

Academic and Administrative Audit (AAA)

Name of the Department		Electrical and Electronics Engineering		
Date of Audit		05/06/18		
Academic year		2017-18	Semester	II
Audit Team				
Sl.No	Name	Designation		Department
1	Mr.Nareshbabu U	Associate Professor		EEE
2	Ms. K N Y S Madhuri	Assistant Professor		EEE
3	Mrs. D Sreelakshmi	Assistant Professor		ECE

Name of the Head Of the Department		Dr.G Venkateswarlu				
Mail ID	eeehodnecn@narayanagroup.com		Mobile NO		7780555391	
S.No	Programs offered	Strength				
		I	II	III	IV	Total
1	B.Tech	118	106	113	93	312
2	M.Tech	13	11			24

Sl.No	Aspects/Activities, Observations ,Remarks/Suggestions
1	Time schedule of classes Observations: classes scheduled from 9.00 am to 5.00 pm. Remarks/suggestions: More than 5% students are not able to attend the first hour class in time.
2	Academic Calendar- Implementation Observations: As per JNTUA calendar semester was scheduled from 27 th Dec 2017 to 23 rd May 2018. Remarks/suggestions: As per academic calendar classes were conducted smoothly.
3	Certificate courses/ Add-on programs Observations: Conducted one certificate course on object oriented Concepts from 20/02/18 to 24/02/18. Remarks/suggestions: Conduct More number of certificate programs on latest technologies like Micro grid, Smart grid etc.
4	Value-Added Courses Observations: Conducted One Value added course on soft skills by 7 th Sense for IV year students from 18-12-2017 to 5-1-2018.

	Remarks/suggestions: To Plan value added programs on technical subjects also for II and III year students.
5	Guest Lecturers
	Observations: Total 6 Guest lectures on “scope research in electrical engineering” , ”Technologies and its impact on IT”, “ Manufacturing Technologies”, “Carrier Guidelines for II EEE students” , ” Electro-motive force” , “Signals and Systems” were organized.
	Remarks/suggestions: Invite Eminent speakers from Universities, NIT’s or IIT’s as resource persons for Guest Lectures.
6	Bridge Courses
	Observations: 3 bridge courses were conducted. One for II year students on Vector analysis and coordinate systems. Two for III year students on Basics of power system analysis & Basics of power semiconductor drives.
	Remarks/suggestions: Conduct bridge courses for Two subjects in every semester.
7	Tutorial Classes
	Observations: Tutorial classes were conducted for four subjects per year and files were maintained.
	Remarks/suggestions: Good number of tutorial classes were conducted
8	Remedial classes/Remedial coaching
	Observations: It was observed that remedial classes were conducted for slow learners identified from Unit-I, MID-I, Unit-II for all subjects.
	Remarks/suggestions: Good number of remedial classes was conducted for slow learners.
9	Counseling/mentoring
	Observations: It was observed that counseling was done for every fortnight by the mentors on academic issues. Personal counseling have been for few students.
	Remarks/suggestions: All the mentors are suggested to do the personal counseling, career guidance as it will help students to resolve stress, mental health issues and for better career.
10	Industrial Visits
	Observations: Three industrial visits were organized (Nippo Batteries LTD, 5MW Solar Power Plant , APTRANSCO)
	Remarks/suggestions: Good number of industrial visits was organized.
11	Student seminars
	Observations: It was observed that, lab seminars were conducted in the first half of the semester as per the schedule and second cycle lab seminars are conducted partially.
	Remarks/suggestions: It is suggested to conduct lab seminars as per schedule without any deviations and definitely second cycle lab seminars should also be completed

	without fail.
12	Lecture Schedule verification
	Observations: It was observed that syllabus coverage was verified based on lecture schedule eight times in the semester and it was observed that few topics were deviated from the lesson plan.
	Remarks/suggestions: It is suggested to take up extra classes to complete the syllabus as per schedule. Deviation from syllabus schedule will be not tolerated. So, extra classes should be planned definitely for completing the syllabus as per schedule.
13	Lab Records/Manuals
	Observations: It was observed that stock registers and lab manuals are updated
	Remarks/suggestions: Soft copies and hard copies of all lab manuals for each semester should be maintained in the department without fail for future reference.
14	Laboratory maintenance
	Observations: It is observed that laboratory files for maintenance have been updated.
	Remarks/suggestions: It is suggested to maintain separate files for laboratory maintenance which includes the number of equipment in condition, under repair, etc.
15	Laboratory(Equipment):Status
	Observations: It is observed that equipment available in the department is in working condition.
	Remarks/suggestions: Equipment available as per AICTE in all labs
16	Continuous evaluation for practical courses
	Observations: It was observed continuous evaluations of students are done in all practical courses.
	Remarks/suggestions: Good and continuous evaluation process is done in the department. It is appreciable.
17	Learning Materials
	Observations: It is observed that course files, question banks, previous year question papers are provided to students as learning materials.
	Remarks/suggestions: It is suggested to provide another set of question bank with questions which are very frequently asked and also it is suggested to keep all learning materials in the website so that it will be accessible to all the students.
18	Student's Association Activities
	Observations: Total 12 activities were organized on Jam, Aptitude & Reasoning, Speeches On Great Personalities, Technical Quiz, Ppt On Latest Technologies In Electrical Engineering, Group Discussion, Working Models, Paper Presentations, Technical Quiz, Quiz, Poster Presentation, Group Discussion
	Remarks/suggestions: It is suggested to encourage more number of students to participate in cultural and other activities. They should be given chance to plan all

	student association activities.
19	Professional society activities
	Observations: It was observed that one Professional Society Activities were organized on Signals and Systems.
	Remarks/suggestions: Professional society membership should be taken by each and every staff member. It gives an advantage when presenting papers in conferences. All the staff members in the department are suggested to have professional society membership and to take part in professional society activities.
20	Student external participation
	Observations: In Total 189 students have participated in external events like APTRANSCO , Global Training Solutions, SCHNIDER etc.
	Remarks/suggestions: Good number of students has been participated externally. It is appreciable.
21	Placements/placement training
	Observations: Total 17 placement activities & three placement training programmes were organized by the department.
	Remarks/suggestions: More number of aptitude classes, soft skills should be planned from III year onwards. From next semester onwards technical coaching for c,c++, java should be organized by the senior faculty members for better placement opportunities to EEE students.
22	Collaborations: Linkages/MOUs
	Observations: Three MoU's has been taken in this year and activities on PLC,SCADA,Industrial Courses By SSK Delta Design Engineering Private Ltd., There are seven linkages in the department.
	Remarks/suggestions: It is suggested that collaborations with industries should be taken for better job opportunities and to conduct workshops/ seminars to the students.
23	Faculty participation (Internal and External)
	Observations: It was observed that a few faculty members participated in the external FDP's.
	Remarks/suggestions: Each and every faculty members in the department should participate in the external and internal events.
24	Course Files
	Observations: It is observed a few soft copies and a few hard copy course files are maintained
	Remarks/suggestions: It is strongly recommended that proper course files are to be maintained which should include syllabus, course materials, previous year question papers, lesson plans, course objectives, question bank. Before starting of the semester only course files should be made ready. It will be taken very seriously if these are not

	maintained properly.
25	Career counseling
	Observations: It is observed that gate classes have been conducted for 3 subjects. It is observed that two career counseling programme were organized by the department
	Remarks/suggestions: Career counseling is very important for the students to make decisions since they do not know what they want to be in life. More number of career counseling programmes should be planned especially for III, IV year students to take a right decision at right time.
26	Workshops/Seminars/Conferences/FDP'S/NLTS etc., conducted
	Observations: One NLTS program were organized in the department
	Remarks/suggestions: National and international conferences for the faculty members should be arranged in the department, eminent key note speakers can be invited for conferences. Faculty members will get a chance to meet academicians and researchers from different places and to share knowledge and NLTS programmes for students can be initiated, students should be encouraged to present papers and they will have good exposure on latest technologies.
27	Feedback on Curriculum
	Observations: It was observed feedback on curriculum was obtained from stake holders i.e., students , parents, faculty, employers .
	Remarks/suggestions: Work done is appreciable.
28	Computing equipment
	Observations: Total 31 computing equipments are available in the department
	Remarks/suggestions: The required number of computing equipment resources placed As per AICTE norms.
29	Student grievances Redressal
	Observations: It was observed, there is no Student Grievances.
	Remarks/suggestions: -----
30	Professional development programs(For Teaching and Non Teaching staff)
	Observations: It was observed One professional development programmes were organized for the teaching staff.
	Remarks/suggestions: It is suggested to conduct two PDP's for teaching.
31	E- learning resources
	Observations: It was observed e-learning resources were not provided.
	Remarks/suggestions: E-learning resources like links, NPTEL Videos should be arranged to the students along with the materials for difficult topics. The materials soft copies should also be placed in the website for easy access to all the students.
32	Meetings (Faculty, Cells, Committees, student bodies)
	Observations: Total NINE faculty meetings were organized and student body meeting

	was not organized.
	Remarks/suggestions: It was observed that student body meeting was not organized. Monthly once meeting should be organized with all CR's and LR's to discuss the overall improvement of the department and all the minutes should be noted and filed. This should be done next time onwards.
33	Website updating
	Observations: Data have been Submitted(Updating Under Process)
	Remarks/suggestions: In website all tabs data should be completed at the earliest. Materials, previous question papers, question banks should also be placed in the student corner for the benefit of students.
34	Research & Development (R&D):(publications, projects)
	Observations: It was observed only one project proposals were submitted and Nil paper publications by the faculty.
	Remarks/suggestions: all the faculty members should publish papers in the reputed journals at least one paper in the areas of interest for each semester. This will be an added advantage for the faculty members at the time increments and promotions
35	General Maintenance
	Observations: Total 4 times maintenance indent have been raised and have been completed.
	Remarks/suggestions: Complaints of repairs, action taken, within how many days it is completed all this information should be maintained and file should be updated periodically
36	Extension Activities(Activities, Awards, Outreach)
	Observations: It was observed total three extension activities were organized in college level like Health Awareness Program for Cancer, Distribute Pamphlets for Safety Precautions for Electrical Safety, Awareness Program for Women's Safety etc.
	Remarks/suggestions: Individual department level extension activities should be taken up like health awareness programmes, gender equality programmes etc.
37	Software packages
	Observations: It was observed MATLAB software package was available.
	Remarks/suggestions: Order can be placed for required software packages as per AICTE norms.
38	Alumni(Data updating, Visits, benefits derived, Alumni Meets)
	Observations: Total 16 alumni students were interacted, alumni data was found updated but no benefits were taken from the alumni students
	Remarks/suggestions: Alumni meet should be arranged invite more alumni students to the college and arrange classes on career guidance, field work, and opportunities to make professional contacts. Alumni will definitely serve the institution. It is strongly

	recommended to conduct alumni meet during next semester.				
39	Use of ICT in Teaching-Learning				
	Observations: It was observed only one ICT tools are available in the department. All the staff is utilizing the ICT tools as and when required.				
	Remarks/suggestions: More number of ICT tools should be added and at the same time students should be taken to digital library and a few topics should be taught with NPTEL videos which will be very effective way of teaching.				
40	Attendance (Final-End Semester)				
	Year	No of Students	Promoted	Condoned	Detained
	II	106	101	14	5
	III	113	112	16	1
	IV	93	93	17	0
	Observations: for every 15 days attendance calculation was done, phone follow up to parents, intimation letters to parents, mentor counseling to shortage attendance all such information is maintained in the file.				
	Remarks/suggestions: Effective follow up was done to reduce the shortage of attendance. Still to reduce the detained and condonation number further regular parent teacher meeting should be arranged to inform the status of the student. From next semester onwards the detained list and condonation list should be brought to zero necessary action should be taken to achieve this target.				

IQAC

Internal Quality Assurance Cell (IQAC)
Narayana Engineering College :: NELLORE
Approved by AICTE to JNTUA; An ISO 9001-2008 Certified Organization

Overall observations and recommendations:

- 1) Take necessary action to reduce the first hour late comers.
- 2) Conduct Certificate courses and Value added courses on latest technologies like PLC, CADD (Electrical) etc...
- 3) Number of students benefitted from remedial coaching / remedial classes to be recorded properly.
- 4) Provide E-learning resources for better understanding of subjects.
- 5) Motivate the faculty members towards Research publications in reputed journals.
- 6) Improve Professional Society Activities.

1. Signature: [Signature]
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