



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/AAAC/2018-19/Constitution of AAAC

08-06-2018

CONSTITUTION OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAAC)

The undersigned is pleased to constitute the Academic and Administrative Audit Committee (AAAC) with the following members for the academic year 2018-19 to audit and enhance the quality aspects keeping in view of NAAC accreditation process of our college:

S. No.	Name of the person	Designation	Role
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener
3	Mrs.A.Rama Devi	Associate Professor -CSE	Co-Convener
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member
5	Mr. G. Rama Krishna	HOD-ECE	Member
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member
7	Mr. Y.K.S. Subba Rao	HOD-ME	Member
8	Dr. R. Giri Prasad	HOD-CE	Member
9	Dr. V. Anil Kumar	HOD-PT	Member
10	Dr. N. Visalakshi	HOD- MBA	Member
11	Mr. M. Srinivasu	HOD- H&BS	Member
12	Mr. M.Venkateswarlu	Associate Professor -ECE	Member
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	Member
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	Member
15	Mr. Ch.Naresh	Associate Professor - CE	Member
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member
17	Mr. E.Ramakrishna Chaitanya	Alumni	Member



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Ref: ACOE/AAAC/2018-19/SOP

08-06-2018


ACADEMIC AND ADMINISTRATIVE AUDIT STANDARD OPERATING PROCEDURE (SOP)

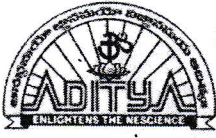
In accordance with the circular issued from IQAC to schedule an Academic and Administrative Audit the following procedure is being adopted.

- 1) The process of Academic and Administrative Auditing intends to monitor and enhance the quality of Engineering education through policies, guidelines, procedures and related operations to demonstrate compliance with the institute's mission.
- 2) Reconstitution of the Academic and Administrative Audit Committee (AAAC) with the committee members for the academic year with the proceedings of the Principal, Aditya College of Engineering, Surampalem.
- 3) Circular is being passed to the members of the committee regarding the Academic and Administrative Audit of Aditya College of Engineering.
- 4) The date of the audit will be declared in the presence of the committee.
- 5) The audit will be done twice in an academic year.
- 6) The committee has to audit the following documents at Academic level.
 - (i) Course files (Both theory and Laboratories-updated with curriculum plan, assignment, midterm marks & time table etc.).
 - (ii) Academic record book (Cross check data as per curriculum plan, actually conducted, dairy of lecture classes).
 - (iii) Mid marks along with the answer scripts.
 - (iv) Result analysis and the remedial actions.
- 7) At administrative level the following documents are to be audited by the committee
 - (i) Supervision of academic affairs such as admission, hiring, promotion, tenure, and evaluation
 - (ii) Maintenance of official records (typically supervised by Principal and Administrative officer)
 - (iii) Maintenance and audit of financial flows and records (typically managed by Collegiate Budget Officer /Accounts Officer)
 - (iv) Maintenance and construction of campus and ground
- 8) The auditee should submit the evaluation report within two days of audit.


Coordinator AAAC




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Ref: ACOE/AAAC/2018-19/1/Circular

11-06-2018

CIRCULAR

All the members of the Academic and Administrative Audit Committee (AAAC) are hereby informed that a meeting will be held on 14th June 2018 at 2.30 PM in the Conference room, Ramanujan Bhavan with the following agenda:

AGENDA

- 1) To confirm the minutes of the last meeting of the Academic and Administrative Audit Committee (AAAC).
- 2) Discussion on the reports of academic audit forms.
- 3) Discussion on improvement in the methods of academic audits.
- 4) Discussion about auditing procedures.
- 5) Discussion about evaluation formats.
- 6) Assigning members for department level audit and college level audit
- 7) Suggestions for enhancement of NAAC
- 8) Any other point with the approval from Chair


Coordinator-AAAC

Cc to: All members of AAAC




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Ref: ACOE/AAAC/2018-19/1/Minutes

14-06-2018

MINUTES OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE 2018-19

Date of meeting	14th June 2018	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AAAC/2018-19/1/Circular dated 11th June 2018		

The meeting of Academic and Administrative Audit Committee (AAAC) of Aditya College of Engineering held on 14th June 2018 with the following agenda:

- 1) To confirm the minutes of the last meeting of the Academic and Administrative Audit Committee (AAAC).
- 2) Discussion on the reports of academic audit forms.
- 3) Discussion on improvement in the methods of academic audits.
- 4) Discussion about auditing procedures.
- 5) Discussion about evaluation formats.
- 6) Assigning members for department level audit and college level audit
- 7) Suggestions for enhancement of NAAC
- 8) Any other point with the approval from Chair

MINUTES AND RESOLUTIONS

The meeting of Academic and Administrative audit Committee commenced with a welcome by Dr.T.K.Rama Krishna Rao, the Chairman of the Academic and Administrative audit Committee. The Convener Dr.G.Veerapandu has extended his cordial welcome to all the members and read out the notes on agenda of discussion.

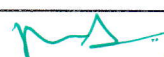
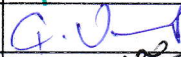

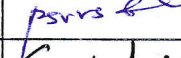
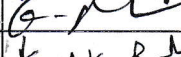
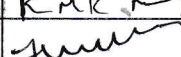
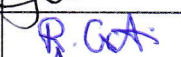
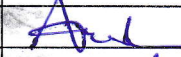
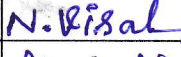
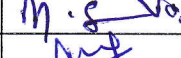







The following points as per the agenda are discussed and resolved.

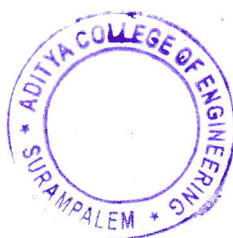
- 1) Importance, Roles and functions were presented to new members of Academic and Administrative Audit Committee (AAAC).
- 2) Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.
- 3) Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
- 4) The committee has to audit the following documents at Academic level.
 - (i) Course files (Both theory and Laboratories-updated with curriculum plan, assignment, midterm marks & time table.etc.).
 - (ii) Academic record book (Cross check data as per curriculum plan, actually conducted, dairy of lecture classes).


- (iii) Mid marks along with the answer scripts.
- (iv) Result analysis and the remedial actions.
- 5) At administrative level the following documents are to be audited by the committee
 - (i) Supervision of academic affairs such as admission, hiring, promotion, tenure, and evaluation
 - (ii) Maintenance of official records (typically supervised by a Principal and Administrative officer)
 - (iii) Maintenance and audit of financial flows and records (typically managed by Collegiate Budget Officer /Accounts Officer)
- 6) Maintenance and construction of campus and ground

The meeting was concluded with thanks to the Chair.

Members attended the meeting on 14th June 2018

S. No.	Name of the person	Designation	Role	Signature
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman	
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener	
3	Mrs. A. Rama Devi	Associate Professor -CSE	Co-Convener	
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member	
5	Mr. G. Rama Krishna	HOD-ECE	Member	
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member	
7	Mr. Y.K.S. Subba Rao	HOD-ME	Member	
8	Dr. R. Giri Prasad	HOD-CE	Member	
9	Dr. V. Anil Kumar	HOD-PT	Member	
10	Dr. N. Visalakshi	HOD- MBA	Member	
11	Mr. M. Srinivasu	HOD- H&BS	Member	
12	Mr. M.Venkateswarlu	Associate Professor -ECE	Member	
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	Member	
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	Member	
15	Mr. Ch.Naresh	Associate Professor - CE	Member	
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member	
17	Mr. E. Ramakrishna Chaitanya	Alumni	Member	




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Ref: ACOE/AAA/2018-19/2/Circular

17-09-2018

CIRCULAR

This is to inform all faculty members that academic and administrative audit for the Odd semester will be held on 21st September 2018 from 9.30 am onwards in their respective departments.

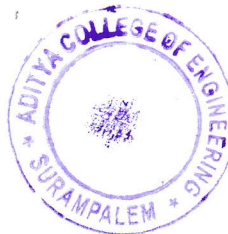
The following members are nominated as internal auditors in their respective departments.


S.No.	Name of the faculty	Designation	Auditing department
1	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	CSE
2	Dr. G.Veerapandu	Associate Professor -ECE	
3	Mrs. A.Rama Devi	Associate Professor -CSE	ME & PT
4	Mr. G. Rama Krishna	HOD- ECE	
5	Dr. P.S.V.V.S.R.Kumar	HOD- CSE	H&BS
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	
7	Mr. Y.K.S. Subba Rao	HOD-ME	EEE
8	Dr. R. Giri Prasad	HOD-CE	
9	Dr. V. Anil Kumar	HOD-PT	CE
10	Dr N. Visalakshi	HOD- MBA	
11	Mr. M. Srinivasu	HOD- H&BS	MBA
12	Mr. M.Venkateswarlu	Associate Professor -ECE	
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	ECE
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	
15	Mr. Ch.Naresh	Associate Professor - CE	

HODs and staff members are requested to co-operate with the internal auditors.


Coordinator-AAAC

Cc to: All members of AAAC & All HODs




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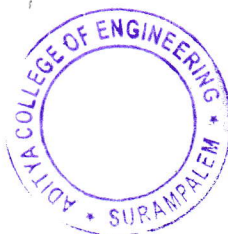
Ref: ACOE/AAAC/2018-19/Constitution of AAAC

05-11-2018

CONSTITUTION OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAAC)

The undersigned is pleased to constitute the Academic and Administrative Audit Committee (AAAC) with the following members for the academic year 2018-19 to audit and enhance the quality aspects keeping in view of NAAC accreditation process of our college:

S. No.	Name of the person	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener
3	Mrs. A.Rama Devi	Associate Professor -CSE	Co-Convener
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member
5	Mr. G. Rama Krishna	HOD-ECE	Member
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member
7	Mr. Y.K.S. Subba Rao	HOD-ME	Member
8	Dr. R. Giri Prasad	HOD-CE	Member
9	Dr. V. Anil Kumar	HOD-PT	Member
10	Dr. N. Visalakshi	HOD- MBA	Member
11	Mr. M. Srinivasu	HOD- H&BS	Member
12	Mr.M.Venkateswarlu	Associate Professor -ECE	Member
13	Mr.M.V. Kumar Reddy	Assistant Professor -EEE	Member
14	Mr.S.Sai Ganesh	Assistant Professor -CSE	Member
15	Mr.Ch.Naresh	Associate Professor - CE	Member
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member
17	Mr.E.Ramakrishna Chaitanya	Alumni	Member



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Ref: ACOE/AAAC/2018-19/3/Circular

12-11-2018


CIRCULAR

All the members of the Academic and Administrative Audit Committee (AAAC) are hereby informed that a meeting will be held on 15th November 2018 at 2.30 PM in the Conference room, Ramanujan Bhavan with the following agenda:

- 1) To confirm the minutes of the last meeting of the Academic and Administrative Audit Committee (AAAC).
- 2) Discussion on the Reports made by the Peer Team of NAAC assessment and accreditation.
- 3) Suggestions for enhancement of NAAC
- 4) Any other point with the approval from Chair


Coordinator AAAC




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Cc to: All members of AAAC



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Ref: ACOE/AAAC/2018-19/2/Minutes

15-11-2018

MINUTES OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAAC) 2018-19

Date of meeting	15 th November 2018	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AAAC/2018-19/1/Circular dated 12th November 2018		

The meeting of Academic and Administrative Audit Committee (AAAC) of Aditya College of Engineering held on 15th November 2018 with the following agenda:


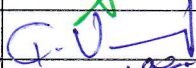
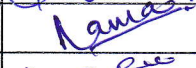
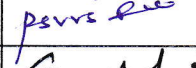
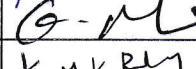
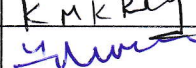
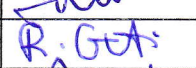
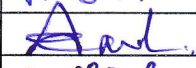
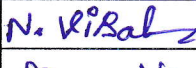
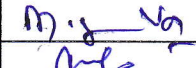



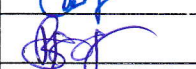
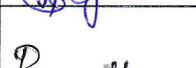


- 1) To confirm the minutes of the last meeting of the Academic and Administrative Audit Committee (AAAC).
- 2) Discussion on the Reports made by the Peer Team of NAAC assessment and accreditation.
- 3) Suggestions for enhancement of NAAC
- 4) Any other point with the approval from Chair

MINUTES AND RESOLUTIONS


The meeting of Academic and Administrative Audit Committee (AAAC) commenced with a welcome by Dr.A.Ramesh, the Chairman of the Academic and Administrative audit Committee. The Convener Dr.G.Veerapandu has extended his cordial welcome to all the members and read out the notes on agenda of discussion.

- 1) Review on the minutes of previous meeting was taken and the minutes of the meeting were approved.
- 2) Review on the report of NAAC Peer Team was done with discussions and critical evaluation. Further it was resolved to set out strategies for next five years and initiate compliance of the NAAC Peer Team recommendations.
- 3) Committee reviewed the recommendations of the NAAC PEER TEAM queries.
- 4) Issues related with the Perspective plan were discussed.
- 5) In response to the suggestions made by the NAAC peer team the IQAC members were suggested to establish more MOUs and collaboration for the betterment of the faculty and the students. The present situation was reviewed and appropriate suggestions were made.
- 6) Suggestions were made to conduct an external audit by the members of AAAC.
- 7) The meeting was concluded with thanks to the Chair.

Members attended the meeting on 15th November 2018

S. No.	Name of the person	Designation	Role	Signature
1	Dr. A.Ramesh	Principal	Chairman	
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener	
3	Mrs.A.Rama Devi	Associate Professor -CSE	Co-Convener	
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member	
5	Mr. G. Rama Krishna	HOD-ECE	Member	
6	Mr.K. Manoj Kumar Reddy	HOD-EEE	Member	
7	Mr. Y.K.S. Subba Rao	HOD-ME	Member	
8	Dr. R. Giri Prasad	HOD-CE	Member	
9	Dr. V. Anil Kumar	HOD-PT	Member	
10	Dr. N. Visalakshi	HOD- MBA	Member	
11	Mr. M. Srinivasu	HOD- H&BS	Member	
12	Mr. M.Venkateswarlu	Associate Professor -ECE	Member	
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14	Mr. S.Sai Ganesh	Assistant Professor -CSE	Member	
15	Mr. Ch.Naresh	Associate Professor - CE	Member	
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member	
17	Mr E. Ramakrishna Chaitanya	Alumni	Member	




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Ref: ACOE/AAAC/2018-19/4/Circular

25-03-2019

CIRCULAR

All the members of the Academic and Administrative Audit Committee (AAAC) are hereby informed that a meeting will be held on 29th March 2019 at 2.30 PM in the Conference room, Ramanujan Bhavan with the following agenda:

- 1) Conforming minutes of the last meeting of the Academic and Administrative Audit Committee (AAAC).
- 2) Review of previous reports of academic audit.
- 3) Discussion on the reports of academic audit forms.
- 4) Discussion on improvement in the methods of academic audits.
- 5) Discussion about auditing procedures.
- 6) Discussion about evaluation formats.
- 7) Assigning members for department level audit and college level audit
- 8) Any other point with the approval from Chair


Coordinator-AAAC

Cc to: All members of AAAC




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Ref: ACOE/AAAC/2018-19/3/Minutes

29-03-2019

MINUTES OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAAC) 2018-19

Date of meeting	29 th March 2019	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AAAC/2015-16/3/Circular dated 25 th March 2019		

The meeting of Academic and Administrative Audit Committee (AAAC) of Aditya College of Engineering held on 29th March 2019 with the following agenda:

- 1) Conforming minutes of the last meeting of the Academic and Administrative Audit Committee (AAAC).
- 2) Review of previous reports of academic audit.
- 3) Discussion on the reports of academic audit forms.
- 4) Discussion on improvement in the methods of academic audits.
- 5) Discussion about auditing procedures.
- 6) Discussion about evaluation formats.
- 7) Assigning members for department level audit and college level audit
- 8) Any other point with the approval from Chair

MINUTES AND RESOLUTIONS

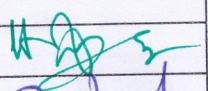
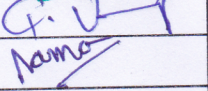
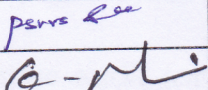
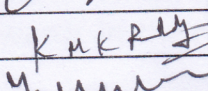
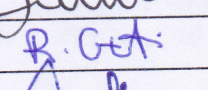
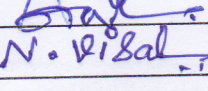
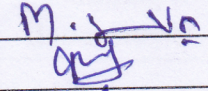
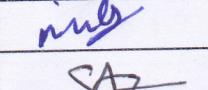
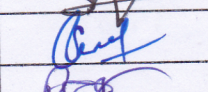
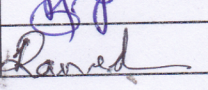
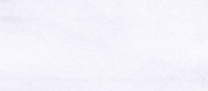

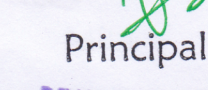
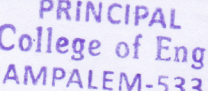


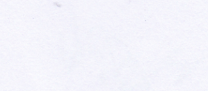
The meeting of Academic and Audit Committee was commenced with the welcome note by Convener, Dr.G.Veerapandu to all the members present. The Convener presented the agenda and requested the Chairman to address the members.

The Chairman welcomed all the members to the meeting. Further, The Chairman reviewed and discussed about the points of agenda and resolved.

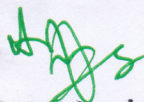
- 1) Minutes of previous meeting were confirmed
- 2) Reports of Academic Audit forms were discussed
- 3) Shortcomings of each department if any, was identified.
- 4) The overall academic plan and progress of students was reviewed.
- 5) Guidelines for internal administrative audit were set
- 6) Following guidelines were discussed on the basis of which the academic audit would be conducted:-
 - i) Academic Calendar
 - ii) Work load allocation
 - iii) Course files (Both theory and Laboratories-updated with curriculum plan, assignment, midterm marks& time table.etc.).
 - iv) Academic record book (Cross check data as per curriculum plan, actually conducted, dairy of lecture classes).

The meeting was concluded with thanks to the Chair.

Members attended the meeting on 29th March 2019

S. No.	Name of the person	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener	
3	Mrs. A.Rama Devi	Associate Professor -CSE	Co-Convener	
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member	
5	Mr. G. Rama Krishna	HOD-ECE	Member	
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member	
7	Mr. Y.K.S. Subba Rao	HOD-ME	Member	
8	Dr. .R.Giri Prasad	HOD-CE	Member	
9	Dr .V.Anil Kumar	HOD-PT	Member	
10	Dr. N.Visalakshi	HOD- MBA	Member	
11	Mr. M. Srinivasu	HOD- H&BS	Member	
12	Mr. M.Venkateswarlu	Associate Professor -ECE	Member	
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	Member	
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	Member	
15	Mr. Ch.Naresh	Associate Professor - CE	Member	
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member	
17	Mr. E. Ramakrishna Chaitanya	Alumni	Member	




Principal

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Aditya College of Engineering
SURAMPALEM-533 437



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/AAAC/2018-19/5/Circular

02-04-2019

CIRCULAR

This is to inform all faculty members that academic and administrative audit for the even semester will be held on 5th April 2019 from 9.30 am onwards in their respective departments.

The following members are nominated as internal auditors in their respective departments.


S.No.	Name of the faculty	Designation	Auditing department
1	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	CSE
2	Dr. G.Veerapandu	Associate Professor -ECE	
3	Mrs. A.Rama Devi	Associate Professor -CSE	ME & PT
4	Mr. G. Rama Krishna	HOD-ECE	
5	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	H&BS
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	
7	Mr. Y.K.S. Subba Rao	HOD-ME	EEE
8	Dr. R. Giri Prasad	HOD-CE	
9	Dr. V. Anil Kumar	HOD-PT	CE
10	Dr. N. Visalakshi	HOD- MBA	
11	Mr. M. Srinivasu	HOD- H&BS	MBA
12	Mr. M.Venkateswarlu	Associate Professor -ECE	
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	ECE
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	
15	Mr. Ch.Naresh	Associate Professor - CE	

HODs and staff members are requested to co-operate with the internal auditors.


Coordinator AAAC

Cc to: All members of AAAC & All HODs




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