GOVERNMENT POLYTECHNIC, RAJAMPETA

Annamayya District, Andhra Pradesh – 516 126

IQAC COMPREHENSIVE AUDIT REPORT

Academic Year 2024-25

Submitted to the Principal by the IQAC Coordinator

Proc. No.: 138/GPTR/IQAC/Inspections 2024-25, Dt. 27.03.2025	**Date:** 27.03.2025
IQAC Coordinator: Dr. P. Sujatha, HOD – Civil Engineering	**Principal:** Dr. Y. Sudhakar, M.Pharm., Ph.D.

SECTION 1: FORWARDING NOTE

To

Dr. Y. Sudhakar, M.Pharm., Ph.D.

Principal, Government Polytechnic, Rajampeta

Sub: IQAC Comprehensive Audit Report for the Academic Year 2024-25 – Submission – Reg.

Ref: Proc. No. 138/GPTR/IQAC/Inspections 2024-25, Dt. 27.03.2025

Respected Sir,

I, Dr. P. Sujatha, HOD – Civil Engineering, IQAC Coordinator, Government Polytechnic, Rajampeta, have the honour to submit the Comprehensive IQAC Audit Report for the Academic Year 2024-25. This report consolidates the findings of the Internal IQAC Inspection conducted during 07–09 April 2025 & 14–15 April 2025, as well as the External Academic and Administrative Audit conducted by the Expert Team from Government Polytechnic for Women, Kadapa on 16.05.2025 and 17.05.2025.

The report covers all academic departments (Civil Engineering, Mechanical Engineering, and General Subjects) and all office sections (Admissions, Scholarship, Inward/Dispatch, Accounts, Examinations, Establishment, Maintenance, and Sanitation). Detailed parameter-wise scores, observations, strengths, areas for improvement, and recommendations of the External Audit Team have been incorporated herein.

It is respectfully submitted that the institution has performed commendably across all audit parameters. The composite score reflects a high standard of academic and administrative functioning. The IQAC recommends earnest attention to the improvement areas identified, particularly CO-PO attainment, LMS integration, MoU documentation, and digital records maintenance.

Dr. P. Sujatha, HOD – Civil Engineering
IQAC Coordinator
Government Polytechnic, Rajampeta

SECTION 2: IQAC COMMITTEE COMPOSITION

Academic Year: 2024-25
Proc. No.: 138/GPTR/IQAC/Inspections 2024-25, Dt. 27.03.2025
Date of Proceedings: 27.03.2025

Sl.	Name	Designation	Role
1	Dr. Y. Sudhakar	Principal	Chairperson
2	Dr. P. Sujatha	HOD – Civil Engineering	IQAC Coordinator
3	Smt. K. Padmavathamma	Senior Lecturer/Physics	Member
4	Sri M. Venkata Narayana	HOD – Mechanical Engineering	Member
5	Smt. E. Rajeswari	L/Mech. Engg	Member
6	Smt. R. Leena	L/Civil. Engg	Member
7	Sri M.N. Pradeep Kumar	Office Superintendent	Administrative Member

SECTION 3: INSPECTION SCHEDULE

3A. Academic Department Inspection Schedule

Date	Department	Coverage
07.04.2025 (Monday)	Civil Engineering (DCE)	Course files, lesson plans, labs, student performance, faculty records
08.04.2025 (Tuesday)	Mechanical Engineering (DME)	Course files, lesson plans, labs, student performance, faculty records
09.04.2025 (Wednesday)	General Subjects	Academic records, assessments, student support activities

3B. Office Section Inspection Schedule

Date	Sections	Records Verified
14.04.2025 (Monday)	Admission, Scholarship, Inward/Dispatch Sections	Registers, allotment records, applications, dak management
15.04.2025 (Tuesday)	Accounts, Examinations, Establishment Sections	Cash book, vouchers, exam registers, service registers, leave records

SECTION 4: EXTERNAL AUDIT – CORRESPONDENCE SUMMARY

Request Letter Proc. No.	155 GPTR/IQAC/ExtAudit 2024-25, Dt. 01.05.2025
Acceptance Letter Ref.	GPW/KDP/IQAC/ExtAudit/2024-25/53, Dt. 06.05.2025
External Audit Dates	16.05.2025 and 17.05.2025
External Audit Team	Government Polytechnic for Women, Kadapa
Audit Signed by	Smt. Ch. Jyothi, M.Tech., Principal, GPW Kadapa

SECTION 5: EXTERNAL ACADEMIC AUDIT REPORT

Departments Covered: Civil Engineering (DCE), Mechanical Engineering (DME), General Subjects
Audit Dates: 16.05.2025 and 17.05.2025 | IQAC Inspection Dates: 07–09 April 2025 & 14–15 April 2025

5A. Objective

To independently evaluate the quality of teaching-learning processes, laboratory facilities, internal assessment systems, student support mechanisms, faculty development activities, and overall academic documentation.

5B. Parameter-wise Score Matrix

S.No	Parameter	Score (0-4)	Rating	Observations
1	Academic Calendar Preparation & Follow-up	**4 / 4**	★★★★	Prepared well in advance, displayed prominently, followed with minor deviations regularized.
2	Subject Allocation & Workload Distribution	**4 / 4**	★★★★	Equitable workload distribution observed; department orders maintained properly.
3	Class Time Table Preparation	**4 / 4**	★★★★	Timetable register updated and signed; no clashes noticed.
4	Course File Preparation & Maintenance	**3 / 4**	★★★☆	Maintained for all subjects; minor gaps in CO-PO mapping sheets in a few subjects.
5	Lesson Plans / Course Schedule	**4 / 4**	★★★★	Lesson plans maintained for all subjects with topics mapped to unit schedules.
6	Syllabus Completion Monitoring	**4 / 4**	★★★★	Completion registers show satisfactory progress across all subjects.
7	Use of ICT Tools	**3 / 4**	★★★☆	PPT, smart board used regularly; LMS implementation is in progress.
8	CO–PO–PSO Mapping & Attainment	**3 / 4**	★★★☆	Mapping charts available; attainment computation to be strengthened.
9	Internal Assessment System	**4 / 4**	★★★★	Two unit tests per semester; Bloom's taxonomy reflected in question papers.
10	Result Analysis & Remedial Measures	**4 / 4**	★★★★	Result analysis maintained; remedial and tutorial classes conducted for weak students.
11	Laboratory Facilities & Log Books	**4 / 4**	★★★★	Lab manuals displayed; log books updated; equipment in working condition.
12	Industry Interaction & Internships	**3 / 4**	★★★☆	Industrial visits conducted; MoU documentation needs strengthening.
13	Faculty Development Activities	**4 / 4**	★★★★	Faculty attending FDPs, STTPs, and online courses regularly.
14	Student Support Activities	**4 / 4**	★★★★	Mentoring system in place; student progress tracked systematically.
15	Documentation & Records Management	**4 / 4**	★★★★	Records well maintained; digital backup initiated for key registers.

Total Score: 56 / 60 | **Percentage: 93% | Grade: EXCELLENT**

5C. Strengths Observed

Academic Strengths

- Disciplined academic calendar with near-complete syllabus coverage across all departments.
- Faculty committed to quality teaching with consistent use of ICT tools including PPT presentations and smart classroom facilities.
- Robust internal assessment system with Bloom's taxonomy–mapped question papers and timely evaluation of answer scripts.
- Mentoring and remedial teaching systems effectively implemented with documented evidence of student progress tracking.
- Laboratory facilities well-maintained with updated log books, displayed manuals, and functional equipment.

5D. Areas for Improvement

Academic – Improvement Areas

- CO-PO Attainment computation to be strengthened with quantitative analysis.
- LMS integration to be accelerated for all subjects.
- MoU documentation with industries to be maintained in a structured binder with follow-up records.

SECTION 6: EXTERNAL ADMINISTRATIVE AUDIT REPORT

Sections Audited: Admissions, Scholarship, Inward/Dispatch, Accounts, Examinations, Establishment, Maintenance, Sanitation

Audit Dates: 16.05.2025 and 17.05.2025 | Audit Conducted by: Principal, GPW Kadapa

6A. Objective

To independently verify the accuracy, completeness, timeliness, and procedural compliance of all office section records, covering financial, personnel, examinations, admissions, and support service records.

6B. Section-wise Score Matrix

S.No	Section	Score (0-4)	Rating	Observations
1	Admission Section	**4 / 4**	★★★★	Admission registers updated; category-wise details verified; TC issue register maintained; digital records initiated.
2	Scholarship Section	**4 / 4**	★★★★	Applications verified online; disbursement confirmation available; Aadhaar and bank linkage verified satisfactorily.
3	Inward / Dispatch Section	**3 / 4**	★★★☆	Registers maintained date-wise; outward postal receipts available; email correspondence records to be improved.
4	Accounts Section	**4 / 4**	★★★★	Cash book updated and signed daily; vouchers, bills, audit objection compliance maintained; bank reconciliation done.
5	Examinations Section	**4 / 4**	★★★★	Confidential records stored securely; nominal rolls, attendance sheets, invigilation records maintained.
6	Establishment Section	**4 / 4**	★★★★	Service registers authenticated and updated; leave records, attendance (FRS & manual), GPF/NPS records verified.
7	Maintenance Records	**3 / 4**	★★★☆	Building and electrical maintenance records available; preventive maintenance schedule to be formalized.
8	Sanitation & Security Registers	**4 / 4**	★★★★	Sanitation deployment register and duty rosters maintained; complaint register available.

Total Score: 30 / 32 | **Percentage: 94% | Grade: EXCELLENT**

6C. Strengths Observed

Administrative Strengths

- Accounts section commendably managed with daily-signed cash books, well-documented vouchers, and prompt compliance with audit objections.
- Service registers and personal files in the establishment section updated and properly authenticated.
- Scholarship disbursement records and Aadhaar/bank linkage validation demonstrate diligent compliance with state norms.
- Examination confidentiality measures satisfactory with proper custody of confidential records.
- Admission records are category-wise, complete, and aligned with reservation norms.

6D. Recommendations

Administrative – Recommendations

- Email correspondence records in the Inward/Dispatch section to be maintained in a dedicated register.
- Preventive maintenance schedule to be formally documented and displayed.
- Digital backup of all key registers to be operationalized expeditiously.

SECTION 7: COMPOSITE QUALITY SCORECARD

The following consolidated scorecard presents the combined performance of the institution across all audit parameters for the Academic Year 2024-25.

Category	Score	Percentage	Grade
Academic Audit	56 / 60	93%	Excellent
Administrative Audit	30 / 32	94%	Excellent
OVERALL COMPOSITE	**86 / 92**	**93%**	**Outstanding**

PARAMETER	PERFORMANCE INDICATOR
Academic Calendar Preparation & Follow-up	4/4
Subject Allocation & Workload Distribution	4/4
Class Time Table Preparation	4/4
Course File Preparation & Maintenance	3/4
Lesson Plans / Course Schedule	4/4
Syllabus Completion Monitoring	4/4
Use of ICT Tools	3/4
CO–PO–PSO Mapping & Attainment	3/4

SECTION 8: ACTION TAKEN REGISTER (ATR) – PENDING ITEMS

The following items require follow-up action by the respective HODs/Section In-charges within 7 days of receipt of this report:

Sl.	Section	Action Item	Responsibility	Target Date
1	Academic	Strengthen CO-PO Attainment with quantitative analysis	All HODs	Within 30 days
2	Academic	Accelerate LMS integration for all subjects	All Faculty	Within 45 days
3	Academic	Maintain MoU documentation in structured binder	HODs (DCE/DME)	Within 15 days
4	Admin – Inward/Dispatch	Maintain email correspondence in a dedicated register	Office Superintendent	Within 7 days
5	Admin – Maintenance	Formalize and display preventive maintenance schedule	Principal/OS	Within 15 days
6	Admin – All Sections	Operationalize digital backup of all key registers	Office Superintendent	Within 30 days

SECTION 9: IQAC COORDINATOR'S CONCLUSIVE REMARKS

The IQAC Coordinator is pleased to report that Government Polytechnic, Rajampeta has demonstrated an exceptional standard of academic and administrative quality during the Academic Year 2024-25. The comprehensive internal inspection and subsequent external audit by the Expert Team from Government Polytechnic for Women, Kadapa confirm that the institution is functioning at a high level of operational excellence.

The composite audit score of 86/92 (93%) reflects sustained commitment to quality across teaching-learning, assessment systems, laboratory management, administrative compliance, and student welfare. The institution's faculty and staff deserve commendation for maintaining meticulous records and upholding institutional standards.

The IQAC recommends that the Principal may kindly note the improvement areas and issue appropriate directions to the concerned departments and sections for time-bound compliance. The Action Taken Report may be obtained from respective section heads within the stipulated period.

This report is respectfully submitted for the kind perusal and necessary directions of the Principal.

SIGNATURES

IQAC Coordinator	Forwarded to the Principal
Dr. P. Sujatha, HOD – Civil Engineering	Dr. Y. Sudhakar, M.Pharm., Ph.D.
Signature: ______________________	Signature: ______________________
Date: ______________	Date: ______________