



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/2020-21/12/1

Dt: 1st Dec 2021

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 2020-21

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.HariGovindaRao	Dean IQAC	Chairperson
2.	Dr.KamaluddinSayed	Dean Academics	Member
3.	Dr.B.Satish	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.B.PrasadRao	IQAC Coordinators	Member
8.	Dr.T.Satya Guru	IQAC Coordinators	Member
9.	Dr.M.P.V.V.Bhasker	IQAC Coordinators	Member
10.	Mr.B.Brahmayya	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



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VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-530 049.



Academic and Administrative Audit (AAA) Report

Conducted from 06-12-2021 to 17-12-2021

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 06th December 2021 to 17th December 2021. 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 2020-21, the Principal appointed the following committee on 03rd December 2021 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. Kamaluddin Syed	Dean Academics	Sr. Faculty Member
3	Dr. B.Sateesh	Dean Evaluation	Sr. Faculty Member
4	Dr. E. Laxmi Lydia	Dean R&D	Sr. Faculty Member
5	Mr. V.S.V. Satyanarayana	IQAC Coordinator	Member
6	Dr. K. Srinivasa Naik	IQAC Coordinator	Member
7	Dr. B. Prasada Rao	IQAC Coordinator	Member
8	Dr. M.P.V.V. Bhaskara Rao	IQAC Coordinator	Member
9	Mr. B. Brahmaiah	IQAC Coordinator	Member
10	Dr. T. Satyaguru	IQAC Coordinator	Member

1.3 Schedule of Academic Audit:

Date	Time	Department
06-12-2021	10:00 AM to 12:00 PM	CE
06-12-2021	02:00 PM to 04:00 PM	EEE
07-12-2021	10:00 AM to 12:00 PM	ME
07-12-2021	02:00 PM to 04:00 PM	ECE
08-12-2021	10:00 AM to 12:00 PM	CSE
08-12-2021	02:00 PM to 04:00 PM	IT/MCA
09-12-2021	10:00 AM to 12:00 PM	ECM
10-12-2021	10:00 AM to 12:00 PM	BS&H
10-12-2021	02:00 PM to 04:00 PM	MBA

Schedule of Administrative Audit:

Date	Time	Department
13-12-2021	10:00 AM to 12:00 PM	CE
13-12-2021	02:00 PM to 04:00 PM	EEE
14-12-2021	10:00 AM to 12:00 PM	ME
14-12-2021	02:00 PM to 04:00 PM	ECE
15-12-2021	10:00 AM to 12:00 PM	CSE
15-12-2021	02:00 PM to 04:00 PM	IT/MCA
16-12-2021	10:00 AM to 12:00 PM	ECM
17-12-2021	10:00 AM to 12:00 PM	BS&H
17-12-2021	02:00 PM to 04:00 PM	MBA

1.4 Criterion Observations:

- a. Curriculum Development, Revision process and acceptance by student fraternity:** The BS&H department has a score of 6.00, implying a need for improvement. Collaborative efforts can enhance their performance. Conversely, ECE and AIDS departments have achieved exceptional perfect scores of 10.00, showcasing their dedication. The institute-wide performance average is 8.91, reflecting a collective commitment to educational enhancement.
- b. Student Centric Teaching, Learning assessment, Plans, Outcomes Assessment and student engagement:** The BS&H department's score of 5.92 suggests room for improvement, while the IT and AIDS departments achieved perfect scores of 10.00, reflecting their dedication. Overall, the institute-wide performance is noteworthy at 8.97, demonstrating a shared commitment to enhancing the student educational experience.
- c. Research Promotion:** BS&H departments achieved scores of 6.71 and 6.57, respectively, suggesting room for improvement. Collaborative efforts can elevate their performance. Meanwhile, AIDS showcased exceptional dedication, securing a perfect score of 10.00. Overall, the institute-wide performance in research promotion is 8.21, highlighting a collective commitment to advancing research initiatives.
- d. Placements and Higher Education:** The MCA department received a score of 3.33, indicating an opportunity for significant improvement. Collaborative efforts can enhance opportunities for students. On the other hand, the AIDS department achieved a perfect score of 10.00, reflecting their exceptional dedication to placements and higher education. Overall, the institute-wide performance in this category stands at 6.77, emphasizing a shared commitment to improving student prospects.
- e. Internal Quality:** In the realm of Internal Quality, all departments, including CE, EEE, ME, ECE, CSE, IT, ECM, AIDS, BS&H, MBA, and MCA, have achieved a perfect score of 10.00, showcasing their dedication to maintaining robust internal quality standards. This collective effort is reflective of the institute-wide commitment to excellence in internal quality.
- 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 9.06

- g. Student & Faculty ratio as per norms:** Multiple variables 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 9.60
- i. Establishment of Examination Policies & Procedures:** During the administrative audit in which Examination policies & procedures are placed were evaluated and a score of 9.81
- j. Availability of Infrastructure and facilities:** Various elements concerning Infrastructure and facilities were audited and the overall rating given was 9.22
- k. Facilities to student:** Many factors related to facilities to Facilities to students were also reviewed in the audit process and the overall performance was rated as 9.20
- 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 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:

- Experienced faculty with high industry experience
- Skill based Curriculum

- Good Internet facility
- Excellent Counselling system

Weakness:

- Availability of collaboration with national and international industries
- Internships and field projects
- Revenue generated from consultancy

Opportunities:

- MoUs with industries and universities
- 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:

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


Chairperson ^{AC}
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Principal
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Copy to

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



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Action Taken Report for Academic and Administrative Audit for the Academic year 2020-21

Suggestions/Recommendations	Action Taken
More Alumni association activities should be done	Advised HoD to appoint one faculty coordinator to look after Alumni associations under the guidance of him
Students association/club events must be done	Suggested Dean-Student affairs to conduct more number of club activities for the overall development of 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
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
The number of field projects must be increased	Appointed senior faculty in all departments as Project coordinators to increase the number of field projects

~~Dean-IQAC~~
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