AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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CIRCULAR

Internal Quality Assurance Cell (IQAC)

ACADEMIC AUDIT (2021-2022)

Date: 28-02-2022

From

The IQAC Coordinator

Avanthi Institute of Engineering and Technology Gunthapally.

Near Ramoji film city, Hyderabad-501512.

To

The Principal

Avanthi Institute of Engineering and Technology Gunthapally,

Near Ramoji film city, Hyderabad-501512.

Sir/Madam

Sub: Requisition to all the IQAC members to audit the academic audit work and

Submit to IQAC.

The members are informed to conduct the academic audit report on 02-03-2022 for the academic year 2021-2022 as per the team assigned. On behalf of IQAC, I request the Principal to assign HOD's for co-operating the academic audit work with team members.
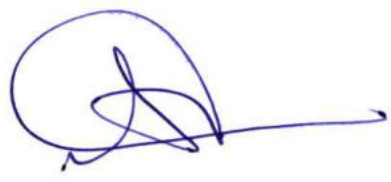
Copy to:

PRINCIPAL

Avanthi Institute of Engg. & Tech

Gunthapally (V), Abdullapurmet (Mol), R.R. Dist.

IQAC Co-Ordinator

The principal

HOD's

IQAC Members

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CIRCULAR

Internal Quality Assurance Cell (IQAC)

ACADEMIC AUDIT (2021-2022)

Date: 28/02/2022

DR. D Srinivas Reddy, Assoc Prof

Brilliant group of Institution

Sub: Request to conduct Academic and Administrative audit 2021-22

Ref: Telephone discussion to seek your consent.

Dear Sir,

Greetings from AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY, HYD.

AIET, HYD proposes to conduct its 'Academic and Administrative Audit' on 02-03-2022. We request you to preside as an 'External Auditor'. Your valuable feedback will be highly appreciated and will help the institution to further improve and innovate the academic and administrative processes being followed.

Institution will provide sitting expenses.

Audit Time: 02:00 Pm

Venue: Conference room, Academic Main Block

Yours truly,

K Swamy Rao,

IQAC Coordinator

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CIRCULAR

Internal Quality Assurance Cell (IQAC)

ACADEMIC AUDIT (2021-2022)

Date: 28/02/2022

Mr. B Venkateswara Rao, Asst Professor

Vignan institute of technology & sciences

Sub: Request to conduct Academic and Administrative audit 2021-22

Ref: Telephone discussion to seek your consent.

Dear Sir,

Greetings from AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY, HYD.

AIET, HYD proposes to conduct its 'Academic and Administrative Audit' on 02-03-2022.We request you to preside as an 'External Auditor'. Your valuable feedback will be highly appreciated and will help the institution to further improve and innovate the academic and administrative processes being followed.

Institution will provide sitting expenses.

Audit Time: 02:00 PM

Venue: Conference room, Academic Main Block

Yours truly,

K Swamy Rao,

IQAC Coordinator

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ACADEMIC AND ADMINISTRATIVE AUDIT for the AY 2021-22

Overall Report on Academic & Administrative Audit for the academic year 2021-2022

Mr. SwamyRao Kulkarni, IQAC Co-coordinator has issued a circular on 28-02-2022 and allocated responsibilities to the Heads of the department to conduct Academic & Administrative Audit for the AY 2021-22.

IQAC Co-coordinator has nominated & appointed **Dr D Srinivas Reddy, Associate Professor, Dept of ECE, Brilliant Institute of Engineering & Technology & Dr B Venkateswara Rao, Asst professor, Dept of ECE, Vignan Institute of Technology & Sciences as External Auditors**.

The auditors carried out the audit works successfully with the support of Heads of departments and submitted the report to the IQAC Co-coordinator. Based on the reports issued by the auditors, the IQAC Co-coordinator developed an overall action taken report and submitted to the principal.

I.CO Pos curriculum

1. **Cos and Pos attainment**

- The COs and POs attainment as per the procedure established by observing on various regulations.
- As per the observation of the Academic Audit committee, it was suggested to ECE department to regularly conduct academic activities to strengthen PO 6.
- In the same way, suggestions were given to MECH department to strengthen PO2. Thorough Tutorials/Assignments, which are to be given to the students and extra classes, are to be conducted to give a thorough practice in problem solving to motivate students for the participation in problem solving methodologies.
- For the ECE department, suggestions like conducting study hours and special training classes have been made to strengthen PO 3.
- For the Mechanical department, as per the discussion by the Audit committee, it is suggested to strengthen PO2, by conducting special academic sessions. The PO 1 attainment of CSE Engineering is to be improved by conducting special lectures and classes as per the suggestions of the audit committee.
- The PO11 attainment of the MBA Department is to be improved by organizing lectures and classes

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by experts as per the suggestions of the audit committee.

2. **Stake holder's feedback related to curriculum design:**

The audit committee has come up with the suggestion to provide more exposure industry needs and latest technologies for the Management students.

- The audit committee has suggested ECE students to develop their Soft Skills and Technical Skills and their knowledge on latest tools and technologies. It has further suggested the department to organize guest lectures on promoting research culture to meet industry needs.

- The audit committee has suggested Maximizing the exposure of CSE students to new technologies based on the feedback of Alumni. The committee has further suggested that students should develop their communication skills to face the Global competition.

- The audit committee has suggested that MECH students need value added courses on advanced domains like Automation, EMV etc and those they need more awareness on sustainable development.

- The Electrical Engineering students need research exposure in core concepts and need to be more aware of advanced technologies according to the audit committee.

3. **Action taken on Minutes of Meeting:**

- Suggested to improve Faculty Research and publications and participations in FDPs, seminars, workshops etc.

- It was also taken into consideration as per students' feedback to focus on Value added course and other necessary courses to enhance the student skill for bright development in their career.

4. **Academic Flexibility:**

It is observed that the students should be given enough choice to choose elective subjects. The department has to allot faculty members to teach the electives. The electives should enable the promotion of advanced learning.

II. Faculty information and their contribution:

- **Faculty experience and retention:**

It was observed that all departments have sufficient Teaching Staff as per the Norms & qualifications. **It was further suggested to enhance the research work by registering Research Scholars in all the departments to strengthen R & D.**

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Dept	Required	Available
CSE	38	38
ECE	32	32
MECH	15	15
EEE	16	16
MBA	20	20
H&S	17	17

- **Faculty contribution in R & D:**

   The committee has made a suggestion that the faculty members have to actively pursue research work and publish books. The research work and publishing of books could enhance the knowledge and exposure of the faculty members, as per the opinion of the committee.

Faculty as resource persons in workshops/training activities:

It was found that, different training Programs, seminars, conferences, workshops, are conducted by all the core department faculties but found to be little lag in Mechanical Dept Audit members has suggested this to improve.

- **Mechanism and activities for slow learners' improvements:** It was noticed that slow learners are identified in every department established different mechanisms to conduct extra-remedial and tutorial classes for them.

   Student counseling/Mentoring mechanism: The committee has suggested a student mentor ship program for every twenty students, with a faculty mentor guiding them through all their academic and personal challenges for better out comes.

   Review and evaluation of student projects: As per IQAC committee, best projects are initiated by creating a corpus fund to support research activity, so it is satisfactory to some extent and we suggested the institution to strengthen R & D Eco System for further initiation of innovative projects.

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III. Teaching-learning process: The Teaching-learning process has to be augmented through new insights and adopting better tools. As per the observation of the IQAC committee, the teaching- learning process has been found to be efficient through lectures, case studies, classroom participation, assignments, debates among teams on subjects, ad by using audio visual teaching. Committee expressed satisfaction in providing course material to the students of all the departments.

Monitoring of teaching process: Monitoring process is found to be done by regular visits of the principal, through CC surveillance, and the syllabus coverage is tracked by maintaining track sheets. The evaluation of answer papers, the allotment of marks and the quality of mid-exam question papers is regularly checked by exam cell coordinator and the principal. **The Committee has found it satisfactory.**

- **Result analysis:**

BRANCH	STRENGTH	PASS	Pass %
CSE	107	99	92.52
ECE	101	93	92.07
EEE	60	56	93.33
MECH	55	52	94.54
MBA	150	129	86
M.Tech (CSE)	16	16	100
M.Tech (EPS)	21	21	100
M.Tech (VLSI)	18	16	88.88

Student's feedback and follow up action: On the basis feedback given by the students, it was advised to make the teaching process more practical oriented.

Research consultancy and Extension:

Promotion of Research: The institute is ready to contribute in every way to promote research activity among the faculty. **The faculty members were advised to take up research activity more seriously.**

- **Funded R&D projects and consultancy works:** Committee expressed their satisfaction as that the institute takes care of complete patent filing process as per national/international IPR guidelines & policies. R&D cell provides necessary eco-system/conducive environment with infrastructure/expert support to staff to take-up in R&D consultancy and innovation. **So, Staff of all the departments is suggested to be responsible for various R&D projects.**

- **Incentives for faculty R&D:** It is satisfactory as the institute encourages the faculty, to enhance the

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research, by providing incentives for peer reviewed publications, consultancy works, writing books and filing up the patents.

MOU's with industries/R&D/Premier Institutes: In this academic year, 10 MOU's with other institutes which are collaborated in a satisfactory note, to evolve a mutually productive framework between R&D and academia to spur the design &development for exchange of knowledge and skill amongst students, faculty and researchers right from the stage of ideation and conceptualization. **Further, the institution is planned for some more MOUs for extensive utilization of knowledge in the next academic year.**

- **Skill development:** It was suggested to entrust with the mission of producing systematically trained instructors to meet the huge demand of various Industrial training. **For next academic year, further action is advised to emphasis on implementing skill development courses for upcoming aspires.**

IV.Infra structure and Learning resources

Infrastructure facilities to improve teaching learning process: New classrooms and laboratories with modem facilities have been set-up to aid the teaching-learning process. As per the audit report, the Institute has a well-planned library and internet facility to cater to the needs of research scholars, with a facility of online journal/E- content journals that are available during the library timings.

Internet facility for faculty and students: It is found that the College is having suitable & sufficient Internet connections and connected through Wi-Fi also to the central server. Internet is made are available for students for their project work and preparing seminar presentations .It also has access books, study materials, previous question papers as well.

Further action is advised to establish for the well-equipped internet lab, providing high speed of connectivity the student can surf the internet for any information.

- **Technical and administrative staff support:** Technical and Administrative staff works in office support positions to perform a variety of office tasks. **The institution was proposed to appoint some more technical staff and lab assistants in ECE, CSE and EEE departments for smooth handling of all tasks.**
- **Department wise budget:** For budget and planning purposes, academic department's activity typically occurs in their concerned department for managing the funds. So, it is flexible to enrich the needed sources.

Details of computing facilities and software:

It was proposed to provide open source computing platform for the students, staff and faculty in the departments of Institute by providing support for conducting academic labs, training programs, short term courses and technical workshops.

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V. Student information support and progression

- **Add-on courses:** It is found that, the objective of these courses is to provide an opportunity to do employment-oriented skill-based courses. It was suggested to focus on need based Add-on-courses for all the departments, **further action is advised to ensure practical training and to aim at the development of skills for entrepreneurship.**

- **Placement training:** Special communication development Training programs are conducted for the students of various branches by leading training Institutes. **The needed action is taken for further Individual counseling to make them understand the certainty of life and train them to work towards the goal.**

- **Industrial visits and Internships: The industrial visit has its own importance in a career.** The industrial visit has its own importance in a career of a student as a part of college curriculum. So, it is satisfactory, that the institution is aimed further to improve the theoretical knowledge for the successful professional career by going beyond academics with a practical perspective of the workplace.

VI. Governance and Leadership and management

- **Teaching and non-teaching attended for skill development programs:** It is found that, the institution has effective welfare measures for all the staff members.

- **Display of vision, mission and quality objectives at prominent places:**
Education to the students coming from rural areas, some suggestions are given to enhance Academic as well as extension activities, curricular and co-curricular activities are conducted.

- **Staff and student's attendance monitoring system:** Regular follow up of biometric as well as Attendance registers are maintained and found to have regular monitoring systems, **further action is to be taken to improve the surveillance methods.**

- **Financial support/leaves for qualification/skill up-gradation:** After verifying all the departments, the external and internal provisions such as financial incentives and leave facility are provided for the faculty in a full-pledged way, for upgrading their qualification and pursue research activities. The faculty members are encouraged to pursue research and Upgrade their skills by promising better pay and working terms.

- **Risk evaluation/safety measures:** fire extinguishers are maintained in all the prominent places.

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Our External auditors Dr. D SRINIVASA REDDY and Mr. B. VENKATESWARA RAO were entrusted to carry out the audit work by the IQAC. The audit work was carried out with the consent and the presence of the Head of the Department, internal auditors and Department coordinators. The overall internal audit report was prepared & drafted based on the Academic Information Including strengths, weakness, and opportunities. Therefore was duly submitted along with suggestions to the IQAC.

I.COs, Pos curriculum

S.NO.	CRITERION	OBSERVATIONS
1	Cos and POs attainment	CO's and PO's attainment calculated as per the procedure established
2	Stakeholders feedback related to curriculum design	Graduates exit survey; Alumni survey and employer survey, teachers survey are conducted
3	Action taken on Minutes of Meeting	Observed that the suitable action has been initiated based on the previous meeting.
4	Percentage of Lab component	All the departments have sufficient lab infrastructure and also required experiments are conducted in all labs as per the JNTUH

II. Faculty information and their contribution

S.NO.	CRITERION	OBSERVATIONS
1	Student teacher ratio	138 faculty members are assigned to teach 1987 students
2	Faculty cadre ratio Prof: Assoc: Asst	Professors:3 AssociateProfessor:10 AssistantProfessors:125
3	Faculty qualifications	Doctorates:11 Ph.D.Pursuing:3 M.Tech:124

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4	Faculty experience and retention	Mentioning the (list of faculties, qualifications, total experience, experience at AIET)
5	Faculty contribution in writing: Books: Book chapters:	Books- 10
6	Faculty in Professional bodies Faculty contributions	4 faculty members are enrolled in Professional bodies.
7	Faculty as resource persons in workshops/training activities	Training and Programs:2

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III. Teaching learning process and evaluation:

S.NO.	CRITERION	OBSERVATIONS
1	Mechanism and activities for slow learners' improvements	Slow learners are identified Based on performance in Mid exams. Conducted extra classes for slow learners
2	Student counseling/mentoring mechanism	15 students are allotted for each faculty member for better improvement of their academic results.
3	Review and evaluation of student projects: Best Projects	25 Best projects are carried.
4	Monitoring of teaching-learning process • Observation of teaching process in class rooms as per schedule • Tracking of syllabus coverage • Uploading of Lecture notes, question papers of mid and semester end examinations in E-learning portal • Verification of evaluated answer papers • Checking the quality of mid examinations question papers • Innovative teaching methods presented • Verification of course files Minutes of class committee meetings and action taken	• Regular visit by the principal • CC surveillance • As per schedule, the coverage of syllabus is Strictly followed. By any consequences if there is any lag-on of syllabus extra classes will be conducted • Track sheets are maintained to review syllabus coverage. • Evaluation of answer papers as per the allotment of marks • Yes, the quality of mid-exam question Papers are regularly checked by exam cell coordinator and the principal. • Inter active way of teaching • Regular verification of Attendance registers by HOD Minutes of meetings is regularly.

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5	Training programmes conducted for students Guest Lectures Add-on courses Seminars/workshops Compliance of department academic calendar	23 Guest lectures are conducted for the students to get aware of some correlated subjects, which are presented by eminent resource Persons. Add-on Courses: Add-On Courses are Conducted for students
6	MOUs with industries for internship	Internship with other industries are done
7	Students feedback and follow up action	Action is taken up by students feedback
8	Scope for self-learning Certificate courses Online courses	Faculty members were very instrumental in designing and developing 3Add- on and Certificate course programs.
9	Result analysis and conduct of remedial classes for students with backlogs	Based on the result, Mid exams, remedial classes are conducted. Based on the results of main exams, backlog classes are conducted.
10	Placements & Higher Studies (%): Industries/organizations:	Very good percentage of students is getting employment & Higher education opportunities. It was advised to take few more measures to increase average salary.

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Research consultancy and Extension:

1	Funded R&D projects and consultancy works:	Funded R&D Projects are done
2	Incentives for faculty R&D	Incentives for faculty Research publications as per HR policy
3	MOUs with industries/R&D/Premier Institutes	MOU's done with industries and R&D
4	Skill development	YES, in collaboration with TASK

IV. Infrastructure and Learning resources

S. No	Criterion	Observation
1	Internet facility for faculty and students:	Good.
2	Technical and administrative staff support	2members of Technical and1member of administrative support is provided. P. Santhosh-Technical Ch. Shiva-Technical T. Srinu-- administrative support
3	Amount spent: New equipment added: Maintenance of equipment and consumable registers in labs	Stock registers are maintained for each and every department
4	Detail computing facilities and software	Available at Desired Level
5	Newsletters and Magazine	Yes
6	Library resources	Yes

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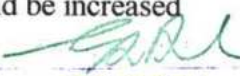Gunthapally (V), Abdullapurmet (M), RR Dist, Near Ramoji Film City, Hyderabad -501512.
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V. Student information support and progression

S.NO	Criterion	Observations
1	Add-on courses	3Addoncourses 1. SQLITEDatabaseusingNode.JS PEGEA-UAP 2.ACompleteguidetoJAVAspringusing MVC 3.PEGA-UAP
2	Student Publications: Dept. student E-Club:	Student Publications:Nil No .of E-club activities for students:2 1.IOT Club 2.ElectoralLiteracyClub
3	Details for coaching provided for GATE/CRT/any other competitive examinations	36 are participated for Internships and 1 industrial visit
4	Industrial visits and Internships	Sufficient

VI. Governance , Leadership and Management

S.NO	Criterion	Observations
I	Teaching and non-teaching attended for skill development programs	Sufficient Programs has been organized
2	MOUs with premier institutions for knowledge exchange	MOUs should be increased

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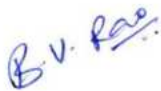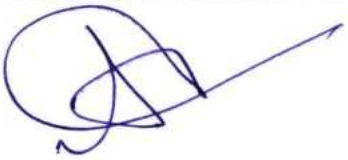
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3	Staff and students' attendance monitoring system:	Regular follow up of biometric as well as Attendance registers.
4	Financial support/leaves for qualification/skill up-gradation:	Faculty members are sanctioned with Registration fees, TA and Academic Leave are also provided for attending conferences and workshops, extra leaves are sanctioned for faculty who undergo for research submission work.
5	Risk evaluation/safety measures	Maintaining fire extinguishers in all the prominent places and needed corners of college.

Dr D Srinivas Reddy ,Brilliant institute of engg & technology.	Mr B Venkateswara Rao, Vignan institute of engg & technology.
K Swamy Rao-IQAC Coordinator	Dr. G Ramachandra Reddy ,Principal

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Strengths, weakness and areas of Improvement Strengths

1. Good number of student placements in Core Sector.

2. Additional Eco System for Research and Development cell

3. Strong department level support for faculty research activities

4. Supportive working environment among department members

5. Faculty contribute effectively to paper publications

6. In order to explore the ideas and show case their skills, student clubs are developed.

Weakness

- Lack of NRI student attraction
- Poor socio-economic status of the students.
- There is a need to modernize classrooms with Smart ICT facilities

Opportunities:

1) By establishing stronger relationships with R&D organization.

2) Increase of research funding.

3) Opportunity to maximize the potentiality of Centers of Excellence.

Suggestions for Improvement:

To overcome the challenges and improve the quality of education, more emphasis can be done on the following factors such as maintenance of infrastructure, pedagogy skills, quality of teacher's education and extra-curricular as well as co-curricular activities

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Gunthapally (V), Abdullapurmet (Mal.), R.R. Dist.

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Conclusion:

The Committee consisting of both Internal and External members from other institutions has thoroughly conducted the Administrative & Academic Audit.

The main purpose of IQAC cell to hold this Audit is to ensure the smooth implementation of all proposed Quality Initiative measures. IQAC wants to ensure whether all activities are being implemented effectively or not.

The Audit Committee has expressed its maximum satisfaction on all the activities being organized. However, the committee also has expressed few suggestions in the areas like R & D, Faculty participation in Collaborative Initiatives, Recruitment of Staff with PhD qualification, Enhancing the average Salary during Placements, Introduction of few more skill initiatives for Core branch students.

IQAC has extended sincere thanks to the External Committee members for their valuable feedback and also conveyed thanks to the Heads of the department for smooth coordination.

IQAC has ensured that all feedback will be taken positively and plan the initiatives accordingly for next academic years.

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