

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



Academic and Administrative Audit Committee

A.Y.: 2021-22



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2021-22/01

Date: 28/08/2021

OFFICE ORDER

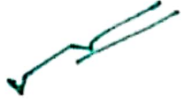
The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2021-22. It is designed to serve the purpose of auditing & reviewing the processes and procedures used by Departments to enhance the quality of their Programs in terms of program objectives 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) Committees as follows:

	Name of the member	Designation	Dept.	Position
Academic and Administrative Audit (AAA) Committee (Institution Level)	Major Dr. V. A. Narayana	Principal	CSE	Chairman
	Prof. G. Devadasu	IQAC Coordinator	EEE	Coordinator
	Dr. B. Lokeshwar Rao	Dean Academics	ECE	Member
	Dr. M. Suresh	Head R&D	ECE	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. S. Srinivasan	Asso. Professor	EEE	Coordinator
Academic and Administrative Audit (AAA) Committee (Department Level)	Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
	Mrs. Krishnaveni	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 Kumar	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
Mr. D. Ajay	Assoc. Prof.	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.

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

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

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 4th September 2021 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 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. Lokeshwar 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
Mrs. B. Premalatha		Assoc. Prof.	Member	
Mrs. Krishnaveni		Assoc. Prof.	Member	
Mr. B. Chakradhar		Asst. Prof.	Member	
Mr. K. Rama Rao		Asst. Prof.	Member	
Mr. D. Bhanumurthy		Assoc. Prof.	Member	

Mr. Ch. Shankar Rao	Assoc. Prof.	Member	<i>W. M. M. V.</i>
Mr. D. S. Sanjeev	Asst. Prof.	Member	<i>D. S. Sanjeev</i>
Mr. M. Suneel Kumarr	Asst. Prof.	Member	<i>M. S.</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>
Mr.D.Ajay	Assoc. Prof.	Member	<i>D. Ajay</i>
Mr. P. Sridhar	Assoc. Prof.	Member	<i>P. Sridhar</i>
Mr. Santosh V Kulkarni	Assoc. Prof.	Member	<i>S. V. Kulkarni</i>
Dr.Somvir Singh	Asst. Prof.	Member	<i>S. Somvir Singh</i>

Coord
IQAC Coordinator
 Coordinator

Internal Quality Assurance Cell
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CMRCET/PRIN/ AAA/AY2021-22/CIR-01

Date: 03/09/2021

CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 04.09.2021 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
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Principal

Chairman
Internal Quality Assurance Cell
CMR College of Engineering & Technology
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Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

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



Date: 02.05.2022

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Requisition for conducting Departmental Academic and Administrative Audit for the Academic Year 2021-22 – Reg.

Respected Sir,

As per the requirement of Quality Aspects of our institution, the Academic and Administrative Audit (AAA) Committee needs to conduct the Audit in all the departments concerned for the Academic year 2021-22.

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	
7.05.2022 to 10.05.2022	Dr.M.Venkateshwarlu	CIVIL	
	Mrs.T.Rohini Reddy		
	Mr.K.Venkateshwar Rao		
	Mr.D.S.Sanjeev		
	Dr.P.Vijayalakshmi		
12.05.2022 to 14.05.2022	Dr.P.Alekya	MBA	
	Mr.B.Chakradhar		
	Mr. Santosh V Kulkarni		
	Mr.S.Siva Skandha		CSE
	Mr.B.Sivaiah		
Mr. K R S Maruthi Raj			
Mr.L.Ramanjaneya			
Mr.D.Bhanumurthy			
16.05.2022 to 18.05.2022	Mr.Ch.Shankar Rao	EEE	
	Dr.Sarat Chandra Nayak		
	Mr.K.Rama Rao		
	Dr.Somvir Singh		MECH
	Mr.D.Ajay		
Mr.M.Suneel Kumar			

	Mr.Dowlath Ahammed	
	Mrs.B.Premalatha	ECE
	Mrs.Krishnaveni	
	Mr. A.P.Ravi Chandra	
	Mr.P.Sridhar	

I request you that the approval for conducting the audit may please be given.

Thanking you sir,


Audit Coordinator



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CMRCET/PRIN/ AAA/AY2021-22/CIR-02

Date: 04/05/2022

CIRCULAR

This is to inform all the faculty members that Academic and Administrative Audit for the A.Y: 2021-22 will be held from 7th May 2022 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited
7.05.2022 to 10.05.2022	Dr.M.Venkateshwarlu	CIVIL
	Mrs.T.Rohini Reddy	
	Mr.K.Venkateshwar Rao	
	Mr.D.S.Sanjeev	
	Dr.P.Vijayalakshmi	
12.05.2022 to 14.05.2022	Dr.P.Alekya	MBA
	Mr.B.Chakradhar	
	Mr. Santosh V Kulkarni	
	Mr.S.Siva Skandha	
	Mr.B.Sivaiah	
16.05.2022 to 18.05.2022	Mr. K R S Maruthi Raj	CSE
	Mr.L.Ramanjancya	
	Mr.D.Bhanumurthy	
	Mr.Ch.Shankar Rao	EEE
	Dr.Sarat Chandra Nayak	
	Mr.K.Rama Rao	
	Dr.Somvir Singh	
16.05.2022 to 18.05.2022	Mr.D.Ajay	MECH
	Mr.M.Suneel Kumar	
	Mr.Dowlath Ahammed	
	Mrs.B.Premalatha	ECE
	Mrs.Krishnaveni	
	Mr. A.P.Ravi Chandra	
	Mr.P.Sridhar	

All the HoDs and staff members of all the departments concerned are requested to cooperate with the Audit members.

IQAC-Coordinator

Principal

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
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Hyderabad - 501401

1. Secretary Garu for kind information
2. All HODs For necessary action
3. Controller of Examinations

Chairman
Internal Quality Assurance Cell
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Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
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Academic & Administrative Audit- Civil Engineering (2021-22)

Date: 10/5/2022

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: 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	19
	b) Overall file maintenance: Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	8
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) Lesson Plan: 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	9
4	Course Files		
	a. Course objective & Out comes	10	9
	b. Teaching Schedule	10	8
	c. Course material	40	38
	d. Previous year question papers	20	18
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	14
	d) Viva questions	10	9
6	Time Table-		
	1. All the document should be approved by Principal	05	05
	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	Internal Exam conduction:	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	8
	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	Stake holder feed back	10	8
	Evaluation of feed back	10	8
	Follow up of feed back	10	10
10	Staff Meeting [Min 2 meetings in a semester]	10	7
	Filing process	05	05
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	04
12	Dept. specific professional bodies:		
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	17
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	27
	b) Result after Revaluation (Principal signature required)	30	27
	c) Department result history	15	14

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	Dept. committee works: [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	9
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	Effective Interaction with Alumni and Presentation to students 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	08
	c) Presentation to existing students from Alumni	05	04
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : 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	New staff recruitment: 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	Book publication: 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	18
20	Funds: 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	23
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	08
	b) Nature of consultancy	10	08
22	Stock verification: a) Stock register (update)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	04
23	Some innovative Methods : a) Innovative methods in Teaching	05	04
	b) Innovative methods in Administration	05	04
24	Mentor system: a) Management of mentor books of all students	10	08
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	8
25	Syllabus covered details (current semester)	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	8
	b) No. of class conducted	05	5
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	14
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases:	10	8
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)		
28	Student Assignments	10	8
	a) Assignment questions to be documented		
29	b) Submission details semester wise	05	05
	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	04
30	b) Conduction of Classes and documentation	15	14
	Papers published by staff [Journals only] 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	25
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	Papers by Students [1 paper for every 10 students]	25	24
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	4
	b) Profile of resource person	4	4
	a) List of participants	2	2
34	Non -Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	4
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	06
	c) Proper documentation	04	04

35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	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	8
	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	5
36	Sports activities : a) Documentation	05	04
	b) Participants attended	05	04
37	Cultural activities : a) Documentation	05	05
	b) Participants attended	05	04
Sl. No	Parameter details	Marks Alloted	Marks Obtained

38	Technical activities :	05	04
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	05
	a) Approval from principal		
	b) Consent letter from company	05	04
	c) Report on Industry visits	05	4
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	4
40	a) Coaching class /Training for placement & higher studies	15	13
	b) % of Placement & higher studies	25	23
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	Attendance registers : 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
Total Marks		1000	910

STRENGTHS:

- 1) Teaching Methodology
- 2) Exam Conduction
- 3) Training
- 4) Placement
- 5) Mentoring System

WEAKNESSES:


- Student Publications
- Book Publications by faculty
- External world interactions
- International conference organization

SUGGESTIONS FOR IMPROVEMENT:

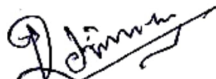
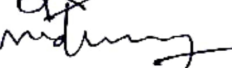
- 1) faculty and students have to be motivated to publish
- 2) External world interactions may be strengthened
- 3) International conference may be organized.

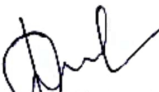
Date: 10/5/2022

Signature of the External Auditor(s)

- 1) D. S. Sarjeev
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 


Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

Chairman
Internal Quality Assurance Cell
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K. J. Somaiya (V), Medchal Road,
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Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
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Academic & Administrative Audit- Department of CSE (2021-22)

Date: 14.05.2022

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: 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) Overall file maintenance: 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	08
3	a) Lesson Plan: 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	08
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	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
d) Viva questions	10		
6	Time Table-		
	1. All the document should be approved by Principal	05	04
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
4. Modified (if any)	01	01	

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7	Internal Exam conduction:	06	04
	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	08
	e) Consolidated Absentees statement, exam wise, Subject wise	10	08
8	a. Improvement in Class Attendance	05	04
	b. List of critical attendance details (Class wise/Section wise)	05	04
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	08
	Evaluation of feed back	10	08
	Follow up of feed back	10	10
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	04
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	08
	b) Filing	05	05
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	18
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	28
	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	14

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	Dept. committee works: [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	Effective Interaction with Alumni and Presentation to students 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	08
	c) Presentation to existing students from Alumni	05	04
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	04
17	Industry Tie up : a) Approved from principal	05	04
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
18	New staff recruitment: 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	Book publication: 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	18
20	Funds: 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	24
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	04

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	24
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	04
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (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	Non -Teaching Training (Min 1 day) 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	06
	c) Proper documentation	04	02

35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	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	08
	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	04
36	Sports activities : a) Documentation	05	04
	b) Participants attended	05	04
37	Cultural activities : a) Documentation	05	04
	b) Participants attended	05	04
Sl. No	Parameter details	Marks Alloted	Marks Obtained

38	Technical activities :	05	04
	a) Documentation		
	b) Participants attended	05	04
39	Industry visits	05	04
	a) Approval from principal		
	b) Consent letter from company	05	04
	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	14
	b) % of Placement & higher studies	25	24
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	08
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	08
	b) Teacher wise appraisal Report	15	14
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	14
	b) Proper storage with labeling	15	14
Total Marks		1000	889

STRENGTHS:

1. Methodology of Teaching
2. Exam and evaluation process
3. Student placements
4. Mentor-Mentee system
5. Consultancy works.

WEAKNESSES:

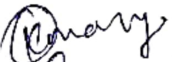
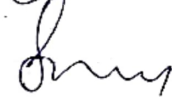
- 1) Faculty Publications
- 2) Student Publications
- 3) Alumni Contribution
- 4) Outside world interaction by faculty

SUGGESTIONS FOR IMPROVEMENT:

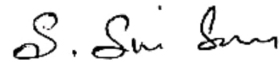
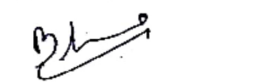
- 1) Students and faculty may be instructed to do publications
- 2) Outside world interaction by faculty may be motivated

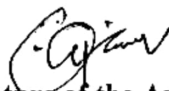
Date: 14.05.2022

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 (2021-22)

Date: 18/05/2022

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: 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) Overall file maintenance: Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	08
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) Lesson Plan: 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	08
	b. Teaching Schedule	10	08
	c. Course material	40	40
	d. Previous year question papers	20	20
e. Result Analysis	20	18	
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
d) Viva questions	10	10	
6	Time Table-		
	1. All the document should be approved by Principal	05	05
	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	Internal Exam conduction:	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	04
9	Stake holder feed back	10	10
	Evaluation of feed back	10	10
	Follow up of feed back	10	10
10	Staff Meeting [Min 2 meetings in a semester]	10	08
	Filing process	05	05
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	05
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	20
13	Exam Result Analysis		
	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	Dept. committee works: [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	Effective Interaction with Alumni and Presentation to students	10	10
	a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]		
	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	04
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	04
17	Industry Tie up :		
	a) Approved from principal	05	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
18	New staff recruitment: 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	Book publication: 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	18
20	Funds: 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 Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (updatation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	08
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	08
25	Syllabus covered details (current semester)	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	14
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases:	10	08
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)		
28	Student Assignments	10	08
	a) Assignment questions to be documented	05	05
29	b) Submission details semester wise	05	05
	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
30	b) Conduction of Classes and documentation	15	14
	Papers published by staff [Journals only] No. of papers \leq No. of Faculty (10 marks) 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)	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	24
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	04
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (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	Non -Teaching Training (Min 1 day) 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	FDPs /Workshop/ National/International seminar(For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar(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	05
36	Sports activities : a) Documentation	05	05
	b) Participants attended	05	05
37	Cultural activities : a) Documentation	05	05
	b) Participants attended	05	04
Sl. No	Parameter details	Marks Alloted	Marks Obtained

38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	05
	a) Approval from principal		
	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	14
	b) % of Placement & higher studies	25	24
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	14
	b) Proper storage with labeling	15	14
Total Marks		1000	952

STRENGTHS:

- 1) Teaching Learning Process
- 2) Conduction of exams and evaluation process
- 3) Mentor - Mentee system
- 4) Placements

WEAKNESSES:

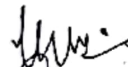

- 1) faculty interaction outside word
- 2) Research Publication
- 3) Contribution of Alumni

SUGGESTIONS FOR IMPROVEMENT:

- 1) Strengthening ^{of} the Industry - Institute Interaction
- 2) Funded projects may be received through faculty
- 3) Publication of student projects may be done.

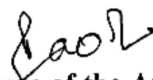
Date: 18/5/2022

Signature of the External Auditor(s)

- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 



Signature of the Auditee


IQAC Coordinator

Coordinator
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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 (2021-22)

Date: 14/05/2022

Sl No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: 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) Overall file maintenance: Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	9
2	Subject allotment and workload as per the standard format duly signed by Principal	10	7
3	a) Lesson Plan: as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	13
	b) Filing lesson plan semester wise and subject wise	10	9
4	Course Files		
	a. Course objective & Out comes	10	8
	b. Teaching Schedule	10	7
	c. Course material	40	33
	d. Previous year question papers	20	14
e. Result Analysis	20	19	
5	Lab manual with viva questions in the book form		
	a) Cover page	02	01
	b) List of experiments	03	01
	c) Details of the experiments	15	12
d) Viva questions	10	9	
6	Time Table-		
	1. All the document should be approved by Principal	05	3
	2. Class wise Time table	02	1
	3. Teacher wise Time table	02	1
4. Modified (if any)	01	1	

Sl. No	Parameter details	Marks Alloted	Marks Obtained
7	Internal Exam conduction:	06	04
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	1
	c) Invigilation duty allotment copy	02	1
	d) Absentees statement subject wise exam wise and Consolidated	10	08
	e) Consolidated Absentees statement, exam wise, Subject wise	10	09
8	a. Improvement in Class Attendance	05	04
	b. List of critical attendance details (Class wise/Section wise)	05	07
	c. Follow up action for critical cases (to furnish the documents)	05	03
	d. Improvement in critical cases	05	04
9	Stake holder feed back	10	8
	Evaluation of feed back	10	8
	Follow up of feed back	10	4
10	Staff Meeting [Min 2 meetings in a semester]	10	6
	Filing process	05	4
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	8
	b) Filing	05	3
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	17
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	27
	b) Result after Revaluation (Principal signature required)	30	29
	c) Department result history	15	13

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	Dept. committee works: [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	4
	a) Circulation to committee members		
	b) No. of meetings (Min 2 meetings in a semester)	10	9
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	4
15	Effective Interaction with Alumni and Presentation to students	10	8
	a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]		
	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	8
	c) Presentation to existing students from Alumni	05	4
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	3
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	11
	b) Display of code of conduct on notice board	05	4
17	Industry Tie up :		
	a) Approved from principal	05	4
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	11
18	New staff recruitment: a) Staff requirement letter to principal	01	1
	b) Advertisement copy (News paper)	02	1
	c) List of short listed candidates	01	1
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	1
19	Book publication: 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	17
20	Funds: 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	23
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	4

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	08
	b) Nature of consultancy	10	09
22	Stock verification: a) Stock register (update)	05	4
	b) Stock verification report (signature of verifying officer & HOD)	05	4
23	Some innovative Methods : a) Innovative methods in Teaching	05	3
	b) Innovative methods in Administration	05	2
24	Mentor system: a) Management of mentor books of all students	10	8
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	7
25	Syllabus covered details (current semester)	05	4
	a) Consolidated statement of syllabus covered & class conducted	10	9
	b) No. of class conducted	05	4
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	13
	b) Maintenance of Laboratory records	05	4
27	Less detention/condoned cases:		
	a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	8
28	Student Assignments		
	a) Assignment questions to be documented	10	7
29	b) Submission details semester wise	05	4
	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	4
30	b) Conduction of Classes and documentation	15	13
	Papers published by staff [Journals only] No. of papers \leq No. of Faculty (10 marks) 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)	30	28
	a) Consolidated statement of publication semester wise	10	07
	b) Documentation (Hard copy of the published paper)	10	06

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	24
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	3
	b) Consolidated statement	02	2
	c) Membership certificate copies	02	2
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	3
	b) Profile of resource person	4	3
	a) List of participants	2	1
34	Non -Teaching Training (Min 1 day) 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	03

35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	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	7
	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	4
36	Sports activities : a) Documentation	05	4
	b) Participants attended	05	3
37	Cultural activities : a) Documentation	05	3
	b) Participants attended	05	3
Sl. No	Parameter details	Marks Alloted	Marks Obtained

38	Technical activities :	05	4
	a) Documentation		
	b) Participants attended	05	4
39	Industry visits	05	4
	a) Approval from principal		
	b) Consent letter from company	05	4
	c) Report on Industry visits	05	3
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	4
40	a) Coaching class /Training for placement & higher studies	15	13
	b) % of Placement & higher studies	25	23
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	9
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	8
	b) Teacher wise appraisal Report	15	13
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	12
	b) Proper storage with labeling	15	13
Total Marks		1000	808

STRENGTHS:

- * ICT facilities in Class rooms
- * Teaching-Learning process
- * Consultancy works
- * Student placements

WEAKNESSES:



- * SCI/wos publications by faculty
- * Student publications
- * Faculty interaction with outside world.
- * Alumni Contribution

SUGGESTIONS FOR IMPROVEMENT:



- * Faculty may be motivated to concentrate on higher end publications
- * Faculty interaction with outside world may be motivated.

Date: 14/08/2022

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

(2021-22)

Date: 18-05-2022

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: 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) Overall file maintenance: Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	08
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) Lesson Plan: 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	08
4	Course Files		
	a. Course objective & Out comes	10	08
	b. Teaching Schedule	10	08
	c. Course material	40	36
	d. Previous year question papers	20	18
e. Result Analysis	20	18	
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	14
d) Viva questions	10	08	
6	Time Table-		
	1. All the document should be approved by Principal	05	04
	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	Internal Exam conduction:	06	4
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	2
	c) Invigilation duty allotment copy	02	2
	d) Absentees statement subject wise exam wise and Consolidated	10	08
	e) Consolidated Absentees statement, exam wise, Subject wise	10	08
8	a. Improvement in Class Attendance	05	04
	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	04
9	Stake holder feed back	10	08
	Evaluation of feed back	10	08
	Follow up of feed back	10	10
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	04
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	08
	b) Filing	05	04
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	18
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	28
	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	14

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	Dept. committee works: [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	Effective Interaction with Alumni and Presentation to students 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	08
	c) Presentation to existing students from Alumni	05	04
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	04
17	Industry Tie up : a) Approved from principal	05	04
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
18	New staff recruitment: 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	Book publication: 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	18
20	Funds: 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	24
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	04

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	24
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	05
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	04
	b) Profile of resource person	4	02
	a) List of participants	2	02
34	Non –Teaching Training (Min 1 day) 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	06
	c) Proper documentation	04	04

35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	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	08
	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	Sports activities : a) Documentation	05	04
	b) Participants attended	05	4
37	Cultural activities : a) Documentation	05	4
	b) Participants attended	05	5
Sl. No	Parameter details	Marks Alloted	Marks Obtained

38	Technical activities :	05	04
	a) Documentation		
	b) Participants attended	05	04
39	Industry visits	05	04
	a) Approval from principal		
	b) Consent letter from company	05	04
	c) Report on Industry visits	05	04
	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	14
	b) % of Placement & higher studies	25	24
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	08
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	08
	b) Teacher wise appraisal Report	15	14
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	14
	b) Proper storage with labeling	15	14
Total Marks		1000	897

STRENGTHS:

- 1) Excellent mentoring System
- 2) Teaching-Learning Process
- 3) Good Placements

WEAKNESSES:

- 1) Lack of publications by faculty & students
- 2) External world interaction
- 3) Alumni contribution.

SUGGESTIONS FOR IMPROVEMENT:

- 1) Faculty & students have to be motivated to publish their works
- 2) Faculty should be encouraged to have external world interactions
- 3) Student projects may be incubated.


Date: 18-05-2022

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
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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 (2021-22)

Date 11/05/2022

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: 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) Overall file maintenance: 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) Lesson Plan: 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	08
4	Course Files		
	a. Course objective & Out comes	10	08
	b. Teaching Schedule	10	10
	c. Course material	40	36
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	14
	d) Viva questions	10	10
6	Time Table-		
	1. All the document should be approved by Principal	05	05
	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	Internal Exam conduction:	06	04
	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	08
8	a. Improvement in Class Attendance	05	04
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	04
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	08
	Evaluation of feed back	10	08
	Follow up of feed back	10	08
10	Staff Meeting [Min 2 meetings in a semester]	10	09
	Filing process	05	05
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	08
	b) Filing	05	05
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	20
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	26
	b) Result after Revaluation (Principal signature required)	30	26
	c) Department result history	15	13

Sl. No	Parameter details	Marks Alloted	Marks Obtained
14	Dept. committee works: [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	Effective Interaction with Alumni and Presentation to students 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	08
	c) Presentation to existing students from Alumni	05	04
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	04
17	Industry Tie up : a) Approved from principal	05	04
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
18	New staff recruitment: 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	Book publication: 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	18
20	Funds: 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	24
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	04

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	24
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	04
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	02
	b) Profile of resource person	4	04
	a) List of participants	2	02
34	Non –Teaching Training (Min 1 day) 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	06
	c) Proper documentation	04	04

35	FDPs /Workshop/ National/International seminar(For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	Workshop/ National/International seminar(students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	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	08
	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	Sports activities : a) Documentation	05	05
	b) Participants attended	05	04
37	Cultural activities : a) Documentation	05	04
	b) Participants attended	05	04
Sl. No	Parameter details	Marks Alloted	Marks Obtained

38	Technical activities :		
	a) Documentation	05	04
	b) Participants attended	05	04
39	Industry visits		
	a) Approval from principal	05	04
	b) Consent letter from company	05	04
	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	14
	b) % of Placement & higher studies	25	24
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	08
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	08
	b) Teacher wise appraisal Report	15	14
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	14
	b) Proper storage with labeling	15	15
Total Marks		1000	884

STRENGTHS:

- 1) Learning Management System
- 2) Exam Conduction and Evaluation process
- 3) Good Publications.
- 4) Training and placement

WEAKNESSES:



- 1) Publication by Students
- 2) Conference/Seminar Conduction.
- 3) Contributions of Alumni;

SUGGESTIONS FOR IMPROVEMENT:


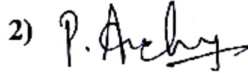
- 1) Student publications may be improved.
- 2) International Conference may be conducted.
- 3) Incubation of Student projects may be done.

Date: 10/05/2022

Signature of the External Auditor(s)

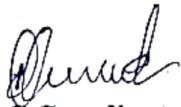
- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) P. Archy 

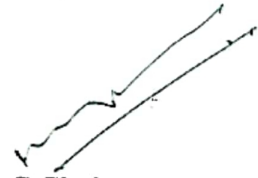


Signature of the Auditee



IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
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IQAC Chairman

Chairman
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Hyderabad - 501 401.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 21.05.2022

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2021-22 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 7.05.2022 to 20.05.2022 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind perusal.

Thanking you,


Audit Coordinator

