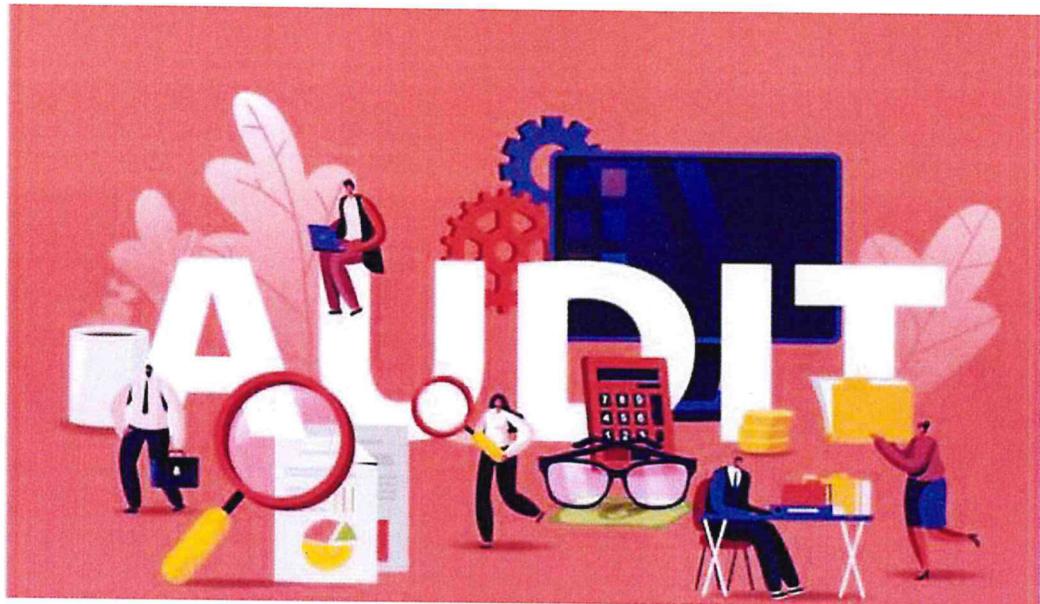




VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

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



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

JYOTHULA
SUDHAKAR

Digitally signed by JYOTHULA
SUDHAKAR
DN: cn=JYOTHULA SUDHAKAR
c=IN o=PERSONAL
Date: 2023-09-02 01:16+05:30



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

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

VIIT/Principal Office/AAC/2022-23/7/1

Dt: 24th July 2023

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 2022-23.

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.T.Satya Guru	IQAC Coordinators	Member
7.	Mr.B.Brahmayya	IQAC Coordinators	Member
8.	Mr.A.SampathDakshina Murthy	IQAC Coordinators	Member
9.	Mr.K.Appala Naidu	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
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duwada, Visakhapatnam-4



Academic and Administrative Audit (AAA) Report

Conducted from 31-07-2023 to 11-08-2023

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 31st July 2023 to 11th August 2023. 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 2022-23, the Principal appointed the following committee on 30th July 2023 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. T. Satyaguru	IQAC Coordinator	Member
7	Mr. B. Brahmaiah	IQAC Coordinator	Member
8	Mr. A. Sampath Dakshina Murthy	IQAC Coordinator	Member
9	Mr. K. Appala Naidu	IQAC Coordinator	Member
10	Mrs. D.L.Bhavani	IQAC Coordinator	Member

1.3 Schedule of Academic Audit:

Date	Time	Department
31-07-2023	10:00 AM to 12:00 PM	CE
31-07-2023	02:00 PM to 04:00 PM	EEE
01-08-2023	10:00 AM to 12:00 PM	ME
01-08-2023	02:00 PM to 04:00 PM	ECE
02-08-2023	10:00 AM to 12:00 PM	CSE
02-08-2023	02:00 PM to 04:00 PM	IT/MCA
03-08-2023	10:00 AM to 12:00 PM	ECM
03-08-2023	02:00 PM to 04:00 PM	AI&DS
04-08-2023	10:00 AM to 12:00 PM	BS&H
04-08-2023	02:00 PM to 04:00 PM	MBA

Schedule of Administrative Audit:

Date	Time	Department
07-08-2023	10:00 AM to 12:00 PM	CE
07-08-2023	02:00 PM to 04:00 PM	EEE
08-08-2023	10:00 AM to 12:00 PM	ME
08-08-2023	02:00 PM to 04:00 PM	ECE
09-08-2023	10:00 AM to 12:00 PM	CSE
09-08-2023	02:00 PM to 04:00 PM	IT/MCA
10-08-2023	10:00 AM to 12:00 PM	ECM
10-08-2023	02:00 PM to 04:00 PM	AI&DS
11-08-2023	10:00 AM to 12:00 PM	BS&H
11-08-2023	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 needs to enhance its curriculum with a score of 6.00, while AIDS department excels with a perfect 10.00, motivating others. Collaborative efforts can uplift performance, and the institute-wide score is encouraging at 9.08.
- b. **Student Centric Teaching, Learning assessment, Plans, Outcomes Assessment and student engagement:** BS&H aims for improvement with a score of 6.17, while ECM shines with 10.00, setting an example. This reflects the institute-wide commitment to students, and the overall score of 9.02 signifies dedication to enhancing the educational experience.
- c. **Research Promotion:** CE progresses at 7.79, with room to grow. ECE excels at 9.79, highlighting dedication. The institute averages 8.25, emphasizing collective commitment to advancing research endeavors. Collaborative endeavours are encouraged.
- d. **Placements and Higher Education:** ECE and ECM excel with 10.00, showcasing exceptional commitment. AIDS and MCA, at 3.33, indicate room for growth. Collaborative efforts are essential to enrich opportunities for students and promote excellence
- e. **Internal Quality:** Strong internal quality is evident across departments, leading to an impressive overall institute performance of 9.99. This speaks of collective dedication. Sustaining this excellent work is key as we continue our journey toward excellence.
- f. **Vision and Mission of the Institution and Governance:** During the Administrative audit process the parameters under Vision and Mission of the Institution and Governance are reviewed and the overall performance was rated as 9.88
- g. **Student & Faculty ratio as per norms:** Multiple factors concerning Student and faculty underwent review as a part of Administrative audit and the average score is given as 9.83.
- h. **Students & Staff Welfare:** Different features that involve the welfare measures of Students and Staff are reviewed as a process of Administrative audit and the overall performance achieved was 10.
- i. **Establishment of Examination Policies & Procedures:** Various elements related to Examination policies & procedures were evaluated and a score of 9.69 out of 10 was given
- j. **Availability of Infrastructure and facilities:** Several variables under Infrastructure and facilities were audited and the overall rating given was 9.17.

- k. Facilities to student:** Many traits related to facilities to students were also reviewed in the audit process and the overall performance was rated as 9.69.
- l. Budget and expenses Internal Quality:** The budgeted income and expenditure during the academic year is thoroughly checked and assessed by the audit team.

1.5 Overall Observations:

The following are some observations made by the audit committee

- All departments are good at Curriculum development, Revision process and acceptance by student fraternity
- All departments are following Student Centric teaching, learning assessment, Plans and Outcome Assessment.
- Every department contains qualified and experienced teaching faculty.
- The welfare measures for staff and students are good.
- It is observed that the internships and field projects are not up to the mark
- Workshops related to entrepreneurship and start-ups should be organized
- A bit care should be taken on the availability of infrastructure in laboratories.

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

Strength:

- Well qualified and experienced faculty
- Contemporary curriculum
- Good IT facilities
- Excellent monitoring system

Weakness:

- Rapport with national and international industries
- 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 must encourage students to take more online courses, especially skill-based ones.
- In order to position students in industries other than the software sector, it is important to establish strong relationships between departments and businesses.


Chairperson

(AAA Committee)

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




Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-46

Copy to

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



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.

Action Taken Report for Academic and Administrative Audit for the Academic year 2022-23

Suggestions/Recommendations	Action Taken
Departments must encourage students to take more number of online courses especially of skill based	1. Advised all the Hods to encourage students for pursuing more online courses specially of skill based 2. Appointed a dedicated person Dr. Pudi Sekhar HoD-EEE to coordinate MOOCs
Should maintain good rapport with industries	Increased industry collaboration and MoUs to strengthen Industry interface
Should encourage students to undergo higher education	A dedicated faculty is appointed under the guidance of Dean-T&P to encourage students to pursue higher education
To tap funding with Government Projects	1. A dedicated faculty is build up under the leadership of Dean-R&D to help the faculty to apply for Government projects 2. Seminars like Research Design and Measurement were organized to create awareness among faculty about funding projects
Non IT departments must tie up with their respective core companies	Increased trans-disciplinary training to the students to place in Non IT sectors
More revenue should be generated from consultancies	Increased the importance of revenue generated from consultancies by budgeting an amount of INR 26.0 Lakhs in the annual budget


Dean-IQAC

Dean - IQAC

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




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

**JYOTHULA
SUDHAKAR**

Digitally signed by JYOTHULA
SUDHAKAR
DN: cn=JYOTHULA
SUDHAKAR c=IN
o=PERSONAL
Date: 2023-09-02 01:16+05:30