

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



Academic and Administrative Audit Committee

A.Y.: 2017-18



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

CMRCET/PRIN/ AAA/AY2017-18/CIR-02

Date: 12/04/2018

CIRCULAR

This is to inform all the faculty members that Academic and Administrative Audit for the A.Y: 2017-18 will be held from 29th April 2018 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited
19.04.2018 to 21.04.2018	Dr. Vandana Khare	ECE
	Mrs. B. Premalatha	
	Mr. A. Sai Kumar	
	Mr. S. Peddaiah	
	Dr.B.Srinivasa Varma	
	Dr.Somvir Singh	MECH
	Mr. A. Praveen Kumar	
	Mrs. P. PushpaDeepthi	
	Mrs. M. Vijaya Shanthi	
	Mr. G. Anil	
23.04.2018 to 25.04.2018	Mr. T. Narsinga Rao	EEE
	Mr. P. Chandrashaker Reddy	
	Mrs. T. Rohini Reddy	
	Mr. V.Ravindra	
	Mr. G. Saidulu	
	Mrs. JishaBhubesh	CIVIL
	Dr. P. Vijayalakshmi	
	Dr. P Alekhya	
	Mr. P. Sridhar	
	Ms. G. Prathyusha	
26.04.2018 to 28.04.2018	Mr. S. Siva Skandha	MBA
	Mr. B. Sivaiah	
	Ms. N. Snehitha	
	Ms. A. Ambika	

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

IQAC-Coordinator

Principal

Copy submitted to Secretary Garu for kind information

Copy to
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,

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

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 5.05.2018

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2017-18 - Reg.

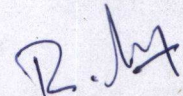
Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 19.04.2018 to 28.04.2018 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,

Date: 5.05.2018

To,
IQAC Coordinator
CMRCET


Audit Coordinator

Sub: Submission of Academic and Administrative Audit report for the A.Y 2017-18 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 19.04.2018 to 28.04.2018 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
(2017-18)

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction: a) Filing of question paper exam wise in the standard format	06	06
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	06
	Evaluation of feed back	10	06
	Follow up of feed back	10	05
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	05
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester) a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	0
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	29

Sl. No	Parameter details	Marks Alloted	Marks Obtained
	b) Result after Revaluation (Principal signature required)	30	27
	c) Department result history	15	15
14	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	05
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	Effective Interaction with Alumni and Presentation to students a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : a) Approved from principal	05	0
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	0
18	New staff recruitment: a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	Book publication: Note: Question bank, Solution to be question bank, Lab	20	0

	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	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] b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	25 05	05 05
21	Consultancy work by the Department: a) MOU / Consent letter b) Nature of consultancy	10 10	10 10
22	Stock verification: a) Stock register (upadation) b) Stock verification report (signature of verifying officer & HOD)	05 05	05 05
23	Some innovative Methods : a) Innovative methods in Teaching b) Innovative methods in Administration	05 05	05 05
24	Mentor system: a) Management of mentor books of all students b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10 10	10 10
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted b) No. of class conducted c) % of syllabus covered	05 10 05	05 10 05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan b) Maintenance of Laboratory records	15 05	15 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 b) Submission details semester wise	10 05	10 05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise) b) Conduction of Classes and documentation	05 15	05 15
30	Papers published by staff [Journals only] No. of papers <= No. of Faculty (10 marks)	30	30

	No. of papers > No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks)		
	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	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	02
	b) Profile of resource person	4	02
	a) List of participants	2	01
34	Non –Teaching Training (Min 1 day)		
	a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days]		
	a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar (students)[Min 2 days]		
	a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	03
36	Sports activities :		
	a) Documentation	05	05
	b) Participants attended	05	05

37	Cultural activities :		
	a) Documentation	05	05
	b) Participants attended	05	05
38	Technical activities :		
	a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits		
	a) Approval from principal	05	04
	b) Consent letter from company	05	04
	c) Report on Industry visits	05	04
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	04
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	12
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
Total Marks		1000	870

STRENGTHS:

1. Teaching Methodology
2. Examination and Evaluation Process
3. Research Publications
4. Fund generation through consultancy

WEAKNESSES:

- Institute Industry Interaction
- Research Publications
- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Motivate the Alumni contribution towards department development
- 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) G. Sridhar
2) J. Sr. Reddy

Signature of the Internal Auditor(s)

1) [Signature]
2) [Signature]

[Signature]
Signature of the Auditee

[Signature]

IQAC Coordinator

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

[Signature]

IQAC Chairman

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

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(UGC AUTONOMOUS)

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Kandlakoya (V), Medchal Road, Hyderabad - 501401

Academic & Administrative Audit – Department of CSE
(2017-18)

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

37	Cultural activities :	05	05
	a) Documentation		
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38	Technical activities :	05	05
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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. Teaching Methodology
3. Examination and Evaluation Process
4. Research Publications
5. Fund generation through consultancy
6. Institute Industry Interaction
7. Center of Excellences

8. Faculty Evaluation System

WEAKNESSES:

- Skill Development Centre
- Funded R&D Projects
- Industrial Visit / Field Visit for Students
- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

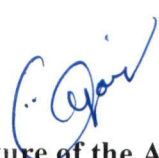
- Skill development centre may be established
- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Motivate the Alumni contribution towards department
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve 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
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.



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

Academic & Administrative Audit – Department of ECE
(2017-18)

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	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	20	00

	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	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] b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	25 05	10 05
21	Consultancy work by the Department: a) MOU / Consent letter b) Nature of consultancy	10 10	10 10
22	Stock verification: a) Stock register (updatation) b) Stock verification report (signature of verifying officer & HOD)	05 05	05 05
23	Some innovative Methods : a) Innovative methods in Teaching b) Innovative methods in Administration	05 05	05 05
24	Mentor system: a) Management of mentor books of all students b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10 10	10 10
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted b) No. of class conducted c) % of syllabus covered	05 10 05	05 10 05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan b) Maintenance of Laboratory records	15 05	15 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 b) Submission details semester wise	10 05	10 05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise) b) Conduction of Classes and documentation	05 15	05 15
30	Papers published by staff [Journals only] No. of papers ≤ No. of Faculty (10 marks)	30	10

	No. of papers > No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks)		
	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	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
	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 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	18
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. Mentoring System
2. ICT enabled class room teaching
3. Examination and Evaluation Process
4. Fund generation through consultancy

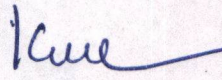
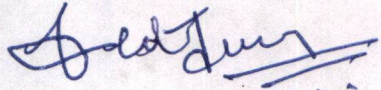
WEAKNESSES:

- Institute Industry Interaction
- Research Publications
- Alumni contribution towards departmental development

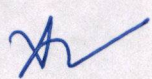
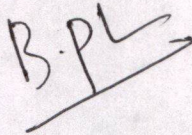
SUGGESTIONS FOR IMPROVEMENT:

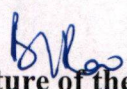
- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Motivate the Alumni contribution towards department development
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Strategic plan to improve the placement in core industries

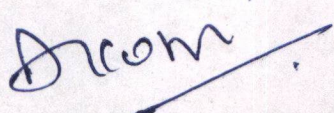
Signature of the External Auditor(s)

1) 
2) 

Signature of the Internal Auditor(s)

1)  (Dr. Vandana Khare)
2)  (B. Praveen Kumar)


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
(2017-18)

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction: a) Filing of question paper exam wise in the standard format	06	06
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	06
	Evaluation of feed back	10	06
	Follow up of feed back	10	05
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	05
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester) a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	00
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	29

Sl. No	Parameter details	Marks Alloted	Marks Obtained
	b) Result after Revaluation (Principal signature required)	30	27
	c) Department result history	15	15
14	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	05
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	Effective Interaction with Alumni and Presentation to students a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : a) Approved from principal	05	00
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	00
18	New staff recruitment: a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
	c) List of short listed candidates	01	01
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01
19	Book publication: Note: Question bank, Solution to be question bank, Lab manuals will not be considered for book publication	20	00

	(Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))		
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] b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	25	10
		05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (upadation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	10
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class conducted	10	10
	c) % of syllabus covered	05	05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases: a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	10
28	Student Assignments a) Assignment questions to be documented	10	10
	b) Submission details semester wise	05	05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	05
	b) Conduction of Classes and documentation	15	15
30	Papers published by staff [Journals only] No. of papers $\leq$ No. of Faculty (10 marks) No. of papers $>$ No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks)	30	30

	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	15
	Staff membership of professional bodies		
	a) Minimum one membership for every faculty	06	06
32	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
	Guest lectures (at least 2 for staff / students)		
	a) Approved letter	4	2
33	b) Profile of resource person	4	2
	a) List of participants	2	1
	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 :		
36	a) Documentation	05	05
	b) Participants attended	05	05
37	Cultural activities :	05	05

	a) Documentation		
	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	852

STRENGTHS:

1. Mentoring System
2. Teaching Methodology
3. Examination and Evaluation Process
4. Research Publications
5. Fund generation through consultancy

WEAKNESSES:

- Skill Development Centre
- Institute Industry Interaction

- SUGGESTIONS FOR IMPROVEMENT:**

- Signature of the External Auditor(s)**

- Signature of the Internal Auditor(s)**

- 
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.



(Date) (Page) (Name)
(Book No.) (Title)

at 11:15 A.M.
at 12:30 P.M.

John

Ward

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
(2017-18)

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction: a) Filing of question paper exam wise in the standard format	06	06
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
9	Stake holder feed back	10	06
	Evaluation of feed back	10	06
	Follow up of feed back	10	05
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	05
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester) a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	02
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	18
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	28

Sl. No	Parameter details	Marks Alloted	Marks Obtained
	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	15
	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators]	05	05
14	a) Circulation to committee members		
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
	Effective Interaction with Alumni and Presentation to students		
	a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	08
15	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	07
	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	02
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	08
	New staff recruitment: a) Staff requirement letter to principal	01	01
18	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	20	00

	(Book published in the last 2 years will be considered in the 5:1 (Faculty:Book))		
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] b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	25 05	10 05
21	Consultancy work by the Department: a) MOU / Consent letter b) Nature of consultancy	10 10	10 10
22	Stock verification: a) Stock register (update) b) Stock verification report (signature of verifying officer & HOD)	05 05	05 05
23	Some innovative Methods : a) Innovative methods in Teaching b) Innovative methods in Administration	05 05	05 05
24	Mentor system: a) Management of mentor books of all students b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10 10	10 10
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted b) No. of class conducted c) % of syllabus covered	05 10 05	05 10 05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan b) Maintenance of Laboratory records	15 05	15 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 b) Submission details semester wise	10 05	10 05
29	a) Identification of slow learners after 1 st test (list to be furnished class wise) b) Conduction of Classes and documentation	05 15	05 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)	30	30

	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	15
	Staff membership of professional bodies		
	a) Minimum one membership for every faculty	06	06
32	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
	Guest lectures (at least 2 for staff / students)		
	a) Approved letter	4	2
33	b) Profile of resource person	4	2
	a) List of participants	2	1
	Non –Teaching Training (Min 1 day)		
	a) Approved from principal in the standard format	04	04
34	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days]		
	a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar (students)[Min 2 days]		
	a) Approved from principal in standard format (Budget copy, plan of action)	10	10
35	b) Conduction of National/International seminar/ workshop [Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	3
	Sports activities :		
36	a) Documentation	05	05
	b) Participants attended	05	05
37	Cultural activities :	05	05

	a) Documentation		
	b) Participants attended	05	05
38	Technical 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	875

STRENGTHS:

1. Admissions at the institute level is excellent
2. Mentoring System
3. Quality of Publications
4. Examination and Evaluation Process
5. Research Publications
6. Fund generation through consultancy

WEAKNESSES:

- Skill Development Centre
- Institute Industry Interaction

- Funded R&D Projects
- Industrial Visit / Field Visit for Students
- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

- Skill development centre may be established
- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- 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) P. R. Sankar Kumar
- 2) P. Suganya Devi

Signature of the Internal Auditor(s)

- 1) MOU of (Dr B. Srinivas Varma)
- 2) S. S. S. S.

[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
(2017-18)

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction: 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	05
	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	05
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester) a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	02
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	28

Sl. No	Parameter details	Marks Alloted	Marks Obtained
	b) Result after Revaluation (Principal signature required)	30	26
	c) Department result history	15	15
	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators]	05	05
14	a) Circulation to committee members		
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
	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
15	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	07
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
16	b) Display of code of conduct on notice board	05	05
	Industry Tie up :		
17	a) Approved from principal	05	04
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	02
	New staff recruitment: a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	02
18	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	20	00

	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	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] b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	25	12
		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 <= No. of Faculty (10 marks)	30	30

	No. of papers > No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks) No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	18
	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	4
33	b) Profile of resource person	4	4
	a) List of participants	2	2
	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

37	Cultural activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	05
	a) Approval from principal		
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	05
	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	06
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	889

STRENGTHS:

1. Teaching Methodology
2. Examination and Evaluation Process
3. Research Publications
4. Fund generation through consultancy

WEAKNESSES:

- Institute Industry Interaction
- Research Publications
- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

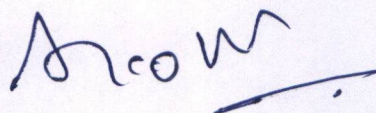
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- Strategic plan to improve the placement in core industries

Signature of the External Auditor(s)

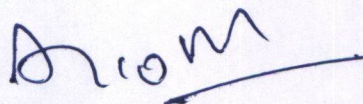
- 1) P. S. Sae
- 2) prathyusha.

Signature of the Internal Auditor(s)

- 1) P. Sae
- 2) P. Sae



Signature of the Auditee



IQAC Coordinator

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



IQAC Chairman

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 7.04.2018

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission to conduct Departmental Academic and Administrative Audit for the Academic Year 2017-18 – Reg.

Respected Sir,

As per the requirement of Quality aspects of the institution, the Academic and Administrative Audit (AAA) Committee will conduct the audit in all the departments concerned for the Academic year 2017-18.

Date: 7.04.2018

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

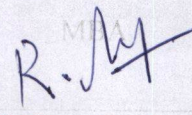
Name of the member	Designation	Department	Position
Dr. Anand Rajkumar	Professor	EEE	Coordinator
Mrs. T Rohini Reddy	Assoc. Prof.	CIVIL	Member
Ms. N. Snehitha	Asst. Prof.	CIVIL	Member
Mr. V.Ravindra	Asst. Prof.	CIVIL	Member
Mr. S. Peddaiah	Asst. Prof.	CIVIL	Member
Mr. S. Siva Skandha	Assoc. Prof.	CSE	Member
Mr. B. Sivaiah	Assoc. Prof.	CSE	Member
Mr. P. Chandra shaker Reddy	Assoc. Prof.	CSE	Member
Mr. G. Saidulu	Asst. Prof.	CSE	Member
Dr. Vandana Khare	Professor	ECE	Member
Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
Mr. A. Praveen Kumar	Asst. Prof.	ECE	Member
Ms. G. Prathyusha	Asst. Prof.	ECE	Member
Mrs. JishaBhubesh	Assoc. Prof.	EEE	Member
Mrs. M. Vijaya Shanthi	Assoc. Prof.	EEE	Member
Mr. G. Anil	Asst. Prof.	EEE	Member
P. Pushpa Deepthi	Asst. Prof.	EEE	Member
Dr.B.Srinivasa Varma	Professor	MECH	Member
Mr. P. Sridhar	Assoc. Prof.	MECH	Member
Dr. Somvir Singh	Asst. Prof.	MECH	Member
Mr. A. Sai Kumar	Asst. Prof.	MECH	Member
Dr. P. Vijayalakshmi	Professor	MBA	Member
Dr. P Alekhya	Assoc. Prof.	MBA	Member
Ms. A. Ambika	Asst. Prof.	MBA	Member
Mr. T. Narsinga Rao	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
19.04.2018 to 21.04.2018	Dr. Vandana Khare	ECE
	Mrs. B. Premalatha	
	Mr. A. Sai Kumar	
	Mr. S. Peddaiah	
	Dr.B.Srinivasa Varma	MECH
	Dr.Somvir Singh	
	Mr. A. Praveen Kumar	
	Mrs. P. PushpaDeepthi	
23.04.2018 to 25.04.2018	Mrs. M. Vijaya Shanthi	EEE
	Mr. G. Anil	
	Mr. T. Narsinga Rao	
	Mr. P. Chandrashaker Reddy	
	Mrs. T. Rohini Reddy	CIVIL
	Mr. V.Ravindra	
	Mr. G. Saidulu	
	Mrs. JishaBhubesh	
26.04.2018 to 28.04.2018	Dr. P. Vijayalakshmi	ECE MBA
	Dr. P Alekhya	
	Mr. P. Sridhar	
	Ms. G. Prathyusha	
	Mr. S. Siva Skandha	MECH CSE
	Mr. B. Sivaiah	
	Ms. N. Snehitha	
	Ms. A. Ambika	

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 19th May 2017 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)	Major Dr. V. A. Narayana	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	
	Dr. K. Suresh	HOD, CIVIL	Member	
	Dr. B. Lokeswar Rao	HOD, ECE	Member	
	Dr. P. Ravi Kumar	HOD, MECH	Member	
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. K. Vijay Kumar	HOD, CSE	Member	
	Dr. Anand Rajkumar	Professor	Coordinator	
	Mrs. T Rohini Reddy	Assoc. Prof.	Member	
	Ms. N. Snehitha	Asst. Prof.	Member	
	Mr. V. Ravindra	Asst. Prof.	Member	
	Mr. S. Peddaiah	Asst. Prof.	Member	
	Mr. S. Siva Skandha	Assoc. Prof.	Member	

Mr. B. Sivaiah	Assoc. Prof. CCE	Member	B. Sivaiah
Mr. P. Chandra shaker Reddy	Assoc. Prof. CCE	Member	P. Chandra shaker Reddy
Mr. G. Saidulu	Asst. Prof. CCE	Member	G. Saidulu
Dr. Vandana Khare	Professor ECE	Member	Dr. Vandana Khare
Mrs. B. Premalatha	Assoc. Prof. ECE	Member	B. Premalatha
Mr. A. Praveen Kumar	Asst. Prof. ECE	Member	A. Praveen Kumar
Ms. G. Prathyusha	Asst. Prof. ECE	Member	G. Prathyusha
Mrs. JishaBhubesh	Assoc. Prof. ECE	Member	JishaBhubesh
Mrs. M. Vijaya Shanthi	Assoc. Prof. ECE	Member	M. Vijaya Shanthi
Mr. G. Anil	Asst. Prof. ECE	Member	G. Anil
P. Pushpa Deepthi	Asst. Prof. ECE	Member	P. Pushpa Deepthi
Dr.B.Srinivasa Varma	Professor Mech	Member	Dr. B. Srinivasa Varma
Mr. P. Sridhar	Assoc. Prof. Mech	Member	P. Sridhar
Dr. Somvir Singh	Asst. Prof. Mech	Member	Dr. Somvir Singh
Mr. A. Sai Kumar	Asst. Prof. Mech	Member	A. Sai Kumar
Dr. P. Vijayalakshmi	Professor MBA	Member	P. Vijayalakshmi
Dr. P Alekhya	Assoc. Prof. MBA	Member	P. Alekhya
Ms. A. Ambika	Asst. Prof. MBA	Member	A. Ambika
Mr. T. Narsinga Rao	Asst. Prof. MBA	Member	T. Narsinga Rao

(Signature)
IQAC Coordinator

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



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CMRCET/PRIN/ AAA/AY2017-18/CIR-01

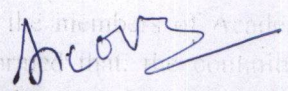
Date: 17/05/2017

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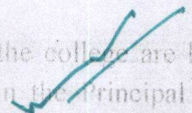
All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 19.05.2017 at 2.00 PM in the Principal office Conference Room. All the members are requested to attend without fail.

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
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Principal

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

Copy to:

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/AY2017-18/01

Date: 13/05/2017

OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2017-18. 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)	Major Dr. V. A. Narayana	Principal	CSE	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
	Dr. K. Suresh	HOD, CIVIL	CIVIL	Member
	Dr. B. Lokeshwar Rao	HOD, ECE	ECE	Member
	Dr. P. Ravi Kumar	HOD, MECH	MECH	Member
	Dr. K. Vijay Kumar	HOD, CSE	CSE	Member
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	Ms. A. Ambika	Asst. Prof.	MBA	Member
	Mr. T. Narsinga Rao	Asst. Prof.	MBA	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
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