



CIRCULAR

Date: 04 June 2024

Ref No.: SRU/IQAC/AAA/2023-24/

Subject: Academic & Administrative Audit (AAA) Schedule for Dean Offices – Academic Year 2023–24

The Internal Quality Assurance Cell (IQAC) will be conducting the Academic and Administrative Audit (AAA) for the academic year 2023–24. The objective of this audit is to evaluate the efficiency and effectiveness of the academic and administrative practices implemented by the Dean and Director offices, and to promote continuous quality enhancement across the institution.

Please find below the detailed schedule for the AAA:

S. No.	Date	Department / Office	Time
1	10-06-2024	Dean - Academics	09:30 AM – 10:30 AM
2		Dean - Faculty Affairs	11:00 AM – 12:00 PM
3		Dean - Research and Development	02:00 PM – 03:00 PM
4	11-06-2024	Dean - Student Welfare	09:30 AM – 10:30 AM
5		Dean - Planning	11:00 AM – 12:00 PM
6		Director - Placements	02:00 PM – 03:00 PM

All concerned heads are requested to prepare the required documents and data, and cooperate with the audit team during the evaluation process. The following internal and external members will serve as the auditors.

S.No.		Members
1	External	Dr. I. Rajasri Reddy, Principal, SRITW
2		Dr K Ramakrishna, Professor, KLE
3	Internal	Dr. L. M. I.Leo Joseph
4		Dr R.Archana Reddy
5		Dr P V Raja sekhar
6		Dr. V.Mahesh

For any queries or clarifications, please contact the IQAC office (Email: iqac@sru.edu.in).

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Academic & Administrative Audit (AAA) Report

Office Audited: Dean – Research and Development

Date of Audit: 10 June 2024

Time: 02:00 PM – 03:00 PM

Venue: Dean – R&D Office

Observations and Remarks:

S. No.	Auditor's Remarks
1	The research policy was well-defined and aligned with the university's strategic plan.
2	Research project proposals and funded project records were systematically maintained.
3	Faculty engagement in research publications is commendable, especially in Scopus and SCI journals.
4	Support for filing patents and IP management is active, but awareness among early-career faculty is low.
5	Seed grant schemes are available, but the number of internal applicants was comparatively low.
6	MoUs with industries and research institutions are in place; documentation of outcomes could be improved.
7	Innovation and entrepreneurship cells are functional, but student involvement varies across departments.
8	Research ethics committee is constituted, but its review cycle and recordkeeping need to be strengthened.
9	Good use of digital platforms to showcase faculty profiles.
10	Consultancy work is being promoted, though billing, MoUs, and client documentation need standardization.

S.No.	Members	Signatures
1	Dr. I. Rajasri Reddy, Principal, SRITW	
2	Dr K Ramakrishna, Professor of ME, KL University	
3	Dr P V Raja Shekar, Director-IQAC	
4	Dr. V.Mahesh, Professor, Dean Faculty Affairs	
5	DrR.Archana Reddy, Professor, Registrar	
6	Dr. L. M. I.Leo Joseph, Associate Professor	



Academic & Administrative Audit (AAA) Report

Office Audited: Dean - Academics

Date of Audit: 10 June 2024

Time: 09:30 AM – 10:30 AM

Venue: Dean - Academics Office

Observations and Remarks:

S. No.	Auditor's Remarks
1	Academic calendar was well-structured and adhered to timelines.
2	Course files were maintained properly with CO-PO mapping and attainment records.
3	Implementation of Outcome-Based Education (OBE) was evident, but documentation needs more consistency across departments.
4	Student attendance monitoring and mentoring records were well-maintained.
5	Lack of periodic review mechanism for low-performing students.
6	Curriculum enrichment through industry inputs was visible, but documentation of industry interactions can be improved.
7	Feedback from stakeholders (students, alumni, employers) was collected, but action taken reports were missing in some cases.
8	Internal Academic Audit reports for departments under Dean Academics were complete and reviewed.
9	Use of digital tools like LMS and ERP is commendable and needs to be further optimized.
10	Faculty development initiatives were noted, but a structured training plan for new faculty is recommended.

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1	Dr. I. Rajasri Reddy, Principal, SRITW	
2	Dr K Ramakrishna, Professor of ME, KL University	
3	Dr P V Raja Shekar, Director-IQAC	
4	Dr. V.Mahesh, Professor, Dean Faculty Affairs	
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6	Dr. L. M. I.Leo Joseph, Associate Professor	



Academic & Administrative Audit (AAA) Report

Office Audited: Dean – Faculty Affairs

Date of Audit: 10 June 2024

Time: 11:00 AM – 12:00 PM

Venue: Dean – Faculty Affairs Office

Observations and Remarks:

S. No.	Auditor's Remarks
1	Faculty recruitment processes were transparent, merit-based, and followed university norms.
2	Faculty workload distribution was documented and balanced across teaching, research, and administrative responsibilities.
3	Faculty appraisal system is in place, but timely completion and feedback to faculty need improvement.
4	Incentive schemes for research publications and FDP participation are implemented effectively.
5	Records of faculty orientation, induction, and mentoring were maintained. However, tracking post-induction performance can be improved.
6	Faculty leave records were well-organized and digitized through ERP.
7	Participation of faculty in FDPs, workshops, and certification programs is good, but a structured training calendar is recommended.
8	Sabbatical and deputation policies exist, but awareness among faculty is limited.
9	Faculty achievements such as awards, recognitions, and consultancy were documented, but not updated regularly.
10	Initiatives related to faculty welfare (medical support, incentives, support for higher studies) were noted and appreciated.

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Academic & Administrative Audit (AAA) Report

Office Audited: Director – Placements

Date of Audit: 11 June 2024

Time: 02:00 PM – 03:00 PM

Venue: Director – Placements Office

Observations and Remarks:

S. No.	Auditor's Remarks
1	Placement records are systematically maintained with year-wise and branch-wise data analytics.
2	Strong industry connect is evident through MoUs, campus drives, and internship opportunities.
3	Pre-placement training programs are conducted, but effectiveness measurement and feedback mechanisms can improve.
4	Soft skills and aptitude training are scheduled regularly, but limited sessions for domain-specific training exist.
5	Alumni engagement in placement support is initiated but needs more structured involvement and tracking.
6	Documentation of placement brochures and company visit reports is comprehensive and professional.
7	Placement portal is functional but lacks a student dashboard for tracking application status and training progress.
8	Collaboration with academic departments for bridging skill gaps is informal and should be systematized.

Audit Team Signatures:

S.No.	Members	Signatures
1	Dr. I. Rajasri Reddy, Principal, SRITW	
2	Dr K Ramakrishna, Professor of ME, KL University	
3	Dr P V Raja Shekar, Director-IQAC	
4	Dr. V.Mahesh, Professor, Dean Faculty Affairs	
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6	Dr. L. M. I.Leo Joseph, Associate Professor	



Academic & Administrative Audit (AAA) Report

Office Audited: Dean – Planning

Date of Audit: 11 June 2024

Time: 11:00 AM – 12:00 PM

Venue: Dean – Planning Office

Observations and Remarks:

S. No.	Auditor's Remarks
1	Faculty seating arrangements are largely adequate; however, some departments report space shortages during peak faculty load.
2	Centralized seating layouts are clean and furnished, but there is limited provision for individual workspaces and privacy.
3	There is no dedicated meeting or collaborative discussion space for faculty in older academic blocks.
4	Office space allocation for new faculty and visiting professors needs more structured planning.
5	A master infrastructure plan exists, aligning with long-term institutional growth, including space allocation projections.
6	Floor plans and space utilization reports are prepared but not regularly updated to reflect recent renovations or expansions.
7	The current planning system integrates sustainability elements such as green building standards and solar installations.
8	Feedback from departments regarding classroom ventilation, ICT upgrades, and teaching aids is not consistently documented.
9	Procurement of furniture and essential infrastructure is reactive rather than forecast-based, leading to minor delays.
10	Accessibility features for differently-abled staff are present in newer blocks but missing in older faculty cabins.
11	Inter-departmental coordination for shared infrastructure (seminar halls, labs) is effective, but documentation of usage is informal.

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Academic & Administrative Audit (AAA) Report

Office Audited: Dean – Student Welfare

Date of Audit: 11 June 2024

Time: 09:30 AM – 10:30 AM

Venue: Dean – Student Welfare Office

Observations and Remarks:

S. No.	Auditor's Remarks
1	Student grievance redressal mechanism is in place and responsive; complaint records are properly maintained.
2	Counseling and mental health support services are functional but need more visibility among students.
3	Anti-ragging committee and awareness initiatives are active and well-documented.
4	Cultural activities are vibrant, with a good number of student-led events conducted throughout the year.
5	Student clubs and societies are operational but lack consistent faculty mentorship and annual planning.
6	NCC and NSS units are active and contributed meaningfully to outreach and social responsibility.
7	Hostel facilities are monitored; grievance handling related to accommodation is responsive.
8	Financial assistance and scholarship disbursement records are maintained with transparency.
9	Health check-ups, medical camps, and awareness sessions are organized periodically.
10	Interaction between Dean and student body happens, but formal feedback collection mechanisms are needed.
11	Sports activities and intra/inter-university participation are supported; documentation of achievements can improve.
12	Inclusivity efforts for differently-abled and international students require more visibility and policy clarity.

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Action Taken Report

Office: Dean - Academics

Audit Date: 10 June 2024

Reporting Period: Academic Year 2023-24

S.No.	Observation	Action Taken
1	Academic calendar was well-structured and adhered to timelines.	The academic calendar for 2024-25 was finalized and disseminated in advance to all departments. Inputs from previous years' feedback were considered to ensure better academic flow. A mid-year review mechanism has also been initiated to evaluate compliance.
2	Course files were maintained properly with CO-PO mapping and attainment records.	Internal academic audits revealed slight format variations across departments. To standardize this, a uniform course file template (including CO-PO mapping, question-wise CO tagging, attainment calculation, and student performance analysis) was issued to all faculty through the Dean-Academics office.
3	OBE implementation was evident, but documentation needs consistency.	A dedicated two-day faculty workshop was organized in July 2024 on OBE practices and documentation standards. Faculty members were trained on continuous assessment planning, CO/PO attainment levels, and how to document remedial actions.
4	Student attendance monitoring and mentoring records were well-maintained.	The mentoring process has now been enhanced with a digital mentoring logbook, accessible via the ERP system. Bi-monthly mentor-mentee interaction summaries are now being reviewed at department level and submitted to the Dean-Academics office.
5	Lack of periodic review mechanism for low-performing students.	A structured quarterly review of low-performing students has been launched. Each department is required to submit a "Support Plan" for students with performance below threshold in two or more subjects. Remedial classes, peer tutoring, and parent involvement have been incorporated.
6	Curriculum enrichment through industry inputs was visible, but documentation can be improved.	Departments were directed to maintain minutes of meetings with industry representatives. A Google Drive folder structure was created for each department to upload industry input records, MoUs, guest lecture reports, and industry visit feedback. These are periodically reviewed by the Curriculum Committee.
7	Stakeholder feedback collected, but action taken reports were missing.	IQAC launched a centralized Stakeholder Feedback Portal in June 2024. Departments are now mandated to upload "Action Taken Reports (ATRs)" within 15 days of feedback compilation. A compliance review is done quarterly.
8	Internal academic audit reports under Dean Academics were complete and reviewed.	Continued good practice. However, the format of the internal academic audit has been updated to include new parameters such as digital tool usage, faculty development, and course innovation.



9	Use of digital tools like LMS and ERP is commendable.	In addition to current usage, advanced training sessions were conducted in August 2024 to enhance faculty usage of analytics tools in LMS, such as student engagement tracking, performance trend analysis, and assignment workflows.
10	Faculty development initiatives were noted, but a structured training plan for new faculty is recommended.	A structured Faculty Induction Program (FIP) has been institutionalized from July 2024. The program covers teaching pedagogy, OBE practices, ERP usage, and assessment methods. All newly recruited faculty must undergo the 1-day induction program.



Action Taken Report

Office Audited: Dean – Research and Development

Audit Date: 10 June 2024

Time: 02:00 PM – 03:00 PM

Reporting Period: Academic Year 2023–24

Venue: Dean – R&D Office

S. No.	Audit Observation	Action Taken with Explanation
1	Research policy well-defined and aligned with institutional goals.	The existing policy was reviewed and updated in June 2024 to include emerging focus areas such as AI, sustainability, and interdisciplinary research. It was shared with all departments through the ERP portal.
2	Funded project records well-maintained.	A digital repository was launched to archive all sanctioned projects with detailed metadata including duration, funding agency, amount, and PI details. It is now updated quarterly.
3	Faculty engagement in quality publications appreciated.	A research leaderboard was introduced to highlight Scopus/SCI-indexed publications monthly. Faculty are recognized in monthly newsletters and annual R&D reports.
4	Patent support is active, but awareness is limited among junior faculty.	Awareness sessions on IPR and patent filing were conducted in July and September 2024 targeting faculty with less than 5 years of experience. The IPR cell also launched a Patent Filing Handbook.
5	Seed grant applications are low.	The Seed Grant Call for 2024–25 was restructured with simplified application formats and wider publicity. Department R&D coordinators were made responsible for motivating faculty to apply.
6	MoUs exist but outcome documentation is lacking.	A MoU Outcome Tracker format was created. All departments were instructed to submit biannual reports on MoU outcomes, such as joint publications, internships, or training programs.
7	Student innovation involvement uneven.	Departments were advised to mentor and nominate student teams to the institutional innovation council and pre-incubation programs.
8	Research Ethics Committee (REC) needs more structured operation.	The REC now meets every quarter with minutes recorded. An online portal for proposal submissions and review tracking was introduced in September 2024 to improve transparency.



9	Use of digital platforms to showcase research profiles noted.	The R&D Office has created a centralized database of faculty Google Scholar and Scopus profiles, linked from the SRU website for external visibility and internal benchmarking.
10	Consultancy work needs standardization.	A Standard Operating Procedure (SOP) was prepared for all consultancy projects, covering client agreement, invoicing, faculty share, and tax implications. The SOP was circulated and training was conducted for department coordinators.

The Office of the Dean – Research and Development has taken proactive steps to strengthen institutional research culture based on the AAA observations. By streamlining processes, improving documentation, and boosting engagement through structured programs, the office is enhancing both faculty and student research output.



Action Taken Report

Office Audited: Dean – Faculty Affairs

Audit Date: 10 June 2024

Reporting Period: Academic Year 2023–24

Time: 11:00 AM – 12:00 PM

Venue: Dean – Faculty Affairs Office

S. No.	Audit Observation	Action Taken with Explanation
1	Faculty recruitment processes were transparent and merit-based.	Continued adherence to SRU recruitment policy. A checklist was issued to all selection committees to ensure procedural compliance and documentation for future audits.
2	Faculty workload distribution was well-documented.	A revised workload format was shared with departments to include clear weightage for teaching, research, and institutional service. The Dean's office now monitors department-wise parity monthly.
3	Faculty appraisal system exists but needs timely completion and feedback.	Appraisal deadlines have been set and linked with the ERP. Review meetings with Heads of Departments are scheduled to ensure prompt feedback and record maintenance.
4	Incentives for research publications and FDPs are effective.	The incentive policy was revised to include recognitions for high-impact journal publications and NPTEL certifications. An FAQ document was shared to ensure clarity on eligibility and claims.
5	Orientation and induction records maintained; post-induction tracking needed.	A mentorship tracking form was introduced for mentors to submit progress reports on new faculty for the first two semesters. This is now part of faculty review.
6	Leave records are digitized and well-managed.	Leave categories and workflows were clarified through a circular. Faculty were given a demo session on leave application and tracking via ERP.
7	FDP participation is good; a training calendar is needed.	An Annual Faculty Development Calendar has been created and circulated, with quarterly reviews on participation. Coordination with IQAC is ensured to avoid scheduling overlaps.
8	Sabbatical/deputation policy exists but needs awareness.	Policy briefs were emailed to all faculty. A presentation was made during the Faculty Orientation Program in July 2024 to explain eligibility and procedures.
9	Faculty achievements documented, but not regularly updated.	A centralized "Faculty Profile & Achievement" portal has been launched. Departments were directed to update faculty records bi-monthly with achievements, awards, and consultancy.



10	Faculty welfare schemes are noted.	Welfare benefits were compiled into a handbook and made available through the faculty portal. The Dean's office now holds an annual feedback session on faculty welfare policies.
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The Office of the Dean – Faculty Affairs has taken active steps to address the suggestions from the AAA. Through structured planning, policy reinforcement, and system-level improvements, the office aims to enhance faculty engagement, welfare, and performance transparency.



Action Taken Report

Office Audited: Director – Placements

Audit Date: 11 June 2024

Reporting Period: Academic Year 2023–24

S. No.	Audit Observation	Action Taken
1	Placement records are systematically maintained with year-wise and branch-wise data analytics.	The placement cell has further enhanced the data analytics dashboard by integrating it with ERP to enable real-time updates and detailed filters by course, gender, and skillset. Reports are now auto-generated monthly.
2	Strong industry connect through MoUs, campus drives, and internships is evident.	New industry partners were added, particularly from emerging sectors such as AI, IoT, and fintech. MoU renewal timelines have been tracked through a calendar system to avoid lapses.
3	Pre-placement training programs are conducted, but feedback and effectiveness measures are insufficient.	A post-training assessment framework and feedback survey (quantitative + qualitative) have been introduced. Reports are now submitted to the IQAC for review and continuous improvement.
4	Soft skills and aptitude sessions are held regularly; domain-specific training is limited.	Collaboration with academic departments has been initiated to integrate domain-specific mock interviews and technical skill bootcamps for core engineering and science programs.
5	Alumni involvement in placement is started but informal.	An alumni placement support group has been formalized with scheduled webinars, resume reviews, and mock HR interviews. Participation is tracked using an alumni management system.
6	Placement brochures and company visit documentation are comprehensive.	A digital archive of brochures, visit notes, and recruiter feedback is now maintained and accessible via the placement portal for internal quality reference and next-cycle planning.
7	Placement portal lacks a student dashboard for tracking application and training status.	A student login module has been developed and integrated into the portal. It now allows students to view job application history, training progress, and interview schedules in real time.
8	Collaboration with academic departments for skill gap analysis is informal.	A formal quarterly interface has been scheduled between the Director – Placements and Department Placement Coordinators (DPCs) to align training programs with academic trends and industry needs. Meeting minutes are documented and tracked.



Action Taken Report

Office Audited: Dean – Planning

Audit Date: 11 June 2024

Time: 11:00 AM – 12:00 PM

Reporting Period: Academic Year 2023–24

S. No.	Audit Observation	Action Taken
1	Faculty seating arrangements are largely adequate, but space shortages exist in some departments.	Departments with high faculty density were asked to submit revised space requirements. Provisions made for reallocation and additional workstations in Phase-II expansion.
2	Centralized seating lacks individual workspace privacy.	Glass partitions and cubicle dividers were installed in high-density zones to enhance personal workspace.
3	No meeting or discussion space for faculty in older blocks.	Planning initiated to convert underused storage areas into faculty meeting lounges in Blocks A and B.
4	Office space allocation for new/visiting faculty needs structure.	A centralized space allotment SOP has been created; designated temporary seating now available for visiting professors.
5	Master infrastructure plan aligns with institutional growth.	The plan was updated to reflect changes in student intake and faculty strength projections for 2025–30.
6	Floor plans not regularly updated.	All existing floor plans are now being digitized; updated blueprints of renovated areas have been uploaded to the internal portal.
7	Integration of sustainability features noted.	Additional solar panels have been commissioned on newly constructed blocks; planning office now coordinates directly with Green Campus Cell.
8	Feedback from departments on ICT/ventilation is undocumented.	A quarterly infrastructure feedback form has been implemented via ERP to collect structured inputs from department heads.
9	Procurement is reactive, not forecast-based.	A demand-forecasting model using previous years' procurement data is being piloted for classroom and office furniture purchases.
10	Accessibility features missing in older cabins.	Retrofitting has started with the installation of ramps and wider doorways in older blocks; signage and handrails added.
11	Shared infrastructure coordination is informal.	A booking and usage log system has been initiated for seminar halls and shared spaces; oversight assigned to campus facility coordinator.

The Dean – Planning office has taken prompt and constructive measures in response to the audit recommendations. The steps taken are expected to enhance faculty comfort, optimize space utilization, and ensure alignment with long-term institutional goals.



Action Taken Report

Office Audited: Dean – Student Welfare

Audit Date: 11 June 2024

Time: 09:30 AM – 10:30 AM

Reporting Period: Academic Year 2023–24

Venue: Dean – Student Welfare Office

S. No.	Audit Observation	Action Taken
1	Student grievance redressal mechanism is in place and responsive.	Continued use of the online grievance portal; monthly review meetings initiated to track grievance resolution timelines.
2	Counseling and mental health support services need more visibility.	Mental health awareness week was conducted in August 2024; posters and QR codes for appointments were displayed in hostels and academic blocks.
3	Anti-ragging initiatives are active and documented.	Annual anti-ragging orientation included in induction programs; affidavits and committee meetings updated in ERP.
4	Cultural activities are vibrant.	Calendar of cultural events for 2024–25 was published in July; funds allocated department-wise to promote more student-driven activities.
5	Student clubs lack consistent faculty mentorship.	Each club now assigned a faculty mentor; clubs instructed to submit semester-wise activity plans and reports.
6	NCC and NSS units are active.	Special recognition certificates introduced for active volunteers; a yearly NSS/NCC report is now submitted to the Dean's office.
7	Hostel grievance redressal is responsive.	Hostel wardens meet monthly with student representatives; feedback form introduced in hostel ERP portal.
8	Financial assistance is transparent.	A consolidated scholarship dashboard was developed to track applications, approvals, and disbursement status.
9	Health check-ups and awareness programs conducted.	Two health camps organized in July and November 2024 in collaboration with SRU Medical Wing; participation logs maintained.
10	Student-dean interaction exists, but formal feedback is lacking.	Google Forms-based feedback mechanism was launched post mid-semester; reports shared with Dean's office biannually.



11	Sports documentation needs improvement.	Sports coordinator directed to maintain an achievement record; a digital gallery of events launched on the student portal.
12	Inclusivity efforts require better visibility.	Disability and international student support policy drafted and circulated; awareness session conducted in October 2024.

The Dean – Student Welfare office has responded positively to audit suggestions by improving documentation, enhancing student support visibility, and formalizing club and feedback systems. These steps are expected to improve student engagement, satisfaction, and overall campus experience.