INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad – 500 043

ACADEMIC AND ADMINISTRATIVE AUDIT PROCESS MANUAL

Updated -December 2021

1. INTRODUCTION

Internal Audit would help the Institute in improving economy, efficiency, effectiveness and transparency in institute's administration in general and financial administration in particular. It will also help in maintaining a sound record keeping system with adequate checks and balances to ensure a sound information system for decision making by the executives. Type of internal audit consist of academic audit and administrative audit.

The academic audit process emphasizes 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 emphases on faculty members and departments/programs approach educational decision-making and how they organize 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 & functions of the various administrative units.

The internal academic and administrative audit is conducted jointly by development and internal audit office and Internal Quality Assurance Centre (IQAC) within the institute twice a semester 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 for each semester at regular intervals.

OBJECTIVES

1. To ensure academic accountability
2. To understand the existing system and assess the strengths and weaknesses of the departments and administrative units and to suggest the methods for improvement and for overcoming the weaknesses
3. To identify the bottlenecks in the existing administrative mechanisms, opportunities for academic reforms, administrative reforms and examination reforms etc.
4. To suggest the methods for continuous improvement of quality

2. AUDIT PROCESS

The audit process comprises of three phases, internal audits in phase 1& 2 and external audit in phase-3.

Internal audit shall be done by the audit team under the supervision of IQAC of the institute. Dean-IQAC should be constitute suitable teams for each department. Each team should comprise three faculty members (as far as possible, one member from IQAC shall be included in each team). The members of the audit team visit the departments, center facilities such as examination section, computer centre, office of the deans, Careers and Employability Center (CEC), library and auditorium. The team after completing the all stages of inspection and interactions, department specific documents and college specific documents audit reports are generated and handed over to the IQAC.The external academic auditing shall be conducted jointly by an Internal Quality Assurance Centre (IQAC) within the institute.

3. AUDIT CATEGORIES

The Internal Audit process is categorized into academic, faculty research and administrative audit to evaluate the outlays and utilizations for optimality, across the various focus areas.

3.1 FACULTY ACADEMIC AUDIT

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities at institute level.

The academic audit mainly focuses on
- Curriculum and Co-curriculum
- Teaching, Learning and Evaluation
- Feedback mechanism
- Student Learning Assessment
- Digital learning

Curriculum and Co-curriculum:

In Curriculum and Co-curriculum aspects are verified in terms of curriculum design and improvements, the content and sequencing of courses for achieving program outcomes.

Teaching, Learning and Evaluation:

The audit process will validate course delivery in accordance with the curriculum and syllabus, faculty member duties and responsibilities, class monitoring, course progress, internal assessment, student guidance and counselling, grievances, and the effective use of instructional materials and teaching tools for achieving student learning objectives. In addition, that faculty performance evaluated through faculty academic audit report (FAA). The execution of the examination process is to be verified in terms of examination schedules as per academic calendar, question paper setting, scheme of evaluation, awarding of marks and publishing results in time.

Feedback mechanism:

The effectiveness of feedback mechanism includes collection, analysis and corrective measures is verified.
The audit team prepare and submit the reports in accordance with program strengths and weaknesses as well as a prioritized list of initiatives to principal for further action.

Digital learning:

The audit process will validate the faculty created E-Learning readiness videos and action plan to complete the digital learning videos for all the courses.

Student Learning Assessment:

Audit team verify the best practices and assessment methods adopted for measuring the degree to which students are achieving program learning outcomes.

- Self-evaluation reports of the departments
- Feedback from stakeholders
- Faculty academics performance
- Faculty research performance

3.2 FACULTY RESEARCH AUDIT

The research and development audit concentrate on Academic and sponsored research. Academic research includes faculty publications in refereed and indexed journals (SCI / SCIE / Scopus), funded schemes sponsored research projects, publications, collaboration activities intellectual property rights (IPR) and tech transfers are verified every quad in an academic year through prescribed form named as Performance Appraisal Scoring System (PASS-Research) is available in the institute website. Sponsored research audit checks the details of research projects and proposals (submitted / ongoing / completed) with respect to sanction letters and utilization certificates of all funded projects and schemes. Revenue generated and utilization records of consultancy activities is to be verified.

3.3 ADMINISTRATIVE AUDIT

Administrative audit is a process of evaluating the efficiency and effectiveness of the administrative procedures. It includes assessment of policies, strategies & functions of the various administrative units.

The administrative audit mainly focuses on
- Establishment
- Student services
- IT infrastructure
- Central library
- Accounts section
- Central administrative units

Establishment:

The elements of administrative audit are the establishment section includes the policies and procedures of
recruitment, service and leave rules pre-defined by the institute are to be verified and also details of
induction activities conducted to the teaching and non-teaching staff to be verified at the time of audit.

Accounts section:

Balance sheet and financial audited statements are prepared by registered chartered accountants to be verified at the time of administrative audit.

Student services:

Details of admissions and diversity of students, scholarships provided by Government / Institute, minutes and action taken reports of student grievances are verified as a part of student affairs audit.

IT infrastructure:

During audit, the officer of IT infrastructure management services should provide details of computing and networking facilities, campus surveillance system, content development facilities and legal softwares.

Central library:

Audit team checks the details of Library infrastructure, learning resources such as books, volumes, titles, journals and intuitional memberships.

Audit of administrative units:

All dean offices are audited periodically with respect to various parameters in prescribed formats available through audit form.

Various audit forms used are shown in the following table:

Audit Form No.	Name of the audit form
AAC01	Faculty academic audit
AAC02	Faculty research audit
AAD01	Academics
AAD02	Planning, Monitoring and Continuous studies (PMCS)
AAD03	Learning and Educational Technologies (LET)
AAD04	Information and Communications Technology (ICT)
AAD05	Research and development (R & D)
AAD06	Inclusivity, Outreach and Extension Actives
AAD07	Career and Employability Development
AAD08	Industry Institute Interface (III)
AAD09	Entrepreneurial Leadership, Brand Building and Perception
AAD10	Student Services
AAD11	Technology Innovation and Incubation (TIIC)
AAD12	Science and Technology Start-Up Park (STSP)
AAD13	Placements and Training (PAT)

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Faculty Academic Audit

Name of the Faculty		Emp. ID	
Designation		Department	
Experience at IARE		Month and Year	

1. **Teaching activity (Details of lectures, tutorials, practical and other teaching related activities)**
   - Below 75%   0
   - 75% - 85%   3 Marks
   - 86% - 95%   6 Marks
   - Above 95%   10 Marks

S. No	Year / Semester	Course name	Level (UG / PG)	Lectures / Tutorials / Practical's / Other activities		% of assigned classes taught
				No of classes scheduled	No of classes conducted	

2. **Student course feedback**
   - Below 70%   0
   - 70% - 75%   3 Marks
   - 75% - 85%   6 Marks
   - Above 85%   10 Marks

S. No	Year / Semester	Course Name	Level (UG / PG)	Feedback (%)		Average (%)
				Early semester (content delivery)	Course end survey	

3. **Semester end examination results**
   - Below 70%   0
   - 70% - 80%   3 Marks
   - 80% - 90%   6 Marks
   - Above 90%   10 Marks

S. No	Year / Semester	Course code	Course Name	Level (UG / PG)	Teaching Mode	Pass (%)

4. Full stack of course content development
- Per course 7 Marks

S. No	Course code	Course name	Year	Level (UG / PG)	Weblink

5. Attended - Details of refresher / orientation course / research methodology / workshop / syllabus up-gradation/ teaching - learning-evaluation / technology programs / faculty development programs
- Per event 10 Marks

S. No	Details	Place	Period		Sponsoring / Organizing agency
			From	To	

6. Conducted - Details of refresher / orientation course / research methodology / workshop / syllabus up-gradation / teaching learning-evaluation / technology programs / faculty development programs
- Per event 10 Marks

S. No	Details	Place	Period		Sponsoring / Organizing agency
			From	To	

7. MOOCs completed with e-certification
- Per course completion 10 Marks

S. No	Details of MOOC	Course Name	Certification providing agency	Date of certification	Level (UG / PG / Other)	E-certification

8. Development of ELR Video lectures in 4 quadrants
- Per every 20 videos 10 Marks

S. No	Details of ELR Video (with no of quadrants)	Course code	Course name	Level (UG / PG / Other)	Weblink

DATE: SIGNATURE OF THE FACULTY

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Performance Appraisal Scoring System (PASS) – Ph.D Faculty
(APRIL / AUGUST / DECEMBER)

Name of the Faculty: _____**Emp. ID:** _____

Designation:_____**Department:**_____

Experience at IARE (in Years):_____**Month and Year:** _____

General Instructions:
- Expected Value: PhD faculty with administrative position is **60%** and other PhD faculty is **75%.**
- 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 R&D.

S No	Parameter	Details		
1	Research publication in First tier journals of their field refereed. (e.g. international well reputed, indexed journals with high impact factor in its field) **(5%)**			
2	Research publication titles in refereed and indexed journals (SCI/SCIE/Scopus) **(20%)**			
3	Research publication titles in Scopus indexed International Conferences **(10%)**			
4	Publication titles in Book chapters **(2%)**			
5	Book Publications with publisher details **(5%)**			
6	Citation Index Count **(4%)** *Source: Scopus /* Google Scholar	Earlier	At Present	
	h – Index **(3%)** *Source: Scopus /* Google Scholar	Earlier	At Present	
	i-10 index **(3%)** *Source:* Google Scholar	Earlier	At Present	
7	IPR Activities (Patents / Industrial Designs only) Source: IPO / WPO	Filled **(3%)**	Published **(10%)**	Granted **(20%)**
8	Submitted any proposal/s for Funded Research Project **(20%)** *brief details*			
9	Submitted proposal/s for Funded Research Scheme **(10%)**	*(FDP / Workshop / Seminar / Conference / Awareness Programs / Science fair / Brain Storming Sessions etc.)*		
10	Innovation in Product development - Proposal/submitted to MSME / ASPIRE / HIBI / DSIR / Others **(10%)**			

11	Consultancy Work undertaken **(10%)** *brief details*											

12	SELF-TARGET	Three research project proposals you would like to carry out in the next 3 months **(1%)**	1.
			2.
			3.
		Three schemes you would like to carry out in the next 3 months **(1%)**	1.
			2.
			3.
		Three products you would like to develop in the next 3 months **(1%)**	1.
			2.
			3.

13	Differentiate yourself from previous month/quarter in research activity **(5%)**	•

14	Video Lectures **(20%)** – Hours / Minutes YouTube Link (ICT Studio)	

15	Research Guidance	Registered	Thesis/Dissertation submitted	Degree awarded
	Ph.D (5% per Candidate)			

16	ORCID ID	
17	ResearchGate ID	
18	Academia ID	
19	Vidwan ID	

20	Rate yourself the satisfaction level of your research work *(on a ten-point scale, zero is the lowest & ten is the highest)*	1	2	3	4	5	6	7	8	9	10
	Justify your rating										

Date:

Signature

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Name of the Dean   :

Office of the Dean   : Academics

Evaluation Period   :

1. Academic council meetings

S No	Date(s)	No. of members presented	Status	Minutes of meeting document

2. Board of studies (BOS) meetings

S No	Date(s)	Name of the department	No. of members presented	Status	Minutes of meeting document

3. Preparation of Academic calendar / timetables

S No	Type of activity	Status

4. Status of green books, student handbook and class in charge diary

S No	Name of the department	Date of issue	No. of books issued	Status

5. Development of class schedules and faculty assignments teaching & laboratory workloads

S No	Name of the department	Type of activity	Status

6. **Reviews and resolves faculty workload issues**

S No	Name of the department	Type of Issue	Resolve Status

7. **Course syllabi updating for academic course offerings**

S No	Name of the department	Name of the course	Status

8. **Establishment and maintain evaluation system for all academic programs**

S No	Name of the system	Name of the program	Status

9. **Identification and allocation of duties to course coordinators, laboratory coordinators and class in-charges**

S No	Name of the faculty	Name of the department	Attach list

10. **Feedback on faculty, Course Outcome Based Education (OBE), Student exit survey**

S No	Name of the Feedback	Name of the department	Status

11. **Initiations of the remedial actions in consultation with HOD's**

S No	Date of initiation	Name of the department	Status

12. **Identified / Offered Accelerated / Honours / Minor courses to the students**

S No	No. of Accelerated / Honours / Minor courses identified / offered	Name of the department	Status

13. **Review and resolution of students complaints regarding academic issues**

S No	Type of Complaint	Name of the department	Resolve Status

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Name of the Dean :

Office of the Dean : Planning, Monitoring & Continuous Studies

Evaluation Period :

1. Prepare the annual budget of the college with administrative team and HOD's/Dean's and control the proper utilization of budget in the institute.

S No	Name of the budget	Date(s)	Status	Minutes of meeting document

2. Review and propose new UG & PG Courses to the academic council.

S No	No. of courses proposed	Name of the course	Status	Minutes of meeting document	

3. Maintain the data of students undergoing full semester internship and record of external examiner appointments for all UG & PG practical examinations and project works.

S No	Type of activity	Status

4. Plan and implement schedule of examinations (CIE/SEE), tech talks, concept videos, seminars and UG/PG project works including FSI in consultation with controller of examinations (COE).

S No	Name of the department	Type of activity	Status

5. Monitor the progress of class work, syllabus coverage and attendance.

S No	Name of the department	Type of activity	Status

6. **Student course registration process status**

S No	Name of the department	Name of the course	Status

7. **Status of College library resources.**

S No	Type of resource	Status

8. **Full semester internships (FSI) activities.**

S No	Name of the department	No. of Students registered	Status

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Name of the Dean   :

Office of the Dean   : Learning and Educational Technologies (LET)

Evaluation Period   :

1. Outcome based education activities to the faculty

S No	Name of the activity	Dates	No. of Participants	Status

2. Organized programs on OBE to the faculty

S No	Name of the program	Date(s)	Detailed report

3. Review status of full stack course (Theory)

S No	Name of the department	No. of courses	Review status

4. Review status of Lab courses

S No	Name of the department	No. of courses	Review status

5. Conducted training programs to the new faculty

S No	Name of the Program	Date(s)	No. of Participants	Detailed report

6. Accessibility Resources for Faculty

S No	Name of the department	No. of courses	Status

7. Accessibility Resources for Students

S No	Name of the department	No. of courses	Status

8. Accessibility of lab manuals for Students

S No	Name of the department	No. of lab courses	Status

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Name of the Dean   :

Office of the Dean   : Information and Communications Technology (ICT)

Evaluation Period   :

1. No. of faculty created E-Learning readiness videos

S No	Name of the faculty	Name of the course	No. of modules completed	Detailed report

2. Action plan to complete the E-Learning readiness videos for all the courses

S No	Name of the faculty	Name of the course	Action plan	Detailed report

3. Provided training, & demo's videos to faculty and students on how to use ICT equipment.

S No	Name of the Training	Topic	Dates	Faculty / Students	No. of Participants

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Name of the Dean   :

Office of the Dean   : Research and Development

Evaluation Period   :

1. Research activities.

S No	Name of the activity	Date(s)	Status

2. Preparation of Policy documents.

S No	Name of the policy	Date(s)	Status

3. Maintain research audit PASS (Performance Appraisal Scoring System) forms

S No	Name of the department	No. of faculty submitted	Review Status	Remarks

4. Record of research supervisors and scholars.

S No	Name of the department	No. of faculty registered as supervisor / scholar	Name of the university	Status

5. Organized workshops/training sessions/ seminars/ interactions with various research experts and achievers.

S No	Name of the Expert and Affiliation	Topic	Dates	Faculty / Students	No. of Participants

6. Conducted research development programmes for faculty/students through Research methodology, workshops, guest lectures, FDPs, Seminars etc.

S No	Name of the program	Topic	Dates	Faculty / Students	No. of Participants

7. **Conducted Research Ethics Committee (REC) and Research Advisory Committee (RAC) meetings.**

S No	Name of the meeting	Date(s)	Minutes of meeting

8. **The faculty who has published papers which are either Web of Science and/or SCOPUS indexed shall be paid incentives based on the quality of the Journals in which the papers are published.**

S No	Name of the faculty	No. of papers published in Web of Science and/or SCOPUS indexed	Status of Incentive

9. **Faculty participated as resource persons in the events including workshops and conferences conducted outside the institute.**

S No	Name of the faculty	Name of the conference or workshop	Name of the institute

10. **Faculty are encouraged and paid incentives for attending conferences, workshops and FDPs; completing E-Learning Readiness Videos (ELRV); getting grant of Patents (Design or Utility); book and book chapter publications etc.**

S No	Name of the faculty	Type of incentive	Status of Incentive

11. **Consultancy activities**

S No	Name of the activity	Details of activity	Date (s)	Status

12. **Coverage of all institute events and send press releases in print and digital media.**

S No	Name of the event	Date(s)	Detailed report

13. **Updates on social media about all campus activities, outreach, extensive activities, entrepreneur meets, student achievements and institute performance.**

S No	Type of activity	Date(s)	Detailed report

14. **Design campus brochures, flyers and bill boards for various events conducted within and outside the institute.**

S No	Name of the event	Date(s)	Status

15. **Details of research projects (submitted / ongoing / completed).**

S No	Name of the Project	Date(s)	Status

16. **Details of proposals (submitted / ongoing / completed).**

S No	Name of the faculty	Name of the proposal	Status

17. **Research and development activities.**

S No	Name of the activity	Date(s)	Report

18. **Partnerships and develop funding solutions with industries and research institutions for steering, funding and cooperation.**

S No	Name of the industry / research institution/Funding Agency	Funding Status

19. **Organized workshops/training sessions/ seminars/ interactions with various research experts and achievers.**

S No	Name of the Expert and Affiliation	Topic	Dates	Faculty / Students	No. of Participants

20. **No. of Research Grants received**

S No	Name of the funded agency	Funding Status

21. **Details of AICTE Faculty Development Schemes (submitted / ongoing / completed).**

S No	Name of the Scheme	Applied Date(s)	Status

22. **Details of AICTE Student Development Schemes (submitted / ongoing / completed).**

S No	Name of the scheme	Applied Date(s)	Status

23. Faculty Development activities.

S No	Name of the activity	Date(s)	Report

24. Details of AICTE institutional Development Schemes (submitted / ongoing / completed).

S No	Name of the scheme	Applied Date(s)	Status

25.   Details of AICTE Research and innovations Development Schemes (submitted / ongoing / completed).

S No	Name of the scheme	Applied Date(s)	Status

26. Organized workshops/training sessions/ seminars to the faculty /students

S No	Name of the programme	Topic	Dates	No. of Participants	Detailed Report

27. Research collaboration activities.

S No	Name of the Collaborated institute	Date(s)	Status

28. MOU Initiatives in the Department

S No	Name of the department	Collaborating Organization	Date and duration of MOU	Type of Organization Private/ Govt /University/NGO)

29. Faculty Development activities.

S No	Name of the activity	Date(s)	Report

30. Details of AICTE institutional Development Schemes (submitted / ongoing / completed).

S No	Name of the scheme	Applied Date(s)	Status

31.   Details of AICTE Research and innovations Development Schemes (submitted / ongoing / completed).

S No	Name of the scheme	Applied Date(s)	Status

32. Organized workshops/training sessions/ seminars to the faculty /students

S No	Name of the programme	Topic	Dates	No. of Participants	Detailed Report

33. Published papers in journals (Referred & Non – referred)

S No	Name of the department	No. of papers published (Referred)	No. of papers published (Non-Referred)

34. Articles / Chapters published in Books

S No	Name of the Faculty	No. of Books/Book chapter	Status

35. Papers presented in Conferences, Seminars, Workshops

S No	Name of the faculty	Name of the conference /seminar/workshop	Duration

36. Invited Lectures and Chairmanships at national / International Conference / Seminar etc

S No	Name of the faculty	Title of Lecture / Academic Session	Organized by

37. Research collaboration activities.

S No	Name of the Collaborated institute	Date(s)	Status

38. MOU Initiatives in the Department

S No	Name of the department	Collaborating Organization	Date and duration of MOU	Type of Organization Private/ Govt /University/NGO)

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Name of the Dean   :

Office of the Dean   : Inclusivity, Outreach and Extension Actives

Evaluation Period

1. **Conducted activities both inside and outside the campus for the benefit of society for a better environment to live.**

S No	Name of the activity	Date(s)	Detailed report

1. **No. of MoU'swith public and/or private organizations in carrying out social outreach programs.**

S No	Collaborating Organization	Date and duration of MOU	Type of Organization Private/Govt/ University/NGO)

2. **Meet With Students-An outreach activity to interact with students of various institutions of Telangana**

S No	Name of the College	Name of the Speaker	Title of the Talk	Number of Students Attended

3. **Initiatives For Inclusive Environment**

S No	Name of the activity	Date(s)	Status

4. **Awards / Recognitions**

S No	Name of the activity	Name of the Award / Recognition	Type of Organization Private/Govt/ University/NGO)

5. **Preparation of Data Capturing System (DCS) for National Institutional Ranking Framework (NIRF), All India Survey on Higher Education (AISHE) and other Ratings.**

S No	Name of the Ranking	Date(s)	Status

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Name of the Dean :

Office of the Dean : Career and employability development

Evaluation Period :

1. Details of conducted 45 Hours of coding hackathons, coding challenges for building desired software code.

S No	Name of the program	Date(s)	Detailed report

2. Skilling programs for High Pay Package Core Placements

S No	Type of program	Date(s)	No. of students participated	Detailed report

3. Skilling Activities / Design Thinking Activities in coordination with Academic Staff

S No	Type of activity	Name of the faculty	Date(s)	Detailed report

4. Global Hackathons /Skilling Competitions/ Global Certifications and Coordination

S No	Name of the competition /Certification	Date(s)	Status

5. List of experiments/programs/activities conducted as part of skilling.

S No	Name of the experiments/programs	Date(s)	Status

6. Mock interviews are conducted to enhance the confidence levels of students and prepare them for corporate interviews

S. No	Date(s) of Mock interview	No. of students participated	Status

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Name of the Dean   :

Office of the Dean   : Industry Institute Interface Center (IIIC)

Evaluation Period   :

1. **Conducted workshops, trainings, and other activities to strengthen the professional development of the staff members**

S No	Name of the program /Training	Date(s)	Detailed report

2. **Planed, coordinated, and supervised activities such as workshops, seminars, mentorship program and hands on experience program for students.**

S No	Name of the activity	Date(s)	Status

3. **No. of MoU's with public and/or private organizations which provide internship and continuing studies.**

S No	Collaborating Organization	Date and duration of MOU	Type of Organization Private /Govt / University/NGO)

4. **Supervised and promoted continued professional development activities for faculty and students.**

S No	Name of the activity	Date(s)	Status

5. **Details of Student registration for the internship within the semester**

S No	Name of the department	No. of students registered	Status

6. **Details of visiting internship sites.**

S No	Name of the industry/Organization	Date(s) of Visit	Detailed report

7. **Details of External relationships with industry, professional organizations, educational institutions and other bodies**

S No	Name of the industry/organization/ educational institution	Date(s) of Mail /Contact	Status

8. **Event calendar for Career planning and internship programs.**

S No	Name of the program	Date(s)	Status

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Name of the Dean   :

Office of the Dean   : Entrepreneurial Leadership, Brand Building and Perception

Evaluation Period   :

1. Conducted Entrepreneurial Leadership activities to students.

S No	Type of activity	Date(s)	Detailed report

2. **Faculty Participated in development programs conducted by peer institutes, private and government institutions**

S No	Name of the faculty	Name of the institution	Date(s)	Detailed report

3.   Details of uploading of data on institute website.

S No	Name of the web page	Date(s)	Status

4.   Advertising and promotion activities in building a brand for an institution

S No	Type of activity	Date(s)	Status	Detailed report

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Name of the Dean   :

Office of the Dean   : Student services

Evaluation Period   :

1. Coordination works related to the admission of students and hostels.

S No	Type of work	Date(s)	Status

2. Organized various extra-curricular and co-curricular activities (professional development seminars orientation day, graduation day annual day, tech/cultural fest, student induction, sports meet etc.).

S No	Name of the activity	Dates	No. of Participants	Detailed report

3.   Administrative works (Institutional scholarship, Merit scholarship and scholarships from other agencies)

S No	Type of work	Date(s)	Status

4. Review status of the green books

S No	No. of Books issued	Name of the department	Review status

5. No. of students participated in the events/competitions/workshops/seminars conducted outside the college.

S No	Name of the activity	Dates	No. of Participants	Detailed report

6. Status of Nominal rolls of students and issue of ID cards to admitted students.

S No	Name of the department	No. of cards issued	Nominal rolls Status

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Name of the Dean   :

Office of the Dean   : Technology Innovation and Incubation Centre (TIIC)

Evaluation Period   :

1. Conducted innovations, IPRs and entrepreneurship activities.

S No	Name of the activity	Dates	No. of Participants	Detailed report

2. Organized workshops/training sessions/ seminars/ interactions with various innovation experts and achievers.

S No	Name of the program	Date(s)	Detailed report

3. Submitted proposals of funded schemes related to Innovation

S No	Title of the proposal	Date(s)	Name of funded scheme	Status

4. Organized the field visits to various Incubation Units/Patent Facilitation Centres/Technology Transfer Centres / Co-working spaces.

S No	Name of the centre / Organization	Date(s) of Visit	Detailed report

5. Seed money Support, Innovation, and Refinement &Commercialization Grant

S No	Name of the student	Type of grant	Supported amount	Status

6. Organized start-up idea pitch festivals / ideathons / business model canvassing

S No	Name of the program	Date(s)	Detailed report

INSTITUTE OF AERONAUTICAL ENGINEERING

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Dundigal, Hyderabad – 500 043

Name of the Dean   :

Office of the Dean   : Science and Technology Start-Up Park (STSP)

Evaluation Period   :

1. **Organized workshops/training sessions/ seminars/ interactions with various innovation experts and achievers.**

S. No	Name of the program	Date(s)	Detailed report

2. **No. of MoU's with national entrepreneurship organizations.**

S. No	Collaborating Organization	Duration of MOU	Type of Organization

3. **Activities towards innovative product development to promote technology start-up.**

S. No	Type of activity	Date(s)	No. of Participants	Detailed report

4. **Submitted proposals of funded schemes related to start-ups**

S. No	Title of the proposal	Date(s)	Name of funded scheme	Status

5. **No. of MoU's with national entrepreneurship organizations.**

S. No	Collaborating Organization	Duration of MOU	Type of Organization

6. **Seed money Support, Innovation, and Refinement & Commercialization Grant**

S. No	Name of the student	Type of grant	Supported amount	Status

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Name of the Dean   :

Office of the Dean   : Placements and training (PAT)

Evaluation Period   :

1. Details of placements during Academic year

S. No	Academic year	Percentage of students placed (in %)	Average salary offered per annum (in Rs. lakhs)	Maximum salary offered per annum (in Rs. lakhs)	Minimum salary offered per annum (in Rs. lakhs)

2. No. of MoU's

S. No	Collaborating Organization	Duration of MOU	Type of Organization

3. Trainings for the students regarding placements

S. No	Type of training	Date(s)	No. of Participants	Detailed report

4. List 10 companies that recruited maximum number of students

S. No	Name of the company	Number of students placed	Maximum salary offered per annum (in Rs. lakhs)

5. Conducted Mock interviews to provide experience for the students.

S. No	Type of interview	Date(s)	No. of Participants

6. Give details of activities to get the placements like writing Emails, phone calls, Messages.

S. No	Name of the activities	No. of mails sent	Dates	Status of mails