SWARNANDHRA COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
(Approved by AICTE, Autonomous with JNTUK, Kakinada)
(Accredited by NBA and NAAC with 'A' Grade (CGPA 3.32/4)
Seetharampuram, Narsapuram-534 280, W.G.Dist.,

Academic Audit Report

PART-I
PRELIMINARY INFORMATION
(For the Academic Year : 2018 – 2019)

1. Name of the Institute : <u>Swarnandhra College of Engineering and Technology (Autonomous)</u>

2. Address of the Institute: <u>Seetharampuram, Narsapur, West Godavari District, A.P. Pin - 534 280</u>

3. Date of the Visit : <u>08-09-2018</u>

4. Name, Designation and Address of Academic Audit Expert(s) :

   a) Prof. D. Suryachandra Rao, Dean, Faculty of Commerce & Mgt. Studies Krishna University, Machilipatnam, Krishna Dt. A.P.

   b) Dr. R. Kiran Kumar, Principal, Krishna University College of Engg & Technology, Krishna University, Machilipatnam, Krishna Dt., A.P.

5. Details of Programmes in the College

Name of the Programme	Sanctioned Strength	Total Strength (for all years)
UG-B.TECH.		
CIVIL Engineering	60	196
Electrical and Electronics Engineering	120	245
Mechanical Engineering	180	526
Electronics and Communication Engineering	240	761
Computer Science and Engineering	180	679
Information Technology	60	188

PG		
MBA	60	73
MCA	60	72
M.Tech-Power Electronics	18	7
M.Tech-VLSI	18	4
M.Tech-CAM/CAM	18	17
M.Tech-CSE	18	11
M.Tech- Nano Technology	18	0

PART-II

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Formulation of Governing Body	As per UGC norms	Yes		
	Minutes of GB Meeting Evidence	Yes		
	Frequency of meetings	One per academic year		Required atleast two meetings per academic year
Formulation of Academic Council	As per UGC norms	Yes		
	Minutes of Academic meeting-Evidence	Yes		
	Frequency of meetings	Two meetings per academic year		
Formulation of BoS	As per UGC norms	Yes		
	Minutes of BoS Evidence	Yes		
	Frequency of meetings	Two meetings per		More BoS meetings required

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
		academic year		
Examination and assessment	Distribution of marks for CIE	Yes		
	Distribution of marks for SEE	Yes		
	Letter Grade and Grade points	Yes		
	Assessment procedure for awarding marks	Yes		
	Computation of SGPA	Yes		
	Computation of CGPA	Yes		
	Promotion rules	Yes		
Award	Award of division rules	Yes		
Data base of students	Maintaining of student data base, who on rolls	Yes		
	Maintain the data base of detained students.	Yes		
	Maintain the data base of discontinued students.	Yes		
Updating of student attendance and academics of current students	Procedure and Evidences	Yes		
Maintenance of Course files	Evidences	Yes		Needs improvement in some of the course files
Laboratory day to day evaluation	Procedure and Evidences	Yes		

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Supervising/updating/maintaining up-dated academic records of all categories of students.	Evidences	Yes		
Re-admitted students regarding their equivalent subject and conducting of CIE process.	Procedure and Evidences	Yes		
Academic calendar	Circulation within the college	Yes		
Printing and distribution of Academic, promotion rules book and syllabus books	Circulation at all levels	Yes		
Scheduling of Examination fee	Notifications	Yes		
Timetables for mid examinations and as per Academic Calendar	Preparations and circulation	Yes		
Timetables for SEE	Preparations and Notifications	Yes		
Conducting of all the examinations as per timetable	Evidences	Yes		
Distributing the answer scripts to the respective faculty of the mid examinations	Evidences	Yes		
Forwarding the SEE answer scripts to CoE from Invigilators	Evidences	Yes		
Arranging of physical verification of answer scripts of CIE to the students	Evidences	Yes		
Printing of question papers for mid examinations.	Evidences	Yes		
Pattern of the Mid examination question papers	Procedure and Evidences	Yes		
Preparing the student academic award winners list	Procedure and Evidences	Yes		
Lecture halls/class rooms/drawing halls	Adequacy	Yes		
Consolidation statements of CIE statements, class wise	Procedure and Evidences	Yes		
Practical examination schedules	Preparations and	Yes		

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
	Evidences			
Sending the appointment orders to the external examiners for conducting practical examinations	Preparations and Evidences	Yes		
Paying the remuneration through online/cheque/voucher to all the external examiners / invigilators / staff	Procedure and Evidences	Yes		
Collecting of Examination fee/condonation fee/any other fee other than tuition fee.	Procedure and Evidences	Yes		
Issue of hall tickets for SEE to all the students.	Procedure and Evidences	Yes		
Issuing of bonafide/ TC/ Conduct/any other related certificate, on receipt of prescribed fee.	Procedure and Evidences	Yes		
SMS to Parents/students for any required activity.	Evidences	Yes		
Remedial Classes for slow learners	Procedure and time tables	Yes		
Pre examinations process	Procedure	Yes		
Post examinations process	Procedure	Yes		
Notifications for all SEE/supply/advanced supply along with prescribed fee details	Procedure and Evidences	Yes		
The panel of examiners from the respective BoS for paper setting, spot-valuation for theory subjects and panel of external examiners for conducting of practical/viva-voce examinations.	Evidences	Yes		
Meeting with all HOD's for finalizing the practical examination schedules.	Evidences	Yes		
Contacting and communicating with examiners for obtaining the question papers for SEE.	Evidences	Yes		

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Assessing the quality of SEE question paper	Procedure and Evidences	Yes		
Decoding the SEE answer scripts	Evidences	Yes		
Scheme of evaluation and solution key for the respective SEE question paper.	Procedure and Evidences	Yes		
Decoded answer scripts to valuators for valuation.	Procedure and Evidences	Yes		
Arranging of scrutiny process of the valued answer scripts.	Procedure and Evidences	Yes		
Computerizing the marks (marks awarded on the answer scripts), subject wise	Evidences	Yes	Examination Software available	
Applying the rule(s) of moderation/ grace marks for normalization	Evidences	No	Moderation / Grace marks per normalization is not used till now	Moderation rules / Grace Marks per normalization to be ratified
Generation tabulation of results books	Evidences	Yes		
Declaring of results	Procedure and Evidences	Yes		
Approved results on the web portal	Evidences	Yes	Separate Examination Portal is available in college website.	
Grade points and calculating of SGPA	Evidence and sample copy	Yes		
Calculation of CGPA	Evidence and sample copy	Yes		
Grade sheets along with Grades obtained	Evidence	Yes		
Notification for revaluation of answer scripts along the fee particulars	Procedure and Evidences	Yes		

Criterion	Description	Verification Yes/No	Comments if Any	Suggestions for improvements if any
Conducting a malpractice committee meeting	Malpractice rules and minutes of the meeting(s)	Yes		
Coordinating with university authorities for issuing of PCs	Sample PC	Yes		

Over all Observations and Recommendations :

Verified the Systems and procedures followed by Swarnandhra College of Engineering and Technology (Autonomous), Narsapuram to strengthen the academic activities. The institute is observing some of the best practices to promote the Academic Environment. However, the members of the Academic Audit provide the following recommendation with a view to make the institute best among its peers: ----------

a) Governing Body meetings shall be held at least twice in a year.

b) Since it is an Autonomous institute and certain subjects of Engineering are dynamic in nature, more number of meetings of the Board of Studies shall be conducted to match the curriculam as per the needs of the Industry.

Signature of the Expert   Signature of the Expert

Name :   Name :

Designation :   Designation :

c) Standards need to be established in the maintnance of Course files across various branches of Engineering.

d) Rules of modernization / grace marks for normalization need to be ratified in appropriate bodies.