



Date: 11.12.2019

Internal
Academic and Administrative Audit
For
Semester- I, AY: 2019-2020

Academic and Administrative Audit report for the academic year 2019-20, semester I 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 and Communication Engineering		
Date of Audit		04.12.2019		
Academic year		2019-20	Semester	I
Audit Team				
Sl.No	Name	Designation	Department	
1.	Dr AVS Prasad	Professor	CE	
2.	Dr. T Sudheer	Associate Professor	MBA	
3.	Mrs D Sreelakshmi	Associate Professor	ECE	
4.	Mr U Naresh Babu	IQAC Coordinator	IQAC	

Name of the Head Of the Department		Dr. K Murali				
Mail ID	<i>ecehodnecn@narayanagroup.com</i>	Mobile No		9441818312		
Sl. No	Program offered	Strength				
		I	II	III	IV	Total
1	B.Tech	128	127	122	122	499

Section-2: Aspects, Observations, Remarks/Suggestions

ACADEMIC AUDIT	
Sl.No	Aspects/Activities – Observations – Remarks/Suggestions
1	Academic Calendar- Implementation
	<p>Observations: As per JNTUA Calendar semester was scheduled from 08/07/19 to 23/11/19 for II, III and IV year students. Based on JNTUA Calendar, department has prepared its own calendar and implemented the same.</p> <p>Remarks/suggestions: As per academic calendar classes were conducted smoothly and activities were conducted with minor deviation.</p>
2	Syllabus coverage
	<p>Observations: It was observed that syllabus coverage was verified based on lecture schedule eight times in the semester. And few subjects were deviated from the schedule due to other curricular and non-curricular activities.</p> <p>Remarks/suggestions: Suggested to take up extra classes to complete the syllabus as per schedule as and when required.</p>
3	Moodle Upload
	<p>Observations: At the commencement of semester all the faculty have uploaded the contents of their respective courses and student logins were given to lateral entry students for accessing of the contents in the Moodle.</p> <p>Remarks/suggestions: Moodle file was maintaining by the department.</p>
4	Course files
	<p>Observations: Department is maintaining course files for all individual subjects of the respective regulations.</p> <p>Remarks/suggestions: Some of the course files didn't have all the contents to be filed.</p>
5	Mapping of COs and POs/PSOs
	<p>Observations: COs and POs/PSOs mapping of R-15 regulations, 2019-2020 I semester courses were done.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
6	CO Attainment & PO Attainment
	<p>Observations:</p> <ul style="list-style-type: none"> (i) 2018-19 II semester CO Attainment was done and not attained CO's were listed. (ii) R-15 regulations, 2015-19 Batch PO Attainment was done and not attained PO's were listed. <p>Remarks/suggestions: Suggested the committees to organize the programs for not attained COs & POs in coming semesters.</p>
7	ICT usage

	<p>Observations: ICT Usage file was maintaining by the department.</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 included COs and BL level were filed.</p> <p>Remarks/suggestions: Advised to improve question paper quality in terms of BL level.</p>
9	Evaluation of Answer Scripts
	<p>Observations: The evaluation of answer scripts as per the regulations had done by the faculty and the marks were posted and circulated among students for their reference and then the mark sheets were submitted to examination cell.</p> <p>Remarks/suggestions: Advised to evaluate the answer scripts within three days of completion of the examination.</p>
10	Slow and Advanced Learners
	<p>Observations: Based on the result analysis, the students are divided into slow learners & advanced learners and the lists were filed.</p> <p>Remarks/suggestions: Advised to send the advanced learners list to all the advanced learner activities in-charges for their reference.</p>
11	Remedial Classes
	<p>Observations: It is observed that remedial classes were conducted from 11/09/19 to 04/10/19 for slow learners identified from Unit-I, MID-I examination for all subjects.</p> <p>Remarks/suggestions: Good number of remedial classes was conducted for slow learners and is recorded.</p>
12	Remedial Coaching
	<p>Observations: It is observed that remedial coaching was arranged for the following subjects</p> <p>III Year</p> <p>i) Control System Engineering</p> <p>ii) Mathematics - IV</p> <p>II Year</p> <p>i) Mathematics - II</p> <p>ii) Network Analysis</p> <p>Remarks/suggestions: All the related documents are maintaining properly.</p>
13	Guest Lectures
	<p>Observations: Organized one guest lecture on Digital Communication Systems by Dr. Sk. Shafee on 18/08/19 for III ECE Students</p>

	Remarks/suggestions: Advised to conduct more guest lecturers to the students in every semester by inviting eminent speakers from industries, organizations or institutions.
14	Lecture Schedule Verification
	<p>Observations: It was observed that syllabus coverage was verified based on the lecture schedule eight times in the semester. And a few subjects were deviated from the schedule due to other curricular and extra-curricular activities.</p> <p>Remarks/suggestions: It is suggested to take up extra classes to complete the syllabus as per schedule as and when required.</p>
15	Lab Records/Manuals
	<p>Observations: It was observed that stock registers and lab manuals are updated.</p> <p>Remarks/suggestions: Soft and hard copies of all lab manuals and sample records of each laboratory for each semester are maintained in the department for future reference.</p>
16	Continuous Evaluation For Practical Courses
	<p>Observations: Lab continuous evaluation books were maintaining by the department and day to day evaluation is done for all practical courses.</p> <p>Remarks/suggestions: Continuous evaluation process is done in the department and is appreciable.</p>
17	Partial Delivery by Industrial Experts
	<p>Observations: There were two partial deliveries by industry experts 1. Digital Communication Systems for III ECE I semester students by Dr. SK. Shafee, JTO, BSNL, Nellore. 2. Embedded Systems for IV ECE I semester students by Mr. S. Vijay Kumar, Senior Technical Architect, LG Electronics, Bangalore</p> <p>Remarks/suggestions: Advised to conduct the partial delivery for II ECE students also in coming semesters.</p>
18	Adjunct Faculty
	<p>Observations: Mr. S. Vijay Kumar, Senior Technical Architect, LG Electronics, Bangalore have taken 26 hours for III ECE of Digital Systems Design course.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
19	Topic Beyond Syllabus
	<p>Observations: Two (2) topic beyond syllabus classes were conducted for this semester. 1. "Impedance measurements and Polarization Measurement" by Mr. C. Leela Mohan, Associate Professor, Department of ECE, NECN on 08/11/2019. 2. "Computer aided design for micro system and Common actuation methods"</p>

	<p>by Dr. K. Murali, Professor and Head of the Department of ECE, NECN on 08/11/2019.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
20	Newsletter/Technical Magazine/Wall Papers etc.
	<p>Observations:</p> <ol style="list-style-type: none"> 1. Departmental Newsletter of 2018-19 II semester on which all activities of the department was published. 2. Technical Magazine of the department for 2018-19 II semester was published. <p>Remarks/suggestions: Advised to place the newsletter and technical magazines in the department library.</p>
21	Student Feedback on TLP
	<p>Observations:</p> <p>Student feedback on teaching learning process was conducted in modes 1. Online 2. Offline. Analysis report was filed properly.</p> <p>Remarks/suggestions: Action taken report yet to be filed.</p>
22	Feedback on Curriculum
	<p>Observations:</p> <p>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>
23	Value added courses/Certificate Courses
	<p>Observations:</p> <p>Conducted two certificate courses on</p> <ol style="list-style-type: none"> i) PCB Design and Fabrication from 19/08/2019 to 23/08/2019 in Association with Take off Pvt Ltd, Tirupathi. ii) Industrial IOT tools for Application Development from 16/09/2019 to 20/09/2019 in association with APITA. <p>Conducted two Value Added Courses on</p> <ol style="list-style-type: none"> i) Python by Dr. B Sunil Kumar from 22/07/2019 to 31/08/2019. ii) IOT Applications by Dr. K Murali from 10/10/2019 to 28/10/2019. <p>Remarks/suggestions: All the documents related to Certificate & Value added Course are filed properly.</p>
24	Industrial Visits
	<p>Observations:</p> <p>Arranged four Industrial visits to II, III and IV year students at NIPPO, NARL, CSIR, SHAR.</p> <p>Remarks/suggestions: Appreciated for organizing good number of industrial visits.</p>
25	MOUs
	<p>Observations:</p> <p>Department has 5 active MOU's and 4 linkages. Three activities were conducted under 3</p>

	MoU's. Remarks/suggestions: Advised to conduct workshops/ seminars to the students under each MoU in the coming semester.																											
26	Professional society activities																											
	<p>Observations: Three Programs were organized</p> <ul style="list-style-type: none"> ➤ IETE Foundation celebrations on 04.11.2019 chaired by Mr. P Sudheer Babu, DE, BSNL, Nellore ➤ Guest Lecture on Digital Communication System on 18/08/19 ➤ Workshop on PCB Design and Fabrication from 19/08/19 to 23/08/19 <p>Remarks/suggestions: Advised to improve the number of professional society chapters.</p>																											
27	Industry Institute Interaction Cell Activities																											
	<p>Observations: Two programmes were conducted by the department viz.,</p> <ol style="list-style-type: none"> 1. Technical Talk on IOT Applications on 29.07.2019 chaired by CVS Rajendra, WINCIT Services, Hyderabad. 2. Webinar on Machine Learning by Mr. Pranav Pai Vernekar, CEO & Senior Trainee, BOLT IOT Technologies. <p>Remarks/suggestions: Suggested to conduct more programmes under IIIC cell to improve the relation between industry & institute.</p>																											
28	Student Association Activities																											
	<p>Observations: Total 08 activities were organized</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>S.No</th> <th>Date</th> <th>Name of the Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>27/07/19</td> <td>Technical Quiz</td> </tr> <tr> <td>2</td> <td>03/08/19</td> <td>General Quiz</td> </tr> <tr> <td>3</td> <td>17/08/19</td> <td>Aptitude Test</td> </tr> <tr> <td>4</td> <td>24/08/19</td> <td>Debate</td> </tr> <tr> <td>5</td> <td>31/08/19</td> <td>JAM</td> </tr> <tr> <td>6</td> <td>05/09/19</td> <td>Teacher's Day Celebration</td> </tr> <tr> <td>7</td> <td>21/09/19</td> <td>Debate</td> </tr> <tr> <td>8</td> <td>28/09/19</td> <td>Motivational Videos</td> </tr> </tbody> </table> <p>Remarks/suggestions: Circulars and reports are filed.</p>	S.No	Date	Name of the Activity	1	27/07/19	Technical Quiz	2	03/08/19	General Quiz	3	17/08/19	Aptitude Test	4	24/08/19	Debate	5	31/08/19	JAM	6	05/09/19	Teacher's Day Celebration	7	21/09/19	Debate	8	28/09/19	Motivational Videos
S.No	Date	Name of the Activity																										
1	27/07/19	Technical Quiz																										
2	03/08/19	General Quiz																										
3	17/08/19	Aptitude Test																										
4	24/08/19	Debate																										
5	31/08/19	JAM																										
6	05/09/19	Teacher's Day Celebration																										
7	21/09/19	Debate																										
8	28/09/19	Motivational Videos																										
29	Student External Participation																											
	<p>Observations: 191 students' participated in events like PPT, Poster Presentation, Technical Quiz, Coding, Technical Treasure hunt, fashion show, etc.... and secured 6 prizes in various events.</p> <p>Remarks/suggestions: Appreciated for conducting good number of student's external events. All sample certificates were filed. You are advised to display the list of prize</p>																											

	winners in the notice board; this will help the students to secure more prizes.
30	Workshops/Seminars/Conferences & NLTS Etc., Conducted
	<p>Observations: The below conference, webinar & FDP were conducted by the department</p> <ol style="list-style-type: none"> 1. A national level conference icetest-19 was organized by the college on 5/7/19 & 6/7/19. 2. A webinar on "VLSI Design using Verilog HDL" in association with Maren-Silicon under IIIC on 21/08/2019. 3. A five day FDP on Recent Trends in Cognitive Radio in 5G Wireless Communications from 23/12/2019 to 28/12/2019. <p>Remarks/suggestions: All relevant documents are filed.</p>
31	Placement Training (Internal & External)
	<p>Observations: Placement related training programmes on Aptitude, Verbal, Technical, coding on C and JAVA were organized by the department and placement cell.</p> <p>Remarks/suggestions: Suggested to invite core companies for placements.</p>
32	Placements
	<p>Observations: Fifteen (15) students got placed in different companies.</p> <p>Remarks/suggestions: Suggested to invite core companies for placements.</p>
33	Counseling/Mentoring
	<p>Observations: It was observed that counseling was done for every fortnight by the mentors on academic issues. Personal counseling has been done for few students.</p> <p>Remarks/suggestions: Appreciated The procedure that was implemented.</p>
34	Career Counseling
	<p>Observations: Three programs were organized by the department viz.,</p> <ol style="list-style-type: none"> 1. Career guidance-UGC NET & SET Exams chaired by Mrs. E Supraja, M.Tech (PhD) Pondicherry University, Pondicherry on 27/07/2019. 2. Awareness program on GATE examination by Mr. S BalaMurugan, Manager, Digest Institute, Chennai on 30/08/2019. 3. Awareness program on IELTS chaired by Mr Gopal Reddy Somala, Managing Director, Aegis Overseas edu. Services, Nellore. <p>Remarks/suggestions: Appreciated for conducting good number of career guidance programs for the students.</p>
35	Professional Development Programmes Conducted For Faculty

	<p>Observations: A five day FDP was conducted by the department on Recent Trends in Cognitive Radio in 5G Wireless Communications from 23/12/2019 to 28/12/2019.</p> <p>Remarks/suggestions: Advised to conduct at least one professional development program per semester.</p>
36	Professional Development Programmes Attended by faculty
	<p>Observations: All the faculty members were attended for FDP. Sixteen (16) faculty were registered for NPTEL Swayam online courses and all are qualified in the examination.</p> <p>Remarks/suggestions: Advised to encourage all the faculty members to attend for workshop / FDP in the next semester.</p>
37	Professional Development Programmes Organized for Non-Teaching Staff.
	<p>Observations: Planned in the third week of December.</p> <p>Remarks/suggestions: Advised to conduct at least one professional development program for Non- Teaching staff per semester.</p>
38	Faculty Publications
	<p>Observations: Nil.</p> <p>Remarks/suggestions: It is well aware that R & D is one of the significant strengths of any faculty as well as the department. The faculty are advised to have much focus on R&D related activities.</p>
39	Funded Projects and consultancy
	<p>Observations: One funded project was sanctioned by Takeoff Edu. Group, Tirupati, for the project on "Fully Automated Attendance machine using Rasberry Pi".</p> <p>Remarks/suggestions: Advised to get more funded projects to improve the revenue.</p>
ADMINISTRATIVE AUDIT	
1	Classrooms
	<p>Observations: Nine (9) 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: Some of the classroom's audio component was not working.</p>
2	Laboratories
	<p>Observations: It is observed that laboratory files for maintenance have been updated.</p> <p>Remarks/suggestions: No maintenance issues were recorded. Equipment that requires as per norms in all laboratories.</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 32 computing equipments are available in the department with MATLAB & Multisim. It was observed that the following software packages are available in the department</p> <ul style="list-style-type: none"> ➤ MATLAB 2018 - 30 users ➤ Multisim14.1 - 30 users ➤ My power - 5 users <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.</p> <p>Remarks/suggestions: Advised to record the minutes of meeting of professional society and circuits club.</p>
7	General Maintenance
	<p>Observations: Total three times maintenance indent have been raised and completed.</p> <p>Remarks/suggestions: Advised to maintain the separate file and update the same periodically.</p>
8	Extension Activities (Activities, Awards, Outreach)
	<p>Observations: Conducted five programs</p> <ul style="list-style-type: none"> ➤ An Awareness program on Clay Ganesha on 30/08/19 ➤ Sampling distribution on 31/08/19 ➤ Smart phone-Impact on children on 13/09/19 ➤ Awareness rally against crackers on 26/10/19 ➤ Rashtriya Ektha Diwas on 31/10/19. <p>Remarks/suggestions: Appreciated for organizing good number of programs.</p>
9	Student Grievance Redressal
	<p>Observations: There are no grievances.</p>

	Remarks/suggestions: -----				
10	Alumni(Data Updates, Visits, Benefits Derived, Alumni Meets)				
	<p>Observations: Total 10 alumni students were interacted with students, alumni data was found updated.</p> <p>Remarks/suggestions: Advised to plan batch wise alumni meet in the upcoming semesters.</p>				
11	Any other				
	<p>Observations: -----</p> <p>Remarks/suggestions:</p>				
12	Attendance (Final-End Semester)				
	Year	No of Students	Promoted	Condoned	Detained
	II	127	125	05	02
	III	122	122	13	00
	IV	122	122	26	00
	<p>Observations: For every 15 days attendance calculation was done, information to parents over phone, intimation letters to parents, mentor counseling to attendance shortage students all such information is maintained in the file.</p> <p>Remarks/suggestions: Advised to do Effective follow up to reduce the shortage of attendance.</p>				

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 the programs for not attained COs in coming semesters.
- 2) Advised to conduct more guest lecturers to the students in every semester by inviting eminent speakers from industries, organizations or institutions.
- 3) Advised to conduct workshops/ seminars to the students under each MoU in the coming semester.
- 4) Suggested to conduct more programmes under IIIC cell to improve the relation between industry & institute.
- 5) Encourage all the faculty members to attend more workshops / FDP.
- 6) The faculty are advised to publish research papers and to participate in R&D related activities.

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

Action Taken:

1. Industry institute interactions need to be enhanced:

Industry institute interaction cell is active and doing appropriate.

2. College should have their own transportation system for students and employees:


College is providing transportation for students and employees.


3. Teachers be motivated and sponsored to upgrade their qualification and focus on quality research publications:


Faculty have published the papers in different national & international Journals.

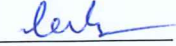
4. Final placement of the students needs to improve:

Placements are improved.

1. Signature: 
(Name: Dr. Anus Prasad)

2. Signature: 
(Name: T. Sudheer)

3. Signature: 
(Name: D. Sreedakshmi)

4. Signature: 
(Name: V. Naveesh)