



Narendra Kumar Rao B <hod_cse@vidyanikethan.edu>

Academic Administrative Audit (AAA) - Preparedness - Reg.

2 messages

Dr.P.C.Krishnamachary, SVEC <svecp@vidyanikethan.edu> Mon, Sep 10, 2018 at 11:24 AM
 To: HOD_EEE Vidyanikethan <hod_eee@vidyanikethan.edu>, HOD ECE <hod_ece@vidyanikethan.edu>, hod_eie hod_eie <hod_eie@vidyanikethan.edu>, Senguttuvan A <hod_cse@vidyanikethan.edu>, Ramaprasad V V <hod_it@vidyanikethan.edu>, Madhusudhan Rao C <hod_csse@vidyanikethan.edu>, Eswar Reddy O <hod_civil@vidyanikethan.edu>, Varaprasad KC <hod_mechanical@vidyanikethan.edu>, HOD GEBH <HOD_GEBH@vidyanikethan.edu>, hod_mca hod_mca <hod_mca@vidyanikethan.edu>, Orekanti ESWARA REDDY <orekantieswar@gmail.com>, MASURA_C@yahoo.com, padma choda <padmaja202@gmail.com>, Industry Interface <industryinterface@vidyanikethan.edu>, Vishnu Prasanth <vishnuprasanthp@gmail.com>, Dean Academics <dean_academics@vidyanikethan.edu>, venkata rama prasad <vvramaprasad@gmail.com>, Hari Prasad <thprasads@gmail.com>, "Dr. M. Lavanya" <mlavanyamca.2003@gmail.com>, saradhi saradhi <saradhi@vidyanikethan.edu>, gvsunilkumar@rediffmail.com, DelhiBabu K <deantpo@vidyanikethan.edu>, Maddaiah Nayakanti <librariansvec@vidyanikethan.edu>, Network Manager <ravik@vidyanikethan.edu>, Vidyanikethan Placements <pat@vidyanikethan.edu>, Uma Maheswara Rao Ch <svec_sao@vidyanikethan.edu>, ravisekhar ravisekhar <ravisekhar@vidyanikethan.edu>, thulasinaidu thulasinaidu <thulasinaidu@vidyanikethan.edu>, Sreenivasa Chakravarthi Sangapu <chakravarthi.s@vidyanikethan.edu>, Nagaraju Rayapati <nagaraju.r@vidyanikethan.edu>, NSS PO <nsspo@vidyanikethan.edu>, "Jilani S.M." <jilani@vidyanikethan.edu>, jilanicricket@gmail.com, JEEVA RAJAGOPAL <jeevarajagopal@vidyanikethan.edu>, Ravi Sankar <gnrvsankar@gmail.com>, Thambi Durai <thambiduraic19@gmail.com>, siva kumar <sivapulagura@gmail.com>, Sujatha Machineni <sujatha.machineni@gmail.com>, Matam Babu <isa@vidyanikethan.edu>

Dear All,

Please find the attached the **Items / Parameters / Physical Facilities** to be kept ready for **Academic Administrative Audit (AAA)** on **15th & 16th September, 2018** by THREE EXTERNAL EXPERTS.

Please go through the list extensively and prepare evidences / Files wherever required.

Thanks,



ACADEMIC AND ADMINISTRATIVE AUDIT.docx

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M.Sunil Kumar <hod_cse@vidyanikethan.edu> Mon, Sep 10, 2018 at 1:43 PM
 To: csefacultysvec@googlegroups.com, Sriharsha Av <avsriharsha@vidyanikethan.edu>

Dear All,

Please find the attachment.

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ACADEMIC AND ADMINISTRATIVE AUDIT.docx

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ACADEMIC AND ADMINISTRATIVE AUDIT

DEPARTMENTAL LEVEL

- **Students Admission, Graduation, Placement/Higher Studies**
 - Students' Admission – last three years, % of seats filled, Diversity – Social/Economical/Other States/Other Countries etc.
 - Students' Scholarships/Management Scholarships/Other Sponsored Scholarships
 - Students' Performance in 1stYr to 3rdYr, Graduation, Quality/API
 - Students' Placements, Higher Studies, Entrepreneurship
 - Students' Performance in GATE/GMAT/CAT/GRE/TOFEL/IAS/IES/State Govts.
 - Students' Professional Society Activities, Co/Extra Curricular Activities, Winning Prizes Outside, Project to Paper Publications, Newsletter, Students' participation in Committees/Cells etc.
 - Placement & Training, Carrier Guidance, Guidance for Competitive Exams, EDC, Start-Up, Products Incubated, Projects which have own prizes etc.
 - Alumni Association, Membership Details, Alumni Meets, Alumni Contribution
- **Faculty Data**
 - 3 Years Faculty List, FSR, Prof:Asso:Asst., Qualification, Retention
 - Regular Faculty, Visiting/Adjunct/Contract Faculty Members, Faculty Diversity; Faculty Quality – PhDs/Doing PhDs/MTech; Average Experience; Awards Won Etc
 - Faculty Development Programs, Participation, organized, Conference Publications, Resource Persons
 - Sponsored Projects, Products Development, Consultancy, Executive Education, University Recognized PhD Guides, Research Scholars Guided, IPRs, Patents Filed, Patents Awarded -Faculty/Students, Citation Index, Scopus/ Web of Science/ Indian Citation/h-Index etc.
 - Research Seed Money from Management; Major/Mini/Inter Disciplinary Research Projects; Industry Sponsored/College Sponsored Projects; Students' Research Projects, International Projects, Govt/Non-Govt Projects
 - Collaborations/MOUs with Industries/Govt Agencies/Non-Govt Organizations
 - Faculty Members' Innovation in Teaching-Learning-Evaluation
 - Performance Appraisal & Impact
 - Faculty Awareness on OBE, PEO/PO/COs, Assessments & CQI
 - Students' feedback on Faculty; Analysis; Corrective Actions
 - Students' feedback on Infrastructure, Analysis, Corrective Actions
 - Faculty Empowerment, Faculty Contribution to Departments/Institutions
- **Teaching, Learning and Evaluation Process**
 - Curriculum Development and/or Implementation; Industry Personnel Contribution in the design of Curriculum and Delivery; Elective/CBCS Implementation; Contemporary Topics
 - Cross Cutting Issues – Ethics, Values, Gender, Environment, Sustainability, Society Contribution, Quality, Safety, Business Laws, Constitution, Human Anatomy Etc
 - Relevance of Courses towards Employability/Skill Development; Initiatives of Departments/Programs towards Employability/Higher Studies; Value Added Courses, Add-on Courses, Life-Skills Programs, Certificate/Diploma Courses etc.
 - Curriculum/TLE - Innovation/Uniqueness;
 - TLE-Whether Systemized; Academic Calendar; Co/Extra Curricular Calendar
 - Real World Examples in Course Files/Course Delivery

- Use of LCD Projectors, ICT Tools; NPTEL & MOOC Usage
- Slow & Advanced Learners, Bridge Courses, blended, flipped, project based learning
- Makeup & Remedial Classes; Tutorial Classes, Evidences
- Quality of Question Papers, Assignments
- Ambience of Labs; Quality of Equipment; Advanced Equipment for research
- Labs, cost of labs, quality of equipment, renovations/equipment – last 3 Years
- Labs - Research Lab/Project Lab/Skill Development Lab; Industry Sponsored Labs
- Industry Internships, Projects at Industries, Industrial visits&Impac
- Entrepreneurship Initiatives, Start-up Facilities
- Students Counseling/Mentoring, Psychological Counseling
- **Course Files/Course HandOuts**
 - Lesson Plan
 - Notes of Lesson
 - Internal Question Papers with COs & Bloom Taxonomy; Assignments;
 - Evidence for Internal Marks - Transparency
 - Assessment of COs & CQI
 - Course HandOuts
- **Lab Manuals**
 - List of Experiments with POs Attained.
 - Faculty/Student/Master Reading-Reference Manual
 - Students' Lab Records Corrections – Whether OK
 - Assessment of COs and Corrective Actions
- **Students' Project Evaluation/Project Lab**
 - Quality of Project Models, Relevance to POs; Quality of Project Reports
 - Whether any Project to Paper Publication; Prizes won;
 - Project Evaluation– Transparency& Assessments of POs;
 - Assessment of Individual & Team-Work; Project Labs.

INSTITUTE LEVEL

- **Infrastructure (Institute/Departments)**
 - Number of Class Rooms, Labs, Projects Labs, R&D Labs/PG Labs, eClass Rooms, Seminar Halls, Tutorial Rooms
 - Quality of Lab Equipment, Advanced/Research Equipment, Continuous Improvement of Labs Resources, Infrastructure etc.
 - Library – Books/Journals, eBooks/eJournals, Rare Books, Digital Databases, Standard Books, Lib Automation, Study Cabins, Digital Library, Ambience.
 - Computing & ICT Tools; Internet – Speed, Security, Wifi Availability; Video Conference Facilities
 - Maintenance of Infrastructure –Buildings, Greenery, Students' Toilets; Neatness and Cleanliness;
 - Resources for Disabled Students – Lifts, Ramps, Toilets, Exam Support System etc
 - Other Infrastructure – Transport, Hostels, Mess, Canteen, Sports, Gym, Yoga etc.
 - Environmental Consciousness; Green Audit; Energy Audit; Greenery; Plantation; Alternate Energy Sources; LED Bulbs
- **GOVERNANCE/LEADERSHIP, FINANCE/BUDGETING Etc.**
 - Vision/Mission/Values/Leadership
 - GB, Academic Council, BOS, Finance Committee, Grievances Redressal, Women Empowerment, Various Committees, Members, Minutes etc. Decentralization and Delegation; Financial Powers – Delegation etc.

- Faculty Selection and Promotions; Transparency, Minutes, HR Policies & Awareness, Faculty/Staff/Students-Incentives/Rewards; AICTE Scale of Pay;
- Consistency of data at Institute/Program level; AICTE/University/NBA/NAAC/AISHE
- Institute level budgeting; % towards Salary, Library, Faculty Development, Students' Development, Sports/Games, Placements etc. Transparency
- Feedback from Stake-holders on Curriculum, Infrastructure, Development – Final Yr Students, Parents/Industry/Alumni etc. Frequency; Corrective Actions
- IQAC and Its Contribution towards Quality Education, Minutes, Corrective Actions, NBA/NAAC Compliance Reports/AQAR
- Quality Initiatives - NBA, NAAC, NIRF, Atul Innovation, Govt Skill Development Initiatives, FDPs on Quality, Pedagogy, Research etc.
- Best Practices, Implementation & Impact
- Institute/Department SWOT, Strategic Plans-Curriculum, TL, Examination, R&D, ICT, Library, HR, Students Admission, Industry Interaction etc; Deployment; Review in Strategic Bodies.
- eGovernance – Planning & Development, Administration, Finance & Accounting, Students Admission and Support, Examination etc.
- Perspective Plans/Growth/Future Plans – Next 3/5/10 Years.
- Growth & Excellence since Inception, Institute's Uniqueness/Distinctiveness

SREE VIDYANIKETHAN ENGINEERING COLLEGE
REPORT BY ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

September 16th, 2018

Preamble: The Academic and Administrative Audit was carried out by Prof R Mahadevan, Prof N C Shivaprakash and Prof S Selva Kumar during September 15th and 16th, 2018 at Sree Vidyanikethan Engineering College. The audit commenced with Principal's Presentation followed by visit to central facilities. Prof N C Shivaprakash has audited the departments of ECE, EEE, ME and EIE. Prof S Selva Kumar has audited the departments of CSE, CSSE, IT and CE. Prof R Mahadevan has audited the departments of BS&H and MCA Departments, IQAC, Admin, HR and Finance Departments. The Heads of Departments and Section Heads along with faculty and staff members contributed and facilitated the audit. The audit report along suggestions is given below:

I. Students Admission, Graduation, Placement/Higher Studies

Description	Observation
1) Students' Admission – last three years, % of seats filled, Diversity – Social/ Economical/ Other States/Other Countries etc.	Available
2) Students' Scholarships/ Management Scholarships/ Other Sponsored Scholarships	YES
3) Students' Performance in 1 st Yr to 3 rd Yr, Graduation, Quality/API	YES
4) Students' Placements, Higher Studies, Entrepreneurship	YES
5) Students' Performance in GATE/GMAT/CAT/ GRE/TOFEL/IAS/IES/State Govts.	YES
6) Students' Professional Society Activities, Co/Extra Curricular Activities, Winning Prizes Outside, Project to Paper Publications, Newsletter, Students' participation in Committees/Cells etc.	YES

7) Placement & Training, Carrier Guidance, Guidance for Competitive Exams, EDC, Start-Up, Products Incubated, Projects which have own prizes etc.	YES
8) Alumni Association, Membership Details, Alumni Meets, Alumni Contribution	Yes
<u>SUGGESTIONS/REMARKS FOR FUTHER IMPROVEMENTS:</u> <p>A) Quantify Management Scholarships (Number of Students' benefitted; quantum of funds)</p> <p>B) More Career Guidance Programs; Career Guidance in Indian Army;</p> <p>C) Motivate faculty/students for publishing Quality Projects/Products</p> <p>D) Improve Students' Participation in Institute/Department level Committees/Cells</p> <p>E) Give opportunities for Students Overall Development – Even from 1st Year.</p> <p>F) Alumni Login @ Website; Alumni Contributions – Improve.</p>	

II. Faculty Data

Description	Observation
1) 3 Years Faculty List, FSR, Prof: Assoc: Asst., Qualification, Retention	Available
2) Regular Faculty, Visiting/Adjunct/ Contract Faculty Members, Faculty Diversity; Faculty Quality – PhDs/Doing PhDs/MTech; Average Experience; Awards Won Etc	Available.
3) Faculty Development Programs, Participation, organized, Conference Publications, Resource Persons	Available
4) Sponsored Projects, Products Development, Consultancy, Executive Education, University Recognized PhD Guides, Research Scholars Guided, IPRs, Patents Filed, Patents Awarded - Faculty/Students, Citation Index,Scopus/ Web of Science/ Indian Citation/h-Index etc.	Available

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5) Research Seed Money from Management; Major/Mini/Inter Disciplinary Research Projects; Industry Sponsored/College Sponsored Projects; Students' Research Projects, International Projects, Govt/Non-Govt Projects	Available
6) Collaborations/MOUs with Industries/Govt Agencies/Non-Govt Organizations	Available
7) Faculty Members' Innovation in Teaching-Learning-Evaluation	Visible; Improve further
8) Performance Appraisal & Impact	Available
9) Faculty Awareness on OBE, PEO/PO/COs, Assessments & CQI	Yes
10) Students' feedback on Faculty; Analysis; Corrective Actions	Available
11) Students' feedback on Infrastructure, Analysis, Corrective Actions	Available
12) Faculty Empowerment, Faculty Contribution to Departments/Institutions	Available

SUGGESTIONS/REMARKS FOR FUTHER IMPROVEMENTS:

- A) Faculty Retention Measures – Improve further.
- B) Advise all PhD Qualified faculty members to apply for more research funds, consultancy, quality publications etc.
- C) Motivate faculty members for awards/rewards at State/National level
- D) Ensure minimum 7/14 Days FDPs for all faculty members.
- E) Advise faculty/students to Qualify in NPTEL/Edx/MOOC Courses
- F) Improve the Quality of Publications.
- G) Have a depository for all faculty/students' publications.
- H) Inter-Disciplinary Works/Projects – Improve
- I) Motivate faculty members for innovations in Teaching/Learning/ Evaluation
- J) Implement Fast-Track, Gap, Semester Abroad, Semester@Leading Institute, Semester@Industry etc.
- K) Motivate faculty members active contributions at the Institute/Program level.

III. Teaching, Learning and Evaluation Process:

Description	Observation
Curriculum Development and/or Implementation; Industry Personnel Contribution in the design of Curriculum and Delivery; Elective/CBCS Implementation; Contemporary Topics	Process adopted is good but Scope for improvement exists
Cross Cutting Issues – Ethics, Values, Gender, Environment, Sustainability, Society Contribution, Quality, Safety, Business Laws, Constitution, Human Anatomy Etc	Quality, Safety Engg, Human Anatomy etc can be 1-Credit Courses
Relevance of Courses towards Employability/ Skill Development; Initiatives of Departments/ Programs towards Employability/ Higher Studies; Value Added Courses, Add-on Courses, Life-Skills Programs, Certificate/Diploma Courses etc.	Plan for Life Skills Programs;
Curriculum/TLE - Innovation/Uniqueness;	Introduction of flipped classrooms for blended learning may be planned
TLE-Whether Systemized; Academic Calendar; Co/Extra Curricular Calendar	Systemized. Good
Real World Examples in Course Files/Course Delivery	Available; Scope for improvement is there
Use of LCD Projectors, ICT Tools; NPTEL & MOOC Usage	More focus on MOOC, NPTEL etc.
Slow & Advanced Learners, Bridge Courses, blended, flipped, project based learning	Model/Mini-Projects in Non-Lab Courses
Makeup & Remedial Classes; Tutorial Classes, Evidences	Available
Quality of Question Papers, Assignments	Improve; Relevance to COs/POs, Bloom Taxonomy
Ambience of Labs; Quality of Equipment; Advanced Equipment for research	Available

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Labs, cost of labs, quality of equipment, renovations/equipment – last 3 Years	Available.
Labs - Research Lab/Project Lab/Skill Development Lab; Industry Sponsored Labs	Available; Focus on more Industry Sponsored Labs
Industry Internships, Projects at Industries, Industrial visits & Impact	Industry Internships & Yearlong project at Industries for fast learners
Entrepreneurship Initiatives, Start-up Facilities	Exists; Motivate for Products Development/Incubation
Students Counseling/Mentoring, Psychological Counseling	Available; Have provision for Psychological Counseling

SUGGESTIONS/REMARKS FOR FUTHER IMPROVEMENTS:

- A) Curriculum at 1st Year – Improve; Number of Clubs – Increase; Students' participation in more Clubs; More Guest Lectures towards PO6/PO7/PO8; Activities towards P12-Life Long Learning.
- B) Curriculum – Contemporary Topics; 1-Credit, Nil Credit Courses, MOOC, NPTEL etc.
- C) Curriculum – More Innovations; Inter-Disciplinary Courses;
- D) Courses on Safety Engineering, Quality, Human Anatomy, Indian History, Constitution etc
- E) Plan for Life Skills Programs like 2/4-Wheeler Driving, Swimming, Yoga, etc.
- F) Plan for additional mini projects/modeling
- G) Have provisions for psychological counseling at the Institute level.
- H) Make Industry Internships/Projects at Industry mandatory.
- I) Focus on Start-Up/Incubation/Innovation/Creativity.

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IV. Course Files/Course HandOuts/Lab Manuals/Students' Projects/Project Lab

Description	Observation
Lesson Plan	Available
Notes of Lesson	Available
Internal Question Papers with COs & Bloom Taxonomy; Assignments;	Increase relevance to Bloom's taxonomy
Evidence for Internal Marks - Transparency	Transparent
Assessment of COs & CQI	Faculty course assessment report (FCAR) meets the basic requirements
Course HandOuts	Distributed
List of Experiments with POs Attained.	Experiments Vs PO – Mark the same
Faculty/Student/Master Reading-Reference Manual	Available
Students' Lab Records Corrections – Whether OK	OK
Assessment of COs and Corrective Actions	Available;
Quality of Project Models, Relevance to POs; Quality of Project Reports	Project Reports Quality can be improved;
Whether any Project to Paper Publication; Prizes won;	Exists;
Project Evaluation – Transparency & Assessments of POs;	Transparent.
Assessment of Individual & Team-Work;	Assessment done;
Projects Labs	Available

SUGGESTIONS/REMARKS FOR FUTHER IMPROVEMENTS:

- 1) Real-world Examples in Course Files; Coverage/Discussion on Contemporary Topics.
- 2) Lab Manuals – Experiments Vs POs Attained.
- 3) Consolidate COs Corrective Actions towards POs Attainments & Corrective Actions.
- 4) Project Reports – VM of Institute; VMPEOPOPSO of Programs; POs Attained at Abstract; Conclusion Chapters – POs Attained along with justification.

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INSTITUTE LEVEL

V. Infrastructure (Institute/Departments)

Description	Observation
Number of Class Rooms, Labs, Projects Labs, R&D Labs/PG Labs, eClass Rooms, Seminar Halls, Tutorial Rooms	Available; Good Plan for Industry Sponsored Labs; Skills Development Lab in all programs
Quality of Lab Equipment, Advanced/Research Equipment, Continuous Improvement of Labs Resources, Infrastructure etc.	Available; Good Plan for Advanced/Research Equipment/Software
Library – Books/Journals, eBooks/eJournals, Rare Books, Digital Databases, Standard Books, Lib Automation, Study Cabins, Digital Library, Ambience.	Good.
Computing & ICT Tools; Internet – Speed, Security, Wifi Availability; Video Conference Facilities	Good.
Maintenance of Infrastructure – Buildings, Greenery, Students' Toilets; Neatness and Cleanliness;	Good
Resources for Disabled Students – Lifts, Ramps, Toilets, Exam Support System etc	Available
Other Infrastructure – Transport, Hostels, Mess, Canteen, Sports, Gym, Yoga etc.	Available;
Environmental Consciousness; Green Audit; Energy Audit; Greenery; Plantation; Alternate Energy Sources; LED Bulbs	Available.

SUGGESTIONS/REMARKS FOR FUTHER IMPROVEMENTS:

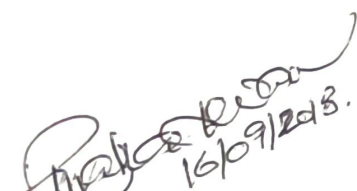
- 1) Advise Heads to plan for Continuous Improvement of Lab facilities;
- 2) Advise Heads to plan for more Industry Sponsored Labs, Skills Development Labs etc.
- 3) Plan for High Speed Internet (as there are 6000 students in the Campus).
- 4) Green Energy Generation and % of Meeting Institute Requirements.


VI. GOVERNANCE/LEADERSHIP/FINANCE/BUDGETING Etc.


Description	Observation
Vision/Mission/Values/Leadership	Available;
GB, Academic Council, BOS, Finance Committee, Grievances Redressal, Women Empowerment, Various Committees, Members, Minutes etc.	Available;
Decentralization and Delegation	Visible
Financial Powers – Delegation etc.	Visible
Faculty Selection and Promotions; Transparency, Minutes	Available;
AICTE Scale of Pay;	Implemented;
HR Policies & Awareness	Available
Faculty/Staff/Students-Incentives/Rewards;	Available; Improve further
Consistency of data at Institute/Program level; AICTE/University/NBA/NAAC/AISHE	Yes.
Institute level budgeting; % towards Salary, Library, Faculty Development, Students' Development, Sports/Games, Placements etc. Transparency	Available;
Feedback from Stake-holders on Curriculum, Infrastructure, Development – Final Yr Students, Parents/Industry/Alumni etc. Frequency; Corrective Actions	Available;
IQAC and Its Contribution towards Quality Education, Minutes, Corrective Actions, NBA/NAAC Compliance Reports/AQAR	Good.
Quality Initiatives - NBA, NAAC, NIRF, Atul Innovation, Govt Skill Development Initiatives, FDPs on Quality, Pedagogy, Research etc.	Initiated; Good; Atul Innovation - Plan
Best Practices, Implementation & Impact	Visible;
Institute/Department SWOT, Strategic Plans-Curriculum, TL, Examination, R&D, ICT, Library, HR, Students Admission, Industry Interaction etc; Deployment; Review in Strategic Bodies.	Available;

eGovernance – Planning & Development, Administration, Finance & Accounting, Students Admission and Support, Examination etc.	Practiced!
Perspective Plans/Growth/Future Plans – Next 3/5/10 Years.	Available
Growth & Excellence since Inception, Institute's Uniqueness/Distinctiveness	Visible;
<u>SUGGESTIONS/REMARKS FOR FUTHER IMPROVEMENTS:</u> 1) HR::2017-18/2018-19 :: How may resigned; How many joined; 2) Faculty Incentives/Rewards:: 2017-18 Number of persons benefited; List; 3) Scholarships – Category, No. of Students Benefited, Quantum of Amount 4) Students' Members in various committees. 5) Good Practices/Strategic Plans/Perspective Plans – At the Website.	

The Academic and Administrative Audit Committee records its suggestion for continuous improvements of processes and system and infrastructure at SVCE towards its excellence. The Committee also records its sincere thanks to the Management, Principal and their team members for their co-operation and hospitalities during the visit.


R MAHADEVAN
16/09/2018


N C SHIVAPRAKASH
16/9/18


S SELVAKUMAR
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