

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



Academic and Administrative Audit Committee

A.Y.: 2015-16



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

CMRCET/PRIN/ AAA/AY2015-16/CIR-02

Date: 16/04/2016

CIRCULAR

This is to inform all the faculty members that audit for the A.Y: 2015-16 will be held from 21st April 2016 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited
21.04.2016 to 23.04.2016	Dr.B.Srinivasa Varma	MECH
	Dr. Somvir Singh	
	Mr. M. Suneel Kumar	
	Mr. A. Praveen Kumar	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Ms. G. Prathyusha	
	Mr. B.Bhaskar	
25.04.2016 to 27.04.2016	Dr. Vandana Khare	ECE
	Mrs. B. Premalatha	
	Mr. S. Peddaiah	
	Mr. L. Ramanjaneya	
	Dr. M Venkateshwarlu	CIVIL
	Mr. V. Ravindra	
	Mr.J Kumar	
	Dr.S.VenkataRami Reddy	
28.04.2016 to 30.04.2016	Mr. B. Sivaiah	CSE
	Mr. V. Venkataiah	
	Ms. C.Harini	
	Ms. S.Lavanya	
	Mr. T. Sudhakar Reddy	MBA EEE
	Mrs. JishaBhubesh.	
	Mr. T. Narsinga Rao	
	Mr. K Dilip Kumar	

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: 4.05.2016

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2015-16 - Reg.

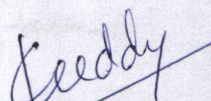
Respected Sir,

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 21.04.2016 to 30.04.2016 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,

Date: 4.05.2016

To,
IQAC Coordinator
CMRCET


Audit Coordinator

Sub: Submission of Academic and Administrative Audit report for the A.Y 2015-16 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 21.04.2016 to 30.04.2016 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 – Civil Engineering
(2015-16)

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-	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)	06	06
	Internal Exam conduction:	02	02
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	10	10
	c) Invigilation duty allotment copy	10	10
8	d) Absentees statement subject wise exam wise and Consolidated	05	05
	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	07
10	Evaluation of feed back	10	07
	Follow up of feed back	10	07
11	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	0
12	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
	a) Circular with agenda (Signature of all the concerned)	05	0
13	b) Filing	20	20
	Dept. specific professional bodies:	30	28
14	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]		
	Exam Result Analysis		
15	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	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	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	05
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]	25	00

	[Note: only Minor funds (like students project) 10 marks shall be awarded]		
	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 (update)	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
	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	3
	b) Profile of resource person	4	3
	a) List of participants	2	1
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	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 activités :	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	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	866

STRENGTHS:

- 1) ICT enabled class room teaching
- 2) Examination and Evaluation Process
- 3) Mentoring System
- 4) Consultancy Work

WEAKNESSES:

- a) MoUs with Industries
- b) Industrial Visit / Field Visit for Students
- c) Funded Projects
- d) Faculty interaction with outside world.
- e) Lacking on organizing events in international level (Conferences /seminars/Tech talk etc.,)

SUGGESTIONS FOR IMPROVEMENT:

- Faculty members may be motivated to receive funded project
- Book publications by faculty members may be encouraged
- Research publications by faculty may be improved
- Faculty may be motivated to interact with outside world

Signature of the External Auditor(s)

- 1) J. J. K. Rue
- 2) S. Wengert
Wasyg

Signature of the Internal Auditor(s)

- 1) 
- 2) 


Signature of the Auditee

Dror

IQAC Coordinator

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

2/2/20

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 CSE
(2015-16)

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	07
	Evaluation of feed back	10	07
10	Follow up of feed back	10	07
	Staff Meeting [Min 2 meetings in a semester]	10	10
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	20
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	28

	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	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	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	05
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]	25	00

	[Note: only Minor funds (like students project) 10 marks shall be awarded]		
	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 (update)	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
	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 : a) Documentation	05	05
	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	15
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	862

STRENGTHS:

- 1) Teaching Learning Process
- 2) Examination and Evaluation Process
- 3) Mentoring System
- 4) Consultancy Work
- 5) Computer Labs and IT infrastructure

WEAKNESSES:

- a) MoUs with Industries
- b) Industrial Visit / Field Visit for Students
- c) Funded Projects
- d) Faculty interaction with outside world.
- e) Lacking on organizing events in international level (Conferences /seminars/Tech talk etc.,)

SUGGESTIONS FOR IMPROVEMENT:

- Faculty members may be motivated to receive funded project
- Book publications by faculty members may be encouraged
- Faculty may be motivated to interact with outside world
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Both faculty and student member may be encouraged to undergo online courses

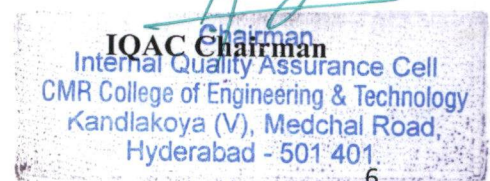
Signature of the External Auditor(s)

- 1)
- 2)

Signature of the Internal Auditor(s)

- 1)
- 2)

Signature of the Auditee



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 ECE
(2015-16)

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-	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)	06	06
	Internal Exam conduction:	02	02
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	10	10
	c) Invigilation duty allotment copy	10	10
8	d) Absentees statement subject wise exam wise and Consolidated	05	05
	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	07
10	Evaluation of feed back	10	07
	Follow up of feed back	10	07
11	Staff Meeting [Min 2 meetings in a semester]	10	09
	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)	05	02
13	b) Filing	20	18
	Dept. specific professional bodies:	30	28
14	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]		
	Exam Result Analysis		
15	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	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	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	05
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]	25	00

	[Note: only Minor funds (like students project) 10 marks shall be awarded]		
	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	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
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	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	03
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04

35	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 activités :		
	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	00
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	848

STRENGTHS:

- 1) ICT enabled class room teaching
- 2) Examination and Evaluation Process
- 3) Mentoring System
- 4) Consultancy Work

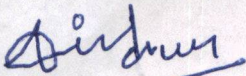
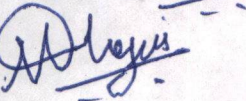
WEAKNESSES:

- a) MoUs with Industries
- b) Industrial Visit / Field Visit for Students
- c) Funded Projects
- d) Faculty interaction with outside world.
- e) Lacking on organizing events in international level (Conferences /seminars/Tech talk etc.,)

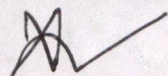
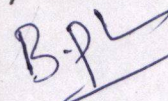
SUGGESTIONS FOR IMPROVEMENT:

- Faculty members may be motivated to receive funded project
- Book publications by faculty members may be encouraged
- Research publications by faculty may be improved
- Faculty may be motivated to interact with outside world

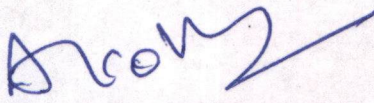
Signature of the External Auditor(s)

- 1) 
- 2) 

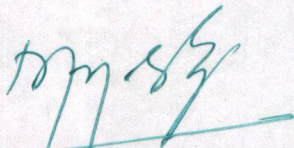
Signature of the Internal Auditor(s)

- 1)  (Vandana Khare)
- 2)  (B. Remalatha)


Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

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

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(UGC AUTONOMOUS)

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

Academic & Administrative Audit – Department of EEE
(2015-16)

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-	05	05
	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:	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
	d) Absentees statement subject wise exam wise and Consolidated	10	10
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	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	07
	Evaluation of feed back	10	07
10	Follow up of feed back	10	07
	Staff Meeting [Min 2 meetings in a semester]	10	10
11	Filing process	05	00
	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
12	a) Circular with agenda (Signature of all the concerned)	05	00
	b) Filing	20	20
13	Dept. specific professional bodies:	30	28
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]		
13	Exam Result Analysis		
	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	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	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	05
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]	25	00

	[Note: only Minor funds (like students project) 10 marks shall be awarded]		
	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	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	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 activités :		
	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	848

STRENGTHS:

- 1) ICT enabled class room teaching
- 2) Examination and Evaluation Process
- 3) Mentoring System
- 4) Consultancy Work

WEAKNESSES:

- a) MoUs with Industries
- b) Industrial Visit / Field Visit for Students
- c) Funded Projects
- d) Faculty interaction with outside world.
- e) Lacking on organizing events in international level (Conferences /seminars/Tech talk etc.,)

SUGGESTIONS FOR IMPROVEMENT:

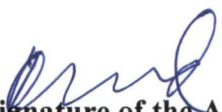
- Faculty members may be motivated to receive funded project
- Book publications by faculty members may be encouraged
- Faculty may be motivated to interact with outside world
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Both faculty and student member may be encouraged to undergo online courses

Signature of the External Auditor(s)

- 1) T. Nileshky
- 2) Dany

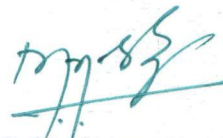
Signature of the Internal Auditor(s)

- 1) T. Sudhakreddy
- 2) Jisha Bhubesh


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
(2015-16)

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-	05	05
	1. All the document should be approved by Principal		
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
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	07
	Evaluation of feed back	10	07
10	Follow up of feed back	10	07
	Staff Meeting [Min 2 meetings in a semester]	10	10
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	20
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	28

	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	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	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	05
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]	25	00

	[Note: only Minor funds (like students project) 10 marks shall be awarded]		
	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 (update)	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
	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	02
33	b) Profile of resource person	4	02
	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	3
	Sports activities : a) Documentation	05	05
36	b) Participants attended	05	05
	Cultural activities : a) Documentation	05	05
37	b) Participants attended	05	05

38	Technical activités :		
	a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits		
	a) Approval from principal	05	02
	b) Consent letter from company	05	02
	c) Report on Industry visits	05	02
	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	854

STRENGTHS:

- 1) ICT enabled class room teaching
- 2) Examination and Evaluation Process
- 3) Mentoring System
- 4) Consultancy Work

WEAKNESSES:

- a) MoUs with Industries
- b) Industrial Visit / Field Visit for Students
- c) Funded Projects
- d) Faculty interaction with outside world.
- e) Lacking on organizing events in international level (Conferences /seminars/Tech talk etc.,)

SUGGESTIONS FOR IMPROVEMENT:

- Faculty members may be motivated to receive funded project
- Book publications by faculty members may be encouraged
- Faculty may be motivated to interact with outside world
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Both faculty and student member may be encouraged to undergo online courses

Signature of the External Auditor(s)

- 1) M. Sundeep Kumar
- 2) P. Kiran Kumar

Signature of the Internal Auditor(s)

- 1) M. L. V. S. Srinivasulu
(Dr. B. Srinivasulu
Valma)
- 2) P. S. Srinivasulu

[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

[Signature]
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 (2015-16)

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	06
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	03
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester) a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	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	20
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	28

	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	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	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	05
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]	25	00

	[Note: only Minor funds (like students project) 10 marks shall be awarded]		
	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 (updatation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	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
	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
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 : a) Documentation	05	05
	b) Participants attended	05	05

38	Technical activités ;	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	869

STRENGTHS:

- 1) ICT enabled class room teaching
- 2) Examination and Evaluation Process
- 3) Mentoring System
- 4) Consultancy Work

WEAKNESSES:

- a) MoUs with Industries
- b) Industrial Visit / Field Visit for Students
- c) Funded Projects
- d) Faculty interaction with outside world.
- e) Lacking on organizing events in international level (Conferences /seminars/Tech talk etc.,)

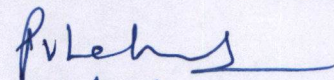
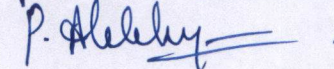
SUGGESTIONS FOR IMPROVEMENT:

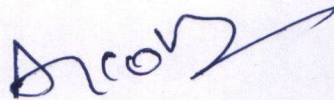
- Faculty members may be motivated to receive funded project
- Book publications by faculty members may be encouraged
- Faculty may be motivated to interact with outside world
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Both faculty and student member may be encouraged to undergo online courses

Signature of the External Auditor(s)

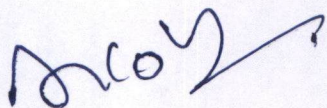
1) Prathyusha.
2) 

Signature of the Internal Auditor(s)

1) 
2) P. Alekhya 

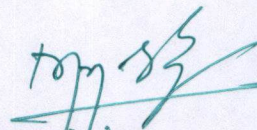


Signature of the Auditee



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

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

Date: 7.04.2016

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission to conduct Departmental Academic and Administrative Audit for the Academic Year 2015-16 – 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 2015-16.

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

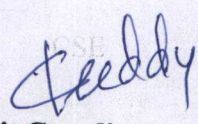
Name of the member	Designation	Department	Position
Mr. T. Sudhakar Reddy	Assoc. Prof.	EEE	Coordinator
Dr. M Venkateshwarlu	Professor	CIVIL	Member
Mr. V. Ravindra	Asst. Prof.	CIVIL	Member
Mr. S. Peddaiah	Asst. Prof.	CIVIL	Member
Mr. B. Sivaiah	Assoc. Prof.	CSE	Member
Mr. V. Venkataiah	Assoc. Prof.	CSE	Member
Mr. B. Bhaskar	Asst. Prof.	CSE	Member
Mr. J. Kumar	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
Mr. K Dilip Kumar	Asst. Prof.	ECE	Member
Ms. G. Prathyusha	Asst. Prof.	ECE	Member
Mrs. Jisha Bhubesh.	Assoc. Prof.	EEE	Member
Mr. M. Suneel Kumar	Asst. Prof.	EEE	Member
Ms. C. Harini	Asst. Prof.	EEE	Member
Dr. B. Srinivasa Varma	Professor	MECH	Member
Dr. Somvir Singh	Assoc. Prof.	MECH	Member
Ms. S. Lavanya	Asst. Prof.	MECH	Member
Dr. P. Vijayalakshmi	Professor	MBA	Member
Mr. T. Narsinga Rao	Asst. Prof.	MBA	Member
Mr. L. Ramanjaneya	Asst. Prof.	MBA	Member
Dr. S. Venkata Rami Reddy	Asst. Prof.	H&S	Member

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

Date/s of Audit	Audit members	Department to be audited
21.04.2016 to 23.04.2016	Dr.B.Srinivasa Varma	MECH
	Dr. Somvir Singh	
	Mr. M. Suneel Kumar	
	Mr. A. Praveen Kumar	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Ms. G. Prathyusha	
	Mr. B.Bhaskar	
25.04.2016 to 27.04.2016	Dr. Vandana Khare	ECE
	Mrs. B. Premalatha	
	Mr. S. Peddaiah	
	Mr. L. Ramanjaneya	
	Dr. M Venkateshwarlu	CIVIL
	Mr. V. Ravindra	
	Mr.J Kumar	
	Dr.S.VenkataRami Reddy	
28.04.2016 to 30.04.2016	Mr. B. Sivaiah	MECH CSE
	Mr. V. Venkataiah	
	Ms. C.Harini	
	Ms. S.Lavanya	
	Mr. T. Sudhakar Reddy	MBA EEE
	Mrs. JishaBhubesh.	
	Mr. T. Narsinga Rao	
	Mr. K Dilip Kumar	

I request your kind approval to conduct the audit.

Thanking you sir,


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 18th May 2015 from 2.00 PM to 4.00 PM in the Principal office Conference Room
2. The Chairman welcomed all the committee members & started the meeting
3. The IQAC Chairman and IQAC Coordinator reviewed the audit reports of the previous academic year and recommend that the heads of the departments concerned take the requisite measures to maintain quality in all aspects of the current academic year

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

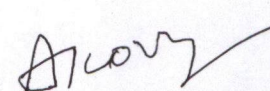
The major areas to be concentrated for the audit in the concerned departments:

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

The Committee members present for the meeting:

	Name of the member	Designation	Position	Signature
Academic and Administrative Audit (AAA) Committee (Institution Level)	Dr. M. Ramalinga Reddy	Principal	Chairman	
	Dr. M. Sudhakar	Vice Principal	Vice Chairman	
	Dr. 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	
	Dr. B. Lokeshwar Rao	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. M Venkateshwarlu	Professor	Member	
	Mr. V. Ravindra	Asst. Prof.	Member	
	Mr. S. Peddaiah	Asst. Prof.	Member	
	Mr. B. Sivaiah	Assoc. Prof.	Member	
	Mr. V. Venkataiah	Assoc. Prof.	Member	

Mr. B.Bhaskar	Asst. Prof.	Member	
Mr. J. Kumar	Asst. Prof.	Member	J. J. K. Kue
Dr. Vandana Khare	Professor	Member	
Mrs. B. Premalatha	Assoc. Prof.	Member	B. PL
Mr. A. Praveen Kumar	Asst. Prof.	Member	A. Praveen Kumar
Mr. K Dilip Kumar	Asst. Prof.	Member	
Ms. G. Prathyusha	Asst. Prof.	Member	P. Prathyusha
Mrs. JishaBhubesh.	Assoc. Prof.	Member	J. B. B.
Mr. M. Suneel Kumar	Asst. Prof.	Member	M. Suneel Kumar
Ms. C.Harini	Asst. Prof.	Member	
Dr.B.Srinivasa Varma	Professor	Member	B. S. V.
Dr. Somvir Singh	Assoc. Prof.	Member	
Ms. S.Lavanya	Asst. Prof.	Member	
Dr. P. Vijayalakshmi	Professor	Member	P. V. L.
Mr. T. Narsinga Rao	Asst. Prof.	Member	T. N. R.
Mr. L. Ramanjaneya	Asst. Prof.	Member	
Dr.S.VenkataRami Reddy	Asst. Prof.	Member	S. V. R.


IQAC Coordinator

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ AAA/AY2015-16/CIR-01

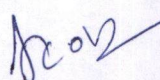
Date: 16/05/2015

CIRCULAR

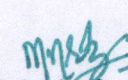
All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 18.05.2015 at 2.00 PM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:

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


IQAC Coordinator

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


Principal

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

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

Copy to:

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2015-16/01

Date: 13/05/2015

OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2015-16. 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:

Academic and Administrative Audit (AAA) Committee (Institution Level)	Name of the member	Designation	Dept.	Position
	Dr. M. Ramalinga Reddy	Principal	MECH	Chairman
	Dr. M. Sudhakar	Vice Principal	ECE	Vice Chairman
	Dr. 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
	Dr. B. Lokeshwar Rao	HOD, ECE	ECE	Member
	Prof. Shyam Kumar	HOD, MECH	MECH	Member
	Dr. K. Srinivasa Rao	HOD, CSE	CSE	Member
	Mr. T. Sudhakar Reddy	Assoc. Prof.	EEE	Coordinator
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. M Venkateshwarlu	Professor	CIVIL	Member
	Mr. V. Ravindra	Asst. Prof.	CIVIL	Member
	Mr. S. Peddaiah	Asst. Prof.	CIVIL	Member
	Mr. B. Sivaiah	Assoc. Prof.	CSE	Member
	Mr. V. Venkataiah	Assoc. Prof.	CSE	Member
	Mr. B. Bhaskar	Asst. Prof.	CSE	Member
	Mr. J. Kumar	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
	Mr. K Dilip Kumar	Asst. Prof.	ECE	Member
	Ms. G. Prathyusha	Asst. Prof.	ECE	Member
	Mrs. Jisha Bhubesh.	Assoc. Prof.	EEE	Member
	Mr. M. Suneel Kumar	Asst. Prof.	EEE	Member
	Ms. C. Harini	Asst. Prof.	EEE	Member
	Dr. B. Srinivasa Varma	Professor	MECH	Member
	Dr. Somvir Singh	Assoc. Prof.	MECH	Member

	Ms. S.Lavanya	Asst. Prof.	MECH	Member
	Dr. P. Vijayalakshmi	Professor	MBA	Member
	Mr. T. Narsinga Rao	Asst. Prof.	MBA	Member
	Mr. L. Ramanjaneya	Asst. Prof.	MBA	Member
	Dr.S.VenkataRami Reddy	Asst. Prof.	H&S	Member

MRS
Principal

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

Copy to:

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

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

	Ms. S.Lavanya	Asst. Prof.	MECH	Member
	Dr. P. Vijayalakshmi	Professor	MBA	Member
	Mr. T. Narsinga Rao	Asst. Prof.	MBA	Member
	Mr. L. Ramanjaneya	Asst. Prof.	MBA	Member
	Dr.S.VenkataRami Reddy	Asst. Prof.	H&S	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