Internal Quality Assurance Cell, GMRIT

CIRCULAR

GMRIT/-2022-23: 2   **20.09.2023**

The IQAC of GMRIT would like to inform all concerned departments that the internal audit -2

for the AY-2022-23 is planned to conduct on **22nd, 23rd & 25th Sept 2023.** All the concerned

Heads are requested to prepare accordingly.

IQAC COORDINATOR

GMRIT, Rajam

GMR Institute of Technology
An Autonomous Institute Affiliated to JNTU-GV, Vizianagaram

Internal Quality Assurance Cell, GMRIT

List of Auditors for the IQAC Audit-2, AY-2022-23

Above is the list of auditors for the IQAC audit scheduled on 22nd, 23rd & 25th Sept 2023.

S. No	Auditor Name	Affiliation
	Team-1	
1	Dr. A Sudhakar	Assoc. Professor-ECE
2	Dr. V Srinadh	Assoc. Professor-CSE, Member, IQAC
3	Dr T R Vijay Babu	Assoc Professor-Mech, Member, IQAC
	Team-2	
1	Dr. T Geethamma	Assoc. Professor-ECE, Member, IQAC, ISO
2	Dr S Ravi Babu	Assoc. Professor-Mech, Member, ISO
3	Dr. Sireesha	Asst Professor-Mech, Member, ISO
	Team-3	
1	Dr. P Kanchanamala	Assoc. Professor-IT, Member, IQAC, Member, ISO
2	Dr. G. Indira Kishore	Asst. Professor-EEE, Member, IQAC
3	Dr Rajesh Patnaik	Assoc. Professor-EEE
	Team-4	
1	Dr Viswanath	Asst. Professor-BSH, Member, IQAC
2	Dr. A. Siva Sangari	Assoc. Professor-ECE, Member, IQAC
3	Dr. M Vykunta Rao	Assoc. Professor-Mech, Member, ISO
	Team-5	
1	Dr. S Siva Gowri Prasad	Asst. Professor-CIV, Member, ISO
2	Dr. K Santa Rao	Assoc. Professor-Mech, Member, IQAC
3	Dr. Yogesh Mishra	Professor, Dept. of ECE
	Team-6	
1	Dr. T.S.L.V Ayya Rao	Asst. Professor-EEE, Member, IQAC
2	Dr. G Chandra Sekhar	Professor, Dept. of EEE, Member, ISO
3	Dr. D. Suresh	Asst. Professor-ECE
	Team-7	
1	Dr. S Chiranjeeva Rao	Assoc Professor-Mech, Member, IQAC
2	Dr. K Arvind	Asst. Professor-CSE, Member, ISO
3	Dr. M. Eswara Rao	Asst. Professor-BSH, Member, IQAC
	Team-8	
1	Dr. Jayasree	Assoc. Professor-CSE, Member, IQAC
2	Dr. G V S S Sharma	Assoc Professor-Mech, Member, IQAC
3	Dr. J Sridhar	Assoc Professor-Mech, Member, IQAC

IQAC COORDINATOR

GMRIT, Rajam

List of files to be verified during the Academic Audit 2022-23

S. No	File	Documents to be verified	ISO files need to be verified
1	Course File (Theory & Lab)	• All documents to be filed as per the index sheet of the course file.	
2	Answer scripts (Sample verification of MID exam answer script)	*Verification of* • Inside evaluation • Evaluation based on schemes prepared • Completion of first page entry	
3	MID exam Analysis & Remedial action for slow learners	• Micro-level analysis of Mid exam performance and action taken for slow learners. It will be discussed in the course coordinators' meeting and should be filed in the course file. *Proofs for slow learners remedial class:* • Schedule/ List of Students/ Attendance / Assignment given/ Test conducted etc.	ADM/F-02 ADM/F-24
4	AMC meeting	• 2 meeting / semester • Meeting minutes and action taken for the grievances received if any.	
5	Parents intimation for less than 75% attendance	• SMS/ Letter send to the parents on every month.	
6	CTLP lecture	• Updated lectures to be uploaded in LAN. Auditors will verify in LAN portal for the current semester courses.	
7	Mid exam Question paper & Answer key	• Scanned or PDF copy to be uploaded in LAN	
8	Mentoring files	• Details of Mentees • Counselling conducted in this semester • Academic Performance of mentees • Mentees participation in extra & Co-curricular activities (Certificates)	ADM/F-43
9	Students feedback	• Both Mid semester & End semester feedback • Action taken for less than 4/6 (if any)	ADM/F-04 FAC/F-10
10	Department Meeting	• Minimum 1 meeting/month • Agenda, Faculty attended, Meeting minutes & Followup	
11	Academic Calendar	• Hard copy of the dept academic calendar • Followup of planned activities & Reason for non-conducted activities (if any)	
12	EC CC participation & Prize won by the students in odd semester	• participation & Prize won in ECCC activities like Workshop/ Seminar/ Paper Presentation/ Project Participation/ Quiz/ etc.	STU/F-13 STU/F-14 STU/F-15 STU/F-16
13	Programs Organized/attended by the department (Guest lecture, Workshops (	• Evidence like circular, invitation, photograph, feedback forms- (in case of workshops/ Seminar/ FDP) to be arranged subsequently.	ADM/F-16 ADM/F-18 ADM/F-36 ADM-F-37 FAC/F-07

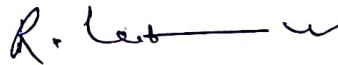|		STEPCONE), Seminar, FDP etc)		
14	Department News Letter	• Hardcopy of the news letter • Softcopy is to be shared to all stakeholders	FAC/F-14
15	Placement file and Higher Education	• List of eligible students • On campus / off campus drive circulars • Students selection list • Offer letter for current batch • Joining letter/ ID card of previous batch students to be collected and filed in previous batch file.	STU/F-10 ADM/F-30 STU/F-17
16	R& D File	• Faculty Publication in Journals & Conferences (Consolidated List & Proofs) • List of Funding proposals submitted & Sanctioned • MOUs	ADM/F-22 ADM/F-38 ADM/F-39 ADM/F-40 FAC/F-03 FAC/F-04 FAC/F-12
17	CO-PO attainment	• Soft copy of CO & PO attainment of 2017-21 batch (up to seventh semester) • Exit survey from current final years • Soft copy of CO & PO attainment of 2016-20 batch (Up to 5th semester) • Soft copy of CO & PO attainment of 2017-21 batch (up to third semester)	ADM/F-06
18	Project File	• Project Allocation • Review Circulars & Attendance • Internal Assessment using Rubrics • Internal Mark Statement	ADM/F-19 ADM/F-41 ADM/F-42
19	Full Semester Internship	• List of Students and supervisor (Company wise) • Internal Assessment using Rubrics • Diary • Internal mark calculation • Interaction with supervisors	STU/F-12
20	One Credit Course	• Circular • Resource Person Details • Schedule • List of Students & Attendance • Assessment and marks • Feedback from students	
21	Value added Course	• Circulars • List of Students • Course Schedule • Course material • Feedback forms	ADM/F-20 ADM-F-23
22	Autonomous Files	• BoS • ATR, etc.	ADM/F-33 ADM/F-34 ADM/F-35
23	Survey/Feedback forms	• All survey & Feedback forms collected and ATR	

Internal Quality Assurance Cell (IQAC)
Academic Audit-2 Report, 2022-23

Date of Audit: 25th to 27th September 2023

Date: 03.10.2023

S.No	Department	Auditor Names	Audit Observations	Compliance Status
1	Basic Science and Humanities	Dr.P.Kanchanamala, Dr.G.Chandra Sekhar, Dr.Vijay Kumar babu	**1.COARs:** All subjects COARs are pending because of new format, poting taken long time	Except one subject PS&PS (1st Sem), all subjects COARs completed.
2			**2. Engineering Drawing:** **Course Coordinators-Dr Athibaranan & Dr Pandimani** NO CCMs available	Now available
			NO COPO mapping	Now available
			No Batch Saggregation	Now available
			No Individual MID analysis	Now available
			Marks Statements given in 15+10 format should be given in 20+5 format	It is in process
3			**3. Engineering Workshop:** Augment Experiments allocation pending	Completed
			In some internal marks list is different	It is in process
4			**4. IT Workshop** Marks distribution internal marks list is different	Change in process
5			**5. ACE Lab (Dr M Eswara Rao, Dr S K Patnaik)** Internal marks format is not correct	It is in process
			Index sheet is changing one to one other faculty	Changed
6			**6. Engineeirng Chemistry Lab: (Dr N Santhoshkumar)** Experiment wise CO PO mapping not there	Completed
			Internal marks statements are not correct	Change in process
			Action Plan and makeup classes not available	Available
7			**7. Engineering Physics lab(Dr A Rambabu, Dr D Govinda)** Augment Experiments allocation not there	Available
			Internal marks statements are not correct	Change in process
8			**8. Internal Exams Answer Scripts (incharge-Dr D SrinivasaKumar)** M-II, Chemistry a little deviations that marks not posted inside the scripts	Posting in Process

IQAC-Coordinator

HOD-BS&H