



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
DUVVADA, VISAKHAPATNAM



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) AND FOLLOW UP ACTION TAKEN

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VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTU-GV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/AAC/2019-20/8/1

Dt: 11th Aug 2020

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Academic & Administrative Audit Committee (AAAC)" for the Academic Year 2019-20

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.HariGovindaRao	Dean IQAC	Chairperson
2.	Dr.BenSwaroop	Dean Academics	Member
3.	Dr.B.Satish	Dean Evaluation	Member
4.	Dr.DebanathBattacharya	Dean R&D	Member
5.	Dr.K.SrinivasNaik	IQAC Coordinators	Member
6.	Mr.VeeraManikam	IQAC Coordinators	Member
7.	Mrs.K.Jadeeswari	IQAC Coordinators	Member
8.	Dr.B.PrasadRao	IQAC Coordinators	Member
9.	Dr.M.P.V.V.Bhasker	IQAC Coordinators	Member
10.	Mrs. D.L. Bhavani	IQAC Coordinators	Member

To conduct Academic and Administrative Audits the following are the key objectives:

1. To understand the existing system and assess the strengths and weaknesses of the departments in Academic Process and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing Academic and Administrative mechanisms and to identify the opportunities for the reforms
3. Suggest methods for continuous improvement of quality.
4. To improve student support and progression.
5. To update infrastructure and Learning resources

Copy to:

- All Deans & HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file



PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside VSEZ, Duvvada, Visakhapatnam-530049



Academic and Administrative Audit (AAA) Report

Conducted from 17-08-2020 to 27-08-2020

Vignan's Institute of Information Technology (VIIT) strongly believes that the evaluation of the institutional processes required a carefully structured system of internal and external review. Hence VIIT adopts Academic and Administrative Audit (AAA) every year to intend to serve as an advisory to all the departments.

Academic Audit: Academic Audit is a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of the academic activities of the departments in VIIT.

Administrative Audit: Administrative Audit can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure in various administrative departments of VIIT. It includes assessment of policies, strategies and functions of the various administrative departments' control of the overall administrative system etc.

Aims of Academic and Administrative Audit:

The Audit aims to

- Present a policy driven process for an unending progression
- Encourage integration across programs and disciplines
- Subject every department to external analysis
- Give self evaluation based on quality standards

Objectives of Academic and Administrative Audit:

- To understand the existing system and assess the strengths and weaknesses of the departments in Academic Process and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing Academic and Administrative mechanisms and to identify the opportunities for the reforms.
- To suggest the methods for continuous improvement of quality.
- To improve student support and progression.
- To update Infrastructure and Learning Resources.

1.1 Executive Summary:

Academic and Administrative Audit was conducted from 17th August 2020 to 27th August 2020. Since peer review is the backbone of AAA, the senior faculty members on the basis of their credentials such as academic distinctions, experience and professionalism were selected as internal auditors for the Audit. The committee was assisted by the Dean IQAC for Academic and Administrative policies and it briefed the committee members about the objective of the audit and the procedure involved. The AAA Committee had a formal meeting with the Principal who serves as the Chairman of the committee. The Chairman presented the overview of the college, developments and the achievements made during the assessment year. The members visited the departments and audited the academic facilities such as classrooms, laboratories and interacted with the teaching staff to know the academic performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the members. Individual department reports are enclosed with this report. The committee further visited the central facilities such as the Examination section, Computer centre, NSS, PED, SLP, Placement cell, Library and other general facilities. The Committee, after going through all stages of inspection and interactions, prepared the AAA report for the college covering the summarized observations and recommendations.

1.2 Audit Committee:

As a part of Academic and Administrative Audit for the academic year 2019-20, the Principal appointed the following committee on 14-08-2020 with the experts from IQAC and Sr. Faculty of the other academic departments.

S No.	Name of the Members	Designation	Role
1	Dr. Ch.Narasimham	Dean-IQAC	Chairperson
2	Dr. M. Ben Swaroop	Dean Academics	Sr. Faculty Member
3	Dr. B.Sateesh	Dean Evaluation	Sr. Faculty Member
4	Dr. Debnath Bhattacharyya	Dean R&D	Sr. Faculty Member
5	Dr. K. Srinivasa Naik	IQAC Coordinator	Member
6	Mr. Veera Manickam	IQAC Coordinator	Member
7	Mrs. K.Jagadeswari Devi	IQAC Coordinator	Member
8	Dr. B.Prasad Rao	IQAC Coordinator	Member
9	Mr. M.P.V.V.Bhaskar Rao	IQAC Coordinator	Member
10	Mrs. D.L.Bhavani	IQAC Coordinator	Member

1.3 Schedule of Academic Audit:

Date	Time	Department
17-08-2020	10:00 AM to 12:00 PM	CE
17-08-2020	02:00 PM to 04:00 PM	EEE
18-08-2020	10:00 AM to 12:00 PM	ME
18-08-2020	02:00 PM to 04:00 PM	ECE
19-08-2020	10:00 AM to 12:00 PM	CSE
19-08-2020	02:00 PM to 04:00 PM	IT/MCA
20-08-2020	10:00 AM to 12:00 PM	ECM
21-08-2020	10:00 AM to 12:00 PM	BS&H
21-08-2020	02:00 PM to 04:00 PM	MBA

Schedule of Administrative Audit:

Date	Time	Department
24-08-2020	10:00 AM to 12:00 PM	CE
24-08-2020	02:00 PM to 04:00 PM	EEE
25-08-2020	10:00 AM to 12:00 PM	ME
25-08-2020	02:00 PM to 04:00 PM	ECE
26-08-2020	10:00 AM to 12:00 PM	CSE
26-08-2020	02:00 PM to 04:00 PM	IT/MCA
27-08-2020	10:00 AM to 12:00 PM	ECM
28-08-2020	10:00 AM to 12:00 PM	BS&H
28-08-2020	02:00 PM to 04:00 PM	MBA

1.4 Criterion Observations:

- a. **Curriculum Development, Revision process and acceptance by student fraternity:** In the category of Curriculum Development, Revision process, and acceptance by student fraternity, the Basic Sciences and Humanities (BS&H) department achieved a score of 6.00, indicating room for improvement. Collaborative efforts can uplift their performance. Meanwhile, ECE and AIDS departments have shown exceptional dedication, both securing perfect scores of 10.00. The institute-wide average performance is 8.67, reflecting a collective commitment to enhancing education..
- b. **Student Centric Teaching, Learning assessment, Plans, Outcomes Assessment and student engagement:** The Basic Sciences and Humanities (BS&H) department attained a score of 6.08, signifying room for improvement. Collaborative efforts can enhance their performance. Contrarily, the AIDS department showcased exceptional dedication with a perfect score of 10.00. The overall institute-wide performance stands at 8.84, emphasizing a collective commitment to enriching the student educational experience.
- c. **Research Promotion:** The CE department achieved a score of 4.00, signaling an opportunity for significant improvement. Collaborative efforts can enhance their performance in this domain. Meanwhile, the AIDS department showcased exceptional dedication with a perfect score of 10.00. The average institute-wide performance stands at 7.64, underscoring a collective commitment to advancing research endeavors.
- d. **Placements and Higher Education:** The MCA department recorded a score of 3.33, indicating a significant need for improvement. Collaborative efforts can create better opportunities for students in this department. In contrast, ECE and AIDS departments excelled with perfect scores of 10.00, showcasing their dedication. The overall institute-wide performance is 7.21, reflecting the collective pursuit of excellence in placements and higher education.
- e. **Internal Quality:** In the realm of Internal Quality, all departments, including CE, EEE, ME, ECE, CSE, IT, ECM, AIDS, and BS&H, achieved perfect scores of 10.00, reflecting their dedication to maintaining strong internal quality standards. MBA came close with a score of 9.93. This collective effort resonates with the impressive overall performance level of 9.99, showcasing a commitment to upholding quality across the institute.
- f. **Vision and Mission of the Institution and Governance:** During the Administrative audit process a few factors related to Vision and Mission of the Institution and Governance, the overall performance was recorded as 9.06 on 10-point scale

- g. Student & Faculty ratio as per norms:** Many factors related to student teacher ratio are assessed and evaluated by giving 9.67 points.
- h. Students & Staff Welfare:** Different features involved in Students & Staff Welfare were reviewed and the total performance was awarded with 9.80
- i. Establishment of Examination Policies & Procedures:** Factors related to Establishment of Examination policies and procedures were reviewed and the total performance was given as 9.81
- j. Availability of Infrastructure and facilities:** Several elements related to Infrastructure and facilities were assessed with 9.22 points on 10-point scale.
- k. Facilities to student:** Facilities providing to the students were reviewed and the performance was awarded with 9.27 points.
- l. Budget and expenses Internal Quality:** The budget income and expenditure during the academic year is compared and evaluated by the audit committee.

1.5 Overall Observations:

The following are some observations made by the audit committee

- All divisions excel at curriculum development, the revision process, and student fraternity acceptance.
- All departments use Student Centric Teaching, Learning Assessment, Plans, and Outcome Assessment, and each department has qualified and experienced teaching faculty.
- The employee and student welfare programs are excellent.
- It has been noticed that internships and field projects are inadequate.
- Workshops on entrepreneurship and start-ups should be held.
- A little caution should be exercised regarding the availability of infrastructure in laboratories.

1.6 SWOC Analysis, Strength, Weakness, Opportunities and Challenges:

Strength:

- Availability of Multidisciplinary faculty
- Career guidance programs
- Good internet facility
- Excellent Counselling system

Weakness:

- Internships and field projects
- Consultancy revenue

- Lack in the research in Faculty fraternity

Opportunities:

- MoUs with industry
- Collaboration with core firms
- Research related software
- Digital library

Challenges:

- To tap funding for government projects
- To encourage students to undergo higher education

1.7 Recommendations/Suggestions to improve Quality:

- Departments must encourage students to take more online courses, particularly skill-based courses.
- Consultancy partnerships should be expanded to deploy students in industries other than the software business.


Chairperson
 (Dean - IOAC)
 Vignan's Institute of Information Technology
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 Ph: 08912755444 (off)




Principal
 PRINCIPAL
 VIGNAN'S INSTITUTE OF
 Information Technology (A)
 Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to

- Principal
- Dean Academics
- Office of the Rector
- Office of the CEO



Action Taken Report for Academic and Administrative Audit for the Academic year 2019-20

Suggestions/Recommendations	Action Taken
Faculty must be updated in all aspects to meet the technical needs of current Covid situations	1.Advised HoD to encourage their faculty to participate in more number of online FDPs, Workshops and Conferences
Faculty and students should do more number of online courses to improve their skills	2.Coursera platform was offered free to all students and faculty to do the online courses of their interest by communicating to concerned people
Suggested to conduct continuous online classes in this pandemic situation	Arrangements were done to take licensed Zoom platform for the smooth conduction of class work
More research sources must be provided for faculty to help them	Necessary measures were taken to buy research related software
Pass percentage has to be increased in some branches like CE and ME	1. Advised HoDs to allocate more number of classes for the subjects in which students are facing trouble. 2.Suggested senior faculty to handle tough courses

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