IQAC

Academic and Administrative Audit (AAA)

Name of the Department	Electronics and Communication Engineering				
Date of Audit	04/06/18				
Academic year	2017-18	Semester		II	
Audit Team					
S.No	Name	Designation		Department	
1	Mr.Nareshbabu U	Associate Professor		EEE	
2	Mrs.D Sreelakshmi	Assistant Professor		ECE	
3	Mr.Sk Rashid	Assistant Professor		Civil	
4	Mr.K R K Ram	Assistant Professor		MBA	

Name of the Head Of the Department		Dr.K.Murali				
Mail ID	ecehodnecn@naranyanagroup.com	**Mobile NO**		7780555391		
S.No	Programs offered	**Strength**				
		I	II	III	IV	Total
1	B.Tech	120	130	117	114	481
2	M.Tech(VLSI)	16	9			25
3	M.Tech(DECS)	Nil	5			5

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 10% students are not able to attend the first hour class in time. It is suggested to inform students and parents.
2	**Academic Calendar- Implementation**
	Observations: As per JNTUA calendar semester was scheduled from 27thDec 2017 to 2ndmay2018.
	Remarks/suggestions: As per academic calendar classes were conducted smoothly.
3	**Certificate courses/ Add-on programs**
	Observations: Conducted Two certificate course on 1) "PCB Design and Fabrications for II and III B.Tech ECE Students. 2) "PCB Design and Fabrication".
	Remarks/suggestions: ConductMore number of certificate programs on latest

		technologies like Micro grid, Smart grid etc.
4	**Value-Added Courses**	
		Observations: Conducted One course on "Java as Object Oriented Programming Language."
		Remarks/suggestions: More number of value added programs can be organized in the next semester for the benefit of students.
5	**Guest Lecturers**	
		Observations: One Guest lecture on EMTL for II B.Tech by I L J.BAKTHA SINGH, Assistant Professor, VVIT, Nambur.
		Remarks/suggestions: Conduct more number of guest lecturers and Invite Eminent speakers from Universities, NIT's or IIT's as resource persons for Guest Lectures.
6	**Bridge Courses**	
		Observations: TWO bridge courses were conducted. One for III-year students on IC fabrication. One for IV-year students on Mobile Communications.
		Remarks/suggestions: Conduct bridge courses for Two subjects in every semester.
7	**Tutorial Classes**	
		Observations: Tutorial classes were conducted for two 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 II, III five 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.
		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, NARL)
		Remarks/suggestions: Good number of industrial visits was organized.
11	**Student seminars**	
		Observations: It was observed that, student 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: files maintained properly
	Remarks/suggestions: It is suggested to update files for laboratory maintenance which includes the number of equipment in condition, under repair, etc. All this information should be updated on day to day basis. It is mandatory to maintain all these records. This information will be useful for further references.
15	**Laboratory (Equipment):Status**
	Observations: It is observed that in ECAD LAB some parts of computers are under maintenance and still it is pending.
	Remarks/suggestions: Equipment available as per AICTE in all labs
16	**Continuous evaluation for practical courses**
	Observations: It was observed continuous evaluations of student's 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 three activities were organized on JAM, GD, Technical quiz, poster presentation.

	Remarks/suggestions: Student Association activities help students to develop leadership skills, communication skills, organizational skills, along with an increased understanding of self and others. 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 only one Activity organized on" WORLD RADIO DAY on 13/2/18 and good number of students participated.
	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 246 students were participated in various colleges (DEC-40,JAN-36,FEB-72,March-93,April-4) and total 35 students got first and second prizes.
	Remarks/suggestions: Good number of students participated in various reputed institutes .Even participation required in NIIT,IIT.
21	**Placements/placement training**
	Observations: Total 21 placement training programmes were organized by the department. Students benefited and based on the training 71 students placed in various companies.
	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
22	**Collaborations: Linkages/MOUs**
	Observations: No linkages and MOU's taken by 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 ten faculty members participated in external and 19 members in internal participation.
	Remarks/suggestions: Each and every faculty members in the department should participate in the external 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 tobe 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 One 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: Total 10 programmes were organized in the department such as workshop, FDPS, seminars, etc.
	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 48 alumni.
	Remarks/suggestions: Feedback on curriculum from students, faculty members, stake holders should be taken and summary of all should be made and proper file should be maintained. By the next time feedback on curriculum should be presented up to date.
28	**Computing equipment**
	Observations: Total 68 computing equipments are available in the department
	Remarks/suggestions: The required number of computing equipment resources can be placed As per AICTE norms for the benefit of students.
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: Nil
	Remarks/suggestions: It is suggested to conduct two PDP's for teaching.
31	**E- learning resources**

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		Observations: It was observed e-learning resources were provided for 11 subjects.
		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 11 faculty meetings were organized.
		Remarks/suggestions: It was observed that no student body meeting was 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: ECE department page is updated thrice in the semester.
		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 three project proposals were submitted and only 4 papers are published 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: It was observed general maintenance file is maintained.
		Remarks/suggestions: Complaints of repairs, action taken, completed are filed.
36		**Extension Activities (Activities, Awards, Outreach)**
		Observations: It was observed total one extension activity, donation of rice bags and snacks at orphanage home," heaven **charitable trust"** at kaluru housing board Nellore. is organized.
		Remarks/suggestions: More extension activities should be taken up. like health awareness programmes, gender equality programmes etc.
37		**Software packages**
		Observations: It was observed MATLAB, Xilinx-9.2i, multisim, CC STUDIO V-3.0,Mentorgragpics, CC STUDIO V-6.0 software package was available.
		Remarks/suggestions: Update the software packages as per the requirements
38		**Alumni (Data updating, Visits, benefits derived, Alumni Meets)**
		Observations: Total fifty alumni students were interacted; alumni data was

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		found updated but no benefits were taken from the alumni students.
		Remarks/suggestions: Alumni meet should be arranged in 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	130	121	8	1
III	117	113	2	2
IV	114	114	nil	nil

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.

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.
3) Number of students benefitted from remedial coaching / remedial classes to be recorded.
4) Motivate the faculty members towards Research publications in reputed journals.
5) Improve Professional Society Activities.

1. Signature: _____
(Name : _Naveshbabu U_)

2. Signature: _____
(Name : _D.Sreelakshmi_)

3. Signature: _____
(Name : _SHAIK. RASHID_)

4. Signature: _____
(Name : _KRK Ram_)