

**aitam**

ADITYA INSTITUTE OF  
TECHNOLOGY AND MANAGEMENT



**An Autonomous Institution**

Approved by AICTE, New Delhi

Affiliated to JNTUK

Recognised by UGC under sections 2(f) & 12(b)

Recognised by Scientific & Industrial Research Organisations (SIROs)

# **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (EXTERNAL)**

**AY: 2023 – 2024  
(Date: 17<sup>th</sup> to 18<sup>th</sup> Aug, 2024)**

**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT FOR AY: 2023 – 2024****(EXTERNAL)***(The activities are to be graded on the following scale)*

<u>Excellent</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Needs improvement</u>
A	B	C	D

Name of the Principal: Dr. A.S. Srinivasa Rao

Details of Programmes in the college:

Name of the Programme	Sanctioned Strength	Actual Strength
<b>UG (ENGG)</b>		
CSE	240	269
ECE	240	257
MECH	120	112
EEE	120	123
CIVIL	120	105
IT	180	190
CSE(AI&ML)	120	125
CSE(DS)	60	63
<b>PG (ENGG)</b>		
CSE	12	13
VLSI SYSTEM DESIGN	12	08
POWER ELECTRONICS & DRIVES	12	11
THERMAL ENGINEERING	12	07
STRUCTURAL ENGINEERING	12	12
<b>PG MBA</b>	60	62



**1. Academic activities:**

	Item	Grade
1.1	Feedback on curricular and other aspects from stakeholders	A
1.2	Revision/update of regulation or syllabi:	A
1.3	Academic activity conducted beyond the prescribed curriculum during the AY:	B
1.4	Total No. of teaching days during the AY:	A
1.5	Preparation, distribution and availability of time-tables, Academic Calendar, curriculum and syllabi	A
1.6	Academic, administrative set-up and functioning	B
1.7	Faculty strength cadre-wise, Teacher student ratio, Non-teaching staff strength	B
1.8	Class rooms, labs availability:	A

**Comments (mention item number):**

- 1.1- Feedback from stake holders has the major factor for improvement, like the once regarding curriculum changes.
- 1.2- BOS and Academic Council meetings are conducted regularly to revise the regulations according to the norms of AICTE and APSCHE guidelines.
- 1.3- Academic activity conducted as per the prescribed curriculum and academic calendar.
- 1.4- 173 working days
- 1.5- All are maintained in order
- 1.6- Administrative functioning is needs to improve at department level. More events to be conducted in association with IQAC.
- 1.7- No. of PhDs needs to be increased. This is a good raise in cadre ratio as per requirement.
- 1.8- There are sufficient number of classrooms, mostly fixed with LCD projectors and white boards and laboratories with equipments established.

**2. Research and Innovation:**

	Item	Grade
2.1	Research ambiance and activity and innovation (quality and quantity)	A
2.2	Sponsored research Projects and consultancy(quality and quantity)	B
2.3	Initiatives undertaken towards faculty development	B
2.4	Development programmes for supporting staff	C
2.5	Innovative processes adopted in Teaching and Learning:	A

**Comments:**

- 2.1 Quality publications like Scopus/SCI indexing to be increased n number.
- 2.2 Sponsor Research Projects have to be start-up, so as to get external funding and development of academic growth.
- 2.3 More number of Faculty shall be motivated to register for FDPs, by providing earned leaves and allowances
- 2.4 Increase the number of workshops for Technical staff organized to be improve their skills.
- 2.5 Assignments shall be given from Gate level- QPs and from standard text books.



**3. Central library facility:**

	Item	Grade
3.1	Services:(Please rate the following services in the library) <ul style="list-style-type: none"> <li>• Circulation services</li> <li>• Clipping services</li> <li>• Bibliographic compilation</li> <li>• Information display services</li> <li>• Reference / referral services</li> <li>• Photocopy and printing services</li> <li>• User Orientation/Information Literacy</li> <li>• Resource sharing</li> <li>• Internet/ digital resources</li> <li>• Suggestion Box</li> </ul>	A
3.2	Usage: Average number of visitors to the library per day, books issued/returned per day, visitors to the digital library per day:	A

**Comments:**

- 3.1- Reference Books have to been made available as per syllabus.  
3.2- Students and faculty are utilizing digital library very much optimally.

**4. Examination Section:**

	Item	Grade
4.1	Availability of space and staff and security measures	A
4.2	Maintenance of records:(Please rate the maintenance of following records) Register for Answer booklet (used/unused), Register for Marks memos (used/unused) Availability of Answer scripts of earlier semesters/years, Preparation and adherence to time tables)	A
4.3	Adherence to procedures (Question paper setting, Conduct of examinations, Declaration of results, Revaluation)	A

**Comments:**

- 4.1. The preparation, storage and evaluation system is carried out according to the well-monitored secure system. As per the requirement, staff and space for the examination section are maintained.  
4.2. The records and registers are well-maintained. Last 10 year Older Answer scripts are also preserved. At the end of evaluation of each Mid-exam, all answer scripts are verified and confirmed that there is discrepancy in the totals, or postings.  
4.3. Question paper is randomly picked from TWO different sets. Declarations of results within TWO weeks. Revaluation system is being exercised.

**5. Amenities and Sports facilities:**

	Item	Grade
5.1	Available facilities like courts/ equipment:	A
5.2	Activities during the period	A
5.3	Special recognitions/prizes/achievements during the period:	B
5.4	Hostels	A
5.5	Additional facilities available on campus like bank/post office/ SSC etc.,	C
5.6	Other facilities	A

**Comments:**

- 5.1 - About 10-15 different Indoor and Outdoor games and sports equipments are available. There is an immense opportunity for students to excel. Students have participated at different levels of sport and games competitions and won prizes.  
5.2 - University level tournaments are organized.  
5.3 - University level medals won by some students.  
5.4 - Separate Hostels for Girls and Boys is available with excellent food and other facilities.  
5.5 - There is a ATM, post-office counter at the out-gate of the college.  
5.6 - There is a medical E-Clinic and Ambulance facility available in case of emergency.



**6. Internet connectivity:**

	Item	Grade
6.1	Availability of band-width of connectivity	A
6.2	Usage of digital library and computing facilities	A
6.3	Availability of information on college web-site	A

**Comments:**

6.1 - All Class rooms are Wi-Fi enabled.

6.2 -The digital library is well established. A number of digital books of prescription have been made available.

6.3 -The College Website is well designed. The E-Learning portal is well maintained and is optimally used by students for various course contents and question banks.

**7. Student Progression:**

	Item	Grade
7.1	Transition rate from I year to II year(passed all subjects in first attempt)	B
7.2	Remedial teaching for slow learners	B
7.3	Activities of Grievance redressal mechanism	A
7.4	Scholarships and Financial Support	A
7.5	Academic Performance (of outgoing students of the period)	A

7.1- Pass percentage of I years is about 74.72%. This needs to be taken care by conducting bridge-courses and other activities which will make newly admitted students.

7.2- Slow learners should be involved in activities associated with knowledge improvement.

7.3- There is a senior faculty dedicated for Student Grievance and redressing Cell. It is working satisfactorily.

7.4- Every year, semester-wise, prize money is given to toppers through the Bhagya Lakshmi Charitable trust. Guidance shall be given to students for procurement of scholarships through government agencies.

7.5- 87.3% pass rate

7.6	Attainment levels of POs of the programme	PO Attainment Level
	B.Tech Programme in Civil Engineering	2.30
	B.Tech Programme in Computer Science and Engineering	2.27
	B.Tech Programme in Electronics and Communication Engineering	2.16
	B.Tech Programme in Electrical and Electronics Engineering	2.19
	B.Tech Programme in Information Technology	2.28
	B.Tech Programme in Mechanical Engineering	2.24
	MBA Programme	2.26

**Comments:**

Needs to be improved the I Year Transition Rate to more than 80%.

**8. Placement cell:**

	item	Grade
8.1	Campus placement activity	A
8.2	Industry Institute collaborations	B
8.3	Details of programmes conducted by the Placement cell for personality development/ communication skill /entrepreneurship development etc.,	A

**Comments:**

- 8.1 – On-campus placements has improved, with average of 4.65 LPA.  
 8.2 – Industry Institute collaborations would help the institute and students in many aspects. Hence involve more industry experts in guiding the students to achieve their goals.  
 8.3 – There is a good set-up of different like activity centres like finishing school, T&P cell, ED-Cell, Career guidance Cell, Student Activity centre, etc. They organize Awareness programmes to students.

**9. Social service and Extension activities:**

	item	Grade
9.1	Functioning of recognised units available	A
9.2	Activities during the year in the sphere of extension activities and Institutional Social Responsibility	A

**Comments:**

- 9.1- The Institute conducts all State and Central Govt directed activities for Social cause, such as Swatch Bharat Programmes, Plastic Free Campus Run, Drug-Free Campus, Ragging-Free Campus, Azadi Kaa Amrit Mahotsav, Har Ghar Tiranga.
- 9.2- AITAM NSS Team Conducted Awareness campaign on “ANTI DRUG AWARENESS PROGRAM” in collaboration with Tekkali Police Station..

**10. Administrative matters:**

	item	Grade
10.1	Financial allocation and expenditure	A
10.2	Procedures and implementation of faculty and staff related matters	A
10.3	Support to socially backward students	A
10.4	Support to differently abled students	B
10.5	Support to foreign students on campus	B
10.6	General campus maintenance	A
10.7	Faculty and staff grievance redressal mechanism	B



**Comments:**

- 10.1- Budget allocation process is maintained and monitored in all departments for meeting various expenditures every year.
- 10.2- Salaries are credited into accounts of faculty through Bank. The HR policy is implanted.
- 10.3- Support has been extended as per procedure. Scholarships to poor students and meritorious students are given.
- 10.4- Differently-abled students are provided wheel-chairs, ramps and provisions to support them.
- 10.5- There are a good number of foreign students studying. Hostels for boys and girls are available within the campus, with a good quality dining facility.
- 10.6- The campus is well maintained with lush greenery, trees, and a lot of flora and fauna are found in the Campus.
- 10.7- There is a grievance cell in the institution. There is a mechanism of receiving grievances from faculty through e-mails, and also grievance-drop-box. The grievance cell is working well in handling Faculty and staff grievances.

**11. Governance, Leadership and Management**

	item	Grade
11.1	Pursuit of the Vision and Mission of the Institution	A
	Quality improvement strategies adopted by the Institution for each of the following	
11.2	Activities and support from the Alumni Association	B
11.3	Activities and support from the Parent-Teacher Association	C
11.4	Interaction and support from the Industry	B
11.5	Decentralisation of administration	B

**Comments:**

- 11.1- Got accredited by NBA 4<sup>th</sup> Time. NAAC accreditation has been done twice showing adherence to the standard procedures. Institution stood in the 201-300 band in NIRF ranking.
- 11.2- ALUMNI cell and Industry Institute Participation Cell need to bring more active involvement of industry experts into collaboration for lab establishments.
- 11.3- Meetings with parents are conducted towards various feedbacks.
- 11.4- It is found that Internships have resulted in some employment to students. Thus Internships strengthens the Industry interaction. There are other events where the industry experts visit the institute.
- 11.5- There is a clear hierarchy of responsibilities. Deans, Assoc Deans and HoDs are under Principal to administer the responsibilities.

**Best Practices of the Institution:**

- A good network of Alumni is formed which is contributing to mentor current students.
- Lecture notes, question banks, and lot of learning material is available in E-learning portal of the institute.
- 50% of Students projects are published in peer-reviewed or scopus indexed journals or conferences.
- Modular programming and other skill oriented activities are good.

**Strengths:**

- Faculty retention is good.
- Campus Ambience is excellent.
- Student Activity Centre is doing excellently.
- Internet and library facility is good.
- Strong infrastructure offers students and researchers the tools needed to explore advanced technologies.
- Students and faculty receive academic awards and scholarships as a recognition to their academic excellence.
- Hostels are well maintained.

**Suggestions for improvements:**

- Develop more state/ National level grant proposals and raise funded projects.
- Faculty should employ fresh, innovative instructional methods and evaluating processes.
- Encourage faculty to strengthen research potential with proven records of high quality research.
- More no. of MOUS with industries needs to be initiated.
- Organize more expert sessions to improve start-up ideas in students.
- Encourage doctorates to register for Guide-ship.
- Conduct research awareness programs to faculty regularly.

**Signature:**



**Dr G. Venkateswara Rao,  
Professor,  
Department of CSE,  
GITAM UNIVERSITY,  
Visakhapatnam,**

Department of Computer Science & Engineering  
GITAM School of Technology  
Gandhi Institute of Technology and Management (GITAM)  
(Deemed to be University)  
Visakhapatnam-530045

**Signature:**



**Dr G.V.S. Raj Kumar  
Professor,  
Department of CSE,  
GITAM UNIVERSITY,  
Visakhapatnam.**

Department of Computer Science & Engineering  
GITAM School of Technology  
Gandhi Institute of Technology and Management (GITAM)  
(Deemed to be University)  
Visakhapatnam-530045