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GEETHANJALI COLLEGE OF ENGINEERING & TECHNOLOGY
Cheeryal(V), Keesara Mandal, Medchal District

No.GCET/2019-20/02

Dt:10/07/2019

OFFICE OF THE PRINCIPAL

CIRCULAR

SUB: Academic Audit of the departments – Reg.

A Committee with the following composition is constituted to conduct Academic Audit of the departments.

S.No.	Name of the staff	Designation	Status
1	Prof. K. S. Rao	Dean - SA	Member
2	Dr.N.Ravi Shankar	Professor-CSE	Member
3	Dr. B. L. Prakash	Coordinator-IQAC & Professor-ECE	Member & Convener

The Audit will be conducted as per the following schedule:

Department	Dates
CIVIL	03/08/2019
EEE	05/08/2019
ME	06/08/2019
ECE	07/08/2019
CSE	08/08/2019
MBA	09/08/2019

All the departments are requested to fill in the Academic Audit Pro-forma forwarded by the Principal earlier and keep all supporting files/documents ready for verification by the Audit Committee.

To

All HODs & Deans

Dr. B. L. Prakash - Coordinator-IQAC

8/27/19

[Signature]
PRINCIPAL
10/07/19

→ Dr. SSN / Krishna Prasa
for necessary action

→ For information to
faculty and lab asst.

Geethanjali College of Engineering and Technology, Cheeryal, Keesara (M)
Medchal District, Telangana.

GCET/IQAC/2019-20/

DATE: 09/11/2019

To

The Principal,
Geethanjali College of Engineering,
Hyderabad.

*To
HODs/Dean, Acad
Sb
09/11/19*

SUB: Submission of Academic Audit Report for the academic year 2018-19

This is to bring to your kind notice that we, the members of Academic audit (Dr.B.L.Prakash, Coordinator, Prof.K.S.Rao – Member, and Dr.N.Ravi Sankar – Member) visited all the departments as per the following schedule and thoroughly checked all the files and information furnished by them. Some of the common observations across all the departments are mentioned below for your kind information. However our comments / non compliance of data about each department are separately attached.

S.No.	Department	Date/Dates of visit	Time
1	CIVIL	13-08-2019	11.00 AM - 1.00 PM
2	EEE	10-09-2019	11.00 AM - 1.00 PM
3	ME	25/09/2019	11.00 AM - 1.00 PM
4	ECE	17-09-2019	11.00 AM - 1.00 PM
5	CSE	30/09/2019	11.00 AM - 1.00 PM
6	MBA	26/09/2019 01/10/2019	11.00 AM - 1.00 PM

General Comments:

1. Academic Audit format has to be modified slightly as there are small errors in the present proforma.
2. Few departments are unable to differentiate between Department meetings and Faculty meetings.
3. ACM & CAC data is not available in all the departments. Mapping of Institute Vision and Mission in line with Department Vision and Mission is not available in the departments.
4. All the files are to be maintained with necessary signatures for the authentication of data.

Geethanjali College of Engineering and Technology, Cheeryal, Keesara (M)
Medchal District, Telangana.

5. Summary sheets are to be maintained for all the activities/files
6. Curriculum design: Bench mark International body recommendations are not available.

Thanking You Sir,

Yours sincerely,

Prakash

Dr.B.L.Prakash
Coordinator-IQAC

copy to . (i) HOD - CE *ma*
(ii) HOD - EEE *JM*
(iii) HOD - ME *gaur*
(iv) HOD - ECE *an*
(v) HOD - CSE *an*
(vi) HOD - MBA *an*
(vii) Dean - Academics

✓ @ folder
on 13/11/19

GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY
Cheeryal(V), Keesara(M), Medchal Dt. Telangana State - 501301

ACADEMIC AUDIT REPORT

(Department Level)

Date: 9/11/2018

Academic Year: 2018-19

Department of ECE

Audit Team: 1. Dr. B.L. Prakash - Coordinator
2. Prof. K.S. Rao - Member
3. Dr. N. Ravi Shankar - Member

S.No.	Criterion	Compliance with standards/Norms	Remarks/Comments
1	Academic Governance	6	Suggested to record all the minutes for meetings
2	Teaching learning Process a. Outcome based Education systems b. Other factors	9-16 } 9-69 10	-
3	Student Evaluation Mechanism	7-5	Initiate remedial actions to slow learners.
4	Laboratory work	10	-
5	Student Counseling	8-22	-
6	Students attendance monitoring	7-5	-
7	Project work	9	-
8	Professional bodies of students	10	-
9	Adjunct/Value added/Enrichment courses	10	-
10	Industry Institute interaction	10	-
11	Soft skills and Personality development	5	Suggested to involve 5 year students also
12	Seminars and workshops	5	Suggested to have more activities.
13	Library	5/5/10	-
14	R & D and consultancy	10	-
15	Entrepreneurship Development	10	-
16	Industrial Visits	10	-
17	Alumni Association	8-57	More Students are to be involved
18	Extra Curricular activities/Sports/NCC/NSS	8-37	-

Overall Rating: (8.88/10)

Special Remarks: Soft Skill training may be initiated from 5 year onwards

Recommendations: Academic governance is to be improved.

Signature: Prakash K.S. Rao N. Ravi Shankar

Name: Dr. B.L. Prakash K.S. Rao N. Ravi Shankar

GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY
(UGC Autonomous)
(AICTE Approved, Permanently Affiliated to JNTUH, Accredited by NBA and Accredited
by NAAC with 'A' Grade)
Cheeryal (V), Keesara (M), Medchal. Dist. 501301

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 14-12-2019

Note Submitted to Principal

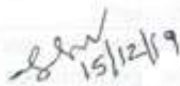
Sub:- Academic Audit Committee Report - Action Taken on the observations made –
 AY 2018-19 - Reg.

Academic Audit for the year 2018-19 has been carried out in ECE department by members of Academic Audit Committee and the report is received by the undersigned. A few suggestions have been indicated in the report based on the observations they have made during the inspection. The corrective actions have been initiated in the department as per the suggestions reported by the Academic Audit Committee. The Action Taken Report (ATR) is presented in the following table:

Column-1 Criterion no. and Name	Column-2 Remarks/Comments made by the committee members	Column-3 Action Taken on the Remark/Comments in Column-2.
1. Academic Governance	Suggested to record all the minutes of the meetings.	Minutes for 2 meetings were misplaced and could not be shown at the time of inspection. Now they are kept in-place. Minutes will be maintained for all the meetings from now on-wards.
3. Student Evaluation Mechanism	Initiate remedial actions to slow learners.	As of now remedial classes are conducted only for students having poor performance in the I-mid examinations. However, as per the suggestion given by the audit committee, measures will be taken for conducting remedial classes for those students who could not get pass marks in the Semester End Examinations.
11. Soft skills and Personality development	Suggested to involve II year students also.	Personality Development Program has been conducted on 19 th December 2018 on the topic "Blue print for career Success and Personal Effectiveness", for all II-year students in the forenoon Session and for III-year in afternoon session. Department could not show case this properly as the minutes of the program is misplaced (filed in a different file) and now it is properly filed.
12. Seminars and Workshops	Suggested to have more activities	Good number of workshops, Student peer learning activities, and Guest lectures are being carried out regularly. However as per the suggestions made, from next year onwards every effort will be made to

		increase these co-curricular activities.
17. Alumni association	More students are to be involved.	Necessary steps will be taken to increase the number of students attending alumni meet.
Special Remarks:	Soft skill training may be initiated from I-year onwards.	Soft skills training comes under CACG which is a central committee at college level. Hence the decision in this regard is to be taken by head of the institute, not at department level.
Recommendations:	<p>Academic Governance is to be improved.</p> <ol style="list-style-type: none"> 1. Institute vision-department vision and institute mission-department mission not mapped. 2. Department meeting are not regular sometimes gaps are higher. 3. ACM & CAC minutes are not available. No way of verifying implementation of CAC resolutions. 	<ol style="list-style-type: none"> 1. Institute vision, mission statements and department vision, mission statements are properly mapped. The document was wrongly filed and could not be shown during inspection. Now the documents are properly filed. 2. Measures will be taken to conduct the department meetings at regular intervals. 3. Minutes of meeting for ACM & CAC meeting will be maintained in the department from now onwards as suggested by academic audit committee. But the points discussed in those meetings are conveyed to faculty for implementation of the same.

This is for your information.


 15/12/19
 Dr. S Suryanarayana
 IQAC - Coordinator, ECE


 Prof. B Hari Kumar
 HoD, ECE.

Copy to:
 Overall IQAC- Coordinator, GCET
 Dean (Academics)
 Dean (Administration)