

**Academic and Administrative
Audit (AAA)**

For A.Y: 2016-17

By

External Members

On

Date: 19th June, 2017

ASPECTS OF QUALITY

IQAC, NEC Nellore supervises the following activities.

SL.NO	ASPECTS
1.	Academic Calendar Implementation
2.	Alumni
3.	Attendance
4.	Bridge Courses
5.	Career counseling
6.	Certificate Courses
7.	Collaborations
8.	Continuous Evaluation For Practical Courses
9.	Counseling / Mentoring
10.	Course Files
11.	E- Learning Resources
12.	Faculty participation
13.	Feedback on Curriculum
14.	Guest Lectures
15.	Industrial Visits
16.	Lecture Schedule Verification
17.	Training and Placement
18.	Professional Development Programs
19.	Professional Society Activities
20.	Remedial Classes/Remedial Coaching
21.	Research & Development (R&D)
22.	Student Association Activities
23.	Tutorial Classes
24.	Value-Added Courses
25.	Workshops/Seminars/Conferences/FDPS/Etc., Conducted
26.	Extension Activities

1. ACADEMIC CALENDAR IMPLEMENTATION

The Institutes academic calendar is prepared in every academic year based on the JNTUA calendar which is notified to all affiliated colleges at the beginning of every semester.

2. ALUMNI

The alumni activities were organised by the institute's alumni cell. The alumni meet was conducted on 17/01/2016 in which 60 alumni have provided necessary guidance for their juniors all through the year the year as when possible. Valuable feedback was collected on curriculum from the alumni working in various sectors.

3. ATTENDANCE

The institute meticulously monitored the students' attendance. The attendance was displayed for students in every fortnight. Students who got less than 65% of attendance were counseled by the mentors. The same was intimated to the parents by post and through phone.

The committee has appreciated the efforts of the institute, in ensuring that students maintain attendance.

4. BRIDGE COURSES

All the departments conducted bridge courses as a pre-requisite for new or difficult subjects at the beginning of the semester. Following are the bridge courses conducted by the departments.

S.No	Name of the Department	No. of bridge courses	
		Sem - I	Sem-II
1	B.Tech – CE	2	2
2	B.Tech – EEE	3	3
3	B.Tech – ME	2	2
4	B.Tech – ECE	2	2
5	B.Tech – CSE	2	2
6	B.Tech – EIE	1	2
7	MBA	3	2
8	MCA	2	2

5. CAREER COUNSELLING/GUIDANCE

An exclusive cell for career Counselling and guidance is established, through which number of programs were organized. Total number of programs organized by the departments under career guidance cell is listed below.

S.No	Name of the Department	No. of programs
1	B.Tech – CE	2
2	B.Tech – EEE	2
3	B.Tech – ME	1
4	B.Tech – ECE	3
5	B.Tech – CSE	2
6	B.Tech – EIE	1

List of Career Counselling Programs during the academic year:

S.NO	Career Counselling Program	Branch	DATE	Resource Person
1	Opportunities in core Industry	CIVIL	27-08-2016	P Nagula Veera, Executive Engineer, Somasila Project
2	Career Opportunities Research Academia	ECE	24-09-2016	Dr. V Sucharitha, Prof, KLU
3	Career Advancement	EEE	12-07-2016	Dr.O.Chandra sekhar, Prof, KLU
4	Enlightening on dual career path(Engg&MBA)	EIE	09-09-2016	M Rajasekhar, Technical Manager, Mahindra

NARAYANA ENGINEERING COLLEGE, NELLORE

List of Career Guidance Programs during the academic year:

S.NO	Guidance Competitive Exams	Branch	DATE	Resource Person
1	A talk on "Time management tips" Electrical Competitive Examinations"	EEE	09-09-2016	Mr.K.Magesh Kumar Sr.General manager, Bluebell integrated facility services,Banglore
2	An Expert guidance programme on APPSC service Examinations	CIVIL	16-09-2016	Harshavardhan Reddy, UPSC
3	How to Crack GRE,TOEFL,IELTS: One day training and awareness programme	CSE	22-08-2016	Dr.Om Prakash Guptha Director IELTS Coaching Center Hyderabad
4	Awareness on preparation for GATE-IES	ECE	26-08-2016	Mr. V. Ramanamurthy, IEC GATE Academy, Chennai.
5	An Expert guidance Programme on "How to Prepare for Competitive Examinations"	CSE	13-07-2016	Mr.K.Anvesh Director CRACK IIM, CAT Coaching Center Hyderabad
6	GRE and TOEFL Preparation	MECH	27-09-2016	Ch Kiran, Aegis Overseas, Nellore
7	An Expert talk on: CAT-ICET Preparation	ECE	18-02-2017	Arun, IACE Academy, Nellore

6. CERTIFICATE COURSES

The departments have conducted certificate courses to the students for enhancing their technical skills in their respective subjects as listed below:

S.No	Name of the Department	No. of Courses
1	B.Tech – CE	03
2	B.Tech – EEE	03
3	B.Tech – ME	03
4	B.Tech – ECE	03
5	B.Tech – CSE	04
6	B.Tech – EIE	01
7	MBA	02
8	MCA	02

Academic and Administrative Audit for AY: 2016-17

7. COLLABORATIONS

College has established IIC for providing industrial experience to the students in their respective core fields by entering into MOUs and linkages with the industries.

8. CONTINUOUS EVALUATION FOR PRACTICAL COURSES

The institute has introduced innovative practices like maintaining exclusive registers for laboratory evaluation.

9. COUNSELING

The institute follows mentoring programme in which each of the faculty member counsels 15 to 20 students in every 15 days, in the aspects *viz.*, attendance, mid marks, co-curricular / extra-curricular activities, personality development and other aspects students may face from time to time.

10. COURSE FILES

In this institute, course files are prepared before the commencement of the semester and the course file contains Syllabus as per JNTUA, Lesson Plan, Course Objectives, Previous Question Papers, Lecture Notes and Videos (from NPTEL), Objective bit bank and Question bank, Time Table etc.

11. E- LEARNING RESOURCES

Students are provided with NPTEL Videos, E-repositories of IITs and NITs, PPTs and E-lectures of national and international universities.

12. FACULTY PARTICIPATION

Management of the institute encourages faculty to participate in external activities like FDPs, Seminars, Workshops, Conferences, and Refreshing Courses at all possible times. Approximately 25% of the faculty has participated in various external events/activities.

13. FEEDBACK ON CURRICULUM

This institute collects feedback on curriculum from stakeholders like Students, Parents, Faculty, Alumni and Employers on regular basis. This feedback is analyzed thoroughly, and necessary actions are initiated, to effect suggested changes.

14. GUEST LECTURES

The team has observed the following Guest lectures conducted during the year are given below.

Department	No. of Guest Lectures
CE	02
EEE	05
ME	04
ECE	03
CSE	04
EIE	02
MBA	05
MCA	02

15. INDUSTRIAL VISITS

To invoke interest and for recognizing the importance of practical applications of acquired technical knowledge, this institute provided opportunity of Industrial visits like APGENCO, APPDCL, APTRANSCO, BHEL, SHAR, Nippo, SDSC etc.

16. LECTURE SCHEDULE VERIFICATION

In this institute, a faculty in-charge is specifically allotted for verifying the lecture schedule fortnightly. IQAC also verifies lecture schedules twice in a semester.

17. TRAINING AND PLACEMENT

Every student is provided exclusive training in Placement Skills from 2nd year onwards as included in time table of this Institute. All the final year students undergo Value Added Course (VAC) in which soft skills are given emphasis. The training and placement cell conducts programs in the following areas to equip the students to compete in the interviews.

II YEAR	Aptitude
III YEAR	Verbal & Non Verbal Reasoning
IV YEAR	Soft Skills, Technical Training

In total 27 reputed industries have visited and conducted placement drives in which 205 students were selected.

18. PROFESSIONAL DEVELOPMENT PROGRAMS

Consolidated list of Professional Development Programs conducted for staff as observed by the team is as follows:

Department	No. of Professional Development Programs
CE	01
EEE	02
MECH	02
ECE	04
CSE	02
EIE	01
MBA	02
MCA	01

19. PROFESSIONAL SOCIETY ACTIVITIES

All the departments are associated with Professional societies and few activities were organized.

20. REMEDIAL CLASSES/REMEDIAL COACHING

Average and Slow learners are identified and provided remedial classes to cope up with advanced learners. During the semester break remedial coaching of previous semesters' subjects is carried for the identified and required students.

21. RESEARCH & DEVELOPMENT (R&D)

Faculty members are encouraged for active publications in Journals and Conferences. The details are given below:

Year	Department									Total
	ECE	CSE	EEE	MEC	Civil	EIE	MBA	MCA	FED	
2016-2017	30	07	08	0	03	0	0	08	02	58

22. STUDENT ASSOCIATION ACTIVITIES

Active participation and organising various activities by students are greatly encouraged through various Associations.

S.No	DEPARTMENT NAME	ASSOCIATION
1	Civil Engineering	SRISHTI
2	Electrical and Electronics Engineering	SAKALA
3	Mechanical Engineering	MIGHTY YANTRIK
4	Electronics and Communication Engineering	AKHIYANA
5	Computer Sciences and Engineering	ACE
6	Electronics and Instrumentation Engineering	ASESHA

Consolidated list of activities observed by the team are as follows:

Department	No. of Association Activities
CE	04
EEE	03
MECH	05
ECE	05
CSE	04
EIE	03

23. TUTORIAL CLASSES

Tutorial classes were conducted regularly as per the JNTUA Curriculum. Separate registers were maintained for tutorial classes to know the development of the students.

24. VALUE-ADDED COURSES

In order to develop the skill-set required by a student in his/her chosen field/topic of interest is coined and conducted as VAC in this institute. Details are as follows:

DEPARTMENT	NO OF VALUE ADDED COURSES
CIVIL	01
EEE	03
MECH	02
ECE	03
CSE	07
EIE	02
MBA	03
MCA	04

25. WORKSHOPS/SEMINARS/CONFERENCES/FDPS/ETC., CONDUCTED

List of Workshops/Seminars/Conferences/FDPS conducted is given below:

Department	No. of Programs
CE	04
EEE	06
MECH	04
ECE	05
CSE	07
EIE	04
MBA	03
MCA	03

26. EXTENSION ACTIVITIES

As a part of social responsibility, management highly encourages NSS programmes under Extension Activities.

The following extension activities were organized by various departments. The list of activities undertaken is as follows:



S.No	Name of the activity	Organized by
1	AN AWARENESS PROGRAM ON SUNSTROKE REMEDIES	CIVIL
2	CONSEQUENCES OF E-WASTE	ECE
3	PLANTATION	NSS
4	BLANKETS DISTRIBUTION TO OLDAGE HOME	CSE
5	AN AWARENESS PROGRAM ON CLAY GANESHA	EIE
6	AN AWARENESS PROGRAM ON ENERGY CONSERVATION	EEE
7	DISTRIBUTION OF FOOD AND FRUITS TO ORPHANS	CSE
8	SWACHH BHARAT	NSS
9	PEACE RALLY ON GANDHI JAYANTHI	MECH
10	DISTRIBUTION OF FOOD & SWEETS AT PALLEPADU VILLAGE	NSS
11	AN AWARENESS PROGRAM ON GREEN DIWALI- SAY NO TO CRACKERS	EIE
12	AN AWARENESS RALLY ON AIDS	MBA
13	BLOOD DONATION CAMP	NSS
14	NATIONAL VOTERS DAY	CIVIL
15	EYE CAMP	CSE
16	AN AWARENESS PROGRAM ON CHILD EDUCATION	MBA

Executive Summary

- ✓ The committee appreciates and upholds the Attendance monitoring procedure adopted in the institute.
- ✓ Feedback on Curriculum is obtained on a regular basis to effect necessary improvements.
- ✓ Certificate and Value-Added Courses undertaken for the development of a student technically and for fulfilment of students' interest are highly appreciated.
- ✓ Professional Development Programs are being organised for the benefit of faculty which is a progressive measure.
- ✓ Practice of ICT enabled Teaching-Learning is a development activity followed by the institute.

Recommendations

- ✓ More Certificate Courses should be organized in core-application specific areas.
- ✓ Professional Society Activities need to be improved.
- ✓ Training and Placement cell to be strengthened. More number of core industries to be invited for placement drives.
- ✓ All the faculty members are suggested to publish papers in reputed journals.
- ✓ GATE qualified students are found to be less in number. The team advised to put in more efforts in this area.

No.	Details of the External Members	Sign
1	Dr. J Somlal, Professor, Department of Electrical & Electronics Engineering, K L Deemed to be University, Vaddeswaram, Vijayawada	
2	Dr.Ch Ramesh, Professor, Department of Computer Science & Engineering, Aditya Institute of Technology and Management, Tekkali	
3	Dr. K V S N Jawahar Babu, Professor & Head, Tourism Management, Vikrama Simhapuri University, Nellore	