

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(Autonomous)

Kandlakoya, Medchal Road, Hyderabad-501401



EXPLORE TO INVENT

Academic and Administrative Audit

A.Y.: 2022-23





CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 25/05/2022

CMRCET/PRIN/AAA/AY2022-23/01

OFFICE ORDER

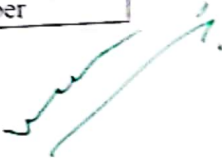
The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2022-23. It is designed to serve the purpose of auditing & reviewing the processes and procedures used by Departments to enhance the quality of their Programs in terms of program objectives 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
College of Engineering & Technology
Kondhola (V), Medchal Road,
Hyderabad - 501 401.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 27/05/2022


CMRCET/PRIN/ AAA/AY2022-23/CIR-01

CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 28.05.2022 at 11.00 AM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:


- i. To review previous year audit reports and action taken.
- ii. To prepare yearly Audit Plan and to nominate members for the internal audit in the respective departments.
- iii. To review stakeholders feedback and action plan
- iv. To discuss about the PO & PSO attainments
- v. To discuss about Quality Initiatives and 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. Copy Submitted to: The Secretary Garu – For your kind information Pl.


Principal

Chairman

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

Copy to:

1. Dean Academics
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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 28.05.2022 from 11.00 AM to 12.30 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 forthcoming 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 following 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. 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 | |
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| | Dr. P. Ravi Kumar | HOD, MECH | Member | |
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| | 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>N. Kumar</i> |
| Mr. D. S. Sanjeev | Asst. Prof. | Member | <i>D. S. Sanjeev</i> |
| Mr. M. Suneel Kumarr | Asst. Prof. | Member | <i>M. S. Suneel</i> |
| Dr. M Venkateshwarlu | Professor | Member | <i>M. Venkateshwarlu</i> |
| Mrs. T. Rohini Reddy | Assoc. Prof. | Member | <i>T. Rohini</i> |
| Mr. A P Ravi Chandra | Asst. Prof. | Member | <i>A. P. Ravi</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. S. Skandha</i> |
| Mr. B.Sivaiah | Assoc. Prof. | Member | <i>B. Sivaiah</i> |
| Dr.Sarat Chandra Nayak | Assoc. Prof. | Member | <i>S. Sarat Chandra</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. Santosh V Kulkarni</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
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 19.04.2023

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission requested to conduct Departmental Academic and Administrative Audit for the Academic Year 2022-23 – 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 2022-23.

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 |
|--------------------------|------------------------|--------------------------|
| 2.05.2023 to 4.05.2023 | Mr. Ch. Shankar Rao | CIVIL |
| | Mrs.Krishnaveni | |
| | Mr. K. Venkateswar Rao | MBA |
| | Mrs.R.Shirisha | |
| 8.05.2023 to 10.05.2023 | Dr. M Venkateshwarlu | CSE |
| | Dr. P Alekhya | EEE |
| | Mr. Santosh V Kulkarni | |
| | Ms.M.Kamala | |
| 11.05.2023 to 13.05.2023 | Dr.Sarat Chandra Nayak | MECH |
| | Mr. M. Suneel Kumar | ECE |
| | Mr. L. Ramanjaneya | |
| | Mr.Rajendra Prasad | |
| 15.05.2023 to 17.05.2023 | Mr.K.Rajesh | CSM |
| | Mr.M.Srinivas | CSD |
| | Mr. D. S. Sanjeev | |
| | Mr. P. Sridhar | |

I request your kind approval to conduct the audit.

Thanking you sir,


Audit Coordinator





CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/ AAA/AY2022-23/CIR-03

Date: 19/04/2023

CIRCULAR

This is to inform all the faculty members that Academic and Administrative Audit for the A.Y: 2022-23 will be held from 2nd May, 2023 onwards in the respective departments as per the schedule given below.

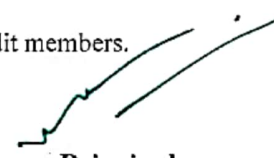
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| | Mr. K. Venkateswar Rao | MBA |
| | Mrs.R.Shirisha | |
| 8.05.2023 to 10.05.2023 | Dr. M Venkateshwarlu | CSE |
| | Dr. P Alekhya | EEE |
| | Mr. Santosh V Kulkarni | |
| | Ms.M.Kamala | |
| 11.05.2023 to 13.05.2023 | Dr.Sarat Chandra Nayak | MECH |
| | Mr. M. Suneel Kumar | ECE |
| | Mr. L. Ramanjaneya | |
| | Mr.Rajendra Prasad | |
| 15.05.2023 to 17.05.2023 | Mr.K.Rajesh | CSM |
| | Mr.M.Srinivas | CSD |
| | Mr. D. S. Sanjeev | |
| | Mr. P. Sridhar | |

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


IQAC-Coordinator
Coordinator

Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.
Copy submitted to Secretary, Daru for kind information

- 1) IQAC Coordinator
- 2) All HODs for necessary action
- 3) Controller of Examinations
- 4) Administrative Officer
- 5) Accounts Officer
- 6) Concerned Faculty


Principal
Chairman

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



Academic and Administrative Audit - Department of CIVIL Engineering
(2022-23)

Date: 4/5/2023

| 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 | 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 | 10 |
| 4 | Course Files | 10 | 9 |
| | a. Course objective & Out comes | 10 | 8 |
| | b. Teaching Schedule | 40 | 35 |
| | 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 | 9 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 6 | Time Table- | 05 | 05 |
| | 1. All the document should be approved by Principal | 02 | 02 |
| | 2. Class wise Time table | 02 | 02 |
| | 3. Teacher wise Time table | 01 | 01 |
| 7 | 4. Modified (if any) | | |
| | Internal Exam conduction: | 06 | 06 |
| | a) Filing of question paper exam wise in the standard format | 02 | 02 |
| | b) Exam Time table | 02 | 02 |
| | c) Invigilation duty allotment copy | 10 | 10 |
| 8 | d) Absentees statement subject wise exam wise and Consolidated | 10 | 10 |
| | e) Consolidated Absentees statement, exam wise, Subject wise | 05 | 05 |
| | a. Improvement in Class Attendance | 05 | 05 |
| | b. List of critical attendance details (Class wise/Section wise) | 05 | 05 |
| 9 | c. Follow up action for critical cases (to furnish the documents) | 05 | 05 |
| | d. Improvement in critical cases | 05 | 05 |
| | Stake holder feed back | 10 | 7 |
| | Evaluation of feed back | 10 | 8 |
| 10 | Follow up of feed back | 10 | 10 |
| | Staff Meeting [Min 2 meetings in a semester] | 10 | 8 |
| 11 | Filing process | 05 | 05 |
| | HOD & Class teacher meeting with students (Min 2 meetings in a semester) | | |
| 12 | a) Circular with agenda (Signature of all the concerned) | 10 | 10 |
| | b) Filing c) | 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 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 13 | Exam Result Analysis | 30 | 28 |
| | a) Teacher wise, Semester wise result with appropriate graphs | 30 | 28 |
| | b) Result after Revaluation (Principal signature required) | 15 | 14 |
| 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 | 08 |
| | c) Minutes of meetings (signature of Members, coordinators, HOD and Dates) | 05 | 05 |
| 15 | Effective Interaction with Alumni and Presentation to students | 10 | 08 |
| | 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 | 03 |
| 16 | d) General Alumni Interaction and documentation (other than Alumni meet) | 05 | 04 |
| | 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 | Industry Tie up : | 05 | 04 |
| | a) Approved from principal | 15 | 12 |
| 18 | b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered] | 01 | 01 |
| | New staff recruitment: a) Staff requirement letter to principal | 02 | 02 |
| | b) Advertisement copy (News paper) | 01 | 01 |
| | c) List of short listed candidates | 01 | 01 |
| 19 | d) List of selected staff [Note: If no new requirements, full marks shall be awarded] | 01 | 01 |
| | 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 | 19 |
| 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 | 20 |
| | b) Documentation [Proposal, approval copy, Sanction letter, progress reports] | 05 | 03 |

| 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 (updatation) | 05 | 05 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 05 |
| 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 | 07 |
| | 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: a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks) | 10 | 07 |
| 28 | Student Assignments | 10 | 9 |
| | 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 | 22 |
| | 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 | 20 |
| 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 | 6 |
| | c) Proper documentation | 04 | 4 |
| 35 | FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action) | 10 | 9 |
| | 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 | 4 |
| | b) Participants attended | 05 | 4 |
| 37 | Cultural activities : a) Documentation | 05 | 05 |
| | b) Participants attended | 05 | 04 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------------------|---|---------------|----------------|
| 38 | Technical activities : a) Documentation | 05 | 04 |
| | b) Participants attended | 05 | 05 |
| 39 | Industry visits | 05 | 05 |
| | a) Approval from principal | 05 | 04 |
| | b) Consent letter from company | 05 | 4 |
| | c) Report on Industry visits | 05 | 4 |
| 40 | d) List of participants- Parents consent letter (In case of outstation visits only) | 05 | 4 |
| | a) Coaching class /Training for placement & higher studies | 15 | 15 |
| | b) % of Placement & higher studies | 25 | 22 |
| 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 | 898 |

STRENGTHS:

- a) Teaching and Learning Process
- b) Exam Conduction and Evaluation Process
- c) Mentoring System
- d) Placements and Higher Studies.

WEAKNESSES:

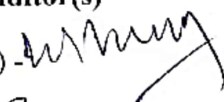

- a) Publications by both faculty and student
- b) International conference conduction
- c) Interaction with external world.

SUGGESTIONS FOR IMPROVEMENT:


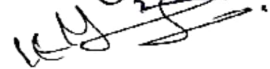
- a) Percentage of publication may be improved
- b) Interaction with external world may be improvised.
- c) Every year international conference may be organized regularly.

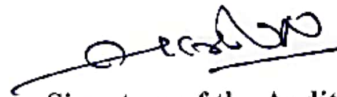
Date: 4/5/2023

Signature of the External Auditor(s)

- 1) Mr. Ch. Shankar Rao (EEE) - 
- 2) Mrs. Krishnaveni (ECE) - 

Signature of the Internal Auditor(s)


- 1) Dr. M Venkateshwarlu (Civil) - 
- 2) Dr. K. Mohandas (Civil) - 



Signature of the Auditee
(HoD/CIVIL)


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,
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CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
Kandlakoya (V), Medchal Road, Hyderabad -501401

Academic and Administrative Audit - Department of CSE
(2022-23)

Date: 10-05-2023

| 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 | 8 |
| 4 | Course Files | 10 | 10 |
| | a. Course objective & Out comes | | |
| | b. Teaching Schedule | 10 | 10 |
| | c. Course material | 40 | 35 |
| | 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 | 10 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|---|---------------|----------------|
| 6 | Time Table- | 05 | 04 |
| | 1. All the document should be approved by Principal | 02 | 02 |
| | 2. Class wise Time table | 02 | 02 |
| | 3. Teacher wise Time table | 01 | 01 |
| 7 | Internal Exam conduction: | 06 | 06 |
| | a) Filing of question paper exam wise in the standard format | 02 | 02 |
| | b) Exam Time table | 02 | 02 |
| | c) Invigilation duty allotment copy | 10 | 08 |
| | d) Absentees statement subject wise exam wise and Consolidated | 10 | 08 |
| 8 | e) Consolidated Absentees statement, exam wise, Subject wise | 05 | 05 |
| | a. Improvement in Class Attendance | 05 | 05 |
| | b. List of critical attendance details (Class wise/Section wise) | 05 | 04 |
| | c. Follow up action for critical cases (to furnish the documents) | 05 | 04 |
| 9 | d. Improvement in critical cases | 05 | 05 |
| | Stake holder feed back | 10 | 08 |
| | Evaluation of feed back | 10 | 08 |
| 10 | Follow up of feed back | 10 | 08 |
| | Staff Meeting [Min 2 meetings in a semester] | 10 | 10 |
| 11 | Filing process | 05 | 05 |
| | HOD & Class teacher meeting with students (Min 2 meetings in a semester) | 10 | 08 |
| 12 | a) Circular with agenda (Signature of all the concerned) | 05 | 05 |
| | b) Filing e) | 20 | 17 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 13 | Exam Result Analysis | 30 | 30 |
| | a) Teacher wise, Semester wise result with appropriate graphs | 30 | 30 |
| | b) Result after Revaluation (Principal signature required) | 15 | 13 |
| 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 | 07 |
| | c) Minutes of meetings (signature of Members, coordinators, HOD and Dates) | 05 | 04 |
| 15 | Effective Interaction with Alumni and Presentation to students | 10 | 08 |
| | 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 | 05 |
| | c) Presentation to existing students from Alumni | 05 | 04 |
| 16 | d) General Alumni Interaction and documentation (other than Alumni meet) | 05 | 04 |
| | a) Written code of conduct – Document (Separate for students and Faculty) | 15 | 15 |
| 17 | b) Display of code of conduct on notice board | 05 | 04 |
| | Industry Tie up : | 05 | 04 |
| | a) Approved from principal | 15 | 13 |
| 18 | b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered] | 01 | 01 |
| | New staff recruitment: a) Staff requirement letter to principal | 02 | 02 |
| | b) Advertisement copy (News paper) | 01 | 01 |
| | c) List of short listed candidates | 01 | 01 |
| 19 | d) List of selected staff [Note: If no new requirements, full marks shall be awarded] | 01 | 01 |
| | 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 | 04 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|---|---------------|----------------|
| 21 | Consultancy work by the Department: a) MOU / Consent letter | 10 | 09 |
| | b) Nature of consultancy | 10 | 09 |
| 22 | Stock verification: a) Stock register (updatation) | 05 | 04 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 09 |
| 23 | Some innovative Methods : a) Innovative methods in Teaching | 05 | 04 |
| | b) Innovative methods in Administration | 05 | 09 |
| 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 | 9 |
| 25 | Syllabus covered details (current semester) | 05 | 5 |
| | 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 | 15 |
| | b) Maintenance of Laboratory records | 05 | 15 |
| 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 | b) Submission details semester wise | 05 | 04 |
| | 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 | 13 |
| | Papers published by staff [Journals only] 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 | 25 |
| | 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 | 22 |
| 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 | 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 | 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 | 5 |
| 36 | Sports activities : a) Documentation | 05 | 5 |
| | 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 | 05 |
| | a) Documentation | 05 | 05 |
| | b) Participants attended | 05 | 05 |
| 39 | Industry visits | 05 | 05 |
| | a) Approval from principal | 05 | 04 |
| | 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 | Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks) | 10 | 7 |
| 42 | Performance appraisal : a) Consolidated performance appraisal academic year wise | 10 | 7 |
| | 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 | 13 |
| | b) Proper storage with labeling | 15 | 14 |
| Total Marks | | 1000 | 874 |

STRENGTHS:

- 1) Teaching Methodology
- 2) Conduction of Exam
- 3) Evaluation Process
- 4) Mentoring System
- 5) Laboratory Maintenance .

WEAKNESSES:



- 1) Publication of Faculty
- 2) Student Publication
- 3) External world interaction by faculty
- 4) Contribution of Alumni

SUGGESTIONS FOR IMPROVEMENT:




- 1) Publication of faculty and students may be instructed.
- 2) External world interaction of faculty may be improved.

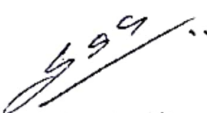
Date:

Signature of the External Auditor(s)

- 1) Dr. M Venkateshwarlu (Civil) - 
- 2) Dr. P Alekhya (MBA) - 

Signature of the Internal Auditor(s)

- 1) Mr. B.Sivaiah (CSE) - 
- 2) Dr. Sarat Chandra Nayak (CSE) - 
Ms. M. Ramala (CSE) - 


Signature of the Auditee
(HoD/CSE)


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.



Academic and Administrative Audit - Department of ECE
(2022-23)

Date: 13/05/2023

| 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 | 08 |
| 4 | Course Files | | |
| | a. Course objective & Out comes | 10 | 08 |
| | b. Teaching Schedule | 10 | 08 |
| | c. Course material | 40 | 35 |
| | 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 | 13 |
| | d) Viva questions | 10 | 08 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 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 |
| 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 | 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 | 04 |
| | d. Improvement in critical cases | 05 | 04 |
| 9 | Stake holder feed back | 10 | 08 |
| | Evaluation of feed back | 10 | 09 |
| | Follow up of feed back | 10 | 09 |
| 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 | 10 |
| | b) Filing c) | 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 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 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 | 15 |
| 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 | 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 | 09 |
| | 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 | 22 |
| | 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 (update) | 05 | 5 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 5 |
| 23 | Some innovative Methods : a) Innovative methods in Teaching | 05 | 5 |
| | b) Innovative methods in Administration | 05 | 5 |
| 24 | Mentor system: a) Management of mentor books of all students | 10 | 07 |
| | b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action | 10 | 07 |
| 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 | 07 |
| | 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 | 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 | 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 | 22 |
| 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 | 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 | 05 |
| 37 | Cultural activities : a) Documentation | 05 | 05 |
| | b) Participants attended | 05 | 05 |

| 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 | 23 |
| 41 | Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks) | 10 | 06 |
| 42 | Performance appraisal : a) Consolidated performance appraisal academic year wise | 10 | 09 |
| | 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 | 906 |

STRENGTHS:

- i) Teaching - Learning Process
- ii) Exam conduction
- iii) Evaluation process and filing & preservation of documents
- iv) Industrial visits
- v) Placements.

WEAKNESSES:

- i) Research Publication
- ii) Alumni Contribution
- iii) Library Attendance

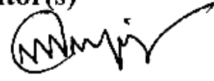
SUGGESTIONS FOR IMPROVEMENT:

- i) All the faculty and ~~staff~~ students have to be insisted to make use of the Library resources in a regular manner.
- ii) Faculty and students may be motivated to publish research articles.

Date:

Signature of the External Auditor(s)

1) Mr. L. Ramanjaneya (MBA) -



2) Mr. Rajendra Prasad (Civil) -



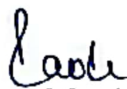
Signature of the Internal Auditor(s)

1) Mrs. Krishnaveni (ECE) -



2) Mr. M. Srinivas (ECE) -




Signature of the Auditee
(HoD/ECE)

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.

Academic and Administrative Audit - Department of EEE
(2022-23)

Date: 10-05-2023

| 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 | 09 |
| 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 | 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 | 35 |
| | d. Previous year question papers | 20 | 15 |
| | 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 | 13 |
| | d) Viva questions | 10 | 09 |

| Sl. No. | Parameter details | Marks Alloted | Marks Obtained |
|---------|--|---------------|----------------|
| 6 | Time Table- 1. All the document should be approved by Principal | 05 | 03 |
| | 2. Class wise Time table | 02 | 01 |
| | 3. Teacher wise Time table | 02 | 01 |
| | 4. Modified (if any) | 01 | 01 |
| 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 | 03 |
| | d. Improvement in critical cases | 05 | 04 |
| 9 | Stake holder feed back | 10 | 07 |
| | Evaluation of feed back | 10 | 08 |
| | Follow up of feed back | 10 | 04 |
| 10 | Staff Meeting [Min 2 meetings in a semester] | 10 | 06 |
| | 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 c) | 05 | 03 |
| 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 | 16 |

| Sl. No. | Parameter details | Marks Alloted | Marks Obtained |
|---------|--|---------------|----------------|
| 13 | Exam Result Analysis | 30 | 30 |
| | a) Teacher wise, Semester wise result with appropriate graphs | 30 | 30 |
| | b) Result after Revaluation (Principal signature required) | 15 | 13 |
| 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 | 10 | 08 |
| | 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) | 05 | 04 |
| | c) Presentation to existing students from Alumni | 05 | 04 |
| 16 | d) General Alumni Interaction and documentation (other than Alumni meet) | 05 | 04 |
| | a) Written code of conduct – Document (Separate for students and Faculty) | 15 | 12 |
| 17 | b) Display of code of conduct on notice board | 05 | 04 |
| | Industry Tie up : | 05 | 04 |
| 18 | a) Approved from principal | 15 | 12 |
| | b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered] | 01 | 01 |
| | New staff recruitment: a) Staff requirement letter to principal | 02 | 02 |
| | b) Advertisement copy (News paper) | 01 | 01 |
| 19 | 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 |
| 20 | 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 |
| | 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 | 15 |
| | b) Documentation [Proposal, approval copy, Sanction letter, progress reports] | 05 | 03 |

| 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 (upadation) | 05 | 04 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 04 |
| 23 | Some innovative Methods : a) Innovative methods in Teaching | 05 | 03 |
| | b) Innovative methods in Administration | 05 | 03 |
| 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 | 15 |
| | 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 b) Submission details semester wise | | |
| 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 | 13 |
| 30 | Papers published by staff [Journals only] 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 | 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 | 20 |
| 32 | Staff membership of professional bodies a) Minimum one membership for every faculty | 06 | 03 |
| | b) Consolidated statement | 02 | 02 |
| | c) Membership certificate copies | 02 | 02 |
| 33 | Guest lectures (at least 2 for staff / students) a) Approved letter | 4 | 03 |
| | b) Profile of resource person | 4 | 03 |
| | a) List of participants | 2 | 01 |
| 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 | 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 | 03 |
| 37 | Cultural activities : a) Documentation | 05 | 03 |
| | b) Participants attended | 05 | 03 |

| 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 | 03 |
| | b) Consent letter from company | 05 | 03 |
| | c) Report on Industry visits | 05 | 03 |
| | 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 | 12 |
| | b) % of Placement & higher studies | 25 | 22 |
| 41 | Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks) | 10 | 09 |
| 42 | Performance appraisal : a) Consolidated performance appraisal academic year wise | 10 | 08 |
| | 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 | 812 |

STRENGTHS:

1. Method of teaching and learning
2. ICT Facilitated class rooms
3. Faculty Publications
4. Student placements

WEAKNESSES:



1. Student Publications
2. Alumni Contribution
3. Interaction with outside world

SUGGESTIONS FOR IMPROVEMENT:

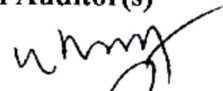

1. Students may be motivated to do Publications
2. Faculty members may be motivated to interact with external world


Date: 10-05-2023

Signature of the External Auditor(s)

- 1) Mr. Santosh V Kulkarni (Mech) - 
- 2) Ms.M.Kamala (CSE) - 

Signature of the Internal Auditor(s)

- 1) Mr. Ch. Shankar Rao (EEE) - 
- 2) Mr. M. Suneel Kumar (EEE) - 


Signature of the Auditee
(HoD/EEE)

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 and Administrative Audit - Department of Mechanical Engineering
(2022-23)

Date: 13-05-23

| 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 | 8 |
| 2 | Subject allotment and workload as per the standard format duly signed by Principal | 10 | 8 |
| 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 | 8 |
| 4 | Course Files | | |
| | a. Course objective & Out comes | 10 | 8 |
| | b. Teaching Schedule | 10 | 7 |
| | c. Course material | 40 | 35 |
| | 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 | 2 |
| | b) List of experiments | 03 | 3 |
| | c) Details of the experiments | 15 | 13 |
| | d) Viva questions | 10 | 8 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 6 | Time Table- 1. All the document should be approved by Principal | 05 | 4 |
| | 2. Class wise Time table | 02 | 2 |
| | 3. Teacher wise Time table | 02 | 2 |
| | 4. Modified (if any) | 01 | 1 |
| 7 | Internal Exam conduction: | 06 | 4 |
| | a) Filing of question paper exam wise in the standard format | 02 | 2 |
| | b) Exam Time table | 02 | 2 |
| | c) Invigilation duty allotment copy | 10 | 7 |
| | d) Absentees statement subject wise exam wise and Consolidated | 10 | 7 |
| 8 | e) Consolidated Absentees statement, exam wise, Subject wise | 10 | 7 |
| | a. Improvement in Class Attendance | 05 | 4 |
| | 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 |
| 9 | d. Improvement in critical cases | 05 | 4 |
| | Stake holder feed back | 10 | 8 |
| | Evaluation of feed back | 10 | 8 |
| 10 | Follow up of feed back | 10 | 8 |
| | Staff Meeting [Min 2 meetings in a semester] | 10 | 8 |
| 11 | Filing process | 05 | 4 |
| | 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 c) | 05 | 4 |
| 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 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 13 | Exam Result Analysis | 30 | 28 |
| | a) Teacher wise, Semester wise result with appropriate graphs | 30 | 28 |
| | b) Result after Revaluation (Principal signature required) | 15 | 14 |
| 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 | 8 |
| | 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.] | 10 | 8 |
| | 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 |
| 16 | d) General Alumni Interaction and documentation (other than Alumni meet) | 05 | 4 |
| | a) Written code of conduct – Document (Separate for students and Faculty) | 15 | 14 |
| 17 | b) Display of code of conduct on notice board | 05 | 4 |
| | Industry Tie up : | 05 | 4 |
| | a) Approved from principal | 15 | 14 |
| 18 | b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered] | 01 | 01 |
| | New staff recruitment: a) Staff requirement letter to principal | 02 | 2 |
| | b) Advertisement copy (News paper) | 01 | 1 |
| | c) List of short listed candidates | 01 | 1 |
| 19 | d) List of selected staff [Note: If no new requirements, full marks shall be awarded] | 20 | 18 |
| | 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)) | 25 | 22 |
| 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] | 05 | 4 |
| | b) Documentation [Proposal, approval copy, Sanction letter, progress reports] | | |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|---|---------------|----------------|
| 21 | Consultancy work by the Department: a) MOU / Consent letter | 10 | 8 |
| | b) Nature of consultancy | 10 | 8 |
| 22 | Stock verification: a) Stock register (update) | 05 | 4 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 5 |
| 23 | Some innovative Methods : a) Innovative methods in Teaching | 05 | 5 |
| | b) Innovative methods in Administration | 05 | 4 |
| 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 | 8 |
| 25 | Syllabus covered details (current semester) | 05 | 4 |
| | a) Consolidated statement of syllabus covered & class conducted | 10 | 8 |
| | b) No. of class conducted | 05 | 4 |
| 26 | Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan | 15 | 15 |
| | b) Maintenance of Laboratory records | 05 | 5 |
| 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 | 8 |
| 29 | b) Submission details semester wise | 05 | 4 |
| | a) Identification of slow learners after 1 st test (list to be furnished class wise) | 05 | 5 |
| | 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 | 25 |
| | a) Consolidated statement of publication semester wise | 10 | 8 |
| | b) Documentation (Hard copy of the published paper) | 10 | 8 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 31 | Papers by Students [1 paper for every 10 students] | 25 | 23 |
| 32 | Staff membership of professional bodies a) Minimum one membership for every faculty | 06 | 5 |
| | b) Consolidated statement | 02 | 2 |
| | c) Membership certificate copies | 02 | 2 |
| 33 | Guest lectures (at least 2 for staff / students) a) Approved letter | 4 | 4 |
| | b) Profile of resource person | 4 | 2 |
| | a) List of participants | 2 | 2 |
| 34 | Non -Teaching Training (Min 1 day) a) Approved from principal in the standard format | 04 | 3 |
| | b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person | 07 | 6 |
| | c) Proper documentation | 04 | 4 |
| 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 | 4 |
| | 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 : a) Documentation | 05 | 4 |
| | b) Participants attended | 05 | 4 |
| 39 | Industry visits a) Approval from principal | 05 | f |
| | b) Consent letter from company | 05 | f |
| | c) Report on Industry visits | 05 | f |
| | d) List of participants- Parents consent letter (In case of outstation visits only) | 05 | 5 |
| 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 | 8 |
| 42 | Performance appraisal : a) Consolidated performance appraisal academic year wise | 10 | 8 |
| | 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 | 13 |
| Total Marks | | 1000 | 936. |

STRENGTHS:

1. Mentor mentees system
2. Teaching methodology and learning system
3. Placements

WEAKNESSES:

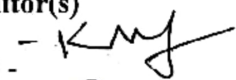

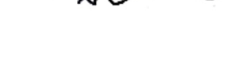
1. Faculty and student publications
2. Out side world interaction
3. Alumni contribution

SUGGESTIONS FOR IMPROVEMENT:


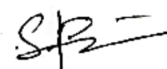
1. Faculty and student publications have to be improved
2. Faculty interaction with outside world have to be improved.


Date: 13-05-2023,

Signature of the External Auditor(s)

- MS. M. Kamala (CSE) - 
1) Dr. Sarat Chandra Nayak (CSE) - 
2) Mr. M. Suneel Kumar (EEE) - 

Signature of the Internal Auditor(s)

- 1) Mr. Santosh V Kulkarni (Mech) - 
2) Mr. P. Sridhar (Mech) - 


Signature of the Auditee
(HoD/MECH)


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

Academic and Administrative Audit - Department of MBA
(2022-23)

Date: 04/05/2023

| 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 | 13 |
| | 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 | 35 |
| | 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 | 2 |
| | b) List of experiments | 03 | 3 |
| | c) Details of the experiments | 15 | 14 |
| | d) Viva questions | 10 | 8 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 6 | Time Table- | 05 | 5 |
| | 1. All the document should be approved by Principal | 02 | 2 |
| | 2. Class wise Time table | 02 | 2 |
| | 3. Teacher wise Time table | 01 | 1 |
| 7 | Internal Exam conduction: | 06 | 5 |
| | a) Filing of question paper exam wise in the standard format | 02 | 2 |
| | b) Exam Time table | 02 | 2 |
| | c) Invigilation duty allotment copy | 10 | 10 |
| | d) Absentees statement subject wise exam wise and Consolidated | 10 | 8 |
| 8 | a. Improvement in Class Attendance | 05 | 4 |
| | b. List of critical attendance details (Class wise/Section wise) | 05 | 5 |
| | c. Follow up action for critical cases (to furnish the documents) | 05 | 4 |
| | d. Improvement in critical cases | 05 | 4 |
| 9 | Stake holder feed back | 10 | 8 |
| | Evaluation of feed back | 10 | 8 |
| | Follow up of feed back | 10 | 8 |
| 10 | Staff Meeting [Min 2 meetings in a semester] | 10 | 7 |
| | Filing process | 05 | 5 |
| 11 | HOD & Class teacher meeting with students (Min 2 meetings in a semester) | 10 | 8 |
| | a) Circular with agenda (Signature of all the concerned) | 05 | 5 |
| | b) Filing c) | | |
| 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 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 13 | Exam Result Analysis | 30 | 27 |
| | a) Teacher wise, Semester wise result with appropriate graphs | | |
| | b) Result after Revaluation (Principal signature required) | 30 | 27 |
| | c) Department result history | 15 | 13 |
| 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 | 4 |
| | b) No. of meetings (Min 2 meetings in a semester) | 10 | 8 |
| | 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 | 7 |
| | 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 | 14 |
| | b) Display of code of conduct on notice board | 05 | 4 |
| 17 | Industry Tie up : | 05 | 3 |
| | a) Approved from principal | | |
| | 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 | 1 |
| | b) Advertisement copy (News paper) | 02 | 2 |
| | 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 | 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 | 7 |
| | b) Nature of consultancy | 10 | 7 |
| 22 | Stock verification: a) Stock register (update) | 05 | 5 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 4 |
| 23 | Some innovative Methods : a) Innovative methods in Teaching | 05 | 4 |
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| 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 | 9 |
| 25 | Syllabus covered details (current semester) | 05 | 5 |
| | a) Consolidated statement of syllabus covered & class conducted | 10 | 10 |
| | 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 | 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 | 10 | 8 |
| | a) Assignment questions to be documented | 05 | 4 |
| 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 | 14 |
| | Papers published by staff [Journals only] | 30 | 20 |
| | 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 | 7 |
| | b) Documentation (Hard copy of the published paper) | 10 | 7 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 31 | Papers by Students [1 paper for every 10 students] | 25 | 20 |
| 32 | Staff membership of professional bodies a) Minimum one membership for every faculty | 06 | 4 |
| | b) Consolidated statement | 02 | 2 |
| | c) Membership certificate copies | 02 | 2 |
| 33 | Guest lectures (at least 2 for staff / students) a) Approved letter | 4 | 2 |
| | 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 | 5 |
| | c) Proper documentation | 04 | 4 |
| 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 | 5 |
| | b) Participants attended | 05 | 4 |
| 37 | Cultural activities : a) Documentation | 05 | 5 |
| | b) Participants attended | 05 | 5 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------------------|---|---------------|----------------|
| 38 | Technical activities : | 05 | 5 |
| | a) Documentation | 05 | 5 |
| | b) Participants attended | 05 | 5 |
| 39 | Industry visits | 05 | 4 |
| | a) Approval from principal | 05 | 4 |
| | b) Consent letter from company | 05 | 4 |
| | c) Report on Industry visits | 05 | 4 |
| | d) List of participants- Parents consent letter (In case of outstation visits only) | 05 | 3 |
| 40 | a) Coaching class /Training for placement & higher studies | 15 | 13 |
| | 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 | 8 |
| 42 | Performance appraisal : a) Consolidated performance appraisal academic year wise | 10 | 8 |
| | 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 | 13 |
| | b) Proper storage with labeling | 15 | 13 |
| Total Marks | | 1000 | 866 |

STRENGTHS:

- 1) Examination and evaluation process
- 2) Training and placement.
- 3) Mentor-Mentee system

WEAKNESSES:

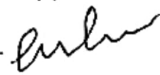

- 1) Publication of Faculty and students.
- 2) Consultancy work.
- 3) Faculty interaction with outside world.

SUGGESTIONS FOR IMPROVEMENT:



- 1) Research publications maybe improved.
- 2) Faculty members maybe motivated to have interaction with the external world.

Date: 4/5/2023.

Signature of the External Auditor(s)

- 1) Mr. K. Venkateswar Rao (CSE) - 
- 2) Mrs. R. Shirisha (EEE) - 

Signature of the Internal Auditor(s)

- 1) Dr. P Alekhya (MBA) - 
- 2) Mr. L. Ramanjaneya (MBA) - 

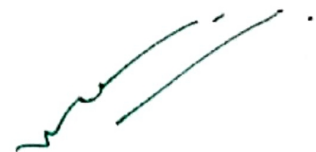


**Signature of the Auditee
(HoD/MBA)**



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.

Academic and Administrative Audit - Department of CSM
(2022-23)

Date: 17/05/23

| 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 | 8 |
| 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 | 8 |
| 4 | Course Files | 10 | 8 |
| | a. Course objective & Out comes | | |
| | b. Teaching Schedule | 10 | 8 |
| | c. Course material | 40 | 35 |
| | d. Previous year question papers | 20 | 15 |
| | 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 | 7 |

| Sl. No. | Parameter details | Marks Alloted | Marks Obtained |
|---------|--|---------------|----------------|
| 6 | Time Table- | 05 | 04 |
| | 1. All the document should be approved by Principal | 02 | 02 |
| | 2. Class wise Time table | 02 | 02 |
| | 3. Teacher wise Time table | 01 | 01 |
| 7 | Internal Exam conduction: | 06 | 04 |
| | a) Filing of question paper exam wise in the standard format | 02 | 2 |
| | b) Exam Time table | 02 | 2 |
| | c) Invigilation duty allotment copy | 10 | 8 |
| | d) Absentees statement subject wise exam wise and Consolidated | 10 | 8 |
| 8 | e) Consolidated Absentees statement, exam wise, Subject wise | 05 | 4 |
| | a. Improvement in Class Attendance | 05 | 4 |
| | b. List of critical attendance details (Class wise/Section wise) | 05 | 4 |
| | c. Follow up action for critical cases (to furnish the documents) | 05 | 4 |
| 9 | d. Improvement in critical cases | 05 | 4 |
| | Stake holder feed back | 10 | 8 |
| | Evaluation of feed back | 10 | 8 |
| 10 | Follow up of feed back | 10 | 8 |
| | Staff Meeting [Min 2 meetings in a semester] | 10 | 8 |
| 11 | Filing process | 05 | 3 |
| | HOD & Class teacher meeting with students (Min 2 meetings in a semester) | 10 | 8 |
| | a) Circular with agenda (Signature of all the concerned) | 05 | 3 |
| 12 | b) Filing | | |
| | c) | | |
| | 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 |

| Sl. No. | Parameter details | Marks Alloted | Marks Obtained |
|---------|--|---------------|----------------|
| 13 | Exam Result Analysis | 30 | 27 |
| | a) Teacher wise, Semester wise result with appropriate graphs | | |
| | b) Result after Revaluation (Principal signature required) | 30 | 25 |
| | c) Department result history | 15 | 13 |
| 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 | 4 |
| | b) No. of meetings (Min 2 meetings in a semester) | 10 | 7 |
| | c) Minutes of meetings (signature of Members, coordinators, HOD and Dates) | 05 | 4 |
| 15 | Effective Interaction with Alumni and Presentation to students | 10 | 0 |
| | 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 | 0 |
| | c) Presentation to existing students from Alumni | 05 | 0 |
| | d) General Alumni Interaction and documentation (other than Alumni meet) | 05 | 0 |
| 16 | a) Written code of conduct – Document (Separate for students and Faculty) | 15 | 14 |
| | b) Display of code of conduct on notice board | 05 | 4 |
| 17 | Industry Tie up : | 05 | 4 |
| | a) Approved from principal | | |
| | 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 | 1 |
| | b) Advertisement copy (News paper) | 02 | 2 |
| | 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 | 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 | 4 |

| Sl. No. | Parameter details | Marks Alloted | Marks Obtained |
|---------|---|---------------|----------------|
| 21 | Consultancy work by the Department: a) MOU / Consent letter | 10 | 8 |
| | b) Nature of consultancy | 10 | 8 |
| 22 | Stock verification: a) Stock register (updatation) | 05 | 4 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 4 |
| 23 | Some innovative Methods : a) Innovative methods in Teaching | 05 | 4 |
| | b) Innovative methods in Administration | 05 | 4 |
| 24 | Mentor system: 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 | Syllabus covered details (current semester) | 05 | 5 |
| | a) Consolidated statement of syllabus covered & class conducted | 10 | 10 |
| | b) No. of class conducted | 05 | 5 |
| 26 | Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan | 15 | 15 |
| | b) Maintenance of Laboratory records | 05 | 5 |
| 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 | 10 |
| | a) Assignment questions to be documented | | |
| 29 | b) Submission details semester wise | 05 | 5 |
| | 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 | 14 |
| | Papers published by staff [Journals only] 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 |
| 30 | a) Consolidated statement of publication semester wise | 10 | 7 |
| | b) Documentation (Hard copy of the published paper) | 10 | 7 |

| Sl. No. | Parameter details | Marks Alloted | Marks Obtained |
|---------|--|---------------|----------------|
| 31 | Papers by Students [1 paper for every 10 students] | 25 | 10 |
| 32 | Staff membership of professional bodies a) Minimum one membership for every faculty | 06 | 4 |
| | b) Consolidated statement | 02 | 2 |
| | c) Membership certificate copies | 02 | 2 |
| 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 | 6 |
| | c) Proper documentation | 04 | 2 |
| 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 | 4 |
| 36 | Sports activities : a) Documentation | 05 | 4 |
| | 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 | 5 |
| | a) Documentation | | |
| | b) Participants attended | 05 | 5 |
| 39 | Industry visits | 05 | 4 |
| | a) Approval from principal | | |
| | b) Consent letter from company | 05 | 4 |
| | 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 | 15 |
| | b) % of Placement & higher studies | 25 | 22 |
| 41 | Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks) | 10 | 8 |
| 42 | Performance appraisal : a) Consolidated performance appraisal academic year wise | 10 | 8 |
| | 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 | 15 |
| | b) Proper storage with labeling | 15 | 15 |
| Total Marks | | 1000 | 828 |

STRENGTHS:

1. Teaching methodology
2. Examination conduction
3. Mentor - Mentee system
- 4.

WEAKNESSES:


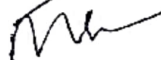
1. Consultancy work.
2. Faculty Publication.
3. Student publication.

SUGGESTIONS FOR IMPROVEMENT:


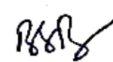
1. Faculty Members may be motivated to do consultancy work.
2. Faculty and students have to be motivated towards research publications.

Date: 17/05/23.

Signature of the External Auditor(s)

- 1) Mr.K.Rajesh (MECH) - 
- 2) Mr.M.Srinivas (ECE) - 

Signature of the Internal Auditor(s)

- 1) Ms.V.Manga (CSM) - 
- 2) Mrs.B.Sujani (CSM) - 

Signature of the Auditee

HOD - CSM



IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
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Hyderabad - 501 401.



IQAC Chairman

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



Academic and Administrative Audit - Department of CSD

(2022-23)

Date: 12/5/2023

| 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 | 8 |
| 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 | 8 |
| 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 | 3 |
| | c) Details of the experiments | 15 | 15 |
| | d) Viva questions | 10 | 8 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--|--|---------------|----------------|
| 6 | Time Table- 1. All the document should be approved by Principal | 05 | 4 |
| | 2. Class wise Time table | 02 | 2 |
| | 3. Teacher wise Time table | 02 | 2 |
| | 4. Modified (if any) | 01 | 1 |
| 7 | Internal Exam conduction: | 06 | 6 |
| | a) Filing of question paper exam wise in the standard format | 02 | 2 |
| | b) Exam Time table | 02 | 2 |
| | c) Invigilation duty allotment copy | 02 | 2 |
| | d) Absentees statement subject wise exam wise and Consolidated | 10 | 8 |
| e) Consolidated Absentees statement, exam wise, Subject wise | 10 | 8 | |
| 8 | a. Improvement in Class Attendance | 05 | 4 |
| | b. List of critical attendance details (Class wise/Section wise) | 05 | 4 |
| | c. Follow up action for critical cases (to furnish the documents) | 05 | 5 |
| | d. Improvement in critical cases | 05 | 5 |
| 9 | Stake holder feed back | 10 | 8 |
| | Evaluation of feed back | 10 | 8 |
| | Follow up of feed back | 10 | 8 |
| 10 | Staff Meeting [Min 2 meetings in a semester] | 10 | 10 |
| | Filing process | 05 | 5 |
| 11 | HOD & Class teacher meeting with students (Min 2 meetings in a semester) | 10 | 8 |
| | a) Circular with agenda (Signature of all the concerned) | 10 | 8 |
| | b) Filing c) | 05 | 5 |
| 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 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 13 | Exam Result Analysis | 30 | 28 |
| | a) Teacher wise, Semester wise result with appropriate graphs | 30 | 28 |
| | b) Result after Revaluation (Principal signature required) | 15 | 14 |
| 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 | 4 |
| | b) No. of meetings (Min 2 meetings in a semester) | 10 | 8 |
| | c) Minutes of meetings (signature of Members, coordinators, HOD and Dates) | 05 | 4 |
| 15 | Effective Interaction with Alumni and Presentation to students | 10 | 0 |
| | a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.] | 10 | 0 |
| | 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 | 0 |
| | c) Presentation to existing students from Alumni | 05 | 0 |
| 16 | d) General Alumni Interaction and documentation (other than Alumni meet) | 05 | 0 |
| | a) Written code of conduct – Document (Separate for students and Faculty) | 15 | 14 |
| 17 | b) Display of code of conduct on notice board | 05 | 4 |
| | Industry Tie up : | 05 | 4 |
| 18 | a) Approved from principal | 15 | 14 |
| | b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered] | 01 | 1 |
| | New staff recruitment: a) Staff requirement letter to principal | 02 | 2 |
| | b) Advertisement copy (News paper) | 01 | 1 |
| 19 | 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 |
| 20 | 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 | 15 |
| 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 | 20 |
| | b) Documentation [Proposal, approval copy, Sanction letter, progress reports] | 05 | 3 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|---|---------------|----------------|
| 21 | Consultancy work by the Department: a) MOU / Consent letter | 10 | 6 |
| | b) Nature of consultancy | 10 | 6 |
| 22 | Stock verification: a) Stock register (update) | 05 | 5 |
| | b) Stock verification report (signature of verifying officer & HOD) | 05 | 5 |
| 23 | Some innovative Methods : a) Innovative methods in Teaching | 05 | 5 |
| | b) Innovative methods in Administration | 05 | 5 |
| 24 | Mentor system: 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 | Syllabus covered details (current semester) | 05 | 5 |
| | a) Consolidated statement of syllabus covered & class conducted | 10 | 10 |
| | b) No. of class conducted | 05 | 5 |
| 26 | Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan | 15 | 15 |
| | b) Maintenance of Laboratory records | 05 | 5 |
| 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 | 10 | 8 |
| | a) Assignment questions to be documented | 05 | 5 |
| 29 | b) Submission details semester wise | 05 | 5 |
| | 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 | 15 |
| | 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 | 20 |
| | a) Consolidated statement of publication semester wise | 10 | 7 |
| | b) Documentation (Hard copy of the published paper) | 10 | 7 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------|--|---------------|----------------|
| 31 | Papers by Students [1 paper for every 10 students] | 25 | 10 |
| 32 | Staff membership of professional bodies a) Minimum one membership for every faculty | 06 | 4 |
| | b) Consolidated statement | 02 | 2 |
| | c) Membership certificate copies | 02 | 2 |
| 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 | 6 |
| | c) Proper documentation | 04 | 2 |
| 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 | 3 |
| 36 | Sports activities : a) Documentation | 05 | 5 |
| | b) Participants attended | 05 | 5 |
| 37 | Cultural activities : a) Documentation | 05 | 5 |
| | b) Participants attended | 05 | 5 |

| Sl. No | Parameter details | Marks Alloted | Marks Obtained |
|--------------------|---|---------------|----------------|
| 38 | Technical activities : | 05 | 5 |
| | a) Documentation | 05 | 5 |
| | b) Participants attended | 05 | 5 |
| 39 | Industry visits | 05 | 4 |
| | a) Approval from principal | 05 | 4 |
| | b) Consent letter from company | 05 | 4 |
| | 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 | 15 |
| | b) % of Placement & higher studies | 25 | 22 |
| 41 | Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks) | 10 | 7 |
| 42 | Performance appraisal : a) Consolidated performance appraisal academic year wise | 10 | 7 |
| | 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 | 847 |

STRENGTHS:

1. Mentor - Mentee System
2. Teaching and learning
3. Examination and Evaluation process

WEAKNESSES:

1. Research Publications
2. Consultancy work
3. Outside World Interaction

SUGGESTIONS FOR IMPROVEMENT:

1. Research Publications of both faculty and students have to be improved
2. Faculty members have to be motivated for doing Consultancy work
3. External World Interaction have to be encouraged.

Date: 17/05/2023

Signature of the External Auditor(s)


1) Mr. D. S. Sanjeev (EEE)

2) Mr. P. Sridhar (MECH)

Signature of the Internal Auditor(s)

1) Mr. M. Parameshwar (CSD)

2) Mr. N. Eleswar Rao (CSD)


**Signature of the Auditee
(HoD/CSD)**


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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IQAC Chairman

Chairman
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Kandlakoya (V), Medchal Road,
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CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 19.05.2023

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2022-23 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee audited the concerned departments as per the given schedule from 2.05.2023 to 17.05.2023 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,


Audit Coordinator