



# Amrita Sai Institute of Science and Technology

(AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, www.amritasai.edu.in



Ref:ASIST/IQAC/2020-21

DATE: 25-12-2021

## CIRCULAR

The IQAC would like to remind the HOD's of all the departments to submit the action taken report of the external academic administrative audit which was conducted in the month of December from 25/12/21 to 29/12/21 for the academic year 2020-21. Hence the HOD'S are requested to submit the same with in a week to the IQAC.

### AGENDA:

The committee will look into:

1. Provide in all the class room-LCD projectors, public address systems multi media kits and smart board facilities to have effective teaching.
2. Internet band width be increased for better connectivity.

  
(Dr. M SASIDHAR)  
PRINCIPAL

Copy to:  
Management/THE Chairman,  
Principals office  
All the IQAC members



# Amrita Sai Institute of Science and Technology (AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, www.amritasai.org.in



## IQAC COMMITTEE

DATE:25-12-2021

S.No	Name of the Member	Dept.	Position	Signature
1.	Dr P Chiranjeevi	CSE	Co-ordinator	
2.	Sri A Purneswara Rao	Finance Officer	R management	
3.	Sri P Ramesh Babu	CSE	Member	
4.	Dr G Vijay kumar	CSE	Member	
5.	Mrs T Suhasini	EEE	Member	
6.	Mr Ch Chinna Veeraiah	EEE	Member	
7.	Sri K Apparao	Library	Member	
8.	Sri B Praneeth	MECH	Member	
9.	Dr M Thiyaga Rajan	CIVIL	Member	
10.	Sri Sk Jafrullah	S&H	Member	
11.	Mallampalli Uday Kiran	Admin	Member	
12.	Daggumati Nagendra Varma	Admin	Member	



# Amrita Sai Institute of Science and Technology

(AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)



## Department of Electronics and Communication Engineering

### Academic and administrative internal audit

As per the office order from the reference:ASIST/IQAC/CIR/2020/21,dated 25/12/2021,ECE Department has completed internal academic and administrative audit successfully on 30/12/2021.

The committee that audits the department of ECE

Name	Designation	Department	Signature
Dr P Chiranjeevi	DOA	CSE	
Dr M Sridevi	Director of Admin	CSE	

IQAC Coordinator

Principal

# 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.



## 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

Copy to: The Chairperson  
The Principal Office File  
All Members of the IQAC.



# Amrita Sai Institute of Science and Technology

(AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, www.amritasai.edu.in



Ref:ASIST/IQAC/2020-21

DATE: 15-11-2021

## CIRCULAR

The IQAC would like to remind the HOD's of all the departments to submit the action taken report of the external academic administrative audit which was conducted in the month of November from 15/11/21 to 20/11/21 for the academic year 2020-21. Hence the HOD'S are requested to submit the same with in aweek to the IQAC.

### AGENDA:

The committee will look into:

1. Impliment quality improvement programme.
2. Enhance skill development programmes for staff.

  
(Dr. M SASIDHAR)  
PRINCIPAL

Copy to:  
Management/THE Chairman,  
Principals office  
All the IQAC members



# Amrita Sai Institute of Science and Technology (AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, www.amritasai.org.in



## IQAC COMMITTEE

DATE:15-11-21

S.No	Name of the Member	Dept.	Position	Signature
1.	Dr P Chiranjeevi	CSE	Co-ordinator	
2.	Sri A Purneswara Rao	Finance	R management	
3.	Sri P Ramesh Babu	CSE	Member	
4.	Dr G Vijay kumar	CSE	Member	
5.	Mrs T Suhasini	EEE	Member	
6.	Mr Ch Chinna Veeraiah	EEE	Member	
7.	Sri K Apparao	Library	Member	
8.	Sri B Praneeth	MECH	Member	
9.	Dr M Thiyaga Rajan	CIVIL	Member	
10.	Sri Sk Jafrullah	S&H	Member	
11.	Mallampalli Uday Kiran	Admin	Member	
12.	Daggumati Nagendra	Admin	Member	



# Amrita Sai Institute of Science and Technology (AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)



## Department of Electronics and Communication Engineering

### Academic and administrative internal audit

As per the office order from the reference:ASIST/IQAC/CIR/2020/21,dated 15/11/2021,ECE Department has completed internal academic and administrative audit successfully on 19/11/2021.

The committee that audits the department of ECE

Name	Designation	Department	Signature
Dr P Chiranjeevi	DOA	CSE	
Dr M Sridevi	Director of Admin	CSE	

IQAC Coordinator

Principal



# Amrita Sai Institute of Science and Technology

(AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, [www.amritasai.edu.in](http://www.amritasai.edu.in)



Ref:ASIST/IQAC/2020-21

DATE: 24-09-2021

## CIRCULAR

The IQAC would like to remind the HOD's of all the departments to submit the action taken report of the external academic administrative audit which was conducted in the month of September from 24/09/21 to 30/09/21 for the academic year 2020-21. Hence the HOD'S are requested to submit the same within a week to the IQAC.

### AGENDA:

The committee will look into:

1. Practical training in industry be implemented for betterment of students.
2. Engage alumni for enhanced interaction.



(Dr. M. SASIDHAR)  
PRINCIPAL

Copy to:  
Management/The Chairman,  
Principals office  
All the IQAC members



# Amrita Sai Institute of Science and Technology (AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, www.amritasai.org.in



## IQAC COMMITTEE

DATE:24-09-2021

S.No	Name of the Member	Dept.	Position	Signature
1.	Dr P Chiranjeevi	CSE	Co-ordinator	
2.	Sri A Purneswara Rao	Finance	R management	
3.	Sri P Ramesh Babu	CSE	Member	
4.	Dr G Vijay kumar	CSE	Member	
5.	Mrs T Suhasini	EEE	Member	
6.	Mr Ch Chinna Veeraiah	EEE	Member	
7.	Sri K Apparao	Library	Member	
8.	Sri B Praneeth	MECH	Member	
9.	Dr M Thiyaga Rajan	CIVIL	Member	
10.	Sri Sk Jafrullah	S&H	Member	
11.	Mallampalli Uday Kiran	Admin	Member	
12.	Daggumati Nagendra	Admin	Member	



# Amrita Sai Institute of Science and Technology

(AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A' GRADE, APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA  
PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)



## Department of Electronics and Communication Engineering

### Academic and administrative internal audit

As per the office order from the reference:ASIST/IQAC/CIR/2020/21,dated 24/09/2021,ECE Department has completed internal academic and administrative audit successfully on 30/09/2021.

The committee that audits the department of ECE

Name	Designation	Department	Signature
Dr P Chiranjeevi	DOA	CSE	
Dr M Sridevi	Director of Admin	CSE	

IQAC Coordinator

Principal

# 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.



## 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 fallowed 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 impact 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

Copy to: The Chairperson  
The Principal Office File  
All Members of the IQAC.