



MOHAN BABU UNIVERSITY
Sree Sainath Nagar, Tirupati – 517 102, A.P.
(Established under Andhra Pradesh Private Universities
(Establishment & Regulation) Act 2016 (Act No.3 of 2016))

MBU/IQAC/2024-25/03

Date: 17 July 2024

CIRCULAR

An External Academic and Administrative Audit for all Schools and Departments is scheduled on **24 July 2024** as part of the University's ongoing quality assurance, quality enhancement, and accreditation initiatives.

External experts will conduct the audit to evaluate academic and administrative processes, documentation practices, implementation of institutional policies, and adherence to established quality standards for the Academic Year 2023–24.

All Schools and Departments are requested to extend necessary cooperation and ensure that all relevant records and supporting documents are kept ready for verification during the audit process.


Director - IQAC

Copy To:

EA to Chairman, SVET& Chancellor, MBU; EA to CEO, SVET & Pro Chancellor, MBU
Chief Growth and Strategy Officer, MBU; Assistant Director, VC's Office
Registrar, MBU; Deputy Registrars: Student Records, Regulatory Affairs, MBU.
Vice Presidents: CDC, Administration, HR
Deans: SOC & SOE, SCM, SOA, SLA, SOPS, SPL&HCS: **with a request to circulate among the Teaching Staff of respective Schools/Departments.**
Deans: P&M, Academic Affairs, Accreditations, Student Affairs, RI, R&D
Controller of Examinations, MBU; Director (F&A), SVET; CAO, SVET.PED
HODs: CSE, CSSE, IT, ECE, EEE, EIE, Civil, Mechanical, BS&H, MCA
Librarian, Chief Engineer, Valmar Office, Network Manager, Reception

Internal Quality Assurance Cell (IQAC)

 Academic year 2023-24
External Academic and Administrative Audit

 School: Computing Department: ATML

 Name of the Auditor: Dr. V. Uma Reddy

 Designation & Institution: Asst. professor, SVU, Tirupati

 Date: 24-7-24

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
1.	Curriculum Design & Review	Yes	Curriculum is periodically updated
	Regular review with industry input; updated according to the latest developments in the field.		
2.	Academic Calendar Adherence	Yes	Activities are conducted as per schedule.
	Strict adherence to academic schedules, examinations, and deadlines.		
3.	Faculty Workload Allocation	Yes.	Balanced workload distribution.
	Curriculum design reports, syllabus review meeting minutes, and industry feedback records.		
4.	Visiting/Adjunct/Emeritus Faculty	No	No visiting faculty.
	Academic calendar, examination schedules, and event timetables.		
5.	Support for Weak and Bright Students	Yes	Documents verified.
	Equitable distribution of teaching, research, and administrative duties among faculty.		
6.	Lectures, Practical, Tutorials, and Development of learning contents	Yes.	Adequate
	Workload allocation reports, faculty timetables, department activity records.		
4.	Support for Weak and Bright Students	Yes	Documents verified.
	Minimum 50 hours/year of interaction with students		
5.	Support for Weak and Bright Students	Yes	Documents verified.
	Faculty appointment letters, session schedules, and attendance records.		
6.	Support for Weak and Bright Students	Yes	Documents verified.
	Remedial classes, mentorship for weak students, and special projects for advanced students.		

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
	Attendance records, sample lab records, feedback from students, observation reports of classes, Learning materials, and videos		Learning resources available
7.	Internal Assessments - Quality of CIA QP and Assignment and its Relevance to COs	Yes	CIA process aligned with COs.
	Continuous assessments are directly mapped to COs, relevant, and outcome-based		
	Assignment samples, CIA papers, and CO-PO mapping.		
8.	Monitoring of Projects & Internships and Action Taken	Yes	Regular monitoring done on projects & internships
	Regular monitoring and feedback on student projects, Internships by faculty, and action taken		
	Identification and allocation methodology, Projects related to Industry, Process for monitoring and evaluation, Quality of completed projects / Evidence of papers published/Awards received by projects		
9.	Stakeholder Feedback & Continuous Improvement Initiatives	Yes	Feedback available.
	Regular collection and analysis of feedback from students, faculty, alumni, and industry		
	Feedback forms, action taken reports, Action plans, meeting minutes, follow-up reports		
10.	Course Outcome (CO) Assessment	Yes	CO attainment analysis available.
	Evaluation of CO attainment and its impact on student learning.		
	CO assessment records, CO-PO mapping sheets, and student performance reports.		
11.	Program and Program Specific Outcomes (PO & PSO) Assessment	Yes.	Reports available
	Evaluation of PO and PSO attainment at the end of the program.		
	PO and PSO attainment reports, feedback from stakeholders (students, industry).		

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
12.	Pedagogical Initiatives & Best Practices	Yes	Documents on innovative methods available.
	Innovative teaching methods, project-based learning, flipped classrooms, etc.		
13.	Initiatives Related to Industry Interaction	Yes	Documents available.
	Industry-supported labs, active participation in curriculum, and course delivery		
14.	Professional Societies/Chapters and Engineering Events	Yes	Event reports, society membership certificates, and participation records.
	Event reports, society membership certificates, and participation records.		
15.	Publication of Technical Magazines and Newsletters	Yes	Available.
	Regular publications with industry/student contributions		
16.	Collaborative Activities - Research/faculty exchange/student exchange/internship/project work	Yes	N/A, the supporting documents.
	Active collaboration with other institutions/industries		
17.	Extension Activities, Community Outreach, NSS & NCC Activities	Yes	Documents available on extension activities.
	Active participation in community-based programs and outreach activities.		
18.	Student Mentoring and Counselling	Yes.	Mentoring job verified.
	Effective mentoring and counselling services provided to students.		
	Mentor-mentee records, counselling session reports, and student feedback on mentoring		

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
19.	Alumni Engagement	Yes	Records verified.
	Active engagement with alumni for mentoring, internships, and placements.		
20.	Value-Added Courses & Certifications	Yes	Records Verified
	Offering additional certification programs, online courses, and skill development initiatives.		
21.	Capacity Development and Skill Enhancement Activities - For students' capabilities	Yes	Workshops and training conducted
	Regular workshops and training for student skill enhancement		
22.	Infrastructure & Lab Management	Yes	Satisfactory
	Qualified Technical supporting staff, Adequacy and maintenance of departmental infrastructure, labs, and equipment.		
23.	ICT Tools & LMS	Yes	Effectively utilized
	Course Registration, Attendance, E-learning resources, Examination		

General Observations:

Effective implementation of administrative practices of academic and

Weakness Identified:

Alumni engagement should be improved.

External Auditor

[Signature]

Director IQAC

[Signature]

IQAC MBU
WAZIRABAD
2017-18

Internal Quality Assurance Cell (IQAC)

Academic year 2023-24

External Academic and Administrative Audit

School: Pharmacy Department: _____

Name of the Auditor: Dr. V. Usha Reddy

Designation & Institution: Asst. Professor, SVU, Tirupathi

Date: 24-7-24

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
1.	Curriculum Design & Review	Yes	Evidence for curriculum updation available.
	Regular review with industry input; updated according to the latest developments in the field. Curriculum design reports, syllabus review meeting minutes, and industry feedback records.		
2.	Academic Calendar Adherence	Yes	All academic activities are done as per schedule.
	Strict adherence to academic schedules, examinations, and deadlines. Academic calendar, examination schedules, and event timetables.		
3.	Faculty Workload Allocation	Yes	Balanced workload allocation.
	Equitable distribution of teaching, research, and administrative duties among faculty. Workload allocation reports, faculty timetables, department activity records.		
4.	Visiting/Adjunct/Emeritus Faculty	No.	No visiting faculty.
	Minimum 50 hours/year of interaction with students Faculty appointment letters, session schedules, and attendance records.		
5.	Support for Weak and Bright Students	Yes	Extensive support provided.
	Remedial classes, mentorship for weak students, and special projects for advanced students.		
6.	Lectures, Practical, Tutorials, and Development of learning contents	Yes.	

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
	Attendance records, sample lab records, feedback from students, observation reports of classes, Learning materials, and videos		Adequate learning resources available
7.	Internal Assessments - Quality of CIA QP and Assignment and its Relevance to COs		
	Continuous assessments are directly mapped to COs, relevant, and outcome-based	Yes	CIA QPs mapped with COs.
	Assignment samples, CIA papers, and CO-PO mapping.		
8.	Monitoring of Projects & Internships and Action Taken		
	Regular monitoring and feedback on student projects, Internships by faculty, and action taken	Yes	Feedback reports available.
	Identification and allocation methodology, Projects related to Industry, Process for monitoring and evaluation, Quality of completed projects / Evidence of papers published/Awards received by projects		
9.	Stakeholder Feedback & Continuous Improvement Initiatives		
	Regular collection and analysis of feedback from students, faculty, alumni, and industry	Yes	Feedback from stakeholders available.
	Feedback forms, action taken reports, Action plans, meeting minutes, follow-up reports		
10.	Course Outcome (CO) Assessment		
	Evaluation of CO attainment and its impact on student learning.	Yes	CO assessment records available
	CO assessment records, CO-PO mapping sheets, and student performance reports.		
11.	Program and Program Specific Outcomes (PO & PSO) Assessment		
	Evaluation of PO and PSO attainment at the end of the program.	Yes	Assessment reports available
	PO and PSO attainment reports, feedback from stakeholders (students, industry).		

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
12.	Pedagogical Initiatives & Best Practices	Yes.	Document supporting innovative methods maintained.
	Innovative teaching methods, project-based learning, flipped classrooms, etc.		
	Teaching-learning methodologies, examples of innovations in teaching, and course material.		
13.	Initiatives Related to Industry Interaction	Yes.	Industry interaction initiatives documented as MoUs, labs.
	Industry-supported labs, active participation in curriculum, and course delivery		
	MoUs with industries, lab setup details, and reports of industry-conducted sessions.		
14.	Professional Societies/Chapters and Engineering Events	Yes.	Event records verified
	Event reports, society membership certificates, and participation records.		
15.	Publication of Technical Magazines and Newsletters	Yes.	Copies of magazines/newsletters, editorial team records.
	Regular publications with industry/student contributions		
	Copies of magazines/newsletters, editorial team records.		
16.	Collaborative Activities - Research/faculty exchange/student exchange/internship/project work	Yes.	Verified the supporting documents
	Active collaboration with other institutions/industries		
	MoUs, collaboration reports, and research publications from collaborative work		
17.	Extension Activities, Community Outreach, NSS & NCC Activities	Yes.	Evidence of Extension activities available
	Active participation in community-based programs and outreach activities.		
	Reports of outreach activities, photographs of events, and student participation records.		
18.	Student Mentoring and Counselling	Yes.	Mentoring documents verified
	Effective mentoring and counselling services provided to students.		
	Mentor-mentee records, counselling session reports, and student feedback on mentoring		

SN.	Parameter & Metric	Compliance (Yes/Partial/No)	Observation/Remarks
19.	Alumni Engagement	Yes.	Records verified
	Active engagement with alumni for mentoring, internships, and placements.		
20.	Value-Added Courses & Certifications	Yes.	Documents related to value added courses verified
	Offering additional certification programs, online courses, and skill development initiatives.		
21.	Capacity Development and Skill Enhancement Activities - For students' capabilities	Yes.	Regular workshops conducted.
	Regular workshops and training for student skill enhancement		
22.	Infrastructure & Lab Management	Yes.	Infrastructure and lab maintenance are satisfactory
	Qualified Technical supporting staff, Adequacy and maintenance of departmental infrastructure, labs, and equipment.		
23.	ICT Tools & LMS	Yes.	Effectively utilized
	Course Registration, Attendance, E-learning resources, Examination		

General Observations: Effective implementation of academic and administrative practices.

Weakness Identified: Alumni engagement activities can be improved


External Auditor


Director IQAC
DIRECTOR (IQAC)
BAGU UNIVER
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MOHAN BABU UNIVERSITY

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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

06.09.2024

Based on the observations and recommendations of the External Auditor for the Academic Year 2023–24, the following corrective and quality enhancement measures were undertaken at the university level.

S. No.	Observation / Recommendation	Action Taken
1	Curriculum design, CO–PO alignment, and assessment processes require continuous strengthening	Curriculum review mechanisms were reinforced with industry inputs, and standardized CO–PO mapping, attainment analysis, and outcome-based assessment practices were implemented.
2	Academic planning, workload distribution, and documentation practices need systematic monitoring	Adherence to the academic calendar, faculty workload allocation, and maintenance of academic and administrative records will be reviewed by the Academic Readiness Review scheduled before the start of each semester
3	Student support mechanisms and mentoring activities require enhancement	Remedial coaching, mentoring, counselling support, and advanced learning initiatives for students were strengthened with systematic documentation.
4	Learning resources, ICT-enabled teaching, and innovative pedagogical practices need improvement	Additional digital learning resources were developed through LMS platforms, and faculty adopted innovative teaching methodologies, including project-based and experiential learning.
5	Industry interaction, internships, projects, and collaborative activities require expansion	Industry expert sessions, internships, project monitoring, institutional collaborations, and MoU-based activities were strengthened to improve experiential learning opportunities.
6	Stakeholder engagement and feedback mechanisms require strengthening	Structured online feedback systems, stakeholder review processes, and Action Taken Report mechanisms were implemented and periodically monitored through IQAC.
7	Student professional activities, value-added courses, and skill	Workshops, certification programs, technical events, professional society activities, and capacity development programs were

	development initiatives need enhancement	conducted regularly for student skill enhancement.
8	Extension activities, outreach programs, and alumni engagement require improvement	Outreach activities, NSS-related programs, alumni interaction sessions, and networking initiatives were expanded with proper documentation and participation records.
9	Infrastructure, laboratory facilities, and ICT utilization require continuous improvement	Laboratory infrastructure, ICT-enabled teaching-learning facilities, and LMS utilization were periodically reviewed and upgraded to support academic activities effectively.
10	Need for visiting/adjunct faculty interaction	Departments initiated guest lectures, expert talks, interactions with external academicians, industry professionals, and Professor of Practice initiatives to strengthen students' academic exposure and industry interaction


Director IQAC

DIRECTOR (IQAC)
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TIRUPATI-517102, A.P.