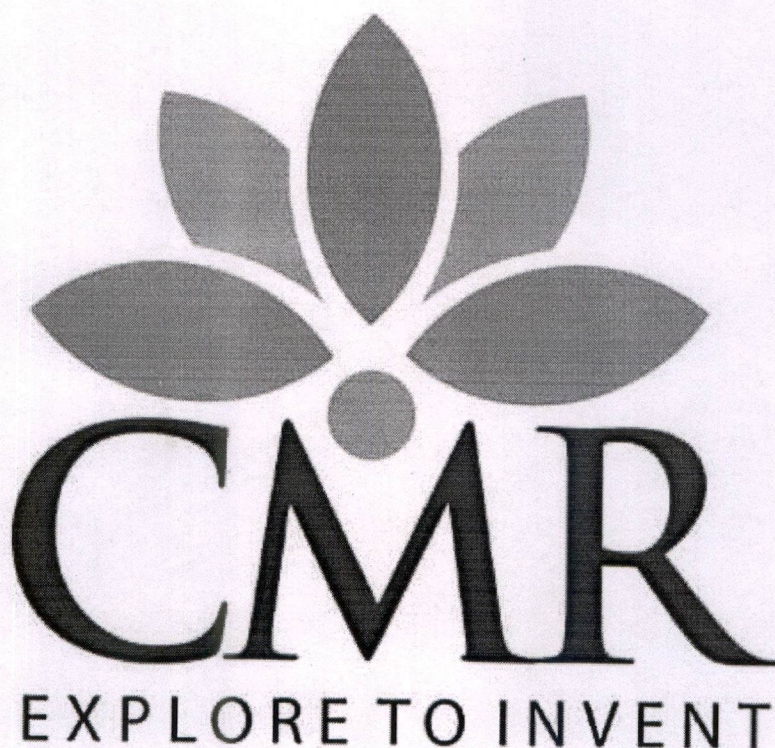


CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



Academic and Administrative Audit Committee

A.Y.: 2018-19

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
(2018-19)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate, Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff)	20	20
	b) Overall file maintenance: Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) Lesson Plan: as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

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

	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	15
14	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators]	05	05
	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
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	10
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	05
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered]	25	05

	[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	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	05
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	02
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	02
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	10
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
Total Marks		1000	888

STRENGTHS:

- Teaching Methodology
- Examination and Evaluation Process
- Research Publications
- Fund generation through consultancy
- Placement
- Mentoring System

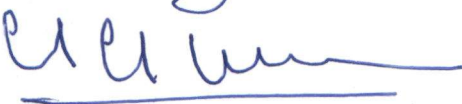
WEAKNESSES:

- Centre for Excellence
- Organizing International Conference
- Funded R&D Projects

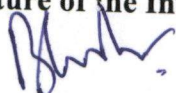
SUGGESTIONS FOR IMPROVEMENT:

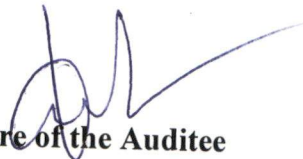
- Centre for Excellence may be established
- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Industry Institute Interaction may be strengthened through MoUs / MoA.

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 (UGC AUTONOMOUS)

Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad

Kandlakoya (V), Medchal Road, Hyderabad - 501401

Academic & Administrative Audit-Department of CSE (2018-19)

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
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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
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	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
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	a) Consolidated statement of publication semester wise	10	10

	b) Documentation (Hard copy of the published paper)	10	10
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	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	04
	b) Profile of resource person	4	04
	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
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	a) Documentation		
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39	Industry visits	05	05
	a) Approval from principal	05	05
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	c) Report on Industry visits	05	02
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	b) Teacher wise appraisal Report	15	15
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	b) Proper storage with labeling	15	15
Total Marks		1000	907

STRENGTHS:

1. Research Publications
2. Examination and Evaluation Process
3. Fund generation through consultancy
4. Teaching Methodology
5. Mentoring System
6. Placement
7. Center for Excellence

8. Alumni Guest Lectures
9. Industry Institute Interactions
10. Organizing International Conferences

WEAKNESSES:

- Funded R&D Projects
- Patents and Intellectual Property Rights
- Faculty Books Publications

SUGGESTIONS FOR IMPROVEMENT:

- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Industry Institute Interaction may be strengthened through MoUs / MoA.
- Faculty members may be motivate to publish books.
- Faculty Members may be motivate to fill Patents/Intellectual Property Rights

Signature of the External Auditor(s)

- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 


Signature of the Auditee


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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
(2018-19)

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
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7	4. Modified (if any)	06	06
	Internal Exam conduction:	02	02
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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	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	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	05
36	Sports activities : a) Documentation	05	05
	b) Participants attended	05	05
37	Cultural activities : a) Documentation	05	05
	b) Participants attended	05	05

38	Technical activités :		
	a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits		
	a) Approval from principal	05	05
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	04
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	04
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	20
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	900

STRENGTHS:

1. Research Publications
2. Examination and Evaluation Process
3. Fund generation through consultancy
4. Teaching Methodology
5. Mentoring System
6. Placement
7. Center for Excellence

WEAKNESSES:

- Center for Excellence
- Organizing International Conference
- Funded R & D Projects

- Alumni contribution towards departmental development

SUGGESTIONS FOR IMPROVEMENT:

- Centre for Excellence may be strengthened
- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Industry Institute Interaction may be strengthened through MoUs / MoA.

Signature of the External Auditor(s)

1)

[Signature]

2)

[Signature]

Signature of the Internal Auditor(s)

1)

B. PL (B. Prunabhatla)

2)

A (Dr Vandana Khare)

[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 EEE (2018-19)

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 updatation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) Lesson Plan: as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

6	Time Table-	05	05
	1. All the document should be approved by Principal	02	02
	2. Class wise Time table	02	02
	3. Teacher wise Time table	01	01
7	4. Modified (if any)	06	06
	Internal Exam conduction:	02	02
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	10	10
	c) Invigilation duty allotment copy	10	10
8	d) Absentees statement subject wise exam wise and Consolidated	05	05
	e) Consolidated Absentees statement, exam wise, Subject wise	05	05
	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
9	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
	Stake holder feed back	10	06
10	Evaluation of feed back	10	06
	Follow up of feed back	10	05
11	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	05
12	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
	a) Circular with agenda (Signature of all the concerned)	05	00
13	b) Filing	20	15
	Dept. specific professional bodies:	30	30
14	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]		
	Exam Result Analysis		
15	a) Teacher wise, Semester wise result with appropriate graphs		

	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	15
14	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	05
	b) No. of meetings (Min 2 meetings in a semester)	10	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	10
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	05
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered]	25	10

	[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 $\leq$ 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	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 activités :		
	a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits		
	a) Approval from principal	05	05
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	02
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	02
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	10
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
Total Marks		1000	893

STRENGTHS:

1. Research Publications
2. Examination and Evaluation Process
3. Fund generation through consultancy
4. Teaching Methodology
5. Mentoring System
6. Placement
7. Center for Excellence

WEAKNESSES:

- Center for Excellence
- Organizing International Conference
- Funded R & D Projects

SUGGESTIONS FOR IMPROVEMENT:

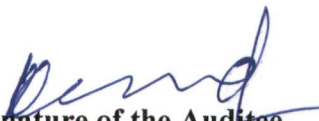
- Centre for Excellence may be established
- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Industry Institute Interaction may be strengthened through MoUs / MoA.

Signature of the External Auditor(s)

- 1) K. Fyolhu
- 2) Dr. Srinivasa Rao

Signature of the Internal Auditor(s)

- 1) P. S. Sajan
- 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 (UGC AUTONOMOUS)

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

Academic & Administrative Audit- Mechanical Engineering (2018-19)

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	10
	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	35
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	08

6	Time Table-		
	1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
7	4. Modified (if any)	01	01
	Internal Exam conduction:		
	a) Filing of question paper exam wise in the standard format	06	06
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	10
8	e) Consolidated Absentees statement, exam wise, Subject wise	10	10
	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	05
9	d. Improvement in critical cases	05	05
	Stake holder feed back	10	06
	Evaluation of feed back	10	06
10	Follow up of feed back	10	05
	Staff Meeting [Min 2 meetings in a semester]	10	08
11	Filing process	05	05
	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
12	a) Circular with agenda (Signature of all the concerned)	10	10
	b) Filing	05	02
13	Dept. specific professional bodies:		
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs	30	28

	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	12
14	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	05
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	05
15	Effective Interaction with Alumni and Presentation to students a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]	10	10
	b) Alumni meet attendees = $\frac{\text{Total No. of Alumni attended}}{\text{Total No. of Alumni of all batches}} \times 100$ (10 marks for 5% attendees)	10	05
	c) Presentation to existing students from Alumni	05	05
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	05
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : a) Approved from principal	05	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	08
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	05
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 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) No. of papers $\geq 2 \times$ No. of Faculty (30 marks) a) Consolidated statement of publication semester wise	30 10	25 10

	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	10
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	02
	b) Profile of resource person	4	02
	a) List of participants	2	01
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	10
	b) Conduction of National/International seminar/ workshop [Brochure, Registration forms, Profile of resource persons, Certificate copy, Feedback details, Honorarium vouchers, Bills, detailed report on conduction]	10	10
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	03
36	Sports activities : a) Documentation	05	05
	b) Participants attended	05	05
37	Cultural activities : 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
	b) Consent letter from company	05	05
	c) Report on Industry visits	05	02
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	02
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	21
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	895

STRENGTHS:

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

WEAKNESSES:

- Center for Excellence
- Organizing International Conference

• **Funded R&D Projects**

SUGGESTIONS FOR IMPROVEMENT:

- Centre for Excellence may be established
- The student projects may be incubated
- Faculty members may be motivated to receive funded projects
- Industry Institute Interaction may be strengthened through MoUs / MoA.

Signature of the External Auditor(s)

- 1) M. Sandeep Kumar
- 2) [Signature]

Signature of the Internal Auditor(s)

- 1) [Signature] (Dr. B. Srinivas Varma)
- 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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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
(2018-19)

Sl. No	Parameter details	Marks Alloted	Marks Obtained
1	a) Staff personal file: Contains- Bio data, Appointment order, Joining report, Promotion orders, SSC, Intermediate , Degree, PG, PhD- certificates and Marks cards, Experience certificates, Workshop, FDP, Conference, Paper publication details, Professional membership certificate, PAN card copy, Aadhar card copy, Identity and Address proof and any other (both Teaching and non teaching staff)	20	20
	b)Overall file maintenance: Order of file, filing procedure, labeling, Signature of the concerned, Authorization from principal (if principal). Regular updation, Consolidation of files semester wise	10	10
2	Subject allotment and workload as per the standard format duly signed by Principal	10	10
3	a) Lesson Plan: as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	15
	b) Filing lesson plan semester wise and subject wise	10	10
4	Course Files		
	a. Course objective & Out comes	10	10
	b. Teaching Schedule	10	10
	c. Course material	40	40
	d. Previous year question papers	20	20
	e. Result Analysis	20	20
5	Lab manual with viva questions in the book form		
	a) Cover page	02	02
	b) List of experiments	03	03
	c) Details of the experiments	15	15
	d) Viva questions	10	10

6	Time Table-	05	05
	1. All the document should be approved by Principal	02	02
	2. Class wise Time table	02	02
	3. Teacher wise Time table	01	01
7	4. Modified (if any)	06	06
	Internal Exam conduction:	02	02
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	10	10
	c) Invigilation duty allotment copy	10	10
8	d) Absentees statement subject wise exam wise and Consolidated	05	05
	e) Consolidated Absentees statement, exam wise, Subject wise	05	05
	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
9	c. Follow up action for critical cases (to furnish the documents)	05	05
	d. Improvement in critical cases	05	05
	Stake holder feed back	10	07
	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	05
	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
12	a) Circular with agenda (Signature of all the concerned)	05	05
	b) Filing	20	18
13	Dept. specific professional bodies:	30	30
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]		
13	Exam Result Analysis		
	a) Teacher wise, Semester wise result with appropriate graphs		

	b) Result after Revaluation (Principal signature required)	30	27
	c) Department result history	15	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	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	05
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	10
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	10

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

	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	18
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	04
	b) Profile of resource person	4	04
	a) List of participants	2	02
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	02
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	05
	c) Proper documentation	04	04

35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	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 activités :		
	a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits		
	a) Approval from principal	05	05
	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	10
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	15
	b) Proper storage with labeling	15	15
Total Marks		1000	908

STRENGTHS:

1. Research Publications
2. Examination and Evaluation Process
3. Fund generation through consultancy
4. Teaching Methodology
5. Mentoring System
6. Placement
7. Center for Excellence

WEAKNESSES:

- Center for Excellence
- Organizing International Conference
- Funded R & D Projects

SUGGESTIONS FOR IMPROVEMENT:

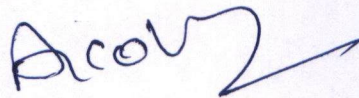
- Centre for Excellence may be established
- Faculty members may be motivated to write research proposals for funded projects
- Industry Institute Interaction may be strengthened through MoUs / MoA.

Signature of the External Auditor(s)

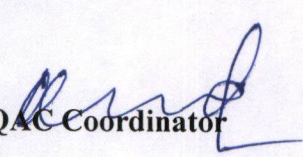
- 1) P. S. Sa
- 2) Paalnavik

Signature of the Internal Auditor(s)

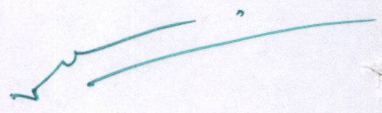
- 1) P. V. Laksh
- 2) P. Akhila



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.

1912
P. J. de
Tolstov

P. J. de
Tolstov

Acron

Acron

Hydrex - 501 401
Kandakov (V. Medvedev)
CMR College of Engineering & Technology
Internal Quality Assurance Cell
Chairman

Hydrex - 501 401
Kandakov (V. Medvedev)
CMR College of Engineering & Technology
Internal Quality Assurance Cell
Chairman



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

CMRCET/PRIN/ AAA/AY2018-19/CIR-02

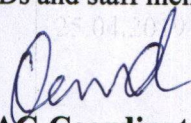
Date: 17/04/2019

CIRCULAR

This is to inform all the faculty members that audit for the A.Y: 2018-19 will be held from 22nd April 2019 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited
22.04.2019 to 24.04.2019	Dr. B. Prasad	CIVIL
	Mr. V Ravindra	
	Mr. G. Saidulu	
	Dr. D VVV ChMouli	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Mr. P. Sridhar	
	Ms. D Pavani	
25.04.2019 to 27.04.2019	Mr. S. Siva Skandha	CSE
	Mr. B.Sivaiah	
	Mr. N. Rajender Reddy	
	Mrs. M. Harsha Priya	
	Mr. D. Bhanumurthy	EEE
	Mr. D. S. Sanjeev	
	Dr. J Srinivasa Rao	
	Ms. K.Jyothi	
28.04.2019 to 01.05.2019	Dr.B.Srinivasa Varma	CIVIL MECH
	Dr.Somvir Singh	
	M. Suneel Kumar	
	Dr.Sarat Chandra Nayak	
	Dr. Vandana Khare	MBA ECE
	Mrs. B. Premalatha	
	Mr. L. Ramanjaneya	
	Mr. A. Sai Kumar	

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


IQAC-Coordinator


Principal

Chairman

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

Copy submitted to Secretary Garu for kind information

Copy to Engineering & Technology

- 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: 8.05.2019

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2018-19 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 22.04.2019 to 01.05.2019 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,

Date: 8.05.2019

To,
IQAC Coordinator
CMRCET

Audit Coordinator

Sub: Submission of Academic and Administrative Audit report for the A.Y 2018-19 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 22.04.2019 to 01.05.2019 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

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

Date: 9.04.2019

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission to conduct Departmental Academic and Administrative Audit for the Academic Year 2018-19 – 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 2018-19. The following Academic and Administrative Audit (AAA) Committee will work for the audit of the departments concerned, for the current Academic year.

Date: 9.04.2019

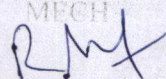
Name of the member	Designation	Department	Position
Dr. Anand Rajkumar	Professor	EEE	Coordinator
Dr. J Srinivasa Rao	Professor	CIVIL	Member
Dr. B. Prasad	Assoc. Prof.	CIVIL	Member
Ms. D. Pavani	Asst. Prof.	CIVIL	Member
Mr. V Ravindra	Asst. Prof.	CIVIL	Member
Mr. S. Siva Skandha	Assoc. Prof.	CSE	Member
Mr. B.Sivaiah	Assoc. Prof.	CSE	Member
Dr.Sarat Chandra Nayak	Assoc. Prof.	CSE	Member
Mr. G. Saidulu	Asst. Prof.	CSE	Member
Dr. Vandana Khare	Professor	ECE	Member
Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
Ms. K.Jyothi	Asst. Prof.	ECE	Member
Mrs. M. Harsha Priya	Asst. Prof.	ECE	Member
Dr. D VVV ChMouli	Professor	EEE	Member
Mr. D. Bhanumurthy	Assoc. Prof.	EEE	Member
Mr. D. S. Sanjeev	Asst. Prof.	EEE	Member
Mr. M. Suneel Kumarr	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
Mr. N. Rajender Reddy	Asst. Prof.	MBA	Member
Mr. L. Ramanjaneya	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
22.04.2019 to 24.04.2019	Dr. B. Prasad	CIVIL
	Mr. V Ravindra	
	Mr. G. Saidulu	
	Dr. D VVV ChMouli	
	Dr. P. Vijayalakshmi	MBA
	Dr. P Alekhya	
	Mr. P. Sridhar	
	Ms. D Pavani	
25.04.2019 to 27.04.2019	Mr. S. Siva Skandha	CSE
	Mr. B.Sivaiah	
	Mr. N. Rajender Reddy	
	Mrs. M. Harsha Priya	
	Mr. D. Bhanumurthy	EEE
	Mr. D. S. Sanjeev	
	Dr. J Srinivasa Rao	
	Ms. K.Jyothi	
28.04.2019 to 01.05.2019	Dr.B.Srinivasa Varma	CIVIL MECH
	Dr.Somvir Singh	
	M. Suneel Kumar	
	Dr.Sarat Chandra Nayak	
	Dr. Vandana Khare	MBA ECE
	Mrs. B. Premalatha	
	Mr. L. Ramanjaneya	
	Mr. A. Sai Kumar	

I request your kind approval to conduct the audit.

Thanking you sir,

MECH

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 17th May 2018 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	
	Prof. G. Devadasu	IQAC Coordinator	Coordinator	
	Dr. B. Lokeshwar Rao	Dean Academics	Member	
	Dr. M. S. R. Murthy	Dean R&D	Member	
	Dr. A. Kotishwar Rao	HOD, MBA	Member	
	Dr. K. Suresh	HOD, CIVIL	Member	
	Prof. E N V Purna Chandra Rao	HOD, ECE	Member	
	Dr. P. Ravi Kumar	HOD, MECH	Member	
	Dr. K. Vijay Kumar	HOD, CSE	Member	
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. Anand Rajkumar	Professor	Coordinator	
	Dr. J Srinivasa Rao	Professor	Member	
	Dr. B. Prasad	Assoc. Prof.	Member	
	Ms. D. Pavani	Asst. Prof.	Member	
	Mr. V Ravindra	Asst. Prof.	Member	
	Mr. S. Siva Skandha	Assoc. Prof.	Member	
	Mr. B.Sivaiah	Assoc. Prof.	Member	

Dr.Sarat Chandra Nayak	Assoc. Prof.	Member	<i>dr</i>
Mr. G. Saidulu	Asst. Prof.	Member	<i>G. Saidulu</i>
Dr. Vandana Khare	Professor	Member	<i>VK</i>
Mrs. B. Premalatha	Assoc. Prof.	Member	<i>B.P.L</i>
Ms. K.Jyothi	Asst. Prof.	Member	<i>K. Jyothi</i>
Mrs. M. Harsha Priya	Asst. Prof.	Member	<i>M. Harsha Priya</i>
Dr. D VVV ChMouli	Professor	Member	<i>Dr. D VVV ChMouli</i>
Mr. D. Bhanumurthy	Assoc. Prof.	Member	<i>Mr. D. Bhanumurthy</i>
Mr. D. S. Sanjeev	Asst. Prof.	Member	<i>D.S. Sanjeev</i>
Mr. M. Suneel Kumar	Asst. Prof.	Member	<i>M. Suneel Kumar</i>
Dr.B.Srinivasa Varma	Professor	Member	<i>Dr. B. Srinivasa Varma</i>
Mr. P. Sridhar	Assoc. Prof.	Member	<i>P. Sridhar</i>
Dr. Somvir Singh	Asst. Prof.	Member	<i>Dr. Somvir Singh</i>
Mr. A. Sai Kumar	Asst. Prof.	Member	<i>A. Sai Kumar</i>
Dr. P. Vijayalakshmi	Professor	Member	<i>P. Vijayalakshmi</i>
Dr. P Alekhya	Assoc. Prof.	Member	<i>P. Alekhya</i>
Mr. N. Rajender Reddy	Asst. Prof.	Member	<i>N. Rajender Reddy</i>
Mr. L. Ramanjaneya	Asst. Prof.	Member	<i>Mr. L. Ramanjaneya</i>

[Signature]
IQAC Coordinator

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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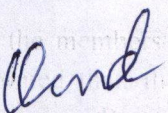
CMRCET/PRIN/ AAA/AY2018-19/CIR-01 Date: 16/05/2018

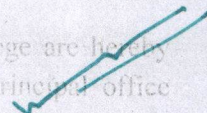
CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 17.05.2018 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
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Hyderabad - 501 401.

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

Principal

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Copy



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2018-19/01

Date: 12/05/2018

OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2018-19. 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
	Prof. G. Devadasu	IQAC Coordinator	EEE	Coordinator
	Dr. B. Lokeshwar Rao	Dean Academics	ECE	Member
	Dr. M. S. R. Murthy	Dean R&D	EEE	Member
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	Dr. K. Suresh	HOD, CIVIL	CIVIL	Member
	Prof. E N V Purna Chandra Rao	HOD, ECE	ECE	Member
	Dr. P. Ravi Kumar	HOD, MECH	MECH	Member
	Dr. K. Vijay Kumar	HOD, CSE	CSE	Member
	Dr. Anand Rajkumar	Professor	EEE	Coordinator
	Dr. J Srinivasa Rao	Professor	CIVIL	Member
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. B. Prasad	Assoc. Prof.	CIVIL	Member
	Ms. D. Pavani	Asst. Prof.	CIVIL	Member
	Mr. V Ravindra	Asst. Prof.	CIVIL	Member
	Mr. S. Siva Skandha	Assoc. Prof.	CSE	Member
	Mr.B.Sivaiah	Assoc. Prof.	CSE	Member
	Dr.Sarat Chandra Nayak	Assoc. Prof.	CSE	Member
	Mr. G. Saidulu	Asst. Prof.	CSE	Member
	Dr. Vandana Khare	Professor	ECE	Member
	Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
	Ms. K.Jyothi	Asst. Prof.	ECE	Member
	Mrs. M. Harsha Priya	Asst. Prof.	ECE	Member
	Dr. D VVV ChMouli	Professor	EEE	Member
	Mr. D. Bhanumurthy	Assoc. Prof.	EEE	Member
	Mr. D. S. Sanjeev	Asst. Prof.	EEE	Member
	Mr. M. Suneel Kumarr	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
	Mr. N. Rajender Reddy	Asst. Prof.	MBA	Member
	Mr. L. Ramanjaneya	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
7. Concerned Faculty

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

Dr. P. Vijayalakshmi	Professor	MBA	Member
Dr. P Alekhya	Assoc. Prof.	MBA	Member
Mr. N. Rajender Reddy	Asst. Prof.	MBA	Member
Mr. L. Ramanjaneya	Asst. Prof.	MBA	Member

Principal

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