IQAC

Academic and Administrative Audit (AAA)

Name of the Department	Electronics and Communication Engineering		
Date of Audit	12/12/18		
Academic year	2018-19	Semester	I
Audit Team			
Sl.No	Name	Designation	Department
1	Mr. Nareshbabu U	Associate Professor	EEE
2	Mrs. D Sreelakshmi	Assistant Professor	ECE
3	Mr. D Madhubabu	Associate Professor	MCA
4	Mr. Sk Rashid	Assistant Professor	CIVIL

Name of the Head Of the Department		Dr.K. Murali				
Mail ID	ecehodnecn@narayanagroup.com		Mobile NO		9100051612	
S.No	Programs offered	Strength				
		I	II	III	IV	Total
1	B.Tech	120	123	127	115	485
2	M.Tech(VLSI)	10	15			25

Sl. No	Aspects/Activities, Observations ,Remarks/Suggestions
1	**Academic Calendar- Implementation**
	Observations: As per JNTUA calendar semester was scheduled from 2nd July 2018to 17th Nov 2019. Based on JNTUA Calendar department prepared its own calendar and implemented.
	Remarks/suggestions: As per academic calendar classes were conducted smoothly. Activities were conducted with minor deviation.
2	**Certificate courses/ Add-on programs**
	Observations: Conducted 2 certificate course for ECE Students on i) Embedded Systems from 09/09/18 to 12/09/18 ii) NI Lab View from 29/10/18 to 01/11/18
	Remarks/suggestions: Conducted as per the schedule. Files are maintained properly
3	**Value-Added Courses**
	Observations: Conducted 3 programmes on JAVA Programming, soft skills by & th sense and soft skills by internal faculty members.
	Remarks/suggestions: Good number of value-added programs was organized in the semester for the benefit of students.

4	**Guest Lecturers**
	Observations: One Guest lecture on MEMS for III B. Tech by **Dr Sai Krishna Santhosh,** Assoc.Prof, K L University.
	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.
5	**Bridge Courses**
	Observations: TWO bridge courses were conducted. One for III-year students on Sensors & Applications. One for II -year students on MATLAB.
	Remarks/suggestions: Conducted bridge courses for required subjects.
6	**Tutorial Classes**
	Observations: Tutorial classes were conducted for 6 subjects as per the course structure and files were maintained.
	Remarks/suggestions: Good number of tutorial classes was conducted.
7	**Remedial classes/Remedial coaching**
	Observations: It was observed that remedial classes for 10 subjects were conducted for slow learners identified from Unit-I, MID-I, Unit-II for II, III and final year students. Remedial Coaching was provided for few subjects.
	Remarks/suggestions: Good number of remedial classes was conducted for slow learners.
8	**Counseling/mentoring**
	Observations: It was observed that counseling was done for every fortnight by the mentors on academic issues.
	Remarks/suggestions: Counseling was done for slow learners separately.
9	**Industrial Visits**
	Observations: Five industrial visits were organized (APGENCO, UX Business Solutions, Nippo Batteries SDSC, SHAR,NARL)
	Remarks/suggestions: Good number of industrial visits was organized.
10	**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 student seminars are conducted but not as per the schedule.
	Remarks/suggestions: It is suggested to conduct student seminars as per schedule without any deviations and definitely second cycle lab seminars should also be completed without fail.
11	**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.
12	**Lab Records/Manuals**
	Observations: It was observed that stock registers and lab manuals are updated. Lab manuals are evaluated up to date.
	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.
13	**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.
14	**Laboratory (Equipment): Status**
	Observations It is observed that in ECAD LAB some parts of computers are under maintenance.
	Remarks/suggestions: Equipment available as per AICTE in all labs
15	**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.
16	**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 also suggested to prepare model question papers which are framed with frequently asked questions. It is suggested to keep all learning materials in the website so that it will be accessible to all the students.
17	**Student's Association Activities**
	Observations: Total four activities were organized on JAM, GD, Technical quiz, general quiz.
	Remarks/suggestions: It is suggested to encourage more number of students to participate in activities.
18	**Professional society activities**
	Observations: It was observed that four Activities were organized on 1) Workshop on "Embedded Systems" on 10/9/18 to 12/9/18. 2) Recent Trends in "VLSI & Networking" on 27/8/18 3) Guest lecturer on "MEMS" on 25/10/18. 4) Three-day work shop on "Lab View". (29/10/18 to 31/10/18)
	Remarks/suggestions: Good number of students participated in the activities.
19	**Student external participation**
	Observations: Total only 19 students participated in external participations. 3 students were participated in TekHack - 2018 - Hackthon and won first prize at JNTUA, Anantapur. 4 students participated in Seminar at VIT, Vellore (AUG-4, SEP-3). 6students participated in Workshop and 6 students in quiz at Sri Vidyaniketan Engineering College, Rangampet.
	Remarks/suggestions: Suggested to encourage students to participate in external activities. Generally, in odd semester colleges conducting symposiums are less so student's participation is less in external participation.
20	**Placements/placement training**
	Observations: Placement related training programmes on APT, Verbal, Technical, Online coding JAVA test were organized by the department. 16 Students benefited based on the training.
	Remarks/suggestions: Good. Suggested to invite core companies for placements.
21	**Collaborations: Linkages/MOUS**
	Observations: 5 linkages taken by the department and 3 active MoU's are there.
	Remarks/suggestions: It is suggested that collaborations with industries should be taken for better job opportunities and to conduct workshops/ seminars to the students.
22	**Faculty participation (Internal and External)**
	Observations: It was observed that 4 faculty members participated in external and 19

		members in internal participation.
		Remarks/suggestions: Encourage all faculty members in the department to participate in IIT's, NIT's etc.
23		**Course Files**
		Observations: It is observed both soft copies and hard copy course files are maintained in OBE format.
		Remarks/suggestions: Indirect attainment was taken details to be posted in the course file.
24		**Career counseling**
		Observations: It is observed that career counseling programme were organized by the department
		Remarks/suggestions: Details of the career counseling to be maintained properly.
25		**Workshops/Seminars/Conferences/FDP'S/NLTS etc., Conducted**
		Observations: Total 19 programmes were organized in the department such as workshop, FDPS, seminars, etc.
		Remarks/suggestions: Details of the workshop/ seminars / FDP's to be maintained properly.
26		**Feedback on Curriculum**
		Observations: It was observed feedback on curriculum was obtained from all stakeholders.
		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.
27		**Computing equipment**
		Observations: Total 78 computing equipments are available in the department.
		Remarks/suggestions: Sufficient number of computing equipment is available in the department.
28		**Student grievances Redressal**
		Observations: It was observed that two grievances were received.
		Remarks/suggestions: Necessary action was initiated and resolved the problem
29		**Professional development programs (For Teaching and Non-Teaching staff)**
		Observations: Nil
		Remarks/suggestions: It is observed one program is planned from 17/12/18 to 21/12/18.
30		**E- learning resources**
		Observations: It was observed e-learning resources were provided for all subjects.
		Remarks/suggestions: E-learning resources like links, NPTEL Videos were arranged to the students along with the materials for difficult topics. The materials soft copies are also placed in moodle.
31		**Meetings (Faculty, Cells, Committees, student bodies)**
		Observations: Total 10 faculty meetings were organized and 4 student body meetings were organized.
		Remarks/suggestions: ---------
32		**Website updating**
		Observations: ECE department page is updated twice in the semester.
		Remarks/suggestions: webpage is updated properly.

33	**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
34	**General Maintenance**
	Observations: It was observed general maintenance file is maintained.
	Remarks/suggestions: Complaints of repairs, action taken, completed are filed.
35	**Extension Activities (Activities, Awards, Outreach)**
	Observations: It was observed total one extension activity, Run for Unity – Rastriya Ekta Diwas, in collaboration with Lions Club, Nellore
	Remarks/suggestions: Planned extension activities were organized.
36	**Software packages**
	Observations: It was observed MATLAB, Xilinx-9.2i, Multisim, CC STUDIO V-3.0, Mentor graphics, CC STUDIO V-6.0 software package was available.
	Remarks/suggestions: Sufficient software packages are available in the department.
37	**Alumni (Data updating, Visits, benefits derived, Alumni Meets)**
	Observations: Total five alumni students were visited college; alumni data was found updated but no benefits were taken from the alumni students.
	Remarks/suggestions: Alumni meet is planned in the third week of January.
38	**Use of ICT and Teaching-Learning Process**
	Observations: It was observed ICT tools Projector, Mike, Audio systems, computer are available in all the class rooms in the department. All the staff is utilizing the ICT tools as and when required.
	Remarks/suggestions: Good number of Staff utilized ICT tools and at the same time a few faculties are not used NPTEL VIDEOS. So, it is suggested that 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.
39	**Attendance (Final-End Semester)**

Year	No of Students	Promoted	Condoned	Detained
I	120	118	02	02
II	123	120	16	3
III	127	112	20	1
IV	115	115	10	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.

Overall observations and recommendations:

1) Take necessary action to reduce the first hour late comers.
2) Conduct Certificate courses and Value-added courses on recent technologies.
3) Motivate the students to participate in various external activities.
4) Motivate the faculty members towards Research publications in reputed journals.
5) Improve Professional Society Activities.
6) Suggested to conduct 2 or 3 alumni meetings in a year
7) Suggested to increase extension activities.
8) Increase the attendance percentage of students and reduce the condonation.

1. Signature: _____

(Name : Naresh babu y)

2. Signature: D. S___

(Name : D. Sreelakshmi)

3. Signature: _____

(Name : Madhubabu)

4. Signature: _____

(Name : SHAIK RASHID)