

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, RAJAMPET-516126

INTERNAL AUDIT REPORT

Name of the Department : Civil Engineering
Year : 2021-22
Date of Audit : 12.07.2022
Chief Auditor : Dr. SMV Narayana, Principal
Second Auditors : 1 Dr. N Sivarami Reddy, Dean, R&D Cell
2 Mr. K Ajay Kumar Reddy, Coordinator, IQAC
3 Dr. N Mallikharjuna Rao, Dean, Academics

List of general documents verified during an Audit and Observations

SNO	ITEMS	OBSERVATIONS
1.	Vision and Mission of the Department along with Short term and long term goals	Vision and Mission are exists. Audit team suggested reviewing the vision of the department because of this sentence: " <u>one of the best Civil Engineering program's in the country</u> ". It is difficult to address for external committee to map the PEOs and POs of the program.
2.	Defining intended Course and Program Outcomes	Course Outcomes and Program Outcomes are exists and placed them in syllabus copies and supplied to the students. Course Outcomes preparation procedure is not available and such course outcomes are not presented either in Departmental Advisory Board or Board of Studies.
3.	Identification of Curricular gaps and strategy to bridge the gaps.	Gap analysis is not yet done for R15 and R17 regulations to revise the curriculum / regulations R19 and R20/
4.	Teaching learning process, Handouts and preparatory notes	Maintaining very well.
5.	Summative and formative assessments of outcomes of students and its action taken	Not yet done for R19 and R20 regulations
6.	Report on quality of question papers set by experts	This work is not taken up yet.

7. Strength, Weakness, Opportunities and Threats (SWOT) analysis	Not yet done
8. Recommendations of Department Advisory Board / Program Assessment committee / Feedback assessment committee and its follows up action.	Department Advisory Board, Program Assessment committee, Feedback assessment committees are exists. Feedback samples are taken from students and done analysis. Follow up actions are missed.
9. Course allocation file maintenance	Course allocation was done. Remarks are not mentioned by Head of the Department why non-opted courses are allocated to the concerned teachers
10. Work load allocations	Not yet implemented in the department
11. Minutes of Departmental meetings	Few Meetings are scheduled and discussed few issues and recorded meeting minutes are not in proper format.
12. Results analysis of semester in relation to set targets.	Results analysis was taken up. Target values for assessment are not considered based on the previous results and same is not recorded any meetings minutes.
13. Consultancy services provided and revenue generated	File exists. receipts are not signed by authority
14. Slow Learners / advanced learners	File exists. Students are identified and scheduled some remedial classes. Students signatures are missed in attendance sheet
15. Course files	Courses files are prepared as per the supplied Index of Course file. Still following items were missed in course file. They are: 1. Course Feedback Summary sheet, 2. List of teachers who handled the course over the years, 3. Schedule of remedial classes for slow learners, 4. Slow learner attendance record, 5. Performance improvement of slow learners, 6. List of advanced learners and strategies to facilitate advanced learners, 7. Content beyond syllabus, 8. Mid-marks record, 9. End exam marks record, 10. CO attainment, 11. CO-PO/PSO attainment and 12. Observations / Action plan taken for improvement

16. List of faculty	Exists
17. Lesson plans by faculty members	Exists
18. Alumni meetings	Not yet scheduled any meeting in the department level
19. Review on Syllabus completion status	Initiated in departmental level but proper documentation is missed.
20. Feedback on Curriculum	Feedback collected from the students and samples are filed. Analysis and action taken is missed
21. Maintenance of Laboratories	Well defined procedure exists and maintaining laboratories very well
22. Research Publications	Files exist.

Overall Observations:

Sufficient man power is available. Well-furnished laboratories are available. Good infrastructure with built-up area of 31, 551.19 square feet is available. In addition to the above, Lift, ramps and separate computer lab is also available.

Suggestion:

Department has to maintain standards to make to develop good ecosystem related to academics and to prepare quality files to meet the requirements of National Board of Accreditation (NBA), National Assessment and Accreditation Council (NAAC) and University Grant Commission (UGC) Extension of Autonomy.


Dr. N Sivarami Reddy
 Dean, R&D Cell


Mr. K Ajay Kumar Reddy
 Coordinator, IQAC


Dr. N Mallikharjuna Rao
 Dean, Academics


Dr. SMV Narayana
 PRINCIPAL

Place: Rajampet
 Date: 12.07.2022

Copy to: Civil Engineering Department for information
 Copy to: Administrative Officer for information
 Copy to: IQAC for file

