6.5.2	**2. Academic and Administrative Audit (AAA) and follow-up action taken.**

NOTE: SUBMITTED TO THE PRINCIPAL

Sub: Report on the Academic Audit - CSE

The Academic Audit is carried out in the department of ECE on 05.03.2024. The following are the suggestions or Remarks submitted for your kind perusal and necessary action.

S.No	Academic Audit Parameter	Suggestions/Remarks
1	**Lesson Plan Preparation and Distribution:** Creating lesson plans and ensuring they are distributed to students.	following the necessary procedures.
2	**Syllabus Completion:** Covering the syllabus for different units.	covering the syllabus as per the lesson plan schedule.
3	**ICT Tools Usage:** Utilizing information and communication technology tools for better visualization and understanding of certain topics.	ICT tools are used for better visualization and understanding.
4	**Student/Class Representatives Meetings:** Engaging with student representatives to address concerns and gather feedback.	conducting Class Representative meetings and documenting them appropriately.
5	**Student Counselling/Mentoring:** Providing guidance and support to students.	Counselling students at least twice per semester.
6	**Faculty Course Attendance Registers:** Maintaining records of student attendance.	verified as required and including previous meeting reports.
7	**Department Faculty Meetings:** Participating in faculty meetings.	Conducting frequently and documenting them appropriately.
8	**Reinforcement Classes for Failed Students:** Conducting additional classes for students who didn't perform well in exams.	Suggesting preparing schedules promptly after result announcements
9	**Remedial Classes:** Offering extra support to help students improve.	Conducting them as needed.
10	**Course Feedback Collection:** Gathering feedback from students about the courses.	Recommending collecting feedback twice per semester and submitting consolidated reports.
11	**Preparation of FCAR (Faculty Course Assessment Report):** Compiling reports for the courses taught during odd/even semesters.	Ensuring FCARS for previous semester courses are accessible.
12	**Laboratory Comprehensive Assessment and Project Work:** Evaluating student projects and assessments.	Keeping records for labs, seminars, assessments, and project work.
13	**Maintaining Exam Marks Records:** Keeping track of internal exam and end-semester exam marks for B.Tech students.	Maintaining internal and end-semester exam marks.
14	**Guest/Expert Lectures, Seminars, and Workshops:** Organizing and hosting sessions with guest speakers or experts to enhance students' knowledge.	Improving faculty development and organizing more programs.
15	**IPR (Intellectual Property Rights) and Entrepreneurship Programs:** Arranging	Improving programs related to IPR and entrepreneurship.

Sri Sri Sri Mookambika Educational Society's
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(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

sessions related to intellectual property and entrepreneurship for students and faculty.	

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NOTE: SUBMITTED TO THE PRINCIPAL

Date: 05.03.2024

Sub: Report on the Academic Audit - ECE

The Academic Audit is carried out in the department of ECE on 05.03.2024. The following are the suggestions or Remarks submitted for your kind perusal and necessary action.

S.No	Academic Audit Parameter	Suggestions/Remarks
1	**Lesson Plan Preparation and Distribution:** Creating lesson plans and ensuring they are distributed to students.	following the necessary procedures.
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14	**Guest/Expert Lectures, Seminars, and Workshops:** Organizing and hosting sessions with guest speakers or experts to enhance students' knowledge.	Improving faculty development and organizing more programs.

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15	**IPR (Intellectual Property Rights) and Entrepreneurship Programs:** Arranging sessions related to intellectual property and entrepreneurship for students and faculty.	Improving programs related to IPR and entrepreneurship.

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NOTE: SUBMITTED TO THE PRINCIPAL

Sub: Report on the Academic Audit - EEE

The Academic Audit is carried out in the department of ECE on 05.03.2024. The following are the suggestions or Remarks submitted for your kind perusal and necessary action.

S.No	Academic Audit Parameter	Suggestions/Remarks
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