



**Gokaraju Rangaraju Institute of Engineering and Technology**  
(Autonomous)

**Internal Quality Assurance Cell (IQAC)**

GRIET/IQAC/G/21-22

Audit Date: 25-12-2022

**DEPARTMENT ACADEMIC AND ADMINISTRATIVE AUDIT**  
(Academic Year: 2021-22)

1. Details of Audit Team:

S. No.	Name	Designation	Department
1.	Dr. C. R Venkateshwara Rao	Professor	Chemistry
2.	Dr. A.Anitha Lakshmi	Assoc. Prof	Mech. Engg

2. Name of the Department to be Audited: CSE

3. Programmes offered:

4.

	UG	PG
Name of the Program	B. Tech	M. Tech
Year of establishment		

**Audit Report:**

S.No	Item Description	Audit team findings / recommendations
1.	Statutory & Accreditation Documents (UGC Autonomous, AICTE & JNTUH permission letters, 2(f), 12(B), NBA, NAAC Accreditation Letters, NIRF Ranking)	All Accreditation letters are maintained
2.	Faculty Profiles (List with their designation, qualification, joining date, service books, salary details, appointment letters, promotion letters, etc.)	Service books are to be maintained. Joining dates need to be maintained uniformly (either JNTUH dates or dates from joining Reports)
3.	Details of faculty student ratio	Requires recalculation



	Non-teaching staff with their appointment letters, profiles.	Records of every faculty are maintained properly.Requires an index of faculty Academic Year wise Satisfactory
5.	HoD Meetings (Agenda, MoM, Action Taken Report (ATR))	Agenda & ATR need to be maintained
6.	Academic Calendar for UG & PG programs	Academic Calender are available for both UG and PG
7.	Curriculum Aspects (BoS Meetings - Appointments, Agenda, Minutes, ATR, Benchmarks, Regulations & Syllabus for all revisions duly signed by all the members)	ATR need to be maintained
8.	Regulations & Syllabus Books	Hard Copy of all books available with hard cover
9.	UG Admissions	Data is maintained properly
10.	PG Admissions	Data is maintained properly
11.	Workload/Timetables	Everything is available. One colour copy of time tables need to be available for all the years (External Inspection Purpose)
12.	Subject-wise Course Files	Soft copies are available, one hard copy per each semester for all years is suggested to be maintained
13.	Quality of Teaching Learning Process (Use of Active Learning Strategies, LMS, ICT Tools, etc.)	More ICT activities are to be incorporated by faculty
14.	Quality of mid exam papers (Blooms Taxonomy, COs, PIs used in Question Papers)	Blooms Taxonomy and Cos are incorporated. Try to use blooms taxonomy to the maximum extent
15.	Result Analysis, ATR	Maintained properly, ATR need to be incorporated
16.	List/Number of students who cleared the program in 4 years (last 3 years data)	Data is filed nicely



	Average Grade point (CGPA) (last 3 years data of students' CGPA/ percentage)	Need Update
18.	Remedial measures for slow learners based on MID term exam performance as well as backlogs	Remedial measures for mid term exam performance are to be incorporated
19.	List of Mentors and Mentor Interaction records (Parent Teacher Interactions)	PT Interaction are suggested for all years
20.	Bridge courses to support Lateral Entry students	Course like English, mathematics and basics of computer C language are suggested
21.	Student Feedback Analysis, ATR	Suggested to incorporate ATR
22.	CO-PO Attainments, ATR	Suggested to incorporate ATR
23.	Survey Forms, ATR	Revision of Employer form is suggested
24.	Professional society activities, events, Professional body Memberships etc.	Only CSI Professional body activities are shown
25.	Industrial Visits and Internships	More Industrial visits are suggested
26.	Co-Curricular Activities-Students Achievements	
27.	List of students' papers along with hard copies of the publications; professional society publications/magazines, etc.	Improvement in Quality of student papers is required
28.	Extra-Curricular Activities- NSS, Green Campus	Branch wise students data participation is required
29.	Quality of Mini projects/Major Projects	Needs improvement
30.	Sample best and average project reports/thesis	Selection criteria for the best and average projects is to be improved
31.	Placements- UG & PG	Placements are satisfactory
32.	Higher studies data	Please maintain academic year wise data
33.	List of faculty publications along with DOIs and publication/citation details	Need to be updated
34.	R&D and consultancy projects along with approvals and project completion reports	Needs proper labelling

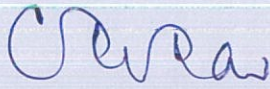


	MOUs	Needs approval letters
36.	Department budget and allocations	Balance sheet is checked
37.	List and proofs of faculty interaction with outside world	Needs proper arrangement
38.	Short-term courses, workshops arranged, conferences organized, and course modules developed	Number is good. Faculty participation need to be improved
39.	List of classrooms, faculty rooms, Office room, HOD room (LCDs list, Interactive boards, white boards, Fire Extinguisher, working condition of fans and tube lights, Display of Timetables, cleanliness, etc.)	All are available
40.	List of program specific labs and computing facility within department. (List of computers, List of Software, Stock Registers, Lab Manuals, Sample Records, Lab occupation Sheet, organization chart with signature, log books, complaint register, etc.)	Please maintain complaint Register
41.	Records of new program specific facility created if any	Certifications based on MOUs by faculty are shown.
42.	Records of overall program specific improvements if any	20/ Doctorates are available 2 are pursuing
43.	P O s, P E O s, Mission, and Vision statements	New Pos and PEOs need to be included
44.	Mapping of Outcomes with PEOs	Not done
45.	Mapping of course outcome with Program Outcomes	Calculated
46.	Rubrics developed to validate the POs	Rubrics for BTech Need to be updated
47.	Continuous improvement in PEOs	Shown by incorporating new courses
48.	Improvement in curriculum for mapping POs and PEOs	Need update
49.	Direct and indirect assessment to show	Need Update

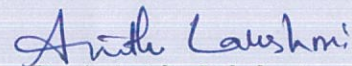


	attainment of POs	
50.	Stake-holders involvement in the process of improvement of PEOs and POs	Incorporated courses based on feedback

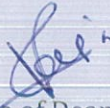
**Suggestions for the department improvement by the audit team:** The data collection and arrangement is done ordely. It is suggested to include index and appropriate labelling for easy readability and understandability. Quantity of events are good but Percentage of Faculty and students' participation need to be improved. It is also suggested to maintain agenda, MOM and ATR for all the meetings.



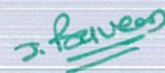
1. Dr. C. R Venkateshwara Rao  
Signatures of Audit Team



2. Dr. A. Anitha Lakshmi



Signature of Dean IQAC



Signature of the Principal

