MOTHER TERESA
INSTITUTE OF SCIENCE AND TECHNOLOGY

Approved by AICTE, Govt. of Telangana ,Affiliated to JNTUH & SBTET, Hyderabad
Recognition under Section 2(f) & 12 (B) of the UGC Act, 1956
SANKETIKA NAGAR, KOTHURU (V), SATHUPALLY – 507303, KHAMMAM Dist., TELANGANA
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ACCREDITED BY NAAC

B - GRADE

ACADEMIC AUDIT REPORT (ACADEMIC YEAR 2020 -21)

Department Audited: COMPUTER SCIENCE AND ENGINEERING   Date: 18-02-2020

Programmes Offered: **B.Tech in Computer Science And Engineering,**
M.Tech in Computer Science And Engineering

1st Auditor's Name & Designation: **Dr.M.V Ramachandra Rao, Associate Professor**

2nd Auditor's Name & Designation: **Mr. P Mareswara Rao, Associate Professor**

Sl. No.	Name of the File	Remarks
	Brief history of the Department	
	Vision and Mission of the Department	
	Details of the programme offered	
Overall Quality Assurance		
1.	System for Quality Assurance	Ensure the duties and responsibilities and procedures for various activities for all the staff members are well defined in written format and approved in the staff meet/ by any other authorities
2.	Previous Academic Audit Reports & its compliance	Ensure the previous audit forms and minutes of the academic reviews are available and the compliances were made.
3.	Stock Audit Reports (Internal/ External) & its compliance	Ensure whether the stock audit reports are available along with the stock registers and consumable registers.
4.	Records related to any special status conferred by the central/ state government	E.g. Centre of Excellence, Departmental Accreditation (e.g. NBA), etc. Ensure the related records are available
5.	Records related to Departmental contribution to the University's growth	The details related to the staff members with additional responsibilities, Conduct of programme for the common cause, Membership in the committees etc.
6.	Quality Action Plan for the AY and its outcomes	Ensure the department have the specific, measurable, Achievable, realistic and time bound action plan and the documents related to the outcomes of the previous year's plan.
Admission Quality		

7.	Demand Ratio and Student Statistics (ref AQAR)	Check the number of applications received for a programme, vs approved strength. Also no. of available students vs approved strength.
8.	Records related to Admissions (Applications, selection procedure & List)	Check for the availability of Admission Procedures, Applications, All the admission lists, Fee Remittance, Admission Letter, students' master register, closure of programmes, etc.

Curricular Aspects

9.	Records on Syllabus Revision & Curriculum (all regulations in Hard Copy and BOS minutes of AY)	Ensure the availability of all the regulations for all the programmes since inception of the programme (Hard or Soft Copy). Also the BOS Minutes for the AY. Check the quality improvements such as enhancements, programme specific objectives/ outcomes and course objectives/ outcomes in each revision.
10.	Syllabus related to course on Employability, Enterpreneurship innovation & Skill Develpment,	Ensure the availability of Employment, innovation, skill development and entrepreneurship related courses
11.	Display of Program/ Program specific/ Course outcomes in University Website	Ensure the availability of PEOs and CEOs in the department link of website.
12.	Records related to Value Added Courses	Records related to Value addition courses, MOOC courses, any additional credit courses. Student list,certificates or other evidences

Teaching, Learning and Evaluation

13.	Academic Calender (2018-19)	Ensure the programmes are conducted with a clear plan for the semester and the timeline is met.
14.	Laboratory Manual	Check for the updated Laboratory manual for each practical papers
15.	Records on availability and use of ICT tools in class rooms	Check the serviceability of the ICT tools i.e. smart board, LCD, video conferencing equipment and their usage records.
16.	Records related to Mentoring	Check the mentoring hours in the time table, list of mentors and mentee and also the mentoring records
17.	Records on Field Projects/ Internshipsundertaken by students	Letter correspondences with companies, Certificates issued to students, etc.
18.	Records related to structured feedback from Students on Teaching Process	Any documents related to Feedback with well defined criterions to ensure the effective teaching process and scores.
19.	Records related to structured feedback from teachers on students learning	Any documents related to Feedback with well defined criterions to ensure the effective learning process and scores.
20.	Records related to structured Feedback from Parents on Teaching Learning Process	Any documents related to well defined feedback from parents.
21.	Records related to structured feedback from Alumni	Any documents related to well defined feedback from Alumni.
22.	Records related to structured feedback from Empolyers	Any documents related to well defined feedback from Employee on our students.

23.	Record on Feedback analysis, action taken and outcomes	Proof for feedback analysis and corrective action taken
24.	Student Satisfaction Survey on the department	Whether the department has conducted online student satisfaction survey on the department.
25.	Detailed Staff Profile	Check for the details on updated faculty profile and its updating on websites
26.	Records related to Honours and Awards received from state/central government	Proof for Honours and Awards received by faculty members from the Government bodies alone.
27.	Time Table	Check for the availability of Master Time Table, Credit – Hour Matching, Association Hour, Library Hour, etc
28.	Attendance Register (student , Research Scholars & staff)	Check for the availability of attendance registers for all subjects and its updates. Also check the Bio-Metric Attendance.
29.	Records on P.G. Projects Review & Continuous Assessment	Check for the continuous assessment of P.G. Projects, review reports, review members, review process, etc.
30.	Details regarding Best Students/ advanced/ Weak learners	Check for details related to Best student award, identification of weak, average and advanced learners and strategies adapted to progress them further.
31.	Records on Students Exam Results Statistics	Proof for Semester Exam Results and its statistics (Pass/ Fail)

Research, Innovation, Incubation and Extension

32.	Records related to Research Fellowships/ Award received from National / international level.	Teacher's list along with details, Any research related awards like young scientist awards, etc
33.	Enrolment details of JRF/SRF/ PDF/ RA / Other Fellows	Students' list of JRF/SRF/ PDF/ RA/ Fellows and corresponding communications.
34.	Records related to conduct of seminar on IPR/ Industry Academia Innovative Practices	Details regarding the seminar on IPR, Innovation and Institute Industry Interaction,
35.	Records related to Awards for Innovation won by department	Records related awards related to Hackathon, or any other innovative commercial ventures by students or Institute Interaction Cell.
36.	Records related to Incubation centre and Start ups by dept.	Budget allocation, utilization related to incubation centre and any other start ups.
37.	Records on M.Tech awarded at Department	List of students, their Thesis, Viva Communications, etc.
38.	Research Publications in the journals mentioned in UGC / CARE List by the department	Details regarding Scholars' publication in the UGC CARE List
39.	Books/ Edited Volumes/ Paper Presentation by Teachers in Conferences	Check the availability of Books (with ISBN), edited volumes and paper presentation certificate (by self) of faculty members
40.	Patents Published/ Awarded by Teachers during AY	Check the patents filed/ published / granted by the faculty members during 2018- 19

41.	Records on Commercialised Patents	Check the details regarding the licensed or commercialized patent and the MOUs indicating the University's share
42.	Details regarding the Citation Index (excluding Self Citation) by the Teachers	Check the report of the Web of Science or Google or Indian Citation Index for the H- index of faculty member.
43.	H-Index of the Department for the AY	Check the Report of the web of science regarding the H-Index of the Department
44.	Details regarding the Teachers serving as resource person for the AY	Check the details such as name of the faculty members, name of event, type of event, place, photos, title etc.
45.	Records related to Revenue generated through corporate training	Check the availability of Corporate training policy, no. of training provided, no. of participants, period, income generated, coordinator details, Letter of Indent, etc.
46.	Records related to Revenue Generated through consultancy work.	Check the details such as consultant, Letter of Indent, Income generated, nature of work, consultancy policies, etc.
47.	Records related to Extensions/ Outreach programmes organized with industry collaboration.	Check the details such as Extension programmes organized, beneficiaries, their feed back, expenses, Photos, Press news, etc.
48.	Records on Awards received for Extension activities from Govt.	Check the details such as awards received from government for extension activities (e.g. Swach Bharath Award)
49.	Records on research, faculty/ students exchange collaborations	Check the details regarding list of the faculty or students exchange, MOU signed, duration, purpose, etc.
50.	Industry Linkage for internships, training, project work and resource sharing	Check the details such as MOUs with reputed industry for students' internship and training, activities carried out as per MOUs, MoUs related to resource sharing, etc.
51.	Functional MOUs signed with industry, National/ International Institutes signed in AY	Check the other MoUs related to Placement, Incubation, Fellowships, curriculum enhancement, Value Addtion, MOOC, etc with Industry/ National / International Institutes and its implementation.
52.	Records on Budget allocation and Utilization (including maintenance)	Check the details such as a copy of budget allocation for the department, fund utilized, account settlement, etc
53.	Availability of UGC CARE List (soft/ hard copy)	Check for the availability of UGC CARE List Soft Copy

54.	Funded Projects (submitted/ completed/ ongoing) , Thrust Areas progress, and outcomes	Check for the details related to the Principal Coordinator, project proposals, presentation date, fund allotted, fund utilized, fund unutilized, the objectives and outcomes, thrust areas etc. during AY

Infrastructure and Learning Resources

55.	Availability of MIS for departmental data management	Check the availability of any software modules used for any area of the departmental activities.
56.	Records on resources augmentation during AY (ref 4.1.2 of AQAR)	Check the details regarding new equipments purchased, stock entry, account settlement, its utilization, etc
57.	Records related to departmental library	Check the accession registers and usage registers, books added during the academic year, amount, etc.
58.	E-Contents developed by teachers for E-PG Pathshala, SWAYAM, NPTEL, etc.	Check the details such as orders received to develop contents, subject, list of faculty members, etc
59.	Records on Technology upgradatiion during AY	Check the details regarding the technology upgradation such as induction of Learning Management System, Online Examination, mobile attendance, Remote Login, Bio-Metric attendance for students, Online admission, video conferencing, etc.
60.	Internet connectivity status, bandwidth details	Check the details regarding the internet availability, WiFi, to the students.
61.	Facility available at dept. for e-content development	Check the facility such as Smart Class Room, Video Camera, Voice Recorder, Multimedia Editors, etc for the e-content development

Student Support and Progress

62.	Student Details and related statistics	Check the List of Students admitted, undergoing Programmes, Summary related to Gender, Community, economy status, Other states/Country, etc.
63.	Records related to capability enhancement of students (remedial class, skill enhancement, spoken English etc)	Check the details such as attendance registers, Circulars, event registers that reveals the conduct of such activities.
64.	Records on Competitive coaching and students benefitted	Check Records related to coaching for NET/SET/GATE, Civil Service Examination, etc
65.	Records related to redressal of students' grievances, sexual harassments and ragging	Check records related to the filing of any grievances, its redressal, availability of Anti Ragging Posters, Sexual Haraassment posters, etc
66.	Placement Records	Check for the List of students placed, their average salary, copy of appointment orders, etc.
67.	Students progression to Higher Education Records	Check for the list of previous year students who have been admitted to higher education in / out side the institution.

68.	Records on students qualifying in state/ national/ international level examinations	Check for the list of students who have been cleared state/ national/ international level exam such as PGECET/ GATE/ CAT/ MAT/ TANCET/ TOEFL/ IELTS, etc
69.	Records related to students; achievement in Sports & Cultural Activities	Check for the list of winners in sports & Cultural activities, Photos, Certificates, etc.
70.	Records on Alumni meetings/ activities	Check for the details such as database of alumni, alumni group in social media, meeting date, venue, list of participants, minutes, photo, news, expenditures, account settlement, etc.
71.	Records related to the Value training e.g. induction programme	Check for the details related to Student Induction Programme, Duration, Schedule, Resource Persons, Programme Contents, Objectives and Outcomes, Photos, News, etc.
72.	Records on departmental students association and their participation in committees	Check for the details such as election of members, inauguration, activities, photos, news, etc.

Governance, Leadership and Management

73.	Minutes of the Staff Meeting	Ensure the departmental meetings are conducted regularly and the Minutes are approved by the members.
74.	Availability of Maintenance Policies and Procedures	Check the availability of policies and procedures for the effective use of lab equipments, AMC, breakage handling, Complaints/ Suggestions, etc.
75.	Records related to financial assistance to teachers for attending conference/ workshops	Check for the details such as list of faculty members who availed financial assistance for attending conferences, details of conference, source of fund, settlement of accounts, etc
76.	Compliance to the UGC Guidelines, SCAA, Statutes	Check for the availability of necessary UGC/AICTE/ NCTE/ PCI/ DEB/ Statutes/ MHRD/ TANSCHE / Syndicate/ SCAA Guidelines and its compliance
77.	Availability of Circular Folder	Check for the Circular Folder that contains all the circulars and related entry in the Tappal Registers
78.	Upkeeping of Stock Register	Check for the availability of Stock and Consumable registers and check for the updates
79.	Records related to teachers professional development (refresher, orientation)	Check for the details such as list of faculty members attended the programmes, period, place, copy of certificate, etc.

Institutional Values and Best Practices

80.	Records related to Best Practices of Department	Check for details related to any special practices that leads to quality Improvements. Also Check the cleanliness of the departments
81.	Road map of the Department & Strategic Plan	Check for the details related to growth plan and the arrangements for execution, strength, weakness, opportunities and challenges

Note: The auditors can provide their constructive suggestions for the quality enhancement in an elaborate manner as appendix mentioning the serial numbers.

Overall Remarks/ Recommendations by the Auditors: (Use additional sheets if required)

The teaching and learning process needs to improve.

The remaining aspects are good we have to improve the some new methods in teaching and learning process.
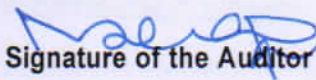
Signature of the Auditor

Name: Dr. M. V Ramachnadra Rao

Designation: Associate Professor

Date: 18-02-2020

Signature of the Auditor

Name: Mr. P Mareswara Rao

Designation: Associate Professor

Date: 18-02-2020