

Internal Quality Assurance Cell - IQAC
Academic Audit Report for AY 2021-22

| Sl.no | Name of the File | Remarks |
|-------|--|---|
| 1 | BOS Proceedings | OK |
| 2 | Notices ,Circulars, Office order files | OK |
| 3 | Proceedings of the instant HOD meetings, Department level meetings | OK |
| 4 | Attendance Register as per faculty list | OK |
| 5 | Faculty Profile (Resume of the faculty) | OK |
| 6 | Faculty of publications | OK |
| 7 | FDPs/Seminars/Conferences/Workshops attended by the faculty | OK |
| 8 | Lesson plan: This file should contain the lesson plan for each faculty for the subject assigned to him/her | OK |
| 9 | QIP: The file should contain the list of the faculty sent for QIP and the respected documents should be kept in that file. | OK |
| 10 | Career advancement of faculty: The file should contain the documents like PhD registration card/ Course Completion Certificates of PhD, etc. | OK |
| 11 | Workload. | Available |
| 12 | Faculty Achievements | Available |
| 13 | Professional membership | OK |
| 14 | Student List | OK |
| 15 | Class Teacher Files | OK |
| 16 | Student Achievements | To be updated |
| 17 | Student publication | OK |
| 18 | Student Pursuing Higher Education: This file should contain Identity cards/ Emails/ Registration cards of those students who are pursuing higher education. | Partially Available Need to be updated |
| 19 | Students' Qualified in GATE: This file should contain the GATE Score card of the students. The registration cards of the students who have appeared for GATE can put in the same file. NET appeared and Qualified. | Summary sheet to be prepared and data to be updated |
| 20 | Student Assignments | OK |
| 21 | Student Placement | Avaiable |
| 22 | Student Association File | Need to improve |
| 23 | Student Feedback File, study tour. Internship , Summer training etc. | OK |
| 24 | List of equipment-Lab wise | OK |
| 25 | Software details if any | OK |
| 26 | Stock Register | OK |
| | I.Student Issue Register | OK |
| | II.Student performance register | To be updated |
| | III. Stock registers | OK |
| | IV .List of experiments conducted | OK |
| | V.Lab Manuals | OK |



Internal Quality Assurance Cell - IQAC

| | | |
|----|---|--|
| 27 | VI. Lab Maintenance Register HOD authorization to be done | OK |
| | VII. Each lab should have a notice board which should contain the Lab utility chart, lab layout and the lab time table | OK |
| 28 | Teacher's feedback: | OK |
| 29 | Alumini feedback | OK |
| 30 | Employer Feedback | To be taken |
| 31 | Parent feedback: | To be taken |
| 32 | Exit feedback: | OK |
| 33 | Consultancy Work | Only Civil Department data available |
| 34 | Seminar/FDP Organized. This file should contain the list of seminar. FDP organized in the department with proofs like seminar agenda, seminar approve letter (if funded by other agency), sample approval letter, Proceedings etc. | OK |
| 35 | Time Tables as per Norms | OK |
| 36 | Student's Attendance Files | OK |



K. Hari Babu
CHAIRMAN-IQAC
KKR & KSR Institute of Technology and Sciences
Vinjanampadu, GUNTUR-522 017.

[Signature]
COORDINATOR-IQAC
KKR & KSR Institute of Technology and Sciences
Vinjanampadu, GUNTUR-522 017.