Ref: ACET/IQMC/2022-23/cir/01   Date:19-08-2022

CIRCULAR

All the members of INTENAL QUALITY MANAGEMENT COMMITTEE (IQMC) are informed to attend a meeting on 22-08-2022 at 03:00PM. All are requested to attend the meeting without fail.

The agenda of the meeting is:
1) Conducting departmental audit of academic files viz.,
   a) Department files
   b) Course files
   c) Personal files
   d) Lab files
   e) Project files

2) Identification of IQMC representatives to audit the files and affixing of signatures.

3) Any other point with the permission of chairman

I/c PRINCIPAL

ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY

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Recognized by UGC Under Sections 2(f) and 12(B) of the UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P
Ph. 99591 76665, Email: office@acet.ac.in, www.acet.ac.in

Ref: ACET / IQMC / 2022-23 / CO/01

Date: 23-08-2022

Internal Quality Management Committee – Convening Order

AY 2022-23

Sub: Reconstitution of Internal Quality Management Committee-Reg.,

The Principal has reconstiuted the college Internal Quality Management Committee with the following members for the academic year 2022-23 to take up the audit of both Academic and Administrative activities.

S No	Name of the Committee Members	Designation	Role
1	Dr.Dola Sanjay S.	Principal	Chairman
2	Dr. A Rama Krishna	Dean	Member
3	Dr. T Srihari	Professor,Dept.of Mech	Coordinator-1
4	Mrs. V Preethi	Asst. Professor,Dept of ECE	Coordinator-2
5	Mrs. Jalligampala Divya Lalitha Sri	Asst. Professor,Dept of CSE	Coordinator-3
6	Mr. A.Naga Sai	HoD - CE	Member
7	Mr. Rajesh Murari	HoD - EEE	Member
8	Dr. Puli Danaiah	HoD - ME	Member
9	Dr. Rayudu V V Krishna	HoD - ECE	Member
10	Dr. Muthevi Anil Kumar	HoD - CSE	Member
11	Mr. R V V N Bheema Rao	HoD - IT	Member
12	Mrs. A Vijaya Bhargavi	HoD - MBA	Member
13	Dr. Buddana Suryanarayana Murthy	HoD - H & BS	Member
14	Mr. Raj Kamal Ankit 13P31A0546	Alumni	Member
15	Mr. Adigarla Uday 13P31A0251	Alumni	Member

Copy to:
1. All member of the Committee
2. IQAC

Principal

Ref: ACET/IQMC/2022-23/MOM/01   Date: 25-08-2022
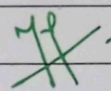
Minutes of Meeting
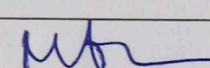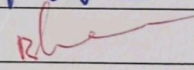
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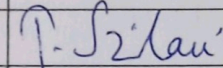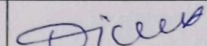
Agenda: Conducting departmental audit of academic files viz.,
   a) Department files
   b) Course files
   c) Personal files
   d) Lab files
   e) Project files

The chairman of IQMC has addressed the members and discussed the following points:

1. The functions to be performed by the members.

2. Identification of IQMC representatives to conduct auditing of various academic files of all the departments including H&BS.
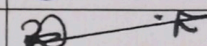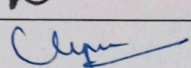
3. The IQMC representatives are
1. Dr.T.Srihari,
2. Mrs.V.Preethi
 3. Mrs.J.Divya lalitha sri

4. The frequency of meeting of the IQMC members is four times in a year i.e Third Friday of August, third Friday of October, third Friday of February & third Friday of March every year. The meeting is ended with Vote Of Thanks.

Members who have attended the meeting are:

S.No	Name of the Committee Members	Designation	Role	Signature
1	Dr.Dola Sanjay S.	PRINCIPAL	Chairman	
2	Dr.A.Rama Krishna	Dean	Member	
3	Dr.T.Srihari	Prof.,in ME	Coordinator	T.Srihari
4	Mrs.V.Preethi	Asst.Prof., in ECE	Coordinator	
5	Mrs.J. Divya Lalitha Sri	Asst.Prof., in CSE	Coordinator	Diceee
6	Mr.A.Naga Sai	HOD- Civil	Member	
7	Dr.P.Danaiah	HOD-Mech	Member	
8	Mr.M.Rajesh Murari	HOD- EEE	Member	
9	Dr.R.V.V.Krishna	HOD-ECE	Member	
10	Dr.M.Anil Kumar	HOD- CSE	Member	
11	Mr.R.V.V.N.Bheema Rao	HOD-IT	Member	
12	Mrs.A.Vijaya Bhargavi	HOD-MBA	Member	
13	Mr.B.Suryanarayana Murthy	HOD-H&BS	Member	
14	Mr.Rajkamal Ankit 13P31A0546	Alumni	Member	
15	Mr.A.Uday 13P31A0251	Alumni	Member	

Coordinators

J. Divya Lalita Sri

PRINCIPAL

ACET/PRINCIPAL/IQMC/A.Y-2022-23/cir/02   Date:14-03-2023
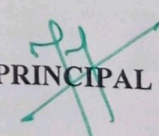
CIRCULAR

The following faculty members are appointed as Academic Auditors for auditing Course Files, Personal Files, Lab Files, Project Files and Other Department Files in every department of the College on behalf of IQMC, ACET.

S. NO	DEPARTMENT	ACADEMIC AUDITORS	PHONE NUMBER
1	CSE	B. Manikyala Rao	9640380333
		N.Sunil	9848325165
2	IT	K. Naga Bhargavi	8919776949
3	EEE	R. Srinivas	7731078885
		U.V.P.Lavanya	9849024589
4	MECH	Dr. Stanley	9160048124
		Dr.Pramod Kumar	7903406446
5	CIVIL	Dr. Gnanananda Rao	9491789380
		Dr. Ch. Dheeraj Kumar Reddy	9177556962
6	ECE	K. Jayaram Kumar	9032235282
		A. Rama Vasantha	9949974343
		Dr. B. Vijaya Sri	7732096663
		I. Ramesh Raja	7729996263
7	H&BS	Dr. N. Rajeswara rao	9701720827
		C.Lalitha	9182759626

IQMC Coordinator

PRINCIPAL

Ref: ACET/IQMC/2022-23/MOM/02

Date: 16-03-2023

Minutes of Meeting

Ref: ACET/IQMC/2022-23/cir/03

Agenda: Conducting departmental audit of academic files viz.,
    a) Department files
    b) Course files
    c) Personal files
    d) Lab files
    e) Project files

The chairman of IQMC has addressed the members and discussed the following points:

1. The functions to be performed by the members.

2. Identification of IQMC representatives to conduct auditing of various academic files of all the departments including H&BS.

3. The IQMC representatives are
1. Dr.T.Srihari,
2. Mrs.V.Preethi
 3. Mrs.J.Divya lalitha sri

4. The frequency of meeting of the IQMC members is two times in a year. The meeting is ended with Vote Of Thanks.

16/3/23

Members who have attended the meeting are:

S.No	Name of the Committee Members	Designation	Role	Signature
1	Dr.Dola Sanjay S.	PRINCIPAL	Chairman	
2	Dr.A.Rama Krishna	Dean	Member	
3	Dr.T.Srihari	Prof.,in ME	Coordinator	
4	Ms.V.Preethi	Asst.Prof., in ECE	Coordinator	
5	Ms.J. Divya Lalitha Sri	Asst.Prof., in CSE	Coordinator	
6	Mr.A.Naga Sai	HOD- Civil	Member	
7	Dr.P.Danaiah	HOD-Mech	Member	
8	Mr.M.Rajesh Murari	HOD- EEE	Member	
9	Dr.R.V.V.Krishna	HOD-ECE	Member	
10	Dr.M.Anil Kumar	HOD- CSE	Member	
11	Mr.R.V.V.N.Bheema Rao	HOD-IT	Member	
12	Mrs.A.Vijaya Bhargavi	HOD-MBA	Member	
13	Mr.B.Suryanarayana Murthy	HOD-H&BS	Member	
14	Mr.Rajkamal Ankit 13P31A0546	Alumni	Member	Absent
15	Mr.A.Uday 13P31A0251	Alumni	Member	

Academic Auditors of IQMC , ACET

S. NO	DEPARTMENT	ACADEMIC AUDITORS Mr/Ms	SIGNATURE
1	CSE	B. Manikyala Rao	
		N.Sunil	
2	IT	K. Naga Bhargavi	KNBhargavi
3	EEE	R. Srinivas	
		U.V.P.Lavanya	
4	MECH	Dr. Stanley	
		Dr.Pramod Kumar	Pramod Kr
5	CIVIL	Dr.Gnanananda Rao	
		Dr.Ch. Dheeraj Kumar Reddy	
6	ECE	K. Jayaram Kumar	Absent
		A. Rama Vasantha	
		Dr. B. Vijaya Sri	
		I. Ramesh Raja	
7	H&BS	Dr. N. Rajeswara rao	
		C.Lalitha	

Coordinators

PRINCIPAL

Ref: ACET/IQMC/2022-23/MOM/03

Date: 18-03-2023

Minutes of Meeting

Ref: ACET/IQMC/2022-23/cir/05

Agenda: Training program conducted to academic auditors for Conducting departmental audit of academic files viz.,

    a) Department files
    b) Course files
    c) Personal files
    d) Lab files
    e) Project files

The chairman of IQMC has addressed the members and discussed the following points:

1) The functions to be performed by the Auditors.

2) Guidelines are given all auditors for successfully and smoothly conducting auditing work in all departments.

3) They are instructed to politely approach all faculty members and see that all the files are complete in all respects by the time they declare that auditing work is over for a particular department.

Coordinators

PRINCIPAL

Members who attended the training program on 18-03-2023

S.No	Name of the Committee Members	Designation	Role	Signature
1	Dr.Dola Sanjay S.	PRINCIPAL	Chairman	
2	Dr.A.Rama Krishna	Dean	Member	
3	Dr.T.Srihari	Prof.,in ME	Coordinator	
4	Ms.V.Preethi	Asst.Prof., in ECE	Coordinator	
5	Ms.J. Divya Lalitha Sri	Asst.Prof., in CSE	Coordinator	
6	Dr.CH.V.Raghavendram	Prof. in IT	IQAC Coordinator	

S. NO	DEPARTMENT	ACADEMIC AUDITORS	SIGNATURE
1	CSE	Mr B. Manikyala Rao	
		Mr N.Sunil	
2	IT	Ms K. Naga Bhargavi	
3	EEE	Mr R. Srinivas	
		Ms U.V.P.Lavanya	
4	MECH	Dr. Stanley	
		Dr.Pramod Kumar	
5	CIVIL	Dr.Gnanananda Rao	
		Dr.Ch. Dheeraj Kumar Reddy	
6	ECE	Mr K. Jayaram Kumar	
		A. Rama Vasantha	
		Dr. B. Vijaya Sri	
		Mr I. Ramesh Raja	
7	H&BS	Dr. N. Rajeswara rao	
		Ms C.Lalitha	
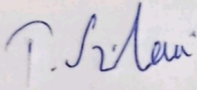
Ref: ACET/IQMC/2022-23/cir/03   Date:14-03-2023

CIRCULAR
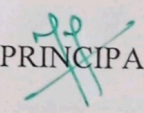
All the members of INTENAL QUALITY MANAGEMENT COMMITTEE (IQMC) are informed to attend a meeting on 16-03-2023 at 03:00PM.All are requested to attend the meeting without fail.

The agenda of the meeting is:
  1) Conducting departmental audit of academic files viz.,
     a) Department files
     b) Course files
     c) Personal files
     d) Lab files
     e) Project files

  2) Any other point with the permission of chairman

IQMC Co-ordinator   PRINCIPAL

Ref: ACET/IQMC/2022-23/cir/04   I Sem

Date:16-03-2023

CIRCULAR

Allocation of Departments for Academic Audit . The academic auditors are directed to adhere to the following Departments and dates for audit purpose, Auditing should be completed in three days from the date of beginning.

S. NO	DEPARTMENT	ACADEMIC AUDITORS Mr/Ms	Department to Audit	Auditing Beginning Date
1	CSE	B. Manikyala Rao	EEE	28-03-2023
		N.Sunil		
2	IT	K. Naga Bhargavi	CIVIL	28-03-2023
3	EEE	R. Srinivas	ECE-1	28-03-2023
		U.V.P.Lavanya		
4	MECH	Dr. Stanley	ECE-2	28-03-2023
		Dr.Pramod Kumar		
5	CIVIL	Dr. Gnanananda Rao	IT	29-03-2023
		Dr. Ch. Dheeraj Kumar Reddy		
6	ECE-1	K. Jayaram Kumar	H&BS	29-03-2023
		A. Rama Vasantha		
	ECE-2	Dr. B. Vijaya Sri	CSE	29-03-2023
		I. Ramesh Raja		
7	H&BS	Dr. N. Rajeswara rao	MECH	29-03-2023
		C.Lalitha		

Coordinators

PRINCIPAL

Ref: ACET/IQMC/2022-23/cir/05

Date:17-03-2023

CIRCULAR

All Academic Auditors are required to attend a training program on 18-03-2023 at 03:30 pm in the conference hall about the Academic Audit procedure. They are also directed to bring printouts of the five Academic Audit formats to clear their doubts , they are further instructed to go through the formats thoroughly before attending the session.

S. NO	DEPARTMENT	ACADEMIC AUDITORS Mr/Ms
1	CSE	B. Manikyala Rao
		N.Sunil
2	IT	K. Naga Bhargavi
3	EEE	R. Srinivas
		U.V.P.Lavanya
4	MECH	Dr. Stanley
		Dr.Pramod Kumar
5	CIVIL	Dr. Gnanananda Rao
		Dr. Ch. Dheeraj Kumar Reddy
6	ECE-1	K. Jayaram Kumar
		A. Rama Vasantha
	ECE-2	Dr. B. Vijaya Sri
		I. Ramesh Raja
7	H&BS	Dr. N. Rajeswara rao
		C.Lalitha

Coordinators

PRINCIPAL

Ref: ACET/IQMC/2022-23/   Date:17-04-2023
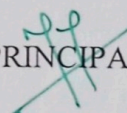
Sub: Substitution of Dr.K.S.S.Mohan in place of Dr.Promod Kumar –Reg.

Dr.K.S.S.Mohan, Asst.Professor, Mech.Engg.Dept., will act as Academic

Auditor in place of Dr.Promod Kumar. He will audit the files of ECE-2 Department

note':-
Dr. Promod Kumar
got govt job Bihar

PRINCIPAL

Internal Quality Management Committee (IQAC)

To

Date: 24-05-2023

The HOD CIVIL ,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-I and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course file Audit	Course files are maintained but CO-PO Mapping, Gap identification, Remedial classes for slow learners, Documentation for Advanced Learners, CO attainment need to be done.
2.	Laboratory file Audit	Laboratories stock registers, Lab files are maintained. CO-PO Mapping and attainment is reflected. Only in few files CO-PO mapping and attainment need to be updated.
3.	Dept Audit	Number of Research publications by faculty planned:12 and organized: 4. Number of Faculty having Professional Member ships: 2 Guest Lectures Planned: 2 and Organized: 1 Seminars Planned: 2 and Organized 2 Faculty meeting: Planned 4 and Organized 4 for every month. Faculty meetings are maintained in soft copy. Advised to maintain hard copy. Feed back on Curriculum of some students is maintained Odd sem Student faculty feedback is maintained only after mid-I Review on syllabus status file is missing Result analysis is maintained.
4.	Project File	Grouping of students into teams and mapping teams with guide is done. Reviews evaluation sheets need to be updated. Advised to identify rubrics and reflected them in Project evaluation sheets
5.	Personal file	Each Faculty is advised to publish atleast one paper for semester, complete certification courses, professional member ships, attend workshops and register for Ph.D to improve their personal profiles.

Name & Signature of IQMC team : 1. T. Srilani Dr. T. Srihari

Name & Signature: ch. Raghu 2. N. Preethi   N. Preethi

IQAC Chairman
Principal

Internal Quality Management Committee (IQAC)

To

The HOD EEE ,

Aditya College of Engineering & Technology,

Surampalem.

Date: 24-05-2023

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1.Verified all course files and attainment report is to be updated in some course files for which results to be declared. 2.Class tests not conducted
2.	Laboratory files	1.Verified curriculum and Physical files 2.Stock registers verified 3.Student login registers verified 4.Maintenance registers are verified and need to be up to date - advised 5.MATLAB – Simulink skill oriented curriculum file to be updated with specifications – are advised
3.	Department files	1.Faculty should complete at least one NPTEL certification and the same advised. (few are completed) 2.Student feedbacks are given to faculty members so no student feedback file 3.Professional body activities to be improved 4.Faculty must publish at least one Research publications and the same advised. (only 04 papers are published)
4.	Project file	Project files verified – all reviews are conducted before evaluation.
5.	Personal files	1.Verified personal files of the staff members 2.Self-appraisals to be included in some personal files and the same advised. 3.Consultancy activities and R&D projects are observed nil and advised to be initiated

Name & Signature of IQMC team : 1. T. Sr̄lar̄ Dr.T. Srihari

2. V. Ranu V. Preethi

Name & Signature: Ch. Raghaul

IQAC Chairman
Principal

Internal Quality Management Committee (IQAC)

To
The HOD Mechanical,
Aditya College of Engineering & Technology,
Surampalem.

Date: 24-05-2023

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files Audit	1. Many of the course files of the concerned faculty are missing with HoD signatures. 2.Course files are maintained well but Remedial classes for slow learners documentation for Advanced Learners, feedbacks are need to be done.
2.	Laboratory files Audit	1. Laboratories stock registers, Lab files are well maintained. 2. CO attainment needs to be done for respective Lab.
3.	Department files Audit	1. The publication of the faculty members are adequate. Though, the entire faculty must produce at least one publication per semester. 2. Enrollment of faculty into NPTEL courses are adequate. 3. Result analysis is maintained. 4. The faculties are encouraged to organize and attend seminars and FDPs. 5. Faculty meeting are held at regular intervals. 6. Feedback on Curriculum of the students is maintained. 7. Review on syllabus status file is maintained every fortnight. 8. Result analysis file is well maintained.
4.	Project file Audit	1. The students are advised to take part in internships and extra-curricular activities. 2. More collaborations are need from the department to establish students exchange programs. 3. Advised to conduct guest lectures, guide the students for gaining skills & higher education. 4. The number of students that are registering for NPTEL & MOOCs are less.
5.	Personal files Audit	1.Each Faculty is advised to publish at least one paper for semester and encouraged to register for Ph.D. 2. Faculty members are advised to update personal files.

Name & Signature of IQMC team : 1. *T. Srilani* Dr.T. Srihari

2. *N. Preethi* N. Preethi   IQAC Chairman
Principal

Name & Signature: *Chu. Raghav.*

ADITYA
COLLEGE OF ENGINEERING & TECHNOLOGY
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Accredited by **NBA,** & **NAAC (A+)** with CGPA of 3.4
Recognized by UGC Under Section 2(f) and 12(B) of the UGC Act, 1956

Ph: 99591 7666
Email: office@acet.ac.
Website: www.acet.ac.

Internal Quality Management Committee (IQAC)

Date: 24-05-2023

To
The HOD ECE-1 ,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1.Given suggestion regarding advanced learners to engage with activities like GATE, GRE, TOFEL, CAT etc., and place corresponding documents in the course file. 2.Provide the evidence for the action taken to full fill the Gaps in the curriculum. 3.All faculty submitted their course files.
2.	Laboratory files	1.Given suggestion that prepare a physical lab file for each and every lab course separately. 2.Attainment of lab courses has to include.
3.	Department files	1.Increase the number of faculty publications in reputed journals. The entire faculty must produce at least one publication per semester. 2.NPTEL course by faculty are to be made mandatory per semester and also encourage to enroll in interdisciplinary course.
4.	Project file	1.Given suggestion try to convert student projects into publications. 2.For each and every review record the suggestions given to the each and every project batch.
5.	Personal files	1.Teaching methodologies are not placed in the personal file. 2.All faculty submitted their personal files.

Name & Signature of IQMC team : 1. Dr.T.Srihari

2. V.Preeth   IQAC Chairman
Principal

Name & Signature:

Internal Quality Management Committee (IQAC)

Date: 24-05-2023

To
The HOD ECE-2,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1.Many of the course files are missing out with concerned faculty and corresponding HOD Signatures. 2. Labeling of individual files is missing 3. It is recommended to keep the topics beyond the syllabus, and a summary of all topics beyond the syllabus should be kept. 4. Gaps should be identified based on course prerequisites, and a bridge should be build between industry and curriculum. Workshops, certification courses, and other mean such as internships in industry, will fill gaps
2.	Laboratory files	1. Keep a list of major and minor projects completed by students in this lab, along with documentation. Maintain the manufacturer's equipment operation manual, which is not found in many lab files. 2. Revised the list of experiments including new experiments and their CO,PO/PSO mapping. 3. Maintenance and service registers are not updated frequently 4. Number of new equipment's purchased yearly is less
3.	Department files	1. Increase the number of faculty publications in reputed journals. The entire faculty must produce at least one publication per semester. 2. Enrollment of faculty into NPTEL course is less. 3. The number of MOU's with the industry needs to be increased. 4. Enrollment of faculty into PhD program is less. 5. Consultancy and sponsored research program needs to be improved. 5. More faculty should participate in FDP programmes expert lectures,

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Ph: 99591 7666
Email: office@acet.ac.
Website: www.acet.ac.

		Technical Seminars etc
		6. More collaborations need to be established for faculty exchange, students Exchange. internship etc.
4.	Project file	Project file is maintained well only thing is lack of journals by students. It has to be improved
5.	Personal files	1.All personnel files are good but the order of placing them is to be maintained well. Some latest updating should be required
		2. Many of the personal files are missing out concerned faculty and corresponding HOD signatures.

Name & Signature of IQMC team : 1. _T. Srilani_ Dr.T. Srihari

2. _V. Preethi_ V. Preethi

IQAC Chairman
Principal

Name & Signature:
IQAC Convener _Ch. Raghavend._

Internal Quality Management Committee (IQAC)

Date: 24-05-2023

To
The HOD CSE,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1.6 MEMBERS not submitted the course files Dr M. Anil Kumar, Dr. G. Sanjiv Rao, Mr. SVSCS Ramesh, Dr. B. Srivinivas, Mr. J. Narendra Kumar, Mr. N. V. K. Reddi 2.Some faculty are dealing certain courses to AI&ML. Vision ,Mission,PSO's of those departments are to be framed to complete the course files.
2.	Laboratory files	Not updated from last year.
3.	Department files	Not ready with 1.Maintenance of laboratories, 2.Feedback on curriculum, 3.Student faculty feedback, 4.Faculty meetings, 5.No NPTEL courses done by faculty
4.	Project file	Not submitted
5.	Personal files	1.7MEMBERS not submitted Dr M. Anil Kumar,Mr. SVSCS Ramesh, Dr. B. Srivinivas, Mr. J. S. Narendra Kumar, Mr. Ch.SVVSN Murthy, Mr. N. Sunil, Mr. D. Satyanarayana 2. Dr. G. Sanjiv Rao,Dr.RVS Lalitha have not updated.

Name & Signature of IQMC team : 1. _Dr.T.Srihari_

2. _V.Preethi_

IQAC Chairman
Principal

Name & Signature:
IQAC Convener
Ch.Raghava

Internal Quality Management Committee (IQAC)

Date: 24-05-2023

To
The HOD IT,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

     After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1. Suggested to incorporate list of the gaps with in the syllabus/beyond the syllabus mapping to POs and PSOs with justification and proposed mode of addressing. 2. In some of the files unit wise quiz question are missing and scheme of evaluatio with CO and BT mapping for internal question paper also missing. 3. List of student NPTL/other MOOC courses are need to be improved. It is recommended to keep the course end survey form - filled form with analysis
2.	Laboratory files	1. It is recommended to keep the list of examiners. 2. Recommended to take the initiation to include the inventory list and list of working models/prototypes/ products.
3.	Department files	1. Number of quality publications need to be improved in journals/book chapters and conferences. 2. Suggested to initiate the professional body activities in the department/college. 3. The count of guest lectures and seminars attended/organized need to be improved.
4.	Project file	1. Recommended (for future projects) to take the option form the teams for the area of the project they want to work. 2. The initiation needs to be taken for publications / working models out of the project. 3. Where ever possible the industrial interaction needs to be considered for the future projects.
5.	Personal files	1. Suggested to improve the invited lectures count for the faculty. 2. Recommended to take an initiation about in-house R&D projects, funded R&D projects, consultancy activities and projects received seed money. 3. Recommended to give the encouragement to faculty to go for advanced studies/research with international fellowship.

Name & Signature of IQMC team : 1. *Srilani Dr.T.Srihari*

2. *N. Preethi V.Preethi*

Name & Signature: *Chm. Raghava .*

IQAC Chairman
Principal

Internal Quality Management Committee (IQAC)

Date: 24-05-2023

To
The HOD H&BS,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1.It is recommended to keep the class tests question papers mapped with CO & BT. 2.The slow and advanced learners in the department should be identified by the faculty and remedial classes for slow learners should be planned.
2.	Laboratory files	1.Class timetables and list of examiners should be provided in the files. 2.Day to day evaluation should be maintain in the attendance registers.
3.	Department files	1.All the faculty are encouraged to take professional body memberships. 2.Increase the number of faculty publications in reputed journals. The entire faculty must produce at least one publication per semester. 3.NPTEL course by faculty are to be enrolled in interdisciplinary courses.
4.	Project file	Not relevant to H & BS department.
5.	Personal files	1.Personal file order of placing according to contents is recommended. 2.Most of the faculty don't have professional membership. We suggested to take professional membership bodies. 3.Latest appraisal should be maintained properly.

Name & Signature of IQMC team : 1. P. Srilani Dr. T. Srihari

2. V. Preethi

IQAC Chairman
Principal

Name & Signature:
IQAC Convener Ch. Raghav.

Internal Quality Management Committee (IQAC)

To

Date: 24-05-2023

The HOD MBA ,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1. In some of the files unit wise quiz question are missing and scheme of evaluatio with CO and BT mapping for internal question paper also missing. 2.Many of the course files are missing out with concerned faculty and corresponding HOD Signatures
2.	Laboratory files	1. It is recommended to keep the list of examiners. 2. Recommended to take the initiation to include the inventory list and list of working models/prototypes/ products.
3.	Department files	1. Number of quality publications need to be improved in journals/book chapters and conferences. 2. Suggested to initiate the professional body activities in the department/college. 3. The count of guest lectures and seminars attended/organized need to be improved.
4.	Project file	For each and every review record the suggestions given to the each and every project batch.
5.	Personal files	1.Teaching methodologies are not placed in the personal file. 2.All faculty submitted their personal files.

Name & Signature of IQMC team : 1. T. Srilani Dr.T.Srilani

2. V. Preethi V. Preethi IQAC Chairman
Principal

Name & Signature:

Internal Quality Management Committee (IQAC)

Date: 24-05-2023

To
The HOD MCA ,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of your department during academic audit – Reg

After reviewing the information submitted by the IQMC team for the academic year 2022-23 sem-1 and interacting with the faculty members of your department the following observations were made by the above audit team and you are required to give plan of action to improve the quality of teaching learning process in our college.

S.no	Items	Observations
1.	Course files	1. Suggested to incorporate list of the gaps with in the syllabus/beyond the syllabus mapping to POs and PSOs with justification and proposed mode of addressing. 2.All faculty submitted their course files.
2.	Laboratory files	1. It is recommended to keep the list of examiners. 2. Recommended to take the initiation to include the inventory list and list of working models/prototypes/ products.
3.	Department files	1.Increase the number of faculty publications in reputed journals. The entire faculty must produce at least one publication per semester. 2. The number of MOU's with the industry needs to be increased.
4.	Project file	1.Given suggestion try to convert student projects into publications. 2.For each and every review record the suggestions given to the each and every project batch.
5.	Personal files	1.Teaching methodologies are not placed in the personal file. 2.All faculty submitted their personal files.

Name & Signature of IQMC team : 1. T. Srilau Dr.T.Srihari

2. N. Preethi V.Preethi   IQAC Chairman
                            Principal

Name & Signature:

Date: 25/5/2023

To

All HoDs
ACET, Surampalem.

Sir,

sub: plan of action to be submitted for the IQMC audited report of your department — Reg (Compliance Report)

Ref: ACET/IQMc/2022-23/cir/04 dt 16/3/2023

All the HoDs are requested to submit your plan of action for the IQMC audited report of your department on or before 05-06-2023.(Monday).

Audit report for 2022-23 I Sem is enclosed.

P. Sridevi
25/5/2023

Principal & IQAC
chairman.
25/5/23

Chu. Raghav. 25/5/2023.

Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Internal Quality Management Committee (IQMC)

Date: 6|5|2023

To
The Coordinator,
IQAC,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of _CIVIL_ department during academic audit – Reg

After reviewing the information submitted by the _CIVIL_ department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year 2022 – 2023

S.no	Items	Observations
1.	Course files	Course files are maintained but CO-PO Mapping, Gap identification, Remedial classes for slow learners, Documentation for Advanced Learners, CO attainment need to be done.
2.	Laboratory files	Laboratories stock registers, Lab files are maintained. CO-PO Mapping and attainment is reflected. Only in few files CO-PO mapping and attainment need to be updated
3.	Department files	Number of Research publications by faculty planned:12 and organized: 4. Number of Faculty having Professional Member ships: 2 Guest Lectures Planned: 2 and Organized: 1 Seminars Planned: 2 and Organized 2 Faculty meeting: Planned 4 and Organized 4 for every month. Faculty meetings are maintained in soft copy. Advised to maintain hard copy. Feed back on Curriculum of some students is maintained Odd sem Student faculty feedback is maintained only after mid-I Review on syllabus status file is missing Result analysis is maintained.
4.	Project file	Grouping of students into teams and mapping teams with guide is done. Reviews evaluation sheets need to be updated. Advised to identify rubrics and reflected them in Project evaluation sheets
5.	Personal files	Each Faculty is advised to publish atleast one paper for semester, complete certification courses, professional member ships, attend workshops and register for Ph.D to improve their personal profiles.

Name & Signature of audit team

1. K Naga Bhargavi
   24/05/2023

IQMC Coordinator

ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi * Permanently Affiliated to JNTUK, Kakinada
Accredited by **NBA**, Accredited by **NAAC (A+)** with CGPA of 3.4
Recognized by UGC Under Sections 2(f) and 12(B) of the UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P
Ph. 99591 76665, Email: office@acet.ac.in, www.acet.ac.in

Internal Quality Management Committee (IQMC)

Date: 08-05-2023

To
The Coordinator,
IQAC,
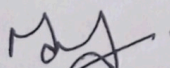Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of **EEE** department during academic audit – Reg

After reviewing the information submitted by the **EEE** department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year **2022-23** (Odd semester).

S.no	Items	Observations
1.	Course files	1. Verified all course files and attainment report is to be updated in some course file for which results to be declared. 2. Class tests not conducted ?
2.	Laboratory files	1. Verified curriculum and Physical files 2. Stock registers verified 3. Student login registers verified 4. Maintenance registers are verified and need to be up to date - advised 5. MATLAB – Simulink skill oriented curriculum file to be updated with specifications – are advised
3.	Department files	1. Faculty should complete at least one NPTEL certification and the same advised. (few are completed) 2. Student feedbacks are given to faculty members so no student feedback file 3. Professional body activities to be improved 4. Faculty must publish at least one Research publications and the same advised. (only 04 papers are published)
4.	Project file	1. Project files verified – all reviews are conducted before evaluation.
5.	Personal files	1. Verified personal files of the staff members 2. Self-appraisals to be included in some personal files and the same advised. 3. Consultancy activities and R&D projects are observed nil and advised to be initiated

Name & Signature of audit team

1.
   (Mr B Manikyala Rao)

2.
   (Mr N sunil)

28/5/23.

HOD/EEE

IQMC Coordinator

ADITYA
COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE, New Delhi • Permanently Affiliated to JNTUK, Kakinada
Accredited by NBA, & NAAC (A+) with CGPA of 3.4
Recognized by UGC Under Section 2(f) and 12(B) of the UGC Act, 1956

Ph: 99591 76665
Email: office@acet.ac.in
Website: www.acet.ac.in

Internal Quality Management Committee (IQMC)

Date: 19-05-2023

To
The Coordinator,
IQAC,
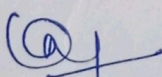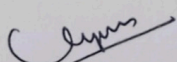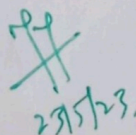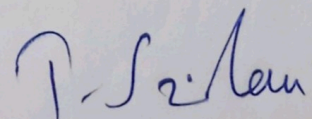Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of ME department during academic audit – Reg

After reviewing the information submitted by the ~~HoBS~~ M.E. department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year 2022-2023 I SEM.

S.no	Items	Observations
1.	Course files Audit	1. Many of the course files of the concerned faculty are missing with HoD signatures. 2. Course files are maintained well but Remedial classes for slow learners documentation for Advanced Learners, feedbacks are need to be done.
2.	Laboratory files Audit	1. Laboratories stock registers, Lab files are well maintained. 2. CO attainment needs to be done for respective Lab.
3.	Department files Audit	1. The publication of the faculty members are adequate. Though, the entire faculty must produce at least one publication per semester. 2. Enrollment of faculty into NPTEL courses are adequate. 3. Result analysis is maintained. 4. The faculties are encouraged to organize and attend seminars and FDPs. 5. Faculty meeting are held at regular intervals. 6. Feedback on Curriculum of the students is maintained. 7. Review on syllabus status file is maintained every fortnight. 8. Result analysis file is well maintained.
4.	Project file Audit	1. The students are advised to take part in internships and extra-curricular activities. 2. More collaborations are need from the department to establish students exchange programs. 3. Advised to conduct guest lectures, guide the students for gaining skills & higher education. 4. The number of students that are registering for NPTEL & MOOCs are less.
5.	Personal files Audit	1. Each Faculty is advised to publish at least one paper for semester and encouraged to register for Ph.D. 2. Faculty members are advised to update personal files.

Name & Signature of audit team

1. Dr. N. Rajeswararao

2. C. Lalitha

IQMC Coordinator 23/5/2023

23/5/2023

29/5/23

ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY

Aditya Nagar, Adb Road, Surampalem – 533437

Internal Quality Management Committee (IQMC)

Date:05-05-23

To
2023
The Coordinator,
IQAC,
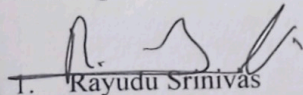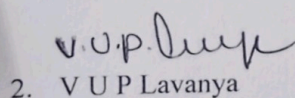Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of ECE-I department during academic audit – Reg

After reviewing the information submitted by the ECE-I department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year 2022-23 Sem-I

S.no	Items	Observations
1.	Course files	1. Given suggestion regarding advanced learners to engage with activities like GATE, GRE, TOFEL, CAT etc., and place corresponding documents in the course file. 2. Provide the evidence for the action taken to full fill the Gaps in the curriculum. 3. All faculty submitted their course files.
2.	Laboratory files	1. Given suggestion that prepare a physical lab file for each and every lab course separately. 2. Attainment of lab courses has to include.
3.	Department files	1. Increase the number of faculty publications in reputed journals. The entire faculty must produce at least one publication per semester. 2. NPTEL course by faculty are to be made mandatory per semester and also encourage to enroll in interdisciplinary course.
4.	Project file	1. Given suggestion ~~try to~~ Shall convert student projects into publications. 2. For each and every review record the suggestions given to the each and every project batch.
5.	Personal files	1. Teaching methodologies are not placed in the personal file. 2. All faculty submitted their personal files.

Name & Signature of audit team

1. Rayudu Srinivas

2. V U P Lavanya

23/5/23

IQMC Coordinator

Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

ECE2

Internal Quality Management Committee (IQMC)

To

Date: 06-05-2023

The Coordinator,
IQAC,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

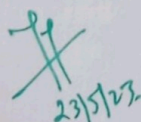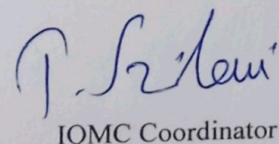Sub: Fact finding report of ECE-2 department during academic audit – Reg

After reviewing the information submitted by the Mechanical department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year 2022-23.

S.no	Items	Observations
1.	Course files	1. Many of the course files are missing out concerned faculty and corresponding HoD signatures. 2. Labeling of individual files is missing 3. It is recommended to keep the topics beyond the syllabus, and a summary of all topics beyond the syllabus should be kept. 4. Gaps should be identified based on course prerequisites, and a bridge should be built between industry and curriculum. Workshops, certification courses, and other means such as internships in industry, will fill gaps
2.	Laboratory files	1. Keep a list of major and minor projects completed by students in this lab, along with documentation. Maintain the manufacturer's equipment operation manual, which is not found in many lab files. 2. Revised the list of experiments including new experiments and their CO,PO/PSO mapping. 3. Maintenance and service registers are not updated frequently 4. Number of new equipment's purchased yearly is less
3.	Department files	1. Increase the number of faculty publications in reputed journals. The entire faculty must produce at least one publication per semester. 2. Enrollment of faculty into NPTEL course is less. 3. The number of MOU's with the industry needs to be increased. 4. Enrollment of faculty into PhD program is less. 5. Consultancy and sponsored research program needs to be improved. 5. More faculty should participate in FDP programmes expert lectures, Technical seminars etc 6. More collaborations need to be established for faculty exchange, students exchange. internship etc.
4.	Project file	1. Project file is maintained well only thing is lack of journals by students. It has to be improved
5.	Personal files	1. All personnel files are good but the order of placing them is to be maintained well. Some latest updating should be required 2. Many of the personal files are missing out concerned faculty and corresponding HoD signatures.

Name & Signature of audit team

1. Dr. K.S.S. Mohan   _Ice_/6|5

2. Dr. N. Stanley Ebenezer _(signature)_ 6|5

(green signature)
22/5/22

T. Srilau
IQMC Coordinator

3/c HOD
(signature)
24/5/23.

CSE

Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Internal Quality Management Committee (IQMC)

Date:5-5-2023

To
The Coordinator,
IQAC,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of ____CSE_____ department during academic audit – Reg

After reviewing the information submitted by the ____CSE_____ department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year _2022-2023 I SEM_____.

S.no	Items	Observations
1.	Course files	1. 6 MEMBERS not submitted the course files ✓ Dr M. Anil Kumar, Dr. G. Sanjiv Rao, Mr. SVSCS Ramesh, Dr. B. Srivinivas, Mr. J. Narendra Kumar, Mr. N. V. K. Reddi 2. Some faculty are dealing certain courses to AI & ML. Vision, mission, PSO's of those departments to be framed to complete the course files.
2.	Laboratory files	1. Not updated from last year.
3.	Department files	Not ready with 1. Maintenance of laboratories, 2. Feedback on curriculum, 3. Student faculty feedback, 4. Faculty meetings, 5. No NPTEL courses done by faculty
4.	Project file	1. Not submitted ?
5.	Personal files	7 MEMBERS not submitted 1. Dr M. Anil Kumar, Mr. SVSCS Ramesh, Dr. B. Srivinivas, Mr. J. S. Narendra Kumar, Mr. Ch.SVVSN Murthy, Mr. N. Sunil, Mr. D. Satyanarayana 2. Dr. G. Sanjiv Rao, Dr RVS Lalitha have not updated

Name & Signature of audit team

1. Dr V Vijayasri Boliselty

2. I. Ramesh Raja

3. Dr. G. Sanyrtu I/c Dept CSE

T. Srilavi
24/5/2023

IQMC Coordinator

All the consent staff are informd to give explantion, why action should not be takenn

29/5/23

I.T.

Internal Quality Management Committee (IQMC)

Date: 05.05.2023

To
The coordinator,
IQAC,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of Information Technology (IT) department during academic audit – Reg

After reviewing the information submitted by the IT department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year 2022-2023.

S.no	Items	Observations
1.	Course files	1. Suggested to incorporate list of the gaps with in the syllabus/beyond the syllabus mapping to POs and PSOs with justification and proposed mode of addressing. 2. In some of the files unit wise quiz question are missing and scheme of evaluation with CO and BT mapping for internal question paper also missing. 3. List of student NPTL/other MOOC courses are need to be improved. It is recommended to keep the course end survey form - filled form with analysis
2.	Laboratory files	1. It is recommended to keep the list of examiners. 2. Recommended to take the initiation to include the inventory list and list of working models/prototypes/ products.
3.	Department files	1. Number of quality publications need to be improved in journals/book chapters and conferences. 2. Suggested to initiate the professional body activities in the department/college. 3. The count of guest lectures and seminars attended/organized need to be improved.
4.	Project file	1. Recommended (for future projects) to take the option form the teams for the area of the project they want to work. 2. The initiation needs to be taken for publications / working models out of the project. 3. Where ever possible the industrial interaction needs to be considered for the future projects.
5.	Personal files	1. Suggested to improve the invited lectures count for the faculty. 2. Recommended to take an initiation about in-house R&D projects, funded R&D projects, consultancy activities and projects received seed money. 3. Recommended to give the encouragement to faculty to go for advanced studies/research with international fellowship.

Name & Signature of audit team

1. Dr. T. Gnanananda rao

2. Dr. C.N. Dheeraj Kumar peddy

5.5.23

24/5/23.

24/5/2023
IQMC Coordinator

Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Internal Quality Management Committee (IQMC)

Date: 08-05-2023

To
The Coordinator,
IQAC,
Aditya College of Engineering & Technology,
Surampalem.

Sir,

Sub: Fact finding report of H & BS department during academic audit – Reg

After reviewing the information submitted by the H & BS department and interacting with the faculty members of the department the following observations are made by the IQMC audit team for the academic year 2022-23.

S.no	Items	Observations
1.	Course files	1. It is recommended to keep the assignment question papers mapped with CO&BT 2. The slow and advanced learners in the department should be identified by the faculty and remedial classes for slow learners should be planned.
2.	Laboratory files	1. Class timetables and list of examiners should be provided in the files. 2. Day to day evaluation should be maintain in the attendance registers.
3.	Department files	1. All the faculty are encouraged to take professional body memberships. 2. Increase the number of faculty publications in reputed journals. The entire faculty must produce at least one publication per semester. 3. NPTEL course by faculty are to be enrolled in interdisciplinary courses.
4.	Project file	1. Not relevant to H & BS department. *provide projects for advanced lear*
5.	Personal files	1. Personal file order of placing according to contents is recommended. 2. Most of the faculty don't have professional membership. We suggested to take professional membership bodies. 3. Latest appraisal should be maintained properly.

Name & Signature of audit team

1. A.Rama Vasantha

2. K. Jayaram Kumar

1. ~~_____~~ (H & BS-I)
2. ~~_____~~ (H & BS-II)

24/5/23.

24/5/2023

IQMC Coordinator