

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, RAJAMPET-516126

INTERNAL AUDIT REPORT

Name of the Department : **ELECTRONICS AND COMMUNICATION ENGINEERING**

Year : **2021-22**

Date of Audit : **15.07.2022**

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 |
|------------|--|---|
| | | Vision, Mission, PEOs, PSOs are exists. |
| 1. | Vision and Mission of the Department along with Short term and long term goals | <p>Audit team suggested reviewing the Program Educational Objectives (PEOs), because of existing PEOs are defined considering R13 and R15 regulations and curriculum.</p> <p>Reason: There were many changes made in R19 and R20 regulations.</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.</p> <p>Course Outcomes framing procedure documents are not available and such course outcomes are not recorded either in Departmental Advisory Board or Board of Studies.</p> |

| | |
|---|---|
| 3. Identification of Curricular gaps and strategy to bridge the gaps. | Gap analysis is not yet completed for R15 and R17 regulations to revise the curriculum / regulations of R19 and R20. |
| 4. Teaching learning process, Handouts and preparatory notes | 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. |
| 5. Summative and formative assessments of outcomes of students and its action taken | Maintaining very well. |
| 6. Report on quality of question papers set by experts | Assessment was completed for R15 and R17 regulations. Action taken was missed for all courses |
| 7. Strength, Weakness, Opportunities and Challenges (SWOC) analysis | 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. |
| 8. Recommendations of Department Advisory Board / Program Assessment committee / Feedback assessment committee and its follows up action. | Not yet done. Short term as well as long term goals for 2021-22 is not defined. |
| 9. Course allocation file maintenance | 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. |
| 10. Work load allocations | Course allocation was done. Choices of courses are collecting from faculty by using Forms but HOD / Concern In charge remarks are missed during course allocation to the concerned teachers. Minutes are not recorded. File not available during audit visit. |
| | Distribution of formative load for teachers is not yet implemented in the Department. |

| | |
|--|---|
| 11. Minutes of Departmental meetings | <ul style="list-style-type: none"> • Meetings are not scheduled in regular intervals. • Conducted meetings action taken reports are missed. • Audit team is suggesting to the department to conduct all faculty meetings at least once in a month to discuss academic and administrative issues in the department level and record the meeting minutes in order. |
| 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 is available during audit process with 2018-19 and 2019-20 data. No data for AY 2020-21 & 2021-22 |
| 14. Slow Learners / advanced learners | <p>File available. Students are identified and scheduled some remedial classes. Policy of slow learners / advanced learners Identification is missed in file. Identification / computation procedure for slow / advanced learner's data is not available.</p> <p>Courses files are prepared as per Index of course files circulated by Principal office.</p> |
| 15. Course files | Still few items were missed in course file. They are: 1. Department event calendar, 2. Performance improvements of slow learners, 3. List of the teachers who handled the course over the years, 4. List of students failed in the end exam |
| 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 and signing on attendance register, but he is not verifying regular intervals. Audit team observed that verified after 20 days of course commencement and before 10 days of course closure. Audit team suggested that the HOD verify lesson plans in regular intervals i.e., for every 15 days before submission of Fortnight reports to Principal Office. |
| 19. Alumni meetings | Not yet scheduled any meeting 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, Eight research papers were published. |
| 24. Quality Project assessment | Quality Project identification and Quality Project Assessment was not yet done. Rubrics are not defined for Quality assessment. |
| 25. Higher Education related matters | Department maintaining records of GATE aspirants along with their Hall Tickets and other relevant documents. Department scheduled GATE coaching classes beyond working hours |

Overall Observations:

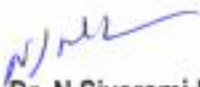
Sufficient man power is available. Well-furnished laboratories are available. Good infrastructure with built-up area of 69,613.25 square feet is available. In addition to the above, lift, ramps and department library are also available. One third of faculty in the department is ratified and their retention period is an average of 3.6~4. Documents in files are not prepared well. Audit team observed that Head of the Department signatures are missing in important documents. It is observed that who are relieving from the department they are not transferring their allotted work files properly.

Department Looking for:

For the purpose of in-house research and projects students, a dedicated Computer laboratory with 65 high end configuration desktops to run MATLAB, VLSI design related software's.

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.



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: 15.07.2022

Copy to: Electronics and Communication Engineering Department for information

Copy to: Administrative Officer for information

Copy to: IQAC for file

