note: Question bank, Solution to be question bank, Lab manuals will not be considered for book publication (Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))	20	10
20	<b>Funds:</b> a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds ( like students project) 10 marks shall be awarded]	25	10
	b) Documentation [ Proposal, approval copy, Sanction letter, progress reports]	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	<b>Consultancy work by the Department:</b> a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	<b>Stock verification:</b> a) Stock register (updatation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	<b>Some innovative Methods :</b> a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	<b>Mentor system:</b> a) Management of mentor books of all students	10	10
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	<b>Syllabus covered details (current semester)</b>	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	<b>Lab Conduction details (current semester) :</b> a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	<b>Less detention/condoned cases:</b>	10	10
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)		
28	<b>Student Assignments</b>	10	10
	a) Assignment questions to be documented b) Submission details semester wise		
29	a) <b>Identification of slow learners</b> after 1 <sup>st</sup> test (list to be furnished class wise)	05	05
	b) Conduction of Classes and documentation	15	15
30	<b>Papers published by staff [Journals only]</b> No. of papers $\leq$ No. of Faculty (10 marks) No. of papers $>$ No. of Faculty and $\leq 2X$ No. of Faculty (20 marks) No. of papers $\geq 2X$ No. of Faculty (30 marks)	30	20
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10



Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	<b>Papers by Students</b> [1 paper for every 10 students]	25	05
32	<b>Staff membership of professional bodies</b> a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	<b>Guest lectures ( at least 2 for staff / students)</b> a) Approved letter	4	04
	b) Profile of resource person	4	04
	a) List of participants	2	02
34	<b>Non –Teaching Training (Min 1 day)</b> a) Approved from principal in the standard format	04	04
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	07
	c) Proper documentation	04	04

35	<b>FDPs /Workshop/ National/International seminar(For staff)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	<b>Workshop/ National/International seminar(students)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [ Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	05
36	<b>Sports activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
37	<b>Cultural activities :</b> a) Documentation	05	05
	b) Participants attended	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	<b>Technical activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
39	<b>Industry visits</b> a) Approval from principal	05	05
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	05
	d) List of participants- Parents consent letter ( In case of outstation visits only)	05	05
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	25
41	<b>Library attendance (Staff)</b> Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	<b>Performance appraisal :</b> a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	<b>Attendance registers :</b> a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
<b>Total Marks</b>		<b>1000</b>	<b>933</b>

**STRENGTHS:**

- \* Teaching Learning Process
- \* Examination and Evaluation System
- \* Mentoring System
- \* Training and Placement
- \* Consultancy works undergone

WEAKNESSES:


- \* Book Publications by faculty members .
- \* Student publications
- \* Faculty interaction with external world
- \* Alumni contribution for department growth.

SUGGESTIONS FOR IMPROVEMENT:


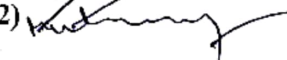
- \* Faculty and students as may be encouraged to publish their work.
- \* Faculty members may be motivated to work for receiving funded projects
- \* Industry Institute Interaction may be strengthened.

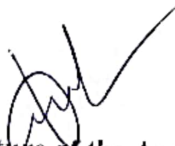
Date: 9/12/2020

Signature of the External Auditor(s)


- 1) D.S. Sanjeev
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 

  
Signature of the Auditee

  
IQAC Coordinator

  
IQAC Chairman

Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakota (V), Medchal Road,  
Hyderabad - 501 401.

Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakota (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad  
Kandlakoya (V), Medchal Road, Hyderabad -501401

## Academic & Administrative Audit- Department of CSE (2019-20)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) <b>Staff personal file:</b> Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate , Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff)	20	20
	b) <b>Overall file maintenance:</b> Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) <b>Lesson Plan:</b> as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
e. Result Analysis	20	20	
5	<b>Lab manual with viva questions in the book form</b>		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
d) Viva questions	10	10	
6	<b>Time Table-</b>		
	1. All the document should be approved by Principal	05	5
	2. Class wise Time table	02	2
	3. Teacher wise Time table	02	2
4. Modified (if any)	01	1	

Sl. No	Parameter details	Marks Alloted	Marks Obtained
7	<b>Internal Exam conduction:</b>	06	06
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	<b>Stake holder feed back</b>	10	07
	Evaluation of feed back	10	07
	Follow up of feed back	10	07
10	<b>Staff Meeting [ Min 2 meetings in a semester ]</b>	10	10
	Filing process	05	05
11	<b>HOD &amp; Class teacher meeting with students (Min 2 meetings in a semester)</b>		
	a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	02
12	<b>Dept. specific professional bodies:</b> a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	18
13	<b>Exam Result Analysis</b>		
	a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	c) Department result history	15	15

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	<b>Dept. committee works:</b> [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators]	05	05
	a) Circulation to committee members		
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	<b>Effective Interaction with Alumni and Presentation to students</b>		
	a) Updated Alumni Database (year wise) [ Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	06
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) <b>Written code of conduct</b> – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	<b>Industry Tie up :</b>		
	a) Approved from principal	05	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	10
18	<b>New staff recruitment:</b> a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	<b>Book publication:</b> Note: Question bank, Solution to be question bank, Lab manuals will not be considered for book publication (Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))	20	06
20	<b>Funds:</b> a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds ( like students project) 10 marks shall be awarded]	25	12
	b) Documentation [ Proposal, approval copy, Sanction letter, progress reports]	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	<b>Consultancy work by the Department:</b> a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	<b>Stock verification:</b> a) Stock register (updatation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	<b>Some innovative Methods :</b> a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	<b>Mentor system:</b> a) Management of mentor books of all students	10	10
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	<b>Syllabus covered details (current semester)</b>	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	<b>Lab Conduction details (current semester) :</b> a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	<b>Less detention/condoned cases:</b>		
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	<b>Student Assignments</b>		
	a) Assignment questions to be documented	10	10
29	b) Submission details semester wise	05	05
	a) <b>Identification of slow learners</b> after 1 <sup>st</sup> test (list to be furnished class wise)	05	05
30	b) Conduction of Classes and documentation	15	15
	<b>Papers published by staff [Journals only]</b> No. of papers $\leq$ No. of Faculty (10 marks) No. of papers $>$ No. of Faculty and $\leq 2X$ No. of Faculty (20 marks) No. of papers $\geq 2X$ No. of Faculty (30 marks)	30	30
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	<b>Papers by Students</b> [1 paper for every 10 students]	25	16
32	<b>Staff membership of professional bodies</b> a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	<b>Guest lectures</b> ( at least 2 for staff/ students) a) Approved letter	4	4
	b) Profile of resource person	4	4
	a) List of participants	2	1
34	<b>Non -Teaching Training (Min 1 day)</b> a) Approved from principal in the standard format	04	03
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04

35	<b>FDPs /Workshop/ National/International seminar</b> (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	<b>Workshop/ National/International seminar</b> (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [ Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	3
36	<b>Sports activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
37	<b>Cultural activities :</b> a) Documentation	05	05
	b) Participants attended	05	05



Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	<b>Technical activities :</b>	05	05
	a) Documentation		
	b) Participants attended	05	05
39	<b>Industry visits</b>	05	05
	a) Approval from principal		
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	02
	d) List of participants- Parents consent letter ( In case of outstation visits only)	05	02
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	21
41	<b>Library attendance (Staff)</b> Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	<b>Performance appraisal :</b> a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	<b>Attendance registers :</b> a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
<b>Total Marks</b>		<b>1000</b>	<b>915</b>

**STRENGTHS:**

1. Teaching Learning process.
2. Examination and Evaluation system.
3. consultancy works
4. student Placement.
5. Mentoring system

WEAKNESSES:


1. Book publications by faculty member.
2. Paper publications by students
3. Alumni contribution.
4. Faculty interaction with external world.

SUGGESTIONS FOR IMPROVEMENT:

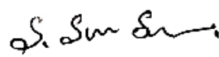

1. Faculty members may be motivated to write books/ book chapters.
2. Students may be encouraged to publish their project works.
3. Faculty members may be motivated to apply for various grants.
4. Industry Institute Interaction may be strengthened.

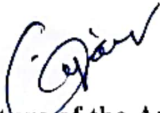
Date: 12.12.2020

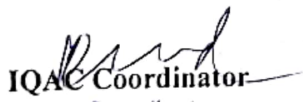
Signature of the External Auditor(s)

- 1) 
- 2) 


Signature of the Internal Auditor(s)

- 1) 
- 2) 

  
Signature of the Auditee

  
IQAC Coordinator

Coordinator  
Internal Quality Assurance Cell  
GMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

  
IQAC Chairman

Chairman  
Internal Quality Assurance Cell  
GMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad  
Kandlakoya (V), Medchal Road, Hyderabad -501401

## Academic & Administrative Audit- Department of ECE (2019-20)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) <b>Staff personal file:</b> Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate , Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff)	20	20
	b) <b>Overall file maintenance:</b> Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) <b>Lesson Plan:</b> as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files	10	10
	a. Course objective & Out comes		
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	<b>Lab manual with viva questions in the book form</b>	02	02
	a) Cover page		
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10
6	<b>Time Table-</b>	05	05
	1. All the document should be approved by Principal		
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01

Sl. No	Parameter details	Marks Alloted	Marks Obtained
7	<b>Internal Exam conduction:</b>	06	06
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	<b>Stake holder feed back</b>	10	10
	Evaluation of feed back	10	07
	Follow up of feed back	10	06
10	<b>Staff Meeting [ Min 2 meetings in a semester ]</b>	10	10
	Filing process	05	05
11	<b>HOD &amp; Class teacher meeting with students (Min 2 meetings in a semester)</b>		
	a) Circular with agenda (Signature of all the concerned)	10	08
	b) Filing	05	05
12	<b>Dept. specific professional bodies:</b> a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15
13	<b>Exam Result Analysis</b>		
	a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	15

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	<b>Dept. committee works:</b> [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	05
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	<b>Effective Interaction with Alumni and Presentation to students</b> a) Updated Alumni Database (year wise) [ Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	<b>Industry Tie up :</b> a) Approved from principal	05	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	13
18	<b>New staff recruitment:</b> a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	<b>Book publication:</b> Note: Question bank, Solution to be question bank, Lab manuals will not be considered for book publication (Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))	20	0
20	<b>Funds:</b> a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds ( like students project) 10 marks shall be awarded]	25	25
	b) Documentation [ Proposal, approval copy, Sanction letter, progress reports]	05	05

Sl. No	Parameter details	Marks Allotted	Marks Obtained
21	<b>Consultancy work by the Department:</b> a) MOU / Consent letter	10	6
	b) Nature of consultancy	10	10
22	<b>Stock verification:</b> a) Stock register (updatation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	<b>Some innovative Methods :</b> a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	<b>Mentor system:</b> a) Management of mentor books of all students	10	05
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	<b>Syllabus covered details (current semester)</b>	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	<b>Lab Conduction details (current semester) :</b> a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	<b>Less detention/condoned cases:</b>		
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	<b>Student Assignments</b>		
	a) Assignment questions to be documented	10	10
29	b) Submission details semester wise	05	05
	a) <b>Identification of slow learners after 1<sup>st</sup> test</b> (list to be furnished class wise)	05	05
30	b) Conduction of Classes and documentation	15	15
	<b>Papers published by staff [Journals only]</b> No. of papers $\leq$ No. of Faculty (10 marks) No. of papers $>$ No. of Faculty and $\leq 2X$ No. of Faculty (20 marks) No. of papers $\geq 2X$ No. of Faculty (30 marks)	30	20
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	<b>Papers by Students</b> [1 paper for every 10 students]	25	05
32	<b>Staff membership of professional bodies</b> a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	<b>Guest lectures ( at least 2 for staff / students)</b> a) Approved letter	4	03
	b) Profile of resource person	4	03
	a) List of participants	2	02
34	<b>Non –Teaching Training (Min 1 day)</b> a) Approved from principal in the standard format	04	04
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04

35	<b>FDPs /Workshop/ National/International seminar(For staff)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	<b>Workshop/ National/International seminar(students)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [ Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	05
36	<b>Sports activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
37	<b>Cultural activities :</b> a) Documentation	05	05
	b) Participants attended	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	<b>Technical activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
39	<b>Industry visits</b> a) Approval from principal	05	05
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	04
	d) List of participants- Parents consent letter ( In case of outstation visits only)	05	04
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	25
41	<b>Library attendance (Staff)</b> Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	<b>Performance appraisal :</b> a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	<b>Attendance registers :</b> a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
<b>Total Marks</b>		<b>1000</b>	<b>912</b>

**STRENGTHS:**

1. ICT enabled class room teaching
2. Examination and Evaluation Process
3. Fund Generation through consultancy
4. Placement
5. Mentoring System



WEAKNESSES:



1. Organizing International Conference
2. Faculty interaction with outside world
3. Research Publication
4. Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

1. Centre for Excellence may be strengthened
2. The student projects may be included
3. Faculty members may be motivated to receive funded projects
4. Industry Institute Interaction may be strengthened through MoUs/MoAs

Date: 16.12.2020


Signature of the External Auditor(s)


- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 

  
Signature of the Auditee

  
IQAC Coordinator  
Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

  
IQAC Chairman  
Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad  
Kandlakoya (V), Medchal Road, Hyderabad -501401

## Academic & Administrative Audit- Department of EEE (2019-20)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	<b>a) Staff personal file:</b> Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate , Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff )	20	20
	<b>b)Overall file maintenance:</b> Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	<b>a) Lesson Plan:</b> as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	<b>b) Filing lesson plan</b> semester wise and subject wise	10	10
4	Course Files a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	17
	e. Result Analysis	20	20
5	<b>Lab manual with viva questions in the book form</b>	02	02
	a) Cover page		
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10
6	<b>Time Table-</b>	05	05
	1. All the document should be approved by Principal		
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01

Sl. No	Parameter details	Marks Alloted	Marks Obtained
7	<b>Internal Exam conduction:</b>	06	05
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	09
	e) Consolidated Absentees statement, exam wise, Subject wise	10	09
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	03
	d. Improvement in critical cases	05	03
9	<b>Stake holder feed back</b>	10	10
	Evaluation of feed back	10	10
	Follow up of feed back	10	10
10	<b>Staff Meeting [ Min 2 meetings in a semester ]</b>	10	08
	Filing process	05	04
11	<b>HOD &amp; Class teacher meeting with students (Min 2 meetings in a semester)</b>		
	a) Circular with agenda (Signature of all the concerned)	10	08
	b) Filing	05	04
12	<b>Dept. specific professional bodies:</b> a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	20
13	<b>Exam Result Analysis</b>		
	a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	c) Department result history	15	15

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	<b>Dept. committee works:</b> [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators]	05	05
	a) Circulation to committee members		
	b) No. of meetings (Min 2 meetings in a semester)	10	08
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	03
15	<b>Effective Interaction with Alumni and Presentation to students</b>		
	a) Updated Alumni Database (year wise) [ Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	10
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) <b>Written code of conduct</b> – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	<b>Industry Tie up :</b>		
	a) Approved from principal	05	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	15
18	<b>New staff recruitment:</b> a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	<b>Book publication:</b> Note: Question bank, Solution to be question bank, Lab manuals will not be considered for book publication (Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))	20	10
20	<b>Funds:</b> a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds ( like students project) 10 marks shall be awarded]	25	10
	b) Documentation [ Proposal, approval copy, Sanction letter, progress reports]	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	<b>Consultancy work by the Department:</b> a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	<b>Stock verification:</b> a) Stock register (update)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	<b>Some innovative Methods :</b> a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	<b>Mentor system:</b> a) Management of mentor books of all students	10	10
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	<b>Syllabus covered details (current semester)</b>	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	<b>Lab Conduction details (current semester) :</b> a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	<b>Less detention/condoned cases:</b>		
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	<b>Student Assignments</b>		
	a) Assignment questions to be documented	10	10
29	b) Submission details semester wise	05	05
	a) <b>Identification of slow learners</b> after 1 <sup>st</sup> test (list to be furnished class wise)	05	05
30	b) Conduction of Classes and documentation	15	15
	<b>Papers published by staff [Journals only]</b>		
30	No. of papers $\leq$ No. of Faculty (10 marks)	30	20
	No. of papers $>$ No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks)		
	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	<b>Papers by Students</b> [1 paper for every 10 students]	25	05
32	<b>Staff membership of professional bodies</b> a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	<b>Guest lectures</b> ( at least 2 for staff / students) a) Approved letter	4	04
	b) Profile of resource person	4	04
	a) List of participants	2	02
34	<b>Non -Teaching Training (Min 1 day)</b> a) Approved from principal in the standard format	04	04
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	07
	c) Proper documentation	04	04

35	<b>FDPs /Workshop/ National/International seminar(For staff)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	<b>Workshop/ National/International seminar(students)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [ Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	05
36	<b>Sports activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
37	<b>Cultural activities :</b> a) Documentation	05	05
	b) Participants attended	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	<b>Technical activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
39	<b>Industry visits</b> a) Approval from principal	05	05
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	05
	d) List of participants- Parents consent letter ( In case of outstation visits only)	05	05
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	25
41	<b>Library attendance (Staff)</b> Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	<b>Performance appraisal :</b> a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	<b>Attendance registers :</b> a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
<b>Total Marks</b>		1000	936

**STRENGTHS:**

1. ICT enabled class room teaching
2. Examination & evaluation process
3. Fund generation through consultancy
4. Placement
5. Mentoring system

WEAKNESSES:

1. Organizing International conference
2. Faculty interaction with outside world
3. Alumni contribution towards departmental development
4. BOOK publication by Faculty
5. student publication

SUGGESTIONS FOR IMPROVEMENT:

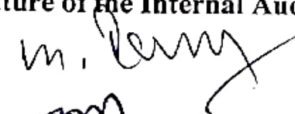

1. centre for excellence may be strengthened
2. The student projects may be incubated
3. Faculty members may be motivated to receive funded projects
4. Industry Institute Interaction may be strengthened through MoUs/MOA


Date: 12/12/2020

Signature of the External Auditor(s)

- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 

  
Signature of the Auditee

  
IQAC Coordinator

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

  
IQAC Chairman

Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad  
Kandlakoya (V), Medchal Road, Hyderabad -501401

## Academic & Administrative Audit- Mechanical Engineering (2019-20)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) <b>Staff personal file:</b> Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate , Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff)	20	20
	b) <b>Overall file maintenance:</b> Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) <b>Lesson Plan:</b> as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files	10	10
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	40	38
	c. Course material	20	20
	d. Previous year question papers	20	20
5	e. Result Analysis	02	02
	<b>Lab manual with viva questions in the book form</b>	03	03
	a) Cover page	15	15
	b) List of experiments	10	10
6	c) Details of the experiments	05	05
	d) Viva questions	02	2
	<b>Time Table-</b>	02	2
	1. All the document should be approved by Principal	01	1
2. Class wise Time table			
3. Teacher wise Time table			
4. Modified (if any)			

Sl. No	Parameter details	Marks Alloted	Marks Obtained
7	<b>Internal Exam conduction:</b>		
	a) Filing of question paper exam wise in the standard format	06	6
	b) Exam Time table	02	2
	c) Invigilation duty allotment copy	02	2
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	5
	b. List of critical attendance details (Class wise/Section wise)	05	5
	c. Follow up action for critical cases (to furnish the documents)	05	5
	d. Improvement in critical cases	05	5
9	<b>Stake holder feed back</b>	10	7
	Evaluation of feed back	10	7
	Follow up of feed back	10	5
10	<b>Staff Meeting [ Min 2 meetings in a semester ]</b>	10	10
	Filing process	05	5
11	<b>HOD &amp; Class teacher meeting with students (Min 2 meetings in a semester)</b>		
	a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	2
12	<b>Dept. specific professional bodies:</b> a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15
13	<b>Exam Result Analysis</b>		
	a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	15

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	<b>Dept. committee works:</b> [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	5
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	5
15	<b>Effective Interaction with Alumni and Presentation to students</b> a) Updated Alumni Database (year wise) [ Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	5
	c) Presentation to existing students from Alumni	05	5
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	5
16	a) <b>Written code of conduct</b> – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	5
17	<b>Industry Tie up :</b> a) Approved from principal	05	5
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	10
18	<b>New staff recruitment:</b> a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	<b>Book publication:</b> Note: Question bank, Solution to be question bank, Lab manuals will not be considered for book publication (Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))	20	05
20	<b>Funds:</b> a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds ( like students project) 10 marks shall be awarded]	25	20
	b) Documentation [ Proposal, approval copy, Sanction letter, progress reports]	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	<b>Consultancy work by the Department:</b> a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	<b>Stock verification:</b> a) Stock register (updatation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	<b>Some innovative Methods :</b> a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	<b>Mentor system:</b> a) Management of mentor books of all students	10	10
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	<b>Syllabus covered details (current semester)</b>	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	<b>Lab Conduction details (current semester) :</b> a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	<b>Less detention/condoned cases:</b> a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	<b>Student Assignments</b>	10	10
	a) Assignment questions to be documented	05	05
29	b) Submission details semester wise	05	05
	a) <b>Identification of slow learners</b> after 1 <sup>st</sup> test (list to be furnished class wise)	05	05
30	b) Conduction of Classes and documentation	15	15
	<b>Papers published by staff [Journals only]</b> No. of papers <= No. of Faculty (10 marks) No. of papers > No. of Faculty and <=2XNo. of Faculty (20 marks) No. of papers >=2X No. of Faculty (30 marks)	30	28
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	15
32	<b>Staff membership of professional bodies</b> a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	<b>Guest lectures ( at least 2 for staff / students)</b> a) Approved letter	4	3
	b) Profile of resource person	4	3
	a) List of participants	2	2
34	<b>Non -Teaching Training (Min 1 day)</b> a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04

35	<b>FDPs /Workshop/ National/International seminar(For staff)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	<b>Workshop/ National/International seminar(students)[Min 2 days]</b> a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [ Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	3
36	<b>Sports activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
37	<b>Cultural activities :</b> a) Documentation	05	05
	b) Participants attended	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	<b>Technical activities :</b> a) Documentation	05	05
	b) Participants attended	05	05
39	<b>Industry visits</b> a) Approval from principal	05	05
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	02
	d) List of participants- Parents consent letter ( In case of outstation visits only)	05	02
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	22
41	<b>Library attendance (Staff)</b> Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	<b>Performance appraisal :</b> a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	<b>Attendance registers :</b> a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
<b>Total Marks</b>		<b>1000</b>	<b>912</b>

**STRENGTHS:**

1. Good Infrastructure and availability of resources
2. Good mentoring system
3. Excellent Examination and evaluation process
4. Good Placements

WEAKNESSES:


1. Lack of conduct of conference/seminars
2. Lack of book publications by faculty members
3. Faculty interaction with external world
4. Contribution of Alumni

SUGGESTIONS FOR IMPROVEMENT:

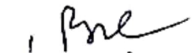
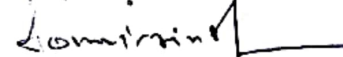
1. Faculty members may be encouraged to improve their books & Paper publications
2. Faculty members may be motivated to conduct conference/seminars/workshops
3. Faculty interaction with external world may be encouraged
4. Students projects may be incubated

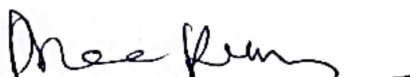
Date: 16.12.2020


Signature of the External Auditor(s)


- 1) 
- 2)

Signature of the Internal Auditor(s)

- 1) 
- 2) 

  
Signature of the Auditee

  
IQAC Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

  
IQAC Chairman  
Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad  
Kandlakoya (V), Medchal Road, Hyderabad -501401

## Academic & Administrative Audit- Department of MBA (2019-20)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) <b>Staff personal file:</b> Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate , Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff )	20	18
	b) <b>Overall file maintenance:</b> Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	09
2	Subject allotment and workload as per the standard format duly signed by Principal	10	09
3	a) <b>Lesson Plan:</b> as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	14
	b) Filing lesson plan semester wise and subject wise	10	09
4	Course Files	10	09
	a. Course objective & Out comes		
	b. Teaching Schedule	10	10
	c. Course material	40	36
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	<b>Lab manual with viva questions in the book form</b>	02	02
	a) Cover page		
	b) List of experiments	03	03
	c) Details of the experiments	15	13
	d) Viva questions	10	08
6	<b>Time Table-</b>	05	05
	1. All the document should be approved by Principal		
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	-



Sl. No	Parameter details	Marks Alloted	Marks Obtained
7	<b>Internal Exam conduction:</b>	06	05
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	06
	e) Consolidated Absentees statement, exam wise, Subject wise	10	06
8	a. Improvement in Class Attendance	05	03
	b. List of critical attendance details (Class wise/Section wise)	05	03
	c. Follow up action for critical cases (to furnish the documents)	05	04
	d. Improvement in critical cases	05	02
9	<b>Stake holder feed back</b>	10	07
	Evaluation of feed back	10	07
	Follow up of feed back	10	07
10	<b>Staff Meeting [ Min 2 meetings in a semester ]</b>	10	09
	Filing process	05	04
11	<b>HOD &amp; Class teacher meeting with students (Min 2 meetings in a semester)</b>		
	a) Circular with agenda (Signature of all the concerned)	10	08
	b) Filing	05	04
12	<b>Dept. specific professional bodies:</b>		
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	18
13	<b>Exam Result Analysis</b>		
	a) Teacher wise, Semester wise result with appropriate graphs	30	26
	b) Result after Revaluation (Principal signature required)	30	25
	c) Department result history	15	13

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	<b>Dept. committee works:</b> [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	04
	b) No. of meetings (Min 2 meetings in a semester)	10	08
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	04
15	<b>Effective Interaction with Alumni and Presentation to students</b> a) Updated Alumni Database (year wise) [ Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	08
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	09
	c) Presentation to existing students from Alumni	05	04
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
16	a) <b>Written code of conduct</b> – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	05
17	<b>Industry Tie up :</b> a) Approved from principal	05	04
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	13
18	<b>New staff recruitment:</b> a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	01
	c) List of short listed candidates	01	00
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	<b>Book publication:</b> Note: Question bank, Solution to be question bank, Lab manuals will not be considered for book publication (Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))	20	19
20	<b>Funds:</b> a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds ( like students project) 10 marks shall be awarded]	25	20
	b) Documentation [ Proposal, approval copy, Sanction letter, progress reports]	05	04

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	<b>Consultancy work by the Department:</b> a) MOU / Consent letter	10	08
	b) Nature of consultancy	10	08
22	<b>Stock verification:</b> a) Stock register (updatation)	05	04
	b) Stock verification report (signature of verifying officer & HOD)	05	04
23	<b>Some innovative Methods :</b> a) Innovative methods in Teaching	05	04
	b) Innovative methods in Administration	05	04
24	<b>Mentor system:</b> a) Management of mentor books of all students	10	09
	b) Meeting conduction, recording the acadèmic grievances consolidation of grievances Mentor wise and follow up action	10	08
25	<b>Syllabus covered details (current semester)</b>	05	03
	a) Consolidated statement of syllabus covered & class conducted	10	08
	b) No. of class conducted	05	03
26	<b>Lab Conduction details (current semester) :</b> a) Conduction of lab as per lesson plan	15	13
	b) Maintenance of Laboratory records	05	04
27	<b>Less detention/condoned cases:</b>	10	08
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)		
28	<b>Student Assignments</b>	10	08
	a) Assignment questions to be documented		
29	b) Submission details semester wise	05	04
	a) <b>Identification of slow learners</b> after 1 <sup>st</sup> test (list to be furnished class wise)	05	04
30	b) Conduction of Classes and documentation	15	14
	<b>Papers published by staff [Journals only]</b> No. of papers $\leq$ No. of Faculty (10 marks) No. of papers $>$ No. of Faculty and $\leq 2X$ No. of Faculty (20 marks) No. of papers $\geq 2X$ No. of Faculty (30 marks)	30	24
	a) Consolidated statement of publication semester wise	10	08
	b) Documentation (Hard copy of the published paper)	10	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	<b>Papers by Students</b> [1 paper for every 10 students]	25	14
32	<b>Staff membership of professional bodies</b> a) Minimum one membership for every faculty	06	04
	b) Consolidated statement	02	01
	c) Membership certificate copies	02	01
33	<b>Guest lectures</b> ( at least 2 for staff / students) a) Approved letter	4	03
	b) Profile of resource person	4	03
	a) List of participants	2	02
34	<b>Non –Teaching Training (Min 1 day)</b> a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	02

35	<b>FDPs /Workshop/ National/International seminar</b> (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	07
	<b>Workshop/ National/International seminar</b> (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	07
	b) Conduction of National/International seminar/ workshop [ Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	07
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	03
36	<b>Sports activities :</b> a) Documentation	05	04
	b) Participants attended	05	04
37	<b>Cultural activities :</b> a) Documentation	05	04
	b) Participants attended	05	04

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	<b>Technical activities :</b>	05	05
	a) Documentation		
	b) Participants attended	05	04
39	<b>Industry visits</b>	05	05
	a) Approval from principal		
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	04
	d) List of participants- Parents consent letter ( In case of outstation visits only)	05	04
40	a) Coaching class /Training for placement & higher studies	15	13
	b) % of Placement & higher studies	25	22
41	<b>Library attendance (Staff)</b> Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	06
42	<b>Performance appraisal :</b> a) Consolidated performance appraisal academic year wise	10	07
	b) Teacher wise appraisal Report	15	13
43	<b>Attendance registers :</b> a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	13
	b) Proper storage with labeling	15	13
<b>Total Marks</b>		1000	824

STRENGTHS:

- (1) Infrastructure
- (2) Exam Conductor and evaluation system
- (3) Research publication
- (4) Training and placement.
- (5) Mentor system.

WEAKNESSES:

- (1) Publication by students
- (2) Alumni contribution
- (3) Conduction of conference/seminar.

SUGGESTIONS FOR IMPROVEMENT:

- (1) Faculty members may be motivated to apply for International Conference/Seminar grants.
- (2) Industry Institute Interaction may be strengthened.
- (3) Incubation of student projects may be done.

Date: 09.12.2020

Signature of the External Auditor(s)

- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) P.V. Lakshmi
- 2) P. Anus



Signature of the Auditee

  
IQAC Coordinator

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.



IQAC Chairman

Chairman  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 28.12.2020

To,  
IQAC Coordinator  
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2019-20 - Reg.

Respected Sir, **CMR COLLEGE OF ENGINEERING & TECHNOLOGY**

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 7.12.2020 to 16.12.2020 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Date: 28.12.2020

Thanking you,

  
**Audit Coordinator**

