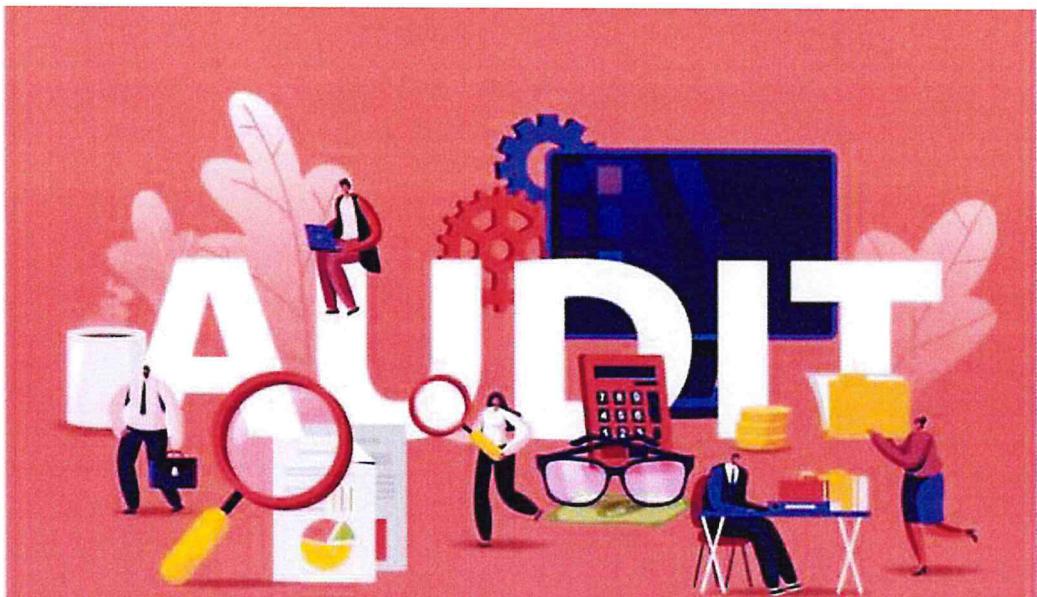




VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

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



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

**JYOTHULA
SUDHAKAR**

Digitally signed by JYOTHULA
SUDHAKAR
DN: cn=JYOTHULA
SUDHAKAR c=IN
o=PERSONAL
Date: 2023-09-02 01:26+05:30



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/2021-22/12/1

Dt: 14th Dec 2022

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 2021-22.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.HariGovindaRao	Dean IQAC	Chairperson
2.	Dr.A.NagaJyothi	Dean Academics	Member
3.	Mr.RudrabhiRamu	Dean Evaluation	Member
4.	Dr.E.LaxmiLidiya	Dean R&D	Member
5.	Dr.V.S.V.SatyaNarayana	IQAC Coordinators	Member
6.	Dr.K.SrinivasNaik	IQAC Coordinators	Member
7.	Dr.T.Satya Guru	IQAC Coordinators	Member
8.	Mr.A.SampathDakshina Murthy	IQAC Coordinators	Member
9.	Mr.B.Brahmayya	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 19-12-2022 to 30-12-2022

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 19th December to 30th December 2022. 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 2021-22, the Principal appointed the following committee on 17th December 2022 with the experts from IQAC and Sr. Faculty of the other academic departments.

S No.	Name of the Members	Designation	Role
1	Dr. Ch. Hari Govinda Rao	Dean-IQAC	Chairperson
2	Dr. A. Naga Jyothi	Dean Academics	Sr. Faculty Member
3	Mr. R.Rudrabhi Ramu	Dean Evaluation	Sr. Faculty Member
4	Dr. E. Laxmi Lydia	Dean R&D	Sr. Faculty Member
5	Dr. V.S.V. Satyanarayana	IQAC Coordinator	Member
6	Dr. K. Srinivasa Naik	IQAC Coordinator	Member
7	Mr. A. Sampath Dakshina Muthy	IQAC Coordinator	Member
8	Dr. T.Satya Guru	IQAC Coordinator	Member
9	Mr. B. Brahmaiah	IQAC Coordinator	Member
10	Mrs. D.L.Bhavani	IQAC Coordinator	Member

1.3 Schedule of Academic Audit:

Date	Time	Department
19-12-2022	10:00 AM to 12:00 PM	CE
19-12-2022	02:00 PM to 04:00 PM	EEE
20-12-2022	10:00 AM to 12:00 PM	ME
20-12-2022	02:00 PM to 04:00 PM	ECE
21-12-2022	10:00 AM to 12:00 PM	CSE
21-12-2022	02:00 PM to 04:00 PM	IT/MCA
22-12-2022	10:00 AM to 12:00 PM	ECM
22-12-2022	02:00 PM to 04:00 PM	AI&DS
23-12-2022	10:00 AM to 12:00 PM	BS&H
23-12-2022	02:00 PM to 04:00 PM	MBA

Schedule of Administrative Audit:

Date	Time	Department
26-12-2022	10:00 AM to 12:00 PM	CE
26-12-2022	02:00 PM to 04:00 PM	EEE
27-12-2022	10:00 AM to 12:00 PM	ME
27-12-2022	02:00 PM to 04:00 PM	ECE
28-12-2022	10:00 AM to 12:00 PM	CSE
28-12-2022	02:00 PM to 04:00 PM	IT/MCA
29-12-2022	10:00 AM to 12:00 PM	ECM
29-12-2022	02:00 PM to 04:00 PM	AI&DS
30-12-2022	10:00 AM to 12:00 PM	BS&H
30-12-2022	02:00 PM to 04:00 PM	MBA

1.4 Criterion Observations:

- a. Curriculum Development, Revision process and acceptance by student fraternity:** BS&H department scored 6.00, suggesting room for improvement. Collaborative efforts can uplift their performance. Other departments achieved remarkable scores (9.28 - 10.00), enhancing curriculum and student experience. Most excel, while collaboration is encouraged for the rest. Overall, institute-wide performance stands at 9.03, reflecting a commitment to education enhancement.
- b. Student Centric Teaching, Learning assessment, Plans, Outcomes Assessment and student engagement:** In the category of Student Centric Teaching, Learning Assessment, Plans, Outcome Assessment, and Student Engagement, the Basic Sciences and Humanities (BS&H) department seeks improvement with a score of 6.00. Collaborative efforts are encouraged. In contrast, other departments, including CE, EEE, ME, ECE, CSE, ECM, AIDS, MBA, and MCA, achieved high scores (9.28 - 10.00), contributing significantly to a rich educational experience. The overall institute-wide performance is commendable at 8.97, reflecting a collective commitment to educational enhancement..
- c. Research Promotion:** In Research Promotion, the AIDS department with a score of 6.21 has room for improvement, while collaborative efforts can enhance performance. In contrast, ECM (Electronics and Computer Engineering) achieved an outstanding score of 9.29, reflecting dedication to research promotion. The average institute-wide rating is 8.22, showcasing the collective commitment to research excellence.
- d. Placements and Higher Education:** In the context of Placements & Higher Education, both AIDS and MCA departments have a score of 3.33, signifying the need for significant improvement in placements and higher education. Collaborative efforts can enhance opportunities for students. Meanwhile, ECE excelled in Research Promotion with a score of 9.73, reflecting dedication. The overall institute-wide performance is 6.92, showcasing the collective pursuit of excellence.
- e. Internal Quality:** Throughout the audit, it's evident that the departments have done impressive work in maintaining robust internal quality standards. This collective effort reflects in an impressive overall performance level of 9.94. Let's sustain this high-quality work as we advance on the path to excellence.
- f. Vision and Mission of the Institution and Governance:** During the Administrative audit process the parameters related to Vision

and Mission of the Institution and Governance are reviewed and the overall performance was rated as 9.69

- g. Student & Faculty ratio as per norms:** Multiple factors that involve Student and faculty underwent review as a part of Administrative audit and the average score is given as 9.67
- h. Students & Staff Welfare:** Different features which contain the welfare measures of Students and Staff are reviewed as a process of Administrative audit and the overall performance achieved was 9.96
- i. Establishment of Examination Policies & Procedures:** Various elements in which Examination policies & procedures are placed were evaluated and a score of 9.81
- j. Availability of Infrastructure and facilities:** Several variables concerning Infrastructure and facilities were audited and the overall rating given was 9.22
- k. Facilities to student:** Factors related to facilities to Facilities to students were also reviewed in the audit process and the overall performance was rated as 9.34
- 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

- Each department excels in developing curriculum, carrying out revisions, and getting student fraternities to accept their work.
- Teaching, learning assessment, plans, and outcome evaluation that is student-centred are used in all areas.
- The teaching staff in every department is expert and competent.
- Both workers and students are treated well by the welfare measures.
- The field projects and internships are not up to par, it has been noted.
- There should be workshops on starting businesses and entrepreneurship.
- The availability of infrastructure in labs should be considered with a little caution.

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

Strength:

- Well established laboratories
- Career based curriculum
- Good internet facilities
- Excellent monitoring system

Weakness:

- Students reluctance towards entrepreneurship
- Internships and field projects
- Revenue generated from consultancy

Opportunities:

- MoUs with industries
- Tie up with core companies
- Research facilities for students

Challenges:

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

1.7 Recommendations/Suggestions to improve Quality:

- Departments have to encourage students to undergo more number of online courses particularly of skill based
- Consultancy tie up should be increased to place students other than Software sector.
- Strong connections to be developed for department and industry collaborations

(Signature)
Chairperson

Vig (AAA Committee)
Duvvada, Visakhapatnam.
Ph: 08912755444 (off)



(Signature)
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 2021-22

Suggestions/Recommendations	Action Taken
Students should undergo more internships to meet with the present day needs to get placed in campus recruitment	Appointed a dedicated faculty under the leadership of Dean-T&P to communicate with core companies to offer more interns for the students
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
The number of field projects must be increased	Appointed senior faculty in all departments as Project coordinators to increase the number of field projects
Usage of Library by the students has to be increased	Advised the time table coordinators of all the departments to allocate more number of classes for library
Students should be encouraged towards entrepreneurship	Guest lecturers were arranged by senior MBA faculty to create awareness among students about entrepreneurship


Dean IQAC
 Vignan's Institute of Information Technology
 Duvvada, Visakhapatnam.
 Ph: 08912755444 (off)




Principal
VIGNAN'S INSTITUTE OF
 Information Technology
 Beside VSEZ, Duvvada, Visakhapatnam

**JYOTHULA
SUDHAKAR**

Digitally signed by JYOTHULA
SUDHAKAR
DN: cn=JYOTHULA SUDHAKAR
c=IN o=PERSONAL
Date: 2023-09-02 01:25+05:30