

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, RAJAMPET-516126

INTERNAL AUDIT REPORT

Name of the Department : ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

Year : 2021-22

Date of Audit : 18.07.2022

Chief Auditor : Dr. SMV Narayana, Principal

Second Auditors
1 Dr. N Sivarami Reddy, Dean, R&D Cell
2 Mr. K Ajay Kumar Reddy, Coordinator, IQAC
3 Dr. N Mallikharjuna Rao, Dean, Academics

List of general documents verified during an Audit and Observations

SNO	ITEMS	OBSERVATIONS
1.	Vision and Mission of the Department along with Short term and long term goals	<ul style="list-style-type: none">• Vision, Mission, PEOs, and PSOs are defined and published in syllabus copies and circulated to the students.• The process of Vision, Mission, PEOs and PSOs is missed during audit team visit.• A strategy of stakeholder's participation is also not available.• Matrix between PEOs and Mission elements and justification for each of the elements was not taken up yet. (i.e., mapping between Mission and PEOs) <p>Process flow of Vision, Mission and PEOs is attached along with this report for your ready reference.</p>
2.	Defining intended Course and Program Outcomes	<p>Course Outcomes and Program Outcomes are exists and placed them in syllabus copies and supplied to the students. Assessment process is not initiated yet.</p>
3.	Identification of Curricular gaps and strategy to bridge the gaps.	Not applicable
4.	Teaching learning process, Handouts and preparatory notes	Maintaining very well.

5. Summative and formative assessments of outcomes of students and its action taken	Assessment process is not initiated yet. Assessment formats are not available during audit visit.
6. Report on quality of question papers set by experts	<ul style="list-style-type: none"> • This work is not taken up yet. • Quality Assurance of examination question paper is mandatory. • The faculties are responsible for making sure the departments have procedures for quality assurance of the contents in the examination question papers.
7. Strength, Weakness, Opportunities and Challenges (SWOC) analysis	Not yet done. Short term and long term goals are not defined for AY 2021-22
8. Recommendations of Department Advisory Board / Program Assessment committee / Feedback assessment committee and its follows up action.	No Board / Committee constituted yet.
9. Course allocation file maintenance	The process done at CSE department.
10. Work load allocations	The process done at CSE department.
11. Minutes of Departmental meetings	No Meeting is schedule yet.
12. Results analysis of semester in relation to set targets.	Results analysis was not taken up.
13. Consultancy services provided and revenue generated	Not applicable
14. Slow Learners / advanced learners	File not available. Policy of slow learners / advanced learners identification is missed in file.
15. Course files	Courses files are available in CSE department.
16. List of faculty	File Available.
17. Roll List and re-registered (detained) students	File Available.

18. Lesson plans by faculty members	File available. Head of the department is verifying lesson plans in regular intervals and signing on attendance register.
19. Alumni meetings	Not Applicable.
20. Review on Syllabus completion status	Initiated in departmental level but proper documentation is missed.
21. Feedback on Curriculum	Not yet started.
22. Maintenance of Laboratories	Well defined procedure exists and maintaining laboratories not up to the mark. ICT class's record is not maintaining properly.
23. Research Publications	Files available. Research Policy, Consultancy policy and seed money policies are missed. In the AY 2020-21, eleven research papers were published. No data available for AY 2021-22.
24. Quality Project assessment	Not yet initiated, because students are in II year II semester.
25. Higher Education related matters	Not applicable

Overall Observations:

Man power is not available sufficiently. Well-furnished laboratories are available. Good infrastructure and state-of-art laboratories are available. Retention period of department is low, due to faculty left the institute recently. The department was established in the academic year 2020-21 with an annual intake of 60 students. In the year 2021-22, such intake was increased to 120. Audit team observed that, course allocation, time tables framing and other academic activities of the department is done at Computer Science and Engineering (CSE) department. As per the Principal orders, Artificial Intelligence and Data Science (AIDS) department is de-centralized and appointed a designated Head of the department. Unfortunately, these two departments are working together. This attempt makes a problem in future in terms of document preparations such as course allocation, course files, workload, fixation of course

outcome targets, assessment, feedback analysis, departmental meetings and other academic and administrative activities of the department etc.,

Suggestion:

Department has to maintain standards to make to develop good system related to academics and to prepare quality files to meet the requirements of National Board of Accreditation (NBA), National Assessment and Accreditation Council (NAAC) and University Grant Commission (UGC) Extension of Autonomy, Ranking bodies and other statutory bodies.


Dr. N Sivarami Reddy
Dean, R&D Cell


Mr. K Ajay Kumar Reddy
Coordinator, IQAC


Dr. N Mallikharjuna Rao
Dean, Academics


Dr. SMV Narayana
PRINCIPAL

Place: Rajampet

Date: 18.07.2022

Copy to: Artificial Intelligence and Data Science Department for information
Copy to: Administrative Officer for information
Copy to: IQAC for file

