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6.5 Internal Quality Assurance System

6.5.2(c) Structures & methodologies of operations

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Academic Audit - 1 Report, 2022-2023

Date: 22.04.2023

Date of Audit: 18th and 19th April 2023

S. No.	Department	Auditor Names	Audit Observations	Compliance Status
1	Civil Engineering	Dr. S.Chiranjeeva Rao Dr. M.Eswara Rao	**Course File:** 1. DRC CCM 3 to 5 not available 2. SWM-Plan for tutorials has to be updated 3. Survey lab-Lab manual has to be filed in course file 4. NM and BMCT-answer key available-mark distribution has to be specified	1. The CCM 3 to 5 of DRC has been updated in the course file 2. Plan for tutorials of SWM has been updated in course file 3. Lab manual of survey lab has been filed in course file 4. Mark distribution for answer key is updated
4			**CTLP lecture** 1. CTLP for DM and SWM is updated for 2 units only 2. BPD CTLP is pending	CTLP of all units for DM,SWM and BPD has been uploaded
3			**Mentoring File** Percentage of attendance to be mentioned in the mentoring form Counselling to be uniformly conducted, action taken is not completed	Percentage of attendance is updated in the mentoring form Action taken is updated in the mentoring file
4			**Academic Callender** 1. Not Updated	It is updated
5			**ECC and CC participation** STU/F-14 is pending	STU/F-14 is updated
6			**Programs organised** 1. ADM/F-6-STEPCONE not updated 2. ADM/F-18-Top sheet to be maintained	1.STEPCONE data are updated 2.Abstract sheet is updated 3.Proofs are updated as per the abstract

			3. ADM/F-37-Mismatch between proof and abstract	
7			**CO-PO attainment** 1. 2022-23-available upto sixth semester	Planned to prepare co-po attainment as per new template for the AY 2022-2023
8			**Full semester Internship** Question paper and review wise split up pending	QP and review wise split up is updated.

Academic Audit (Internal) Report, 2022-23

Date: 01.05.2023

Date of Audit: 17th and 18th April 2023

S. No	Dept.	Auditors	Audit Observations	Compliance Status
1	CSE	1. Dr. A. Sudhakar 2. Dr. A Sivasangari 3. Dr. D. Dhanalakshmi 4. Dr. S. Ravi Babu	**Course File:** • **7th Semester SPM** Handout not updated in LAN. • **5th Semester: CN, WPL** End Semester result is missed. CTLP is not in format • **3rd Semester: EEPM** Lecture Notes no. Not available • **3rd Semester: DMS** CTLP Not Uploaded **ther Files:** • **AMC Meeting:** Minutes are not clearly minuted like attendance, coursera courses, follow ups are not available for 3rd Semester • **CTLP Lecture:** EEPM, DMS, MPMC, EDA, SPM These courses handout signatures are not there	• Handout Updated • Included the End Semester results and CTLP Done • Updated. • Uploaded. • Will do the followup next time onwards. • All signatures have done.

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				• **Mid Exam Question Papers:** DS, AIML, TOC, SPM need to be updated	• Updated.
				• **Mentoring Files:** Some Students Mentoring sheets not updated.	• Updated.
				• **Academic Calendar** 2022 – 2023 is Missing	• Done.
				• **Programs Organized by the Department (Guest Lecture, Workshops (STEPCONE), Seminar, FDP, etc.,:** • F-36 and F-37 Separate files to be maintained.	• Done.
				• **Placement File** Need to be updated	• Updated.
				• **Project File:** F-41, F-19 need to be updated .	• Updated.
				• **Autonomous File:** F-33, F-34, F-35 files to be updated.	• Updated.
					(HOD-CSE)

Academic Audit (External) Report, 2022-23

Date: 16.09.2023

Date of Audit: 21st April 2023

S. No	Dept.	Auditors	Audit Observations	Compliance Status

1	ECE	5. Dr. G.Tirumala Rao
		6. Dr. M.Vykunta Rao
		7. Dr.M. Sateesh
			Course File:
			• **3rd Semester: Dr.GBSR Naidu**
			  CCM are to be kept and result analysis are to be analyzed for RVSP Course
			• **3rd Semester : Dr. Anantha Rao**
			  No LCD File available for verification
			• **5th Semester : Dr.T.Geethamma**
			  Result analysis not updated in the register for LDIC course
			• **5th Semester : Dr.Babji Prasad**
			  Gap analysis need to be placed for ITCT course
			• **7th Semester: Dr.T.Prabhakar**
			  No traces of plan for tutorials in UHF & EHF Communication
			
			other Files:
			    Answer Scripts (Sample Verification of MID exam answer scripts)
			    In 3rd semester EDC, 20% and 80% conversion not done.
			
			• **CTLP Lecture:**
			  Few files are not opened and few courses are partially uploaded
			• **Department Newsletter:**
			  Not updated for the odd semester
			• **R & D File**
			  Proofs of publications are not maintained in R& D file
				• Checked and verified that it is in line with the given format.
				
				• It is checked and verified
				
				• Updated and verified
				
				• Checked and verified that it is in line with the given format.
				
				• Plan for tutorials are available
				
				• Informed the concerned faculty and ensured
				
				• Informed the concerned faculty to upload
				
				• Updated and verified
				
				• It is maintained in faculty personal file
				
				(HOD-ECE)

Academic Audit - 1 Report, 2022-2023

Date of Audit: 17th and 18th April 2023

S. No.	Department	Auditor Names	Audit Observations	Compliance Status
1	Information Technology	Dr. D. Suresh Dr. G. Chandrasekhar Dr. T. S. L. V. Ayyarao	**Course File:** 5. Academic calendar, CCMs, MID QPs and Schemes, MID-1 and MID-2 result analysis and slow learner class data not updated in OOPS through Java. 6. Final exam assessment pending for FOS 7. Only verified DBMS, DS, OOPS through Java, EDA, DAA, SEP, CC and FOS; not showing other course files	5. The OOPS through Java course for the AY 2022-2023 has been updated with all aspects. 6. It was updated. 7. Max of the course files is updated, and few courses are balance to update it could be verified in couple of weeks
2			**Answer Scripts verification** 1. SPM and PE 7th Sem OBE marks are not entered. 2. OS 3rd Sem (1209 & 1259) 7th Q marks are not entered for MID-1 (inside of the script)	Updated as per auditors' guidelines
3			**MID exam analysis & Remedial action for slow learners** 1. Not updated	We have done classes for slow learners and maintained the slow learner session wise sheets also but need to keep those sheets in file from respected Course Handling Faculties
4			**CTLP lecture** 3. Tutorials, QPs, Handouts, Syllabus are not updated.	It was updated in online portal by all the faculties but there was an error at that movement

				4. CTLP for AI course not available 5. Some of the notes are not in CTLP format	
5				**Academic Callender** 2. Not Updated	Its updated
6				**Research and Development** 1. Not in order and Total count is not matching	Research coordination has prepared conference publications, journal publications in order & the count also match with the existing data
7				**CO-PO attainment** 2. N/A	Planned to prepare co-po attainment as per new template for the AY 2022-2023
8				**Autonomous Files** 1. No BOS meeting conducted in ODD Sem	There is no external BoS arranged in odd semester for the AY 2022-2023. Internal BoS meeting has done for few courses modifications and updated along with communication also happened with BoS members
9				**Survey & Feedback** 1. Employer survey & feedback need to be updated; stamp of the employer is not available	Few of employer survey has updated & remaining we need to collect from the CDC

Internal Quality Assurance Cell (IQAC)
Academic Audit (External) Report, 2022-23

Date: 30.04.2023

Date of Audit: 17ᵗʰ to 19ᵗʰ April 2023

S. No	Dept.	Auditors	Audit Observations	Compliance Status
1	EEE	1. Dr. Yogesh Mishra 2. Dr. K.Santa Rao 3. Dr.S.S.G.Prasad	**Mid exam question paper and Answer Key:** • 5ᵗʰ Semester: Fundamentals of Object-Oriented Programming-Mid-1 and Mid-2 questions papers and schemes are not available.	• Uploaded the same in the website.
			ECCC Participation & Prize won by the students in Odd Semester: • Activity attendance statement is missing.	• Activity attendance statement is attached.
			Programs Organised by the department: • ADM F-36, 37 files not updated	• ADM F-36, 37 files are updated
			Placement file: • Offer letters of some companies are not available as the company not yet provided.	• Offer letters are collected from the students
			One credit course: • File not updated	• File updated as per the suggestion
			Autonomous File: • ADM F-35 file is pending	• Information is collected and updated as per the suggestion
				(HOD-EEE)

CIRLCULAR

GMRIT/-2023-24:   **20.12.2023**

The IQAC of GMRIT would like to inform all concerned departments that the external audit for the AY-2022-23 is tentatively planned to be conducted in the first week of January, 2024. All the concerned Heads are requested to prepare accordingly.

Head-IQAC

Principal