Anil Neerukonda Institute of Technology & Sciences (Autonomous)
(Affiliated to AU, Approved by AICTE & Accredited by NBA & NAAC with 'A' Grade)
Sangivalasa-531 162, Bheemunipatnam Mandal, Visakhapatnam District
Phone: 08933-225083/84/87   Fax: 226395
Website: www.anits.edu.in   email: principal@anits.edu.in

Department of ...Information... Technology

Format for Academic Audit
(to be filled up by Academic Experts)
Academic year 2018-19

1. **Name of the Auditor**   Dr. G. VENKATESWARA RAO
   Designation   professor
   Address   GITAM University
   Contact no.   9441571553
   Email ID   dr.vrgurrala@gmail.com

2. **Name of the Auditor**
   Designation
   Address
   Contact no.
   Email ID

3. **The days and dates of visit:**

1

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Features of Academic Audit Format

- Academic Audit Format is designed to incorporate the guidelines provided by National Knowledge Commission for various parameters.
- Academic Audit Format is designed to incorporate the most of the parameters related to various stake holders.
- Evaluation is based on nine different parameters indicating academic ambience at the campus at the campus.
- Proper weightage to each parameter as shown below.

S. No.	Parameters of Evaluation	Max Marks
		120
1.	Curricula	100
2.	Academic Facilities	130
3.	Teaching Learning proves	140
4.	Evaluation System	100
5.	Result	100
6.	General Academic Activities	100
7.	Feedback and Corrective Action	110
8.	Faculty Performance / Upgradation	100
9.	Attainment of CO's and PO's of all courses	1000
10.	Total	

- Evaluation is more objective rather than subjective.
- Evaluation provides the specific information about the shortcomings.
- Academic Audit Format includes evaluation of system, students and facility.
- Evaluation of faculty includes evaluation by students as well as higher officer.
- Evaluation of students includes internal continuous evaluation, end semester evaluation, curricular and co-curricular and evaluation and placement.
- Evaluation includes infrastructural and other facilities provided by the institute / department for overall development of students.
- Academic Audit Format manual is being prepared to facilitate the institute / department and the auditor to furnish the information and to evaluate respectively.

Summary

Grading System:

S. No.	Parameters of Evaluation	Max Marks
1.	Curricula	120
2.	Academic Facilities	100
3.	Teaching Learning proves	130
4.	Evaluation System	140
5.	Result	100
6.	General Academic Activities	100
7.	Feedback and Corrective Action	100
8.	Faculty Performance / Upgradation	110
9.	Attainment of CO's and PO's of all courses	100
10.	Total	1000

Grade	Details	Total Marks scored
A+	Excellent	800 and above
A	Good	700-799
B	Acceptable	600-699
C	Not-acceptable	Below 600

1. Strengths : Good documentation, Excellent filing updation in curricula
2. Weaknesses : No, But Always need improvement, Support to encourage
3. Suggestions based on information Encourage students GATE & other exams to a ATE f on-line certification

Name and signature of Auditor

1. _[signature]_

2.

3

1. Curricula

S. No.	Sub-Parameter	Marks Assigned	Marks scored
1.	**Curricula content to provide understanding concepts of (with sufficient practical exposure)**		
	Mathematics and basic sciences	5	5
	Basic Engineering subjects	5	5
	Management and Humanities	6	6
	Programme Core	30	30
	Elective Subjects	6	6
	Interdisciplinary elective subjects	4	4
	Open Elective/Emerging subjects in curricula	4	4
	NPTEL courses/MOOCs	4	4
	Communication and computer skills	5	5
	Proficiency in analysis, synthesis, modeling & simulation and problem-solving skills	5	5
	Innovative and creative abilities	5	5
	Human skills and relations, professional ethics, environment	4	4
	Entrepreneurial skills	4	4
	Hands on training and other industrial needs	4	4
	Self learning practices	4	4
2.	Do the curricula take care of slow and fast learners learning simultaneously ?	10	10
3.	Revision / Upgradation of the curriculum to incorporate appropriate new knowledge systems (based on no. of BoS/ APMC meeting)	15	15
	Total	120	120

Additional Comments / feedback / observations/ advice which may or may not be based on above points: Overall Good, need improvement

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2. Academic Facilities

S. No.	Sub-Parameter	Marks Assigned	Marks scored
1.	No of class rooms with LCDs	5	5
2.	No of laboratories and display of Cos and POs	5	5
3.	No of tutorial rooms	5	5
4.	Faculty rooms / cabins	5	5
5.	Equipments available (curricula and cost wise)	5	5
6.	Computing facilities (including software)	10	10
7.	Research/Project laboratory	10	10
8.	Electric power available for 24 x 7 and power backups	5	5
9.	Audio visual facilities	5	5
10.	Class rooms furniture (quantity and quality)	5	5
11.	Laboratories furniture (quantity and quality)	10	10
12.	No of books e-library, online journals and printed journals related to programme in the central library	10	10
13.	Department library /life long learning resources	10	10
14.	Internet and Wi-Fi facility	5	5
15.	Improvement made in infrastructural facilities during last year	5	5
	Total	100	100

Any additional comments / feedback / observations / advice which may or may not be based on above points:

Good, also needs improvement infacilities.

3. Teaching – Learning Process

Sr. No.	Sub-Parameter	Marks Assigned	Marks scored
1.	**Theory Courses**		
	Course File (Syllabus sheet, Course material, content betond syllabus, MID question papers, Answer sheets, Assignments, External QP, Quizes and Activites)		
	% of subjects for which teaching plan (including books to be referred) is prepared and execution plan submitted at the end of semester (including quality of execution)	10	9
	Quality of teaching plan and notes prepared by faculty	10	9
	Quality of Assignments	10	9
	Case studies/ Mini Projects given as activity for core courses	10	8
	Novel techniques used for effective teaching learning process (including use of A/V aids, development of software/ teaching aids, use or available software, use of available learning resources etc.)	10	9
2.	**Practical**		
	Quality of experiments conducted (Do the experiments designed facilitate the students in generating creative thoughts ?)	10	10
	Availability of laboratory manual and its quality	10	9
	Maintenance of laboratory equipments and new addition	10	9
	New experiments designed by UG/PG Students	10	9
3.	Corrective action taken by department against the students who are absent to the classes regularly	10	9
4.	Staff development programs for Faculty and / or supporting staff including FDP / STTP etc.	10	9
5.	Actions taken by department to improve performance of academically weaker students	10	9
6.	Efforts taken by department to improve overall performance of students including Workshop / Short term course/Hackathons/ Tech fest outside institute etc.	10	10
	Total	130	118

Any additional comments / feedback / observations/ advice which may or may not be based on above points:

very good, always needs improvement

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4. Examination and Evaluation System

No.	Sub-Parameter	Marks Assigned	Marks scored
1	**Examination Process**		
	Strict execution of academic calendar for all examinations	5	5
	Strict execution of academic calendar for declaration of result including revaluation, redressal etc.	5	5
	Transparency in the processes like internal assessment; scrutiny and declaration of result	5	5
	Appropriate weightage for continuous evaluation and end semester examination.	5	5
	Staff appointed for examination (invigilator, squad, office staff etc).	5	5
	Process of appointment of paper setters/ examiners / evaluators / moderators etc.	5	5
	Process of question paper printing and distribution (including quality and format of question paper)	5	5
2	**Quality of internal question papers**		
	Appropriate coverage of syllabus in class test and labelling of COs on the question paper	5	5
	Difficulty level of the question papers including numerical	5	4
	Innovation in question paper (Volume of repeated questions, correlation of question with competitive examinations)	5	4
3	**Quality of external question papers**		
	Coverage of all COs	5	5
	Difficulty level of the question papers (simple to pass and difficult to serve i.e. take care of average as well as sharp students)	5	4
	Do the questions, test and develop the problem –solving skills and students' proficiency in analysis and design ?	5	4
	Whether the marks assigned to the questions appropriate? Are the model answers submitted by paper setters to Examination Cell	5	4
	Language / Clarity / Variety etc in questions (Majority of the questions should not be just like write short note/ explain / discuss etc.	5	4
4	**Does the moderation of each question papers completed before paper printing ?**	5	4
6	**Assessment of Project work / Industrial training/ Internship term work**		
	Continuous assessment of project works/seminars through rubrics	5	5
7	**Assessment Process of theory external papers**		
	Presence of Process for evaluating external papers	5	4
	Model answers and marking scheme	5	4
	Evaluation quality (% of students applying for revaluation and of change in mark cases)	5	4
	Average experience of evaluators	5	5
	Moderation process	5	4
	Revaluation and recounting of answer sheets within mentioned period	5	4

	Does the Complaint Redressal Committee exist to tackle the cases of lapses associated with examinations ?	5	4	
	Whether the photocopy of the assessed paper is made available the students, if requested ? Its duration.	5	4	
8	**Involvement of external faculty member in the examination work as**			
	Paper setter	5	5	
	Evaluator	5	5	
	Examiner for practical / oral examination	5	5	
	Total	140	125	

Additional comments / feedback / observations/ advice which may or may not be based on above points: Overall Good, needs improvent

5. Results

No.	Sub-Parameter	Marks Assigned	Marks scored
1	**Performance of students in examinations (Without backlogs)**	60	51
	% of students passing IV year *0.15		
	% of students passing III year *0.15		
	% of students passing II year *0.15		
	% of students passing I year *0.15		
2	**Overall Performance of students (With backlogs)**	40	33
	% of students passing IV year *0.1		
	% of students passing III year *0.1		
	% of students passing II year *0.1		
	% of students passing I year *0.1		
	Total	100	84

Additional comments / feedback/ observations / advice which may or may not be based on above points: Good, needs improvement

6. General Academic Activities

S. No.	Sub-Parameter	Marks Assigned	Marks scored
1.	Whether all activities performed as per academic calendar ?	10	8
2.	Whether academic processes are student development centric ?	10	9
3.	% of students actually enroll for co-curriculum activities in or out of the Institute >70% 10 marks 30% to 70% linearly distributed <30% 00 marks.	10	7
4.	Whether co-curriculum activities of institute /department are evenly disturbed throughout the year?	5	3
5.	Are emergency issues resolved by conducting Academic Council / Examination Committee meetings which are ratified in subsequent meetings ?	5	4
6.	How much is overall placement of students (in % based on eligible students) and annual pay package ?	10	9
7.	How is the performance of students in Extension of services through NSS / NCC /Unnath Bharath Abhiyan?	10	9
8.	Industrial visits organized by department	10	0
9.	Technical events organized by the department for faculty and students including STTP / Expert lectures / Model or project competition / GD/ etc.	10	8
10.	Entrepreneurship/ Techno idea activities contest in the department	10	7
11.	Performance in competitive examinations like GATE/ CAT/GRE etc	10	8
	Total	100	72

Additional comments / feedback/ observations / advice which may or may not be based on above points: Good, needs improvement

7. Student's Feedback and Corrective Action

. No.	Sub-Parameter	Marks Assigned	Marks scored
1	**Feed back during the semester**		
	Frequency of obtaining student's feedback (Meetings of CRCs etc)	20	18
	Corrective action taken at the departmental level	20	18
2	**Suggestion box**		
	Availability of suggestion box	5	5
	How frequently suggestion box is opened ?(Maximum marks for opening twice in a month)	5	5
	Corrective action taken for suggestions at the departmental level	10	8
3	**Exit feed back**		
	Attainment of POs for the academic year	10	9
	Corrective Action of attainment of POs	10	8
4	Survey on outcome of the course / individual class using web tools	20	19
	% of total courses for which survey is done * 20		
	Total	100	90
	Additional comments / feedback/ observations / advice which may or may not be based on above points: Good, need improvement		

8. Faculty Performance

Sr. No.	Sub-Parameter	Marks Assigned	Marks scored
1	Feedback from students (Department index on 15 points)	20	18
2	Performance appraisal	20	16
3	% of faculty received "**outstanding**" remark *0.2		
	% of faculty received "**Excellent**" remark *0.15		
	% of faculty received " **positively** good" remark *0.1		
3	Qualification enhancement of faculty	5	4
4	Overall performance of department faculty members , based on research paper published in journals, conferences and seminar.	15	14
5	MODROB/ TAPEC/ RPS and other sponsored projects received by the department	5	0
6	Participation of faculty as resource person outside the Institution	10	6
7	Performance of faculty, based on books publication, patent filed and awards.	10	0
8	Performance of faculty, based on consultancy and internal revenue generation (IRG)	10	4
10	Innovative ideas implemented by the faculty for overall development of students both in co-curricular (quality circle, hobby club etc) and extra curricular	10	8
11	Whether guided PG/ Research scholars	5	4
	Total	110	74

Additional comments / feedback/ observations / advice which may or may not be based on above points: Good

9. COs and POs of the Programme

r. No.	Sub-Parameter	Marks Assigned	Marks scored
1	Framing of COs to all the courses including theory, laboratory, project, Seminar, Industrial Training	15	14
2	Documentation of Justification table for CO-PO articulation table for all courses	15	14
3	Calculation of CO-PO attainment for all courses in the programme	20	20
4	Calculation of POs by indirect attainment (with reasonable sample size)	20	20
5	Reasons for non-attainment of COs and POs if any	15	13
6	Corrective measures for non-attainment of COs and POs	15	13
	Total	**100**	94

Additional comments / feedback/ observations / advice which may or may not be based on above points: Good, needs improvement

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CASH / BANK

ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

SANGIVALASA - 531 162, BHEEMUNIPATNAM MANDAL, VISAKHAPATNAM DIST.,

PAYMENT VOUCHER

DEBIT   Date: 14/2/2020

Sl.No.	Particulars	Amount	
1)	External audit Dept. of I.T	3000	00
	Total	3,000	00

Received Rs. 3,000/- (in words) Rupees three thousand rupees only

Clerk	Accounts Officer	Principal	Secretary & Correspondent

14/2/2020

Signature of Payee

ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

(Affiliated to AU, Approved by AICTE &Accredited by NBA)
Sangivalasa-531162, Bheemunipatnam Mandal, Visakhapatnam Dt.
Phone: 08933- 225084,226395

Summary of Academic Audit 2018-2019

S. No.	Parameters of Evaluation	Max Marks	Marks Awarded
1.	Curricula	120	104
2.	Academic Facilities	100	78
3.	Teaching Learning proves	130	102
4.	Evaluation System	140	104
5.	Result	100	76
6.	General Academic Activities	100	83
7.	Feedback and Corrective Action	100	7
8.	Faculty Performance / Upgradation	110	69
9.	Attainment of CO's and PO's of all courses	100	65
10.	Total	1000	756

Grade	Details	Total Marks scored
A+	Excellent	800 and above
A	Good	700-799 ✓
B	Acceptable	600-699
C	Not-acceptable	Below 600

1. Strengths   Well established teaching [...]
Very good number of [...]
Dedicated lab for Student [...]

2. Weaknesses   OBE awareness among all faculty [...]

R&D Projects

Consultancy projects

3. Suggestions based on information

Offer Course on IoT

Filing of Patent

2. P.V Sridu

Dept of Ele[...]
A.[...]
Andhra [...]
Vis[...]

Name and signature of Auditor

1. Dr. K C B R[...]
Profes[...]
Depart[...]

2.