Date: 30.10.2025

OFFICE ORDER

DEAN–Internal Quality Assurance Center.

Dean IQAC and along with the committee members plays a unique role in assuring the quality of education through periodic audits and continuous monitoring processes.

S. No.	Name and Designation	Department	Role
Committee: Internal Quality Assurance Cell			
1	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2	Dr. Ch. Gopal Reddy , Secretary & Correspondent-Management	-	Member
3	Mr. Uday Kumar , AO	Admin	Member
4	Mr. D. Upendra Chary, Assoc. Prof. & COE	H&S	Member
5	Dr. Ahmed Ali, Assoc. Prof. & Dean TPO	CSE	Member
6	Mr. K.Siva Sankara Prasad, Finance Officer	Admin	Member
7	Dr. G. Archana Devi, Asst. Prof.	ECE	Member
8	Mr. A. Prakash, Assoc. Prof.	CSE	Member
9	Dr. K. Sampath, Assoc. Prof.	CSE(AI&ML)	Member
10	Mrs. A. Hemalatha, Asst. Prof.	CSE(DS)	Member
11	Dr. T. Kamakshi, Assoc. Prof.	H&S	Member
12	Dr. V. Vijay Kumar, Assoc. Prof.	MBA	Member
13	Ms. Lavanya Selli	CSE	Student Member
14	Mr. Nitish Sana , Senior Assistant Vice President - Wells Fargo, Hyderabad- Alumni	-	Member
15	Mrs. Sandya Shakinthala,MD, NGO PURE- Local society	-	Member
16	Sri. B. Jaipal Reddy, Managing Director Apollo Computing, Hyderabad – Employer	-	Member
17	Dr. Amit Kumar,Director – BioAxis DNA Research Centre (P) Ltd.- Industry	-	Member
18	Mr.Nilesh Kumar ,Parent- Stakeholders		Member
19	Dr. B.V. Krishnaveni, Assoc. Prof.	ECE	Member Secretary

The responsibilities include

Academic

- Strategic planning, coordinating and assessment of Academic programs to meet the college vision.
- Effective implementation of Blooms Taxonomy in every area of learning and implement outcome based education.
- Supervise and guide staff in support of the College' mission and vision.
- Look after all the academic matters of the Institute such as monitoring periodic attendance, course files, teaching notes, course hand-outs, PPTs, tutorial question banks, etc.
- Processing and recommending the Academic proposal so find individual departments to the Principal.

Audit

- Appoint teams (internal or external) for auditing individual departments and monitor stock verification biannually.
- Invite external institute Audit team for statutory audit of stock.
- Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items
- recommended for writing-off, disposal of waste and discards, general fitness of all equipment and so on.

- Plan and conduct audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations.
- Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
- Plan developmental proposals for expansion and diversification of the institution all activities.
- Monitor the utilization of funds with respect to all plans and other developmental schemes and Submit compliance reports to the Principal.

Quality Assurance
- Develop quality benchmarks / parameters for various academic and administrative activities and disseminate the same for ensuring quality education.
- Facilitate a learner-centric environment conducive for quality education through participatory teaching and learning process.
- Ensure periodic feedback responses from students, parents and other stakeholders on quality related processes.
- Organize and document various inter and intra-institutional programmes such as workshops, seminars on quality related issues/themes and their promotion.
- Maintain institutional database through MIS for the purpose of sustaining and enhancing the institutional quality.
- Prepare the Annual Quality Assurance Report (AQAR) based on the quality Parameters/assessment criteria.
- Recommend the Principal to consider favorably the conduction of expert lectures, Add-on courses, student paper contests, exhibitions/workshops, faculty improvement Programs, enhancing qualifications/continuity education programs and so on.

Copy submitted to Secretary :

Copy to: 1. All HOD's   2. All Concerned   **3.** Notice Board   4.Office File
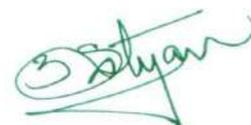
PRINCIPAL

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.