

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Kandlakoya, Medchal Road, Hyderabad-501401.



Academic and Administrative Audit Committee

A.Y.: 2020-21



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2020-21/01

Date: 30/12/2020

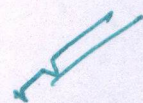
OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is reconstituted with the following members for the academic year 2020-21. 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) Committees 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
	Prof. G. Devadasu	IQAC Coordinator	EEE	Coordinator
	Dr. B. Lokeswar Rao	Dean Academics	ECE	Member
	Dr. M. Suresh	Head R&D	ECE	Member
	Dr. A. Kotishwar Rao	HOD, MBA	MBA	Member
	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. S.Srinivasan	Asso. Professor	EEE	Coordinator
Academic and Administrative Audit (AAA) Committee (Department Level)	Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
	Mrs. Krishnaveni	Assoc. Prof.	ECE	Member
	Mr. B. Chakradhar	Asst. Prof.	ECE	Member
	Mr. K. Rama Rao	Asst. Prof.	ECE	Member
	Mr. D. Bhanumurthy	Assoc. Prof.	EEE	Member
	Mr. Ch. Shankar Rao	Assoc. Prof.	EEE	Member
	Mr. D. S. Sanjeev	Asst. Prof.	EEE	Member
	Mr. M. Suneel Kumar	Asst. Prof.	EEE	Member
	Dr. M Venkateshwarlu	Professor	CIVIL	Member
	Mrs. T. Rohini Reddy	Assoc. Prof.	CIVIL	Member
	Mr. A P Ravi Chandra	Asst. Prof.	CIVIL	Member
	Mr. K R S Maruthi Raj	Asst. Prof.	CIVIL	Member
	Dr. P. Vijayalakshmi	Professor	MBA	Member
	Dr. P Alekhya	Assoc. Prof.	MBA	Member
	Mr. Dowlath Ahammed	Asst. Prof.	MBA	Member
	Mr. L. Ramanjaneya	Asst. Prof.	MBA	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. K. Venkateswar Rao	Asst. Prof.	CSE	Member
	Mr. D. Ajay	Assoc. Prof.	MECH	Member
	Mr. P. Sridhar	Assoc. Prof.	MECH	Member

	Mr. Santosh V Kulkarini	Assoc. Prof.	MECH	Member
	Dr.Somvir Singh	Asst. Prof.	MECH	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
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.



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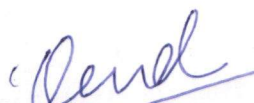
Date: 04/01/2021

CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 05.01.2021 at 2.00 PM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:

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


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
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Principal

Chairman
Internal Quality Assurance Cell
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ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 5th January 2021 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 previous academic year's audit reports and suggested the heads of concerned departments for taking necessary actions in the current academic year to maintain the quality in all the aspects.

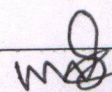
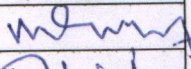
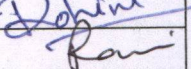
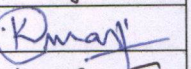
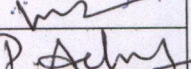
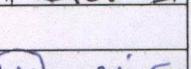
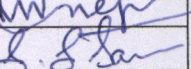
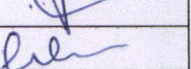
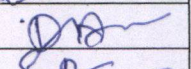
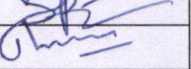
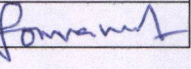
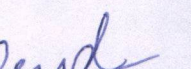
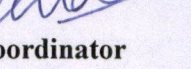
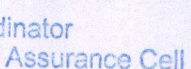
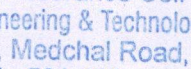
➤ **The Academic and Administrative Audit (AAA) Committee will work for the yearly audit of all the departments to be done at the end of the Academic year.**

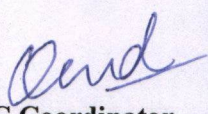
The major areas to be concentrated for the audit in the concerned departments:

- 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. Suresh	Head 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. S. Srinivasan	Asso. Professor	Coordinator	
	Mrs. B. Premalatha	Assoc. Prof.	Member	
	Mrs. Krishnaveni	Assoc. Prof.	Member	
	Mr. B. Chakradhar	Asst. Prof.	Member	
	Mr. K. Rama Rao	Asst. Prof.	Member	
	Mr. D. Bhanumurthy	Assoc. Prof.	Member	
	Mr. Ch. Shankar Rao	Assoc. Prof.	Member	
	Mr. D. S. Sanjeev	Asst. Prof.	Member	

Mr. M. Suneel Kumarr	Asst. Prof.	Member	
Dr. M Venkateshwarlu	Professor	Member	
Mrs. T. Rohini Reddy	Assoc. Prof.	Member	
Mr. A P Ravi Chandra	Asst. Prof.	Member	
Mr. K R S Maruthi Raj	Asst. Prof.	Member	
Dr. P. Vijayalakshmi	Professor	Member	
Dr. P Alekhya	Assoc. Prof.	Member	
Mr. Dowlath Ahammed	Asst. Prof.	Member	
Mr. L. Ramanjaneya	Asst. Prof.	Member	
Mr. S. Siva Skandha	Assoc. Prof.	Member	
Mr. B.Sivaiah	Assoc. Prof.	Member	
Dr.Sarat Chandra Nayak	Assoc. Prof.	Member	
Mr. K. Venkateswar Rao	Asst. Prof.	Member	
Mr.D.Ajay	Assoc. Prof.	Member	
Mr. P. Sridhar	Assoc. Prof.	Member	
Mr. Santosh V Kulkarini	Assoc. Prof.	Member	
Dr.Somvir Singh	Asst. Prof.	Member	


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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Date: 22.07.2021

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission to conduct Departmental Academic and Administrative Audit for the Academic Year 2020-21 – 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 2020-21.

The department level Audit Committee will work for the audit of the departments concerned, for the current Academic year.

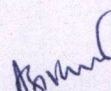
The Audit Schedule for the department level audit is as below:

Date/s of Audit	Audit members	Department to be audited
9.08.2021 to 11.08.2021	Dr.M.Venkateshwarlu	CIVIL
	Mrs.T.Rohini Reddy	
	Mr.K.Venkateshwar Rao	
	Mr.D.S.Sanjeev	
	Dr.P.Vijayalakshmi	MBA
12.08.2021 to 14.08.2021	Dr.P.Alekya	
	Mr.B.Chakradhar	
	Mr. Santosh V Kulkarni	
	Mr.S.Siva Skandha	CSE
	Mr.B.Sivaiah	
	Mr. K R S Maruthi Raj	
	Mr.L.Ramanjaneya	
	Mr.D.Bhanumurthy	EEE
	Mr.Ch.Shankar Rao	
	Dr.Sarat Chandra Nayak	
	Mr.K.Rama Rao	

16.08.2021 to 18.08.2021	Dr.Somvir Singh	MECH
	Mr.D.Ajay	
	Mr.M.Suneel Kumar	
	Mr.Dowlath Ahammed	
	Mrs.B.Premalatha	ECE
	Mrs.Krishnaveni	
	Mr. A.P.Ravi Chandra	
	Mr.P.Sridhar	

I request your kind approval to conduct the audit.

Thanking you sir,


Audit Coordinator



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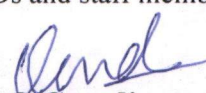
Date: 26/07/2021

CIRCULAR

This is to inform all the faculty members that Academic and Administrative Audit for the A.Y: 2020-21 will be held from 9th August 2021 onwards as per the schedule given below in the respective departments.

Date/s of Audit	Audit members	Department to be audited
9.08.2021 to 11.08.2021	Dr.M.Venkateshwarlu	CIVIL
	Mrs.T.Rohini Reddy	
	Mr.K.Venkateshwar Rao	
	Mr.D.S.Sanjeev	
	Dr.P.Vijayalakshmi	MBA
	Dr.P.Alekya	
	Mr.B.Chakradhar	
	Mr. Santosh V Kulkarni	
12.08.2021 to 14.08.2021	Mr.S.Siva Skandha	CSE
	Mr.B.Sivaiah	
	Mr. K R S Maruthi Raj	
	Mr.L.Ramanjaneya	
	Mr.D.Bhanumurthy	EEE
	Mr.Ch.Shankar Rao	
	Dr.Sarat Chandra Nayak	
	Mr.K.Rama Rao	
16.08.2021 to 18.08.2021	Dr.Somvir Singh	MECH
	Mr.D.Ajay	
	Mr.M.Suneel Kumar	
	Mr.Dowlath Ahammed	
	Mrs.B.Premalatha	ECE
	Mrs.Krishnaveni	
	Mr. A.P.Ravi Chandra	
	Mr.P.Sridhar	

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


IQAC-Coordinator


Principal

Chairman
Internal Quality Assurance Cell
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Hyderabad - 501 401.

Copy submitted to Secretary Garu for kind information

Copy to

1) IQAC Coordinator

2) All HODs For necessary action

3) Controller of Examinations

4) Administrative Officer

5) Accounts Officer

6) Concerned Faculty



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ACADEMIC & ADMINISTRATIVE AUDIT

(2020-21)

Department: CIVIL

Date: 11. 8. 2021

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	17
	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-	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	03
	Internal Exam conduction:		
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	10	10
8	d) Absentees statement subject wise exam wise and Consolidated	10	10
	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	04
	d. Improvement in critical cases	05	05
	Stake holder feed back	10	10
10	Evaluation of feed back	10	10
	Follow up of feed back	10	10
11	Staff Meeting [Min 2 meetings in a semester]	10	09
	Filing process	05	03
12	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	08
	a) Circular with agenda (Signature of all the concerned)	05	04
12	b) Filing	20	20
	Dept. specific professional bodies:		
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]		

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	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	08
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	04
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	10
	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	15
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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	10
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds (like students project) 10 marks shall be awarded]	25	10
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (upadation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	10
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class conducted	10	10
	c) % of syllabus covered	05	05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases: a) Less than 2% detention of students (5 marks) 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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	20
	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	05
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	04
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	07
	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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
36	Sports activities :		
	a) Documentation	05 NA	
	b) Participants attended	05 NA	
37	Cultural activities :		
	a) Documentation	05 NA	
	b) Participants attended	05 NA	
38	Technical activities :		
	a) Documentation	05	05
	b) Participants attended	05	05
39	Industry visits		
	a) Approval from principal	05 NA	
	b) Consent letter from company	05 NA	
	c) Report on Industry visits	05 NA	
	d) List of participants- Parents consent letter (In case of outstation visits only)	05 NA	
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	25
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 960	898

STRENGTHS:

- * Few Parameters are not applicable (NA) due to Pandemic situation
- * Teaching Learning Process (Usage of ICT facilities)
- * Learning Management System
- * Examination and Evaluation System
- * Mentoring System
- * Training and Placement
- * Consultancy Works Undergone.

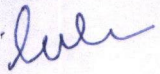
WEAKNESSES:

- * Publications by Faculty members and Students
- * Alumni contribution for department growth.
- * Faculty interaction with external world.

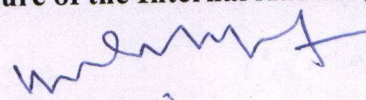
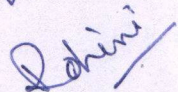
SUGGESTIONS FOR IMPROVEMENT:

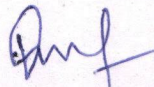
- * Publications may be improved by means of motivating both faculty and students
- * Faculty members are encouraged to have interaction with external world.

Signature of the External Auditor(s)

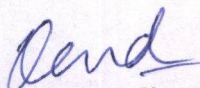
- 1) 
- 2) D-S-Sangeer

Signature of the Internal Auditor(s)

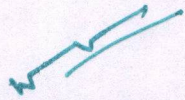
- 1) 
- 2) 



Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

ACADEMIC & ADMINISTRATIVE AUDIT

(2020-21)

Department: CSE

Date: 14.08.2021

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 Allotted	Marks Obtained
6	Time Table-	05	05
	1. All the document should be approved by Principal	02	2
	2. Class wise Time table	02	2
	3. Teacher wise Time table	01	1
7	Internal Exam conduction:	06	6
	a) Filing of question paper exam wise in the standard format	02	2
	b) Exam Time table	02	2
	c) Invigilation duty allotment copy	10	10
	d) Absentees statement subject wise exam wise and Consolidated	10	10
8	e) Consolidated Absentees statement, exam wise, Subject wise	05	5
	a. Improvement in Class Attendance	05	5
	b. List of critical attendance details (Class wise/Section wise)	05	5
	c. Follow up action for critical cases (to furnish the documents)	05	5
9	d. Improvement in critical cases	05	5
	Stake holder feed back	10	9
	Evaluation of feed back	10	9
10	Follow up of feed back	10	9
	Staff Meeting [Min 2 meetings in a semester]	10	10
11	Filing process	05	5
	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	5
	b) Filing	20	18

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	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	5
	b) No. of meetings (Min 2 meetings in a semester)	10	10
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	5
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	7
	c) Presentation to existing students from Alumni	05	5
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	5
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	15
	b) Display of code of conduct on notice board	05	5
17	Industry Tie up : a) Approved from principal	05	5
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	12
18	New staff recruitment: a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	2
	c) List of short listed candidates	01	1
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	1

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	10
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds (like students project) 10 marks shall be awarded]	25	12
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	5
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	5
	b) Stock verification report (signature of verifying officer & HOD)	05	5
23	Some innovative Methods : a) Innovative methods in Teaching	05	5
	b) Innovative methods in Administration	05	5
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	5
	b) No. of class conducted	10	10
	c) % of syllabus covered	05	5
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	5
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	5
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	5
	b) Conduction of Classes and documentation	15	15

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	6
	b) Consolidated statement	02	2
	c) Membership certificate copies	02	2
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	2
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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
36	Sports activities :	05	NA
	a) Documentation		
	b) Participants attended	05	NA
37	Cultural activities :	05	NA
	a) Documentation		
	b) Participants attended	05	NA
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	NA
	a) Approval from principal		
	b) Consent letter from company	05	NA
	c) Report on Industry visits	05	NA
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	NA
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		960 1000	888

*Few Parameters are Not Applicable (NA) due to the Pandemic Situation.
STRENGTHS:

1. Learning Management System
2. Teaching Learning Process
3. Examination & Evaluation System
4. Consultancy Works
5. Placement
6. Mentoring System

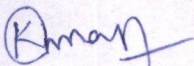
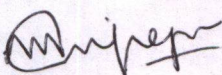
WEAKNESSES:

1. Faculty & Student Publications.
2. Alumni Contribution
3. Faculty interaction with external world.

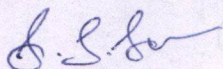
SUGGESTIONS FOR IMPROVEMENT:

1. Faculty & Students may be motivated to improve publications.
2. Research grants may be improved by encouraging faculty members.
3. ^{Interaction} Industry with Industry may be strengthened.

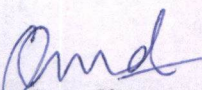
Signature of the External Auditor(s)

- 1) 
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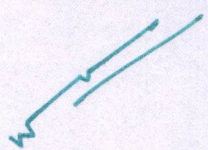
Signature of the Internal Auditor(s)

- 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

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CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

ACADEMIC & ADMINISTRATIVE AUDIT

(2020-21)

Department: ECE

Date: 18.08.2021

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-	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:		
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	10	10
8	d) Absentees statement subject wise exam wise and Consolidated	10	10
	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	10
10	Evaluation of feed back	10	09
	Follow up of feed back	10	10
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	08
	a) Circular with agenda (Signature of all the concerned)	05	05
12	b) Filing		
	Dept. specific professional bodies:		
12	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	15

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	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	15
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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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] [Note: only Minor funds (like students project) 10 marks shall be awarded]	25	25
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	06
	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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
30	Papers published by staff [Journals only] No. of papers $\leq$ No. of Faculty (10 marks) No. of papers $>$ No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks) No. of papers $\geq 2 \times$ No. of Faculty (30 marks)	30	25
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10
31	Papers by Students [1 paper for every 10 students]	25	05
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) * a) Approved letter	4	03
	b) Profile of resource person	4	03
	a) List of participants	2	02
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	04
	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	5

Sl. No	Parameter details	Marks Alloted	Marks Obtained
36	Sports activities :	05	NA
	a) Documentation		
	b) Participants attended	05	NA
37	Cultural activities :	05	NA
	a) Documentation		
	b) Participants attended	05	NA
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	NA
	a) Approval from principal		
	b) Consent letter from company	05	NA
	c) Report on Industry visits	05	NA
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	NA
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	25
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 960	901

STRENGTHS: * Few Parameters are Not Applicable (NA) due to Pandemic situation

1. LMS & JCT based class room teaching
2. Examination and evaluation process
3. Consultation works.
4. Placement Progress
5. Mentor-Mentee Systems

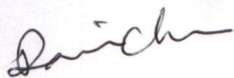
WEAKNESSES:

1. Faculty Interaction with outside world.
2. Research Publications
3. Alumni Contribution

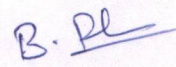
SUGGESTIONS FOR IMPROVEMENT:

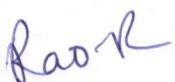
1. Funded Research Projects may be motivated.
2. Student projects may be incubated
3. No. of MOUs/MoA may be improved.

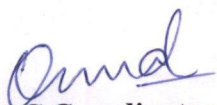
Signature of the External Auditor(s)

- 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,
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IQAC Chairman

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CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

ACADEMIC & ADMINISTRATIVE AUDIT

(2020-21)

Department: EEE

Date: 14.08.2021

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	18
	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-	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	Internal Exam conduction:	06	06
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	10	10
	d) Absentees statement subject wise exam wise and Consolidated	10	10
8	e) Consolidated Absentees statement, exam wise, Subject wise	05	05
	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	05
	c. Follow up action for critical cases (to furnish the documents)	05	03
9	d. Improvement in critical cases	10	10
	Stake holder feed back	10	10
	Evaluation of feed back	10	10
10	Follow up of feed back	10	10
	Staff Meeting [Min 2 meetings in a semester]	10	08
11	Filing process	05	04
	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	08
12	a) Circular with agenda (Signature of all the concerned)	05	04
	b) Filing	20	20

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	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	08
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	03
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	10
	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	15
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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	15
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds (like students project) 10 marks shall be awarded]	25	10
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05
21	Consultancy work by the Department: a) MOU / Consent letter	10	10
	b) Nature of consultancy	10	10
22	Stock verification: a) Stock register (upadation)	05	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
23	Some innovative Methods : a) Innovative methods in Teaching	05	05
	b) Innovative methods in Administration	05	05
24	Mentor system: a) Management of mentor books of all students	10	10
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	10
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class conducted	10	10
	c) % of syllabus covered	05	05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases: a) Less than 2% detention of students (5 marks) 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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	20
	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	05
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	04
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	07
	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	5

Sl. No	Parameter details	Marks Alloted	Marks Obtained
36	Sports activities :	05	NA
	a) Documentation	05	NA
37	b) Participants attended	05	NA
	Cultural activities :	05	NA
38	a) Documentation	05	NA
	b) Participants attended	05	NA
39	Technical activities :	05	05
	a) Documentation	05	05
40	b) Participants attended	05	05
	Industry visits	05	NA
	a) Approval from principal	05	NA
	b) Consent letter from company	05	NA
41	c) Report on Industry visits	05	NA
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	NA
42	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	25
43	Library attendance (Staff)	10	10
44	Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	10
45	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	10
	b) Teacher wise appraisal Report	15	15
46	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		960 1000	906

* Few Parameters are Not Applicable (NA) due to Pandemic Situation.

STRENGTHS:

1. Learning Management System
2. Teaching and Learning process
3. Examination and Evaluation process
4. Training and Placement
5. Mentoring System

WEAKNESSES:

1. Faculty interaction with external world
2. Alumni contribution
3. Student Publication

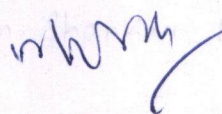
SUGGESTIONS FOR IMPROVEMENT:

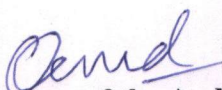
1. Funded Projects may be received
2. External world interaction may be motivated.
3. Students project may be incubated.

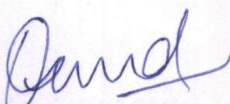
Signature of the External Auditor(s)

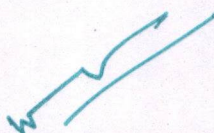
- 1) 
- 2) 

Signature of the Internal Auditor(s)

- 1) 
- 2) 


Signature of the Auditee


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


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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

ACADEMIC & ADMINISTRATIVE AUDIT

(2020-21)

Department: MECHANICAL

Date: 18.08.2021

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-	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	Internal Exam conduction:	06	06
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	10	10
	d) Absentees statement subject wise exam wise and Consolidated	10	10
8	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	08
	Evaluation of feed back	10	08
	Follow up of feed back	10	5
10	Staff Meeting [Min 2 meetings in a semester]	10	10
	Filing process	05	5
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
	a) Circular with agenda (Signature of all the concerned)	05	05
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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	30
	b) Result after Revaluation (Principal signature required)	30	30
	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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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] [Note: only Minor funds (like students project) 10 marks shall be awarded]	25	20
	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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	3
	b) Profile of resource person	4	3
	a) List of participants	2	2
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	2
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	5
	c) Proper documentation	04	4

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
36	Sports activities :	05	NA
	a) Documentation		
	b) Participants attended	05	NA
37	Cultural activities :	05	NA
	a) Documentation		
	b) Participants attended	05	NA
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	NA
	a) Approval from principal		
	b) Consent letter from company	05	NA
	c) Report on Industry visits	05	NA
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	NA
40	a) Coaching class /Training for placement & higher studies	15	15
	b) % of Placement & higher studies	25	22
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		960 1000	887

* Few Parameters are Not Applicable due to Pandemic Situation

STRENGTHS:

1. Learning Management System
2. Good Mentoring System
3. Good examination System and evaluation system
4. Good Placement and training.

WEAKNESSES:

1. Lack of Publications by faculty members
2. Faculty Interaction with External World
3. Contribution of Alumni

SUGGESTIONS FOR IMPROVEMENT:

1. Faculty Members may be imp motivated to improve their Publications.
2. Faculty Members may be encouraged to organize Conference/ Seminars/ Workshops.
3. Student Projects may be incubated.

Signature of the External Auditor(s)

1)

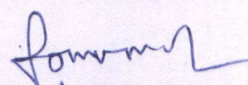


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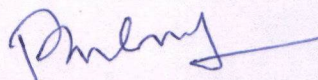
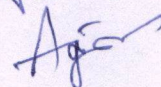


Signature of the Internal Auditor(s)

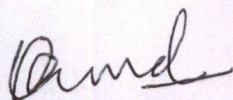
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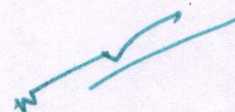


Signature of the Auditee



IQAC Coordinator

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



IQAC Chairman

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

ACADEMIC & ADMINISTRATIVE AUDIT

(2020-21)

Department: MBA

Date: 11-08-2021

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	14
	b) Filing lesson plan semester wise and subject wise	10	09
4	Course Files		
	a. Course objective & Out comes	10	09
	b. Teaching Schedule	10	10
	c. Course material	40	36
	d. Previous year question papers	20	20
5	e. Result Analysis	20	20
	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	13
	d) Viva questions	10	08

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	—
7	Internal Exam conduction:	06	05
	a) Filing of question paper exam wise in the standard format	02	02
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	10	08
	d) Absentees statement subject wise exam wise and Consolidated	10	08
8	e) Consolidated Absentees statement, exam wise, Subject wise	05	03
	a. Improvement in Class Attendance	05	03
	b. List of critical attendance details (Class wise/Section wise)	05	06
	c. Follow up action for critical cases (to furnish the documents)	05	02
9	d. Improvement in critical cases	10	07
	Stake holder feed back	10	07
	Evaluation of feed back	10	09
10	Follow up of feed back	10	04
	Staff Meeting [Min 2 meetings in a semester]	05	04
11	Filing process	10	08
	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	05	04
12	a) Circular with agenda (Signature of all the concerned)	20	18
	b) Filing		
	Dept. specific professional bodies:		
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]		

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis a) Teacher wise, Semester wise result with appropriate graphs	30	26
	b) Result after Revaluation (Principal signature required)	30	25
	c) Department result history	15	13
14	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	04
	b) No. of meetings (Min 2 meetings in a semester)	10	08
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	04
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	08
	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	09
	c) Presentation to existing students from Alumni	05	04
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up : a) Approved from principal	05	04
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	13
18	New staff recruitment: a) Staff requirement letter to principal	01	01
	b) Advertisement copy (News paper)	02	01
	c) List of short listed candidates	01	00
	d) List of selected staff [Note: If no new requirements, full marks shall be awarded]	01	01

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	09
20	Funds: a) Major Funds [Note: Funds from any funding agency till the completion of the project will be considered] [Note: only Minor funds (like students project) 10 marks shall be awarded]	25	20
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	04
21	Consultancy work by the Department: a) MOU / Consent letter	10	08
	b) Nature of consultancy	10	08
22	Stock verification: a) Stock register (upadation)	05	04
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23	Some innovative Methods : a) Innovative methods in Teaching	05	04
	b) Innovative methods in Administration	05	04
24	Mentor system: a) Management of mentor books of all students	10	09
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	08
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted	05	03
	b) No. of class conducted	10	08
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26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	13
	b) Maintenance of Laboratory records	05	04
27	Less detention/condoned cases: a) Less than 2% detention of students (5 marks) b) Less than 10% condoned students (5 marks)	10	08
28	Student Assignments a) Assignment questions to be documented	10	08
	b) Submission details semester wise	05	04
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	04
	b) Conduction of Classes and documentation	15	14

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	24
	a) Consolidated statement of publication semester wise	10	08
	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	04
	b) Consolidated statement	02	01
	c) Membership certificate copies	02	01
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	03
	b) Profile of resource person	4	03
	a) List of participants	2	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	02

35	FDPs /Workshop/ National/International seminar(For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	07
	Workshop/ National/International seminar(students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	07
	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	07
	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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
36	Sports activities :	-05	NA
	a) Documentation		
	b) Participants attended	-05	NA
37	Cultural activities :	-05	NA
	a) Documentation		
	b) Participants attended	-05	NA
38	Technical activities :	05	05
	a) Documentation		
	b) Participants attended	05	04
39	Industry visits	-05	NA
	a) Approval from principal		
	b) Consent letter from company	-05	NA
	c) Report on Industry visits	-05	NA
	d) List of participants- Parents consent letter (In case of outstation visits only)	-05	NA
40	a) Coaching class /Training for placement & higher studies	15	13
	b) % of Placement & higher studies	25	22
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	06
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	07
	b) Teacher wise appraisal Report	15	13
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	13
	b) Proper storage with labeling	15	13
Total Marks		960 1000	789

STRENGTHS: * Few Parameters are Not Applicable (NA) due to the pandemic situation

- (1) LMS
- (2) Exam conduction and evaluation System
- (3) Research Publication
- (4) Training and Placement
- (5) Mentor - Mentee System

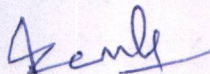
WEAKNESSES:

- (1) Student Publications
- (2) Alumni Contributions
- (3) Conduction of Conference/Seminars.

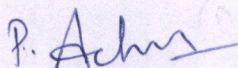
SUGGESTIONS FOR IMPROVEMENT:

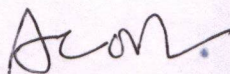
- (1) Student Publications may be improved
- (2) Alumni Contributions may be motivated
- (3) Faculty members may be encouraged to conduct Conference / Seminars.

Signature of the External Auditor(s)

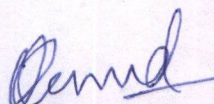
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- 2) 

Signature of the Internal Auditor(s)

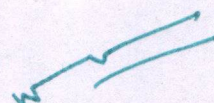
- 1) 
- 2) P. Achus 



Signature of the Auditee


IQAC Coordinator

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


IQAC Chairman

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 25.08.2021

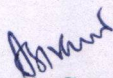
To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2020-21 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee conducted audit in the concerned departments as per the schedule from 9.08.2021 to 18.08.2021 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,


Audit Coordinator