ESTD: 2009

CMR TECHNICAL CAMPUS
UGC AUTONOMOUS
Accredited by NBA & NAAC with 'A' Grade
Approved by AICTE, New Delhi and JNTU Hyderabad

Academic and Administrative Audit Form (For the Departments)
Period to consider for Auditing Process: 1st July, 2023- 30th June, 2024 (CAY: 2023-2024)

PART – I: PRELIMINARY INFORMATION

1. Name of the Department :
2. Date of Visit :
3. Members of the Audit Committee :

    I.   _____

    II.   _____

PART –II: ACADEMIC INFORMATION

S. No	Particulars	Remarks
1	**Courses Offered** **Availability of:** I. AICTE and JNTU Approval letters	

2	**a) Curricular planning and Implementation**
	 Availability of:
	   I. Academic Calendar:
	   II. Academic Planner:
	   III. Course File:
	   IV. Lecture Schedule:
	   V. Time table (Master, Individual Faculty time table, Class wise and Laboratory load time table):
	   VI. BoS Minutes of meeting:
	   VII. Academic Regulation and Guideline for the various regulation:
	
	 b) Add on/Certificate Courses Introduced: (NPTEL/IIT-B Spoken Tutorial/Edu skill/ Product Training/ Any other program with Duration of 30 contact Hours)
	 Availability of: File as per Check list C1 mentioned on the website
	   I. Brochure/Schedule:
	   II. Syllabus
	   III. Certificate Issued on successful completion	

3	(a) **Report (with evidences) on Latest Changes brought in the Revision of Curriculum andSyllabus** **Availability of:** I. Evidences of syllabus for UG and PG Programs and BoS minutes of meeting	

4	**Student Enrollment** **Availability of:** I. Student Admitted List Issued by the Technical Education: II. List of students from second year to final year :			

a) Faculty Information

Designation	Required	Available
Professors	3	3
Associate Professors	6	6
Assistant Professor	18	8
Total (1:20)	27	27

b) Teaching Experience (within CMRTC) of the Faculty in the Department:

Tenure	No. of Faculty
More than 4 Years	0
Between 3 to 4 Years	0
Between 2 to 3 Years	11
Between 1to 2 Years	16
Below 1 Year	0

c) Faculty members with
   i. Ph.D. qualification:
   ii. Post Graduation Qualification:
   iii. Any Other (specify):
          FSR Ratio (UG):_____**PG:**

Availability of:
   I. Faculty personal Files
   II. Staff Attendance Register
   III. Faculty List

6	**Number of computers available:**	
7	**Report on Laboratory-wise Facilities with the following data:** **Availability of:** Student log book ,Purchase orders, Invoices, Licences, Stock Registers, Lab Manual, Sample Records and experiment Beyond the Syllabus	
8	**Details of Department Library:** (i) Number of Titles: _____ (ii) Total volumes of Books: _____	
9	**Catering to Student Diversity (Slow learner and Advance learner).** **(a) For Slow learner:** I. Course wise list of students with less than 14 marks in Mid-I II. Attendance Register of Makeup/Remedial/Bridge Course **(b) For Advance learner** **Availability of:** Activity File: Association Activities, Advanced training and Student skill development workshop	
10	**Mentoring:** **Availability of:** **Mentee-Mentor List ,** Mentoring Forms	

11	**Student centric methods (Experiential learning, participative learning and problem-solving methodologies):** **Availably of:** Files related to Project Evolution Process, Association activities organized, Hackathons and Student workshops organized , Seminars	
12	**Adheres to the academic calendar for Teaching Learning process:** **Availably of:** Files related to Syllabus coverage report	
13	**Mechanism of internal assessment:** **Availably of:** Files related to Internal Marks and Request letter received from students related internal grievance	
14	**Programme and course outcomes for all Programme offered:** **Availability of:** Files related to Course Outcomes and program outcomes attainment	

15	(a) **Report on overall Results (B.E/B. Tech)**
	
	 • **Passing Out Batch Students PC**
	 a) **Report on Semester wise result (B.E/B. Tech)**
	  • I Semester Pass %
	  • II Semester Pass %
	Availability of: Result analysis file	

16	**Report on Training Activities Conducted for Student** **Number of Courses Conducted during the year:** **Availability of:** Training File – Semester wise module taught	
17	**Progression to Higher Education** (a) Number of Students Qualified state/National/International Exam: (b) Number of Students admitted in Higher studies **Availability of:** Higher Education File	
18	**Number of awards/medals for outstanding performance in sports/cultural:** **Availability of:** Students excel in sports/cultural	
19	**Report on Co-Curricular and Extra-Curricular Activities (with evidences)** **Availability of:** Activity files (As per Check list C2 available on website)	
20	**(a)Report on Faculty Improvement/Enrichment Programmes:** (a) Number of FDP /STTP/Workshops/Conference/ Seminars organized by the Department: (b) Number of Faculty attended FDP /STTP/Workshops/Seminars/Conference: **Availability of:** 1. Events organised Files in the Check list C3 format available on website 2. FDP attended file	

21	**(a)Report on**
	 Research Publications:
	
	 (a)No. of publications in Journals:
	      • UGC:
	      • Scopus:
	      • SCI:
	
	    (ii) No. of publications in Conferences
	      • National :
	
	      • International:
	
	      Scopus indexed:
	
	      Non Scopus indexed:
	
	 Availability of: List Publication with First page of Article
	
	  (b) Report on Patents/ copyrights/Industrial Designs:
	 Published:_____ (ii)Granted:____
	 Availability of: IPR File	

22	**(a) Report on Ongoing Research/Sponsored Research Project Details:**
	      Availability of: Research Grants File
	    (a) Report on Consultancy Details
	 Availability of: Consultancy	

23	**Report on Stakeholder's feedback** Evidences of Feedback reports and action proposed /taken for (i) Program exit survey (ii) Course exit survey (iii)Alumni (iv)Employers (vi) Parents iii) Feedback on Faculty (semester wise) **Availability of:** Feedback reports and action proposed/taken reports	
25	**Report on Minutes of meetings and also on action taken/initiated respectively** (a) Board of Studies (b) Department Advisory Committee (c) Program Assessment Committee (d) Project Review Committee	
26	**MoUs with Industries /Institutes its outcomes: (no of internships, activities conducted…etc)**	
27	**Any other Relevant information:**	

Signature of HoD

Note: Remark should be – Verified Ok, verified suggested minor Changes, verified suggested major changes and Verified Not Ok

PART – III: Action Taken Report

Action taken report of the previous year "Academic Audit" findings and the effectiveness of the same:

Signature of HoD

Part IV: Office Use Only

Name of the Auditor and Designation	Signature	Date

Signature of Director