SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES
(AUTONOMOUS)
Dr.D.K.Audikesavulu Marg, Murukambattu Post, Chittoor, A.P. - 517127

ACADEMIC AUDIT REPORT
(2022-23)

Name of the Department	: ELECTRONICS & COMMUNICATION ENGINEERING
Year of assessment	: 2022-23
Name of the Auditor(s)	: Dr.M.Saravanan — Dean Academics
	Dr.K.Gopi — Coordinator, IQAC
	Dr.U.Balakrishna — HOD, S&H
Date and Time of Audit	: 18.10.2023 @ 10.00AM to 1.00PM

S.No.	Details of the Record / Documents audited	Observation	Remarks
1.	Attendance Registers	Verified attendance registers of faculty courses offered in the academic year 2022-23	
2.	Syllabus Coverage	Verified the Lesson plan maintained in the department which was approved by the HOD. All courses conducted and completed 100% syllabus	
3.	Course File	Verified the following documents in the course file maintained for all the courses offered in the academic year 1. Syllabus, Time table and Lesson Plan copy 2. Course materials 3. Sample MID exam question papers and answer scripts 4. Tutorial class materials 5. Digital materials and web links provided to students 6. Course information sheet 7. Remedial class time table and attendances	Following courses and missing documents 1. Communication Systems- ppts missing 2. Wireless communication- Handouts
4.	Lab Manuals / Records	Verified and data available	Digital Electronics- Rubrics missing

5.	MID Exam question papers	Verified MID 1 & MID 2 question papers	
6.	Class Committee Minutes and Report	Verified the minutes of meetings of all class committee reports of both semesters.	Suggested Head to prepare the report based on feedbacks / comment received during class committee meetings
7.	Students feedback report and action taken	Verified the feedback report of both semesters and the action taken report was verified	Informed faculty who got less than 75% to improve in the coming semester.
8.	Mentoring files	Verified the mentor files. Available as per 1:15 ratio	
9.	Department Student Association Activities	Verified and data available	Instructed the coordinator to improve the activities for students.
10.	Faculty Contribution	Verified the faculty publications, FDP attended and case study prepared. All data available	Faculties are motivated to publish books. Faculty are informed to apply R&D proposals in thurst areas.
11.	OBE documents	Verified and data available	
12.	Result Analysis	Verified the result analysis report and data available	
13.	Student Participation and contributions	Verified the data related to participation of students in inter institute activities, paper publications and extracurricular activities.	Informed Head to motivate students to participate in project and coding competitions.

Overall Assessment:

1. Files were maintained properly
2. All faculty members actively participated in the Audit.
3. Fundamental rules and regulations followed by the college management and department staff members are good.
4. Alumni meeting are conducted regularly.
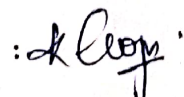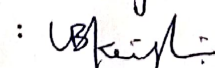5. Suggestions are given to Heads, Faculty and coordinators in some areas to monitor and improve.

Dr.M.Saravanan :

Dr.K.Gopi :

Dr.U.Balakrishna :

PRINCIPAL