

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, RAJAMPET-516126

INTERNAL AUDIT REPORT

Name of the Department : HUMANITIES AND SCIENCES
Year : 2021-22
Date of Audit : 19.07.2022
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 of the department is available.• Short term as well as long term goals for 2021-22 is defined
2.	Defining intended Course and Program Outcomes	<ul style="list-style-type: none">• Course Outcomes for First year courses is defined well and placed them in syllabus copies and supplied to the students.• Course Outcomes and Program Outcomes mapping was done.• Course Outcomes framing procedure, assessment rubrics and assessment documents are available.• Course analysis was done and it is available in form of softcopy.• Indirect assessment questionnaire forms for each course are available.
3.	Identification of Curricular gaps and strategy to bridge the gaps.	<ul style="list-style-type: none">• 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 was completed for R19 and R20 First years courses.

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| <p>6. Report on quality of question papers set by experts</p> | <ul style="list-style-type: none"> • Not yet done. • Quality Assurance of examination question paper is mandatory. • The faculty is responsible to adopt the procedure for the quality assurance of the contents in the examination question papers. |
| <p>7. Strength, Weakness, Opportunities and Challenges (SWOC) analysis</p> | <p>Not yet done.</p> |
| <p>8. Recommendations of Department Advisory Board / Program Assessment committee / Feedback assessment committee and its follows up action.</p> | <ul style="list-style-type: none"> • Department Advisory Board, Program Assessment committee, Feedback assessment committees are exists. • Feedback samples are taken from students on faculty and analysis part also completed. • Issued memos based on threshold value which is computed at respective engineering departments, such information is not sharing with H&S department for filing. |
| <p>9. Course allocation file maintenance</p> | <ul style="list-style-type: none"> • Course allocation was done. Head of the department allocate courses to the teachers. • Course allocation policy is recorded in Program Assessment Committee meeting minutes. |
| <p>10. Work load allocations</p> | <p>Distribution of formative load for teachers is not yet implemented in the Department.</p> |
| <p>11. Minutes of Departmental meetings</p> | <p>Meetings are scheduled in regular intervals and discussed issues, but action taken reports are missed.</p> |
| <p>12. Results analysis of semester in relation to set targets.</p> | <ul style="list-style-type: none"> • Results analysis was taken up at respective engineering branches. Low pass percentage faculty details are available in the department. • Faculty members received memos based on the threshold value which is computed at engineering departments, such information is not sharing with H&S department. |

	<ul style="list-style-type: none"> • No appreciation letters found in the department for 100% result achievers, because it is not initiated at Principal Office yet.
13. Consultancy services provided and revenue generated	File is available. No consultancy work initiated yet.
14. Slow Learners / advanced learners	File available along with Policy. Students are identified and scheduled some remedial classes.
15. Course files	Course files are prepared as per Index of course files circulated by Principal office.
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. Review on Syllabus completion status	File available
20. Maintenance of Laboratories	Well defined procedure exists and maintaining laboratories very well
21. Research Publications	Files exist. Research Policy, Consultancy policy and seed money policies are available. In the AY 2021-22, 22 research papers were published.

Overall Observations:

Sufficient man power is available (almost 38 members). Good infrastructure and state-of-art laboratories are available. 20% of faculty in the department is ratified and their retention period is an average of 5.6 ~5.8. The department is strengthened by experienced faculty in each subject of Mathematics, English, Physics, Chemistry, Environmental Science, Universal Human Values (UHV-1 & 2), Soft Skills and Life science for Engineers. The faculty is highly qualified and indulges in academic activities like writing text

books and conducting conferences and publishing research papers. The Department provides an outstanding research environment.

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.


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Dean, Academics


Dr. SMV Narayana
PRINCIPAL

Place: Rajampet
Date: 19.07.2022

Copy to: Humanities and Sciences for information
Copy to: Administrative Officer for information
Copy to: IQAC for file

