

Internal
Academic and Administrative Audit
For
Semester- II, AY: 2021-2022

Academic and Administrative Audit report for the academic year 2021-22, semester II have the following sections.

Section-1:	Audit Team and Academic Details
Section-2:	Aspects/Activities, Observations, Remarks/Suggestions.
Section-3:	Overall Observations and Recommendations

Section-1: Audit Team and Academic Details

Name of the Department		Electronics & Communication Engineering		
Date of Audit		30.07.2022		
Academic year		2021-22	Semester	II
Audit Team				
Sl.No	Name	Designation	Department	
1.	Dr AVS Prasad	Professor	CE	
2.	Dr J Srinivasulu	Professor	ECE	
3.	Mrs N Santhi Kumari	Assistant Professor	EEE	
4.	Dr P Penchalaiah	IQAC Coordinator	IQAC	

Name of the Head of the Department		Dr. K Murali				
Mail ID	hodece@necn.ac.in	Mobile No		9392901062		
Sl. No	Program offered	Strength				
		I	II	III	IV	Total
1	B.Tech II SEM	193	209	133	123	658

Section-2: Aspects, Observations, Remarks/Suggestions

ACADEMIC AUDIT	
Sl. No	Aspects/Activities – Observations – Remarks/Suggestions
1	Academic Calendar- Implementation
	<p>Observations: The department has been adhering to JNTUA schedules by creating its own academic event calendar for each semester.</p> <p>Remarks/suggestions: Classes were conducted smoothly and activities were carried out with some deviation from the academic calendar.</p>
2	Syllabus coverage
	<p>Observations: It was observed that syllabus coverage was verified based on syllabus completion targets in every fort night. Few subjects were deviated and completed by taking extra classes.</p> <p>Remarks/suggestions: Suggested to complete the syllabus as per syllabus completion targets.</p>
3	Moodle Upload
	<p>Observations: College Learning Management System (LMS) was extensively used by both faculty & students for course materials, PPTs, E-Resources & question banks of assignments and Mid-term examinations. Though some of the faculty were not uploaded the data in Moodle on or before the given date.</p> <p>Remarks/suggestions: Advised to upload the course contents in Moodle before the starting of the semester.</p>
4	Course files
	<p>Observations: For each individual course under the relevant regulations, the department maintains course files. Though Some of the course files didn't have all the contents to be filed.</p> <p>Remarks/suggestions: Some of the course files were incomplete and lacked some necessary information.</p>
5	Mapping of COs and POs/PSOs
	<p>Observations: R-21 Regulations COs were defined and CO-PO & PSOs mapping was done and filed properly.</p> <p>Remarks/suggestions: OBE coordinator was suggested to verify the action verb & learning statement of all COs of all courses.</p>
6	CO Attainment & PO Attainment
	<p>Observations: 1. CO Attainments of 2021-22 I semester was done and not attained COs were listed. 2. PO Attainment for 2017-21 batch was done and the relevant documents were filed properly.</p>

7	ICT usage
	<p>Observations: The department practicing the blended teaching learning methods like ICT usage, assignments for students etc for effective lecture delivery and to make student engaged.</p> <p>Remarks/suggestions: Appreciated the department for improvement in ICT usage compared to last semester.</p>
8	Quality of Question Papers
	<p>Observations: All Midterm and Assignment question papers are preparing as per OBE standards.</p> <p>Remarks/suggestions: Appreciated for the quality of question paper.</p>
9	Evaluation of Answer Scripts
	<p>Observations: All midterm and assignment answer scripts were evaluated, and after circulating among the students, marks were posted.</p> <p>Remarks/suggestions: Appreciated the department for submitting the marks for examination section with in specified time.</p>
10	Slow and Advanced Learners
	<p>Observations: 1. The slow and advanced learners list given by the examination section was filed. 2. The activities for slow learners were conducted by the department and relevant documents were filed properly. 3. The activities for advanced learners were conducted by the department and relevant documents were filed properly.</p> <p>Remarks/suggestions: Advised to conduct the programmes as per the schedule given in Academic calendar.</p>
11	Remedial Classes
	<p>Observations: The following remedial classes were conducted for this semester.</p> <p>Before Mid: 1. DSD for III-II 2. MPMC for III-II 3. DSP for III-II 4. EMTL for II-II 5. AE for II-II 6. SS for II-II</p> <p>After MID: 7. DSD for III-II 8. MPMC for III-II 9. DSP for III-II 10. EMTL for II-II 11. AE for II-II 12. PDB for II-II</p>

	Remarks/suggestions: All the documents are filed properly.
12	Remedial Coaching
	<p>Observations: Remedial coaching was conducted for the following subjects: 1. "IHEV" for III ECE students from 06.07.2022 to 07.07.2022. 2. " AWP" for III ECE students from 08.07.2022 to 09.07.2022. 3. " DC" for III ECE students from 08.07.2022 to 09.07.2022.</p> <p>Remarks/suggestions: All the related documents are maintaining properly.</p>
13	Guest Lectures
	<p>Observations: Organized two guest lectures on 1. "Wireless Communication" by Mr. G. Gopi, ITS, General Manager (Rtd.), BSNL from 16.05.2022 to 20.05.2022. 2. "Principles of Data Base" by I. Surya Prakash Technology Role, Wells Fargo Centre, Hyderabad, India – 500032 from 25.06.2022 to 26.06.2022.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
14	Lecture Schedule Verification
	<p>Observations: It is observed that few courses were deviated from the pre scheduled lesson plan.</p> <p>Remarks/suggestions: Extra classes for deviations have been taken in order to comply with the session plan.</p>
15	Lab Records/Manuals
	<p>Observations: It was observed that all the faculty dealt the labs have done continuous evaluation of records and manuals.</p> <p>Remarks/suggestions: Soft and hard copies of all lab manuals and sample records of each laboratory for each semester are maintaining in the department for future reference.</p>
16	Continuous Evaluation For Practical Courses
	<p>Observations: Continuous evaluation of practical courses was done during semester.</p> <p>Remarks/suggestions: The continuous evaluation books were updated regularly.</p>
17	Students Project Evaluation and Review
	<p>Observations: Four Internal evaluations have completed and external evaluation is yet to be conducted.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
18	Internships
	<p>Observations: Hundred (100) students were done Internships at twelve (12) different industries.</p> <p>Remarks/suggestions: All the relevant documents were filed properly, feedback analysis has to complete.</p>

19	Partial Delivery by Industrial Experts
	<p>Observations: There was one partial delivery by industry experts 1. "Principles of Data Base" for II ECE students by I. Surya Prakash Technology Role, Wells Fargo Centre, Hyderabad, India.</p> <p>Remarks/suggestions: Suggested to organize more partial delivery by industrial experts.</p>
20	Adjunct Faculty
	<p>Observations: Mr. G GOPI, ITS, Senior General Manager (Rtd), Department of Telecom, BSNL. has completed (i) 20 hours of IV ECE IWCC coursework (ii) 27 hours of IV ECE Project work.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
21	Topic/Content Beyond Syllabus
	<p>Observations: The gaps were identified in the syllabus by stake holders at the beginning of the semester. Workshops, seminars and add on courses were organized by the department under Topic/Content beyond syllabus.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
22	Newsletter/Technical Magazine/Wall Papers etc.
	<p>Observations: 1. All departmental events were published in the departmental newsletters for the second semester of the academic year 2021–22. 2. The department's Technical Magazine for II semester of 2021–22 has been published.</p> <p>Remarks/suggestions: Newsletter and technical magazines are maintaining in department library also.</p>
23	Student Feedback on TLP
	<p>Observations: On-line and offline approaches were used to collect student feedback on the instructional process. Report on analysis was appropriately filed.</p> <p>Remarks/suggestions: Action taken report has to be filed.</p>
24	Feedback on Curriculum
	<p>Observations: It was observed that feedback on curriculum was collected from stake holders i.e., students, faculty, employers & alumni and submitted the same to IQAC for the analysis.</p> <p>Remarks/suggestions: Work done is appreciable.</p>
25	Value added courses / Certificate Courses
	<p>Observations: Conducted one Value Added Courses on 1. "IoT with Node MCU" by R. Vikas Reddy, Technotron Solutions, Nellore from 30.05.2022 to 04.06.2022.</p>

	Remarks/suggestions: Suggested to conduct more add on courses for the students.
26	Industrial Visits
	<p>Observations:</p> <ol style="list-style-type: none"> 1. Four times students have visited Doordarshan Kendra, Tirupathi section wise on different dates. 2. Students have visited Efftronics, Mangalagiri, Vijayawada on 30.04.2022. <p>Remarks/suggestions: Appreciated the department for arranging good number of industrial visits.</p>
27	MOUs
	<p>Observations:</p> <p>Two activities were conducted under 2 MoU's.</p> <ol style="list-style-type: none"> 1. Virtual Seminar on "Opportunities in VLSI Design" by Takshila institute of VLSI. 2. Value added Course on "IoT with Node MCU" by Technotron Solutions. <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
28	Professional society activities
	<p>Observations:</p> <p>Three(3) Programs were organized under professional society activities</p> <ol style="list-style-type: none"> 1. World Telecommunication & Information Society Day by G. Gopi, ITS, General Manager (Rtd.), BSNL & Dr. K. Murali, HOD of ECE, Narayana Engineering College Nellore on 17-05-2022. 2. Seminar on Vikram Sarabhai Biography Inauguration on by Mr. T S Raghuram, CGM, SDSC SHAR, Sriharikota on 12-08-2022. 3. Technical Quiz (IETE) on 29-08-2022. <p>Remarks/suggestions: Appreciated the department for conducting good number of activities by professional society bodies.</p>
29	Industry Institute Interaction Cell Activities
	<p>Observations:</p> <p>No programme was conducted by the department under IIIC.</p> <p>Remarks/suggestions: Suggested to organize the programmes under IIIC to increase the interaction between institute and industry.</p>
30	Student Association Activities
	<p>Observations:</p> <p>Four (4) activities were organized by the department under student association.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
31	Student External Participation
	<p>Observations:</p> <p>One hundred and fifty five (155) students have done external participation in this semester.</p> <p>Remarks/suggestions: Appreciated the department for encouraging the students to participate in other institutions.</p>
32	Workshops/Seminars/Conferences/NLTS Etc., Conducted

	<p>Observations: One workshop was organized by the department on "Three Day Tech Boot camp on Arduino" from 25.05.2022 to 27.05.2022.</p> <p>Remarks/suggestions: Advised to conduct seminars and conferences to improve the student overall development.</p>
33	Placement Training (Internal & External)
	<p>Observations: The department and placement cell organized training sessions for aptitude, verbal, technical, and coding in C and JAVA that were associated with placement.</p> <p>Remarks/suggestions: Advised to organize training sessions on latest software technologies.</p>
34	Placements
	<p>Observations: Seventy Eight (78) number of students got placed in different companies from the department in this semester.</p> <p>Remarks/suggestions: Appreciated the department for achieving better placements than in prior academic years.</p>
35	Counseling/Mentoring
	<p>Observations: Mentoring on academic challenges was seen to be conducted by mentors once in every two weeks. Few students have received personal counseling.</p> <p>Remarks/suggestions: Slow learners were counseled by their mentor to improve their overall performance in academics.</p>
36	Career Counselling
	<p>Observations: No programmes were organized by the department.</p> <p>Remarks/suggestions: Advised to organize career counselling programmes in the department for student's bright career.</p>
37	Professional Development Programmes Conducted For Faculty
	<p>Observations: 1. A Five day FDP on "Key Enabling Techniques using 5G Communication" from 05.09.2022 to 09.09.2022.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
38	Professional Development Programmes Attended by faculty
	<p>Observations: Total Ten (10) faculty members have attended different faculty development programs.</p> <p>Remarks/suggestions: Advised to encourage the faculty to participate in different professional development programmes.</p>
39	Professional Development Programmes Organized for Non-Teaching Staff

	<p>Observations: One day PDP was organized on "Digital Storage Oscilloscope" on 14.06.2022.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
40	Faculty Publications
	<p>Observations: Twenty two (22) number of faculty have published the paper from the department in this semester.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
ADMINISTRATIVE AUDIT	
1	Classrooms
	<p>Observations: Ten (10) rooms were allotted for class work. All the classrooms are equipped with teaching aids such as projector, projector screen, Board and audio component.</p> <p>Remarks/suggestions: The department is needed one more class room for the next academic year.</p>
2	Laboratories
	<p>Observations: It is observed that laboratory files for maintenance have been updated.</p> <p>Remarks/suggestions: Advised to solve the lab maintenance issues as early as possible.</p>
3	Department Library
	<p>Observations: Advanced learners are allowed to department library to study the academics and journals. The entry register was maintaining by the department.</p> <p>Remarks/suggestions: No maintenance issues were recorded.</p>
4	Computing Equipment
	<p>Observations: Total 76 computing equipments are available in the department.</p> <p>Remarks/suggestions: Sufficient number of computing equipment is available in the department.</p>
5	Website Updates
	<p>Observations: Updating regularly.</p> <p>Remarks/suggestions: Advised to update the Women's forum events in the departmental window of the college website.</p>
6	Meetings (Faculty, Cells, Committees, Student Bodies)
	<p>Observations: Faculty meetings were conducted twice in a month. Meetings were conducted once in a month under Student Association. Class committee & Course committee meetings were organized by the department as per the schedule given in Academic Calendar.</p>

	Remarks/suggestions: Advised to record the action taken of all the meetings.				
7	General Maintenance				
	Observations: No maintenance indent has been raised in the department. Remarks/suggestions: ----				
8	Extension Activities (Activities, Awards, Outreach)				
	Observations: No programme was organized under NSS by the department. Remarks/suggestions: Advised to conduct extension activities.				
9	Student Grievance Redressal				
	Observations: There was no grievance was recorded. Remarks/suggestions: -----				
10	Alumni(Data Updates, Visits, Benefits Derived, Alumni Meets)				
	Observations: No activities were arranged to or by the alumni in this semester. Remarks/suggestions: Advised to arrange alumni meets and interactions.				
11	Any other				
	Observations: ----- Remarks/suggestions:				
12	Attendance (Final-End Semester)				
	Year	No of Students	Promoted	Condoned	Detained
	II/II	209	208	25	1
	III/II	133	133	9	0
	IV/II	123	123	25	0
	Observations: For every 15 days attendance calculation was done, information to parents over phone, mentor counseling to attendance shortage students all such information is maintained in the file. Remarks/suggestions: Advised to do Effective follow up to reduce the shortage of attendance.				

Section-3: Overall Observations and Recommendations

IQAC team has conducted periodical verification of various aspects pertaining to activities of entire semester. Find the following overall observations and recommendations for your department.

- 1) Suggested to organize more partial delivery by industrial experts.
- 2) Suggested to conduct more add on courses for the students.

- 3) Suggested to organize the programmes under IIIC to increase the interaction between institute and industry.
- 4) Advised to conduct seminars and conferences to improve the student overall development.
- 5) Advised to organize career counselling programmes in the department for student's bright career.
- 6) Advised to encourage the faculty to participate in different professional development programmes.

Please ensure such or similar Non conduction/short comings do not recur in future.

Action Taken for previous Academic Administrative Audit (AAA):

1. **Suggested to conduct more certificate and value added courses for the students:**

Conducted one value added course II ECE students

2. **Advised to conduct more guest lectures by eminent speakers:**

Two guest lectures were conducted for the students by eminent speakers.

3. **Advised to organize more industrial visits for all class students:**

Two industrial visits were organized for the students.

4. **Advised to conduct workshops/ seminars to the students under each MoU in the coming semester :**

Conducted two programmes in collaboration with MOU companies

5. **Advised to organize career counselling programmes in the department for student's bright career:**

Organized a career counselling programme for students

1. Signature: Pem

(Name: Dr. Anus Prabha .)

2. Signature: Mh

(Name: J. Sreenivasulu)

3. Signature: Santhi

(Name: MRS. N. SANTHI KUMARI)

4. Signature: Amr

(Name: Dr. P. Perumal)