



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 TS INDIA
Phone: +08615 200006/07/08 Email: info@vmtw.in

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC & ADMINISTRATIVE AUDIT REPORT Evaluation Sheet

Department Name : **Computer Science and Engineering**
Programme Name : **B. Tech**
Academic Year : **2017-18**

I. PSOs, POs and Curriculum		
S.No	Parameter	Observations
1.	PSO's and POs attainment.	Attainments calculated. File Available.
2.	PAC & DAC meetings	PAC:22-5-2017 DAC:05-05-2017 Files are maintained in the department.
3.	Stakeholder's feedback and evidence related to curriculum design.	Feedback is collected. File is Available.
4.	Percentage of lab component	Percentage of Lab Component : Based on number of Subjects:38.70 Based on number of Credits:30.1 Based on number of Contact Hours :18.50




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II. Faculty information and their contribution

S. No	Parameter	Observations
1.	Teacher- Student ratio	10.80
2.	Faculty Cadre Ratio	Professors : 3 Associate Professors: 3 Assistant Professors: 4
3.	Faculty Qualifications	Ph.D's: 4 Pursuing Ph.D:5 All the faculty have M.Tech/M.E/M.Sc./M.A/M.B.A:
4.	Faculty contribution in writing:	NIL
5.	Awards/Rewards received:	NIL
6.	Faculty in professional organizations: And faculty contribution:	IETE: NIL ISTE: NIL IEI: NIL SDIWC: NIL IAENG: NIL
7.	National level events organized -Conferences: -Workshops/ Seminars: -FDPs: International level events organized -Conferences: -Workshops/Seminars:	EVENTS ORGANISED FDP: 00 WORKSHOPS : 03 SEMINARS: 02
8.	List of Conferences/seminars/ workshops / FDP's/ any exclusive programs attended for enrichment of teaching - learning process	International Conferences:2 Workshops: 13 FDP:2 STTP:NIL
9.	Faculty interaction with outside world (BOS/NBA/Examiner for PhD evaluation / selection committee / Academic auditing	NIL
10.	Faculty Load	Faculty load is distributed as per AICTE Norms. Details are made available in Work Load Particular file.




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III. Teaching-Learning Process and Evaluation

S. No	Parameter	Observations
1.	Student performance indices Attendance ,Exams	Detained List: NIL Result Analysis : (PASS PERCENTAGE): II-I : 45.79 II-II :85.85 III-I:72.63 III-II:77.08 IV-I:78.80 IV-II-87.5
2.	Mechanism and activities for slow learners for their improvement and outcomes	Slow Learners were identified based on their performance in Mid-Examinations. Remedial classes were conducted. Details of remedial classes are maintained in separate file.
3.	Student counseling/ mentoring mechanism	One faculty mentor attached to 20 students from I B. Tech. Mentors look after the career, academic and other issues related to mntee student. Mentor book is maintained for every student. A separate file is maintained by every mentor (counselor) in the department.
4.	Tutorial classes	Tutorial classes schedule is included in regular time table. Tutorial classes were conducted as per time table. Tutorial details are maintained in a separate file.
5.	Initiatives taken for innovative mini and major projects -Training for students & faculty	Workshops and guest lectures were organized. File is maintained in ther department.
6.	Best student projects with awards.	2 Projects were identified. Details are available in Project file.




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7.	Monitoring of teaching--learning process -- Assessment of teaching process in Classrooms. -- Random verification of evaluated answer papers and question paper during the semester. -- Innovative teaching methods presented if any -- Verification of course files	1. HOD monitors the lesson plan for every 15 days through attendance register of the students for different subjects and also marks awarded in midterm examinations. 2. Department committee assesses whether faculty are following the bloom's taxonomy and pattern of question papers as per regulations. 3. PPT's and videos, if any, used by faculty are mentioned in the concerned course files. Course files are verified by department and Department IQAC Co-ordinator before finalizing the calculation of CO and PO attainments in every semester.
8.	Training programs conducted for students Guest lecturers: Seminars/ workshops:	Training programs - NIL Workshops - NIL Seminars Guest lectures - NIL
9.	Students feedback	1. Feedbacks are collected every semester. 2. The feedback reports are available in the file. The follow up action is initiated only for that faculty who have a feedback less than 3 out of 5 scale. 3. There was no faculty having feedback less than 3 in this academic year Details are maintained in feedback file
10.	Feedback follow-up action	
11.	Scope for Self-learning Certificate courses Online courses	NPTEL No.of faculty Certified : NIL No.of Students Certified : NIL
12.	Placements (%): Industries / Organizations:	No. of Students: 08 No. of Students Placed : 07
13.	Higher studies (%): Institutions:	Students Higher studies: NIL Total No. of Institutions :NIL




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IV. Research, Consultancy and Extension

Sl.No	Parameter	Observations
1.	Faculty publications in journals: Peer reviewed Journals:	International Journals : 0 National Journals : NIL Scopus Indexed : NIL SCI Indexed : 0
2.	Publications in conferences: - National: - International:	National : 0 International : 0
3.	PhDs -Registered: Submitted: Awarded: PhDs guiding /guided:	NIL
4.	Funded R&D projects and Consultancy work Applied: Ongoing: Completed:	Applied : 06 Ongoing : NIL Completed : 06 PhDs guiding /guided: NIL
5.	Faculty intellectual property rights	IPR : NIL
6.	R&D grants & projects and their outcomes.	06
7.	MOU's with industries/ R&D/ Premier institutes	MOU's with Industries : 04 R&D : NIL Premier Institutes : NIL
8.	Research centers of excellence established: Outcome in research centers:	NIL
9.	Faculty involved in research and Consultancy.	Number of faculty involved in research and Consultancy : 02




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V. Infrastructure and Learning Resources		
Sl. No	Parameter	Observations
1.	Adequacy of infrastructural facilities to improve the teaching learning process Class rooms: Laboratories: ICT class rooms / e- Class Rooms: Seminar halls: Faculty rooms:	Class rooms : 06 Laboratories : 05 E-Class room : 03 Seminar halls : 01 Faculty Rooms : 01
2.	Internet facilities for faculty & Students:	1. Wi-Fi facility also provided to Staff and Students Laptops. 2. Internet facility provided to all computers in Laboratories. 3. Department Office and Staff rooms are having internet by LAN and Wi-Fi.
3.	Technical manpower support	Programmer - 04 Hardware Mechanic - NIL Lab. Technician - 01 Office Assistant - NIL Training Assistant - NIL Total manpower support - 05
4.	Modern / new equipment added in laboratories	60 - Intel Core 2 Due computers were added.
5.	Details of computing facilities and Improvement.	All the Labs are equipped with adequate facilities as needed.
6.	Department level library resources with Details.	Text books :152 Digital Library: Can access through LAN




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VI. Student information, Support and Progression

Sl. No	Parameter	Observations
1.	Add-on Courses	Add-on Courses: 06 Details on Add-on Courses are maintained in a file.
2.	Student prizes: Scholarships	1. Student Prizes - 11 2. Scholarship - 0 3. Department student clubs - 2
3.	Details of coaching provided for GATE/GRE/any other Competitive Exams.	Company Specific CRT Training is given to Students.
4.	Internships	Internships - NIL




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VII. Governance, Leadership and Management		
Sl. No	Parameter	Observations
1.	Teaching and Non-Teaching staff attended for skill development programs	Teaching staff: 22 Non-teaching staff: 05
2.	MoUs with premier Institutions for knowledge exchange	NIL
3.	Quality policy & Quality objectives Committees & duties: Cells & duties:	IQAC monitoring the Quantitative and Qualitative measures.
4.	Maintenance factor -physical observation -Biometric -Attendance monitoring system	1. Attendance register (physical) is maintained for faculty in the department. It is countersigned by both HOD and Principal daily. 2. Student's attendance is monitored daily and absentee's information is sent to their parents through SMS. Monthly attendance percentage sent to their parents through letters by post. 3. Attendance registers of the students (physical) is maintained and countersigned by HOD regularly. 4. The Students having less than 75% attendance information is maintained and informed to the parents periodically. (Registers are maintained in Department office)
5.	Financial support/leaves for qualification/skill up- gradation:	Financial support is given as per the institution policy. File related to this is maintained in the Department
6.	Risk evaluation/safety measures:	Safety measures are disseminated . Fire Extinguishers are provided in all laboratories.




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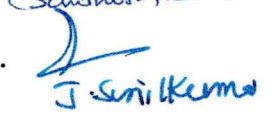
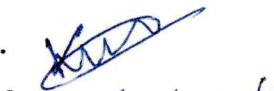
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1. Suggestions for improvement:

1. No Research Projects.
2. Quality Publications are very Less.
3. Research rigor among faculty is to be focused.

Sign of Department Coordinator: 
(Vinay Bhushan)

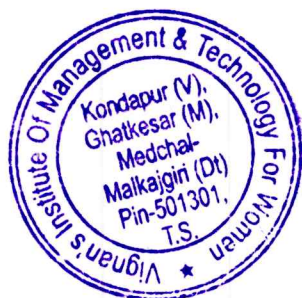
Sign of Academic Auditors 1. 
(Southash Kumar K)
2. 
J. Srilakshmi
3. 
(K. Bharathi Reddy)


Sign of HOD: (A. Gautham)

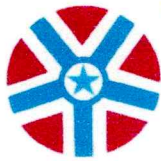
Head of the Department
Computer Science and Engineering
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301.


Sign of IQAC Coordinator:

Co-ordinator
Internal Quality Assurance Cell
Vignan's Institute of Management & Technology For Women
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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC & ADMINISTRATIVE AUDIT REPORT

Evaluation Sheet

Department Name : BSH
Programme Name : B. Tech
Academic Year : 2017-18

I. PSOs, POs and Curriculum		
S.No	Parameter	Observations
1.	PSO's and POs attainment.	Attainments calculated. File Available.
2.	DAC meetings	DAC Meeting:19-07-2017 & 08-12-2017. Files are maintained in the department.
3.	Stakeholder's feedback and evidence related to curriculum design.	Feedback is collected. File is Available.
4.	Percentage of lab component	Percentage of Lab Component : Based on number of Subjects:31.25% Based on number of Credits:20.83% Based on number of Contact Hours :32.75%




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II. Faculty information and their contribution

S. No	Parameter	Observations
1.	Teacher- Student ratio	13.50
2.	Faculty Cadre Ratio	Professors : 1 Associate Professors: 2 Assistant Professors: 13
3.	Faculty Qualifications	Ph.D's: 1 Pursuing Ph.D: Nil All the faculty have M.Tech/M.E/M.Sc./M.A/M.B.A: 15
4.	Faculty contribution in writing:	NIL
5.	Awards/Rewards received:	NIL
6.	Faculty in professional organizations: And faculty contribution:	NIL
7.	National level events organized -Conferences: -Workshops/ Seminars: -FDPs: International level events organized -Conferences: -Workshops/Seminars:	NIL
8.	List of Conferences/seminars/ workshops / FDP's/ any exclusive programs attended for enrichment of teaching - learning process	International Conferences: 5 National Conference: 8 Workshops: Nil FDP's: 15
9.	Faculty interaction with outside world (BOS/NBA/Examiner for PhD evaluation / selection committee / Academic auditing	NIL
10.	Faculty Load	Faculty load is distributed as per AICTE Norms. Details are made available in Work Load Particular file.



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III. Teaching-Learning Process and Evaluation

S. No	Parameter	Observations
1.	Student performance indices Attendance ,Exams	Detained List: I-I : 08 I-II : 01 Result Analysis: Pass Percentage I-I : 67.13% I-II : 65.99%
2.	Mechanism and activities for slow learners for their improvement and outcomes	Slow Learners were identified based on their performance in Mid-Examinations. Remedial classes were conducted. Details of remedial classes are maintained in separate file.
3.	Student counseling/ mentoring mechanism	One faculty mentor attached to 20 students from I B. Tech. Mentors look after the career, academic and other issues related to mntee student. Mentor book is maintained for every student. A separate file is maintained by every mentor (counselor) in the department.
4.	Tutorial classes	Tutorial classes schedule is included in regular time table. Tutorial classes were conducted as per time table. Tutorial details are maintained in a separate file.
5.	Initiatives taken for innovative mini and major projects -Training for students & faculty	NIL
6.	Best student projects with awards.	NIL




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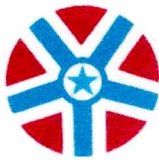
7.	Monitoring of teaching--learning process -- Assessment of teaching process in Classrooms. -- Random verification of evaluated answer papers and question paper during the semester. -- Innovative teaching methods presented if any -- Verification of course files	1. HOD monitors the lesson plan for every 15 days through attendance register of the students for different subjects and also marks awarded in midterm examinations. 2. Department committee assesses whether faculty are following the bloom's taxonomy and pattern of question papers as per regulations. 3. PPT's and videos, if any, used by faculty are mentioned in the concerned course files. Course files are verified by department and Department IQAC Co-ordinator before finalizing the calculation of CO and PO attainments in every semester.
8.	Training programs conducted for students Guest lecturers: Seminars/ workshops:	Training programs - Workshops - Nil Seminars - Nil Guest lecturers - 3
9.	Students feedback	1. Feedbacks are collected every semester. 2. The feedback reports are available in the file. The follow up action is initiated only for that faculty who have a feedback less than 3 out of 5 scale. 3. There was no faculty having feedback less than 3 in this academic year 2019-20.
10.	Feedback follow-up action	Details are maintained in feedback file
11.	Scope for Self-learning Certificate courses Online courses	NIL
12.	Placements (%): Industries / Organizations:	NA
13.	Higher studies (%): Institutions:	NA





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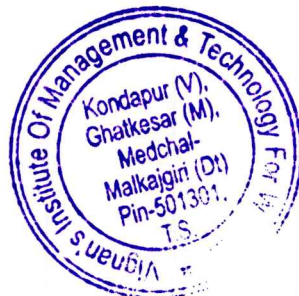


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IV. Research, Consultancy and Extension

Sl.No	Parameter	Observations
1.	Faculty publications in journals: Peer reviewed Journals:	International Journals : 2 Scopus Indexed : 0 SCI Indexed : 0 Details are also Maintained in separate file-Publication File
2.	Publications in conferences: - National: - International:	National : 0 International : 0 Scopus : 0 SCI : 0
3.	PhDs -Registered: Submitted: Awarded: PhDs guiding /guided:	NIL
4.	Funded R&D projects and Consultancy work Applied: Ongoing: Completed:	NIL
5.	Faculty intellectual property rights	IPR : NIL
6.	R&D grants & projects and their outcomes.	NIL
7.	MOU's with industries/ R&D/ Premier institutes	NIL
8.	Research centers of excellence established: Outcome in research centers:	NIL
9.	Faculty involved in research and Consultancy.	NIL



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V. Infrastructure and Learning Resources

Sl. No	Parameter	Observations
1.	Adequacy of infrastructural facilities to improve the teaching learning process Class rooms: Laboratories: ICT class rooms / e- Class Rooms: Seminar halls: Faculty rooms:	Class rooms : 05 Laboratories : 04 E-Class room : 01 Seminar halls : 01 Faculty Rooms : 01
2.	Internet facilities for faculty & Students:	1. Wi-Fi facility also provided to Staff and Students Laptops. 2. Internet facility provided to all computers in Laboratories. 3. Department Office and Staff rooms are having internet by LAN and Wi-Fi.
3.	Technical manpower support	Lab. Technician - 05 Office Assistant - 01 Training Assistant - 00 Total manpower support - 06
4.	Modern / new equipment added in laboratories	NIL
5.	Details of computing facilities and Improvement.	All the Labs are equipped with adequate facilities as needed.
6.	Department level library resources with Details.	Text books --30




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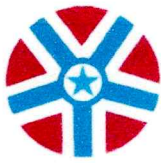
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VI. Student information, Support and Progression

Sl. No	Parameter	Observations
1.	Induction Programs	Induction Program was conducted for newly joined First students. File is maintained in the department.
2.	Student prizes: Scholarships	1. Student Prizes -08 2. Scholarship - 0
3.	Details of coaching provided for GATE/GRE/any other Competitive Exams.	NIL
4.	Internships	NIL




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VII. Governance, Leadership and Management

Sl. No	Parameter	Observations
1.	Teaching and Non-Teaching staff attended for skill development programs	Teaching staff: Nil Non-teaching staff : 06 NPTEL online certificate courses Number of faculty Certified : Nil
2.	MoUs with premier Institutions for knowledge exchange	NIL
3.	Quality policy & Quality objectives Committees & duties: Cells & duties:	IQAC monitoring the Quantitative and Qualitative measures.
4.	Maintenance factor -physical observation -Biometric -Attendance monitoring system	1. Attendance register (physical) is maintained for faculty in the department. It is countersigned by both HOD and Principal daily. 2. Student's attendance is monitored daily and absentee's information is sent to their parents through SMS. Monthly attendance percentage sent to their parents through letters by post. 3. Attendance registers of the students (physical) is maintained and countersigned by HOD regularly. 4. The Students having less than 75% attendance information is maintained and informed to the parents periodically. (Registers are maintained in Department office)
5.	Financial support/leaves for qualification/skill up- gradation:	Financial support is given as per the institution policy.
6.	Risk evaluation/safety measures:	Safety measures are disseminated . Fire Extinguishers are provided in all laboratories.




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1. Suggestions for improvement:

1. No Research Projects.
2. Publications are very Less.
3. Research rigor among faculty is to be focused.

Sign of Department Coordinator:

T. Dileep

Sign of Academic Auditors 1.

2.
(Senthil Kumar)

3.
(Ch. Bhavani Reddy)

Sign of HOD:

Head of the Department
Basic Sciences and Humanitic
Vignans Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M) R R Dist-501 301

Sign of IQAC Coordinator:

Co-ordinator
Internal Quality Assurance Cell
Vignans Institute of Management & Technology For Women
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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC & ADMINISTRATIVE AUDIT REPORT

Evaluation Sheet

Department Name : ECE
Programme Name : B. Tech
Academic Year : 2017-18

I. PSOs, POs and Curriculum		
S.No	Parameter	Observations
1.	PSO's and POs attainment.	Attainments calculated. File Available.
2.	PAC / DAC meetings	DAC Meeting:10/7/2017 and 7/12/2017 PAC Meeting :7/7/2017 Files are maintained in the department.
3.	Stakeholder's feedback and evidence related to curriculum design.	Feedback is collected. File is Available.
4.	Percentage of lab component	Percentage of Lab Component : Based on number of Subjects:38.70 Based on number of Credits:17.64 Based on number of Contact Hours :28.34




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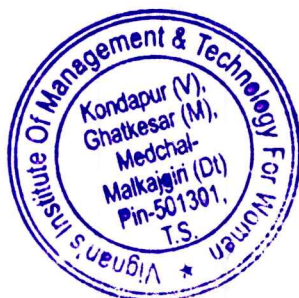
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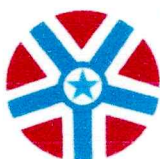
II. Faculty information and their contribution

S. No	Parameter	Observations
1.	Teacher- Student ratio	(183/13)=14.08
2.	Faculty Cadre Ratio	Professors : 1 Associate Professors: 4 Assistant Professors: 8
3.	Faculty Qualifications	Ph.D's: 3 Pursuing Ph.D:3 All the faculty have M.Tech/M.E/M.Sc./M.A/M.B.A:
4.	Faculty contribution in writing:	NIL
5.	Awards/Rewards received:	NIL
6.	Faculty in professional organizations: And faculty contribution:	IETE :1 ORCID :1
7.	National level events organized -Conferences: -Workshops/ Seminars: -FDPs: International level events organized -Conferences: -Workshops/Seminars:	EVENTS ORGANISED FDP: 1 WORKSHOPS : 1 SEMINARS: 5
8.	List of Conferences/seminars/ workshops / FDP's/ any exclusive programs attended for enrichment of teaching - learning process	FDP:3 WORKSHOP : 4 CONFERENCES: NIL
9.	Faculty interaction with outside world (BOS/NBA/Examiner for PhD evaluation / selection committee / Academic auditing	NIL
10.	Faculty Load	Faculty load is distributed as per AICTE Norms. Details are made available in Work Load Particular file.




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III. Teaching-Learning Process and Evaluation

S. No	Parameter	Observations
1.	Student performance indices Attendance ,Exams	Detained List: II-I:4 III-I:1 Result Analysis : (PASS PERCENTAGE): II-I : 60.00 II-II :78.82 III-I:75.95 III-II:43.04 IV-I:50 IV-II-100
2.	Mechanism and activities for slow learners for their improvement and outcomes	Slow Learners were identified based on their performance in Mid-Examinations. Remedial classes were conducted. Details of remedial classes are maintained in separate file.
3.	Student counseling/ mentoring mechanism	One faculty mentor attached to 20 students from I B. Tech. Mentors look after the career, academic and other issues related to mntee student. Mentor book is maintained for every student. A separate file is maintained by every mentor (counselor) in the department.
4.	Tutorial classes	Tutorial classes schedule is included in regular time table. Tutorial classes were conducted as per time table. Tutorial details are maintained in a separate file.
5.	Initiatives taken for innovative mini and major projects -Training for students & faculty	Workshops and guest lectures were organized. File is maintained in ther department.
6.	Best student projects with awards.	2 Projects were identified. Details are available in Project file.




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7.	Monitoring of teaching--learning process -- Assessment of teaching process in Classrooms. -- Random verification of evaluated answer papers and question paper during the semester. -- Innovative teaching methods presented if any -- Verification of course files	<ol style="list-style-type: none">1. HOD monitors the lesson plan for every 15 days through attendance register of the students for different subjects and also marks awarded in midterm examinations.2. Department committee assesses whether faculty are following the bloom's taxonomy and pattern of question papers as per regulations.3. PPT's and videos, if any, used by faculty are mentioned in the concerned course files. <p>Course files are verified by department and Department IQAC Co-ordinator before finalizing the calculation of CO and PO attainments in every semester.</p>
8.	Training programs conducted for students Guest lecturers: Seminars/ workshops:	Training programs Workshops -4 Seminars Guest lectures -4
9.	Students feedback	<ol style="list-style-type: none">1. Feedbacks are collected every semester.2. The feedback reports are available in the file. The follow up action is initiated only for that faculty who have a feedback less than 3 out of 5 scale.3. There was no faculty having feedback less than 3 in this academic year Details are maintained in feedback file
10.	Feedback follow-up action	
11.	Scope for Self-learning Certificate courses Online courses	NIL
12.	Placements (%): Industries / Organizations:	No. of Students:4 No. of Students Placed : 4
13.	Higher studies (%): Institutions:	Students Higher studies: NIL Total No. of Institutions :NIL



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IV. Research, Consultancy and Extension

Sl.No	Parameter	Observations
1.	Faculty publications in journals: Peer reviewed Journals:	International Journals : 1 National Journals : NIL Scopus Indexed : NIL SCI Indexed : 0
2.	Publications in conferences: - National: - International:	National : 0 International : 0
3.	PhDs -Registered: Submitted: Awarded: PhDs guiding /guided:	NIL
4.	Funded R&D projects and Consultancy work Applied: Ongoing: Completed:	Applied : 1 Ongoing : NIL Completed : 1
5.	Faculty intellectual property rights	IPR : NIL
6.	R&D grants & projects and their outcomes.	NIL
7.	MOU's with industries/ R&D/ Premier institutes	MOU's with Industries : 2 R&D : 1 Premier Institutes : NIL
8.	Research centers of excellence established: Outcome in research centers:	NIL
9.	Faculty involved in research and Consultancy.	Number of faculty involved in research and Consultancy : 1




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V. Infrastructure and Learning Resources

Sl. No	Parameter	Observations
1.	Adequacy of infrastructural facilities to improve the teaching learning process Class rooms: Laboratories: ICT class rooms / e- Class Rooms: Seminar halls: Faculty rooms:	Class rooms : 5 Laboratories : 12 E-Class room : 1 Seminar halls : 1 Faculty Rooms : 1
2.	Internet facilities for faculty & Students:	1. Wi-Fi facility also provided to Staff and Students Laptops. 2. Internet facility provided to all computers in Laboratories. 3. Department Office and Staff rooms are having internet by LAN and Wi-Fi.
3.	Technical manpower support	Lab Assistant -7 Lab. Technician -1 Total manpower support - 8
4.	Modern / new equipment added in laboratories	30-Components are added in AE lab
5.	Details of computing facilities and Improvement.	All the Labs are equipped with adequate facilities as needed.
6.	Department level library resources with Details.	Text books -110 Digital Library: Can access through LAN




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VI. Student information, Support and Progression

Sl. No	Parameter	Observations
1.	Add-on Courses	Add-on Courses: 3 Details on Add-on Courses are maintained in a file.
2.	Student prizes: Scholarships	1. Student Prizes – 8 2. Scholarship – 0 3. Department student clubs – 3
3.	Details of coaching provided for GATE/GRE/any other Competitive Exams.	Company Specific CRT Training is given to Students.
4.	Internships	Internships 4




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VII. Governance, Leadership and Management

Sl. No	Parameter	Observations
1.	Teaching and Non-Teaching staff attended for skill development programs	Teaching staff: 1 Non-teaching staff: 1 NPTEL online Certificate courses no of faulty certified: NIL
2.	MoUs with premier Institutions for knowledge exchange	1
3.	Quality policy & Quality objectives Committees & duties: Cells & duties:	IQAC monitoring the Quantitative and Qualitative measures.
4.	Maintenance factor -physical observation -Biometric -Attendance monitoring system	1. Attendance register (physical) is maintained for faculty in the department. It is countersigned by both HOD and Principal daily. 2. Student's attendance is monitored daily and absentee's information is sent to their parents through SMS. Monthly attendance percentage sent to their parents through letters by post. 3. Attendance registers of the students (physical) is maintained and countersigned by HOD regularly. 4. The Students having less than 75% attendance information is maintained and informed to the parents periodically. (Registers are maintained in Department office)
5.	Financial support/leaves for qualification/skill up- gradation:	Financial support is given as per the institution policy. File related to this is maintained in the Department
6.	Risk evaluation/safety measures:	Safety measures are disseminated . Fire Extinguishers are provided in all laboratories.




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1. Suggestions for improvement:


1. No Research Projects.
2. Publications are very Less.
3. Research rigor among faculty is to be focused.

Sign of Department Coordinator:


(E. Nagaraju)

Sign of Academic Auditors 1.


(Santhosh Kumar K)

2. 
J. Srilakshmi

3. 
(K. Anant Reddy)

Sign of HOD:



Dr. A. Narmada

Head of the Department
Electronics and Communication Engineering
Vignan's Institute of Management & Technology For Women
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