



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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

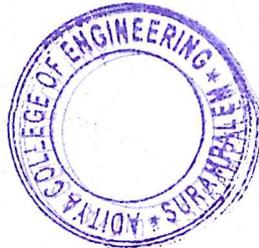
Ref: ACOE/AAAC/2021-22/Constitution of AAAC

08-06-2021

## CONSTITUTION OF AAAC

The undersigned is pleased to constitute the Academic and Administrative Audit (AAA) committee with the following members for the academic year 2021-22 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 P.S.V.V.S. Ravi Kumar	Dean(A&A)	Convener
3	Dr. G. Rama Krishna	HoD-ECE	Member
4	Sri K. Manoj Kumar Reddy	HoD-EEE	Member
5	Dr. Y.K.S. Subba Rao,	HoD-ME	Member
6	Sri Ch. Naresh	HoD-CE	Member
7	Dr. G S N Murty	HoD-CSE	Member
8	Dr. D V S S S V Prasad	Professor, ME	IQAC Coordinator
9	Dr. G. Naresh	Professor, EEE, Pragati Engineering College, AP	External Member
10	Dr. D Venkateswarlu	Professor, CE, GIET, AP	External Member
11	Dr. M. Sailaja, Professor	ECE, JNTUCE, JNTUK, AP	External Member
12	Dr. G. Avinash, Professor	ME, Pragati Engineering College, AP	External Member
13	Dr. Y Venkateswarlu	Professor, CSE, BVCCE, AP	External Member



  
PRINCIPAL

Aditya College of Engineering  
SURAMPALEM - 533 437



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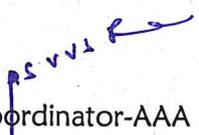
Ref: ACOE/AAAC/2021-22/SOP

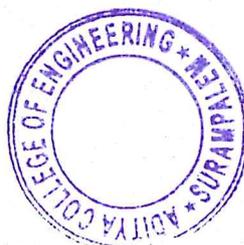
08-06-2021

## 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 AAA committee 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-AAA



  
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Ref: ACOE/AAAC/2021-22/1/Circular

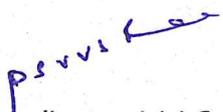
11-06-2021

## CIRCULAR

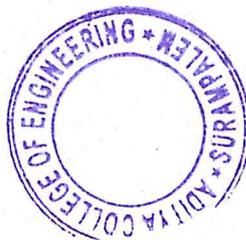
All the members of the AAAC are hereby informed that a meeting will be held on 14th June 2021 at 2.30.PM in the Conference room, Ramanujan Bhavan with the following agenda:

### AGENDA

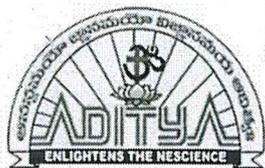
- 1) To confirm the minutes of the last meeting of the Academic and Administrative Audit (AAA) committee.
- 2) Discussion on the Reports of Academic Audit forms.
- 3) Discussion on improvement in the methods of academic audits.
- 4) Discussion about auditing procedures.
- 5) Discussion about evaluation 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/2021-22/1/Minutes

14-06-2021

## MINUTES OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE 2021-22

Date of meeting	14th June 2021	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AAAC/2021-22/1/Circular dated 11th June 2021		

The meeting of AAAC of Aditya College of Engineering held on 14th June 2021 with the following agenda:

- 1) To confirm the minutes of the last meeting of the Academic and Administrative Audit (AAA) committee.
- 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.A.Ramesh, the Chairman of the Academic and Administrative audit Committee. The Convener Dr P.S.V.V.S. Ravi Kumar has extended his cordial welcome to all the members and read out the notes on agenda of discussion.

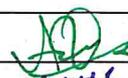
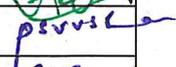
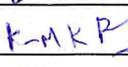
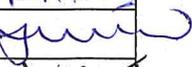
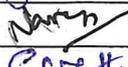
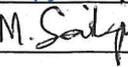
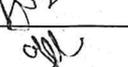
The following points as per the agenda are discussed and resolved.

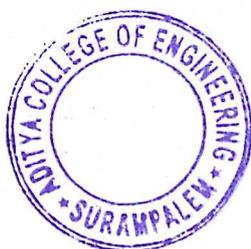
- 1) Importance, Roles and functions were presented to new members of AAAC
- 2) Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.
- 3) Different time slots were 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

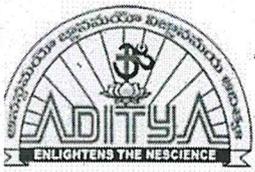
The meeting was concluded with thanks to the Chair.

Members attended the meeting on 14th June 2021

S. No.	Name of the person	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Dr P.S.V.V.S. Ravi Kumar	Dean(A&A)	Convener	
3	Dr. G. Rama Krishna	HoD-ECE	Member	
4	Sri K. Manoj Kumar Reddy	HoD-EEE	Member	
5	Dr. Y.K.S. Subba Rao,	HoD-ME	Member	
6	Sri Ch. Naresh	HoD-CE	Member	
7	Dr. G S N Murty	HoD-CSE	Member	
8	Dr. D V S S S V Prasad	Professor, ME	IQAC Coordinator	
9	Dr. G. Naresh	Professor, EEE, Pragati Engineering College, AP	External Member	
10	Dr. D Venkateswarlu	Professor, CE, GIET, AP	External Member	
11	Dr. M. Sailaja, Professor	ECE, JNTUCE, JNTUK, AP	External Member	
12	Dr. G. Avinash, Professor	ME, Pragati Engineering College, AP	External Member	
13	Dr. Y Venkateswarlu	Professor, CSE, BVCCE, AP	External Member	



  
Principal  
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Ref: ACOE/AAA/2021-22/2/Circular

17-09-2021

## CIRCULAR

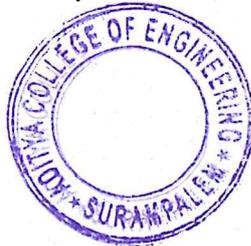
This is to inform all faculty members that academic and administrative audit for the Odd semester will be held on 21<sup>st</sup> September 2021 from 9.30 am onwards in their respective departments.

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

S.No.	Name of the faculty	Designation	Auditing department
1	Dr. A. Ramesh	Principal	CSE
2	Dr P.S.V.V.S. Ravi Kumar	Dean(A&A)	
3	Dr. G. Rama Krishna	HoD-ECE	ME & PT
4	Sri K. Manoj Kumar Reddy	HoD-EEE	
5	Dr. Y.K.S. Subba Rao,	HoD-ME	HBS
6	Sri Ch. Naresh	HoD-CE	
7	Dr. G S N Murty	HoD-CSE	EEE
8	Dr. D V S S S V Prasad	Professor, ME	
9	Dr. G. Naresh	Professor, EEE, Pragati Engineering College, AP	CE
10	Dr. D Venkateswarlu	Professor, CE, GIET, AP	
11	Dr. M. Sailaja, Professor	ECE, JNTUCE, JNTUK, AP	MBA
12	Dr. G. Avinash, Professor	ME, Pragati Engineering College, AP	
13	Dr. Y Venkateswarlu	Professor, CSE, BVCCE, AP	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.

*P.S.V.V.S. Ravi Kumar*  
Coordinator-AAAC



*[Signature]*  
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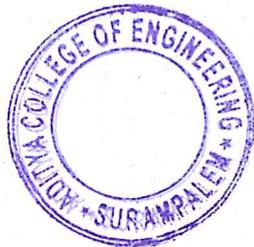
Ref: ACOE/AAAC/2021-22/Constitution of AAAC

05-11-2021

## CONSTITUTION OF AAAC

The undersigned is pleased to constitute the Academic and Administrative Audit (AAA) committee with the following members for the academic year 2021-22 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 P.S.V.V.S. Ravi Kumar	Dean(A&A)	Convener
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4	Sri K. Manoj Kumar Reddy	HoD-EEE	Member
5	Dr. Y.K.S. Subba Rao,	HoD-ME	Member
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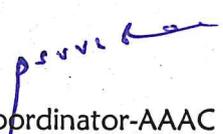
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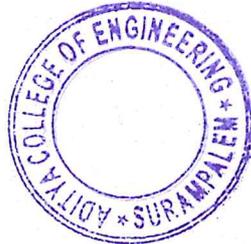
12-11-2021

## CIRCULAR

All the members of the AAAC are hereby informed that a meeting will be held on 15th November 2021 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 (AAA) committee.
- 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

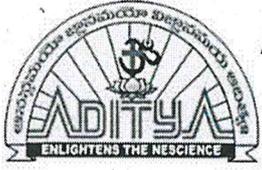
  
Coordinator-AAAC



Cc to: All members of AAAC

  
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Ref: ACOE/AAAC/2021-22/2/Minutes

15-11-2021

## MINUTES OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE 2021-22

Date of meeting	15 <sup>th</sup> November 2021	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AAAC/2021-22/1/Circular dated 12th November 2021		

The meeting of AAAC of Aditya College of Engineering held on 15<sup>th</sup> November 2021 with the following agenda:

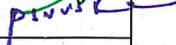
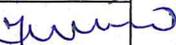
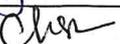
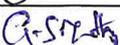
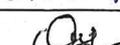
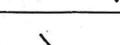
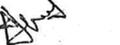
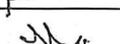
- 1) To confirm the minutes of the last meeting of the Academic and Administrative Audit (AAA) committee.
- 2) Discussion on the Reports made by the Peer Team of NAAC assessment and accreditation.
- 3) Suggestions for enhancement of NAAC
- 4) Any other point with the approval from Chair

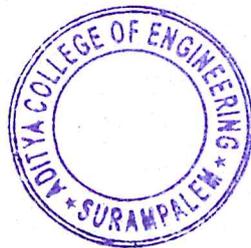
### MINUTES AND RESOLUTIONS

The meeting of Academic and Administrative audit Committee commenced with a welcome by Dr.A.Ramesh, the Chairman of the Academic and Administrative audit Committee. The Convener Dr P.S.V.V.S. Ravi Kumar has extended his cordial welcome to all the members and read out the notes on agenda of discussion.

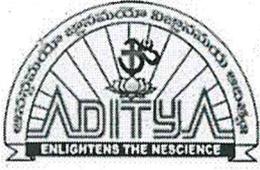
- 1) Review on the minutes of previous meeting was taken and the minutes of the meeting were approved.
- 2) Review on the report of NAAC Peer Team was done with discussions and critical evaluation. Further it was resolved to set out strategies for next five years and initiate compliance of the NAAC Peer 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 15<sup>th</sup> November 2021

S. No.	Name of the person	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Dr P.S.V.V.S. Ravi Kumar	Dean(A&A)	Convener	
3	Dr. G. Rama Krishna	HoD-ECE	Member	
4	Sri K. Manoj Kumar Reddy	HoD-EEE	Member	
5	Dr. Y.K.S. Subba Rao,	HoD-ME	Member	
6	Sri Ch. Naresh	HoD-CE	Member	
7	Dr. G S N Murty	HoD-CSE	Member	
8	Dr. D V S S S V Prasad	Professor, ME	IQAC Coordinator	
9	Dr. G. Naresh	Professor, EEE, Pragati Engineering College, AP	External Member	
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12	Dr. G. Avinash, Professor	ME, Pragati Engineering College, AP	External Member	
13	Dr. Y Venkateswarlu	Professor, CSE, BVCCE, AP	External Member	
14	Mr.S.Sai Ganesh	Assistant Professor -CSE	Member	
15	Mr.Ch.Naresh	Associate Professor - CE	Member	
16	Mr E. Ramakrishna Chaitanya	Alumni	Student Member	



  
**Principal**  
**PRINCIPAL**  
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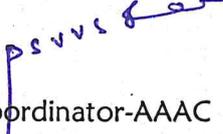
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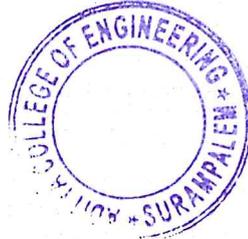
25-03-2022

## CIRCULAR

All the members of the AAAC are hereby informed that a meeting will be held on 29<sup>th</sup> March 2022 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 (AAA) committee.
- 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



  
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SURAMPALAM - 533 437

Cc to: All members of AAAC



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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

Ref: ACOE/AAAC/2021-22/3/Minutes

29-03-2022

## MINUTES OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE 2021-22

Date of meeting	29 <sup>th</sup> March 2022	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AAAC/2021-22/3/Circular dated 25 <sup>th</sup> March 2022		

The meeting of AAAC of Aditya College of Engineering held on 29<sup>th</sup> March 2022 with the following agenda:

- 1) Conforming minutes of the last meeting of the Academic and Administrative Audit (AAA) committee.
- 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

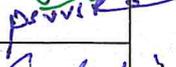
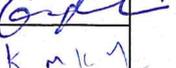
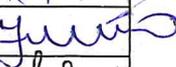
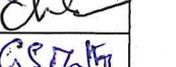
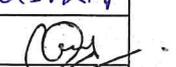
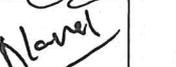
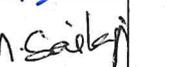
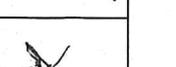
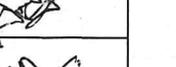
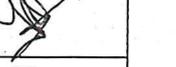
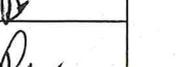
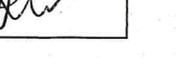
The meeting of Academic and Audit Committee was commenced with the welcome note by Convener, Dr P.S.V.V.S. Ravi Kumar to all the members present. The Convener presented the agenda and requested the Chairman to address the members.

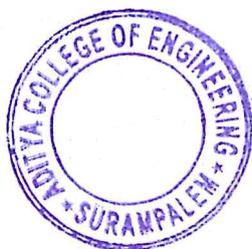
The Chairman welcomed all the members to the meeting. Further, The Chairman reviewed and discussed about the points of agenda and resolved.

- 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).

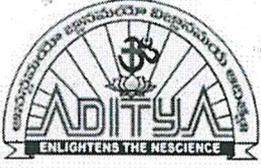
The meeting was concluded with thanks to the Chair.

Members attended the meeting on 29<sup>th</sup> March 2022

S. No.	Name of the person	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Dr P.S.V.V.S. Ravi Kumar	Dean(A&A)	Convener	
3	Dr. G. Rama Krishna	HoD-ECE	Member	
4	Sri K. Manoj Kumar Reddy	HoD-EEE	Member	
5	Dr. Y.K.S. Subba Rao,	HoD-ME	Member	
6	Sri Ch. Naresh	HoD-CE	Member	
7	Dr. G S N Murty	HoD-CSE	Member	
8	Dr. D V S S S V Prasad	Professor, ME	IQAC Coordinator	
9	Dr. G. Naresh	Professor, EEE, Pragati Engineering College, AP	External Member	
10	Dr. D Venkateswarlu	Professor, CE, GIET, AP	External Member	
11	Dr. M. Sailaja, Professor	ECE, JNTUCE, JNTUK, AP	External Member	
12	Dr. G. Avinash, Professor	ME, Pragati Engineering College, AP	External Member	
13	Dr. Y Venkateswarlu	Professor, CSE, BVCCE, AP	External Member	
14	Mr.S.Sai Ganesh	Assistant Professor -CSE	Member	
15	Mr.Ch.Naresh	Associate Professor - CE	Member	
16	Mr E. Ramakrishna Chaitanya	Alumni	Student Member	



  
Principal  
Aditya College of Engineering  
SURAMPALEM - 533 437



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Ref: ACOE/AAAC/2021-22/5/Circular

02-04-2022

## CIRCULAR

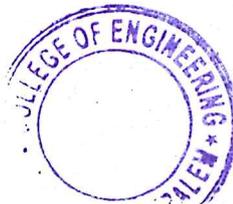
This is to inform all faculty members that academic and administrative audit for the even semester will be held on 5<sup>th</sup> April 2022 from 9.30 am onwards in their respective departments.

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

S.No.	Name of the faculty	Designation	Auditing department
1	Dr. A. Ramesh	Principal	CSE
2	Dr P.S.V.V.S. Ravi Kumar	Dean(A&A)	
3	Dr. G. Rama Krishna	HoD-ECE	ME & PT
4	Sri K. Manoj Kumar Reddy	HoD-EEE	
5	Dr. Y.K.S. Subba Rao,	HoD-ME	HBS
6	Sri Ch. Naresh	HoD-CE	
7	Dr. G S N Murty	HoD-CSE	EEE
8	Dr. D V S S S V Prasad	Professor, ME	
9	Dr. G. Naresh	Professor, EEE, Pragati Engineering College, AP	CE
10	Dr. D Venkateswarlu	Professor, CE, GIET, AP	
11	Dr. M. Sailaja, Professor	ECE, JNTUCE, JNTUK, AP	MBA
12	Dr. G. Avinash, Professor	ME, Pragati Engineering College, AP	
13	Dr. Y Venkateswarlu	Professor, CSE, BVCCE, AP	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.

*PS VNS*  
Coordinator-AAAC



*AD*  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM - 533 437

Cc to: All members of AAAC & All HODs