KKR& KSR Institute of Technology and Sciences

(Autonomous)

KITS
[Autonomous]

TE , New Delhi | Affiliated to JNTUK , Kakinada| Accredited by NAAC with "A" Grade) NBA Accredition
Vinjanampadu, Guntur, Andhra Pradesh-522017

INTERNAL QUALITY ASSURANCE CELL IQAC

Academic Audit Report for A Y 2023-24

SI.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	Work load	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.	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 the GATE	Summary sheet to be prepared and data to be updated

		can put in the same file. NET appeared and Qualified.	
20		Student Assignments	OK
21		Student Placements	Available
22		Student Association File	Need to Improve
23		Student Feedback File, study tour, internship, Summer training	OK
24		List of Equipment-lab wise	OK
25		Software details if any	OK
26		Stock register	OK
27	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
	VI.	Lab maintenance Register HOD authorization to be done	OK
	VII.	Each Lab should have 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	Civil and CSE Departments 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