

MBU/IQAC/Audit/2025-26/01

Date: 10.06.2025

CIRCULAR

As part of continuous quality enhancement and adherence to regulatory and accreditation requirements, an Internal Academic and Administrative Audit for all Schools, Departments, Dean Offices, and Functional Units is scheduled from 16.06.2025 to 30.06.2025.

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 2024-25.

All Deans, Heads of Departments, and Heads of Administrative/Functional Units are directed to treat this audit as the top priority and extend full cooperation by ensuring the availability of all relevant records, files, and supporting documents.

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



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)

INTERNAL AUDIT (2024 -25) COMMITTEE & SCHEDULE

S.No	Date	School / Office	Division to be Audited	Auditor	Signature of the Auditor
1.	16.06.25	SOE	Electrical and Electronics Engineering	Dr. Sudhakar Reddy N, HoD - ECE	<i>[Signature]</i>
2.			Civil Engineering	Dr. Hariprasad T, HoD - ME	<i>[Signature]</i>
3.	17.06.25		Electronics and Communications Engineering	Dr. Sujatha M S, HoD - EEE	<i>[Signature]</i>
4.			Mechanical Engineering	Dr. G K Arunvivek, HoD - CE	<i>[Signature]</i>
5.	18.06.25	SOC	Artificial Intelligence & Machine Learning	Dr. Reddy Madhavi K, HoD - DS	<i>[Signature]</i>
6.			Computer Science Engineering	Dr. Sowmya Vani M, HoD - CA	<i>[Signature]</i>
7.	19.06.25		Data Science	Dr. Sunitha G, HoD - CSE	<i>[Signature]</i>
8.			Computer Applications		
9.	20.06.25	SCM	Commerce and Management	Dr. Kishore Kumar Y B, HoD - Physics	<i>[Signature]</i>
10.	23.06.25	SOPAHCS	Paramedical & Allied HealthCare Sciences	Dr. T. Giridhara Krishna, Dean - Agriculture	<i>[Signature]</i>
11.			Mathematics	Dr. M. R. Jeyaprakash, Deputy Dean - Pharmacy	<i>[Signature]</i>
12.	24.06.25 to 26.06.25	SOLAS	Physics		
13.			English	Dr. Thaya Madhavi, i/c Dean - SCM	<i>[Signature]</i>
14.			Biological & Chemical Sciences		
15.	25.06.25	SOP	Pharmaceutical Sciences	Dr. K. Kumaraswamy Naidu, HoD - Mathematics	<i>[Signature]</i>

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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)

S.No	Date	School / Office	Division to be Audited	Auditor	Signature of the Auditor
16.	26.06.25	SOA	Agriculture	Dr. A . Jagatheesan, Dean - Paramedical	
17.			University Office	Dr. P. V. Ramana, Dean - Academics	
18.			Office of Dean - Academics	Dr. Avireni Sreenivasulu, Dean - R&I	
19.	25.06.25	Functional Dean Offices & Divisions	Library	Dr. Devaraju T, Dean - Student Affairs	
20.	to		Office of Controller of Examinations	Dr. Gireesh N, Dean - Planning & Monitoring	
21.	30.06.25		Office of Dean - Student Affairs	Dr. Balaji Rao, Chief Librarian	
22.			Office of Dean - Research & Innovation	Dr. Krupakaran R. L, Professor, ME	
23.			Administration & HR Office	Dr. Farook Shaik, Professor, EEE	
24.			IT Facilities	Dr. Satyanarayana V.V, Professor, ECE	
25.	27.06.25	Infrastructure	Skill Labs (APSSDC, Siemens, AICTE Idea Lab etc)	Dr. Manikandan N, Professor, ME	

Director IQAC

Vice-Chancellor

INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: Computing Date of Audit: 18-06-2025
 Department: Computer Science Engineering Name & Designation Internal Auditor: Pr. Soumya Vari. M. HOD-CA

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 Feedback	yes	
18	Student Support and Achievements	Student Scholarships	yes	
19		Students Achievements	yes	Proper indexing is needed
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 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	Infrastructure and Laboratory Documents	University Policies	yes	
31		Outgoing Letters	yes	
32	Communications	Office Circulars	yes	

M. Sanyal
Internal Auditor

[Signature]
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Dean

Name:

IQAC Office use:



MOHAN BABU UNIVERSITY

Sri Sainath Nagar, Tirupati, Andhra Pradesh - 517102

INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: School of Agriculture

Date of Audit: 26/06/2025

Department: Agriculture

Name & Designation Internal Auditor: Dr. A. Jagatheesan, Dean - Paramedical

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	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	Latest Analysis has to be added
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	Achievements to be updated
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	
29		Equipment Maintenance and Repairs	Yes	
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

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T. Govindaraj
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Internal Auditor

Name:

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INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: Paramedical & Allied HealthCare Sciences Date of Audit: 23/06/2025

Department: Paramedical & Allied HealthCare Sciences Name & Designation Internal Auditor: Dr. T. Giridhara Krishna, Dean - Agriculture

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	Needs to be updated.
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	
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	Need to be improved.
30	University Documents	University Policies	YES	
31	Communications	Outgoing Letters	YES	
32		Office Circulars	YES	

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T. Geetha
Internal Auditor

Name: Dr. T. Giridhar Krishna

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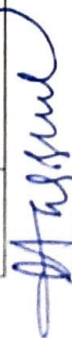
INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: A ENGINEERING Date of Audit: 17-06-2025

Department: MACHANICAL Name & Designation Internal Auditor: DR. ARUN VIVEK, HOD - CE

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	UPDATE REQUIRED
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	CAN BE IMPROVED

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	DOCUMENT NEEDS TO BE UPDATED
30	University Documents	University Policies	YES	
31	Communications	Outgoing Letters	YES	
		Office Circulars	YES	


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Internal Auditor

Name:

IQAC Office use:



MOHAN BABU UNIVERSITY

Sri Sainath Nagar, Tirupati, Andhra Pradesh – 517102

INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: Engineering Date of Audit: 16/06/2025

Department: Civil Engineering Name & Designation Internal Auditor: Dr. Hari Prasad T, HOD - ME

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	Need proper documentation

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	Proper documentation required.
22		Details of Club / Professional Society / Chapters	Yes	
23	Student Activities and Engagement	Industrial Visit Documents	Yes	
24		Alumni Meeting & Contributions	Yes	Need to be improved
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	


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Internal Auditor

Name:

IQAC Office use:

INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: Computing Date of Audit: 19.06.2025
 Department: Computer Application Name & Designation Internal Auditor: Dr. Saritha G. HOB - CSE

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	Need to update
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	Need to update
16		Advanced Learner Engagement, Remedial and Reinforcement Classes	Yes	

INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: SOLAS

Department: B.C.S. / English / Physics

Date of Audit: 24/06/25

Name & Designation Internal Auditor: Dr. Thaya Madhavi, i/c. Dean - SCM

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	Need to be reviewed.
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 Feedback	Yes	
18	Student Support and Achievements	Student Scholarships		
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	Need to be revised
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	
		Office Circulars	Yes	

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(Y.B. KISHORE KUMAR)

Dean

Internal Auditor

Name: Dr. T. Madhavi

IOAC Office use:

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	opportunity to improve
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	Need to update
28	Infrastructure and Laboratory	Lab Entry, Equipment, and Stock Registers and Lab Manuals	Yes	
29		Equipment Maintenance and Repairs	Yes	
30		University Documents	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

Dr. S. S. Srinivasan
HOD

[Signature]
Internal Auditor

Dean

Name: _____

IQAC Office use: _____

INTERNAL AUDIT FORM - DEPARTMENTAL OPERATIONS

School: Engineering Date of Audit: 16/06/2025 (2024-25)

Department: Electrical and Electronics Engineering Name & Designation Internal Auditor: Dr. Sudhakar Reddy N, HOD-ECE

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	Need to be revised
9		Details of FDPs / Workshops Organized and Attended	Yes	
10	Academic Delivery and Assessment	Mentor-Mentee	Yes	
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	
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	Needs to be updated
30	University Documents	University Policies	Yes	
31	Communications	Outgoing Letters	Yes	
32		Office Circulars	Yes	

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Dean


Internal Auditor

Name:

IQAC Office use:

Internal Quality Assurance Cell (IQAC)

Academic year 2024-25

INTERNAL AUDIT FORM

Office of Audit: **Office of Dean Research & Innovation**

Auditing Person Name : DR. KRUPADRA P.L.

Position/Department : PROFESSOR, M.E.

Section A: Research Governance & Policy

S. No	File / Document	Availability	Remarks
1.	University Research Policy	<u>YES</u> / NO	
2.	IPR / Patent Policy	<u>YES</u> / NO	
3.	Research Ethics Committee (IEC / IAEC) Records	<u>YES</u> / NO	
4.	Research Advisory Committee Minutes	<u>YES</u> / NO	
5.	Plagiarism Policy & Turnitin Records	<u>YES</u> / NO	

Section B: Research Output & Quality

S. No	File / Document	Availability	Remarks
1.	Faculty Publications (SCI / Scopus / WoS)	<u>YES</u> / NO	
2.	Journal Quality & Quartile Analysis	<u>YES</u> / NO	
3.	Citation / h-index Monitoring	<u>YES</u> / NO	
4.	Student Research Publications	<u>YES</u> / NO	
5.	Conference / Book / Book Chapter Records	<u>YES</u> / NO	

Section C: Innovation & IPR

S. No	File / Document	Availability	Remarks
1.	Patents Filed / Published / Granted	<u>YES</u> / NO	
2.	Copyright / Design Registration Records	<u>YES</u> / NO	
3.	Innovation Cell / IIC Activity Records	<u>YES</u> / NO	
4.	Startup / Incubation Support Documents	<u>YES</u> / NO	

Section D: Research Capacity Building

S. No	File / Document	Availability	Remarks
1.	Research FDPs / Workshops Conducted	<u>YES</u> / NO	
2.	Research Methodology Training Programs	<u>YES</u> / NO	
3.	Interdisciplinary Research Initiatives	<u>YES</u> / NO	
4.	Research Collaborations / MoUs	<u>YES</u> / NO	

Section E: Continuous Improvement

S. No	File / Document	Availability	Remarks
1.	Previous Audit Reports & ATR	<u>YES</u> / NO	
2.	Research Performance Improvement Plans	<u>YES</u> / NO	
3.	Benchmarking with Peer Institutions	<u>YES</u> / NO	

Observations & Suggestions


INTERNAL AUDITOR


DIRECTOR IQAC

Date of Audit:

Internal Quality Assurance Cell (IQAC)
Academic year 2024-25

INTERNAL AUDIT FORM

Office of Audit: **Office of Dean Academics**

Auditing Person Name : Dr. Avireni Sreenivasulu

Position/Department : Dean - R&I

Section A: Academic Governance & Compliance

S. No	File / Document	Availability	Remarks
1.	University Academic Regulations (UG/PG/PhD)	<u>YES</u> / NO	
2.	Academic Council Composition & Notifications	<u>YES</u> / NO	
3.	Academic Council Meeting Minutes	<u>YES</u> / NO	
4.	BOS Approval & Implementation Records	<u>YES</u> / NO	
5.	Academic Calendar (Approved & Circulated)	<u>YES</u> / NO	
6.	Implementation of Statutory Body Guidelines (UGC/AICTE/NAAC)	<u>YES</u> / NO	

Section B: Curriculum & Academic Delivery Oversight

S. No	File / Document	Availability	Remarks
1.	Curriculum Revision Policy & Records	<u>YES</u> / NO	
2.	Outcome-Based Education (OBE) Framework	<u>YES</u> / NO	
3.	Course File Monitoring Reports	<u>YES</u> / NO	
4.	CO-PO Attainment Consolidated Reports	<u>YES</u> / NO	
5.	Teaching-Learning Innovation Initiatives	<u>YES</u> / NO	
6.	Academic Audit Follow-up Action Taken Reports (ATR)	<u>YES</u> / NO	

Section C: Faculty & Academic Quality Assurance

S. No	File / Document	Availability	Remarks
1.	Faculty Workload & Deployment Records	<u>YES</u> / NO	
2.	Faculty Performance Appraisal System	<u>YES</u> / NO	
3.	FDP / Training Monitoring & Impact Analysis	<u>YES</u> / NO	
4.	Mentor-Mentee Academic Monitoring	<u>YES</u> / NO	
5.	Student Feedback Analysis & Action Plans	<u>YES</u> / NO	

Section D: Student Academic Support Systems

S. No	File / Document	Availability	Remarks
1.	Advanced Learners & Remedial Program Records	<u>YES</u> / NO	
2.	Academic Advising & Counseling Reports	<u>YES</u> / NO	
3.	Academic Grievance Redressal Records	<u>YES</u> / NO	
4.	Academic Performance Trend Analysis	<u>YES</u> / NO	
5.	Coursera related Files	<u>YES</u> / NO	

Observations:

Remarks & Suggestions


INTERNAL AUDITOR


DIRECTOR IQAC

Date of Audit:



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 & 40 of 2023)

Internal Quality Assurance Cell (IQAC) Academic year 2024-25

INTERNAL AUDIT FORM - I

Office of Audit: CoE Office

Auditing Person Name

: DR. GURISH N

Position/Department

: DEAN - PLANNING & MONITORING

S. No	File / Document	Availability	Remarks
1.	Examination Rules and Regulations Manual	✓ YES / NO	
2.	University Academic Regulations Related to Examinations	✓ YES / NO	
3.	Guidelines Issued by Statutory Bodies (AICTE/UGC/NAAC/State/University)	✓ YES / NO	
4.	Notifications/Circulars Issued by The Controller of Examinations	✓ YES / NO	
5.	Question Paper Setting Records (Confidential Files, Panel of Paper Setters)	✓ YES / NO	
6.	Question Paper Blueprint & Mapping with Syllabus/Course Outcomes	✓ YES / NO	
7.	Answer Script Evaluation Guidelines (Schemes of Valuation, Moderation Records)	✓ YES / NO	
8.	Examiner Appointment and Guidelines	✓ YES / NO	

Observations:

Remarks & Suggestions

CA
INTERNAL AUDITOR

[Signature]
DIRECTOR IQAC

Internal Quality Assurance Cell (IQAC)
Academic year 2024-25

INTERNAL AUDIT FORM - II

Office of Audit: CoE Office

Auditing Person Name : DR. GURISH N
Position/Department : DEAN - PLANNING & MONITORING

S. No	File / Document	Availability	Remarks
1.	Confidentiality and Security Measures (Encryption, Printing, Storage Logs)	✓ YES / NO	
2.	Seating Arrangements and Hall Plans	✓ YES / NO	
3.	Invigilation Duty Rosters and Reports	✓ YES / NO	
4.	Consolidated Attendance Percentage of CIAT / CE	✓ YES / NO	
5.	Malpractice Registers & Reports	✓ YES / NO	
6.	Revaluation/Recounting Applications and Reports	✓ YES / NO	
7.	Random Revaluation/Scrutiny Reports	✓ YES / NO	
8.	Tabulation Registers/Mark Sheets (Manual/Digital Logs)	✓ YES / NO	

Observations:

Remarks & Suggestions

W
INTERNAL AUDITOR

[Signature]
DIRECTOR IQAC

Internal Quality Assurance Cell (IQAC)

Academic year 2024-25

INTERNAL AUDIT FORM - III

Office of Audit: CoE Office

Auditing Person Name

: DR. GURISH N

Position/Department

: DEAN - PLANNING & MONITORING

S. No	File / Document	Availability	Remarks
1.	Student Grievance Redressal Records Related to Exams	✓ YES / NO	
2.	Appeals/Disciplinary Committee Decisions (If Any)	✓ YES / NO	
3.	Feedback Reports from Students/Faculty on Exam System	✓ YES / NO	
4.	Access Control Records of Sensitive Data Answer Scripts / Result % / Attendance %	✓ YES / NO	
5.	Compliance Reports with Academic Council/Board of Studies Decisions	✓ YES / NO	
6.	Previous Internal/External Audit Reports	✓ YES / NO	
7.	Results Declaration Approvals and Notifications	✓ YES / NO	
8.	Student Grievance Redressal Records Related to Exams	✓ YES / NO	

Observations:

Remarks & Suggestions


INTERNAL AUDITOR


DIRECTOR IQAC



MOHAN BABU UNIVERSITY

Sree Sainath Nagar, Tirupati-517102

ACTION TAKEN REPORT ON INTERNAL AUDIT

Based on the recommendations of AAA committee visited the different schools during 16.06.2025 to 30.06.2025,

the following actions were taken for the improvement:

S.No.	Recommendations of AAA Committee	Action taken report:
1.	Files related to FDPs, Academic delivery and assessments, student activities and engagements need to be updated across the schools.	Respective Schools have been informed to incorporate the suggestions to update the files.
2.	Need for strengthening CO-PO attainment documentation	CO-PO mapping files standardized.
3.	Limited industry interaction activities documented	Documented the expert lectures, MoUs and industrial visits.
4.	Documentation gaps in mentoring records	Mentor-mentee registers standardized and periodic review implemented as per the guidelines
5.	Need for remedial coaching documentation	Remedial class schedules and attendance records maintained systematically
6.	Alumni meeting and contributions.	Informed the respective schools to be improved.

Director, IQAC

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