

## **ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, RAJAMPET-516126**

### **INTERNAL AUDIT REPORT**

Name of the Department : **ELECTRICAL AND ELECTRONICS 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**

1. Vision and Mission of the Department along with Short term and long term goals

- Vision, Mission, PEOs, PSOs are available.
- Vision and Mission is modified in the year 2010 and analysis part is missed in vision and mission file.
- Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) are modified in the 2018 by considering R15 Regulations.
- Rubrics are defined for PEOs assessment and data is available.

2. Defining intended Course and Program Outcomes

- Course Outcomes and Program Outcomes are exists and placed them in syllabus copies and supplied to the students.
- Course Outcomes framing procedure, assessment documents are available but approved COs are not recorded in respective Board of Studies.

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.
- 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.

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 was completed for R15 and R17 regulations. Evidences are available. <ul style="list-style-type: none"> <li>• This work is initiated in the Department.</li> <li>• 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.</li> </ul>
6. Report on quality of question papers set by experts	
7. Strength, Weakness, Opportunities and Challenges (SWOC) analysis	Not yet done. Short term as well as long term goals for 2021-22 is not defined.
8. Recommendations of Department Advisory Board / Program Assessment committee / Feedback assessment committee and its follows up action.	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.
9. Course allocation file maintenance	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.
10. Work load allocations	Distribution of formative load for teachers is not yet implemented in the Department.
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 is available with 2018-19 and 2019-20 data.

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. Follow-up actions are also missed in file.

Courses files are prepared as per Index of course files circulated by Principal office.

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

Lesson Plan Copy is available in the Department. 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. Department organized activities with esteemed alumni for the benefit of the students. 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. Action taken was 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, 11 research papers were published.

24. Quality Project assessment

Quality Project identification and Quality Project Assessment was done.



25. Higher Education related matters

Department maintaining records of GATE aspirants along with their Hall Tickets and other relevant documents up to 2019-20. No data available from AY 2020-21 onwards.

**Overall Observations:**

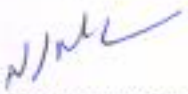
Sufficient man power is available. Well-furnished laboratories are available. Good infrastructure with built-up area of 65,872.75 square feet is available. In addition to the above, lift, ramps and department library are also available. One third of faculty in the department is ratified and their retention period is an average of 3.6~4. Admissions were quite less, because Electrical and Electronics Engineering branch facing tough time as compared to Computer and IT branches due to better chances of placement in the Information Technology sector. 500 Kwp solar power generation plant was monitor and maintained by the department.

**Department Looking for:**

For the purpose of in-house research and projects students, a dedicated Computer laboratory with 30 high end configuration desktops to run MATLAB, Power System Simulation and DSpace software's

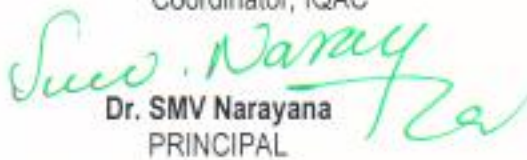
**Suggestion:**

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.

  
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Dean, Academics

  
Dr. SMV Narayana  
PRINCIPAL

Place: Rajampet  
Date: 15.07.2022

Copy to: Electrical and Electronics Engineering Department for information  
Copy to: Administrative Officer for information  
Copy to: IQAC for file

