



# 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/2024-25

DATE: 24-10-2024

## 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 October from 24/10/24 to 30/10/24 for the academic year 2024-25. Hence the HOD'S are requested to submit the same with in a week to the IQAC.

## AGENDA:

The committee will look into:

1. Establish high end research facilities to improve quality through sponsored research.
2. Good Hostel facility provided in the campus.

  
(Dr. M SASIDHAR)  
PRINCIPAL

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



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PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)



DATE: 24-10-2024

## Department of Electronics and Communication Engineering

### Academic and administrative

#### internal audit

As per the office order from the reference:ASIST/IQAC/CIR/2024/25,dated 26/10/2024,ECE Department has completed internal academic and administrative audit successfully on 30/10/2024.

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



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PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, www.amritasai.org.in



## IQAC COMMITTEE

DATE:24-10-24

| 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 & 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 2426399.



## 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 <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. 523 180

Copy to: The Chairperson

The Principal Office File

All Members of the IQAC.



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PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)  
PH No. 08662428399, www.amritasai.edu.in



Ref:ASIST/IQAC/2024-25

DATE: 16-08-2024

## 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 August from 16/08/24 to 20/08/24 for the academic year 2024-25. Hence the HOD'S are requested to submit the same within a week to the IQAC.

### AGENDA:

The committee will look into:

1. Internet Band Width be increased for better connectivity.
2. Faculty members may be deputed to attend seminars/Conferences/Work shops and Faculty development Programme.

  
(Dr. M SASIDHAR)  
PRINCIPAL

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



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PARITALA, KRISHNA DISTRICT - 521 180 (A. P.)



DATE: 16-08-2024

## Department of Electronics and Communication Engineering

### Academic and administrative

#### internal audit

As per the office order from the reference:ASIST/IQAC/CIR/2024/25,dated 16/08/2024,ECE Department has completed internal academic and administrative audit successfully on 20/08/2024.

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



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## IQAC COMMITTEE

DATE:16-08-24

| 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       |           |

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Paritala, Kanchikacherla, Krishna Dist, Andhra Pradesh- 521180.  
www.amritasai.org.in, Phone: 0866 2429399.



## 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     |

|    |  |     |   |                  |
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| 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 & TECHNOLOGY**

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www.amritasai.edu.in. Phone: 0866 2428399.



Ref:ASIST/IQAC/2023-24

Date:14-11-2023

**CIRCULAR**

The IQAC would like to remind the HOD's of all the departments to submit the action taken Report of the External Academic Administration Audit which was conducted in the month of September from 14-11-2023 to 18-11-2023 for the A.Y 2023-24. Hence the HOD's are requested to submit the same within a week to the IQAC.

  
**IQAC Coordinator**

  
**PRINCIPAL**

**Copy to :**

Management/ The Chair Person

Principal's office

All the IQAC members

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www.amritasai.edu.in. Phone: 0866 2428399.



| S.No | Name of the member       | Department | 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 vaaraiah    | 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   | Mallam palli Uday Kiran  | Admin      | Member       |           |
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## PROCEDURE AND FORMAT OF INTERNAL AUDIT

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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.



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Ref:ASIST/IQAC/2023-24

Date:10-09-2023

**CIRCULAR**

The IQAC would like to remind the HOD's of all the departments to submit the action taken Report of the External Academic Administration Audit which was conducted in the month of September from 10-09-2023 to 14-09-2023 for the A.Y 2023-24. Hence the HOD's are requested to submit the same within a week to the IQAC

**IQAC Coordinator**

**PRINCIPAL**

**Copy to :**

Management/ The Chair Person

Principal's office

All the IQAC members