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

SURLAND STEM & ONLY OF ENGLINE

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/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.

cobrationer AAAC

SURPAPALEM \* OH

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/2018-19/1/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

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPATEM-532 422

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/2018-19/1/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	9/1/Circular dat	ed 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.		-2		
No.	Name of the person	Designation	Role	Signature
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman 🗼	MA.
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener	Q. V-1
3	Mrs. A. Rama Devi	Associate Professor -CSE	Co-Convener	Jamos,
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member	psvs & Ci
5	Mr. G. Rama Krishna	HOD-ECE	Member	6-Ni
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member	KMK RM
7	Mr. Y.K.S. Subba Rao	HOD-MÊ	Member	Jum
8	Dr. R. Giri Prasad	HOD-CE	Member	R. Cot
9	Dr. V. Anil Kumar	HOD-PT	Member	And
10	Dr .N. Visalakshi	HOD- MBA	Member	N. Visal
11	Mr. M. Srinivasu	HOD- H&BS	Member	M. 8 No.
12	Mr. M.Venkateswarlu	Associate Professor -ECE	Member	(A)
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	Member	nuk
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	Member	SA
15	Mr. Ch.Naresh	Associate Professor - CE	Member	Bound
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member	BIST
17	Mr. E. Ramakrishna Chaitanya	Álumni	Member	Kannh

\* SURAMPALEM \* SHINE

Principal
PRINCIPAL
Aditya College of Engine
SURAMPALEM-533 437

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/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  Mr. J.Bala Mohan Raju  Associate Professor-H&BS  Dr. G.Veerapandu  Associate Professor -ECE  ME & PT  Mr. G. Rama Krishna  HOD- ECE  Dr. P.S.V.V.S.R.Kumar  HOD- CSE  Mr. K. Manoj Kumar Reddy  Mr. Y.K.S. Subba Rao  HOD-ME  Dr. R. Giri Prasad  Dr. V. Anil Kumar  HOD-PT  Dr. N. Visalakshi  HOD- MBA  MR. M. Srinivasu  HOD- H&BS  MRA  MRA  MRA  MRA  MRA  MRA  MRA  MR				
2 Dr. G.Veerapandu Associate Professor -ECE 3 Mrs. A.Rama Devi Associate Professor -CSE 4 Mr. G. Rama Krishna HOD- ECE 5 Dr. P.S.V.V.S.R.Kumar HOD- CSE 6 Mr. K. Manoj Kumar Reddy HOD-EEE 7 Mr. Y.K.S. Subba Rao HOD-ME 8 Dr. R. Giri Prasad HOD-CE 9 Dr. V. Anil Kumar HOD-PT 10 Dr N. Visalakshi HOD- MBA 11 Mr. M. Srinivasu HOD- H&BS 12 Mr. M.Venkateswarlu Associate Professor -ECE 13 Mr. M.V. Kumar Reddy Assistant Professor -EEE 14 Mr. S.Sai Ganesh Assistant Professor -CSE  CSE  ME & PT  M	s,No.	Name of the faculty	Designation	
Associate Professor -ECE  Mrs. A.Rama Devi Associate Professor -CSE  ME & PT  Mr. G. Rama Krishna HOD- ECE  Dr. P.S.V.V.S.R.Kumar HOD- CSE Mr. K. Manoj Kumar Reddy HOD-EEE  Mr. Y.K.S. Subba Rao HOD-ME Dr. R. Giri Prasad HOD-PT Dr. V. Anil Kumar HOD- MBA  Mr. M. Srinivasu HOD- H&BS  MRA  MRA  MRA  MRA  MRA  MRA  MRA  MR	1	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	CCF
4 Mr. G. Rama Krishna HOD- ECE  5 Dr. P.S.V.V.S.R.Kumar HOD- CSE  6 Mr. K. Manoj Kumar Reddy HOD-EEE  7 Mr. Y.K.S. Subba Rao HOD-ME  8 Dr. R. Giri Prasad HOD-CE  9 Dr. V. Anil Kumar HOD-PT  10 Dr N. Visalakshi HOD- MBA  11 Mr. M. Srinivasu HOD- H&BS  12 Mr. M.Venkateswarlu Associate Professor -ECE  13 Mr. M.V. Kumar Reddy Assistant Professor -EEE  14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	2	Dr. G.Veerapandu	.Veerapandu Associate Professor -ECE	
4Mr. G. Rama KrishnaHOD- ECE5Dr. P.S.V.V.S.R.KumarHOD- CSE6Mr. K. Manoj Kumar ReddyHOD-EEE7Mr. Y.K.S. Subba RaoHOD-ME8Dr. R. Giri PrasadHOD-CE9Dr. V. Anil KumarHOD-PT10Dr N. VisalakshiHOD- MBA11Mr. M. SrinivasuHOD- H&BS12Mr. M.VenkateswarluAssociate Professor -ECE13Mr. M.V. Kumar ReddyAssistant Professor -EEE14Mr. S.Sai GaneshAssistant Professor -CSE	3	Mrs. A.Rama Devi	Associate Professor -CSE	MECDT
6 Mr. K. Manoj Kumar Reddy HOD-EEE  7 Mr. Y.K.S. Subba Rao HOD-ME  8 Dr. R. Giri Prasad HOD-CE  9 Dr. V. Anil Kumar HOD-PT  10 Dr N. Visalakshi HOD- MBA  11 Mr. M. Srinivasu HOD- H&BS  12 Mr. M.Venkateswarlu Associate Professor -ECE  13 Mr. M.V. Kumar Reddy Assistant Professor -EEE  14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	4	Mr. G. Rama Krishna	HOD- ECE	MEQPI
Mr. K. Manoj Kumar Reddy HOD-EEE  Mr. Y.K.S. Subba Rao HOD-ME  B Dr. R. Giri Prasad HOD-CE  Dr. V. Anil Kumar HOD-PT  Dr N. Visalakshi HOD- MBA  Mr. M. Srinivasu HOD- H&BS  Mr. M.Venkateswarlu Associate Professor -ECE  Mr. M.V. Kumar Reddy Assistant Professor -EEE  Mr. S.Sai Ganesh Assistant Professor -CSE ECE	5	Dr. P.S.V.V.S.R.Kumar	HOD- CSE	LICDC
8 Dr. R. Giri Prasad HOD-CE 9 Dr. V. Anil Kumar HOD-PT 10 Dr N. Visalakshi HOD- MBA 11 Mr. M. Srinivasu HOD- H&BS 12 Mr. M.Venkateswarlu Associate Professor -ECE 13 Mr. M.V. Kumar Reddy Assistant Professor -EEE 14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	6	Mr. K. Manoj Kumar Reddy	HOQ-EEE	HØRZ
9 Dr. V. Anil Kumar HOD-CE 10 Dr N. Visalakshi HOD- MBA 11 Mr. M. Srinivasu HOD- H&BS 12 Mr. M.Venkateswarlu Associate Professor -ECE 13 Mr. M.V. Kumar Reddy Assistant Professor -EEE 14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	7	Mr. Y.K.S. Subba Rao	HOD-ME	i rec
10 Dr N. Visalakshi HOD- MBA  11 Mr. M. Srinivasu HOD- H&BS  12 Mr. M.Venkateswarlu Associate Professor -ECE  13 Mr. M.V. Kumar Reddy Assistant Professor -EEE  14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	8	Dr. R. Giri Prasad	HOD-CE	* EEE
10 Dr N. Visalakshi HOD- MBA  11 Mr. M. Srinivasu HOD- H&BS  12 Mr. M.Venkateswarlu Associate Professor -ECE  13 Mr. M.V. Kumar Reddy Assistant Professor -EEE  14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	9	Dr. V. Anil Kumar	HOD-PT	CF
12 Mr. M.Venkateswarlu Associate Professor -ECE 13 Mr. M.V. Kumar Reddy Assistant Professor -EEE 14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	10	Dr N. Visalakshi	HOD- MBA	CE
13 Mr. M.V. Kumar Reddy Assistant Professor -ECE 14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	11	Mr. M. Srinivasu	HOD- H&BS	MDA
14 Mr. S.Sai Ganesh Assistant Professor -CSE ECE	12	Mr. M.Venkateswarlu	Associate Professor -ECE	WIRA
Todak i i i i i i i i i i i i i i i i i i i	13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	4
15	14	Mr. S.Sai Ganesh	Assistant Professor -CSE	ECE
15 Mr. Ch.Naresh Associate Professor - CE	15	Mr. Ch.Naresh	Associate Professor - CE	

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

Cc to: All members of AAAC & All HODs

COLLEGE OF CHIOWEER

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

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

THE SURAMOR SURAMOR SURAMOR

PRINCIPAL

Aditya College of Engineering
SURAMPALEM-533 437



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/2018-19/3/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

Coopedinator-AAAE

Cc to: All members of AAAC

PRINCIPAL

Aditya College of Engineerin



proved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAA 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/2018-19/2/Minutes

15-11-2018

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

Date of meeting	15 <sup>th</sup> November 2018	Duration	2.30 PM to 4 PM	
Venue	Conference room, First floor, Ramanujan Bhavan			
Reference	ACOE/AAAC/2018-19/1/Cia	rcular dated 12	2th November 2018	

The meeting of Academic and Administrative Audit Committee (AAAC) of Aditya College of Engineering held on 15<sup>th</sup> 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	Hogs.
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener	G-0-1
3	Mrs.A.Rama Devi	Associate Professor -CSE	Co-Convener	amas
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member	PSVVS QUE
5	Mr. G. Rama Krishna	HOD-ECE	Member	16-Mi
6	Mr.K. Manoj Kumar Reddy	HOD-EEE	Member	KMKRY
7	Mr. Y.K.S. Subba Rao	HOD-ME	Member	y www
8	Dr. R. Giri Prasad	HOD-CE	Member	R. Got
9	Dr. V. Anil Kumar	HOD-PT	Member	Davi.
10	Dr. N. Visalakshi	HOD- MBA	Member	N. Visalz.
11	Mr. M. Srinivasu	HOD- H&BS	•Member	W. 7 No
12	Mr. M.Venkateswarlu	Associate Professor -ECE	Member	and the
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	Member x	my
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	Member	SAZ
15	Mr. Ch.Naresh	Associate Professor - CE	Member	( By
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member	A CO
17	Mr E. Ramakrishna Chaitanya	Alumni	Member	Lan H

Principal
PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533, 437



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/2018-19/4/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 29<sup>th</sup> 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

Cc to: All members of AAAC

ADITYA COLLEGE OF EACH

PRINCIPAL

Aditya College of Engineering

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAA 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/2018-19/3/Minutes

29-03-2019

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

Date of meeting	29th March 2019	Duration	2.30 PM to 4 PM
Venue Conference room, First floor, Ramanujan Bhavan			Bhavan
Reference ACOE/AAAC/2015-16/3/Circular dated 25 <sup>th</sup> March 2019			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	4
2	Dr. G.Veerapandu	Associate Professor -ECE	Convener	G.V.
3	Mrs. A.Rama Devi	Associate Professor -CSE	Co-Convener	Nama
4	Dr. P.S.V.V.S.R.Kumar	HOD-CSE	Member	pers Ran
5	Mr. G. Rama Krishna	HOD-ECE	Member	6-M
6	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member	KNKPU
7	Mr. Y.K.S. Subba Rao	HOD-ME	Member	Jum
8	DrR.Giri Prasad	HOD-CE	Member	P. Get:
9	Dr .V.Anil Kumar	HOD-PT	Member	Stale
10	Dr. N.Visalakshi	HOD- MBA	Member	N. Visal
11	Mr. M. Srinivasu	HOD- H&BS	Member	W. Fru
12	Mr. M.Venkateswarlu	Associate Professor -ECE	Member	ort
13	Mr. M.V. Kumar Reddy	Assistant Professor -EEE	Member *	nus
14	Mr. S.Sai Ganesh	Assistant Professor -CSE	Member	SA
15	Mr. Ch.Naresh	Associate Professor - CE	Member	and
16	Mr. J.Bala Mohan Raju	Associate Professor- H&BS	Member	ACT
17	Mr. E. Ramakrishna Chaitanya	Alumni	Member	Rand
	t .			9



Principal

Aditya College of Engineering SURAMPALEM-533 437



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 5<sup>th</sup> April 2019 from 9.30 am onwards in their respective departments.

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

	***		
Name of the faculty	Designation	Auditing department	
Mr. J.Bala Mohan Raju	Associate Professor- H&BS	CCF	
Dr. G.Veerapandu Associate Professor -ECE		CSE	
Mrs. A.Rama Devi	Associate Professor -CSE	145 6 57	
Mr. G. Rama Krishna	HOD-ECE	ME & PT	
Dr. P.S.V.V.S.R.Kumar	HOD-CSE	LICOC	
Mr. K. Manoj Kumar Reddy HOD-EEE		H&BS	
Mr. Y.K.S. Subba Rao	HOD-ME	1	
Dr. R. Giri Prasad	HOD-CE	- EEE	
Dr. V. Anil Kumar	HOD-PT	<b>C</b> F	
Dr. N. Visalakshi	HOD- MBA	CE	
Mr. M. Srinivasu	HOD- H&BS	1/51	
Mr. M.Venkateswarlu	Associate Professor -ECE	MBA	
Mr. M.V. Kumar Reddy	Assistant Professor -EEE	4	
Mr. S.Sai Ganesh	Assistant Professor -CSE	ECE	
Mr. Ch.Naresh	Associate Professor - CE		
	Mr. J.Bala Mohan Raju Dr. G.Veerapandu Mrs. A.Rama Devi Mr. G. Rama Krishna Dr. P.S.V.V.S.R.Kumar Mr. K. Manoj Kumar Reddy Mr. Y.K.S. Subba Rao Dr. R. Giri Prasad Dr. V. Anil Kumar Dr. N. Visalakshi Mr. M. Srinivasu Mr. M.Venkateswarlu Mr. M.V. Kumar Reddy Mr. S.Sai Ganesh	Mr. J.Bala Mohan Raju  Dr. G.Veerapandu  Associate Professor - ECE  Mrs. A.Rama Devi  Associate Professor - ECE  Mr. G. Rama Krishna  HOD-ECE  Dr. P.S.V.V.S.R.Kumar  HOD-CSE  Mr. K. Manoj Kumar Reddy  HOD-EEE  Mr. Y.K.S. Subba Rao  Dr. R. Giri Prasad  Dr. V. Anil Kumar  HOD-PT  Dr. N. Visalakshi  HOD- MBA  Mr. M. Srinivasu  HOD- H&BS  Mr. M.Venkateswarlu  Associate Professor - ECE  Mr. M.V. Kumar Reddy  Assistant Professor - EEE  Mr. S.Sai Ganesh  Assistant Professor - CSE	

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

Cc to: All members of AAAC & All HODs

THA COLLEGE OF ENGINEES