

# AMRITA SAI INSTITUTE OF SCIENCE & TECHNOLOGY (AUTONOMOUS)



Approved by AICTE, New Delhi, Permanently Affiliated to JNTUK, Kakinada, SBTET,  
Recognized by UGC under 2(f) & 12(B) of 1956 Act,  
ISO 9001:2015 Certified Institution, Accredited by NAAC "A" Grade,  
Paritala, Kanchikacherla, Krishna Dist, Andhra Pradesh- 521180.  
www.amritasai.org.in, Phone: 0866 2428399.



Ref: ASIST/IQAC/CIR-23/-2022/23

Date: 07/08/2023

## CIRCULAR

All the HOD'S and members of IQAC are here by informed that there will be a meeting with principal on 8<sup>th</sup> August at 11.00 am in Principal chamber.

### AGENDA

1. Internal Audit for the Academic Year 2022-23.
2. Selection of dates
3. Deputation of staff for internal audit.

I would like to invite you all to attend the meeting and discuss upon the Agenda.

**IQAC Coordinator**

**Principal**

### PRINCIPAL

Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521 180

Copy to: The Chairperson

The Principal Office File

All Members of the IQAC.

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Ref: ASIST/IQAC/2022/23

Date: 08/08/2023

**ACADEMIC AND ADMINISTRATIVE**  
**INTERNAL AUDIT.**

*Minutes of the meeting held on 8<sup>th</sup> August, 2022-2023*

At the outset Coordinator of IQAC welcomed Dr.M.Sasidhar, Chairman of the committee, Hod's, senior faculty and other members. The agenda points were taken up for discussion with the permission of the chair.

The following points were discussed and deliberated upon in the meeting.

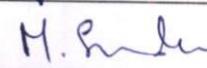
1. Principal discussed with the IQAC convener, senior faculty and HOD's about Academic calendar. College Activities, Conduction of Regular class promptly.
2. The following committees have been constituted by IQAC to carry out the internal audit of the departments in the Month of August for the academic year 2022-2023 in the next week.
3. After discussion with IQAC Coordinator and HOD'S the Principal has finalized the below faculty to carry out their Assigned department Internal Audit.
4. All the HOD's were asked to depute the allotted faculty to carry out the duty.
5. IQAC Coordinator Mr Dr.P.Chiranjeevi thanked the Principal and HOD'S and staff for their active participation of the meeting.

**ALLOTTED FACULTY TO CARRY OUT THE INTERNAL AUDIT.**

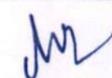
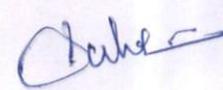
The committee that audits the Department of CSE.

Name	Designation	Department	Signature
Dr. Samiran Chatterjee	Professor	ECE	
Dr.D.DayakarRao	Professor	ECE	

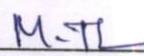
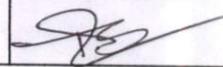
**The committee that audits the Department of ECE.**

Name	Designation	Department	Signature
Dr.Chiranjeevi Paritala	Professor	CSE	
Dr.M.Sreedevi	Professor	CSE	

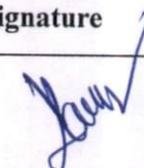
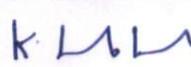
**The committee that audits the Department of Civil**

Name	Designation	Department	Signature
Ch.Chinna Veeraiah	Assistant Professor	EEE	
Mrs.T.Suhasini	Assistant Professor	EEE	

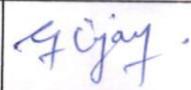
**The committee that audits the Department of EEE.**

Name	Designation	Department	Signature
Dr. M.Thiyagarajan	Professor	CIVIL	
B.Koteswara Rao	Assistant Professor	CIVIL	

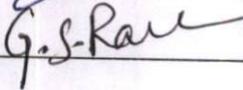
**The committee that audits the Department of Mechanical.**

Name	Designation	Department	Signature
P.Ramesh Babu	Assistant Professor	CSE	
K.Subhash Chandra	Assistant Professor	CSE	

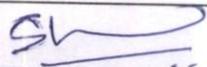
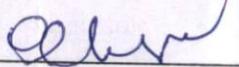
**The committee that audits the Department of B & SH**

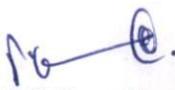
Name	Designation	Department	Signature
Dr A.Vijaya Lakshmi	Associate Professor	ECE	
Dr.G.Vijay Kumar	Associate Professor	CSE	

**The committee that audits the Department of Examination Cell.**

Name	Designation	Department	Signature
Dr.V.Ramesh Babu	Professor	ECE	
Dr. G.Samba Siva Rao	Professor	CSE	

**The committee that audits the Department of Library.**

Name	Designation	Department	Signature
Dr.S. Viajaya Vardini	Professor	S & H	
Dr.T.Elango	Professor	MECH	

  
IQAC Coordinator

  
Principal

**PRINCIPAL**  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521 180

Copy to:

The Chairperson

Principal Office File

All Members of IQAC,

Exam Cell, Library, Staff, Notice board.

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S.No.	Name	Designation	Designation in Committee	Signature
1	Dr.M.Sasidhar	Principal, ASIST	Chairman	
2	Dr.P.Chiranjeevi	Director of Academics	Coordinator	
3	Sri.K.V.Rao	Office Manager	Member	
4	P.Venkateswara Rao	Director EDC	Member	
5	DrY.Jyotsna Sirisha Rani	Director, R&D	Member	
6	Sri.B.Rama Rao	HOD,ECE	Member	
7	Sri.D.Pavan Kumar	HOD,S&H	Member	
8	Sri.B.Praneeth	HOD, Mech	Member	
9	Dr.M.Thiyagarajan	HOD,CE	Member	
10	Mrs.M.Prameela	Assistant Professor CSE	Member	
11	Sri.Sk.Jaffrullah	Assistant Professor S&H	Member	
12	Sri.BTirumala Rao	Assistant Professor EEE	Member	
13	Sri.B.Sai Rama Krishna	Assistant Professor Mech	Member	
14	Mrs.T.Subhasini	Coordinator Women Empowerment cell	Member	
15	Sri.G.Naresh	Vice-president Syncreon Technology	Member	
16	Sri.Ch.Chinna Veeraiah	Office in-charge Examinations	Member	
17	Sri.P.Ramesh Babu	Placement Officer	Member	
18	Sri.K.Appa Rao	Librarian	Member	
19	Ms.Y.Kalyani	Student/Alumni	Member	

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Ref: CIR/CSE/2022/2023

Date. 16/08/2023

## CIRCULAR

All the teaching and non-teaching of the department are here by informed that the Internal Audit team will inspect the department on 18<sup>th</sup> of August. Hence all the staff are suggested to get ready to submit the documents as and when they ask .

**The committee that audits the Department of CSE.**

Name	Designation	Department	Signature
Dr. Samiran Chatterjee	Professor	ECE	
Dr.D.DayakarRao	Professor	ECE	

Head of Department

Copy to:

The teaching.

Non-teaching staff.

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## PROCEDURE AND FORMAT OF INTERNAL AUDIT

The activities are to be graded on the following scale

GOOD	Average	Satisfactory	Needs Improvement
A	B	C	D

S.NO	PERTICULARS	AUDITOR'S INPUT	GRADE	AUDITORS REPORT
1	Implementation of academic calendar	YES	A	GOOD
2	Certification Programs	YES	A	GOOD
3	No. of students undertaking field Projects/ internships	YES	A	GOOD
4	Organization of industrial visits	YES	A	GOOD
5	Feedback collection from stakeholders	YES	A	GOOD
6	Maintenance of faculty student ratio in the department.	1:15	A	GOOD
7	Procedure followed in the allotment of subjects to the faculty.	YES	A	GOOD
8	Course files maintained by the subject teachers and is updated periodically	YES	A	GOOD
9	Mentoring system	YES	A	GOOD
10	Student professional society chapter and association activities	YES	C	SATISFACTORY
11	Allotment of additional responsibilities to faculty.	YES	A	GOOD

13	Pass percentage of outgoing students.	YES	A	GOOD
14	Dissemination of PEOs, POs, PSOs, COs.	YES	A	GOOD
15	No. of faculty participated in conferences and symposia.	YES	B	AVERAGE
16	Organization of Guest lectures, Workshops, etc.	YES	D	Need improvement
17	Extension activities in the neighbourhood community interms of <i>impact</i> and sensitizing students to social issues and holistic development.	YES	B	AVERAGE
18	Adequate facilities for teaching — learning, viz. class rooms, laboratories, computing equipment, etc.	YES	A	GOOD
19	Number of students participating in extension activities.	YES	A	GOOD
20	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc.	YES	A	GOOD
21	Expenditure incurred on maintenance of physical facilities excluding salary component	YES	A	GOOD
22	Linkages with institutions/ industries for internship, on-the-job training, project work, sharing of research facilities etc.	YES	A	GOOD
23	Per day usage of library by teachers and students	300	A	GOOD
24	Bandwidth of Internet	1000Mbps	A	GOOD
25	Management merit scholarships		C	Satisfactory
26	Skill Enhancement initiatives		C	Satisfactory

27	Number of placements of outgoing students	YES	A	GOOD
28	Student qualified in competitive examinations	YES	D	Need Improvement
29	Students admitted in higher studies	YES	A	GOOD
30	Awards/medals for outstanding performance in sports, yoga/ cultural activities national/international level.	YES	A	GOOD
31	Alumni association/chapters meetings conducted.	YES	A	GOOD
32	Organization of professional development programs.	YES	A	GOOD
33	Teachers attending professional development programs.	YES	C	SATISFACTORY
34	Effectiveness of various bodies/ cells/ committees is evident through minutes of meetings and implementation of their resolutions.	YES	A	GOOD

Suggestions if any:

1. Suggested to conduct more career Guidance Programs.
2. Suggested to conduct counselling for Students to improve moral values..
3. Faculty are suggested to publish publications in UGC and Scopus Journals.

  
Signature of the HOD

  
Signature of Auditor 1

  
Signature of Auditor 2

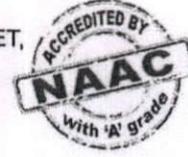
  
Signature of the Principal.  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist. 521 180

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All Members of the IQAC.

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## DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

### ACADEMIC AND ADMINISTRATIVE INTERNAL AUDIT

As per the office order from the Ref: ASIST/IQAC/CIR/2022/23, dated 16/08/2023, CSE Department has completed Internal Academic and Administrative Audit successfully on 18/08/2023

The committee that audits the Department of CSE.

Name	Designation	Department	Signature
Dr. Samiran Chatterjee	Professor	ECE	
Dr.D.DayakarRao	Professor	ECE	

IQAC Coordinator

Principal  
PRINCIPAL  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521 180

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Ref: ASIST/ IQAC/2022/23

Date: 19/08/2023

## CIRCULAR

As orders received from principal, the IQAC would like to remind to submit the Action Taken Report of the internal Academic Administrative Audit report which was conducted on 18<sup>th</sup> August 2023 for the A.Y 2022-23. Hence the HOD of CSE are requested to submit the same within two days to the IQAC.

**IQAC Coordinator**

**Principal**

**PRINCIPAL**  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521180

Copy to:

The Chairman,

Principal's Office,

All the IQAC Members.

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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Ref:CIR/CSE/2022/2023

Date. 19/08/2023

### CIRCULAR

All staff members of the department are requested to attend the meeting on 19<sup>th</sup> of July at the department seminar hall at 1.00PM

Agenda.

1. Discussion on Academics
2. Discussion on suggestions give by Auditors (internal Academic Administrative Audit)
3. Conduction of class work

Head Of The Department

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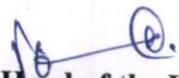
## DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

### Action taken report on Internal Academic And Administrative Audit Report for A.Y.2022-23

As orders received from the IQAC the department of CSE has successfully completed the internal academic audit on 18<sup>th</sup> August 2023. After the audit the department conducted a meeting and discussed thoroughly about the suggestions given by the Auditors and took necessary steps to implement them.

#### The action taken report on the made by the Auditors.

S.No	Audit Type	Audit year	Suggestion	Action Taken
1	Internal	2022-23	Suggested to conduct more career Guidance Programs.	Management is encouraging students to participate in career Guidance Programs.
2	Internal	2022-23	Suggested to conduct counselling for Students to improve moral values.	We have conducted a Counselling Program towards improving the moral values of the students.
3	Internal	2022-23	Faculty are suggested to publish publications in UGC and Scopus Journals.	Faculty are suggested to publish more papers in UGC and Scopus Journals.

  
Head of the Department