

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



Academic and Administrative Audit Committee

A.Y.: 2016-17



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

CMRCET/PRIN/ AAA/AY2016-17/CIR-02

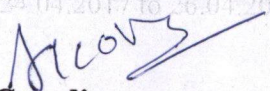
Date: 15/04/2017

CIRCULAR

This is to inform all the faculty members that audit for the A.Y: 2016-17 will be held from 20th April 2017 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited
20.04.2017 to 22.04.2017	Dr. Vandana Khare	ECE
	Mrs. B. Premalatha	
	Mr. E.Jagadeeswara Rao	
	Mr. K.Sathish	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Mr. NVRS Rayudu	
	Ms. D. Pavani	
24.04.2017 to 26.04.2017	Mr. B. Sivaiah	CSE
	Mr. V. Venkataiah	
	Mr. N. Rajender Reddy	
	Mrs. M. Harsha Priya	
	Mrs. K. Soujanya	EEE
	Mr. M. Suneel Kumar	
	Dr. J Srinivasa Rao	
	Ms. K.Jyothi	
27.04.2017 to 29.04.2017	Dr.B.Srinivasa Varma	MECH
	Dr. Somvir Singh	
	Dr. B. Senthil Kumar	
	Dr.Sarat Chandra Nayak	
	Dr. M Venkateshwarlu	CIVIL
	Mr. V. Ravindra	
	Mr. B.Suresh Ram	
	Dr. D VVV ChMouli	

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


IQAC-Coordinator


Principal

Coordinator

Chairman

Copy submitted to Secretary Garu for kind information

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

Copy to

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 6.05.2017

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2016-17 - Reg.

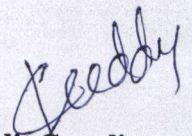
Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 20.04.2017 to 29.04.2017 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,

Date: 6.05.2017

To,
IQAC Coordinator
CMRCET


Audit Coordinator

Sub: Submission of Academic and Administrative Audit report for the A.Y 2016-17 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 20.04.2017 to 29.04.2017 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
(2016-17)

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:	06	06
	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	10
	Evaluation of feed back	10	10
	Follow up of feed back	10	10
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	0
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	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	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	07
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	05
	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)	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases:		
	a) Less than 2% detention of students (5 marks)	10	10
28	Student Assignments		
	a) Assignment questions to be documented	10	10
29	b) Submission details semester wise	05	05
	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
30	b) Conduction of Classes and documentation	15	15
	Papers published by staff [Journals only]		
30	No. of papers $\leq$ No. of Faculty (10 marks)	30	30
	No. of papers $>$ No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks)		
30	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	10
30	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
	c) 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	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	875

STRENGTHS:

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

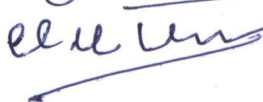
WEAKNESSES:

- Institute Industry Interaction
- Industrial Visit / Field Visit for Students
- Staff publication in indexed journal (ICI/Scopus/SCI)
- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

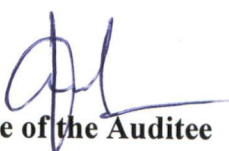
- Faculty members may be motivated to receive funded project
- Motivate the staff/student to publish their paper in indexed journals
- Motivate the Alumni contribution towards department
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve the placement in core industries

Signature of the External Auditor(s)

1) 
2) 

Signature of the Internal Auditor(s)

1) 
2) 


Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

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

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Kandlakoya (V), Medchal Road, Hyderabad - 501401

Academic & Administrative Audit- Department of CSE
(2016-17)

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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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	c) List of participants	2	1
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	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
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38	Technical activités :		
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Total Marks		1000	889

STRENGTHS:

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

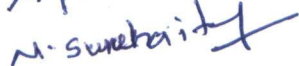
WEAKNESSES:

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SUGGESTIONS FOR IMPROVEMENT:

- Faculty members may be motivated to receive funded project
- Motivate the staff/student to publish their paper in indexed journals
- Motivate the Alumni contribution towards department
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve the placement in core industries

Signature of the External Auditor(s)

- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 


Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

Chairman
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
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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
(2016-17)

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
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	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
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13	b) Filing	05	03
	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	20
	Exam Result Analysis		
15	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	03
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered]	25	13

	[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	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	04
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	2
	b) Profile of resource person	4	2
	c) 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	04
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	880

STRENGTHS:

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

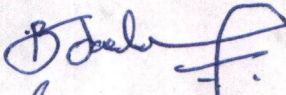
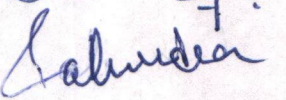
WEAKNESSES:

- Institute Industry Interaction
- Industrial Visit / Field Visit for Students
- Staff publication in indexed journal (ICI/Scopus/SCI)
- Alumni contribution towards departmental development

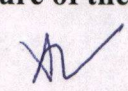
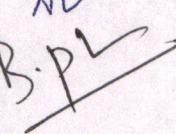
SUGGESTIONS FOR IMPROVEMENT:

- Faculty members may be motivated to receive funded project
- Motivate the staff/student to publish their paper in indexed journals
- Motivate the Alumni contribution towards department
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve the placement in core industries

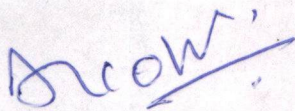
Signature of the External Auditor(s)

1) 
2) 

Signature of the Internal Auditor(s)

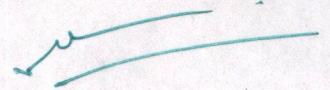
1)  (Vandana Khare)
2)  (B. Primalatha)


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- Department of EEE
(2016-17)

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	10
	Evaluation of feed back	10	10
10	Follow up of feed back	10	10
	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	03
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered]	25	15

	[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
	c) 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	875

STRENGTHS:

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

WEAKNESSES:

- Institute Industry Interaction
- Industrial Visit / Field Visit for Students
- Staff publication in indexed journal (ICI/Scopus/SCI)
- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

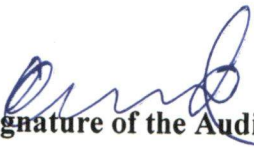
- Faculty members may be motivated to receive funded project
- Motivate the staff/student to publish their paper in indexed journals
- Motivate the Alumni contribution towards department
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve the placement in core industries

Signature of the External Auditor(s)

- 1) K. Jyothir
- 2) J. Srinivasa Rao

Signature of the Internal Auditor(s)

- 1) Sonji (K. Sonjany)
- 2) M. Sreed Kumar


Signature of the Auditee


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
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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
(2016-17)

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
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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	10
	Evaluation of feed back	10	10
	Follow up of feed back	10	10
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	00
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	02
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	c) Department result history	15	12
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	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	08
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	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
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	b) No. of class conducted	10	10
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	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	25
	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
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	b) Profile of resource person	4	2
	c) List of participants	2	1
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	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
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	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
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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	876

STRENGTHS:

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

WEAKNESSES:

- Institute Industry Interaction
- Industrial Visit / Field Visit for Students
- Staff publication in indexed journal (ICI/Scopus/SCI)
- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

- Faculty members may be motivated to receive funded project
- Motivate the staff/student to publish their paper in indexed journals
- Motivate the Alumni contribution towards department
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve the placement in core industries

Signature of the External Auditor(s)

- 1) *B. Satyanarayana*
- 2) *Devi*

Signature of the Internal Auditor(s)

- 1) *MOU (Dr. B. Srinivasa Varma)*
- 2) *Shah*

Mo e Kumar
Signature of the Auditee

Arum
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
(2016-17)

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	06
	Staff Meeting [Min 2 meetings in a semester]	10	10
11	Filing process	05	03
	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	03
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
14	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 (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	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
	c) 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	05
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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. Mentoring System
2. ICT enabled class room teaching
3. Examination and Evaluation Process
4. Consultancy Work

WEAKNESSES:

- Institute Industry Interaction
- Industrial Visit / Field Visit for Students
- Staff publication in indexed journal (ICI/Scopus/SCI)
- Alumni contribution towards departmental development

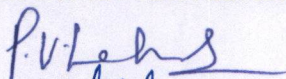
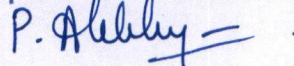
SUGGESTIONS FOR IMPROVEMENT:

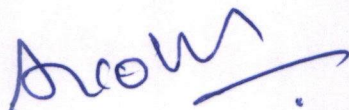
- Faculty members are be motivated to focus on funded project
- Motivate the staff/student to publish their paper in indexed journals
- Enhance Motivate the Alumni contribution towards department
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve the placement in core industries

Signature of the External Auditor(s)

- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 



Signature of the Auditee



IQAC Coordinator

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



IQAC Chairman

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 10.04.2017

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission to conduct Departmental Academic and Administrative Audit for the Academic Year 2016-17 – Reg.

Respected Sir,

As per the requirement of Quality aspects of the institution, the Permission to conduct Departmental Academic and Administrative Audit for the Academic Year will conduct the audit in all the departments concerned for the Academic year 2016-17.

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

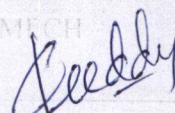
Name of the member	Designation	Department	Position
Mr. T. Sudhakar Reddy	Assoc. Prof.	EEE	Coordinator
Dr. M Venkateshwarlu	Professor	CIVIL	Member
Dr. J Srinivasa Rao	Professor	CIVIL	Member
Mr. V. Ravindra	Asst. Prof.	CIVIL	Member
Ms. D. Pavani	Asst. Prof.	CIVIL	Member
Mr. B. Sivaiah	Assoc. Prof.	CSE	Member
Mr. V. Venkataiah	Assoc. Prof.	CSE	Member
Dr. Sarat Chandra Nayak	Assoc. Prof.	CSE	Member
Mr. E. Jagadeeswara Rao	Asst. Prof.	CSE	Member
Dr. Vandana Khare	Professor	ECE	Member
Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
Mrs. M. Harsha Priya	Asst. Prof.	ECE	Member
Mr. B. Suresh Ram	Asst. Prof.	ECE	Member
Dr. D VVV ChMouli	Professor	EEE	Member
Mrs. K. Soujanya	Professor	EEE	Member
Mr. M. Suneel Kumar	Asst. Prof.	EEE	Member
Ms. K. Jyothi	Asst. Prof.	ECE	Member
Dr. B. Srinivasa Varma	Professor	MECH	Member
Mr. NVRS Rayudu	Asst. Prof.	MECH	Member
Dr. Somvir Singh	Assoc. Prof.	MECH	Member
Mr. K. Sathish	Asst. Prof.	MECH	Member
Dr. P. Vijayalakshmi	Professor	MBA	Member
Dr. B. Senthil Kumar	Assoc. Prof.	MBA	Member
Dr. P Alekhya	Assoc. Prof.	MBA	Member
Mr. N. Rajender Reddy	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
20.04.2017 to 22.04.2017	Dr. Vandana Khare	ECE
	Mrs. B. Premalatha	
	Mr. E.Jagadeeswara Rao	
	Mr. K.Sathish	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Mr. NVRS Rayudu	
	Ms. D. Pavani	
24.04.2017 to 26.04.2017	Mr. B. Sivaiah	CSE
	Mr. V. Venkataiah	
	Mr. N. Rajender Reddy	
	Mrs. M. Harsha Priya	
	Mrs. K. Soujanya	Department EEE be audited
	Mr. M. Suneel Kumar	
	Dr. J Srinivasa Rao	
	Ms. K.Jyothi	
27.04.2017 to 29.04.2017	Dr.B.Srinivasa Varma	ECE MECH
	Dr. Somvir Singh	
	Dr. B. Senthil Kumar	
	Dr.Sarat Chandra Nayak	
	Dr. M Venkateshwarlu	MBA CIVIL
	Mr. V. Ravindra	
	Mr. B.Suresh Ram	
	Dr. D VVV ChMouli	

I request your kind approval to conduct the audit.

Thanking you sir,


Audit Coordinator



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 16th May 2016 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. M. S. R. Murthy	Dean R&D	Member	
	Prof. G. Devadasu	HOD, EEE	Member	
	Mr. 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	
	Dr. J Srinivasa Rao	Professor	Member	
	Mr. V. Ravindra	Asst. Prof.	Member	
	Ms. D. Pavani	Asst. Prof.	Member	

Mr. B. Sivaiah	Assoc. Prof.	Member	B. Sivaiah
Mr. V. Venkataiah	Assoc. Prof.	Member	V. Venkataiah
Dr. Sarat Chandra Nayak	Assoc. Prof.	Member	Dr. Sarat Chandra Nayak
Mr. E. Jagadeeswara Rao	Asst. Prof.	Member	Mr. E. Jagadeeswara Rao
Dr. Vandana Khare	Professor	Member	Dr. Vandana Khare
Mrs. B. Premalatha	Assoc. Prof.	Member	B. Premalatha
Mrs. M. Harsha Priya	Asst. Prof.	Member	M. Harsha Priya
Mr. B. Suresh Ram	Asst. Prof.	Member	B. Suresh Ram
Dr. D VVV ChMouli	Professor	Member	Dr. D VVV ChMouli
Mrs. K. Soujanya	Professor	Member	Mrs. K. Soujanya
Mr. M. Suneel Kumar	Asst. Prof.	Member	M. Suneel Kumar
Ms. K. Jyothi	Asst. Prof.	Member	K. Jyothi
Dr. B. Srinivasa Varma	Professor	Member	Dr. B. Srinivasa Varma
Mr. NVRS Rayudu	Asst. Prof.	Member	Mr. NVRS Rayudu
Dr. Somvir Singh	Assoc. Prof.	Member	Dr. Somvir Singh
Mr. K. Sathish	Asst. Prof.	Member	K. Sathish
Dr. P. Vijayalakshmi	Professor	Member	P. Vijayalakshmi
Dr. B. Senthil Kumar	Assoc. Prof.	Member	B. Senthil Kumar
Dr. P. Alekhya	Assoc. Prof.	Member	P. Alekhya
Mr. N. Rajender Reddy	Asst. Prof.	Member	N. Rajender Reddy


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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CMRCET/PRIN/ AAA/AY2016-17/CIR-01

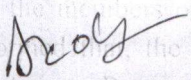
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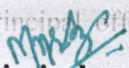
CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 16.05.2016 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


Principal

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

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

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

Copy to: Review of stakeholders feedback and action plan

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

Principal

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2016-17/01

Date: 10/05/2016

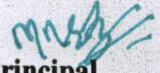
OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2016-17. 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
	Dr. A. Kotishwar Rao	IQAC Coordinator	MBA	Coordinator
	Dr. M. B. R. Murthy	Dean Academics	ECE	Member
	Dr. M. S. R. Murthy	Dean R&D	EEE	Member
	Prof. G. Devadasu	HOD, EEE	EEE	Member
	Mr. 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
Academic and Administrative Audit (AAA) Committee (Department Level)	Mr. T. Sudhakar Reddy	Assoc. Prof.	EEE	Coordinator
	Dr. M Venkateshwarlu	Professor	CIVIL	Member
	Dr. J Srinivasa Rao	Professor	CIVIL	Member
	Mr. V. Ravindra	Asst. Prof.	CIVIL	Member
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	Mr. K. Sathish	Asst. Prof.	MECH	Member

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	Dr. P Alekhya	Assoc. Prof.	MBA	Member
	Mr. N. Rajender Reddy	Asst. Prof.	MBA	Member


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

Dr. P. Vijayalakshmi	Professor	MBA	Member
Dr. B. Senthil Kumar	Assoc. Prof.	MBA	Member
Dr. P Alekhya	Assoc. Prof.	MBA	Member
Mr. N. Rajender Reddy	Asst. Prof.	MBA	Member

Principal

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