

MBU/IQAC/2024-25/01

Date: 05 June 2024

**CIRCULAR**

As part of continuous quality enhancement and adherence to regulatory and accreditation requirements, an Internal Academic and Administrative Audit for all Schools and Departments is scheduled from 11 June 2024 to 14 June 2024.

The audit will be carried out by internal audit teams constituted by the University, who will review and assess the effectiveness of academic processes, administrative systems, implementation of policies, faculty and student development activities, documentation and record maintenance practices, and compliance with institutional guidelines and quality standards for the period AY 2023-24.

Necessary coordination shall be provided for the smooth and effective conduct of the audit.



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 AUDIT (AY 2023 -24) COMMITTEE & SCHEDULE**

SN.	School / Office	Division to be Audited	Date	Auditor
1.	SOE	Electrical and Electronics Engineering	11 - 12 June 2024	Dr. Sunitha. G, Head/CSE
2.		Civil Engineering		
3.		Electronics and Communications Engineering		Dr. K. Reddy Madhavi, Head/DS
4.		Mechanical Engineering		
5.	SOC	Artificial Intelligence & Machine Learning	13 - 14 June 2024	Dr. T. Madhavi, Dean/SCM
6.		Computer Science Engineering		
7.		Data Science		Dr. T.Hariprasad, Professor/Mech
8.		Computer Applications		
9.	SCM	Commerce and Management	13 June 2024	Dr. Kishore Kumar Y B, HoD - Physics
10.	SOPAHCS	Paramedical & Allied HealthCare Sciences		
11.	SOLAS	Mathematics	11 - 12 June 2024	Dr. Farook Shaik, Professor, EEE
12.		Physics		
13.		English		
14.		Biological & Chemical Sciences		
15.	SOP	Pharmaceutical Sciences	13 - 14 June 2024	Dr. Sujatha, Head/EEE
16.	SOA	Agriculture		

Director, IQAC

Vice Chancellor

**INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS**

ACADEMIC YEAR 2023-24

Date of Audit: 11-06-2024

School: SOLAS

Department: Mathematics Name & Designation Internal Auditor: Dr. S. FAROOK

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1		Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3	Governance and Compliance	List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5		Minutes of the Department Meetings	Yes	
6		Previous Year Academic Audit Reports	Yes	
7	Faculty Records and Development	Faculty Details	Yes	
8		List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended	Yes	
10	Academic Delivery and Assessment	Mentor-Mentee	Yes	file should be updated.
11		Class Time - Table	Yes	
12		Student Roll List	Yes	
13		Student Attendance Registers	Yes	
14		Sample Question Papers of Internal Examinations	Yes	
15		Results Analysis (last 5 years)	Yes	
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes	

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17	Student Support and Achievements	Student Feedback	Yes	
18		Student Scholarships	Yes	
19		Students Achievements	Yes	
20		Students Training & Placements	Yes	Need to update
21		Complaints and Grievances	Yes	Need to update
22	Student Activities and Engagement	Details of Club / Professional Society / Chapters	Yes	
23		Industrial Visit Documents	Yes	
24		Alumni Meeting & Contributions	Yes	
25	Research, Projects, and Innovation	Details of Student Project & Internship	Yes	Internship file should be updated
26		Research Scholars: Registered – Completed	Yes	
27		Details of Research Funding / Consultancy Documents	Yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

*H. S. Farook*  
HOD/Dean

*H. S. Farook*  
Internal Auditor

Name: *DR. S. FAROOK*

IQAC Office use:

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

Date of Audit: 12-06-2024

School: SEAS

Department: Physics, Biological & Chemistry  
and English

Name & Designation Internal Auditor: Dr. S. FAROOK

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5	Faculty Records and Development	Minutes of the Department Meetings	Yes	
6		Previous Year Academic Audit Reports	Yes	
7		Faculty Details	Yes	
8		List of Faculty Publications (last 5 years)	Yes	Update with latest publications
9	Academic Delivery and Assessment	Details of FDPs / Workshops Organized and Attended	Yes	Needs updation of file.
10		Mentor-Mentee	Yes	
11	Academic Delivery and Assessment	Class Time - Table	Yes	
12		Student Roll List	Yes	
13		Student Attendance Registers	Yes	
14		Sample Question Papers of Internal Examinations	Yes	
15	Academic Delivery and Assessment	Results Analysis (last 5 years)	Yes	
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes	

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17	Student Support and Achievements	Student Feedback	Yes	
18		Student Scholarships	Yes.	
19		Students Achievements	Yes	
20		Students Training & Placements	Yes	
21		Complaints and Grievances	Yes	
22	Student Activities and Engagement	Details of Club / Professional Society / Chapters	Yes	
23		Industrial Visit Documents	Yes.	Needs to be updated
24		Alumni Meeting & Contributions	Yes	
25	Research, Projects, and Innovation	Details of Student Project & Internship	Yes	
26		Research Scholars: Registered – Completed	Yes	
27		Details of Research Funding / Consultancy Documents	Yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

U. G. G.  
HOD/Dean

  
Internal Auditor

Name: Dr. S. F. ...

IQAC Office use:



# MOHAN BABU UNIVERSITY

Sri Sainath Nagar, Tirupati, Andhra Pradesh - 517102

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

School: SOPHICS

Date of Audit: 13/6/2024

Department: Paramedical Allied Health Care Science.

Name & Designation Internal Auditor: Dr. K. S. Kumar Y.B. - Head Physics

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5	Faculty Records and Development	Minutes of the Department Meetings	Yes	
6		Previous Year Academic Audit Reports	Yes	
7		Faculty Details	Yes	
8	Academic Delivery and Assessment	List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended	Yes	
10		Mentor-Mentee	Yes	Need to be updated
11		Class Time - Table	Yes	
12	Student Roll List	Yes		
13	Student Attendance Registers	Yes		
14	Sample Question Papers of Internal Examinations	Yes		
15	Results Analysis (last 5 years)	Yes		
16	Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes		

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17		Student Feedback	Yes	
18	Student Support and Achievements	Student Scholarships	Yes	
19		Students Achievements	Yes	
20		Students Training & Placements	Yes	
21		Complaints and Grievances	Yes	
22		Details of Club / Professional Society / Chapters	Yes	
23	Student Activities and Engagement	Industrial Visit Documents	Yes	
24		Alumni Meeting & Contributions	Yes	
25		Details of Student Project & Internship	Yes	
26	Research, Projects, and Innovation	Research Scholars: Registered – Completed	Yes	
27		Details of Research Funding / Consultancy Documents	Yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

*[Signature]*  
HOD/Dean

*[Signature]*  
Internal Auditor

Name: Dr. Y. B. Kishore Kumar

IQAC Office use:

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

Date of Audit: 14/6/2024

School: Computing

Department: Computer Applications Name & Designation Internal Auditor: Dr. P. Hariprasad, Professor of MTE

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5		Minutes of the Department Meetings	Yes	
6		Previous Year Academic Audit Reports	Yes	
7		Faculty Details	Yes	
8	Faculty Records and Development	List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended	Yes	
10		Mentor-Mentee	Yes	
11		Class Time - Table	Yes	
12		Student Roll List	Yes	
13		Student Attendance Registers	Yes	
14	Academic Delivery and Assessment	Sample Question Papers of Internal Examinations	Yes	
15		Results Analysis (last 5 years)	Yes	
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes	



## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24


Date of Audit: 13-06-24

Name & Designation Internal Auditor: Dr. M. S. Sujatha, JOD, EEE

Department: Pharmaceutical Sciences

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5		Minutes of the Department Meetings	Yes	
6		Previous Year Academic Audit Reports	Yes	
7	Faculty Records and Development	Faculty Details	Yes	
8		List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended	Yes	
10		Mentor-Mentee	Yes	
11	Academic Delivery and Assessment	Class Time - Table	Yes	
12		Student Roll List	Yes	
13		Student Attendance Registers	Yes	
14		Sample Question Papers of Internal Examinations	Yes	
15		Results Analysis (last 5 years)	Yes	
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes	

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17	Student Support and Achievements	Student Feedback	Yes	
18		Student Scholarships	Yes	
19		Students Achievements	Yes	
20		Students Training & Placements	Yes	
21		Complaints and Grievances	Yes	
22	Student Activities and Engagement	Details of Club / Professional Society / Chapters	Yes	
23		Industrial Visit Documents	Yes	
24		Alumni Meeting & Contributions	Yes	
25		Details of Student Project & Internship	Yes	
26	Research, Projects, and Innovation	Research Scholars: Registered – Completed	Yes	
27		Details of Research Funding / Consultancy Documents	Yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

  
 M.S. Sujatha  
 Internal Auditor  
 Name: Dr. M.S. Sujatha

  
 HOD/ Dean

IQAC Office use:

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

Date of Audit: 13/6/2024

School: Competing

Department: Data Science Name & Designation Internal Auditor: Dr. T. Haffas and

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5	Faculty Records and Development	Minutes of the Department Meetings	Yes	
6		Previous Year Academic Audit Reports	Yes	
7		Faculty Details	Yes	
8		List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended	Yes	
10		Mentor-Mentee	Yes	
11		Class Time – Table	Yes	
12	Academic Delivery and Assessment	Student Roll List	Yes	
13		Student Attendance Registers	Yes	
14		Sample Question Papers of Internal Examinations	Yes	
15		Results Analysis (last 5 years)	Yes	
16	Advanced Learner Engagement, Remedial and Reinforcement Classes		Yes	

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17		Student Feedback	Yes	
18	Student Support and Achievements	Student Scholarships	Yes	
19		Students Achievements	Yes	
20		Students Training & Placements	Yes	
21		Complaints and Grievances	Yes	Need Improve
22	Student Activities and Engagement	Details of Club / Professional Society / Chapters	Yes	
23		Industrial Visit Documents	Yes	
24		Alumni Meeting & Contributions	Yes	
25	Research, Projects, and Innovation	Details of Student Project & Internship	Yes	
26		Research Scholars: Registered – Completed	Yes	
27		Details of Research Funding / Consultancy Documents	Yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

*V. Ramesh*  
HOD/Dean

*Dr. T. Hari prasad*  
Internal Auditor

Name:

*Dr. T. Hari prasad*

IQAC Office use:

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

Date of Audit: 14.06.2024

School: Engineering

Department: CBE

Name & Designation Internal Auditor: Dr. T. Nandani

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5		Minutes of the Department Meetings	Yes	
6	Previous Year Academic Audit Reports			
7	Faculty Details		Yes	
8	Faculty Records and Development	List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended		to be updated
10	Mentor-Mentee		Yes	
11	Academic Delivery and Assessment	Class Time - Table	Yes	
12		Student Roll List	Yes	
13		Student Attendance Registers	Yes	
14		Sample Question Papers of Internal Examinations	Yes	
15	Results Analysis (last 5 years)		Yes	
16	Advanced Learner Engagement, Remedial and Reinforcement Classes		Yes	Advanced learner engagement should be reviewed

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17		Student Feedback	Yes	
18		Student Scholarships	Yes	
19	Student Support and Achievements	Students Achievements	Yes	
20		Students Training & Placements	Yes	
21		Complaints and Grievances	Yes	
22		Details of Club / Professional Society / Chapters	Yes	
23	Student Activities and Engagement	Industrial Visit Documents	Yes	
24		Alumni Meeting & Contributions	Yes	
25		Details of Student Project & Internship	Yes	
26	Research, Projects, and Innovation	Research Scholars: Registered – Completed	Yes	
27		Details of Research Funding / Consultancy Documents	Yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	Stock register should be up to date
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	Hand copy can be made available
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

*S. Sanyal*  
HOD/Dean

*Dr. T. Madhavi*  
Internal Auditor

Name: *Dr. T. Madhavi*

IQAC Office use:



# MOHAN BABU UNIVERSITY

Sri Sainath Nagar, Tirupati, Andhra Pradesh - 517102

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

School: Engineering

Department: Mechanical Engineering

Date of Audit: 11.06.2024

Name & Designation Internal Auditor: Dr. K. Reddy Madhavi, Head - DS

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5		Minutes of the Department Meetings	Yes	
6		Previous Year Academic Audit Reports	Yes	
7	Faculty Records and Development	Faculty Details	Yes	
8		List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended	Yes	
10		Mentor-Mentee	Yes	
11		Class Time - Table	Yes	
12		Student Roll List	Yes	
13		Student Attendance Registers	Yes	
14	Academic Delivery and Assessment	Sample Question Papers of Internal Examinations	Yes	
15		Results Analysis (last 5 years)	Yes	
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes	

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17		Student Feedback	yes	
18	Student Support and Achievements	Student Scholarships	yes	
19		Students Achievements	yes	
20		Students Training & Placements	yes	
21		Complaints and Grievances	yes	File updation needed
22		Details of Club / Professional Society / Chapters	yes	
23	Student Activities and Engagement	Industrial Visit Documents	yes	
24		Alumni Meeting & Contributions	yes	
25		Details of Student Project & Internship	yes	
26		Research Scholars: Registered – Completed	yes	
27	Research, Projects, and Innovation	Details of Research Funding / Consultancy Documents	yes	
28		Lab Entry, Equipment, and Stock Registers and Lab Manuals	yes	
29		Equipment Maintenance and Repairs	yes	
30	University Documents	University Policies	yes	
31	Communications	Outgoing Letters	yes	
32		Office Circulars	yes	

  
HOD/Dean

  
Internal Auditor

Name: Dr. K. Reddy Madhavi

IQAC Office use:

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

School: Engineering  
Department: Civil Engineering


Date of Audit: 12.06.2024

Name & Designation Internal Auditor: Dr. Switha . G, Head-CSE

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	yes	
2		Regulations, Curriculum, & Syllabus	yes	
3		List of BOS Members	yes	
4		BOS Meeting Minutes	yes	
5	Faculty Records and Development	Minutes of the Department Meetings	yes	
6		Previous Year Academic Audit Reports	yes	
7		Faculty Details	yes	
8		List of Faculty Publications (last 5 years)	yes	
9	Academic Delivery and Assessment	Details of FDPs / Workshops Organized and Attended	yes	
10		Mentor-Mentee	yes	
11		Class Time - Table	yes	
12		Student Roll List	yes	
13	Academic Delivery and Assessment	Student Attendance Registers	yes	
14		Sample Question Papers of Internal Examinations	yes	
15		Results Analysis (last 5 years)	yes	
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	yes	more Activities can be added.

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17	Student Support and Achievements	Student Feedback	yes	
18		Student Scholarships	yes	
19		Students Achievements	yes	
20		Students Training & Placements	yes	
21		Complaints and Grievances	yes	
22	Student Activities and Engagement	Details of Club / Professional Society / Chapters	yes	
23		Industrial Visit Documents	yes	
24		Alumni Meeting & Contributions	yes	
25	Research, Projects, and Innovation	Details of Student Project & Internship	yes	
26		Research Scholars: Registered – Completed	yes	
27		Details of Research Funding / Consultancy Documents	yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	yes	need updation for recently
29		Equipment Maintenance and Repairs	yes	
30	University Documents	University Policies	yes	
31	Communications	Outgoing Letters	yes	
32		Office Circulars	yes	

  
HOD/Dean

  
Internal Auditor  
Name: Dr. D. Sankha

IQAC Office use:

## INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

ACADEMIC YEAR 2023-24

School: Engineering

Date of Audit: 11.06.2024

Department: Electrical & Electronics

Name & Designation Internal Auditor: Dr. Sunita.G, Head/CSE

Engineering

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
1	Governance and Compliance	Vision, Mission, PO, PEO, PSOs	Yes	
2		Regulations, Curriculum, & Syllabus	Yes	
3		List of BOS Members	Yes	
4		BOS Meeting Minutes	Yes	
5		Minutes of the Department Meetings	Yes	
6	Faculty Records and Development	Previous Year Academic Audit Reports	Yes	To be updated & filed properly
7		Faculty Details	Yes	
8		List of Faculty Publications (last 5 years)	Yes	
9		Details of FDPs / Workshops Organized and Attended	Yes	
10		Mentor-Mentee	Yes	
11		Class Time - Table	Yes	
12		Student Roll List	Yes	
13	Academic Delivery and Assessment	Student Attendance Registers	Yes	
14		Sample Question Papers of Internal Examinations	Yes	
15		Results Analysis (last 5 years)	Yes	
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes	

S. No.	Audit Area	Document/File	Verified (Yes/No)	Remarks
17		Student Feedback	Yes	
18	Student Support and Achievements	Student Scholarships	Yes	Need to be kept in order.
19		Students Achievements	Yes	
20		Students Training & Placements	Yes	
21		Complaints and Grievances	Yes	
22		Details of Club / Professional Society / Chapters	Yes	
23	Student Activities and Engagement	Industrial Visit Documents	Yes	
24		Alumni Meeting & Contributions	Yes	
25	Research, Projects, and Innovation	Details of Student Project & Internship	Yes	
26		Research Scholars: Registered – Completed	Yes	
27		Details of Research Funding / Consultancy Documents	Yes	
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

M. S. Sujjika  
HOD/Dean

Internal Auditor  
Dr. G. Sumitha

Name:

IQAC Office use:



# MOHAN BABU UNIVERSITY

Sree Sainath Nagar, Tirupati-517102

## ACTION TAKEN REPORT

Based on the recommendations of AAA committee visited the different schools during 11.06.2024 to 14.06.2024, the following actions were taken for the improvement:

S.No.	Recommendations of AAA Committee	Action taken report:
1.	Faculty course files were not maintained uniformly across departments	Standard operating procedure (SOP) issued for uniform maintenance of course files and academic records
2.	Need for enhancement in internship opportunities	Departments coordinated with industry partners for internships and hands-on training
3.	Laboratory manuals required updating as per revised syllabus	All laboratory manuals revised and aligned with current curriculum
4.	Insufficient documentation of extension and outreach activities	Activity reports, photographs, and participation records maintained systematically
5.	increase number of books in Library related to computing especially machine learning	Departments submitted a recommended list of books related to Artificial Intelligence, Machine Learning, Data Science, and emerging technologies. The Library initiated procurement of the recommended titles and expanded access to digital learning resources.

Director, IQAC

DIRECTOR (IQAC)  
MOHAN BABU UNIVERSITY  
TIRUPATI-517102, A.P.