

**ACADEMIC
&
ADMINISTRATIVE AUDIT
2023-24**




REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 302,
Guntur District, Andhra Pradesh.





Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 21001:2018 Certified

Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in

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Auditors' Summary Report
Academic & Administrative Audit
(2023-2024)

Introduction:

The AAA Audit was conducted by **Prof Avinash Keskar, Senior Professor & NAAC Assessor on March 20th & 21st 2024**. The audit aimed to assess the institution's adherence to quality standards, regulatory compliance, and areas for improvement across academic, administrative, and research domains.

Commendation:

The audit identified commendable practices within K.L. University, including:

- Transparency and accountability initiatives such as maintaining soft copies of elective course opt-ins and providing proofs for financials. While progress has been made, areas needing further attention and improvement are highlighted.

Affirmation:

Actions taken by the university in response to audit recommendations were acknowledged, including:

1. The formulation of quality objectives, enhancement of academic reporting mechanisms, and initiation of faculty training programs. Such proactive measures demonstrate a dedication to continuous improvement and stakeholder satisfaction. The establishment of Internal Complaints Committee (ICC) and Anti-Ragging Committee showcases the institution's dedication to ensuring a safe and conducive learning environment.

Recommendations for Improvement:

Enhancement of Quality Objectives: Formulate and implement quality objectives consistent with the university's vision and mission to ensure alignment with institutional goals and academic excellence. Stakeholder Engagement: Strengthen engagement with stakeholders, including students, faculty, industry partners, and alumni, to gather comprehensive feedback for informed decision-making and continuous improvement. The university's commitment to providing holistic skill development opportunities across disciplines is commendable, reflecting a proactive approach to addressing industry demands and fostering student employability.


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Sd/-

Prof Avinash Keskar
Senior Professor
&
NAAC Assessor



Academic & Administrative Audit (AAA)

2023 – 2024

Criteria 1 Audit Report

20th March 2023

S.No.	Metric	Audit Remarks
1	Curriculum developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs), and Course Outcomes (COs) of the Programmes offered by the University.	To Maintain a Supporting Document / Discussion by a Departmental Committee on Justification of Proper Mapping of Courses /COS to identified Thrust Areas (Local, Regional, National & Global Needs) mentioned in PDD of a Program.
2	The Programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements.	To Maintain a List with % of Courses Focusing on Employability/ Skill/ Entrepreneurship
3	Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years 1.2.1.1: How many new courses introduced during the last five years 1.2.1.2 : Consolidated number of courses offered by the institution across all Programmes (without repeat count) during the last five years	% of New Courses Claimed (41%) is high when compared with NAAC benchmark (20%) . Need to Justify the Reason for Introduction of New Courses
4	Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment & Sustainability and other value framework enshrined in Sustainable Development goals and National Education Policy – 2020 into the Curriculum.	Suggested to Showcase Proof related to Implementation of Cross Cutting Issues Ex : Ethics in Project report writing, Gender Equality in Project/ Term Paper Batch Allocation.


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5	Number of certificate / value-added courses / Diploma Programmes offered by the institutions and online courses of MOOCs, SWAYAM / e_Pathshala/ NPTEL and other recognized platforms where the students of the institution have enrolled and successfully completed during the last five years.	All platforms can be used.
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Sd/-

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2023 – 2024

Action taken Report Received from Criterion In charge(Dean-Academics)

23rd March 2023

S. No	Auditor Remarks	Action taken Report Received from Criterion In charge (Dean-Academics)
1	To Maintain a Supporting Document / Discussion by a Departmental Committee on Justification of Proper Mapping of Courses /COS to identified Thrust Areas (Local ,Regional ,National & Global Needs) mentioned in PDD of a Program.	Program Development Document is prepared by every Department through its Department Academic Committee (DAC) and the minutes of the same are approved in respective BoS.
2	To Maintain a List with % of Courses Focusing on Employability/ Skill/ Entrepreneurship.	Program Wise Percentage of Courses mapped to Employability/ Skill/ Entrepreneurship is available.
3	% of New Courses Claimed (41%) is high when compared with naac benchmark (20%) . Need to Justify the Reason for Introduction of New Courses	As per NAAC Guidelines , Courses offered by a New Program are also considered as New Courses. KLEF had introduced new programs during last 5 years and the courses offered by the same are treated as NEW COURSES.
4.	Suggested to Showcase Proof related to Implementation of Cross Cutting Issues Ex: Ethics in Project report writing , Gender Equality in Project/Term Paper Batch Allocation.	Project Evaluation Rubrics Include - Mandatory Plagiarism Report (max of 20%). Departments also ensures gender equity during formation of Project Batch / TERM paper Batch.
5.	Feedback Questionnaire must be moderated and provision for extra comments must be provided.	Feedback Questionnaire was moderated every 5 years and provision is also provided in feedback form to collect additional comments/Suggestions (If any) by the stake holders.

Dr. N. Venkatram

Dean Academics

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Academic & Administrative Audit (AAA)

2023 – 2024

Criteria 2 Audit Report

20th March 2023

S.No	Metric	Audit Remarks
1	The institution assesses the learning levels of the students and organizes special Programmes to cater to differential learning needs of the students (QIM).	Explain the use of MOOCs courses in the write-up.
2	Student - Full time teacher ratio (Data for the latest completed academic year) (QnM).	1:19.1 - Acceptable. Highlight “Research faculty”.
3	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching learning process (QIM)	Show sample cases of experiential and participative learning. Show ICT-enabled tools distinctly. Very weak students should be provided with additional opportunities
4	The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issue (QIM)	Present a few case studies.
5	Average percentage of full-time teachers appointed against the number of sanctioned posts year wise during the last five year (QnM)	93% - Acceptable
6	Percentage of full-time teachers with Ph.D./D.M/M.Ch./D.N.B/Superspeciality/ L.L.D/D.S.C/D.Litt. during the last five year (QnM)	>80%. Can you take it up to about 85%?
7	Average teaching experience of full-time teachers (Data to be provided only for the latest completed academic year, in number of years) (QnM)	16.8 Years - Acceptable. Benchmark: 15 Years. The experience includes outside (KLEF) experience also.
8	Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results year-wise during the last five years (QnM)	11.8 Days - Acceptable. KLEF Policy: 15 Days



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9	Percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations during the last five years (QnM)	0.67% - Acceptable.
10	The institution has stated learning outcomes (Program and Course outcomes)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution (QIM)	LO targets are kept low; hence they are attained. Faculty shall decide the 'thresholds. Standard of question papers.
11	Pass percentage of students (excluding backlog students) (Data to be provided only for the latest completed academic year) (QnM)	92% - Acceptable.

Sd/-

Prof Avinash Keskar

Senior Professor

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NAAC Assessor


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2023 – 2024

Action taken Report Received from Criterion In charge Dean(F&SA)

23rd March 2023

S.No	Audit Remarks	Action taken Report Received from Criterion In-charge (Dean-Faculty Affairs)
1	Explain the use of MOOCs courses in the write-up.	Updated the content in Explanation of MOOCs in the Write-up
2	Student - Full time teacher ratio 1:19.1 - Acceptable. Highlight "Research faculty".	As per the suggestion, highlighted the Research Faculty in the role list.
3	Show sample cases of experiential and participative learning. Show ICT-enabled tools distinctly. Very weak students should be provided with additional opportunities	As per the suggestion, highlighted the opportunities for weak students.
4	Present a few case studies Mentor-Mentee Schemes	Few cases studies were Updated as per your suggestion.
5	full-time teachers appointed against the number of sanctioned posts 93% - Acceptable	KLEF adheres to a policy of 100% filling of sanctioned posts.
6	>80% teachers with Ph.D. Can you take it up to about 85%?	The recruiting process is ongoing, with a focus on hiring only PhD candidates at this time.
7	Average teaching experience of full-time teachers 16.8 Years - Acceptable. Benchmark: 15 Years. The experience includes outside (KLEF) experience also.	As per the suggestion, outside experience details are also being considered.
8	declaration of results in 11.8 Days - Acceptable. KLEF Policy: 15 Days	KLEF is committed to declaring results within 15 days.
9	student complaints/grievances about evaluation 0.67% - Acceptable.	All grievances and complaints have been filed.
10	LO targets are kept low; hence they are attained. Faculty shall decide the 'thresholds. Standard of question papers.	As per your suggestion, the update has been made.
11	92% Pass Percentage Acceptable.	All analyses have been filed.

Dr. V. Srikanth

Dean F&SA

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Academic & Administrative Audit (AAA)

2023– 2024

Criteria 3 Audit Report

20th March 2023

S. No	Metric	Audit Remarks
1	The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented Documents: Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy and its adoption	1. Equipment cost details with funding agency should be provided. 2. Research center-wise faculty publications, fund received data should be provided.
2	The institution provides seed money to its teachers for research (average per year INR in Lakhs)	1. Keep faculty eligibility and financial assistance details at the beginning of the policy.
3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years	1. Attach faculty study leave proofs for advanced studies fellowships.
4	Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the last five years (INR in Lakhs)	1. Attach JRF/SRF interview advertisement proof. 2. Show KLEF Fellows under any project.
5	Grants for research projects sponsored by the government agencies during the last five years (INR in Lakhs)	1. Segregate projects under Govt. and NGO. 2. Add year-wise No. of faculty in a row.
6	Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge Describe available incubation centre and evidence of its usage (activity) within a maximum of 500 words	1. Write salient features in the policy. 2. Mention as outcomes of incubation centers for start-ups. 3. Remove age of the start-ups and add current turnover.
7	The institution ensures implementation of its stated Code of Ethics for research	1. In advisory committee, keep



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	implementation of which is ensured through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc) 3. Plagiarism check 4. Research Advisory Committee	dept. committees details and satisfactory reports.
8	Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy	Policy should be documented.
10	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years	1. Keep a table with list of case studies. 2. Keep drone salient features in case-study-4.

Sd/-

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Action taken Report Received from Criterion In charge (Dean R&D) 23rd Mar 2023

S. No	Auditor remarks	Action taken Report Received from Criterion In charge (Dean R&D)
1.	1. Equipment cost details with funding agency should be provided. 2. Research center-wise faculty publications, fund received data should be provided.	Research center wise faculty publications were segregated and updated in Files.
2.	Keep faculty eligibility and financial assistance details at the beginning of the seed money policy.	As per your suggestion it was updated.
3.	Attach faculty study leave proofs for advanced studies fellowships.	As per your suggestion it was updated.
4.	1. Attach JRF/SRF interview advertisement proof. 2. Show KLEF Fellows under any project.	As per your suggestion it was updated.
5.	Segregate projects under Govt. and NGO. Add year-wise No. of faculty in a row.	Segregated and updated as per the template.
6.	1. Write salient features in the startup policy. 2. Mention as outcomes of incubation centers for start-ups. 3. Remove age of the start-ups and add current turnover.	Updated as per the suggestion and refer this link. https://www.kluniversity.in/sponresOn.aspx
7.	In code of ethics advisory committee, keep dept. committees details and satisfactory reports.	Updated and meeting minutes available in website. https://www.kluniversity.in/rec.aspx
8.	Consultancy Policy should be documented.	Consultancy policy documented. https://www.kluniversity.in/pdfs/Consultancy-Corporate-Training-Policy.pdf
9.	1. Keep a table with list of Extension activities case studies. 2. Keep drone salient features in case-study-4.	Updated the case studies as per your suggestion and it can produce it in next audit.

Dr. Jaya Kumar Singh
Dean R&D


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Academic & Administrative Audit (AAA)

2023– 2024

Criteria 4 Audit Report 20th Mar 2023

S.No	Metric	Audit Remarks
1	The institution has adequate infrastructure facilities for teaching - learning. viz., classrooms, laboratories, b. ICT enabled facilities such as smart classes, LMS etc. c. Facilities for cultural and sports activities, yoga centre, games (indoor and outdoor) gymnasium, auditorium etc. (QIM)	Present smart classroom pictures with smart boards, interactive cameras (front and back sides) artefacts, etc. The Photos should be self-explanatory. Yoga center not exhibited. Laboratory photos not exhibited. At least one Lab photo from each College/School with cost of equipment mentioned.
2	Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years (QnM)	Target 40%. 43.2% Shown. Satisfactory.
3	Percentage expenditure for purchase of books/ e-books and subscription to journals/e-journals year wise during the last five years (QnM)	Provide Summary of Library (No. of Books, Volumes, E-Journals, etc.). Add column showing 'expenditure' in the E-resources table. General Suggestion: First sheet is Summary sheet.
4	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection (QIM)	Present No. of computers and yearly additions at a small table. Present Wi-Fi Bandwidth in a progressive manner, say, 6, 8, 8, 11 & 11 Gbps. It should not fall in between the five-year period.
5	Student - Computer ratio (Data for the latest completed academic year) (QnM)	3.1. Satisfactory.
6	Institution has the following Facilities for e-content development and other resource development (QnM)	Present the best 7 facilities only. Do not show any more.



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7	Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years (QnM)	No specific comments.
8	There are established systems and procedure for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (QIM)	Write "Cleaned on.....; Next cleaning due on

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S. No	Auditor Remarks	Action taken Report Received from Dean – P&D
1.	Present smart classroom pictures with smart boards, interactive cameras (front and back sides) artefacts, etc. The Photos should be self-explanatory. Yoga center not exhibited. Laboratory photos not exhibited. At least one Lab photo from each College/School with cost of equipment mentioned.	We have taken latest photos and attached in each center.
2.	Provide Summary of Library (No. of Books, Volumes, E-Journals, etc.). Add column showing 'expenditure' in the E-resources table. General Suggestion: First sheet is Summary sheet.	As per your suggestion ,one expenditure Column added, and index sheet also added.
3.	Present No. of computers and yearly additions at a small table. Present Wi-Fi Bandwidth in a progressive manner, say, 6, 8, 8, 11 & 11 Gbps. It should not fall in between the five-year period.	As per your suggestion, Year wise segregation done and modify the Bandwidth details also.
4.	Present the best 7 e-content development facilities only. Do not show any more.	As per your suggestion it was highlighted.
5.	In the writeup -Write the "Cleaned on.....; Next cleaning due on	As per your suggestion it was Modified.

Dr. V.Rajesh
Dean P&D



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Criteria 5 Audit Report 20th Mar 2023

S.No	Metric	Audit Remarks
1	Percentage of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (QnM)	72%. Target: 60%. Various concessions were described in Scholarship Policy.
2	Efforts taken by the institution to provide career counselling including e-counselling and guidance for competitive examinations during the last five years (QIM)	Showcase a few examples of students, who benefited by counseling for placement as well as for competitive exams.
3	Following Capacity development and skills enhancement initiatives are undertaken by the institution for: 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene, self-employment, and entrepreneurial skills) 4. Awareness of trends in technology (QnM)	No specific comments.
4	The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases (QnM)	Some of the exhibits are yet to be uploaded. GRC MOMs also to be uploaded. Assured to upload them before coming Friday. Dates are to be inserted on some of the photos/screenshots. Even the Name of the Event could be written on the photos. Dates are to be provided on the Gender Equity Program Reports.
5	Percentage of placement of outgoing students during the last five years (QnM)	78.88%. Mai correspondence between the Recruiting company and KLEF could be included. Please ensure that the Offer letters display the fact that they belong to the students of KLEF. ID/Registration No. could be


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		inserted.
6	Percentage of graduated students who have progressed to higher education year-wise during last five years (QnM)	Student Roll No. is to be included as one additional column in the summary sheet.
7	Percentage of students qualifying in state/national/ international level examinations out of the graduated students during the last five years (QnM)	7% is shown. Target is 1%. OK.
8	Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the last five years (QnM)	No specific comments.
9	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution (QIM)	Write-up is OK. DAC/BOS MOMs should have signatures of students also.
10	The institution conducts /organizes following activities 1. Sports competitions/events 2. Cultural competitions/events 3. Technical fest/academic fests 4. Any other events through active clubs and forums Options: A. All four of the above B. Any three of the above C. Any two of the above D. Any one of the above E. None of the above. (QnM)	Sample registration forms could be presented. Dates are important on all the documents. Women's Forum & Technical Club activities – to be uploaded.
11	Alumni contribution during the last five years to the University through registered Alumni Association (QnM)	Alumni Contribution cannot be negative in a particular year. Resolution may be appended for outflow of funds through donation, etc. Please delete "Negative" inflow of funds. Prepare Balance sheet for Alumni Association expenditure for every financial year.


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12	Alumni contributes and engages significantly to the development of university through academic and other support system (QIM)	Office-bearers of KLEF AA. The Pro-Vice-Chancellor could be a Patron, not President of AA. Provide Alumni contributions in terms of Guest Lectures, FDPs, Placements, referrals, etc. in summary sheet.
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NAAC Assessor


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Action taken Report Received from Criterion In charge (Dean P&P) 23rd Mar 2023

S.No	Auditor Remarks	Action taken Report Received from Criterion In charge (Dean P&P)
1	Various concessions were described in Scholarship Policy. 72%. Target: 60%.	Included all the policies and showcasing all govt scholarships and KL Scholarships.
2	Showcase a few examples of students, who benefited by counseling for placement as well as for competitive exams.	We are attached few case studies and Hard copy also filed as per your suggestion.
3	Some of the exhibits are yet to be uploaded. GRC MOMs also to be uploaded. Assured to upload them before coming Friday. Dates are to be inserted on some of the photos/screenshots. Even the Name of the Event could be written on the photos. Dates are to be provided on the Gender Equity Program Reports.	We will complete it on 29/3/2024 and Show to Dean Quality for Approval.
4	placement of outgoing students :78.88%. Mail correspondence between the Recruiting company and KLEF could be included. Please ensure that the Offer letters display the fact that they belong to the students of KLEF. ID/Registration No. could be inserted.	We are in process for Collecting mail copy for all the 5 years and we will provide it on 31/3/2024.
5	Student Roll No. is to be included as one additional column in the summary sheet.	Student Roll Number was included in Summary Sheet.
6	students qualifying in state/ national/ international level examinations -7% is shown. Target 1%. OK.	7% of students qualifying in state/ national/ international level examinations
7	Presence of an active Student Council & representation of students on academic & administrative	As per your suggestions Student Signatures also considered and filled in DAC&BOS.



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	bodies/committees of the institution - Write-up is OK. DAC/BOS MOMs should have signatures of students also.	
8	Sample registration forms could be presented. Dates are important on all the documents. Women's Forum & Technical Club activities – to be uploaded.	Registration Forms have been added and all women form and technical activities are included. https://www.kluniversity.in/wdc/
9	Alumni Contribution cannot be negative in a particular year. Resolution may be appended for outflow of funds through donation, etc. Please delete "Negative" inflow of funds. Prepare Balance sheet for Alumni Association expenditure for every financial year.	Balance sheet collected from Finance manager and filed .

Dr. A.Srinath

Dean P&P



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Academic & Administrative Audit (AAA)

2023 – 2024

Criteria 6 Audit Report 20th Mar 2023

S.No	Metric	Audit Remarks
1	6.1.1 Governance (QIM)	Vision & Mission approval MoM Split mission in 3-4 statements Show growth in chart. QS Asia Rankings – May be mentioned in the write-up. Supporting documents - to be signed by the Registrar. Organogram – too much information – could be made simpler [Responsibilities of all Associate Deans could be provided in one Block].
2	6.2.1 Decentralization (QIM)	Explain delegation of powers – e. g. financial powers to various functionaries, grant of leave, Vetting of question papers, etc. Show documents with distribution of Administrative, Financial, and other powers
3	6.2.2 E-governance (QIM)	Screenshots of salary – through Tally s/w could be included. To include Proof of incentives being paid alongside certificate of appreciation.
4	6.3.1 Performance Appraisal System (QIM)	Show sample of performance based financial benefit sanction letters and a consolidated list.
5	6.3.3 Attending FDPs (QnM)	Ensure the level of ‘Host Institutions’ must be higher or equal to KLEF.


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6	6.4.1 Strategies for mobilization of funds (QIM)	In balance sheet/income & expenditure statement show different headings of revenue. Add grant sponsorship letter, and complete trail of documents- sanction – utilization – fund receipt of funds from sponsored research projects.
7	6.4.2 Funds/Grants received from Govt/NGOs (QnM)	Show FIST Funding also. Add at least one non-government funding. Appointment of auditor.
8	6.5.1 IQAC - Two practices Institutionalized (QIM)	“Academic Audit” and Quality Circles” have been highlighted alongside Stakeholder’s feedback, learning outcomes, etc. Lot of discussion. No concrete recommendations came out. Question paper setting/vetting/evaluation... Quality of question paper.
9	6.5.2 IQAC – Quality Assurance Steps (QnM)	1. AAA 2. Conferences/Seminars/Workshops 3. Collaborative Quality Initiatives 4. Orientation Programs on Quality Issues – <u>To include photos</u> 5. Participation in NIRF 6. Any other Quality Audits



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10.	6.5.3 IQAC Initiatives (QIM)	Advised to start from the Compliance to the previous NAAC Peer Team recommendations. Too many initiatives (Few are sufficient).
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Sd/-

Prof Avinash Keskar
Senior Professor
&
NAAC Assessor


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Academic & Administrative Audit (AAA)

2023 – 2024

Action taken Report Received from Criterion In charge (Director-Quality) 20th Mar 2023

S.No	Auditor Remarks	Action taken Report Received from Criterion In charge (Director-Quality)
1	<p>Vision & Mission approval MoM</p> <p>Split mission in 3-4 statements</p> <p>Show growth in chart.</p> <p>QS Asia Rankings – May be mentioned in the write-up.</p> <p>Supporting documents - to be signed by the Registrar.</p> <p>Organogram – too much information – could be made simpler [Responsibilities of all Associate Deans could be provided in one Block].</p>	<p>1.QS Asia Ranking details are included in the Writeup.</p> <p>2.As per your suggestions for all supporting documents the registrar signature was included in it.</p> <p>3.Organogram We have made it in simpler as per your suggestion.</p>
2	<p>Explain delegation of powers – e. g. financial powers to various functionaries, grant of leave, Vetting of question papers, etc. Show documents with distribution of Administrative, Financial, and other powers</p>	<p>All the Leave grants permissions with Dean F&SA and vetting of Question papers permission with Dean Academics.</p>
3	<p>Screenshots of salary – through Tally s/w could be included.</p> <p>To include Proof of incentives being paid alongside certificate of appreciation.</p>	<p>ALL Payroll team Ready with pay slips and we are maintaining pay slips through softcopy.</p>
4	<p>Show sample of performance based financial benefit sanction letters and a consolidated list.</p>	<p>We will provide it in next audit.</p>


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5.	<p>In balance sheet/income & expenditure statement show different headings of revenue.</p> <p>Add grant sponsorship letter, and complete trail of documents- sanction – utilization – fund receipt of funds from sponsored research projects.</p>	As per your suggestion it was updated.
6.	<p>Show FIST Funding also.</p> <p>Add at least one non-government funding.</p> <p>Appointment of auditor.</p>	Fist projects was included and audited documents also attached as per your suggestion.
7.	<p>“Academic Audit” and Quality Circles” have been highlighted alongside Stakeholder’s feedback, learning outcomes, etc. Lot of discussion. No concrete recommendations came out.</p> <p>Question-paper setting/ vetting/ evaluation...</p> <p>Quality of question paper.</p>	We will show in Next Audit.
8.	<ol style="list-style-type: none">1. AAA2. Conferences/Seminars/Workshops3. Collaborative Quality Initiatives4. Orientation Programs on Quality Issues – <u>To include photos</u>5. Participation in NIRF6. Any other Quality Audits	ALL orientation Lectures were included and maintained in files also.
9.	<p>Advised to start from the Compliance to the previous NAAC Peer Team recommendations.</p> <p>Too many initiatives (Few are sufficient).</p>	As per your advice we have reduce the Initiatives and we have started the compliances for the Previous NACC Comments also.
10.	Vision & Mission approval MoM	We will update as per your suggestion.


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Split mission in 3-4 statements

Show growth in chart.

QS Asia Rankings – May be mentioned in the write-up.

Supporting documents - to be signed by the Registrar.

Organogram – too much information – could be made simpler [Responsibilities of all Associate Deans could be provided in one Block].

Dr.K.Subba Rao

Director-Quality


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Academic & Administrative Audit (AAA)

2023 – 2024

Criteria7 Audit Report

21st Mar 2024

S.No	Metric	Audit Remarks
1	Institution has initiated Gender audit and measure for the promotion of gender equity (QIM)	Please do not show too many decimal places. One decimal place is enough in most cases. Showcase increased participation of women in events and leadership positions.
2	The Institution has facilities for alternate sources of energy and energy conservation measures 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 6. Wind will or any other clean green energy (QnM)	Showcase saving of electrical energy through in-house solar power generation.
3	Green campus initiatives include Describer the Green campus initiative of the institution including Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles, Pedestrian Friendly pathways, Ban on use of Plastic, landscaping with trees and plants etc in 500 words (QIM)	The document contains too many pictures. Please keep one or two good pictures for describing one item.
4	Quality audits on environment and energy are regularly undertaken by the institution. The institutional environment and energy initiatives are confirmed through the following 1. Green audit /Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus	Payment proofs to M/s CII, TERI could be appended.



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	environmental promotion and sustainability activities (QnM)	
5	<p>The Institution has Differently abled (Divyangjan) friendly, barrier free environment Write description covering the various components of barrier free environment in your institution within 500 words</p> <ul style="list-style-type: none"> • Built environment with ramps/lifts for easy access to classrooms. • Divyangjan friendly washrooms • Signage including tactile path, lights, display boards and signposts • Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment • Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading, font, enlargement, etc. (QIM) 	Showcase one Classroom on the ground floor for this purpose.
6	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities (within 500 words) (QIM)	Showcase one Sign Board in multi-languages (all the recognized languages by the Indian Constitution) Classroom at a prominent location.
7	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of	Write-up is OK. Backside covers of Student records and printed notebooks could be used to depict KLEF Vision, Mission, Quality Policy, Values, POs.



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	citizens Describe the various activities in the Institution for inculcating values for being (QIM)	preamble (gist) of Indian Constitution and so on.
8	Describe two best practices successfully implemented by the Institution as per the NAAC format provided in the Manual. (QIM)	Rewrite the heading of Best Practice #1. Highlight benefits of SVR Project to the students, viz. Leadership, teamwork, problem identification and solving them in a scientific manner, etc. Please try to identify something better than “Green Initiatives” for the second-Best Practice, preferably with an Academic Best practice. The Best Practices should be KLEF’s USPs.
9	One Distinctive feature of KLEF	Skill development is projected as distinctive feature. OK.

Sd/-

Prof Avinash Keskar
Senior Professor
&
NAAC Assessor



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Academic & Administrative Audit (AAA)

2023 – 2024

Action taken Report received from Criterion In charge (Dean-SA)

23rd Mar 2023

S.No	Auditor Remarks	Action taken Report Received from Criterion In charge (Dean-SA)
1.	In the gender audit Please do not show too many decimal places. One decimal place is enough in most cases.	As per your suggestion it was updated.
2.	Showcase saving of electrical energy through in-house solar power generation.	We will show it in next audit with supporting documents.
3.	The document contains too many pictures. Please keep one or two good pictures for describing one item.	It was updated.
4.	Payment proofs to M/s CII, TERI could be appended.	As per your suggestion all Payment proofs for TERI&CII attached as a supporting documents.
5.	Showcase one Classroom Differently abled on the ground floor for this purpose.	It is already available and we will keep photos for this.
6.	Showcase one Sign Board in multi-languages (all the recognized languages by the Indian Constitution) Classroom at a prominent location.	It is in process and we will show it in next audit.
7.	Sensitization of students and employees of the Institution Write-up is OK. Backside covers of Student records and printed notebooks could be used to depict KLEF Vision, Mission, Quality Policy, Values, POs.	We will show it in next audit with supporting documents.



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	preamble (gist) of Indian Constitution and so on.	
8.	<p>Rewrite the heading of Best Practice #1. Highlight benefits of SVR Project to the students, viz. Leadership, teamwork, problem identification and solving them in a scientific manner, etc.</p> <p>Please try to identify something better than “Green Initiatives” for the second-Best Practice, preferably with an Academic Best practice. The Best Practices should be KLEF’s USPs.</p>	As per your suggestion it was updated.
9.	Skill development is projected as a distinctive feature. OK.	One of the distinctive feature we are projecting as Skill development.

Dr.Ch.Hanumantha Rao

Dean-SA