

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, RAJAMPET-516126

INTERNAL AUDIT REPORT

Name of the Department : **COMPUTER SCIENCE AND ENGINEERING**
Year : **2021-22**
Date of Audit : **16.07.2022**
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, PSOs are exists.• Rubrics are defined for PEOs assessment and data is available.• Vision and Mission relevant file is not available during audit team Visit.• Audit team felt that there might be a changes in Vision and Mission statement, if department not revised Vision and Mission statements after AY 2014-15. <p>Reason: There were many changes made in R19 and R20 regulations.</p> <p>Course Outcomes and Program Outcomes are exists and placed them in syllabus copies and supplied to the students.</p> <p>Course Outcomes framing procedure documents are not available during Audit Team Visit on 16.07.2022</p>
2.	Defining intended Course and Program Outcomes	

3. Identification of Curricular gaps and strategy to bridge the gaps.	<p>Gap analysis is not yet completed for R15 and R17 regulations to revise the curriculum / regulations of R19 and R20.</p> <p>Gap analysis work assigned to course coordinators and they collected reflections from the concerned faculty members, but assessment part was not completed yet. Continuous Quality Improvement (CQI) is also not addressed.</p>
4. Teaching learning process, Handouts and preparatory notes	<p>Maintaining very well.</p>
5. Summative and formative assessments of outcomes of students and its action taken	<p>Assessment was completed for R15 and R17 regulations, but the department using different assessment formats. Audit team noticed that the department using software for assessment process. No other department using such software.</p>
6. Report on quality of question papers set by experts	<p>Note: As we discussed in several meetings, every department follow common format which are supplied from Principal Office.</p> <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	<p>Not yet done. Short term and long term goals are not defined for AY 2021-22</p>
8. Recommendations of Department Advisory Board / Program Assessment committee / Feedback assessment committee and its follows up action.	<p>Department Advisory Board, Program Assessment committee, Feedback assessment committees are exists. Feedback samples are taken from students and done analysis. Follow up actions are missed.</p>
9. Course allocation file maintenance	<p>Course allocation was done. Relevant file not available during audit team visit.</p>
10. Work load allocations	<p>Distribution of formative load for teachers is not yet implemented in the Department.</p>

11. Minutes of Departmental meetings	Meetings are scheduled in regular intervals and discussed issues, but action taken reports are missed.
12. Results analysis of semester in relation to set targets.	Results analysis was taken up. Target values for assessment are not considered based on the previous results and same is not recorded in any meetings minutes. Documentary evidences are not available.
13. Consultancy services provided and revenue generated	File available. Data furnished up to 2018-19 only.
14. Slow Learners / advanced learners	File exists. Students are identified and scheduled some remedial classes. Policy of slow learners / advanced learners identification is missed in file.
15. Course files	Courses files are prepared by their own contents. Index of course file is supplied to all the Departments. Audit team is suggested to the Department to follow index of course file uniformly.
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	Alumni data is available in the department, but meetings are not scheduled in the department level.
20. Review on Syllabus completion status	Initiated in departmental level but proper documentation is missed.
21. Feedback on Curriculum	Feedback collected from the students and samples are filed. Analysis and action taken is missed

22. Maintenance of Laboratories

Well defined procedure exists and maintaining laboratories very well

23. Research Publications

Files exist. Research Policy, Consultancy policy and seed money policies are missed. In the AY 2021-22, twelve research papers were published.

24. Quality Project assessment

Quality Project identification and Quality Project Assessment was done. Relevant file is not available during audit team visit.

25. Higher Education related matters


Department maintaining records of GATE aspirants along with their Hall Tickets and other relevant documents.


Overall Observations:

Sufficient man power is available. Well-furnished laboratories are available. Good infrastructure with built-up area of 60, 208.80 square feet is available. In addition to the above, ramps and workshops are also available. Retention period of department is low, due to faculty left the institute recently.

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 and other statutory bodies.


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Dean, Academics


Dr. SMV Narayana
PRINCIPAL

Place: Rajampet
Date: 16.07.2022

Copy to: Computer Science and Engineering Department for information
Copy to: Administrative Officer for information
Copy to: IQAC for file

