



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2022-23/02

Date: 19/10/2022

OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee has been reconstituted with the following members for the academic year 2022-23. It is intended to be used for auditing and reviewing the procedures and processes that Departments use to improve the quality of their programs with regard to program objectives and guarantee that graduate attributes—which each Department defines as program outcomes—are met in relation to the predetermined goals, for which standard operating procedures and processes must be implemented.

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
	Prof. G. Devadasu	IQAC Coordinator	EEE	Coordinator
	Dr.K.Vijaya Kumar	Dean Academics	CSE	Member
	Dr. M. Suresh	Head R&D	ECE	Member
	Dr. A. Kotishwar Rao	HOD, MBA	MBA	Member
	Dr. Krishna Rao Akula	HOD, CIVIL	CIVIL	Member
	Prof. E N V Purna Chandra Rao	HOD, ECE	ECE	Member
	Dr. P. Ravi Kumar	HOD, MECH	MECH	Member
	Dr.S.Siva Skanda	HOD, CSE	CSE	Member
	Dr.P.Sruthi	HOD, CSM	CSM	Member
	Dr.L.Chandrasekhar Reddy	HOD,CSD	CSD	Member
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. S.Srinivasan	Asso. Professor	EEE	Coordinator
	Mrs. B. Premalatha	Assoc. Prof.	ECE	Member
	Mrs.Krishnaveni	Assoc. Prof.	ECE	Member
	Mr.G.Narendra	Asst. Prof.	ECE	Member
	Mr.M.Srinivas	Asst. Prof.	ECE	Member
	Mr. Ch. Shankar Rao	Assoc. Prof.	EEE	Member
	Mrs.R.Shirisha	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
	Dr.K.Mohandas	Professor	CIVIL	Member
	Mrs. T. Rohini Reddy	Assoc. Prof.	CIVIL	Member
	Mr.Rajendra Prasad	Asst. Prof.	CIVIL	Member
	Ms.A.Mounika	Asst. Prof.	MBA	Member
	Dr. P Alekhya	Assoc. Prof.	MBA	Member
	Mr. Dowlath Ahammed	Asst. Prof.	MBA	Member
	Mr. L. Ramanjaneya	Asst. Prof.	MBA	Member
	Mr. B.Sivaiah	Assoc. Prof.	CSE	Member
	Dr.Sarat Chandra Nayak	Assoc. Prof.	CSE	Member

	Ms.M.Kamala	Assoc. Prof.	CSE	Member
	Mr. K. Venkateswar Rao	Asst. Prof.	CSE	Member
	Mr. Santosh V Kulkarni	Assoc. Prof.	MECH	Member
	Mr. P. Sridhar	Assoc. Prof.	MECH	Member
	Mr.K.Rajesh	Asst. Prof.	MECH	Member
	Mr.E.Sammaiah	Asst. Prof.	MECH	Member
Academic and Administrative Audit (AAA) Committee (Department Level)	Ms.V.Manga	Asst. Prof.	CSM	Member
	Mrs.B.Sujani	Asst. Prof.	CSM	Member
	Mrs.A.Deepika	Asst. Prof.	CSM	Member
	Mr.Anil Kumar	Asst. Prof.	CSM	Member
	Mr.M.Parameshwar	Asst. Prof.	CSD	Member
	Mr.N.Eleswar Rao	Asst. Prof.	CSD	Member
	Mr.G.Uday Kishore	Asst. Prof.	CSD	Member
	Ms.U.Hema Latha	Asst. Prof.	CSD	Member

Principal

Chairman

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

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

Copy to:

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ AAA/AY2022-23/CIR-02

Date: 22/10/2022

CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 24.10.2022 at 10.00 AM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:

1. Reviewing previous year audit reports & action taken.
2. To prepare Yearly Audit plan & for nominating members for the internal audit in the respective departments.
3. Review of stakeholders feedback and action plan
4. To Discuss about the PO & PSO attainments
5. 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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Kandlakoya (V), Medchal Road, Hyderabad -501401

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) COMMITTEE

MINUTES OF MEETING

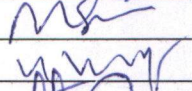
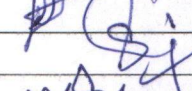
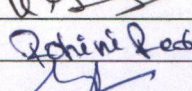
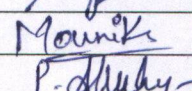
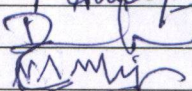
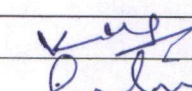
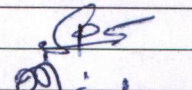
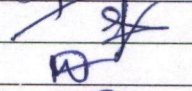
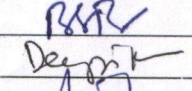
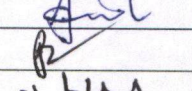
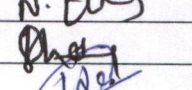
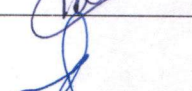
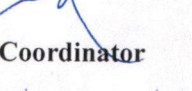
1. The meeting took place in the principal office board room on October 24, 2022, from 10:00 AM to 1:00 PM.
 2. The Chairman welcomed all the committee members & started the meeting
 3. After reviewing the audit reports from the previous academic year, the IQAC Chairman and Coordinator recommended that the heads of the relevant departments take the required steps in the upcoming academic year to ensure quality in all respects.
- **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.**

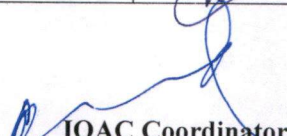
The following are the primary areas where the audit should focus in the concerned departments:

- 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 following 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	
	Prof. G. Devadasu	IQAC Coordinator	Vice Chairman	
	Dr.K.Vijaya Kumar	Dean Academics	Coordinator	
	Dr. M. Suresh	Head R&D	Member	
	Dr. A. Kotishwar Rao	HOD, MBA	Member	
	Dr. Krishna Rao Akula	HOD, CIVIL	Member	
	Prof. E N V Purna Chandra Rao	HOD, ECE	Member	
	Dr. P. Ravi Kumar	HOD, MECH	Member	
	Dr.S.Siva Skanda	HOD, CSE	Member	
	Dr.P.Sruthi	HOD, CSM	Member	
	Dr.L.Chandrasekhar Reddy	HOD,CSD	Member	
	Dr. S.Srinivasan	Asso. Prof., EEE	Coordinator	
Academic and Administrative	Mrs. B. Premalatha	Assoc. Prof., ECE	Member	

Audit (AAA) Committee (Department Level)	Mrs.Krishnaveni	Assoc. Prof., ECE	Member	
	Mr.G.Narendra	Asst. Prof., ECE	Member	
	Mr.M.Srinivas	Asst. Prof., ECE	Member	
	Mr. Ch. Shankar Rao	Assoc. Prof., EEE	Member	
	Mrs.R.Shirisha	Assoc. Prof., EEE	Member	
	Mr. D. S. Sanjeev	Asst. Prof., EEE	Member	
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	Mr. P. Sridhar	Assoc. Prof., MECH	Member	
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	Ms.V.Manga	Asst. Prof., CSM	Member	
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	Ms.U.Hema Latha	Asst. Prof., CSD	Member	

 IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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CMRCET/PRIN/AAA/AY2023-24/02

Date: 01/11/2023

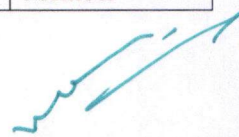
OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is reconstituted with the following members for the academic year 2023-24. It is intended to be used for auditing and reviewing the procedures and processes that Departments use to improve the quality of their programs with regard to program objectives and guarantee that graduate attributes—which each Department defines as program outcomes—are met in relation to the predetermined goals, for which standard operating procedures and processes must be implemented.

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Principal

Chairman

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Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ AAA/AY2023-24/CIR-02

Date: 02/11/2023

CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 04.11.2023 at 10.00 AM in the Principal office Board 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

The Meeting was held on 4th November, 2023 from 10.00 AM to 12:30 PM in the Principal office Conference Room. The Chairman welcomed all the committee members & started the meeting. After reviewing the audit reports from the previous academic year, the IQAC Chairman and Coordinator recommended that the heads of the affected departments take the appropriate steps in the upcoming academic year to ensure quality in all respects.

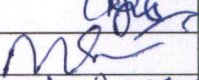
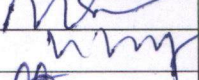
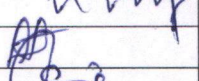
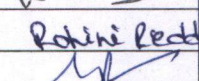
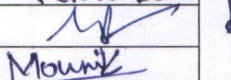
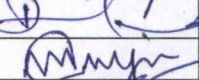
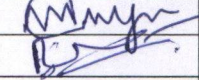
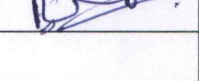
➤ **The Academic and Administrative Audit (AAA) Committee will work for the yearly audit of all the departments to be done at the end of the Academic year.**

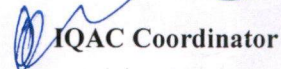
The major areas to be concentrated for the audit in the concerned departments:

- 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

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	Mr. Ch. Shankar Rao	Assoc. Prof., EEE	Member	
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	Ms. U. Hema Latha	Asst. Prof., CSD	Member	

 IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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CMRCET/PRIN/AAA/AY2019-20/02

Date: 07/11/2020

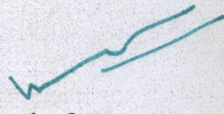
OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is reconstituted with the following members for the academic year 2019-20. 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
	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)	Dr. Vandana Khare	Professor	ECE	Member
	Mrs. B. Premalatha	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 Kumarr	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
	Dr.B.Srinivasa Varma	Professor	MECH	Member

	Mr. P. Sridhar	Assoc. Prof.	MECH	Member
	Mr. Santosh V Kulkarni	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.

Mr. P. Sridhar	Assoc. Prof.	MECH	Member
Mr. Santosh V Kulkarni	Assoc. Prof.	MECH	Member
Dr. Somvir Singh	Asst. Prof.	MECH	Member

Principal

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CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(Autonomous)

Kandlakoya, Medchal Road, Hyderabad-501401



EXPLORE TO INVENT

Academic and Administrative Audit

A.Y.: 2022-23



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/AAA/AY2022-23/01

Date: 25/05/2022

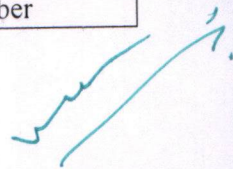
OFFICE ORDER

The Academic and Administrative Audit (AAA) Committee is constituted with the following members for the academic year 2022-23. 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
Academic and Administrative Audit (AAA) Committee (Department Level)	Dr. S.Srinivasan	Asso. Professor	EEE	Coordinator
	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
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4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Concerned Faculty

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ AAA/AY2022-23/CIR-01

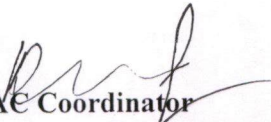
Date: 27/05/2022

CIRCULAR

All the members of Academic and Administrative Audit (AAA) Committee of the college are hereby informed that, the committee meeting is scheduled on 28.05.2022 at 11.00 AM in the Principal office Conference Room. All the members are requested to attend without fail.

The Agenda of the meeting is:

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


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


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

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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 28.05.2022 from 11.00 AM to 12.30 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 forthcoming 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 following 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. 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	
	Dr. S.Srinivasan	Asso. Professor	Coordinator	
Academic and Administrative Audit (AAA) Committee (Department Level)	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	<i>Ch. Shankar Rao</i>
Mr. D. S. Sanjeev	Asst. Prof.	Member	<i>D. S. Sanjeev</i>
Mr. M. Suneel Kumarr	Asst. Prof.	Member	<i>M. Suneel Kumarr</i>
Dr. M Venkateshwarlu	Professor	Member	<i>Dr. M Venkateshwarlu</i>
Mrs. T. Rohini Reddy	Assoc. Prof.	Member	<i>Mrs. T. Rohini Reddy</i>
Mr. A P Ravi Chandra	Asst. Prof.	Member	<i>A P Ravi Chandra</i>
Mr. K R S Maruthi Raj	Asst. Prof.	Member	<i>K R S Maruthi Raj</i>
Dr. P. Vijayalakshmi	Professor	Member	<i>Dr. P. Vijayalakshmi</i>
Dr. P Alekhya	Assoc. Prof.	Member	<i>Dr. P Alekhya</i>
Mr. Dowlath Ahammed	Asst. Prof.	Member	<i>Mr. Dowlath Ahammed</i>
Mr. L. Ramanjaneya	Asst. Prof.	Member	<i>Mr. L. Ramanjaneya</i>
Mr. S. Siva Skandha	Assoc. Prof.	Member	<i>Mr. S. Siva Skandha</i>
Mr. B.Sivaiah	Assoc. Prof.	Member	<i>Mr. B.Sivaiah</i>
Dr.Sarat Chandra Nayak	Assoc. Prof.	Member	<i>Dr.Sarat Chandra Nayak</i>
Mr. K. Venkateswar Rao	Asst. Prof.	Member	<i>Mr. K. Venkateswar Rao</i>
Mr.D.Ajay	Assoc. Prof.	Member	<i>Mr.D.Ajay</i>
Mr. P. Sridhar	Assoc. Prof.	Member	<i>Mr. P. Sridhar</i>
Mr. Santosh V Kulkarni	Assoc. Prof.	Member	<i>Mr. Santosh V Kulkarni</i>
Dr.Somvir Singh	Asst. Prof.	Member	<i>Dr.Somvir Singh</i>

[Signature]
IQAC Coordinator

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 19.04.2023

To
The Principal
CMRCET

Through: IQAC Coordinator

Sub: Permission requested to conduct Departmental Academic and Administrative Audit for the Academic Year 2022-23 – 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 2022-23.

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
2.05.2023 to 4.05.2023	Mr. Ch. Shankar Rao	CIVIL
	Mrs.Krishnaveni	
	Mr. K. Venkateswar Rao	MBA
	Mrs.R.Shirisha	
8.05.2023 to 10.05.2023	Dr. M Venkateshwarlu	CSE
	Dr. P Alekhya	
	Mr. Santosh V Kulkarini	EEE
	Ms.M.Kamala	
11.05.2023 to 13.05.2023	Dr.Sarat Chandra Nayak	MECH
	Mr. M. Suneel Kumar	
	Mr. L. Ramanjaneya	ECE
	Mr.Rajendra Prasad	
15.05.2023 to 17.05.2023	Mr.K.Rajesh	CSM
	Mr.M.Srinivas	
	Mr. D. S. Sanjeev	CSD
	Mr. P. Sridhar	

I request your kind approval to conduct the audit.

Thanking you sir,


Audit Coordinator



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

CMRCET/PRIN/ AAA/AY2022-23/CIR-03

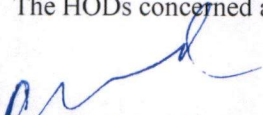
Date: 19/04/2023

CIRCULAR

This is to inform all the faculty members that Academic and Administrative Audit for the A.Y: 2022-23 will be held from 2nd May, 2023 onwards in the respective departments as per the schedule given below.

Date(s) of Audit	Audit members	Department to be audited
2.05.2023 to 4.05.2023	Mr. Ch. Shankar Rao	CIVIL
	Mrs.Krishnaveni	
	Mr. K. Venkateswar Rao	MBA
	Mrs.R.Shirisha	
8.05.2023 to 10.05.2023	Dr. M Venkateshwarlu	CSE
	Dr. P Alekhya	
	Mr. Santosh V Kulkarni	EEE
	Ms.M.Kamala	
11.05.2023 to 13.05.2023	Dr.Sarat Chandra Nayak	MECH
	Mr. M. Suneel Kumar	
	Mr. L. Ramanjaneya	ECE
	Mr.Rajendra Prasad	
15.05.2023 to 17.05.2023	Mr.K.Rajesh	CSM
	Mr.M.Srinivas	
	Mr. D. S. Sanjeev	CSD
	Mr. P. Sridhar	

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


IQAC-Coordinator
Coordinator

Internal Quality Assurance Cell

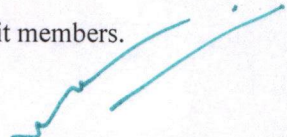
CMR College of Engineering & Technology

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Hyderabad - 501 401.

Copy submitted to Secretary for kind information

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


Principal

Chairman

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
Kandlakoya (V), Medchal Road, Hyderabad -501401

Academic and Administrative Audit - Department of CIVIL Engineering
(2022-23)

Date: 4/5/2023

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	18
	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	8
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	9
	b. Teaching Schedule	10	8
	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	9

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	05
9	d. Improvement in critical cases	05	05
	Stake holder feed back	10	7
	Evaluation of feed back	10	8
10	Follow up of feed back	10	10
	Staff Meeting [Min 2 meetings in a semester]	10	8
11	Filing process	05	05
	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	10	10
	a) Circular with agenda (Signature of all the concerned)	05	04
12	b) Filing	05	04
	Dept. specific professional bodies:	20	17
	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	30	28
	a) Teacher wise, Semester wise result with appropriate graphs		
	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	14
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	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	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	08
	c) Presentation to existing students from Alumni	05	03
	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	15
	b) Display of code of conduct on notice board	05	05
17	Industry Tie up :	05	04
	a) Approved from principal		
	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	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	19
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	03

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	05
	b) Stock verification report (signature of verifying officer & HOD)	05	05
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	07
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	8
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted	05	05
	b) No. of class conducted	10	8
	c) % of syllabus covered	05	5
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	14
	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	07
28	Student Assignments a) Assignment questions to be documented	10	9
	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	14
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	22
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	20
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	06
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	4
	b) Profile of resource person	4	4
	a) List of participants	2	2
34	Non –Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	4
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	6
	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	9
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	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	8
	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
36	Sports activities : a) Documentation	05	4
	b) Participants attended	05	4
37	Cultural activities : a) Documentation	05	05
	b) Participants attended	05	04

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	Technical activities :	05	04
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	05
	a) Approval from principal		
	b) Consent letter from company	05	04
	c) Report on Industry visits	05	4
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	5
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		1000	898

STRENGTHS:

- Teaching and Learning Process
- Exam conduction and Evaluation Process
- Mentoring system
- placements and Higher studies.

WEAKNESSES:

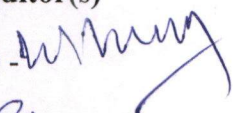
- a) Publications by both faculty and student
- b) International conference conduction
- c) Interaction with external world.

SUGGESTIONS FOR IMPROVEMENT:

- a) Percentage of publication may be improved
- b) Interaction with external world may be improvised.
- c) Every year international conference may be organized regularly.

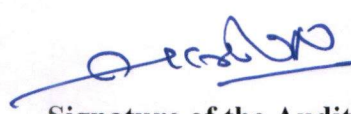
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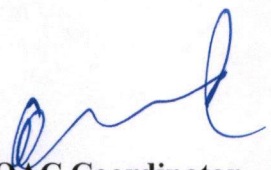
Signature of the External Auditor(s)

- 1) Mr. Ch. Shankar Rao (EEE) - 
- 2) Mrs. Krishnaveni (ECE) - 

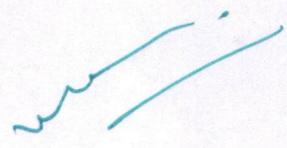
Signature of the Internal Auditor(s)

- 1) Dr. M Venkateshwarlu (Civil) - 
- 2) Dr. K. Mohandas (Civil) - 


**Signature of the Auditee
(HoD/CIVIL)**


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

Academic and Administrative Audit - Department of CSE
(2022-23)

Date: 10-05-2023

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	8
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	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	04
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction:	06	06
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	08
	e) Consolidated Absentees statement, exam wise, Subject wise	10	08
8	a. Improvement in Class Attendance	05	05
	b. List of critical attendance details (Class wise/Section wise)	05	04
	c. Follow up action for critical cases (to furnish the documents)	05	04
	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	08
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	08
	b) Filing e)	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	17

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	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	07
	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	08
	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	15
	b) Display of code of conduct on notice board	05	04
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	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	17
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	23
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	04

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	09
	b) Nature of consultancy	10	09
22	Stock verification: a) Stock register (updatation)	05	04
	b) Stock verification report (signature of verifying officer & HOD)	05	09
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	08
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	9
25	Syllabus covered details (current semester)	05	5
	a) Consolidated statement of syllabus covered & class conducted	10	08
	b) No. of class conducted	05	04
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	15
27	Less detention/condoned cases:		
	a) Less than 2% detention of students (5 marks)	10	08
28	Student Assignments		
	a) Assignment questions to be documented	10	08
29	b) Submission details semester wise	05	04
	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	04
30	b) Conduction of Classes and documentation	15	13
	Papers published by staff [Journals only]		
30	No. of papers $\leq$ No. of Faculty (10 marks)	30	25
	No. of papers $>$ No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks)		
30	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	08
30	b) Documentation (Hard copy of the published paper)	10	08

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	22
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	05
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	4
	b) Profile of resource person	4	4
	a) List of participants	2	2
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	06
	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	08
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	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	08
	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
36	Sports activities : a) Documentation	05	5
	b) Participants attended	05	04
37	Cultural activities : a) Documentation	05	04
	b) Participants attended	05	04

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	Technical activités :	05	05
	a) Documentation		
	b) Participants attended	05	05
39	Industry visits	05	05
	a) Approval from principal		
	b) Consent letter from company	05	04
	c) Report on Industry visits	05	05
	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	25
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	7
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	7
	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	14
Total Marks		1000	874

STRENGTHS:

- 1) Teaching Methodology
- 2) Conduction of Exam
- 3) Evaluation Process
- 4) Mentoring System
- 5) Laboratory Maintenance.

WEAKNESSES:

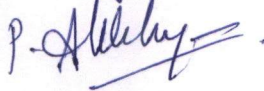
- 1) Publication of Faculty
- 2) Student Publication
- 3) External world interaction by faculty
- 4) Contribution of Alumni

SUGGESTIONS FOR IMPROVEMENT:

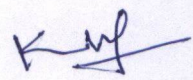
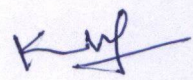
- 1) Publication of faculty and students may be instructed.
- 2) External world interaction of faculty may be improved.

Date:

Signature of the External Auditor(s)

- 1) Dr. M Venkateshwarlu (Civil) - 
- 2) Dr. P Alekhya (MBA) - 

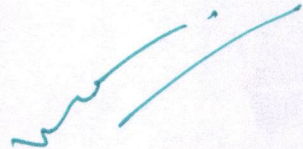
Signature of the Internal Auditor(s)

- 1) Mr. B.Sivaiah (CSE) - 
- 2) Dr. Sarat Chandra Nayak (CSE) - 
MS. M. Kamala (CSE) - 


**Signature of the Auditee
(HoD/CSE)**


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
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IQAC Chairman

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

Academic and Administrative Audit - Department of ECE
(2022-23)

Date: 13/05/2023

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	08
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	08
4	Course Files		
	a. Course objective & Out comes	10	08
	b. Teaching Schedule	10	08
	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	13
	d) Viva questions	10	08

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	05
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction:	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	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	08
8	e) Consolidated Absentees statement, exam wise, Subject wise	10	08
	a. Improvement in Class Attendance	05	04
	b. List of critical attendance details (Class wise/Section wise)	05	04
	c. Follow up action for critical cases (to furnish the documents)	05	04
9	d. Improvement in critical cases	05	04
	Stake holder feed back	10	08
	Evaluation of feed back	10	09
10	Follow up of feed back	10	09
	Staff Meeting [Min 2 meetings in a semester]	10	09
11	Filing process	05	05
	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	b) Filing		
	c)		
12	Dept. specific professional bodies:		
	a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	20

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis	30	28
	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	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
16	d) General Alumni Interaction and documentation (other than Alumni meet)	05	04
	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	04
17	Industry Tie up :	05	04
	a) Approved from principal		
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
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	18
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	22
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	05

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	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	07
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	07
25	Syllabus covered details (current semester)	05	05
	a) Consolidated statement of syllabus covered & class conducted	10	10
	b) No. of class conducted	05	05
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	14
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases:		
	a) Less than 2% detention of students (5 marks)	10	07
	b) Less than 10% condoned students (5 marks)		
28	Student Assignments		
	a) Assignment questions to be documented	10	08
	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	14
30	Papers published by staff [Journals only]		
	No. of papers $\leq$ No. of Faculty (10 marks)	30	25
	No. of papers $>$ No. of Faculty and $\leq 2 \times$ No. of Faculty (20 marks)		
	No. of papers $\geq 2 \times$ No. of Faculty (30 marks)		
	a) Consolidated statement of publication semester wise	10	10
	b) Documentation (Hard copy of the published paper)	10	10

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	22
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	04
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	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	08
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	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	08
	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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	05
40	a) Coaching class /Training for placement & higher studies	15	14
	b) % of Placement & higher studies	25	23
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	09
	b) Teacher wise appraisal Report	15	12
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	14
	b) Proper storage with labeling	15	14
Total Marks		1000	906

STRENGTHS:

- i) Teaching - Learning Process
- ii) Exam conduction
- iii) Evaluation process and Filing & preservation of documents
- iv) Industrial visits
- v) Placements.

WEAKNESSES:

- i) Research Publication
- ii) Alumni Contribution
- iii) Library Attendance

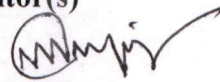
SUGGESTIONS FOR IMPROVEMENT:

- i) All the faculty and ~~staff~~ students have to be insisted to make use of the Library resources in a regular manner.
- ii) Faculty and students may be motivated to publish research articles.

Date:

Signature of the External Auditor(s)

1) Mr. L. Ramanjaneya (MBA) -



2) Mr. Rajendra Prasad (Civil) -



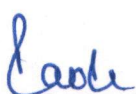
Signature of the Internal Auditor(s)

1) Mrs. Krishnaveni (ECE) -



2) Mr. M. Srinivas (ECE) -



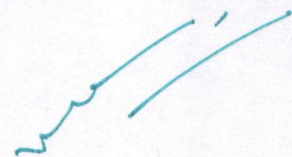

Signature of the Auditee
(HoD/ECE)

IQAC Coordinator



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

IQAC Chairman



Chairman 7
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Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
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Academic and Administrative Audit - Department of EEE
(2022-23)

Date: 10-05-2023

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	19
	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	09
2	Subject allotment and workload as per the standard format duly signed by Principal	10	7
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	08
4	Course Files		
	a. Course objective & Out comes	10	08
	b. Teaching Schedule	10	08
	c. Course material	40	35
	d. Previous year question papers	20	15
	e. Result Analysis	20	18
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	13
	d) Viva questions	10	09

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
6	Time Table-		
	1. All the document should be approved by Principal	05	03
	2. Class wise Time table	02	01
	3. Teacher wise Time table	02	01
	4. Modified (if any)	01	01
7	Internal Exam conduction:	06	04
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	02
	c) Invigilation duty allotment copy	02	02
	d) Absentees statement subject wise exam wise and Consolidated	10	08
	e) Consolidated Absentees statement, exam wise, Subject wise	10	08
8	a. Improvement in Class Attendance	05	04
	b. List of critical attendance details (Class wise/Section wise)	05	04
	c. Follow up action for critical cases (to furnish the documents)	05	03
	d. Improvement in critical cases	05	04
9	Stake holder feed back	10	07
	Evaluation of feed back	10	08
	Follow up of feed back	10	04
10	Staff Meeting [Min 2 meetings in a semester]	10	06
	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	08
	b) Filing c)	05	03
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	16

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	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	08
	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	12
	b) Display of code of conduct on notice board	05	04
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	12
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	18
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	15
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	03

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	08
	b) Nature of consultancy	10	08
22	Stock verification: a) Stock register (update)	05	04
	b) Stock verification report (signature of verifying officer & HOD)	05	04
23	Some innovative Methods : a) Innovative methods in Teaching	05	03
	b) Innovative methods in Administration	05	03
24	Mentor system: a) Management of mentor books of all students	10	08
	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	04
	b) No. of class conducted	10	08
	c) % of syllabus covered	05	04
26	Lab Conduction details (current semester) : a) Conduction of lab as per lesson plan	15	15
	b) Maintenance of Laboratory records	05	05
27	Less detention/condoned cases: a) Less than 2% detention of students (5 marks)	10	08
	b) Less than 10% condoned students (5 marks)		
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	13
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	28
	a) Consolidated statement of publication semester wise	10	07
	b) Documentation (Hard copy of the published paper)	10	06

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	20
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	03
	b) Consolidated statement	02	02
	c) Membership certificate copies	02	02
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	03
	b) Profile of resource person	4	03
	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	03
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	08
	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	08
	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	04
36	Sports activities : a) Documentation	05	04
	b) Participants attended	05	03
37	Cultural activities : a) Documentation	05	03
	b) Participants attended	05	03

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
38	Technical activités : a) Documentation	05	04
	b) Participants attended	05	04
39	Industry visits a) Approval from principal	05	03
	b) Consent letter from company	05	03
	c) Report on Industry visits	05	03
	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	12
	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	09
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	08
	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	12
	b) Proper storage with labeling	15	13
Total Marks		1000	812

STRENGTHS:

1. Method of teaching and learning
2. ICT Facilitated class room
3. Faculty Publications
4. Student placements

WEAKNESSES:

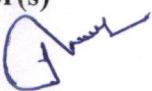
1. Student Publications
2. Alumni Contribution
3. Interaction with outside world

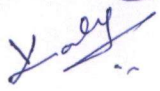
SUGGESTIONS FOR IMPROVEMENT:

1. Students may be motivated to do Publications
2. Faculty members may be motivated to interact with external world

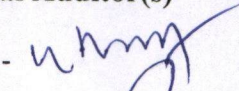
Date: 10-05-2023

Signature of the External Auditor(s)

1) Mr. Santosh V Kulkarni (Mech) - 

2) Ms. M. Kamala (CSE) - 

Signature of the Internal Auditor(s)

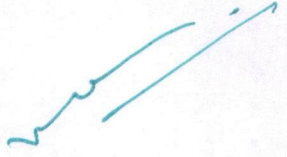
1) Mr. Ch. Shankar Rao (EEE) - 

2) Mr. M. Suneel Kumar (EEE) - 


**Signature of the Auditee
(HoD/EEE)**

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.

1. Selecting members for the committee to be constituted
 2. After the constitution of the committee, the members should be selected to constitute the committee

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 2. After the constitution of the committee, the members should be selected to constitute the committee

10-11-2023

Chairman

Secretary

Member

Chairman
 Internal Quality Assurance Cell

Coordinator
 Internal Quality Assurance Cell
 Department of Engineering & Technology
 Anna University (V) Madurai
 Hyderabad - 501 401



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
Kandlakoya (V), Medchal Road, Hyderabad -501401

Academic and Administrative Audit - Department of Mechanical Engineering
(2022-23)

Date: 13-05-23

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	8
2	Subject allotment and workload as per the standard format duly signed by Principal	10	8
3	a) Lesson Plan: as per standard format (Signature of concerned faculty and HOD) for all subject and all teachers.	15	13
	b) Filing lesson plan semester wise and subject wise	10	8
4	Course Files		
	a. Course objective & Out comes	10	8
	b. Teaching Schedule	10	7
	c. Course material	40	35
	d. Previous year question papers	20	18
	e. Result Analysis	20	18
5	Lab manual with viva questions in the book form		
	a) Cover page	02	2
	b) List of experiments	03	3
	c) Details of the experiments	15	13
	d) Viva questions	10	8

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

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	14
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	8
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	4
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	8
	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	8
	c) Presentation to existing students from Alumni	05	4
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	4
16	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	4
17	Industry Tie up :		
	a) Approved from principal	05	4
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
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
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	18
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	22
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	4

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	8
	b) Nature of consultancy	10	8
22	Stock verification: a) Stock register (upadation)	05	4
	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	4
24	Mentor system: a) Management of mentor books of all students	10	8
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	8
25	Syllabus covered details (current semester) a) Consolidated statement of syllabus covered & class conducted	05	4
	b) No. of class conducted	10	8
	c) % of syllabus covered	05	4
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)	10	8
	b) Less than 10% condoned students (5 marks)		
28	Student Assignments a) Assignment questions to be documented	10	8
	b) Submission details semester wise	05	4
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	14
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	8
	b) Documentation (Hard copy of the published paper)	10	8

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	23
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	5
	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	2
	a) List of participants	2	2
34	Non -Teaching Training (Min 1 day) a) Approved from principal in the standard format	04	3
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	6
	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	8
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	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	8
	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
36	Sports activities : a) Documentation	05	4
	b) Participants attended	05	4
37	Cultural activities : a) Documentation	05	4
	b) Participants attended	05	5

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	Technical activities : a) Documentation	05	4
	b) Participants attended	05	4
39	Industry visits a) Approval from principal	05	4
	b) Consent letter from company	05	4
	c) Report on Industry visits	05	4
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	5
40	a) Coaching class /Training for placement & higher studies	15	14
	b) % of Placement & higher studies	25	24
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	8
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	8
	b) Teacher wise appraisal Report	15	14
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	14
	b) Proper storage with labeling	15	13
Total Marks		1000	936.

STRENGTHS:

1. Mentor mentees system
2. Teaching methodology and learning system
3. Placements

WEAKNESSES:

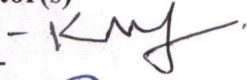
1. Faculty and student publications
2. Out side work interaction
3. Alumni Contribution

SUGGESTIONS FOR IMPROVEMENT:

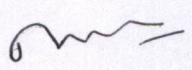
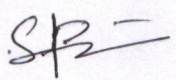
1. Faculty and student publications have to be improved
2. Faculty interaction with outside world have to be improved.

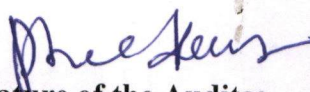
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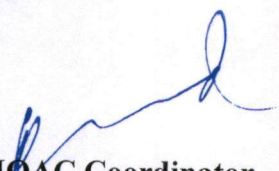
Signature of the External Auditor(s)

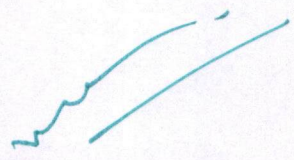
Ms. M. Kamala (CSE) - 
1) Dr. Sarat Chandra Nayak (CSE) - 
2) Mr. M. Suneel Kumar (EEE) - 

Signature of the Internal Auditor(s)

1) Mr. Santosh V Kulkarni (Mech) - 
2) Mr. P. Sridhar (Mech) - 


Signature of the Auditee
(HoD/MECH)


IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
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IQAC Chairman
Chairman
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Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
Kandlakoya (V), Medchal Road, Hyderabad -501401

Academic and Administrative Audit - Department of MBA
(2022-23)

Date: 04/05/2023

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	13
	b) Filing lesson plan semester wise and subject wise	10	08
4	Course Files		
	a. Course objective & Out comes	10	08
	b. Teaching Schedule	10	08
	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	2
	b) List of experiments	03	3
	c) Details of the experiments	15	14
	d) Viva questions	10	8

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	5
	2. Class wise Time table	02	2
	3. Teacher wise Time table	02	2
	4. Modified (if any)	01	1
7	Internal Exam conduction:	06	5
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	2
	c) Invigilation duty allotment copy	02	2
	d) Absentees statement subject wise exam wise and Consolidated	10	10
	e) Consolidated Absentees statement, exam wise, Subject wise	10	8
8	a. Improvement in Class Attendance	05	4
	b. List of critical attendance details (Class wise/Section wise)	05	5
	c. Follow up action for critical cases (to furnish the documents)	05	4
	d. Improvement in critical cases	05	4
9	Stake holder feed back	10	8
	Evaluation of feed back	10	8
	Follow up of feed back	10	8
10	Staff Meeting [Min 2 meetings in a semester]	10	7
	Filing process	05	5
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	8
	b) Filing c)	05	5
12	Dept. specific professional bodies: a) Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	20

Sl. No	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis	30	27
	a) Teacher wise, Semester wise result with appropriate graphs		
	b) Result after Revaluation (Principal signature required)	30	27
	c) Department result history	15	13
14	Dept. committee works: [Note: Minutes of the meeting and the proposed changes in the academic related committee should be circulated among of all the HODs and in turn to all faculty after the approval from the Principal by respective committee coordinators] a) Circulation to committee members	05	4
	b) No. of meetings (Min 2 meetings in a semester)	10	8
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	4
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	8
	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	4
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	3
16	a)Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	4
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	a) Approved from principal		
	b)MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
18	New staff recruitment: a) Staff requirement letter to principal	01	1
	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
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	18
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	24
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	04

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	7
	b) Nature of consultancy	10	7
22	Stock verification: a) Stock register (upadation)	05	5
	b) Stock verification report (signature of verifying officer & HOD)	05	4
23	Some innovative Methods : a) Innovative methods in Teaching	05	4
	b) Innovative methods in Administration	05	4
24	Mentor system: a) Management of mentor books of all students	10	8
	b) Meeting conduction, recording the academic grievances consolidation of grievances Mentor wise and follow up action	10	9
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	14
	b) Maintenance of Laboratory records	05	4
27	Less detention/condoned cases: a) Less than 2% detention of students (5 marks)	10	8
	b) Less than 10% condoned students (5 marks)		
28	Student Assignments a) Assignment questions to be documented	10	8
	b) Submission details semester wise	05	4
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	4
	b) Conduction of Classes and documentation	15	14
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	7
	b) Documentation (Hard copy of the published paper)	10	7

Sl. No	Parameter details	Marks Alloted	Marks Obtained
31	Papers by Students [1 paper for every 10 students]	25	20
32	Staff membership of professional bodies a) Minimum one membership for every faculty	06	4
	b) Consolidated statement	02	2
	c) Membership certificate copies	02	2
33	Guest lectures (at least 2 for staff / students) a) Approved letter	4	2
	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	4
	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	8
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	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	8
	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
36	Sports activities : a) Documentation	05	5
	b) Participants attended	05	4
37	Cultural activities : a) Documentation	05	5
	b) Participants attended	05	5

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	Technical activities :	05	5
	a) Documentation		
	b) Participants attended	05	5
39	Industry visits	05	4
	a) Approval from principal		
	b) Consent letter from company	05	4
	c) Report on Industry visits	05	4
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	3
40	a) Coaching class /Training for placement & higher studies	15	13
	b) % of Placement & higher studies	25	24
41	Library attendance (Staff) Staff attendance (> 50% = 10 Marks); (35% to 49% = 8 Marks); (20% to 34% = 6 Marks); (< 20% = 2 Marks)	10	8
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	8
	b) Teacher wise appraisal Report	15	14
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		1000	866

STRENGTHS:

- 1) Examination and evaluation process
- 2) Training and placement.
- 3) Mentor-Mentee system

including attachment has not been examined (e.g. Grossmann & Grossmann, 1969; Grossmann, 1971; Grossmann & Grossmann, 1977; Grossmann & Kopp, 1983; Grossmann & Rothbart, 1987; Grossmann & Rothbart, 1990; Grossmann & Rothbart, 1991; Grossmann & Rothbart, 1992; Grossmann & Rothbart, 1993; Grossmann & Rothbart, 1994; Grossmann & Rothbart, 1995; Grossmann & Rothbart, 1996; Grossmann & Rothbart, 1997; Grossmann & Rothbart, 1998; Grossmann & Rothbart, 1999; Grossmann & Rothbart, 2000; Grossmann & Rothbart, 2001; Grossmann & Rothbart, 2002; Grossmann & Rothbart, 2003; Grossmann & Rothbart, 2004; Grossmann & Rothbart, 2005; Grossmann & Rothbart, 2006; Grossmann & Rothbart, 2007; Grossmann & Rothbart, 2008; Grossmann & Rothbart, 2009; Grossmann & Rothbart, 2010; Grossmann & Rothbart, 2011; Grossmann & Rothbart, 2012; Grossmann & Rothbart, 2013; Grossmann & Rothbart, 2014; Grossmann & Rothbart, 2015; Grossmann & Rothbart, 2016; Grossmann & Rothbart, 2017; Grossmann & Rothbart, 2018; Grossmann & Rothbart, 2019; Grossmann & Rothbart, 2020; Grossmann & Rothbart, 2021; Grossmann & Rothbart, 2022; Grossmann & Rothbart, 2023; Grossmann & Rothbart, 2024; Grossmann & Rothbart, 2025).

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12

14

25

21

3

10

WEAKNESSES:

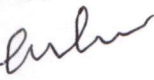
- 1) Publication of Faculty and students.
- 2) Consultancy work.
- 3) Faculty interaction with outside world.

SUGGESTIONS FOR IMPROVEMENT:

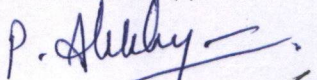
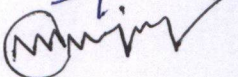
- 1) Research publications maybe improved.
- 2) Faculty members maybe motivated to have interaction with the external world.

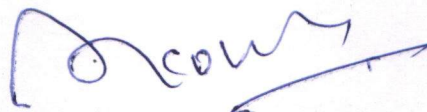
Date: 4/5/2023.

Signature of the External Auditor(s)

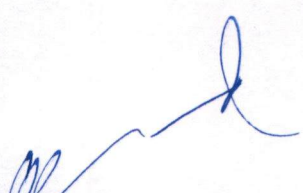
- 1) Mr. K. Venkateswar Rao (CSE) - 
- 2) Mrs. R. Shirisha (EEE) - 

Signature of the Internal Auditor(s)

- 1) Dr. P. Alekhya (MBA) - 
- 2) Mr. L. Ramanjaneya (MBA) - 

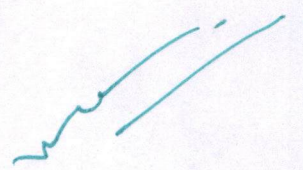


**Signature of the Auditee
(HoD/MBA)**



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.

Academic and Administrative Audit - Department of CSM

(2022-23)

Date: 17/05/23

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	8
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	8
4	Course Files		
	a. Course objective & Out comes	10	8
	b. Teaching Schedule	10	8
	c. Course material	40	35
	d. Previous year question papers	20	15
	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	7

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
6	Time Table- 1. All the document should be approved by Principal	05	04
	2. Class wise Time table	02	02
	3. Teacher wise Time table	02	02
	4. Modified (if any)	01	01
7	Internal Exam conduction:	06	04
	a) Filing of question paper exam wise in the standard format		
	b) Exam Time table	02	2
	c) Invigilation duty allotment copy	02	2
	d) Absentees statement subject wise exam wise and Consolidated	10	8
	e) Consolidated Absentees statement, exam wise, Subject wise	10	8
8	a. Improvement in Class Attendance	05	4
	b. List of critical attendance details (Class wise/Section wise)	05	4
	c. Follow up action for critical cases (to furnish the documents)	05	4
	d. Improvement in critical cases	05	4
9	Stake holder feed back	10	8
	Evaluation of feed back	10	8
	Follow up of feed back	10	8
10	Staff Meeting [Min 2 meetings in a semester]	10	8
	Filing process	05	3
11	HOD & Class teacher meeting with students (Min 2 meetings in a semester)		
	a) Circular with agenda (Signature of all the concerned)	10	8
	b) Filing c)	05	3
12	Dept. specific professional bodies: a)Professional bodies Membership certificate copy [Note: Membership should be in active mode, Membership in process will not be considered]	20	18

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
13	Exam Result Analysis	30	27
	a) Teacher wise, Semester wise result with appropriate graphs		
	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	4
	b) No. of meetings (Min 2 meetings in a semester)	10	7
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	4
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	0
	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	0
	c) Presentation to existing students from Alumni	05	0
	d) General Alumni Interaction and documentation (other than Alumni meet)	05	0
16	a)Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	4
17	Industry Tie up :	05	4
	a) Approved from principal		
	b)MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
18	New staff recruitment: a) Staff requirement letter to principal	01	1
	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
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	18
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	24
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	4

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	8
	b) Nature of consultancy	10	8
22	Stock verification: a) Stock register (upadation)	05	4
	b) Stock verification report (signature of verifying officer & HOD)	05	4
23	Some innovative Methods : a) Innovative methods in Teaching	05	4
	b) Innovative methods in Administration	05	4
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)	10	8
	b) Less than 10% condoned students (5 marks)		
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	4
	b) Conduction of Classes and documentation	15	14
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	7
	b) Documentation (Hard copy of the published paper)	10	7

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
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	4
	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	4
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	6
	c) Proper documentation	04	2
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	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	8
	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	4
36	Sports activities : a) Documentation	05	4
	b) Participants attended	05	4
37	Cultural activities : a) Documentation	05	4
	b) Participants attended	05	5

Sl. No.	Parameter details	Marks Alloted	Marks Obtained
38	Technical activities :	05	5
	a) Documentation		
	b) Participants attended	05	5
39	Industry visits	05	4
	a) Approval from principal		
	b) Consent letter from company	05	4
	c) Report on Industry visits	05	4
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	4
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	8
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	8
	b) Teacher wise appraisal Report	15	14
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	828

STRENGTHS:

1. Teaching methodology
2. Examination Conduction
3. Mentor - Mentee system
- 4.

WEAKNESSES:

1. consultancy work.
2. Faculty Publication.
3. Student publication

SUGGESTIONS FOR IMPROVEMENT:

1. Faculty Members may be motivated to do consultancy work.
2. Faculty and students have to be motivated towards Research Publications

Date: 17/05/23.

Signature of the External Auditor(s)

1) Mr.K.Rajesh (MECH) - 

2) Mr.M.Srinivas (ECE) - 

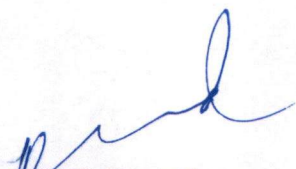
Signature of the Internal Auditor(s)

1) Ms.V.Manga (CSM) - 

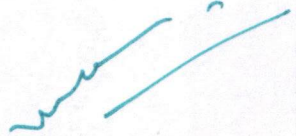
2) Mrs.B.Sujani (CSM) - 


Signature of the Auditee

HOD, CSM


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandiakoya (V), Medchal Road,
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IQAC Chairman

Chairman
Internal Quality Assurance Cell
CMR College of Engineering & Technology
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1. Faculty Members
 2. Faculty Publications
 3. Faculty Research

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 3. Faculty Research

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 3. Faculty Research

1/2/23

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1/2/23

Chairman
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 Hyderabad - 501 401

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE & Permanently Affiliated to JNTUH, Hyderabad
Kandlakoya (V), Medchal Road, Hyderabad -501401

Academic and Administrative Audit - Department of CSD
(2022-23)

Date: 17/5/2023

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	8
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	8
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	3
	c) Details of the experiments	15	15
	d) Viva questions	10	8

Sl. No	Parameter details	Marks Alloted	Marks Obtained
6	Time Table-	05	4
	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	8
	d) Absentees statement subject wise exam wise and Consolidated	10	8
8	e) Consolidated Absentees statement, exam wise, Subject wise	05	4
	a. Improvement in Class Attendance	05	4
	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	10	8
	Stake holder feed back	10	8
	Evaluation of feed back	10	8
10	Follow up of feed back	10	10
	Staff Meeting [Min 2 meetings in a semester]	05	5
11	Filing process	10	8
	HOD & Class teacher meeting with students (Min 2 meetings in a semester)	05	5
	a) Circular with agenda (Signature of all the concerned)	10	8
12	b) Filing	05	5
	c)	20	18
	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	30	28
	a) Teacher wise, Semester wise result with appropriate graphs		
	b) Result after Revaluation (Principal signature required)	30	28
	c) Department result history	15	14
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	4
	b) No. of meetings (Min 2 meetings in a semester)	10	8
	c) Minutes of meetings (signature of Members, coordinators, HOD and Dates)	05	4
15	Effective Interaction with Alumni and Presentation to students	10	0
	a) Updated Alumni Database (year wise) [Alumni Name, Year of graduation, Branch/Specialization, E-mail ID, Mobile No., Company Name, Designation etc.]		
	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	0
	c) Presentation to existing students from Alumni	05	0
16	d) General Alumni Interaction and documentation (other than Alumni meet)	05	0
	a) Written code of conduct – Document (Separate for students and Faculty)	15	14
	b) Display of code of conduct on notice board	05	4
17	Industry Tie up :	05	4
	a) Approved from principal		
	b) MOU letters copy/Consent letters [Industry tie up in the process will not be considered]	15	14
18	New staff recruitment: a) Staff requirement letter to principal	01	1
	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
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	20
	b) Documentation [Proposal, approval copy, Sanction letter, progress reports]	05	3

Sl. No	Parameter details	Marks Alloted	Marks Obtained
21	Consultancy work by the Department: a) MOU / Consent letter	10	6
	b) Nature of consultancy	10	6
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	8
28	Student Assignments a) Assignment questions to be documented	10	8
	b) Submission details semester wise	05	5
29	a) Identification of slow learners after 1 st test (list to be furnished class wise)	05	4
	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	20
	a) Consolidated statement of publication semester wise	10	7
	b) Documentation (Hard copy of the published paper)	10	7

Sl. No	Parameter details	Marks Alloted	Marks Obtained
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	4
	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	4
	b) Internal, external/Participants(for every 10 participants- 05marks) and Internal resource person/external resource person	07	6
	c) Proper documentation	04	2
35	FDPs /Workshop/ National/International seminar (For staff)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	Workshop/ National/International seminar (students)[Min 2 days] a) Approved from principal in standard format (Budget copy, plan of action)	10	8
	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	7
	c) Expected participants and actual no of participants attended (%) Internal participants (any no.) =10 marks, for every 2 External participants 1marks [Note: Workshop/FDP conducted for less than 2 days will be awarded proportionally]	5	3
36	Sports activities : a) Documentation	05	5
	b) Participants attended	05	5
37	Cultural activities : a) Documentation	05	5
	b) Participants attended	05	5

Sl. No	Parameter details	Marks Alloted	Marks Obtained
38	Technical activités :		
	a) Documentation	05	5
	b) Participants attended	05	5
39	Industry visits	05	4
	a) Approval from principal	05	4
	b) Consent letter from company	05	4
	c) Report on Industry visits	05	4
	d) List of participants- Parents consent letter (In case of outstation visits only)	05	4
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	7
42	Performance appraisal : a) Consolidated performance appraisal academic year wise	10	7
	b) Teacher wise appraisal Report	15	14
43	Attendance registers : a) Proper maintenance of Attendance register (Neat entries, updation of all columns, signatures of HOD and staff- compulsory)	15	14
	b) Proper storage with labeling	15	14
Total Marks		1000	847

STRENGTHS:

1. Mentor - Mentee System
2. Teaching and learning
3. Examination and Evaluation process

WEAKNESSES:

1. Research Publications
2. Consultancy work
3. Outside World Interaction

SUGGESTIONS FOR IMPROVEMENT:

1. Research Publications of both faculty and students have to be improved
2. Faculty members have to be motivated for doing Consultancy work
3. External World Interaction have to be encouraged.

Date: 17/05/2023

Signature of the External Auditor(s)

1) Mr. D. S. Sanjeev (EEE)

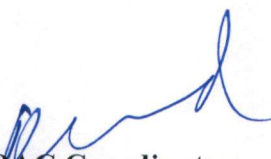
2) Mr. P. Sridhar (MECH) -

Signature of the Internal Auditor(s)

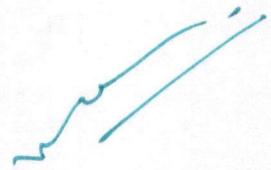
1) Mr. M. Parameshwar (CSD) -

2) Mr. N. Eleswar Rao (CSD) -


Signature of the Auditee
(HoD/CSD)


IQAC Coordinator

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


IQAC Chairman

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 19.05.2023

To,
IQAC Coordinator
CMRCET

Sub: Submission of Academic and Administrative Audit report for the A.Y 2022-23 - Reg.

Respected Sir,

The Academic and Administrative Audit (AAA) Committee audited the concerned departments as per the given schedule from 2.05.2023 to 17.05.2023 in various departments. The consolidated final audit reports of various departments are herewith attached for your kind reference.

Thanking you,


Audit Coordinator