

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



Academic and Administrative Audit Committee

A.Y.: 2014-15



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

CMRCET/PRIN/ AAA/AY2014-15/CIR-02

Date: 15/04/2015

CIRCULAR

This is to inform all the faculty members that audit for the A.Y: 2014-15 will be held from 23rd April 2015 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited
23.04.2015 to 25.04.2015	Dr. M Venkateshwarlu	CIVIL
	Mr. V. Ravindra	
	Mr. G. Saidulu	
	Mr. M. Sarath Chandra	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Mr. P. Raghavendran	
	Ms. D. Pavani	
27.04.2015 to 29.04.2015	Mr. B. Sivaiah	CSE
	Mr. V. Venkataiah	
	Mr. S. Gnander reddy	
	Mr. N.Chakravarthi	
	Mr. Ch. Sankar Rao	EEE
	Mr. D.R. K. Mahesh	
	Ms. K Jyothi	
	Dr. J Srinivasa Rao	
30.04.2015 to 02.05.2015	Dr.B.Srinivasa Varma	MECH
	Dr. Somvir Singh	
	Mrs. P. Usha Vaidehi	
	Ms. T. Sharanya	
	Dr. Vandana Khare	MBA ECE
	Mrs. B. Premalatha	
	Mr. A. Praveen Kumar	
	Mr. K. Chandrashekar Reddy	

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

IQAC-Coordinator

Coordinator

Copy submitted to Secretary Garu for kind information

Copy to

- 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.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 9.05.2015

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2014-15 - Reg.

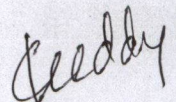
Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 23.04.2015 to 02.05.2015 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,

Date: 9.05.2015

To,
IQAC Coordinator
CMRCET


Audit Coordinator

Sub: Submission of Academic and Administrative Audit report for the A.Y 2014-15 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 23.04.2015 to 02.05.2015 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you

Audit Coordinator

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(UGC AUTONOMOUS)

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

Academic & Administrative Audit –Department of CIVIL
(2014-15)

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	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction: a) Filing of question paper exam wise in the standard format	06	06
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	06
	Evaluation of feed back	10	06
	Follow up of feed back	10	05
10	Staff Meeting [Min 2 meetings in a semester]	10	08
	Filing process	05	0
11	HOD & Class, teacher meeting with students (Min 2 meetings in a semester)	10	10
	a) Circular with agenda (Signature of all the concerned)		
	b) Filing	05	0
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	15
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	27

	b) Result after Revaluation (Principal signature required)	30	25
	c) Department result history	15	12
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	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	Effective Interaction with Alumni and Presentation to students a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : a) Approved from principal	05	0
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	0
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	0

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	0
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (upadation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	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) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class 'conducted	10	10
	c) % of syllabus covered	05	05
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: a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	Student Assignments a) Assignment questions to be documented	10	10
	b) Submission details semester wise	05	05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
	b) Conduction of Classes and documentation	15	15
30	Papers published by staff [Journals only] No. of papers <= No. of Faculty (10 marks) No. of papers > No. of Faculty and <=2XNo. of Faculty (20 marks) No. of papers >=2X No. of Faculty (30 marks)	30	30

	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	12
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	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	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	03
36	Sports activities : a) Documentation	05	05
	b) Participants attended	05	05

37	Cultural activities : a) Documentation	05	05
	b) Participants attended	05	05
38	Technical activities : a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits a) Approval from principal	05	04
	b) Consent letter from company	05	04
	c) Report on Industry visits	05	04
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	04
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	12
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	850

STRENGTHS:

- 1) Effective Teaching Learning Process
- 2) Examination and Evaluation Process
- 3) Mentoring System

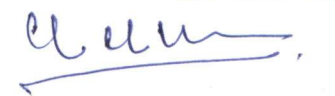
WEAKNESSES:

- 1) Funded Projects
- 2) Research Publications
- 3) Book Publications

SUGGESTIONS FOR IMPROVEMENT:

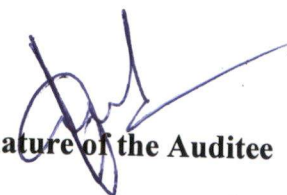
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Funding Projects has to Improve
- Book publications by faculty members may be encouraged
- Faculty members may be motivated to receive funded projects

Signature of the External Auditor(s)

1) 
2) 

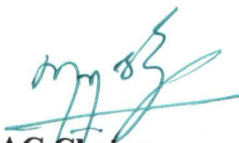
Signature of the Internal Auditor(s)

1) 
2) 


Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

Chairman
Internal Quality Assurance Cell
GMR College of Engineering & Technology
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Academic & Administrative Audit – Department of CSE (2014-15)

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	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
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	b) No. of class conducted	10	10
	c) % of syllabus covered	05	05
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: a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	Student Assignments a) Assignment questions to be documented	10	10
	b) Submission details semester wise	05	05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
	b) Conduction of Classes and documentation	15	15
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	30

	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
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	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	1
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	3
36	Sports activities : a) Documentation	05	05
	b) Participants attended	05	05

37	Cultural activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	00
	a) Approval from principal		
	b) Consent letter from company	05	00
	c) Report on Industry visits	05	00
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	00
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	10
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	842

STRENGTHS:

- 1) Effective Teaching Learning Process
- 2) Examination and Evaluation Process
- 3) Mentoring System

WEAKNESSES:

- 1) Funded Projects
- 2) Research Publications
- 3) Book Publications



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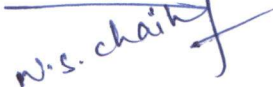
5) Research Collaborations

6) Lack of Conducting International Conferences

SUGGESTIONS FOR IMPROVEMENT:

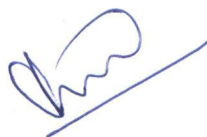
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Industrial Visits may be improved
- Book publications by faculty members may be encouraged
- Faculty members may be motivated to receive funded projects
- Departments shall be encouraged to conduct international conferences

Signature of the External Auditor(s)

1) 
2) 
w.s. chair

Signature of the Internal Auditor(s)

1) 
2) 



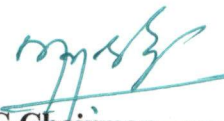
Signature of the Auditee



IQAC Coordinator

Coordinator

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



IQAC Chairman

Chairman

Internal Quality Assurance Cell
CMR College of Engineering & Technology
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Kandlakoya (V), Medchal Road, Hyderabad - 501401

Academic & Administrative Audit –Department of ECE (2014-15)

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	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction: a) Filing of question paper exam wise in the standard format	06	06
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	c) Invigilation duty allotment copy	02	02
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	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	07
	Evaluation of feed back	10	06
	Follow up of feed back	10	05
10	Staff Meeting [Min 2 meetings in a semester]	10	08
	Filing process	05	02
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester) a) Circular with agenda (Signature of all the concerned)	10	9
	b) Filing	05	02
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	15
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	27

	b) Result after Revaluation (Principal signature required)	30	30
	c) Department result history	15	12
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 b) No. of meetings (Min 2 meetings in a semester) c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05 10 05	05 10 05
15	Effective Interaction with Alumni and Presentation to students a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.] 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) c) Presentation to existing students from Alumni d) General Alumni Interaction and documentation (other than Alumni meet)	10 10 05 05	10 05 05 05
16	a) Written code of conduct – Document (Separate for students and Faculty) b) Display of code of conduct on notice board	15 05	15 05
17	Industry Tie up : a) Approved from principal b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	05 15	03 10
18	New staff recruitment: a) Staff requirement letter to principal b) Advertisement copy (News paper) c) List of short listed candidates d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01 02 01 01	01 02 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	00

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	10
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (upadation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	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) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class conducted	10	10
	c) % of syllabus covered	05	05
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: a) Less than 2% detention of students (5 marks)	10	10
	b) Less than 10% condoned students (5 marks)		
28	Student Assignments a) Assignment questions to be documented	10	10
	b) Submission details semester wise	05	05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
	b) Conduction of Classes and documentation	15	15
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	10

	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	10
	Staff membership of professional bodies		
	a) Minimum one membership for every faculty	06	06
32	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
	Guest lectures (at least 2 for staff / students)		
	a) Approved letter	4	3
33	b) Profile of resource person	4	2
	a) List of participants	2	2
	Non –Teaching Training (Min 1 day)		
	a) Approved from principal in the standard format	04	04
34	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04

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

37	Cultural activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	04
	a) Approval from principal		
	b) Consent letter from company	05	04
	c) Report on Industry visits	05	04
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	04
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	13
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	863

STRENGTHS:

- 1) Effective Teaching Learning Process
- 2) Examination and Evaluation Process
- 3) Mentoring System

WEAKNESSES:

- 1) Funded Projects
- 2) Research Publications
- 3) Book Publications

SUGGESTIONS FOR IMPROVEMENT:

- Industry Institute Interaction may be strengthened through more MoUs / MoA.
- Industrial Visits may be improved
- Book publications by faculty members may be encouraged
- Faculty members may be encouraged to publish papers in standard journals.
- Faculty members may be motivated to receive funded projects

Signature of the External Auditor(s)

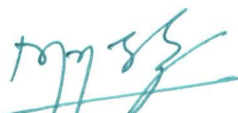
- 1) P. Kiran Kumar
- 2) / cue

Signature of the Internal Auditor(s)

- 1)  Vandana Ichane
- 2) B.P.L. B. Premalatha.


Signature of the Auditee


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


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

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(UGC AUTONOMOUS)

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

Academic & Administrative Audit –Department of EEE
(2014-15)

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	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction: a) Filing of question paper exam wise in the standard format	06	06
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	06
	Evaluation of feed back	10	06
	Follow up of feed back	10	05
10	Staff Meeting [Min 2 meetings in a semester]	10	08
	Filing process	05	00
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
	a) Circular with agenda (Signature of all the concerned)		
	b) Filing	05	00
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	15
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	27

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	00
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (upadation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	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) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class conducted	10	10
	c) % of syllabus covered	05	05
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: a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	Student Assignments a) Assignment questions to be documented	10	10
	b) Submission details semester wise	05	05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
	b) Conduction of Classes and documentation	15	15
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	30

	b) Result after Revaluation (Principal signature required)	30	25
	c) Department result history	15	12
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	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	Effective Interaction with Alumni and Presentation to students a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : a) Approved from principal	05	00
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	00
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	00

	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
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	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	02
	b) Profile of resource person	4	02
	a) List of participants	2	01
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	03
36	Sports activities : a) Documentation	05	05
	b) Participants attended	05	05

37	Cultural activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	00
	a) Approval from principal		
	b) Consent letter from company	05	00
	c) Report on Industry visits	05	00
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	00
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	05
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	823

STRENGTHS:

- 1) Effective Teaching Learning Process
- 2) Examination and Evaluation Process
- 3) Mentoring System

WEAKNESSES:

- 1) Funded Projects
- 2) Research Publications
- 3) Book Publications

WEAKNESSES:

- 1) MoUs with Industries
- 2) Industrial Visit / Field Visit for Students
- 3) Funded Projects
- 4) Research Publications

SUGGESTIONS FOR IMPROVEMENT:

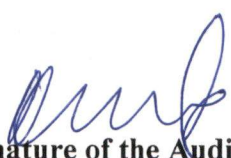
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Industrial Visits may be improved
- Book publications by faculty members may be encouraged
- Faculty members may be motivated to receive funded projects

Signature of the External Auditor(s)

- 1) K. Tyothi
- 2) J. Srinivas Rao.

Signature of the Internal Auditor(s)

- 1) G. Sankar Reddy
- 2) Mahesh (D.R.K. Mahesh)


Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

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

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(UGC AUTONOMOUS)

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

Academic & Administrative Audit – Mechanical Engineering
(2014-15)

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	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
7	4. Modified (if any)	01	01
	Internal Exam conduction:		
	a) Filing of question paper exam wise in the standard format	06	06
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
8	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
9	d. Improvement in critical cases	05	05
	Stake holder feed back	10	06
	Evaluation of feed back	10	06
10	Follow up of feed back	10	05
	Staff Meeting [Min 2 meetings in a semester]	10	08
11	Filing process	05	00
	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	05	00
13	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	15
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	27

	b) Result after Revaluation (Principal signature required)	30	25
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	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
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16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
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	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	05
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	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
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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	05
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
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	c) % of syllabus covered	05	05
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	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	10
28	Student Assignments a) Assignment questions to be documented	10	10
	b) Submission details semester wise	05	05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
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	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
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	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	2
	b) Profile of resource person	4	2
	a) List of participants	2	1
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	3
36	Sports activities : a) Documentation	05	05
	b) Participants attended	05	05

37	Cultural activities :		
	a) Documentation	05	05
	b) Participants attended	05	05
38	Technical activities :		
	a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits		
	a) Approval from principal	05	00
	b) Consent letter from company	05	00
	c) Report on Industry visits	05	00
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	00
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	05
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	835

STRENGTHS:

- 1) Effective Teaching Learning Process
- 2) Examination and Evaluation Process
- 3) Mentoring System

WEAKNESSES:

- 1) Funded Projects
- 2) Research Publications
- 3) Book Publications

WEAKNESSES:

- 1) MoUs with Industries
- 2) Industrial Visit / Field Visit for Students
- 3) Funded Projects
- 4) Research Publications

SUGGESTIONS FOR IMPROVEMENT:

- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Industrial Visits may be improved
- Book publications by faculty members may be encouraged
- Faculty members may be motivated to receive funded projects

Signature of the External Auditor(s)

- 1) P. Srinivas
- 2) [Signature]

Signature of the Internal Auditor(s)

- 1) M. Srinivas (Dr. B. Srinivas - Valmiki)
- 2) [Signature]

[Signature]
Signature of the Auditee

[Signature]

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
(UGC AUTONOMOUS)

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

Academic & Administrative Audit – Department of MBA
(2014-15)

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 upation, 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	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

6	Time Table-		
	1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
7	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
	Internal Exam conduction:		
	a) Filing of question paper exam wise in the standard format	06	06
8	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
9	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
10	Stake holder feed back	10	06
	Evaluation of feed back	10	06
	Follow up of feed back	10	05
11	Staff Meeting [Min 2 meetings in a semester]	10	08
	Filing process	05	03
12	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
	a) Circular with agenda (Signature of all the concerned)		
13	b) Filing	05	02
	Dept. specific professional bodies:		
14	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15
	Exam Result Analysis		
15	a) Teacher wise, Semester wise result with appropriate graphs	30	27

	b) Result after Revaluation (Principal signature required)	30	25
	c) Department result history	15	12
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	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	Effective Interaction with Alumni and Presentation to students a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : a) Approved from principal	05	00
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	00
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	00

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	00
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	03
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (upadation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	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) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class conducted	10	10
	c) % of syllabus covered	05	05
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: a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	Student Assignments a) Assignment questions to be documented	10	10
	b) Submission details semester wise	05	05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
	b) Conduction of Classes and documentation	15	15
30	Papers published by staff [Journals only] No. of papers $\leq$ No. of Faculty (10 marks) No. of papers $\geq$ No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks) No. of papers $\geq 2 \times$ No. of Faculty (30 marks)	30	30

	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	15
	Staff membership of professional bodies		
	a) Minimum one membership for every faculty	06	06
32	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
	Guest lectures (at least 2 for staff / students)		
	a) Approved letter	4	04
33	b) Profile of resource person	4	04
	a) List of participants	2	01
	Non –Teaching Training (Min 1 day)		
	a) Approved from principal in the standard format	04	02
34	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04

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

37	Cultural activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
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	01
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	00
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	05
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	846

STRENGTHS:

- 1) Effective Teaching Learning Process
- 2) Examination and Evaluation Process
- 3) Mentoring System

WEAKNESSES:

- 1) Funded Projects
- 2) Research Publications
- 3) Book Publications

WEAKNESSES:

- 1) MoUs with Industries
- 2) Need to strengthen Industrial Visit / Field Visit for Students
- 3) Focus on Funded Projects
- 4) Enhance Research Publications

SUGGESTIONS FOR IMPROVEMENT:

- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Industrial Visits may be improved
- Book publications by faculty members may be encouraged
- Faculty members may be motivated to receive funded projects

Signature of the External Auditor(s)

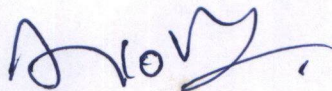
- 1) P. J. Jai
- 2) Jaahnavik

Signature of the Internal Auditor(s)

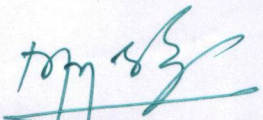
- 1) P. V. Lakshmi
- 2) P. H. Lakshmi



Signature of the Auditee



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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 10.04.2015

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission to conduct Departmental Academic and Administrative Audit for the Academic Year 2014-15 – Reg.

Respected Sir,

As per the requirement of Quality aspects of the institution, the Academic and Administrative Audit for the Academic Year will conduct the audit in all the departments concerned for the Academic year 2014-15.

The following Academic and Administrative Audit (AAA) Committee will work for the audit of the departments concerned, for the current Academic year.

Name of the member	Designation	Department	Position
Mr. T. Sudhakar Reddy	Assoc. Prof.	EEE	Coordinator
Dr. J Srinivasa Rao	Professor	CIVIL	Member
Dr. M Venkateshwarlu	Professor	CIVIL	Member
Mr. V. Ravindra	Asst. Prof.	CIVIL	Member
Ms. D. Pavani	Asst. Prof.	CIVIL	Member
Mr. B. Sivaiah	Assoc. Prof.	CSE	Member
Mr. V. Venkataiah	Assoc. Prof.	CSE	Member
Mr. S. Gnander reddy	Asst. Prof.	CSE	Member
Mr. G. Saidulu	Asst. Prof.	CSE	Member
Dr. Vandana Khare	Professor	ECE	Member
Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
Mr. A. Praveen Kumar	Asst. Prof.	ECE	Member
Ms. K Jyothi	Asst. Prof.	ECE	Member
Mr. Ch. Sankar Rao	Assoc. Prof.	EEE	Member
Mr. D.R. K. Mahesh	Assoc. Prof.	EEE	Member
Mr. P. Raghavendran	Assoc. Prof.	EEE	Member
Mr. K. Chandrashekar Reddy	Asst. Prof.	EEE	Member
Dr.B.Srinivasa Varma	Professor	MECH	Member
Dr. Somvir Singh	Assoc. Prof.	MECH	Member
Mr. N.Chakravarthi	Asst. Prof.	MECH	Member
Mr. M. Sarath Chandra	Asst. Prof.	MECH	Member
Dr. P. Vijayalakshmi	Professor	MBA	Member
Dr. P Alekhya	Assoc. Prof.	MBA	Member
Mrs. P. Usha Vaidehi	Assoc. Prof.	MBA	Member
Ms. T. Sharanya	Asst. Prof.	MBA	Member

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

Date/s of Audit	Audit members	Department to be audited
23.04.2015 to 25.04.2015	Dr. M Venkateshwarlu	CIVIL
	Mr. V. Ravindra	
	Mr. G. Saidulu	
	Mr. M. Sarath Chandra	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Mr. P. Raghavendran	
	Ms. D. Pavani	
27.04.2015 to 29.04.2015	Mr. B. Sivaiah	CSE
	Mr. V. Venkataiah	
	Mr. S. Gnander reddy	
	Mr. N.Chakravarthi	
	Mr. Ch. Sankar Rao	EEE
	Mr. D.R. K. Mahesh	
	Ms. K Jyothi	
	Dr. J Srinivasa Rao	
30.04.2015 to 02.05.2015	Dr.B.Srinivasa Varma	MECH
	Dr. Somvir Singh	
	Mrs. P. Usha Vaidehi	
	Ms. T. Sharanya	
	Dr. Vandana Khare	MBA ECE
	Mrs. B. Premalatha	
	Mr. A. Praveen Kumar	
	Mr. K. Chandrashekar Reddy	

I request your kind approval to conduct the audit.

Thanking you sir,

Reddy
Audit Coordinator

I request your kind approval to conduct the audit

Thanking you sir,



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 10th May 2014 from 11.00 AM to 1.00 PM in the Principal office Conference Room
2. The Chairman welcomed all the committee members & started the meeting
3. SOP was Revamped during the meeting with Objectives, Roles & responsibilities

➤ Objectives of Academic and Administrative Audit:

The main objective of an audit is to assess if departments have put in place appropriate and efficient quality assurance processes in terms of policies, procedures, their applicability, ensuring quality inputs and therefore quality outputs; their flexibility to ensure continuous improvement along with the analysis of available resources, their optimum utilization, additional resource requirements for providing quality education.

➤ SOP of CMRCET Academic and Administrative Audit (AAA) Committee:

1. Associating stakeholders in appraising the quality performance metrics array.
2. Collecting reviews, reviewing and disseminating relevant information, citing concerns where changes should be made
3. To facilitate the process of accreditation and audit

Focus Areas:

- a) Defining the expected results of the curriculum and program
- b) Identifying the ambiguity and plan to clear the ambiguity
- c) Developing successful methods of teaching and learning
- d) Creation and use of student evaluation based on results
- e) Ensure quality education delivery-major initiatives such as testing and facilities, co-curricular and extracurricular activities to improve program results
- f) To test the execution and effect of IQAC suggestions

Approach:

Organization establishes various committees at organization and department level to execute and audit activities. The functions of the committees are as follows:

➤ **Roles and responsibilities of Audit Panel Members and Audit Coordinators:**

Members of the audit committee are selected on the basis of their higher education expertise and are expected to draw on this knowledge in making conclusions on quality management and academic standards by institutions.

The IQAC of CMRCET arranges preparatory sessions for members of the Audit Panel to ensure they are familiar with the audit methodology expectations and have a good understanding of the context of developments in higher education in India.

The principal expectations of panel members include:

- Practice in higher education leadership of quality and educational standards.
- A clear understanding of higher education institutions' leadership and management.
- Capability to study, evaluate and synthesize a significant quantity of documentary material
- Skill to communicate with organizational members in meetings and consultations to define and report on key quality issues.
- Ability to provide written comments on the outcomes of the audit operation and to assist in the preparation of the study.
- A willingness to work as a team member and to share responsibility for shared decisions.

Functions of Audit Panel:

- Contribute to the planning of SAR, in particular operational and financial data
- Seek schedules and action plans for direct and indirect evaluation by each department to ensure compliance with them.
- Perform end-of-semester review of performance and achievement of POs / PSOs for all departments
- Prepare annual success / failure reports on various parameters
- Take corrective actions and supplementary feedback for meeting POs / PSOs
- Analysis and review of PEOs
- Review of organizational and departmental vision and task

The Audit Coordinator's job is to organize the institution through all audit phases, ensuring approved procedures are followed. The Audit Coordinator is responsible for the audit program operations, including liaising with the agency, coordinating the programs for the initial meeting and the audit tour, recording all meetings and preparing the audit report. The Audit Director must follow Audit Panels during institutional visits.

The Audit Coordinator also has a position to advise and direct the Audit Panel in its deliberations to ensure that decisions are made securely on available evidence and that each audit is carried out consistently.

It is expected that one single Audit Coordinator will manage all group audits for the Institution and also Institution level CMRCET-QAC audits.

The Audit Coordinator's job is to organize the institution through all audit phases, ensuring approved procedures are followed. The Audit Coordinator is responsible for the audit program operations, including liaising with the agency, coordinating the programs for the initial meeting

The principal responsibilities of the Audit Coordinator include:

- Ensuring compliance with approved CMRCET-QAC procedures.
- Liaison with organizations on an audit plan schedule
- Confirmation of the preparations for the initial committee meeting and the visit to the audit and recording of the meetings.
- Produce the overview report based on the outcomes of the audits.
- Advise CMRCET-QAC on any issues related to the audit process and the key findings

➤ **Frequency of Meetings:**

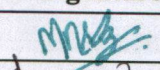
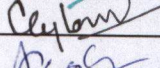
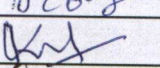
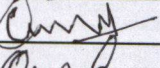
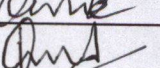
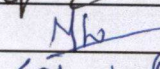
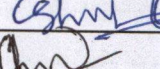
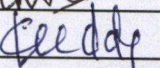
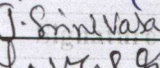
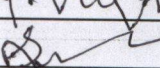
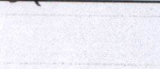
The committee should preferably meet once a year, with agenda and action taken record

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

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

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

The Committee members present for the meeting:

	Name of the member	Designation	Position	Signature
Academic and Administrative Audit (AAA) Committee (Institution Level)	Dr. M. Ramalinga Reddy	Principal	Chairman	
	Dr. M. Sudhakar	Vice Principal	Vice Chairman	
	Prof. A. Kotishwar Rao	IQAC Coordinator	Coordinator	
	Dr. M. B. R. Murthy	Dean Academics	Member	
	Dr. V. Chandrashekar	Dean R&D	Member	
	Prof. G. Devadasu	HOD, EEE	Member	
	Prof. K. Suresh	HOD, CIVIL	Member	
	Prof. M A Kadhar Baba	HOD, ECE	Member	
	Prof. Shyam Kumar	HOD, MECH	Member	
	Dr. K. Srinivasa Rao	HOD, CSE	Member	
	Mr. T. Sudhakar Reddy	Assoc. Prof.	Coordinator	
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. J Srinivasa Rao	Professor	Member	
	Dr. M Venkateshwarlu	Professor	Member	
	Mr. V. Ravindra	Asst. Prof.	Member	

Ms. D. Pavani	Asst. Prof.	Member	
Mr. B. Sivaiah	Assoc. Prof.	Member	Gutani
Mr. V. Venkataiah	Assoc. Prof.	Member	V.V.V.
Mr. S. Gnander reddy	Asst. Prof.	Member	Gutani
Mr. G. Saidulu	Asst. Prof.	Member	G. Saidulu
Dr. Vandana Khare	Professor	Member	Dr. Vandana Khare
Mrs. B. Premalatha	Assoc. Prof.	Member	B. PL
Mr. A. Praveen Kumar	Asst. Prof.	Member	
Ms. K Jyothi	Asst. Prof.	Member	K. Jyothi
Mr. Ch. Sankar Rao	Assoc. Prof.	Member	Ch. Sankar Rao
Mr. D.R. K. Mahesh	Assoc. Prof.	Member	Mahesh
Mr. P. Raghavendran	Assoc. Prof.	Member	P. Raghavendran
Mr. K. Chandrashekar Reddy	Asst. Prof.	Member	K. Chandrashekar Reddy
Dr.B.Srinivasa Varma	Professor	Member	Dr. B. Srinivasa Varma
Dr. Somvir Singh	Assoc. Prof.	Member	Dr. Somvir Singh
Mr. N.Chakravarthi	Asst. Prof.	Member	N. Chakravarthi
Mr. M. Sarath Chandra	Asst. Prof.	Member	M. Sarath Chandra
Dr. P. Vijayalakshmi	Professor	Member	P. Vijayalakshmi
Dr. P Alekhya	Assoc. Prof.	Member	P. Alekhya
Mrs. P. Usha Vaidehi	Assoc. Prof.	Member	P. Usha Vaidehi
Ms. T. Sharanya	Asst. Prof.	Member	T. Sharanya

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Hyderabad - 501 401..



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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CMRCET/PRIN/ AAA/AY2014-15/CIR-01

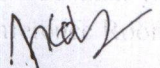
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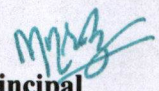
All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 10.05.2014 at 11.00 AM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:

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


IQAC Coordinator

Coordinator
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Principal

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

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

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1. Dean Academics
2. Dean R&D
3. Controller of Examinations
4. All HODS
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7. Concerned Faculty



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2014-15/01

Date: 22/04/2014

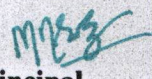
OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is reconstituted with the following members for the academic year 2014-15. It is designed to serve the purpose of auditing & reviewing the processes and procedures used by Departments to enhance the quality of their Programs in terms of program objectives and ensure graduate attributes as program outcomes as defined by each Department are achieved against the stipulated targets for which standard practices and processes need to be put in place.

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

	Name of the member	Designation	Dept.	Position
Academic and Administrative Audit (AAA) Committee (Institution Level)	Dr. M. Ramalinga Reddy	Principal	MECH	Chairman
	Dr. M. Sudhakar	Vice Principal	ECE	Vice Chairman
	Prof. A. Kotishwar Rao	IQAC Coordinator	MBA	Coordinator
	Dr. M. B. R. Murthy	Dean Academics	ECE	Member
	Dr. V. Chandrashekar	Dean R&D	EEE	Member
	Prof. G. Devadasu	HOD, EEE	EEE	Member
	Prof. K. Suresh	HOD, CIVIL	CIVIL	Member
	Prof. M A Kadhar Baba	HOD, ECE	ECE	Member
	Prof. Shyam Kumar	HOD, MECH	MECH	Member
	Dr. K. Srinivasa Rao	HOD, CSE	CSE	Member
Academic and Administrative Audit (AAA) Committee (Department Level)	Mr. T. Sudhakar Reddy	Assoc. Prof.	EEE	Coordinator
	Dr. J Srinivasa Rao	Professor	CIVIL	Member
	Dr. M Venkateshwarlu	Professor	CIVIL	Member
	Mr. V. Ravindra	Asst. Prof.	CIVIL	Member
	Ms. D. Pavani	Asst. Prof.	CIVIL	Member
	Mr. B. Sivaiah	Assoc. Prof.	CSE	Member
	Mr. V. Venkataiah	Assoc. Prof.	CSE	Member
	Mr. S. Gnander reddy	Asst. Prof.	CSE	Member
	Mr. G. Saidulu	Asst. Prof.	CSE	Member
	Dr. Vandana Khare	Professor	ECE	Member
	Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
	Mr. A. Praveen Kumar	Asst. Prof.	ECE	Member
	Ms. K Jyothi	Asst. Prof.	ECE	Member
	Mr. Ch. Sankar Rao	Assoc. Prof.	EEE	Member
	Mr. D.R. K. Mahesh	Assoc. Prof.	EEE	Member
	Mr. P. Raghavendran	Assoc. Prof.	EEE	Member
	Mr. K. Chandrashekar Reddy	Asst. Prof.	EEE	Member
	Dr.B.Srinivasa Varma	Professor	MECH	Member
	Dr. Somvir Singh	Assoc. Prof.	MECH	Member
	Mr. N.Chakravarthi	Asst. Prof.	MECH	Member
	Mr. M. Sarath Chandra	Asst. Prof.	MECH	Member
	Dr. P. Vijayalakshmi	Professor	MBA	Member

	Dr. P Alekhya	Assoc. Prof.	MBA	Member
	Mrs. P. Usha Vaidehi	Assoc. Prof.	MBA	Member
	Ms. T. Sharanya	Asst. Prof.	MBA	Member


Principal

Chairman
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