CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

(Autonomous)

Kokapet (Village), Gandipet, Hyderabad, Telangana – 500075

www.cbit.ac.in

Criteria	Criterion VI: Governance, Leadership and Management
Key Indicator - 6.5	**Internal Quality Assurance System**
Metric 6.5.3	**Quality assurance initiatives of the institution include:** 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4.Any other quality audit recognized by state, national or international agencies (ISO Certification)
ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) ANNUAL REPORTS	

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
ACADEMIC YEAR: 2017-18

S. No.	Activity	Page Number(s)
1.	Academic and Administrative Audit report of all UG & PG programs, Academic & Examinations Cell (AEC) & Controller of Examinations (CoE), Library and R&D by Affiliating University Experts	2-9

Chaitanya Bharathi Institute of Technology (A)
Academic Audit Form

2017-18

Name, Designation and Address of Academic Audit Expert(s):

1. Prof. M. Kumar, Prof. of Civil Engineering, O.U & CoE, OU, Hyd-7
2. Prof. S. Venkateswar, Retd. Prof, University college of Tech, O.V., Hyd-7

Name of the department(s)/section(s) visited: All UG and PG Programmes, Academic and Examination branch, Controller of Examinations, Library R&D

Members of Faculty/staff Present: 1. Dr P. Ravinder Reddy, Principal
2. Dr NV Koteshwar Rao, Dean CDAAc, 3. Dr PV Prasad, CoE
4. Dr S. Chinmaramu, AEC I/c and
All Deans, Heads of Departments, and Incharges.

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Formulation of Governing Body	As per UGC norms	Yes	—	—
	Minutes of GB Meeting Evidence	YES	—	—
	Frequency of meetings	YES	3 in one year	if possible one more
	—	—	—	—
Formulation of Academic Council	As per UGC norms	YES	—	—
	Minutes of Academic meeting- Evidence	YES	—	Renewal appa the tenure
	Frequency of meetings	once in a year	—	if possible one more.
Formulation of BoS	As per UGC norms	YES	—	—
	Minutes of BoS Evidence	YES	—	—
	Frequency of meetings	one YES	—	—
Curriculum for UG program(s)	Contact hours versus Credit(s)	YES	—	—
	Total no. credits	YES	—	—

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
	Scheme for all programmes	YES	—	incorporate induction progm
	Justification of credit distribution on the overall course structure	YES	—	—
Examination and assessment	Distribution of marks for CIE	YES	—	—
	Distribution of marks for SEE	YES	—	—
	Letter Grade and Grade points	YES	—	—
	Assessment procedure for awarding marks	YES	—	—
	Computation of SGPA	YES	—	—
	Computation of CGPA	YES	—	—
	Promotion rules	YES	—	—
Attendance	Rules and regulation for student attendance requirements	YES	—	—
Award	Award of division rules	YES	—	—
Revision	Revision of curriculum and syllabus	YES	—	once in 4 years
Internships	Earning of credits through internship	YES	—	—
Placements	Evidences			

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Admission of students	As per Govt. regulations	YES	—	Advised to put in website
Spot admissions	As per Govt. directions	YES	—	Advised to put on ~~website~~
Data base of students	Maintaining of student data base, who on rolls	YES	—	online web site
	Maintain the data base of detained students.	YES	—	online

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
	Maintain the data base of discontinued students.	YES	—	online
	Updating of student attendance and academics of current students	YES	—	online.
Supervising/updating/maintaining up-dated academic records of all categories of students.	Evidences	YES	—	—
Re-admitted students regarding their equivalent subject and conducting of CIE process.	Procedure and Evidences	YES	—	—
Almanac/Academic calendar	Circulation within the college	YES	—	—
Printing and distribution of Academic, promotion rules book and syllabus books	Circulation at all levels	YES	—	—
Scheduling of Examination fee	Notifications	YES	—	—
Timetables for mid examinations and as per almanac	Preparations and circulation	YES	—	—
Timetables for SEE in consultation with CoE	Preparations and Notifications	YES	—	—
Conducting of all the examinations as per timetable	Evidences	YES	—	—
Distributing the answer scripts to the respective faculty of the mid examinations	Evidences	YES	—	—
Forwarding the SEE answer scripts to CoE from AEC	Evidences	YES	—	—
Arranging of physical verification of answer scripts of SEE to the students	Evidences	YES	—	—

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Printing of question papers for mid examinations.	Evidences	YES	—	—
Pattern of the Mid examination question papers	Procedure and Evidences	YES	—	—
Preparing the student academic award winners list	Procedure and Evidences	YES	—	—
Lecture halls/class rooms/drawing halls	Adequacy	YES	—	—
Consolidation statements of CIE statements, class wise	Procedure and Evidences	YES	—	Advised to Put in website.
Practical examination schedules	Preparations and Evidences	YES	—	—
Sending the appointment orders to the external examiners for conducting practical examinations	Preparations and Evidences	YES	—	—
Paying the remuneration through online to all the examiners/invigilators/staff	Procedure and Evidences	YES	—	—
Issuing of all academic certificates, medals, and prizes to the students.	Procedure and Evidences	YES	—	—
Collecting of Examination fee/condonation fee/any other fee other than tuition fee.	Procedure and Evidences	YES	—	online only.
Issue of hall tickets for SEE to all the	Procedure and Evidences	YES	—	online Issue

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
students.				
Issuing of bonafide/ TC/ Conduct/any other related certificate, on receipt of prescribed fee.	Procedure and Evidences	YES	—	—
Preparing the documentation for DTE/Govt. of TS NBA/NAAC/AICTE/UGC/OU/any other agency	Evidences	YES	—	—
Preparing and submitting compliance reports(s) to the compliance authorities like DTE/Govt. of TS / AICTE/UGC/NBA /NAAC/OU	Evidences	YES	—	—
SMS to Parents/students for any required activity.	Evidences	YES	—	Advised to send Every day
Remedial Classes for slow learners	Procedure and time tables	YES	—	
Performance in the competitive examinations like GATE, GRE, TOEFL etc.	Evidences	YES	—	—

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Pre examinations process	Procedure	YES		
Post examinations process	Procedure	YES		
Notifications for all SEE/suppl/advanced suppl along with prescribed fee details	Procedure and Evidences	YES		
The panel of examiners from the respective BoS for paper setting, spot-valuation for theory subjects and panel of external examiners for conducting of practical/viva-voce examinations.	Evidences	YES		
Meeting with all BoS for finalizing the practical examination schedules.	Evidences	YES		
Contacting and communicating with examiners for obtaining the question papers for SEE.	Evidences	YES		
Assessing the quality SEE question papers.	Procedure and evidences	YES		
Sending of SEE question papers to AEC for conducting the examination	Procedure and evidences	YES		
Decoding the SEE answer scripts	Evidences	YES		
Scheme of evaluation and solution key for the respective SEE question paper.	Procedure and Evidences	YES		

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Sending of decoded answer scripts to valuators for valuation.	Procedure and Evidences	YES	—	—
Arranging of scrutiny process of the valued answer scripts.	Procedure and Evidences	YES	—	—
Computerizing the marks (marks awarded on the answer scripts), subject wise	Evidences	YES	—	—
Applying the rule(s) of moderation/ grace marks for normalization	Evidences	YES	—	—
Generation tabulation of results books	Evidences	YES	—	—
Declaring of results	Procedure and Evidences	YES	—	—
Approved results on the web portal	Evidences	YES	—	—
Grade points and calculating of SGPA	Evidence and sample copy	YES	—	—
Calculation of CGPA	Evidence and sample copy	YES	—	—
grade sheets along with SGPA and CGPA	Evidence	YES	—	—
Notification for revaluation of answer scripts along the fee particulars	Procedure and Evidences	YES	—	—
Notification for physical verification of answer scripts	Procedure and Evidences	YES	—	—
Conducting a malpractice committee meeting	Malpractice rules and minutes of the meeting(s)	YES	—	—
Executing of 0.5% rule	Procedure and Evidences	YES	—	—

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Coordinating with university authorities for issuing of PCs	Sample PC	YES	—	—
Alumni	Prominent Alumni Details	YES	—	—
Research Projects		YES		put in website
Consultancy Projects		YES		put in website
Publications		YES		put in website

S. Venew

Signature of the Expert

Prof. S. VENKATESHWAR (Retired)
University College of Tech.,
Osmania University,
Hyderabad - 500 007.

Signature of the Expert 19/9/2018

Prof. M. Kumar
Professor of CED
&
COE, O.U, Hyd.