

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, RAJAMPET-516126

INTERNAL AUDIT REPORT

Name of the Department : **MECHANICAL ENGINEERING**
Year : **2021-22**
Date of Audit : **14.07.2022**
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 |
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| 1. | Vision and Mission of the Department along with Short term and long term goals | <p>Vision, Mission, PEOs, PSOs are exists. Audit team suggested reviewing the Program Educational Objectives (PEOs), because of existing PEOs are defined considering R15 and R17 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. | <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> |

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| 4. Teaching learning process, Handouts and preparatory notes | Maintaining very well. |
| 5. Summative and formative assessments of outcomes of students and its action taken | Not yet done for R17 regulations 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. |
| 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 Google Forms. Department constituted a six men committee to allocate courses as per the choices opted by faculty members. Remarks are not mentioned by six men committee or Head of the Department during course allocation to the concerned teachers. |
| 10. Work load allocations | Not yet implemented in the department. Distribution of formative load for teachers-hours per week is mandatory. |
| 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 not available at the time of audit |

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| 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 | Exists |
| 17. Roll List and re-registered (detained) students | Exists |
| 18. Lesson plans by faculty members | Exists. Head of the department is verifying lesson plans in regular intervals and signing on attendance register. |
| 19. Alumni meetings | Not yet scheduled any meeting in the department level. Waiting for orders from Principal Office. |
| 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, three research papers were published. |
| 24. Quality Project assessment | Quality Project identification and Quality Project Assessment was not yet done. |

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 49, 107.97 square feet is available. In addition to the above, ramps and workshops are also available. Almost half of the faculty members from the department are contributing much to the development of Institute. Two third of faculty in the department are ratified and their retention period is more. Admissions were less, because mechanical Engineering branch facing tough time as compared to Computer and IT braches due to better chances of placement in the Information Technology sector.

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: 14.07.2022

Copy to: Mechanical Engineering Department for information
Copy to: Administrative Officer for information
Copy to: IQAC for file

