IARE
INSTITUTE OF AERONAUTICAL ENGINEERING

INTERNAL AUDIT & POLICIES

Driving Quality to Continuous Evaluation

Handbook

2026-27

INTRODUCTION

Internal Audit would help the Institute improve economy, efficiency, effectiveness, and transparency in its administration. It will also help maintain a comprehensive record-keeping system with adequate checks and balances to ensure a sound information system for executive decision-making. The types of internal audit are academic and administrative.

The academic audit process emphasises reflection and improvement rather than compliance with predetermined standards. The purpose of an academic audit is to encourage departments or programs to evaluate their "education quality processes" – the key faculty and program activities required to produce, assure, and regularly improve the quality of teaching and learning. Its emphasis on faculty members and departments/programs approaches educational decision-making and how they organise their work, use the resources available to them, and work collegially to provide a quality education in the best interests of the discipline and student learning.

The administrative audit is a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies and functions of the various administrative units. The internal academic and administrative audit is conducted jointly by the internal audit office and the Internal Quality Assurance Centre (IQAC) within the institute once in an academic year at department/units, and an external academic audit by the experts nominated by the principal to implement the defined objectives, as shown in the Figure. 1.

OBJECTIVES

The objectives of the Internal Audit and Policies Division are to strengthen academic and administrative excellence through systematic evaluation and continuous improvement. The division ensures accountability, identifies strengths and areas requiring improvement, enhances the quality of institutional processes, promotes research and innovation, and recommends effective reforms in governance, administration, and examination systems. By identifying operational bottlenecks and implementing best practices, the division supports transparency, efficiency, compliance, and the achievement of the institute's strategic goals.

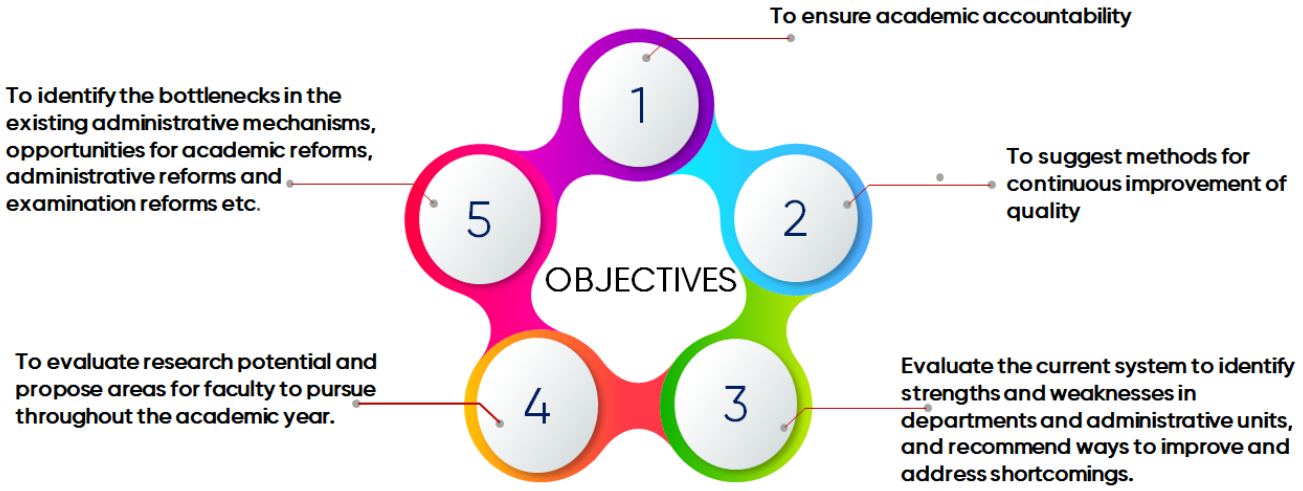

Figure 1. Objectives of internal audit

1. To Ensure Academic Accountability
Ensure that all academic activities are carried out responsibly and in accordance with institutional policies, quality standards, and regulatory requirements. This promotes transparency, consistency, and excellence in teaching, learning, and assessment.

2. To Suggest Methods for Continuous Improvement of Quality
Identify opportunities to enhance academic and administrative processes by recommending best practices,

innovative approaches, and quality enhancement measures that support institutional growth.

3. To Evaluate the Current System

Assess the effectiveness of departmental and administrative processes to identify strengths, address weaknesses, and recommend practical improvements that enhance efficiency and overall institutional performance.

4. To Evaluate Research Potential

Review research activities and identify emerging areas for faculty development, collaboration, innovation, and funded research to strengthen the institute's research culture throughout the academic year.

5. To Identify Bottlenecks in Existing Administrative Mechanisms

Examine administrative and academic procedures to identify operational challenges, process gaps, and opportunities for reforms in academic administration, examination systems, and institutional governance, ensuring smoother and more effective operations.

AUDIT CATEGORIES

The Audit is conducted on both faculty academic / research and administrative processes to encourage faculty, programs, and departments to evaluate their quality and standards against predefined benchmarks and to suggest activities to regularly improve the quality of the system, as shown in Figure 2.

Figure 2. Types of internal audit

FACULTY ACADEMIC AUDIT

The academic audit is conducted scientifically and systematically to review the quality of the academic process in the institute. It is related to quality assurance and the enhancement of academic activities at the institute level.

Faculty academic performance through Course Accomplishments Scoring Systems (CASS)

The faculty academic audit of academic activities is evaluated through a specially designed Faculty Academic Audit form, conducted once a semester.

Figure 3. Parameters of Course Accomplishments Scoring Systems

The Course Accomplishments Scoring System (CASS) is a structured evaluation framework implemented by the Institute of Aeronautical Engineering to assess faculty performance in teaching, professional development, student success, and institutional contributions, as shown in Figure 3. The evaluation is conducted once every six months for both odd and even semesters. The system measures faculty accomplishments through predefined parameters with specific weightages and scoring rubrics to ensure transparency, accountability, and continuous academic improvement.

- **Teaching Activities and Student Success**

  This component evaluates the effectiveness of faculty members in delivering academic content and ensuring student success. It includes teaching activities, student feedback, and semester-end examination performance. The division carries a 50% weight in the overall CASS evaluation, emphasising the importance of quality teaching and learning outcomes.
- **Details of Lectures, Tutorials, Practical's, and Teaching Activities**

  This parameter assesses the faculty member's commitment to classroom teaching through lectures, tutorials, laboratory sessions, and other instructional activities. Evaluation is based on the percentage of scheduled classes conducted. Faculty members with higher completion rates receive higher scores under the prescribed rubric, encouraging regular and effective academic engagement.
- **Student Course Feedback**

  Student feedback is collected during the semester and at the end of the course to evaluate teaching quality, content delivery, communication effectiveness, and overall student satisfaction. The average feedback percentage is used to calculate scores, promoting continuous improvement in teaching methodologies and classroom interaction.
- **Semester End Examination Results**

  This parameter measures student performance in semester-end examinations for courses handled by faculty members. Pass percentages are considered for evaluation, with higher student success rates earning higher rubric scores. This reflects the faculty member's effectiveness in achieving course outcomes and improving academic performance.
- **Conducted and Attended FDPs, Workshops, and Refresher Courses**

  This component evaluates faculty participation in professional development activities, including Faculty Development Programs (FDPs), workshops, orientation programs, refresher courses, research methodology programs, and technology training sessions. The parameter carries a weightage of 30% and recognises both participation and contribution toward academic skill enhancement and knowledge sharing.
- **Attended Professional Development Programs**

  Faculty members earn marks for attending workshops, refresher courses, orientation programs, research methodology sessions, and technology programs conducted by recognised organisations. This parameter encourages continuous learning, academic enrichment, and updating subject knowledge.
- **Conducted Professional Development Programs**

  This parameter recognises faculty members who organise or conduct FDPs, workshops, orientation programs, and training sessions. It highlights faculty leadership, knowledge dissemination, and contributions toward institutional and professional development activities.
- **Involvement in Disciplinary Activities**

  Faculty participation in disciplinary committees and student discipline-related activities is assessed under this parameter. It reflects the faculty member's role in maintaining institutional discipline, ethics, and academic standards.
- **Involvement in Administrative Activities**

  This section evaluates faculty involvement in administrative responsibilities, including departmental coordination, examination duties, accreditation work, committee memberships, and institutional management activities. It recognises contributions to the institution's smooth functioning.
- **Involvement in Institute-Level Activities**

  Faculty contributions to institute-level programs, academic events, technical activities, student development initiatives, and institutional committees are considered in this category. The parameter

encourages active participation in the institution's overall development.

- **Community Development and Social Responsibility**
  This parameter evaluates faculty involvement in community service, social awareness programs, outreach activities, environmental initiatives, NSS programs, and other socially responsible activities. It promotes social engagement and encourages faculty members to contribute to community welfare beyond their academic work.

FACULTY RESEARCH AUDT

The research and development audit concentrates on Academic and sponsored research. Academic research includes faculty publications in referred and indexed journals (SCI / SCIE / Scopus), funded schemes, sponsored research projects, publications, collaboration activities, intellectual property rights (IPR) and tech transfers are verified every quarter in an academic year through a prescribed form named the Performance Appraisal Scoring System (RASS), which is available on the institute's website.

The sponsored research audit checks the details of research projects and proposals (submitted / ongoing / completed) against the sanction letters and utilisation certificates for all funded projects and schemes. Revenue generated and utilisation records of consultancy activities are to be verified as shown in Figure 5.

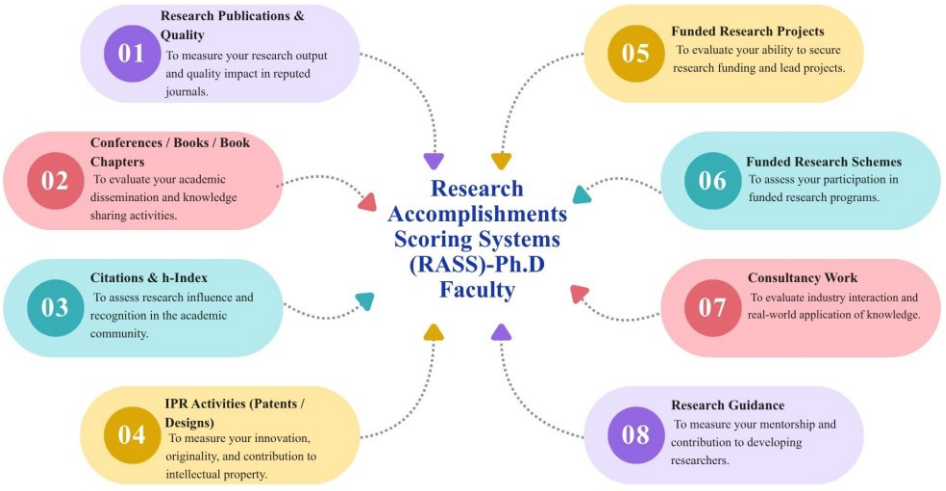

Figure 5. Parameters of Research Audit

The audit is conducted by the Institution's audit office on the following aspects.

The Institute of Aeronautical Engineering implements the Research Accomplishments Scoring System (RASS) to evaluate the research performance and scholarly contributions of PhD faculty members. The system assesses research publications, patents, funded projects, consultancy, citations, and research guidance through defined parameters and weightages.

- **Research Publications and Quality**

This parameter evaluates faculty research publications in reputed journals indexed in Scopus and Web of Science (WoS). Publications are assessed based on journal quality, indexing category, quartile ranking (Q1, Q2, Q3, Q4), and authorship position. Higher weightage is assigned to publications in top-quality journals and for corresponding or principal authorship. This parameter carries the highest weightage of 50% in the overall RASS evaluation.

- **Publications in Scopus and Web of Science Journals**

This section records research papers published in indexed journals. Evaluation is based on indexing category, journal quartile ranking, and contribution of the faculty member as single author, corresponding author, or co-author. Publications in higher-quartile journals receive higher scores, thereby encouraging quality research output.

- **Conferences, Books, and Book Chapter Publications**

This parameter evaluates faculty contributions through conference publications, authored books, and book chapters published by national and international publishers. Scores are awarded based on publication type and authorship contribution, promoting academic dissemination and scholarly writing.

- **National and International Conference Publications**

This section recognises faculty participation and the publication of research papers at national and international conferences. It encourages presentation of research findings, academic networking, and scholarly discussions in professional forums.

- **Books Authored and Published by National and International Publishers**

This parameter evaluates books authored by faculty members and published through recognised national or international publishers. It highlights scholarly contribution, subject expertise, and academic content development.

- **Publication of Chapters in Edited Books**

This section records publication of book chapters or articles in edited books published by recognised publishers. It promotes contributions to collaborative academic publications and specialised research areas.

- **Citation Index Count and h-Index**

This parameter evaluates research impact using citation count and h-index obtained from sources such as Scopus and Google Scholar. Higher citation counts and h-index values indicate greater research influence, visibility, and scholarly contribution.

- **Citation Count**

This section measures the total number of citations received for faculty publications. The evaluation categorises citation ranges and awards marks accordingly, recognising research visibility and academic impact.

- **h-Index**

The h-index reflects both the productivity and citation impact of faculty publications. Higher h-index values demonstrate consistent research quality and significant scholarly influence in the academic community.

- **IPR Activities (Patents / Industrial Designs)**

This parameter evaluates Intellectual Property Rights (IPR) activities, including patents and industrial designs. Marks are awarded for filed, published, and granted patents under both institutional ownership and faculty ownership categories. It promotes innovation, product development, and technology transfer activities.

- **Institutional Ownership Patents / Industrial Designs**

This section records patents or industrial designs filed, published, or granted under institutional ownership. Higher marks are awarded for granted patents, encouraging institutional innovation and collaborative research.

- **Faculty Ownership Patents / Industrial Designs**

This parameter evaluates patents or industrial designs owned individually by faculty members. The scoring system recognises faculty innovation, originality, and entrepreneurial research contributions.

- **Proposals Submitted for Funded Research Projects and Approved**

This section evaluates funded research project proposals submitted and approved by various funding agencies. Marks are awarded based on the faculty member's role as single investigator, principal investigator, or co-investigator. It encourages externally funded research activities and project execution.

- **Consultancy Work Undertaken**

This section evaluates consultancy projects undertaken by faculty members for industry, organisations, or external agencies. Scores are based on the amount of grant or consultancy revenue generated, encouraging industry interaction and practical application of expertise.

- **Research Guidance**

This parameter assesses faculty involvement in guiding research scholars on ongoing and completed research projects. Marks are awarded for serving as a supervisor or co-supervisor for research scholars,

promoting mentorship and research development.

- **Research publication titles in referred and indexed journals (SCI/SCIE/Scopus)**

This parameter evaluates research output by assessing publications in recognised, high-impact, peer-reviewed, and indexed journals, specifically those in SCI, SCIE, and Scopus databases. Faculty members can submit research publication titles for appraisal in April, August, and December. This rubric incentivises faculty research excellence by encouraging high-quality, impactful publications that advance academic and scientific research in their fields.

- **Research publication titles in Scopus-indexed International Conferences**

This scoring rubric evaluates the quality and impact of research publications presented by faculty in Scopus-indexed international conferences. Faculty members are assessed on the relevance, innovation, and recognition of their research publications within their academic field.Evidence of citations, awards, or conference recognition should be provided where applicable to support scoring. Faculty may present supporting documentation during their appraisal review.

- **Chapters in books published by National and International Level publishers, with ISBN/ISSN number**

This scoring rubric evaluates faculty contributions in the form of book chapters published by recognised national or international publishers. Chapters are assessed based on the quality of the publication, relevance to the academic field, and alignment with institutional goals. All eligible publications must have a valid ISBN/ISSN.

- **Text/Reference books published by International Publishers, with ISBN/ISSN number**

Criteria: The book must include a valid ISBN (for books) or ISSN (for serial publications), ensuring its traceability in international databases.

• Citation Index Count (Source: Scopus / Google Scholar)

Rubric for Scoring (Max: 5 Points)

The objective of Citation Index Count is to assess the scholarly impact and productivity of an author or publication based on citation metrics and h-index sourced from Scopus or Google Scholar.
Citation index count refers to the total number of times an author's work or a publication has been cited in academic literature. High citation counts generally indicate that the work has influenced subsequent research and is well-regarded in its field.

• h – Index (Source: Scopus /Google Scholar)

The h-index measures both the productivity and citation impact of an author's publications. An author with an h-index of "h" has "h" publications that have each been cited at least "h" times. A higher h-index reflects a sustained impact in the author's field.
This rubric provides a comprehensive evaluation of an author's impact using citation index counts and h-index metrics, ensuring a well-rounded assessment of their scholarly influence.

• IPR Activities (Patents / Industrial Designs under institutional ownership only) Source: IPO / WPO

This provides a comprehensive evaluation of IPR activities, ensuring that patents and industrial designs are original, commercially viable, strategically aligned with institutional goals, and legally enforceable.

• Submitted any proposal/s for Funded Research Project

Here's a rubric for evaluating proposals for funded research projects, focusing on quality, relevance, feasibility, and strategic alignment.

• Submitted proposal/s for Funded Research Scheme

Here's a rubric to evaluate proposals submitted for funded research schemes. This rubric, with a maximum score of 5 points, assesses the proposal's quality, strategic alignment, feasibility, and potential to secure funding.

• Innovation in Product development - Proposal/submitted to MSME / ASPIRE / HIBI / DSIR / Others

Here's a rubric for evaluating innovation proposals submitted for product development funding through schemes like MSME, ASPIRE, HIBI, DSIR, or other relevant programs. The rubric focuses on assessing the

innovation’s originality, impact, feasibility, market potential, and alignment with the funding program's goals.

• Consultancy Work undertaken

Here’s a rubric for evaluating consultancy work undertaken, with a maximum score of 10 points. This rubric assesses the relevance, impact, client satisfaction, alignment with institutional expertise, and financial contribution of the consultancy work.

ADMINISTRATIVE AUDIT

Administrative audit is a process of evaluating the efficiency and effectiveness of the administrative procedures. It includes the assessment of policies, strategies, and functions of the various administrative units, as shown in Figure 6.

- Self-evaluation reports of the departments (HOD diary) are collected and evaluated monthly.
- Activity reports of the various dean's offices (Dean’s Initiatives) are collected and evaluated monthly.
- Departmental audit through Academic and Administrative audit (AAA) in an academic year.

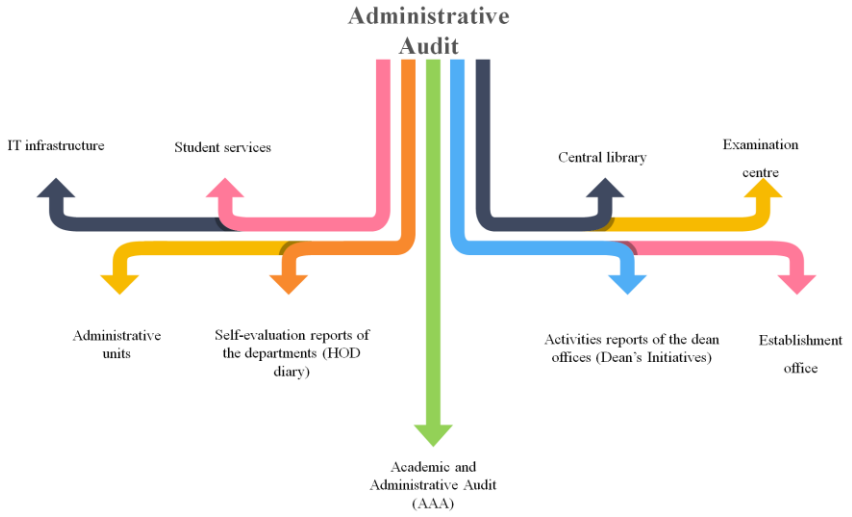

Figure 6. Parameters of Administrative Audit

Self-evaluation reports of the departments (HOD diary) are collected and evaluated monthly

The vision, Mission, and action plans of the departments are assessed as a very important facet of the audit system, and they are worked upon to formulate a larger action plan. The process of Administrative Auditing intends to monitor and enhance the quality of department activities, as shown in Figure 7., through the prescribed document, which is available on the Institute website, as the Head’s self-evaluation report form.

Self-evaluation reports of the departments (HOD diary)

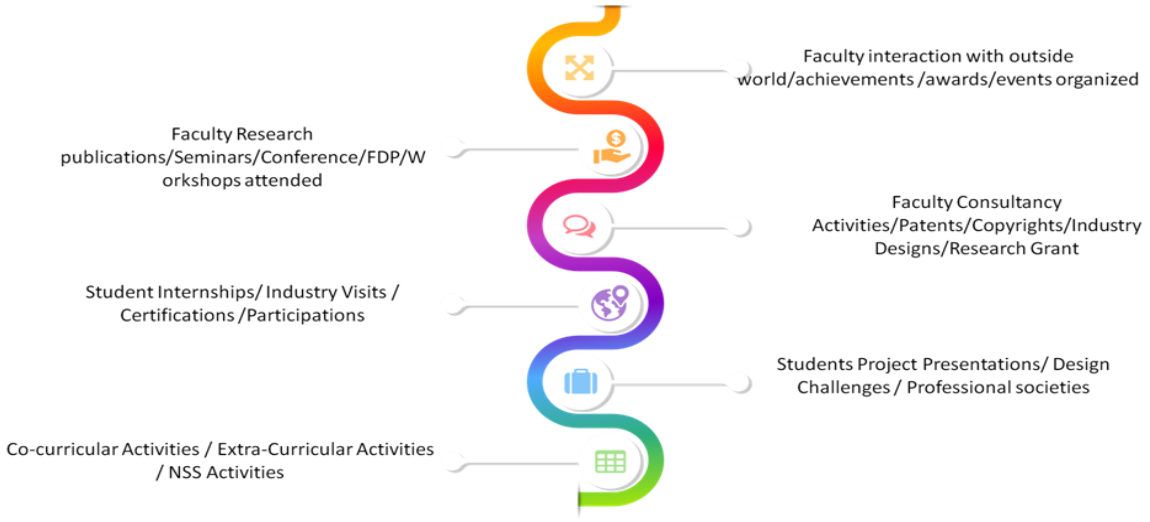

Figure 7. Parameters of the Hod self-evaluation document

The audit is conducted by audit office of the Institution monthly on the following aspects

- **Faculty interaction with the outside world/achievements /awards/events organized**

Here's a rubric for evaluating interactions with the outside world through invited talks, achievement awards, events organised, and keynote addresses.

- **Faculty Research publications/Seminars/Conference/FDP/Workshops attended**

Here's a comprehensive rubric for evaluating various faculty research and professional development activities, consultancy work, intellectual property contributions, research grants, equipment usage, and educational initiatives for slow and advanced learners. Each category is scored based on the quality, impact, and relevance of the work, with a maximum score indicated for each section.

- **Faculty Consultancy Activities/Patents/Copyrights/Industry Designs/Research Grant**

These rubrics provide a detailed framework for scoring faculty accomplishments across research, consultancy, intellectual property, professional development, and educational support activities.

- **Student Internships/ Industry Visits / Certifications /Participations**

Here's a detailed rubric for evaluating student internships, industry visits, certifications, and participation in various activities.

- **Students' Project Presentations/ Design Challenges / Professional societies**

Here's a detailed rubric for evaluating student participation in various activities along with project presentations and extracurricular involvement. Each section includes criteria for scoring, allowing for a comprehensive assessment of student engagement and achievement.

- **Co-curricular Activities / Extra-Curricular Activities / NSS Activities**

Here's a detailed description and rubric for assessing **Co-curricular Activities, Extra-Curricular Activities, and National Service Scheme (NSS) Activities**. This framework will help evaluate the involvement, impact, and outcomes of student participation in these areas.

The scoring for each category can be summed to provide a comprehensive evaluation of a student's participation and contribution to co-curricular, extra-curricular, and NSS activities. This structured approach helps in recognizing the holistic development of students through various engagement opportunities.

- **Academic and Administrative audit (AAA) in an academic year**

The internal academic and administrative audit is conducted jointly by internal audit office and Internal Quality Assurance Centre (IQAC) within the institute once in an academic year at department / units and external academic audit by the experts nominated by the principal. The audit office prepares, maintain and submit academic audit reports in prescribed formats.

The audit is conducted by a committee constituted by the Principal of the Institution on the following aspects as shown in Figure 8.

Figure 8. Evaluation parameters for Academic and Administrative Audit

Quality Performance Indicators of Deans collected and evaluated monthly on the following aspects as shown in Figure 9.

Quality Performance Indicators of Deans

The performance of Deans is evaluated through a comprehensive quality assessment framework that focuses on four major contexts of institutional functioning. These indicators help assess leadership effectiveness, academic excellence, research promotion, and student development. The evaluation ensures continuous quality improvement and alignment with the institution's vision and mission.

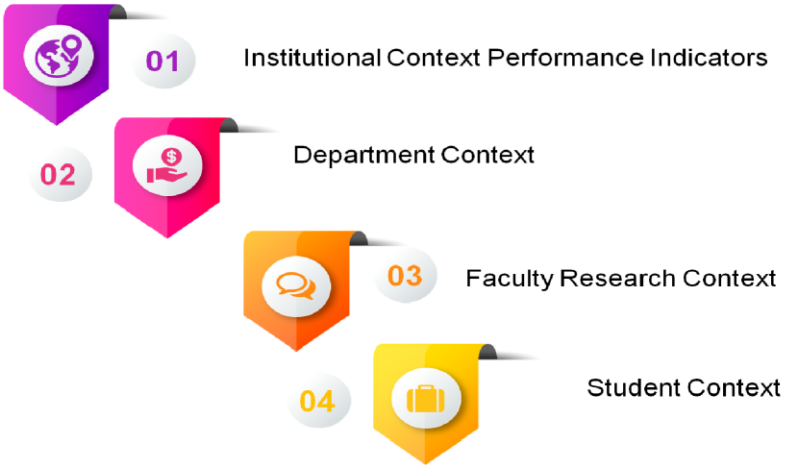

Figure 9. Units of Institutional Context

1. Institutional Context Performance Indicators

The Institutional Context Performance Indicators evaluate the Dean's contribution toward achieving institutional goals and maintaining academic and administrative excellence. These indicators focus on:

Figure 10. Units of Institutional Context

1. Teaching Effectiveness, Testing, Certification & External Affairs
This parameter evaluates the Dean's effectiveness in enhancing teaching-learning processes, ensuring quality assessment practices, promoting certification programs, and strengthening external collaborations. It focuses on academic quality, curriculum delivery, outcome attainment, industry interactions, and partnerships with external organizations.

2. Brand Building, Clubs & Volunteers
This parameter assesses initiatives undertaken to enhance the institution's reputation and visibility through branding activities, student clubs, professional societies, outreach programs, and volunteer engagement. It reflects efforts toward student participation, leadership development, community service, and institutional recognition.

3. IT & Infrastructure Management Services
This parameter measures the planning, development, utilization, and maintenance of institutional infrastructure and information technology resources. It includes laboratory facilities, smart classrooms, campus digitalization, software platforms, network services, and effective resource management to support academic and administrative functions.

4. Information Communication Technology (ICT)
This parameter evaluates the adoption and integration of ICT tools in teaching, learning, assessment, administration, and communication. It focuses on digital learning platforms, online assessment systems, e-content development, virtual laboratories, data management systems, and technology-enabled educational practices.

5. Human Resource
This parameter assesses the effective management and development of faculty and staff. It includes recruitment, induction, performance evaluation, professional development, training programs, welfare measures, motivation, succession planning, and initiatives aimed at enhancing employee productivity and organizational effectiveness.

The assessment measures the Dean's effectiveness in contributing to the institution's overall growth and sustainability.

2. Department Context

The Department Context indicators assess the Dean's role in strengthening academic departments and supporting departmental activities. The evaluation includes:

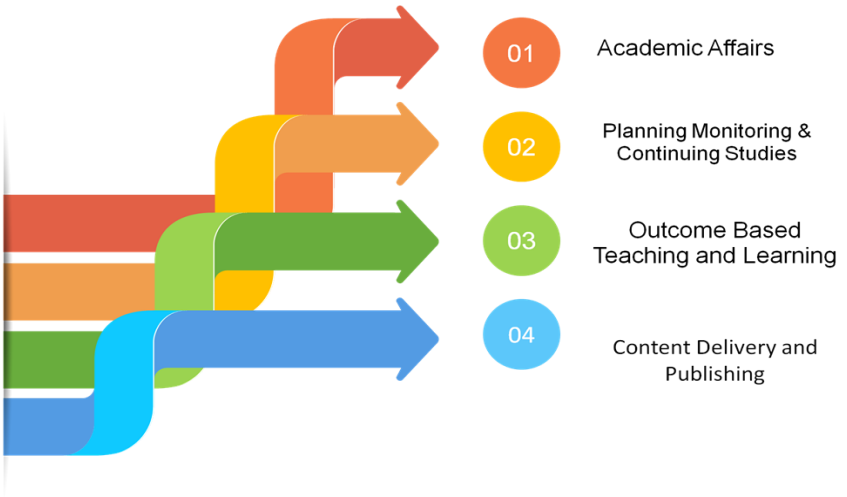

Figure11. Units of Department Context

1. Academic Affairs

This parameter evaluates the planning, coordination, and monitoring of academic activities to ensure effective curriculum implementation and academic excellence. It focuses on maintaining academic standards, regulatory compliance, faculty engagement, and continuous improvement in educational processes.

2. Planning, Monitoring & Continuous Studies

This parameter assesses the effectiveness of academic planning, systematic monitoring of institutional activities, and initiatives undertaken for continuous improvement. It emphasizes goal setting, performance tracking, action plan implementation, and data-driven decision-making to enhance academic and administrative outcomes.

3. Outcome-Based Teaching and Learning

This parameter evaluates the implementation of Outcome-Based Education (OBE) principles in teaching and learning processes. It focuses on course outcomes, program outcomes, assessment strategies, attainment analysis, student-centric learning practices, and continuous enhancement of learning effectiveness.

4. Content Delivery and Publishing

This parameter assesses the quality and effectiveness of content development, delivery, and dissemination. It includes preparation of course materials, digital content creation, e-learning resources, publication of academic information, knowledge sharing practices, and the use of innovative methods to support student learning and institutional visibility.

These indicators ensure that departments function efficiently and contribute to institutional objectives.

3. Faculty Research Context

The Faculty Research Context focuses on promoting a strong research culture within the institution. The Dean's performance is evaluated based on:

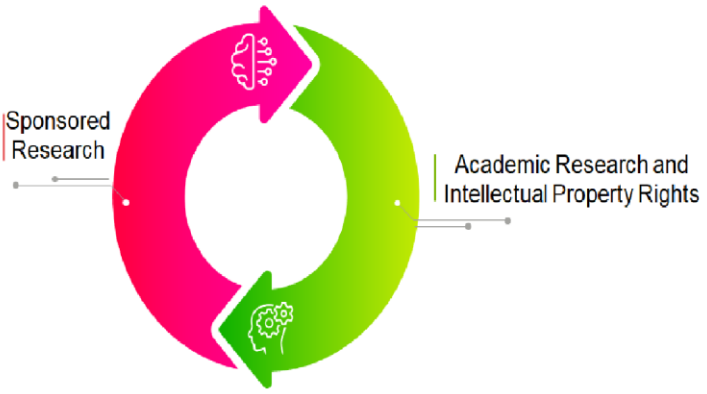

Figure 12. Units of Faculty Research Context

1. Sponsored Research

This parameter evaluates the institution's ability to secure and execute externally funded research projects from government agencies, industries, and funding organizations. It focuses on research grant acquisition, project implementation, interdisciplinary collaborations, utilization of research funds, and the contribution of sponsored projects to institutional growth and societal development.

2. Academic Research and Intellectual Property Rights (IPR)

This parameter assesses the quality and impact of academic research conducted by faculty and researchers. It includes research publications, citations, patents, copyrights, trademarks, technology transfer, innovation outcomes, and the promotion of intellectual property creation and protection. The division reflects the institution's commitment to knowledge generation, innovation, and research excellence.

4. Student Context

The Student Context indicators assess the Dean's contribution toward student success and holistic development. The evaluation includes:

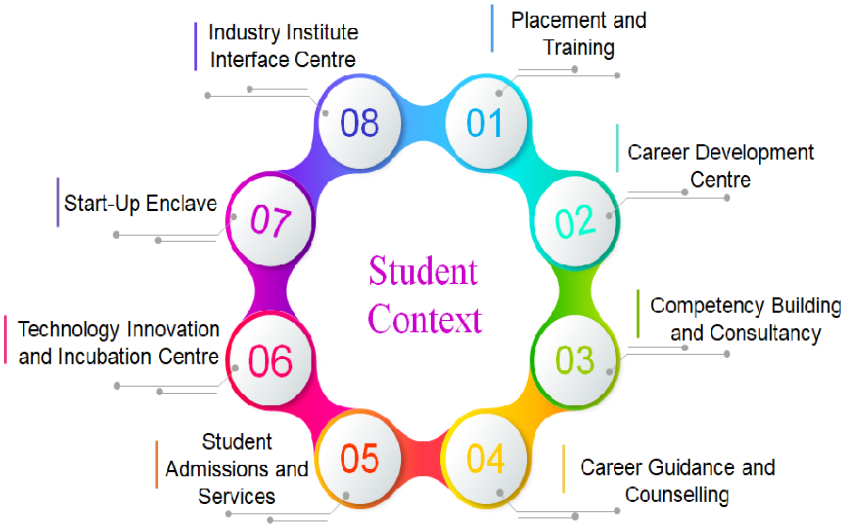

Figure 13. Units of Student Context

1. Placement and Training Division

The Placement and Training Division focuses on enhancing student employability through campus recruitment activities, industry-oriented training programs, internships, skill development initiatives, and career readiness programs. The division works to prepare students for successful professional careers and improve placement outcomes.

2. Career Development Centre Division

The Career Development Centre Division supports students in career planning and professional growth through career awareness programs, higher education guidance, competitive examination preparation, career mapping, and other initiatives that enable informed career decisions.

3. Competency Building and Consultancy Division

The Competency Building and Consultancy Division is dedicated to developing students' technical, professional, and interpersonal competencies through specialized training programs, workshops, certifications, and consultancy-based learning experiences. The division emphasizes industry-relevant skills and emerging technologies.

4. Career Guidance and Counselling Division

The Career Guidance and Counselling Division provides academic, professional, and personal support to students through mentoring, counselling services, career guidance sessions, and well-being initiatives. The division aims to promote holistic student development and success.

5. Student Admissions and Services Division

The Student Admissions and Services Division oversees student admission processes and delivers essential support services throughout the student lifecycle. The division manages admissions, student records, grievance redressal, scholarship facilitation, and various student welfare services.

6. Technology Innovation and Incubation Centre Division

The Technology Innovation and Incubation Centre Division promotes innovation, entrepreneurship, and technology-driven solutions by supporting incubation activities, innovation projects, prototype development, startup mentoring, intellectual property generation, and industry collaborations.

7. Start-Up Enclave Division

The Start-Up Enclave Division fosters an entrepreneurial ecosystem within the institution by encouraging startup culture, business idea development, entrepreneurship training, mentorship, funding support, networking opportunities, and the establishment of successful startup ventures.

8. Industry Institute Interface Centre Division

The Industry Institute Interface Centre Division strengthens collaboration between academia and industry through partnerships, internships, industrial visits, expert lectures, collaborative projects, consultancy activities, curriculum enrichment, and initiatives that bridge the gap between academic learning and industry expectations.

The external audit is also conducted by qualified experts. This audit is conducted every year. The auditors' observations /recommendations have been implemented.

Figure 14. Audit Progress Overview

Appendix I: Performance Evaluation Form

INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Course Accomplishments Scoring System (CASS)

Evaluation Period – Once in 6 months (Odd/Even Semesters)

Name of the Faculty	
Faculty ID	
Designation	
Department	
Experience after Ph.D	
Academicyear	

General Instructions:

- If space provided in the columns is inadequate, *use separate sheets and mark it as annexure*
- **Filled in form**along with all supporting documents is to be submitted to the Dean of internal audit and policies

S. No	Parameters	Marks	Weightage
1	Teaching activities and Student Success	100	0.50
2	Conducted and Attended FDP/Workshops/Refresher Courses	100	0.30
3	Involvement in disciplinary and administrative activities	100	0.20

S.No	Parameters		Marks
1	**Teaching activities and Student Success**	**Audit Weight: 0.50**	**100**
	A. Details of lectures, tutorials, practical and other teaching related activities: 30 marks B. Student course feedback: 40 marks C. Semester end examination results: 30 marks		
2	**Conducted and Attended FDP/Workshops/ Refresher Courses**	**Audit Weight: 0.30**	**100**
	A. Conducted: Details of refresher / orientation course / research methodology / workshop / technology programs / faculty development programs: 50 marks B. Attended: Details of refresher / orientation course / research methodology /workshop / technology programs / faculty development programs: 50 marks		
3	**Involvement in disciplinary and administrative activities**	**Audit Weight: 0.20**	**100**
	A. Involvement in disciplinary activities: 20 marks B. Involvement in administrative activities: 30 marks C. Involvement in institute level activities: 20 marks D. Involvement in community development and social responsibility: 30 marks		

1. Teaching activities and Student Success

A. Details of lectures, tutorials, practical and other teaching related activities: Max. 30 marks Score Calculation:

Marks	0	3	6	10
Criteria	Below75%	75%-85%	86%-95%	Above95%

S.No	Year /Semester	Course name	Program	Lectures/ Tutorials/Practical		% ofassignedclassestaugh t
				No.ofclasses scheduled	No.ofclasses conducted	

B. Student course feedback: Max. 40 marks Score Calculation:

Marks	0	3	6	10
Criteria	Below70%	70%-75%	75%-85%	Above85%

S.No	Year /Semester	Course Name	Program	Feedback(%)		Average(%)
				Early semester (Content delivery)	Course end survey	

C. Semester end examination results: Max. 30 marks Score Calculation:

Marks	0	3	6	10
Criteria	Below70%	70%-80%	80%-90%	Above90%

S.No	Year /Semester	Coursecode	CourseName	Level (UG/PG)	Teaching Mode	Pass(%)

2. A) Attended - Details of refresher / orientation course / research methodology / workshop / technology programs / faculty development programs

- Perevent10Marks **(Max. marks50)**

S.No	Details	Place	Period		Sponsoring /Organizingagency
			From	To	

B) Conducted - Details of refresher / orientation course / research methodology / workshop / technology programs / faculty development programs

- Perevent10Marks**(Max. marks 50)**

S.No	Details	Place	Period		Sponsoring /Organizingagency
			From	To	

3. Involvement in disciplinary, administrative, institute level, community development and social responsibility activities

A. Involvement in disciplinary activities

- Peractivity2Marks **(Max. marks20)**

S.No	Name of the Activity	Designation	Institution/ Department	Period	
				From	To

B. Involvement in administrative activities

- Peractivity2Marks **(Max. marks 30)**

S.No	Name of the Activity	Designation	Institution/ Department	Period	
				From	To

C. Involvement in institute level activities

- Peractivity2Marks **(Max. marks20)**

S.No	Name of the Activity	Designation	Institution/ Department	Period	
				From	To

D. Involvement in community development and social responsibility

- Peractivity2Marks **(Max. marks30)**

S.No	Name of the Activity	Designation	Institution/Agency	Period	
				From	To

ADDITIONAL INFORMATION

(Activities	Actions		Remarks
Student Attendance Record (Hardcopy/ Online)	**Available**	**Not available**	
Class Work Adjustments (Nos)	**Given**	**Taken**	
No. of Extra Classes held; if any	**Scheduled**	**Delivered**	
Minor Projects / Case studies Allotted to Students	**Allotted**	**Executed**	
List of Students Who Are Currently Undertaking Massive Online Open Learning Courses (Moocs)	**Available**	**Not available**	
List of Virtual Labs Being Recommended/ Conducted	**Available**	**Not available**	
List of Students Who Are Currently Enrolled/Using Virtual Lab(s)	**Available**	**Not available**	

Signature of the faculty

HOD Details	
Name of the HOD	
Signature of the HOD	
Remarks / Recommendations, if any:	
Auditor Details	
Name of the Auditor-1	
Signature with date	
Remarks / Recommendations, if any:	
Name of the Auditor-2	
Signature with date	
Remarks / Recommendations, if any:	

Observations (In respect of the weightage of activities claimed)

Recommendation / Remedial Measures Suggested

Dean of Internal Audit and Policies

Principal

Appendix II: RASS Form for Ph. D Faculty

INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Research Accomplishments Scoring System (RASS) -Ph.D Faculty

April (Quad-1) / August (Quad-2) / December (Quad-3)

Calendar Year	
Name of the Faculty	
Faculty ID	
Designation	
Department	
Experience after Ph.D	
WoS Researcher ID	
Scopus ID	
Google Scholar ID	
ORCID ID	
IRINSVidwan-ID	

General Instructions:

- If space provided in the columns is inadequate, *use separate sheet and mark it as annexure*
- **Filled in form** along with all supporting documents is to be submitted to Dean of internal audit and policies

S. No	Parameters	Marks	Weightage
1	Research publications and quality	100	0.50
2	Conferences,books and book chapter publications	100	0.05
3	Citations and h-Index	100	0.05
4	IPR Activities(Patents / Industrial Designs)	100	0.10
5	Proposals submitted for funded projects and approved	100	0.10
6	Proposals submitted for funded schemes and approved	100	0.05
7	Consultancy work undertaken	100	0.10
8	Research Guidance	100	0.05

1. Research publications in Journals (Q1/Q2/Q3/Q4, Scopus and Web of Science):50

Marks Score calculation:

Scopus Indexed

Marks	5	3	5	2
Criteria	a	b	c	d

Web of Science Indexed

Marks	3	1.5	3	1
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q1)

Marks	15	7.5	15	3
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q2)

Marks	12	6	12	3
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q3)

Marks	10	5	10	2.5
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q4)

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

S.No	Parameter	Self-assessed score	Obtained score
1	Name of the Journal		
	Title of the paper		
	Type of Indexing		
	Quality of journal		
	a. Single Author b. Two Authors c. First/Principal/Corresponding Author (More than 2 Authors) d. Join Author (More than 2 Authors)		

2. Conferences, books and book chapter publications:

5Marks Score calculation:

National and International Conferences

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

Books Authored and published by National and International Publishers

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

Publication of Chapter in Edited Books (Article in Edited Books)

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

S.No	Parameter	Self-assessed score	Obtained score
1	Name of the Book title / Book Chapter		
	Editor of Book by National / International Publishers		
	ISBN/ISSN number		

	Books Authored published by National and International Publishers a. Single Author b. Two Authors c. First/Principal/Corresponding Author (More than 2 Authors) d. Join Author (More than 2 Authors) Publication of Chapter in Edited Books (Article in Edited Books) a. Single Author b. Two Authors		
	c. First/Principal/Corresponding Author (More than 2 Authors) d. Join Author (More than 2 Authors)		

3. Citation Index Count and h-Index (Source: Scopus / Google Scholar):5Marks Score calculation:

Citation Index Count

Marks	0.5	1	2	2.5
Criteria	a	b	c	d

h-Index

Marks	0.5	1	2	2.5
Criteria	a	b	c	d

S. No	Parameter	Self-assessed score	Obtained score
1	Name of the source		
	Citation Count a. 0-50 b. 51-100 c. 101-150 d. >150 h-index a. 0-5 b. 6-10 c. 11-15 d. >15		

4. IPR Activities (Patents / Industrial Designs):10

Marks Score calculation:

Institutional ownership Patents / Industrial Designs

Marks	2	3	6
Criteria	a	b	c

Faculty ownership Patents / Industrial Designs

Marks	1	1	4
Criteria	a	b	c

S.No	Parameter	Self-assessed score	Obtained score
1	Title of the patent / Industrial Design		

	Institutional ownership a. Filed b. Published c. Grante d Faculty ownership a. Filed b. Published c. Granted		

5. Proposals submitted for funded research projects and approved:10 Marks Score calculation:

Funded Research projects

Marks	10	5	5
Criteria	a	b	c

S.No	Parameter	Self-assessed score	Obtained score
1	Details of the proposal		
	Funded Research Project a. Single Investigator b. Principal Investigator in Joint Project c. Co-investigator in JointProject		

6. Proposals submitted for funded research schemes and approved:5Marks Score calculation:

Funded Research schemes

Marks	10	5	5
Criteria	a	b	c

S. No	Parameter	Self-assessed score	Obtained score
1	Details of the proposal		
	Funded Research Schemes a. Single Investigator b. Principal Investigator in Joint Project c. Co-investigator in JointProject		

7. Consultancy work undertaken: 10 Marks Score calculation:

Marks	5	8	10
Criteria	a	b	c

S.No	Parameter	Self-assessed score	Obtained score
1	Details of the consultancy work		
	Grant/Amount Mobilized(Rs. Lakhs) a. Up to 0.20Lakh b. 0.21-0.5Lakh c. 0.51-1Lakh		

8. Research Guidance: 5

Marks Score calculation:

Marks	5	8	10
Criteria	a	b	c

S.No	Parameter	Self-assessed score	Obtained score
1	Details of the research guidance (Ongoing)		
	a. Supervisor b. Co-Supervisor(s)		
	Details of the research guidance (Awarded)		
	a. Supervisor b. Co-Supervisor		

HOD Details:	
Name of the HOD	
Signature of the HOD	
Remarks / Recommendations, if any:	
Auditor Details	
Name of the Auditor-1	
Signature with date	
Remarks / Recommendations, if any:	
Name of the Auditor-2	
Signature with date	
Remarks / Recommendations, if any:	

Observations (In respect of the weightage of activities claimed**)**

Recommendation / Remedial Measures Suggested

Dean of Internal Audit and Policies **Principal**

Appendix III: RASS Form for Non-Ph. D Faculty

INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Research Accomplishments Scoring System (RASS) -Non-Ph.D Faculty

April (Quad-1) / August (Quad-2) / December (Quad-3)

Calendar Year	
Name of the Faculty	
Faculty ID	
Designation	
Department	
Scopus ID	
Google Scholar ID	
ORCID ID	
IRINSVidwan-ID	

General Instructions:

- If space provided in the columns is inadequate, *use separate sheet and mark it as annexure*
- **Filled in form** along with all supporting documents is to be submitted to Dean of internal audit and policies

S.No	Parameters	Marks	Weightage
1	Research publications and quality	100	0.70
2	Conferences, Books and book chapters publications	100	0.05
3	Citations and h-Index	100	0.05
4	IPR Activities(Patents / Industrial Designs)	100	0.10
5	Proposals submitted for funded schemes and approved	100	0.05
6	Consultancy work undertaken	100	0.05

1. Research publication in Journals (Q1/Q2/Q3/Q4, Scopus and Web of Science):70

Marks Score calculation:

Scopus Indexed

Marks	10	5	10	3
Criteria	a	b	c	d

Web of Science Indexed

Marks	5	2.5	5	2
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q1)

Marks	15	7.5	15	3
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q2)

Marks	10	5	10	2.5
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q3)

Marks	10	5	10	2.5
Criteria	a	b	c	d

Best quality journals or those ranked in the top quartile (Q4)

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

S. No	Parameter	Self-assessed score	Obtained score
1	Name of the Journal		
	Title of the Paper		
	Type of Indexing		
	Quality of the Journal		
	a. Single Author b. Two Authors c. First/Principal/Corresponding Author (More than 2 Authors) d. Join Author (More than 2 Authors)		

2. Conferences, books and book chapter publications:

5Marks Score calculation:

National and International Conferences

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

Books Authored and published by National and International Publishers

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

Publication of Chapter in Edited Books (Article in Edited Books)

Marks	5	2.5	5	1.5
Criteria	a	b	c	d

S.No	Parameter	Self-assessed score	Obtained score
1	Name of the Book title / Book Chapter		
	Editor of Book by National / International Publishers		
	ISBN/ISSN number		

	Books Authored published by National and International Publishers a. Single Author b. Two Authors c. First/Principal/Corresponding Author (More than 2 Authors) d. Join Author (More than 2 Authors) Publication of Chapter in Edited Books (Article in Edited Books) a. Single Author b. Two Authors c. First/Principal/Corresponding Author (More than 2 Authors) d. Join Author (More than 2 Authors)		

3. Citation Index Count and h-Index (Source: Scopus / Google Scholar):5Marks Score calculation:

Citation Index Count

Marks	0.5	1	2	2.5
Criteria	a	b	c	d

h-Index

Marks	0.5	1	2	2.5
Criteria	a	b	c	d

S. No	Parameter	Self-assessed score	Obtained score
1	Name of the source		
	Citation Count a. 0-50 b. 51-100 c. 101-150 d. >150 h-index a. 0-5 b. 6-10 c. 11-15 d. >15		

4. IPR Activities (Patents / Industrial Designs):10

Marks Score calculation:

Institutional ownership Patents / Industrial Designs

Marks	2	3	6
Criteria	a	b	c

Faculty ownership Patents / Industrial Designs

Marks	1	1	4
Criteria	a	b	c

S.No	Parameter	Self-assessed score	Obtained score
1	Title of the patent / Industrial Design		
	Institutional ownership a. Filled b. Published c. Grante d Faculty ownership a. Filled b. Published c. Granted		

5. Proposals submitted for funded research schemes and approved:5Marks Score calculation:

Funded Research schemes

Marks	5	5	2.5
Criteria	a	b	c

S. No	Parameter	Self-assessed score	Obtained score
1	Details of the proposal		
	Funded Research Schemes a. Single Investigator b. Principal Investigator in Joint Project c. Co-investigator in JointProject		

6. Consultancy work undertaken: 5 Marks Score calculation:

Marks	2	3	5
Criteria	a	b	c

S.No	Parameter	Self-assessed score	Obtained score
1	Details of the consultancy work		
	Grant/Amount Mobilized(Rs. Lakhs) a. Up to 0.20Lakh b. 0.21-0.5Lakh c. 0.51-1Lakh		

Date: Signature of the Faculty

HOD Details:	
Name of the HOD	
Signature of the HOD	
Remarks / Recommendations, if any:	

Auditor Details	
Name of the Auditor-1	
Signature with date	
Remarks / Recommendations, if any:	
Name of the Auditor-2	
Signature with date	
Remarks / Recommendations, if any:	

Observations (In respect of the weightage of activities claimed**)**

Recommendation / Remedial Measures Suggested

Dean of Internal Audit and Policies **Principal**

Appendix I: Performance Evaluation Form

Course_Accomplishments_and_Student_Su

Appendix II: RASS form for Ph. D faculty

Research_Accomplishments_and_Scoring_S

Appendix III: RASS form for Non-Ph. D faculty

Research_Accomplishments_and_Scoring_S

Appendix IV: Hod's Self Evaluation Report

Hod_Self_Evaluation_Report.pdf

Appendix V: Academic and Administrative Audit Form (AAA)

AAA.pdf

Appendix VI: Dean-TEET Performance Indicators

Dean_TEET_Performance_Indicators.pdf

Appendix VII: Dean-BBC Performance Indicators

Dean_BBC_Performance_Indicators.pdf

Appendix VIII: Dean-ITIMS Performance Indicators

Dean_ITIMS_Performance_Indicators.pdf

Appendix 1X: Dean-ICT Performance Indicators

Dean_ICT_Performance_Indicators.pdf

Appendix X: Dean-HR Performance Indicators

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e_Indicators.pdf

Appendix XI: Dean-Academic affairs Performance Indicators

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rs_Performance_Indica

Appendix XII: Dean-PMCS Performance Indicators

Dean_PMCS_Perform
ance_Indicators.pdf

Appendix XIII: Dean-OBTL Performance Indicators

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nce_Indicators.pdf

Appendix XIV: Dean-CDP Performance Indicators

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ce_Indicators.pdf

Appendix XV: Dean-Academic Research Performance Indicators

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arch_Performance_Ind

Appendix XVI: Dean-Sponsored Research Performance Indicators

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earch_Performance_In

Appendix XVII: Placement Officer Performance Indicators

Placement_Officer_Pe
rformance_Indicators.

Appendix XVIII: Dean-CDC Performance Indicators

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ce_Indicators.pdf

Appendix XIX: Dean-CBC Performance Indicators

Dean_CBC_Performan
ce_Indicators.pdf

Appendix XX: Dean-CCG Performance Indicators

Dean_CCG_Performance_Indicators.pdf

Appendix XXI: Dean-SAS Performance Indicators

Dean_Student_Admissions_and_Services_Per

Appendix XXII: Dean-TIIC Performance Indicators

Dean_TIIC_Performance_Indicators.pdf

Appendix XXIII: Dean-STSP Performance Indicators

Dean_Startup Enclave_Performance_

Appendix XXIV: Dean-IIIC Performance Indicators

Dean_IIIC_Performance_Indicators.pdf

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