Quality Assurance Strategies and Processes

IQAC shall evolve the mechanisms and procedures for:

- **Ensuring timely, efficient and progressive performance of academic, administrative and tasks financial**
- **The relevance and quality of academic and research programmes**
- **Equitable access to and affordability of academic programmes for various sections of society**
- **Optimizati on and integration of modern methods of teaching and learning**
- **The credibility of evaluation procedures**
- **Ensuring the adequacy, maintenance and functioning of the support structure and services**
- **Research sharing and networking with other institutions in India**

The academic audit aims to monitor and improve the quality of technical education through appropriate guidance for both faculty and students to ensure qualified engineers / researchers from the Sri Vasavi Institute of Engineering and Technology.

Composition of the Committee

• Senior faculty as coordinator

         • Second person from each department as members

S.No	Name	Designation & Department	Position
1	SVC.Gupta	Professor, CSE	Coordinator
2	Ch.GiriPhani Kumar	Assistant Professor, CE	Member
3	P.Srikanth	Assistant Professor, EEE	Member
4	V.VijayaBhaskar	Associate Professor, ME	Member
5	GSVNV.Babu	Professor, ECE	Member

S. No	Name	Designation	Role
6	Sri M.SrinivasaRao	Associate Professor, CSE	Member
7	DrP.SeshuBabu	Associate Professor, S&H	Member

OBJECTIVES OF ACADEMIC AUDITING:

1. To ensure academic accountability.
2. Determine the quality of each component of the posts and ensure the quality of technical education throughout the system.
3. To protect the functions of technical education.

Determine the effectiveness of the teaching and learning process and develop a methodology to confirm maximum production of faculty as well as students

S.No	Audit Parameter	Frequency	Documents to be verified	Expected Outcome
1	Course File	Three times per Semester	Phase-I, Phase-II, Phase-III	Phase-I - Gaps to be identified Phase II – Remedial and Make up classes for Weak Students Phase III – Analysation of Question paper Qualities
2	Syllabus Monitoring	Monthly Once	As per Instruction Plan in Course File	Up to date
3	Faculty Development Programmes	Yearly Once	Participation Certificates	Every Faculty should Participate
4	Faculty Development Programmes conduct	Yearly Once	As per the year planner	To be Conducted

	ed			
5	Guest lectures & work shops	Yearly once	As per the year planner	To be Conducted

DOCUMENTS TO BE PRODUCED FOR AUDITING

In the institution all programs maintain the details of various academic activities in the form of documents given below. These documents shall be made available to the auditor as and when required.

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects)
4. Course File for all the theory courses including lab courses
5. Log register used in Laboratory
6. Consolidated Attendance statement of students
7. Consolidated statement of marks of internal tests
8. Project (Mini project/Design project/Final semester project) progress review reports
9. Register of internal evaluation marks
10. Result Analysis

A course file is to be maintained by each staff of the department for each course handled by him/her.

S.No.	Item	Description
1	Course syllabus	Preferably the University provided document (without college name/header)
2	Course Outcomes (CO)	6 outcomes covering entire syllabus, easily explainable by the faculty (with unique numbering for each CO)(with TL - Taxonomy Level)
3	Lesson plan	Topic wise, with references, teaching aid/methodology matching with Time Table; Also, reflect tutorials, topic beyond syllabus

		in planning
4	Topics beyond syllabus (TBS)	List of topics taught other than university specified syllabus (Topic, mapped CO, justification/Curriculum Analysis)
5	Web references	List of web links for the course (preferably .ac.xx, .edu, .org, .gov, ocw.)
		Topic wise web links for entire syllabus
6	Self-learning resources	ICT based material, Online certifications, MOOCs etc.
7	Lecture notes	Module wise, hand written and easily traceable – topic wise (aligned to Lesson plan)
8	Power point presentations / Videos	Presentations list (topic and file name)
		CD should be present in the box file itself.
9	Result Analysis to identify Weak and advanced learners	List of Weak and advanced learners based on
		1). BEFORE THE SEMESTER START: A).Students performance up to previous semester; B). Their Performance of pre-requisite course
		2). AFTER 3 weeks of instruction observation
		3). Based on Internal Examination marks.

S.No.	Item
1	University Question papers
2	Internal Question papers with Key

S.No.	Item
3	Assignment Question papers
4	Tutorial evidence
5	Result Analysis to identify Weak and advanced learners

S.No.	Item
1	Result Analysis to identify Weak and advanced learners
2	Result Analysis at the end of the course
3	Course Assessment
4	Guest talks, field visits, Trainings,

	Certifications etc.
5	Attendance register
6	Course file (Digital form)
7	IQAC Verification

Introduction of objective paper per course

- The IQAC focuses on the continuous improvement of the examination system for the students.
- There is a centralized examination cell to conduct the mid tests (mid test for a period of 1hour and 30 minutes with 30 marks).
- The examination cell has been functioning effectively and the staff handling the subjects prepares one question paper for each subject and hands over the same to the examination cell, examination cell allots the invigilators and the invigilators in general are from different departments.
- This system is being further improved by the recommendations of the IQAC cell and faculty members are giving handouts with objective questions on course handling
- The preparation of multiple question papers for one course with a few repeated questions enables the students getting exposed with more number of possible questions for their mid quiz examinations, which in turn improves their performance in the university examinations.

Final year project exhibition

- The management is very much concerned about the quality of projects the students undertake during final year.
- The IQAC suggested that the students can plan their projects in the final year. A project exhibition is conducted by the departments of CSE, ECE, Mechanical, EEE and Civil in the final year – second semester.
- For the project the students have to present three reviews and marks are awarded by the project guides for the reviews. It has been made compulsory for all the students to undertake a project.
- The third review is presented by the students in front of the judges and prizes are distributed for the winners during the project exhibition. Prizes include merit certificates and cash awards and participation certificate for all participants.

- This is an initiative taken by the IQAC for doing a quality project in the final year. Apart from this project exhibition, there is a project exhibition in the end final year – second semester in which the students of all departments exhibit their projects.
- Experts are invited from Industry and Academic institutions to judge the projects exhibited by the students. First three prizes are awarded for each department and this creates a healthy competition among the students and to go for socially relevant and innovative projects.