



Sri Indu Institute of Engineering & Technology

Recognized Under 2(f) of UGC Act 1956

Approved by AICTE, New Delhi Affiliated to JNTUH, Hyderabad.

Main Road, Sheriguda, Ibrahimpatnam, R.R. Dist. 501 510.

Campus Ph: 9640590999, 9347187999, 8096951507.

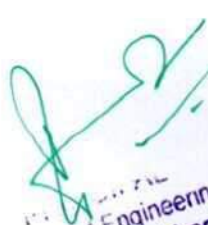
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Academic & Administrative Audit

2017 – 18

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Sri Indu Institute of Engineering & Tech
Sheriguda(VIII), Ibrahimpatnam,
R.R. Dist. Telangana -601 510



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Date: 06th August 2018

Notification

This is to notify that the college has decided to constitute AAA committee for the academic year 2018-2019 to work under IQAC. The following faculty are hereby nominated as the members of AAA committee 2018-19 and informed to complete the audit for the AY 2017-2018 by October 2018 and as per the guidelines.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Enclosure: Role and Responsibilities

Convenor, AAA Committee.


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Role and Responsibilities:

Academic and Administrative Audit (AAA), working hard for excellence, inspect the various activities organized and administration procedures adopted by individual department/section/committees of the institution in achieving quality performance and enhanced programme outcomes.

The purpose of the Academic and Administrative Audit is to inspect and evaluate the performance of the various departments and appreciate their achievements and give suggestions for further improvement in quality of teaching, research, administration, and curricular and extra-curricular activities.

The following sections/activities are under consideration for AAA

1. Admission details
2. Teaching & non-teaching staff.
3. Infrastructural facilities.
4. Computer, internet and library facilities available.
5. Library and information centre
6. Teaching learning process -methods.
7. Feedback mechanism
8. Mentoring system
9. Department activities.
10. Research facilities/publications/patents.
11. Skill development and personality development programmes.
12. Internal and external examinations.
13. Result analysis
14. Placement & Training

The following are the Responsibilities of the committee

1. To develop a system for conscious, consistent evaluation and catalytic action to improve the academic and administrative performance of the institution
2. To identify the opportunities for academic and administrative reforms
3. To develop the quality culture in the institution by suggesting the methods.
4. To develop and apply the quality benchmarks for various academic and administrative activities
5. To build an organized methodology of documentation and internal communication
6. To check the documentation of the various activities leading to quality Improvement
7. To prepare the AAA report as per guidelines and to be submit to IQAC

MEETING NOTICE

As per the circular from principal SIET dated 6th August 2018 the following members of the AAA committee are hereby informed to attend the meeting on 16th August 2018 at 3:15 pm at Principal chamber.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare strategic perspective plan for Ay 2018-2019
3. To review the formats.
4. To Schedule the audit.

AAA COMMITTEE

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Enclosure: Roles and Responsibilities of the committee.


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Role and Responsibilities:

Academic and Administrative Audit (AAA), working hard for excellence, inspect the various activities organized and administration procedures adopted by individual department/section/committees of the institution in achieving quality performance and enhanced programme outcomes.

The purpose of the Academic and Administrative Audit is to inspect and evaluate the performance of the various departments and appreciate their achievements and give suggestions for further improvement in quality of teaching, research, administration, and curricular and extra-curricular activities .

The following sections/activities are under consideration for AAA

15. Admission details
16. Teaching & non-teaching staff.
17. Infrastructural facilities.
18. Computer, internet and library facilities available.
19. Library and information centre
20. Teaching learning process -methods.
21. Feedback mechanism
22. Mentoring system
23. Department activates.
24. Research facilities/publications/patents.
25. Skill development and personality development programmes.
26. Internal and external examinations.
27. Result analysis
28. Placement & Training

The following are the Responsibilities of the committee

8. To develop a system for conscious, consistent evaluation and catalytic action to improve the academic and administrative performance of the institution
9. To identify the opportunities for academic and administrative reforms
10. To develop the quality culture in the institution by suggesting the methods.
11. To develop and apply the quality benchmarks for various academic and administrative activities
12. To build an organized methodology of documentation and internal communication
13. To check the documentation of the various activities leading to quality Improvement
14. To prepare the AAA report as per guidelines and to be submit to IQAC


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Date: 16th August 2018

Minutes of Meeting

A meeting of Academic and Administrative audit committee is convened on 16th August 2018 at the Principal's Chamber 3.15pm onwards to discuss the following agenda.

1. To Review of the outcomes of previous meeting.
2. To prepare strategic perspective plan for Ay 2018-19
3. To review the formats.
4. To Schedule the audit.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

The Chairperson of the committee, Principal Dr.I.Satyanarayana gave opening remarks to all the members. The Following points were discussed in the meeting.

The roles and responsibilities of the committee were briefed in detail by the convener to the members, especially for new members and decided to go ahead with the same and also about the

Outcomes of previous meeting.

The following resolutions were made on following agenda.

Agenda:2 To Prepare Strategic perspective plan for AY 2018-19.

Resolution: The strategic perspective plan of AAA for the academic Year 2018-19 is prepared and to submit the same to IQAC head.

Agenda:3 To review the information & formats.

Resolution: It is decided in the meeting to collect the information for audit from all the departments in the prescribed formats from 10th -14th September 2021.

Agenda:4 To schedule the audit.

Resolution: It is decided to audit all the department/sections/committees about various activities for the academic year 2017-18 from 24-27 September 2018 with parallel teams and to submit the report to IQAC head by 5th October 2018.

The meetings were concluded with the vote of thanks by the convener.



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Date: 18th September 2018

Circular

The members are informed to conduct academic and administrative audit for the AY 2017-18 as per the team given below and as per the schedule from 24th to 27th September 2018 and as per the guidelines of AAA-IAQC. The members are kindly informed to attend at the meeting with audit report on 5th October at 10:30 am at Principal office.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare consolidated AAA Report for AY 2017-18.
3. To submit the report to IQAC head.
4. To Discuss about suggestions/recommendations.

AAA committee & Teams members

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
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Date: 5th October 2018

MINUTES OF THE MEETING

Academic and administration audit committee meeting is held on 5th October 2018 in Principals office at 10:30am to discuss the following agenda in the presence of listed committee members.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare consolidated AAA Report for AY 2017-18.
3. To submit the report to IQAC head.
4. To Discuss about suggestions/recommendations.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Dr.I.Satyanarayana Principal of the committee gave opening remarks to all the members. The committee discussed about the audit with all the committee members and the following resolutions were made on different agenda.

Agenda 2 & 3: To Prepare consolidated AAA report for Ay 2017-18.

Resolution: Audit report of all the departments, Sections and committees were collected from all teams by the convenor to prepare the consolidated Audit Report for the AY 2017-18 and submit the same to IQAC.

Agenda: 4 Suggestions/Recommendations

Resolution: The committee discussed about suggestions/recommendations to be made before IQAC to implement for the Ay 2018-19

The meeting was concluded with the vote of thanks by convenor.

Convenor

Principal
PRINCIPAL

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Composition of the Committee

| SL. No | Name | Designation | Role | Department | Signature |
|--------|---------------------|---------------------|-------------|------------|-----------|
| 1 | Dr.I. Satyanarayana | Principal | Chairperson | MECH | |
| 2 | Dr.S.Suresh | HOD | Member | ECE | |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE | |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL | |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S | |
| 6 | P. Vijaya Kumar | HOD | Member | MECH | |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE | |
| 8 | G.Anita | Associate Professor | Member | ECE | |
| 9 | A.Vamshi | Associate Professor | Member | Civil | |

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Department details for the academic year 2017-2018

Department: CSE

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2007 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 180 |
| | b) No of Students admitted | 176 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 24 |
| | b) Filled | 24 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 4 |
| | b) Associate Professors | 9 |
| | c) Assistant Professor | 11 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 4 |
| | b) No of Faculty with PG (ME/M.Tech) | 20 |
| | c) No of Faculty with UG(BE/B.Tech) | NIL |
| 8 | Non teaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 176 |
| | b) Second Year | 153 |
| | c) Third Year | 139 |
| | d) Four Year | 145 |
| 10 | No of classrooms | 12 |
| 11 | Laboratory | |
| | a) No of laboratory physically | 16 |

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| | | |
|----|--------------------------------------|-------|
| | available | |
| | b) No of Laboratories as per courses | 16 |
| 12 | Computer Facility | |
| | a) No of PCs | 557 |
| | b) LCD Projector | 9 |
| 13 | Results In percentage | |
| | 1) Semester 1 | 47.42 |
| | 2) semester 2 | 31.42 |
| | 3) Semester 3 | 22.56 |
| | 4) Semester 4 | 20.05 |
| | 5) Semester 5 | 35.25 |
| | 6) Semester 6 | 32.32 |
| | 7) Semester 7 | 37.24 |
| | 8) Semester 8 | 56.55 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 129 |
| | b) No of Placed Students. | 22 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Department details for the academic year 2017-2018

Department: ECE

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2007 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 180 |
| | b) No of Students admitted | 144 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 26 |
| | b) Filled | 26 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 4 |
| | b) Associate Professors | 9 |
| | c) Assistant Professor | 13 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 4 |
| | b) No of Faculty with PG (ME/M.Tech) | 22 |
| | c) No of Faculty with UG (BE/B.Tech) | NIL |
| 8 | Nonteaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details -On roll | |
| | a) First Year | 140 |
| | b) Second Year | 136 |
| | c) Third Year | 139 |
| | d) Four Year | 145 |
| 10 | No of classrooms | 11 |
| 11 | Laboratory | |
| | a) No of laboratory physically | 12 |


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| | | |
|----|--------------------------------------|-------|
| | available | |
| | b) No of Laboratories as per courses | 12 |
| 12 | Computer Facility | |
| | a) No of PCs | 108 |
| | b)LCD-Projector | 8 |
| 13 | Results in percentage | |
| | 1)Semester 1 | 56.42 |
| | 2) semester 2 | 35.00 |
| | 3) Semester 3 | 30.14 |
| | 4) Semester 4 | 28.30 |
| | 5) Semester 5 | 20.12 |
| | 6) Semester 6 | 22.08 |
| | 7) Semester 7 | 33.57 |
| | 8) Semester 8 | 35.71 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 117 |
| | b) No of Placed Students. | 23 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Department details for the academic year 2017-2018

Department: CIVIL

| SL.No | Description | Response |
|-------|--|---------------|
| 1 | Year of Establishment | 2014 |
| 2 | Courses Offered | |
| | UG | |
| 3 | Admission | |
| | a) Intake | 120 |
| | b) No of Students admitted | 79 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 17 |
| | b) Filled | 17 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 2 |
| | b) Associate Professors | 2 |
| | c) Assistant Professor | 13 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 2 |
| | b) No of Faculty with PG (ME/M.Tech) | 15 |
| | c) No of Faculty with UG(BE/B.Tech) | NIL |
| 8 | Non teaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 79 |
| | b) Second Year | 46 |
| | c) Third Year | 47 |
| | d) Four Year | 13 |
| 10 | No of classrooms | 6 |
| 11 | Laboratory | |
| | a) No of laboratory physically available | 9 |

| | | |
|----|--------------------------------------|-------|
| | b) No of Laboratories as per courses | 9 |
| 12 | Computer Facility | |
| | a) No of PCs | NIL |
| | b)LCD Projector | 4 |
| 13 | Results in percentage | |
| | 1)Semester 1 | 18.18 |
| | 2) semester 2 | 35.06 |
| | 3) Semester 3 | 44.56 |
| | 4) Semester 4 | 40.57 |
| | 5) Semester 5 | 60.41 |
| | 6) Semester 6 | 62.38 |
| | 7) Semester 7 | 23.07 |
| | 8) Semester 8 | 46.15 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 29 |
| | b) No of Placed Students. | NIL |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Department: MECH

| SL.No | Description | Response |
|-------|--|----------|
| 1 | Year of Establishment | 2009 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 120 |
| | b) No of Students admitted | 61 |
| 4 | Teachers Workload | |
| | a) HOD | 10 |
| | b) Professor/Assoc.Pro | 14 |
| | c) Assistant Professor | 16 |
| 5 | Teaching Positions | |
| | a) Sanctioned | 15 |
| | b) Filled | 15 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 3 |
| | b) Associate Professors | 5 |
| | c) Assistant Professor | 7 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 3 |
| | b) No of Faculty with PG (ME/M.Tech) | 12 |
| | c) No of Faculty with UG (BE/B.Tech) | NIL |
| 8 | Non teaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 61 |
| | b) Second Year | 45 |
| | c) Third Year | 49 |
| | d) Four Year | 74 |
| 10 | No of classrooms | 6 |
| 11 | Laboratory | |
| | a) No of laboratory physically available | 13 |


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| | | |
|----|--------------------------------------|-------|
| | b) No of Laboratories as per courses | 13 |
| 12 | Computer Facility | . |
| | a) No of PCs | 30 |
| | c)LCD Projector | 4 |
| 13 | Result in percentage | |
| | 1)Semester 1 | 16.39 |
| | 2) semester 2 | 13.11 |
| | 3) Semester 3 | 26.66 |
| | 4) Semester 4 | 28.55 |
| | 5) Semester 5 | 24.48 |
| | 6) Semester 6 | 23.73 |
| | 7) Semester 7 | 33.78 |
| | 8) Semester 8 | 43.24 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 59 |
| | b) No of Placed Students. | 1 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Library

Learning resource centre

The Library is headed by the Librarian and at present it has many books and journals and with internet facilities. E- journal subscription is provided to several standard journals in all the disciplines. For reference, it has maintained 3580 titles, volumes 17627. The books at the library are Bar- coded and computerized, facilitating quick transactions. Bar -coded library cards are issued to all users.

Observations:

1. The Library has good atmosphere.
2. The Library has resource Centre giving access to many e-journals. data bases and open access resources.

Recommendations:

1. Internet facility needs to be improved.
2. Latest and standard books are purchased for all UG& PG courses.
3. Awareness programmes about the use of e-Learning resources is done by using library hours.


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Physical Education Extra-curricular activities

The Physical Director co-ordinates the sports activities in the University and affiliated Colleges. The Physical Director with the available infrastructure trains and conducts intercollegiate and university level sports events. It is noteworthy that the students have won medals at National and International level. It is recommendable that College has introduced competitions to encourage and strengthen the motivation of the participants. The Physical Director has brought out a manual for physical fitness test.

Recommendations:

1. The infrastructure at the premises of the Physical Director for conducting coaching and training needs to be improved.
2. The number of helpers required for maintenance of grounds has to be increased.


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National Service Scheme (NSS)

The NSS of Sri Indu Institute of Engineering and Technology is headed by a Coordinator. About 60 students have enrolled for NSS activities.

Recommendation:

Sufficient staff on permanent basis to be provided.


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Placement Cell

The Sri Indu Institute of Engineering and Technology has established the placement cell with the aim of providing career opportunities to the students of the college. This responsibility is entrusted to a senior professor who in turn has made arrangements for effective implementation of the programs. Several placement interviews have already been conducted and it is being planned in a big way to expand this activity.


Placement details (Program Wise)

Academic Year 2017-18

| Branch | Enrolled Students | No of Students eligible for placements | No of Students placed |
|--------|-------------------|--|-----------------------|
| ECE | 133 | 117 | 23 |
| CSE | 149 | 129 | 22 |
| MECH | 67 | 59 | 1 |
| CIVIL | 65 | 29 | NIL |

Recommendations:

1. This Wing needs to be strengthened to enable students to avail the benefits of career opportunities. This is especially useful for students.
2. Teacher participation from the concerned Department is more vital, as they will be better aware of the job opportunities in the concerned subject/area. Hence the Cell needs to establish effective rapport with them.


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Students Facility Hostels

The College has one hostel in the campus exclusively meant for students coming from far places.

- Responsible for allotment of rooms to the students.
- Responsible for maintenance for Hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Principal in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

Recommendations:

- Regular inspections and regular maintenance by the college needs to be followed.
- Students committees should be created in every hostel and participatory approach should be followed for the maintenance.


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Canteen Facility

The College has one canteen, providing breakfast, mid-day meal and snacks. The mid-day meal scheme extended to deserving students and staffs is commended as it caters to the requirement of the needy persons of the campus. However, the quality, quantity and hygiene need to be maintained.

Recommendations:

- The quality, quantity and hygiene of the food provided on regular basis needs to be improved.
- The building must be put to optimum utilization by way of starting the canteen facility for breakfast, some light lunch and evening snacks.


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Cultural and Recreational Facilities

The facilities provided by the Cultural and Recreational are:

- A well' equipped auditorium for practicing and showcasing performance.
- Training from professionals to develop advanced skills and techniques for performing in cultural festivals.
- Campus, where students can indulge themselves in different activities and get an opportunity for all round development.
- Under 'Students' Development Program', Students can join any of the clubs of their interest and cultivate their hobbies.
- GoGreen, Creative writing, indoor sports are conducted in our college


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Garden Section

The College is very clean, green and beautiful campus providing an excellent ambience for learning. The college has garden supervisors, a large number of gardeners and a comprehensive set of garden equipment. The entire campus has ornamental plants, and shady trees making the campus very green and beautiful. The college is very proud of this green and pollution-free ambience which has been conducive to a good educational ambience. Use of in-organic fertilizers has been dispensed with and organic farming is being adopted for the kitchen gardens in the campus.


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OBSERVATIONS AND RECOMMENDATIONS

The members of the committee interacted with faculty, students and the supporting staff. Based on this the committee has made the following observations and recommendations.

- Central facilities need to be strengthened in all respects viz., library, computer centre, canteen.
- Library should be equipped with more of the latest and useful reference books, adequate number of high configuration computer systems and internet source with improved band width.
- Skill development programmes for faculty need to be conducted regularly.
- Training programmes for non-teaching staff can be organized regularly so that efficiency of governance of the institutions can be considerably improved.
- There should be a monthly checks and reports on the use of electrical and civil consumables.
- The committee observes that there is on adequate strength of staff, both technical and non-technical in the engineering division but probably due to centralized system, their efficiency and accountability is lacking. Hence the committee strongly suggests that the engineering works should be channelized say like fixing responsibility of construction building maintenance, electrical maintenance, water supply maintenance, street light maintenance etc to a particular technical staff/Engineer so that the efficiency increases and accountability is also enhanced.


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Academic & Administrative Audit

2018-19

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Date: 8th July 2019


Notification

This is to notify that the college has decided to constitute AAA committee for the academic year 2019-20 to work under IQAC. The following faculty are hereby nominated as the members of AAA committee 2019-20 and informed to complete the audit for the AY 2018-19 by the end of August 2019 and as per the guidelines.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Enclosure: Role and Responsibilities

Convenor,AAA Committee.


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Role and Responsibilities:

Academic and Administrative Audit (AAA), working hard for excellence, inspect the various activities organized and administration procedures adopted by individual department/section/committees of the institution in achieving quality performance and enhanced programme outcomes.

The purpose of the Academic and Administrative Audit is to inspect and evaluate the performance of the various departments and appreciate their achievements and give suggestions for further improvement in quality of teaching, research, administration, and curricular and extra-curricular activities.

The following sections/activities are under consideration for AAA

1. Admission details
2. Teaching & non-teaching staff.
3. Infrastructural facilities.
4. Computer, internet and library facilities available.
5. Library and information centre
6. Teaching learning process -methods.
7. Feedback mechanism
8. Mentoring system
9. Department activities.
10. Research facilities/publications/patents.
11. Skill development and personality development programmes.
12. Internal and external examinations.
13. Result analysis
14. Placement & Training

The following are the Responsibilities of the committee

1. To develop a system for conscious, consistent evaluation and catalytic action to improve the academic and administrative performance of the institution
2. To identify the opportunities for academic and administrative reforms
3. To develop the quality culture in the institution by suggesting the methods.
4. To develop and apply the quality benchmarks for various academic and administrative activities
5. To build an organized methodology of documentation and internal communication
6. To check the documentation of the various activities leading to quality Improvement
7. To prepare the AAA report as per guidelines and to be submit to IQAC



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Date: 12th July 2019

MEETING NOTICE

As per the circular from principal SIJET dated on 8th July 2019 the following members of the AAA committee are hereby informed to attend the meeting on 15th July 2019 at 3:15 pm at Principal chamber.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare strategic perspective plan for Ay 2019-20
3. To review the formats.
4. To Schedule the audit.

AAA COMMITTEE

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Enclosure: Roles and Responsibilities of the committee.


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Role and Responsibilities:

Academic and Administrative Audit (AAA), working hard for excellence, inspect the various activities organized and administration procedures adopted by individual department/section/committees of the institution in achieving quality performance and enhanced programme outcomes.

The purpose of the Academic and Administrative Audit is to inspect and evaluate the performance of the various departments and appreciate their achievements and give suggestions for further improvement in quality of teaching, research, administration, and curricular and extra-curricular activities.

The following sections/activities are under consideration for AAA

- Admission details
- Teaching & non-teaching staff.
- Infrastructural facilities.
- Computer, internet and library facilities available.
- Library and information centre
- Teaching learning process -methods.
- Feedback mechanism
- Mentoring system
- Department activities.
- Research facilities/publications/patents.
- Skill development and personality development programmes.
- Internal and external examinations.
- Result analysis
- Placement & Training

The following are the Responsibilities of the committee

- To develop a system for conscious, consistent evaluation and catalytic action to improve the academic and administrative performance of the institution
- To identify the opportunities for academic and administrative reforms
- To develop the quality culture in the institution by suggesting the methods.
- To develop and apply the quality benchmarks for various academic and administrative activities
- To build an organized methodology of documentation and internal communication
- To check the documentation of the various activities leading to quality Improvement
- To prepare the AAA report as per guidelines and to be submit to IQAC


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Date: 5th October 2018

MINUTES OF THE MEETING

Academic and administration audit committee meeting is held on 5th October 2018 in Principals office at 10:30am to discuss the following agenda in the presence of listed committee members.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare consolidated AAA Report for AY 2019-20.
3. To submit the report to IQAC head.
4. To Discuss about suggestions/recommendations.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

The Chairperson of the committee, Principal Dr.I.Satyanarayana gave opening remarks to all the members. The Following points were discussed in the meeting.


The roles and responsibilities of the committee were briefed in detail by the convener to the members, especially for new members and decided to go ahead with the same and also about the outcomes of previous meeting.

The following resolutions were made on following agenda.

Agenda:2 To Prepare Strategic perspective plan for AY 2019-20

Resolution: The strategic perspective plan of AAA for the academic Year 2019-20 is prepared and to submit the same to IQAC head.

Agenda:3 To review the information & formats.


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Agenda:4 To schedule the audit.

Resolution: It is decided to audit all the department/sections/committees about various activities for the academic year 2018-19 from 5th-9th August 2019 with parallel teams and to submit the report to IQAC head by 19th August2019.

The meetings were concluded with the vote of thanks by the convener.



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Date: 1st August 2019

Circular

The members are informed to conduct academic and administrative audit for the AY 2018-19 as per the team given below and as per the schedule from 5th to 9th August 2019 and as per the guidelines of AAA-IAQC. The members are kindly informed to attend at the meeting with audit report on 19th August 2019 at 10:30 am at Principal office.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare consolidated AAA Report for AY 2019-20.
3. To submit the report to IQAC head.
4. To Discuss about suggestions/recommendations.

AAA committee & Teams members

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
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Date:19th August 2019

MINUTES OF THE MEETING

Academic and administration audit committee meeting is held on 19th August 2019 in Principals office at 10:30am to discuss the following agenda in the presence of listed committee members.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare consolidated AAA Report for AY 2019-20.
3. To submit the report to IQAC head.
4. To Discuss about suggestions/recommendations.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Dr.I.Satyanarayana Principal of the committee gave opening remarks to all the members.

The committee discussed about the audit with all the committee members and the following resolutions were made on different agenda.

Agenda 2 & 3: To Prepare consolidated AAA report for Ay 2018-19

Resolution: Audit report of all the departments, Sections and committees were collected from all teams by the convenor to prepare the consolidated Audit Report for the AY 2018-19 and submit the same to IQAC.

Agenda: 4 Suggestions/Recommendations

Resolution: The committee discussed about suggestions/recommendations to be made before IQAC to implement for the Ay 2019-20.

The meeting was concluded with the vote of thanks by convenor.

Convenor


Principal
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Composition of the Committee

| SL. No | Name | Designation | Role | Department | Signature |
|--------|--------------------|---------------------|-------------|------------|-----------|
| 1 | Dr.I.Satyanarayana | Principal | Chairperson | MECH | |
| 2 | Dr.S.Suresh | HOD | Member | ECE | |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE | |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL | |
| 5 | R. Yadagiris Rao, | HOD | Member | H&S | |
| 6 | P.Vijaya Kumar | HOD | Member | MECH | |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE | |
| 8 | G.Anita | Associate Professor | Member | ECE | |
| 9 | A.Vamshi | Associate Professor | Member | Civil | |

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Department details for the academic year 2018-2019

Department: CSE

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2007 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 180 |
| | b) No of Students admitted | 180 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 26 |
| | b) Filled | 26 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 4 |
| | b) Associate Professors | 8 |
| | c) Assistant Professor | 14 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 4 |
| | b) No of Faculty with PG (ME/M.Tech) | 22 |
| | c) No of Faculty with UG(BE/B.Tech) | NIL |
| 8 | Non teaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 180 |

| | | |
|----|--|-------|
| | b) Second Year | 135 |
| | c) Third Year | 129 |
| | d) Four Year | 136 |
| 10 | No of classrooms | 12 |
| 11 | Laboratory | |
| | a) No of laboratory physically available | 16 |
| | b) No of Laboratories as per courses | 16 |
| 12 | Computer Facility | |
| | a) No of PCs | 557 |
| | b) LCD Projector | 9 |
| 13 | Results in percentage | |
| | 1) Semester 1 | 38.88 |
| | 2) semester 2 | 34.46 |
| | 3) Semester 3 | 42.28 |
| | 4) Semester 4 | 40.23 |
| | 5) Semester 5 | 38.23 |
| | 6) Semester 6 | 32.35 |
| | 7) Semester 7 | 27.20 |
| | 8) Semester 8 | 61.02 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 105 |
| | b) No of Placed Students. | 47 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Approved by AICTE, New Delhi Affiliated to JNTUH, Hyderabad.

Main Road, Sheriguda, Ibrahimpatnam, R.R. Dist. 501 510.

Campus Ph: 9640590999, 9347187999, 8096951507.

<https://siiet.ac.in>

Department details for the academic year 2018-2019

Department: ECE

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2007 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 180 |
| | b) No of Students admitted | 180 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 24 |
| | b) Filled | 24 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 3 |
| | b) Associate Professors | 8 |
| | c) Assistant Professor | 13 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 3 |
| | b) No of Faculty with PG (ME/M.Tech) | 21 |
| | c) No of Faculty with UG (BE/B.Tech) | NIL |
| 8 | Nonteaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details -On roll | |

| | | |
|----|--|-------|
| | a) First Year | 180 |
| | b) Second Year | 142 |
| | c) Third Year | 124 |
| | d) Four Year | 151 |
| 10 | No of classrooms | 11 |
| 11 | Laboratory | |
| | a) No of laboratory physically available | 12 |
| | b) No of Laboratories as per courses | 12 |
| 12 | Computer Facility | |
| | a) No of PCs | 108 |
| | c) LCD Projector | 8 |
| 13 | Results in percentage | |
| | 1) Semester 1 | 42.04 |
| | 2) semester 2 | 24.27 |
| | 3) Semester 3 | 41.89 |
| | 4) Semester 4 | 43.23 |
| | 5) Semester 5 | 32.30 |
| | 6) Semester 6 | 40.00 |
| | 7) Semester 7 | 27.63 |
| | 8) Semester 8 | 41.44 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 121 |
| | b) No of Placed Students. | 32 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Department details for the academic year.2018-2019

Department: CIVIL

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2009 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a)Intake | 120 |
| | b) No of Students admitted | 79 |
| 4 | Teachers Workload | |
| | a)HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | C) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 17 |
| | b)Filled | 17 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 1 |
| | b) Associate Professors | 2 |
| | c)Assistant Professor | 14 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 1 |
| | b) No of Faculty with PG (ME/M.Tech) | 16 |
| | c) No of Faculty with UG(BE/B.Tech) | NIL |
| 8 | Non teaching positions | |
| | a)Instructors | 1 |
| | b)Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 79 |

| | | |
|----|---|-------|
| | b) Second Year | 99 |
| | c) Third Year | 86 |
| | d) Four Year | 46 |
| 10 | No of classrooms | 6 |
| 11 | Laboratory | |
| | a) No of laboratory physically available | 9 |
| | b) No of Laboratories as per courses | 9 |
| 12 | Computer Facility | |
| | a) No of PCs | NIL |
| | b) LCD Projector | 4 |
| 13 | Results In percentage | |
| | 1) Semester 1 | 35.52 |
| | 2) semester 2 | 28.00 |
| | 3) Semester 3 | 30.39 |
| | 4) Semester 4 | 32.33 |
| | 5) Semester 5 | 44.56 |
| | 6) Semester 6 | 34.78 |
| | 7) Semester 7 | 41.30 |
| | 8) Semester 8 | 80.43 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 29 |
| | b) No of Placed Students. | NIL |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Department details for the academic year 2018-2019

Department: MECH

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2014 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 120 |
| | b) No of Students admitted | 41 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 13 |
| | b) Filled | 13 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 2 |
| | b) Associate Professors | 4 |
| | c) Assistant Professor | 7 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 2 |
| | b) No of Faculty with PG (ME/M.Tech) | 11 |
| | c) No of Faculty with UG (BE/B.Tech) | NIL |
| 8 | Non teaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 41 |


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| | | |
|----|---|-------|
| | b) Second Year | 43 |
| | c) Third Year | 79 |
| | d) Four Year | 46 |
| 10 | No of classrooms | 6 |
| 11 | Laboratory | |
| | a) No of laboratory physically available | 13 |
| | b) No of Laboratories as per courses | 13 |
| 12 | Computer Facility | |
| | a) No of PCs | 30 |
| | c) LCD Projector | 4 |
| 13 | Results in percentage | |
| | 1) Semester 1 | 12.91 |
| | 2) semester 2 | 20.00 |
| | 3) Semester 3 | 16.25 |
| | 4) Semester 4 | 20.35 |
| | 5) Semester 5 | 23.45 |
| | 6) Semester 6 | 14.81 |
| | 7) Semester 7 | 26.08 |
| | 8) Semester 8 | 56.52 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 37 |
| | b) No of Placed Students. | 5 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Library Learning resource centre

The Library is headed by the Librarian and at present it has many books and journals and with internet facilities. E- journal subscription is provided to several standard journals in all the disciplines. For reference, it has maintained 3580 titles, volumes 17627. The books at the library are Bar- coded and computerized, facilitating quick transactions. Bar -coded library cards are issued to all users.

Observations:

1. The Library has good atmosphere.
2. The Library has resource Centre giving access to many e-journals. data bases and open access resources.

Recommendations:

1. Internet facility needs to be improved.
2. Latest and standard books are purchased for all UG& PG courses.
3. Awareness programmes about the use of e-Learning resources is done by using library hours.


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Physical Education Extra-curricular activities

The Physical Director co-ordinates the sports activities in the University and affiliated Colleges. The Physical Director with the available infrastructure trains and conducts intercollegiate and university level sports events. It is noteworthy that the students have won medals at National and International level. It is recommendable that College has introduced competitions to encourage and strengthen the motivation of the participants. The Physical Director has brought out a manual for physical fitness test.

Recommendations:

1. The infrastructure at the premises of the Physical Director for conducting coaching and training needs to be improved.
2. The number of helpers required for maintenance of grounds has to be increased.


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National Service Scheme (NSS)

The NSS of Sri Indu Institute of Engineering and Technology is headed by a Coordinator. About 60 students have enrolled for NSS activities.

Recommendation:

Sufficient staff on on permanent basis to be provided.


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Placement Cell

The Sri Indu Institute of Engineering and Technology has established the placement cell with the aim of providing career opportunities to the students of the college. This responsibility is entrusted to a senior professor who in turn has made arrangements for effective implementation of the programs. Several placement interviews have already been conducted and it is being planned in a big way to expand this activity.

Placement details (Program Wise)

Academic Year 2018-19

| Branch | Enrolled Students | No of Students eligible for placements | No of Students placed |
|--------|-------------------|--|-----------------------|
| ECE | 159 | 121 | 32 |
| CSE | 163 | 105 | 47 |
| MECH | 41 | 37 | 5 |
| CIVIL | 59 | 29 | NIL |

Recommendations:

1. This Wing needs to be strengthened to enable students to avail the benefits of career opportunities. This is especially useful for students.
2. Teacher participation from the concerned Department is more vital, as they will be better aware of the job opportunities in the concerned subject/area. Hence the Cell needs to establish effective rapport with them.


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Students Facility Hostels

The College has one hostel in the campus exclusively meant for students coming from far places.

- Responsible for allotment of rooms to the students.
- Responsible for maintenance for Hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Principal in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

Recommendations:

- Regular inspections and regular maintenance by the college needs to be followed.
- Students committees should be created in every hostel and participatory approach should be followed for the maintenance.


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Canteen Facility

The College has one canteen, providing breakfast, mid-day meal and snacks. The mid-day meal scheme extended to deserving students and staffs is commended as it caters to the requirement of the needy persons of the campus. However, the quality, quantity and hygiene need to be maintained.

Recommendations:

- The quality, quantity and hygiene of the food provided on regular basis needs to be improved.
- The building must be put to optimum utilization by way of starting the canteen facility for breakfast, some light lunch and evening snacks.


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Cultural and Recreational Facilities

The facilities provided by the Cultural and Recreational are:

- A well' equipped auditorium for practicing and showcasing performance.
- Training from professionals to develop advanced skills and techniques for performing in cultural festivals.
- Campus, where students can indulge themselves in different activities and get an opportunity for all round development.
- Under 'Students' Development Program', Students can join any of the clubs of their interest and cultivate their hobbies.
- GoGreen, Creative writing, indoor sports are conducted in our college


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Garden Section

The College is very clean, green and beautiful campus providing an excellent ambience for learning. The college has garden supervisors, a large number of gardeners and a comprehensive set of garden equipment. The entire campus has ornamental plants, and shady trees making the campus very green and beautiful. The college is very proud of this green and pollution-free ambience which has been conducive to a good educational ambience. Use of in-organic fertilizers has been dispensed with and organic farming is being adopted for the kitchen gardens in the campus.


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OBSERVATIONS AND RECOMMENDATIONS

The members of the committee interacted with faculty, students and the supporting staff. Based on this the committee has made the following observations and recommendations.

- Central facilities need to be strengthened in all respects viz., library, computer centre, canteen.
- Library should be equipped with more of the latest and useful reference books, adequate number of high configuration computer systems and internet source with improved band width.
- Skill development programmes for faculty need to be conducted regularly.
- Training programmes for non-teaching staff can be organized regularly so that efficiency of governance of the institutions can be considerably improved.
- There should be a monthly checks and reports on the use of electrical and civil consumables.
- The committee observes that there is on adequate strength of staff, both technical and non-technical in the engineering division but probably due to centralized system, their efficiency and accountability is lacking. Hence the committee strongly suggests that the engineering works should be channelized say like fixing responsibility of construction building maintenance, electrical maintenance, water supply maintenance, street light maintenance etc to a particular technical staff/Engineer so that the efficiency increases and accountability is also enhanced.



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Academic & Administrative Audit

2019 – 20

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Date : 08th January 2021


Notification

This is to notify that the college has decided to constitute AAA committee for the academic year 2021-21 to work under IQAC. The following faculty are hereby nominated as the members of AAA committee 2020-21 and informed to complete the audit for the AY 2019-20 by first week of February 2021 and as per the guidelines.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Enclosure: Role and Responsibilities

Convenor,AAA Committee.


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Role and Responsibilities:

Academic and Administrative Audit (AAA), working hard for excellence, inspect the various activities organized and administration procedures adopted by individual department/section/committees of the institution in achieving quality performance and enhanced programme outcomes.

The purpose of the Academic and Administrative Audit is to inspect and evaluate the performance of the various departments and appreciate their achievements and give suggestions for further improvement in quality of teaching, research, administration, and curricular and extra-curricular activities.

The following sections/activities are under consideration for AAA

1. Admission details
2. Teaching & non-teaching staff.
3. Infrastructural facilities.
4. Computer, internet and library facilities available.
5. Library and information centre
6. Teaching learning process -methods.
7. Feedback mechanism
8. Mentoring system
9. Department activities.
10. Research facilities/publications/patents.
11. Skill development and personality development programmes.
12. Internal and external examinations.
13. Result analysis
14. Placement & Training

The following are the Responsibilities of the committee

1. To develop a system for conscious, consistent evaluation and catalytic action to improve the academic and administrative performance of the institution
2. To identify the opportunities for academic and administrative reforms
3. To develop the quality culture in the institution by suggesting the methods.
4. To develop and apply the quality benchmarks for various academic and administrative activities
5. To build an organized methodology of documentation and internal communication
6. To check the documentation of the various activities leading to quality Improvement
7. To prepare the AAA report as per guidelines and to be submit to IQAC



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Date: 18 January 2021

MEETING NOTICE

As per the circular from principal SIIET dated 8th January 2021 the following members of the AAA committee are hereby informed to attend the meeting on 20th January 2021 at 3:15 pm at Principal chamber.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare strategic perspective plan for Ay 2020-21
3. To review the formats.
4. To Schedule the audit.

AAA COMMITTEE

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Enclosure: Roles and Responsibilities of the committee.


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Role and Responsibilities:

Academic and Administrative Audit (AAA), working hard for excellence, inspect the various activities organized and administration procedures adopted by individual department/section/committees of the institution in achieving quality performance and enhanced programme outcomes.

The purpose of the Academic and Administrative Audit is to inspect and evaluate the performance of the various departments and appreciate their achievements and give suggestions for further improvement in quality of teaching, research, administration, and curricular and extra-curricular activities .

The following sections/activities are under consideration for AAA

15. Admission details
16. Teaching & non-teaching staff.
17. Infrastructural facilities.
18. Computer, internet and library facilities available.
19. Library and information centre
20. Teaching learning process -methods.
21. Feedback mechanism
22. Mentoring system
23. Department activities.
24. Research facilities/publications/patents.
25. Skill development and personality development programmes.
26. Internal and external examinations.
27. Result analysis
28. Placement & Training

The following are the Responsibilities of the committee

8. To develop a system for conscious, consistent evaluation and catalytic action to improve the academic and administrative performance of the institution
9. To identify the opportunities for academic and administrative reforms
10. To develop the quality culture in the institution by suggesting the methods.
11. To develop and apply the quality benchmarks for various academic and administrative activities
12. To build an organized methodology of documentation and internal communication
13. To check the documentation of the various activities leading to quality Improvement
14. To prepare the AAA report as per guidelines and to be submit to IQAC



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Date: 18th January 2021

Minutes of Meeting

A meeting of Academic and Administrative audit committee is convened on 18th January 2021 at the Principal's Chamber 3.15pm onwards to discuss the following agenda.

1. To Review of the outcomes of previous meeting.
2. To prepare strategic perspective plan for Ay 2020-21
3. To review the formats.
4. To Schedule the audit.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

The Chairperson of the committee, Principal Dr.I.Satyanarayana gave opening remarks to all the members. The Following points were discussed in the meeting.

The roles and responsibilities of the committee were briefed in detail by the convener to the members, especially for new members and decided to go ahead with the same and also about the

Outcomes of previous meeting.

The following resolutions were made on following agenda.

Agenda:2 To Prepare Strategic perspective plan for AY 2020-21.

Resolution: The strategic perspective plan of AAA for the academic Year 2020-21 is prepared and to submit the same to IQAC head.


Agenda:3 To review the information & formats.

Resolution: It is decided in the meeting to collect the information for audit from all the departments in the prescribed formats from 25- 29 January 2021.

Agenda:4 To schedule the audit.

Resolution: It is decided to audit all the department/sections/committees about various activities for the academic year 2019-20 from 01-05 February 2021 with parallel teams and to submit the report to IQAC head by 10th February 2021.

The meetings were concluded with the vote of thanks by the convener.


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Date: 30th January 2021

Circular

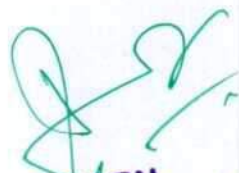
The members are informed to conduct academic and administrative audit for the AY 2019-20 as per the team given below and as per the schedule from 1st to 5th February 2021 and as per the guidelines of AAA-IAQC. The members are kindly informed to attend at the meeting with audit report on 10th February at 10:30 am at Principal office.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare consolidated AAA Report for AY 2019-20.
3. To submit the report to IQAC head.
4. To Discuss about suggestions/recommendations.

AAA committee & Teams members

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |


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Date: 10th February 2021

MINUTES OF THE MEETING

Academic and administration audit committee meeting is held on 10th February 2021 in Principals office at 10:30am to discuss the following agenda in the presence of listed committee members.

Agenda:

1. To Review of the outcomes of previous meeting.
2. To prepare consolidated AAA Report for AY 2019-20.
3. To submit the report to IQAC head.
4. To Discuss about suggestions/recommendations.

| SL.No | Name | Designation | Role | Department |
|-------|----------------------|---------------------|-------------|------------|
| 1 | Dr. I. Satyanarayana | Principal | Chairperson | MECH |
| 2 | Dr.S.Suresh | HOD | Member | ECE |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S |
| 6 | P. Vijaya Kumar | HOD | Member | MECH |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE |
| 8 | G.Anita | Associate Professor | Member | ECE |
| 9 | A.Vamshi | Associate Professor | Member | Civil |

Dr.I.Satyanarayana Principal of the committee gave opening remarks to all the members.

The committee discussed about the audit with all the committee members and the following resolutions were made on different agenda.

Agenda 2 & 3: To Prepare consolidated AAA report for Ay 2019-20.

Resolution: Audit report of all the departments, Sections and committees were collected from all teams by the convenor to prepare the consolidated Audit Report for the AY 2019-20 and submit the same to IQAC.

Agenda: 4 Suggestions/Recommendations

Resolution: The committee discussed about suggestions/recommendations to be made before IQAC to implement for the Ay 2020-21

.The meeting was concluded with the vote of thanks by convenor.

Convener

Principal
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Composition of the Committee

| SL. No | Name | Designation | Role | Department | Signature |
|--------|---------------------|---------------------|-------------|------------|-----------|
| 1 | Dr. I.Satyanarayana | Principal | Chairperson | MECH | |
| 2 | Dr.S.Suresh | HOD | Member | ECE | |
| 3 | Dr.K.S.SadaSiva | HOD | Member | CSE | |
| 4 | Dr. K.Pandu | HOD | Member | CIVIL | |
| 5 | R. Yadagiri Rao, | HOD | Member | H&S | |
| 6 | P. Vijaya Kumar | HOD | Member | MECH | |
| 7 | Ch.Vasavi | Associate Professor | Member | CSE | Ch.Vasavi |
| 8 | G.Anita | Associate Professor | Member | ECE | |
| 9 | A.Vamshi | Associate Professor | Member | Civil | |

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Department details for the academic year 2019-2020

Department: CSE

| SL.No | Description | Response |
|-------|---|---------------|
| 1 | Year of Establishment | 2007 |
| 2 | Courses Offered | |
| | a)UG | B.Tech |
| 3 | Admission | |
| | a)Intake | 180 |
| | b) No of Students admitted | 180 |
| 4 | Teachers Workload | |
| | a)HOD | 10 Hours/Week |
| | b) Professor/Assoc.Pro | 14 Hours/Week |
| | C) Assistant Professor | 16 Hours/Week |
| 5 | Teaching Positions | |
| | a) Sanctioned | 27 |
| | b)Filled | 27 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 3 |
| | b) Associate Professors | 7 |
| | c)Assistant Professor | 17 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 3 |
| | b) No of Faculty with PG (ME/M.Tech) | 24 |
| | c) No of Faculty with UG(BE/B.Tech) | NIL |
| 8 | Non teaching positions | |
| | a)Instructors | 1 |
| | b)Non-Instructor | 1 |
| 9 | Students details -On roll | |
| | a) First Year | 179 |
| | b) Second Year | 184 |
| | c)Third Year | 152 |
| | d) Four Year | 133 |
| 10 | No of class rooms | 9 |
| 11 | Laboratory | |
| | a)No of laboratory physically available | 14 |

| | | |
|----|--------------------------------------|-------|
| | b) No of Laboratories as per courses | 14 |
| 12 | Computer Facility | |
| | a) No of PCs | 600 |
| | b) LCD Projector | 9 |
| 13 | Results In percentage | |
| | 1) 1-1 | 45.81 |
| | 2) 1-2 | 28.49 |
| | 3) 2-1 | 15.21 |
| | 4) 2-2 | 15.21 |
| | 5) 3-1 | 41.44 |
| | 6) 3-2 | 53.94 |
| | 7) 4-1 | 30.08 |
| | 8) 4-2 | 68.42 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 98 |
| | b) No of Placed Students. | 43 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD

Recommendations


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Department details for the academic year 2019-2020

Department: ECE

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2007 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 180 |
| | b) No of Students admitted | 143 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 22 |
| | b) Filled | 22 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 3 |
| | b) Associate Professors | 7 |
| | c) Assistant Professor | 12 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 3 |
| | b) No of Faculty with PG (ME/M.Tech) | 19 |
| | c) No of Faculty with UG(BE/B.Tech) | NIL |
| 8 | Nonteaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details -On roll | |
| | a) First Year | 143 |
| | b) Second Year | 177 |
| | c) Third Year | 148 |
| | d) Four Year | 120 |
| 10 | No of classrooms | 11 |

| | | |
|----|---|-------|
| 11 | Laboratory | |
| | a)No of laboratory physically available | 12 |
| | b) No of Laboratories as per courses | 12 |
| 12 | Computer Facility | |
| | a) No of PCs | 108 |
| | b)LCD Projector | 8 |
| 13 | Results in percentage | |
| | 1)Semester 1 | 39.16 |
| | 2) semester 2 | 31.46 |
| | 3) Semester 3 | 14.36 |
| | 4) Semester 4 | 29.28 |
| | 5) Semester 5 | 36.36 |
| | 6) Semester 6 | 36.36 |
| | 7) Semester 7 | 51.66 |
| | 8) Semester 8 | 57.50 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 107 |
| | b) No of Placed Students. | 26 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD



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Department details for the academic year 2019-2020

Department: CIVIL

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2014 |
| 2 | Courses Offered | |
| | UG | B.TECH |
| 3 | Admission | |
| | a) Intake | 120 |
| | b) No of Students admitted | 44 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 16 |
| | b) Filled | 16 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 1 |
| | b) Associate Professors | 2 |
| | c) Assistant Professor | 13 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 1 |
| | b) No of Faculty with PG (ME/M.Tech) | 15 |
| | c) No of Faculty with UG(BE/B.Tech) | NIL |
| 8 | Non-teaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 44 |
| | b) Second Year | 77 |
| | c) Third Year | 59 |
| | d) Four Year | 45 |

| | | |
|----|---|-------|
| 10 | No of classrooms | 6 |
| 11 | Laboratory | |
| | a)No of laboratory physically available | 9 |
| | b) No of Laboratories as per courses | 9 |
| 12 | Computer Facility | |
| | a) No of PCs | NIL |
| | b)LCD Projector | 4 |
| 13 | Results In percentage | |
| | 1)Semester 1 | 22.72 |
| | 2) semester 2 | 4.54 |
| | 3) Semester 3 | 38.65 |
| | 4) Semester 4 | 10.92 |
| | 5) Semester 5 | 50.00 |
| | 6) Semester 6 | 18.75 |
| | 7) Semester 7 | 50.56 |
| | 8) Semester 8 | 66.29 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 63 |
| | b) No of Placed Students. | 5 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD


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Department details for the academic year 2019-2020

Department: MECH

| SL.No | Description | Response |
|-------|--------------------------------------|---------------|
| 1 | Year of Establishment | 2009 |
| 2 | Courses Offered | |
| | UG | B.Tech |
| 3 | Admission | |
| | a) Intake | 120 |
| | b) No of Students admitted | 6 |
| 4 | Teachers Workload | |
| | a) HOD | 10 HOURS/WEEK |
| | b) Professor/Assoc.Pro | 14 HOURS/WEEK |
| | c) Assistant Professor | 16 HOURS/WEEK |
| 5 | Teaching Positions | |
| | a) Sanctioned | 13 |
| | b) Filled | 13 |
| | c) Vacant | NIL |
| 6 | Faculty Available | |
| | a) Professors | 2 |
| | b) Associate Professors | 4 |
| | c) Assistant Professor | 7 |
| 7 | Faculty Qualification | |
| | a) No of Faculty with PhDs | 2 |
| | b) No of Faculty with PG (ME/M.Tech) | 11 |
| | c) No of Faculty with UG(BE/B.Tech) | |
| 8 | Non teaching positions | |
| | a) Instructors | 1 |
| | b) Non-Teaching | 1 |
| 9 | Students details-On roll | |
| | a) First Year | 6 |
| | b) Second Year | 77 |
| | c) Third Year | 39 |
| | d) Four Year | 41 |
| 10 | No of classrooms | 6 |


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| | | |
|----|---|-------|
| 11 | Laboratory | |
| | a)No of laboratory physically available | 13 |
| | b) No of Laboratories as per courses | 13 |
| 12 | Computer Facility | |
| | a) No of PCs | 30 |
| | b)LCD Projector | 4 |
| 13 | Results In percentage | |
| | 1)Semester 1 | 33.33 |
| | 2) semester 2 | 16.66 |
| | 3) Semester 3 | 13.03 |
| | 4) Semester 4 | 8.69 |
| | 5) Semester 5 | 21.68 |
| | 6) Semester 6 | 15.66 |
| | 7) Semester 7 | 57.50 |
| | 8) Semester 8 | 32.50 |
| 14 | Placement Percentage. | |
| | a) No of Eligible students | 67 |
| | b) No of Placed Students. | 15 |

Declaration by the head of the department:

I am aware that the above information provided by the department is correct and will be validated by the academic and administrative committee during the visit.

Signature of HOD


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Library

Learning resource centre

The Library is headed by the Librarian and at present it has many books and journals and with internet facilities. E- journal subscription is provided to several standard journals in all the disciplines. For reference, it has maintained 3580 titles, volumes 17627. The books at the library are Bar- coded and computerized, facilitating quick transactions. Bar -coded library cards are issued to all users.

Observations:

1. The Library has good atmosphere.
2. The Library has resource Centre giving access to many e-journals. data bases and open access resources.

Recommendations:

1. Internet facility needs to be improved.
2. Latest and standard books are purchased for all UG& PG courses.
3. Awareness programmes about the use of e-Learning resources is done by using library hours.


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Physical Education Extra-curricular activities

The Physical Director co-ordinates the sports activities in the University and affiliated Colleges. The Physical Director with the available infrastructure trains and conducts intercollegiate and university level sports events. It is noteworthy that the students have won medals at National and International level. It is recommendable that College has introduced competitions to encourage and strengthen the motivation of the participants. The Physical Director has brought out a manual for physical fitness test.

Recommendations:

1. The infrastructure at the premises of the Physical Director for conducting coaching and training needs to be improved.
2. The number of helpers required for maintenance of grounds has to be increased.


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National Service Scheme (NSS)

The NSS of Sri Indu Institute of Engineering and Technology is headed by a Coordinator. About 60 students have enrolled for NSS activities.

Recommendation:

Sufficient staff on on permanent basis to be provided.


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Placement Cell

The Sri Indu Institute of Engineering and Technology has established the placement cell with the aim of providing career opportunities to the students of the college. This responsibility is entrusted to a senior professor who in turn has made arrangements for effective implementation of the programs. Several placement interviews have already been conducted and it is being planned in a big way to expand this activity.


Placement details (Program Wise)

Academic Year 2019-20

| Branch | Enrolled Students | No of Students eligible for placements | No of Students placed |
|--------|-------------------|--|-----------------------|
| ECE | 130 | 107 | 26 |
| CSE | 173 | 98 | 43 |
| MECH | 67 | 67 | 15 |
| CIVIL | 33 | 63 | 5 |

Recommendations:

1. This Wing needs to be strengthened to enable students to avail the benefits of career opportunities. This is especially useful for students.
2. Teacher participation from the concerned Department is more vital, as they will be better aware of the job opportunities in the concerned subject/area. Hence the Cell needs to establish effective rapport with them.


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Students Facility Hostels

The College has one hostel in the campus exclusively meant for students coming from far places.

- Responsible for allotment of rooms to the students.
- Responsible for maintenance for Hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Principal in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

Recommendations:

- Regular inspections and regular maintenance by the college needs to be followed.
- Students committees should be created in every hostel and participatory approach should be followed for the maintenance.


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Canteen Facility

The College has one canteen, providing breakfast, mid-day meal and snacks. The mid-day meal scheme extended to deserving students and staffs is commended as it caters to the requirement of the needy persons of the campus. However, the quality, quantity and hygiene need to be maintained.

Recommendations:

- The quality, quantity and hygiene of the food provided on regular basis needs to be improved.
- The building must be put to optimum utilization by way of starting the canteen facility for breakfast, some light lunch and evening snacks.


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Cultural and Recreational Facilities

The facilities provided by the Cultural and Recreational are:

- A well' equipped auditorium for practicing and showcasing performance.
- Training from professionals to develop advanced skills and techniques for performing in cultural festivals.
- Campus, where students can indulge themselves in different activities and get an opportunity for all round development.
- Under 'Students' Development Program', Students can join any of the clubs of their interest and cultivate their hobbies.
- GoGreen, Creative writing, indoor sports are conducted in our college


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Garden Section

The College is very clean, green and beautiful campus providing an excellent ambience for learning. The college has garden supervisors, a large number of gardeners and a comprehensive set of garden equipment. The entire campus has ornamental plants, and shady trees making the campus very green and beautiful. The college is very proud of this green and pollution-free ambience which has been conducive to a good educational ambience. Use of in-organic fertilizers has been dispensed with and organic farming is being adopted for the kitchen gardens in the campus.


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OBSERVATIONS AND RECOMMENDATIONS

The members of the committee interacted with faculty, students and the supporting staff. Based on this the committee has made the following observations and recommendations.

- Central facilities need to be strengthened in all respects viz., library, computer centre, canteen.
- Library should be equipped with more of the latest and useful reference books, adequate number of high configuration computer systems and internet source with improved band width.
- Skill development programmes for faculty need to be conducted regularly.
- Training programmes for non-teaching staff can be organized regularly so that efficiency of governance of the institutions can be considerably improved.
- There should be a monthly checks and reports on the use of electrical and civil consumables.
- The committee observes that there is on adequate strength of staff, both technical and non-technical in the engineering division but probably due to centralized system, their efficiency and accountability is lacking. Hence the committee strongly suggests that the engineering works should be channelized say like fixing responsibility of construction building maintenance, electrical maintenance, water supply maintenance, street light maintenance etc to a particular technical staff/Engineer so that the efficiency increases and accountability is also enhanced.

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