NARAYANA ENGINEERING COLLEGE::NELLORE

AUTONOMOUS

IQAC Internal Quality Assurance Cell

Internal

Academic and Administrative Audit

For

Semester- I, AY: 2021-2022

Academic and Administrative Audit report for the academic year 2021-22, 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 & Communication Engineering		
Date of Audit	21.03.2022		
Academic year	2021-22	Semester	I

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		9441818312		
Sl. No	Program offered	Strength				
		I	II	III	IV	Total
1	B.Tech. I SEM	197	210	138	123	668

Section-2: Aspects, Observations, Remarks/Suggestions

	ACADEMIC AUDIT
Sl. No	**Aspects/Activities – Observations – Remarks/Suggestions**
1	**Academic Calendar- Implementation**
	Observations: The department has been adhering to JNTUA schedules by creating its own academic event calendar for each semester. Remarks/suggestions: Classes were conducted smoothly and activities were carried out with some deviation from the academic calendar.
2	**Syllabus coverage**
	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. Remarks/suggestions: Suggested to complete the syllabus as per syllabus completion targets.
3	**Moodle Upload**
	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. Remarks/suggestions: Advised to upload the course contents in Moodle before the starting of the semester.
4	**Course files**
	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. Remarks/suggestions: Some of the course files were incomplete and lacked some necessary information.
5	**Mapping of COs and POs/PSOs**
	Observations: R-21 Regulations COs were defined and CO-PO & PSOs mapping was done and filed properly. Remarks/suggestions: OBE coordinator was suggested to verify the action verb & learning statement of all COs of all courses.
6	**CO Attainment & PO Attainment**
	Observations: 1. CO Attainment of 2020-21 II semester was done and not attained COs were listed.

		filed properly.
		Remarks/suggestions: Suggested to list the action taken for not attained POs.
7	ICT usage	
		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. Remarks/suggestions: Appreciated the department for improvement in ICT usage compared to last semester.
8	Quality of Question Papers	
		Observations: All Midterm and Assignment question papers are preparing as per OBE standards. Remarks/suggestions: Appreciated for the quality of question paper.
9	Evaluation of Answer Scripts	
		Observations: All midterm and assignment answer scripts were evaluated, and after circulating among the students, marks were posted. Remarks/suggestions: Appreciated the department for submitting the marks for examination section with in specified time.
10	Slow and Advanced Learners	
		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. Remarks/suggestions: Advised to conduct the programmes as per the schedule given in Academic calendar.
11	Remedial Classes	
		Observations: The following remedial classes were conducted for this semester. 1. AWP for III-I 2. ICA for III-I 3. DC for III-I 4. MWE for IV-I 5. DIP for IV-I 6. OFC for IV-I 7. NT for II-I 8.DLD for II-I 9. EDC for II-I

		Remarks/suggestions: All the documents are filed properly.
12	**Remedial Coaching**	
		Observations: Remedial coaching was conducted for the following subjects: 1. " Problem Solving & Programming" for II EEE 8 students from 20.12.2021 to 22.12.2021. 2. " Algebra & Calculus" for II EEE students (9) from 23.12.2021 to 27.12.2021. 3. " Applied Physics" for II EEE students (25) from 28.12.2021 to 30.12.2021. . Remarks/suggestions: All the related documents are maintaining properly.
13	**Guest Lectures**	
		Observations: Organized two guest lectures on 1. "Antennas" by Dr. H Uma habiba, professor & HOD, Bharath University, Chennai on 19-11-2021. 2. " PLD's" by Mr. P Sudheer Babu from 08.02.2022 to 09.02.2022 Remarks/suggestions: Advised to conduct more guest lectures by eminent speakers.
14	**Lecture Schedule Verification**	
		Observations: It is observed that few courses were deviated from the pre scheduled lesson plan. Remarks/suggestions: Extra classes for deviations have been taken in order to comply to the session plan.
15	**Lab Records/Manuals**	
		Observations: It was observed that all the faculty dealt the labs have done continuous evaluation of records and manuals. 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.
16	**Continuous Evaluation For Practical Courses**	
		Observations: Continuous evaluation of practical courses was done during semester. Remarks/suggestions: The continuous evaluation books were updated regularly.
17	**Students Project Evaluation and Review**	
		Observations: Not applicable for this semester. Remarks/suggestions: -----
18	**Internships**	
		Observations: No internships were done by the students for this semester.

		Remarks/suggestions: -----
19		**Partial Delivery by Industrial Experts**
		Observations:
		There were two partial deliveries by industry experts
		1. Digital Logic Design for II B.Tech/ I Sem students by **Mr.** P. Sudheer Babu, SDE BSNL, Nellore.
		2. Data Communication and Networking for III B.Tech/ I Sem students by Mr. Dhanancheziyan Jayachandiran, Technical Consultant and Lead Centre of Excellence, Inflow Technologies Pvt Ltd, Indira nagar, Bangalore.
		3. Importance of the New development in Antennas for Wireless Communications by Dr.Habiba, Professor& HoD/Bharath University, Chennai
		Remarks/suggestions: All the relevant documents were filed properly. Suggested to organize partial delivery by industrial experts for II EEE students also.
20		**Adjunct Faculty**
		Observations:
		Mr. G GOPI, ITS, Senior General Manager (Rtd), Department of Telecom, BSNL. has completed 24 hours of IV ECE Optical Fiber Communication course work.
		Remarks/suggestions: All the relevant documents were filed properly.
21		**Topic/Content Beyond Syllabus**
		Observations:
		1. Topics beyond syllabus for all courses of the semester were listed and the materials were filed.
		2. The relevant documents for events organized for content beyond syllabus (Not mapped COs) were filed properly.
		Remarks/suggestions: All the relevant documents were filed properly.
22		**Newsletter/Technical Magazine/Wall Papers etc.**
		Observations:
		1. All departmental events were published in the departmental newsletters for the first semester of the academic year 2021-22.
		2. The department's Technical Magazine for I semester of 2021-22 has been published.
		Remarks/suggestions: Newsletter and technical magazines are maintaining in department library also.
23		**Student Feedback on TLP**
		Observations:
		Student feedback on teaching learning process was conducted in modes 1. Online 2. Offline. Analysis report was filed properly.
		Remarks/suggestions: Action taken report has to be filed.
24		**Feedback on Curriculum**

		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. Remarks/suggestions: Work done is appreciable.
25	**Value added courses / Certificate Courses**	
		Observations: Conducted one Value Added Courses on 1. "Python Programming" by APSSDC from 22.11.2022 to 27.11.2022. 2. "PCB Design" by Pantech Learning Solutions, Chennai from 02.02.2022 to 02.06.2022. Remarks/suggestions: Suggested to conduct more certificate and value added courses for the students.
26	**Industrial Visits**	
		Observations: No industrial visit was organized by the department in this semester. Remarks/suggestions: Advised to organize more industrial visits for all class students.
27	**MOUs**	
		Observations: One activity was conducted under 1 MoU's. 1. Two days workshop on "IOT & Embedded System Hands on Approach" by Pantech eLearning Pvt Ltd., II Floor , Kotta Srinivasiah street, Near Duraisamy subway, T.Nagar, Chennai from 08.11.2021 to 09.11.2021. Remarks/suggestions: Advised to conduct workshops/ seminars to the students under each MoU in the coming semester.
28	**Professional society activities**	
		Observations: Six(6) Programs were organized under professional society activities 1. Expert lecture (IE) by Dr.H Uma habiba, professor &HOD, Bharath University Chennai on 19-11-2021. 2. IE Inaguration on by Dr G Narayana reddy, Dr. S Umamaheswara Reddy, IE Tirupathi Center on 19-11-2021. 3. Webinar on Skill Enhancement (IETE) by Mr S. Navin, Software, Sync fusion, chennai on 02-11-2021. 4. Webinar on "Internship opportunities after B Tech"(IETE) by Mr. Melap, Mentor, Sakthi group & Gillette, Chennai on 18-11-2021. 5. Technical Quiz (IETE) by Dr R Gayathri, IETE member on 10.12.2021. 6. Coding Competition by Dr R Gayathri, IETE member on 17.12.2021. Remarks/suggestions: Appreciated the department for conducting good number of activities by professional society bodies.

29	Industry Institute Interaction Cell Activities
	Observations: No programme was conducted by the department under IIIC. Remarks/suggestions: Suggested to organize the programmes under IIIC to increase the interaction between institute and industry.
30	Student Association Activities
	Observations: Six (6) activities were organized by the department under student association. Remarks/suggestions: All the relevant documents were filed properly.
31	Student External Participation
	Observations: No student has done external participation in this semester. Remarks/suggestions: Suggested to encourage the students to participate in other institutions.
32	Workshops/Seminars/Conferences/NLTS Etc., Conducted
	Observations: Two workshops and One National Level Technical Symposium was organized by the department. Remarks/suggestions: All relevant documents were filed.
33	Placement Training (Internal & External)
	Observations: The department and placement cell organized training sessions for aptitude, verbal, technical, and coding in C and JAVA that were associated with placement. Remarks/suggestions: Advised to conduct training sessions on Python programming.
34	Placements
	Observations: Eighty Seven (87) number of students got placed in different companies. Remarks/suggestions: Appreciated the department for achieving better placements than prior academic years.
35	Counseling/Mentoring
	Observations: Mentoring on academic challenges was seen to be conducted by mentors once in every two weeks. Few students have received personal counseling. Remarks/suggestions: Slow learners were counseled by their mentor to improve their overall performance in academics.
36	Career Counselling

	Observations: No programmes were organized by the department. Remarks/suggestions: Advised to organize career counselling programmes in the department for student's bright career.
37	**Professional Development Programmes Conducted For Faculty**
	Observations: 1. A Five day FDP on "Applications of Machine Learning in Health care Technologies" from 22.02.2022 to 26.02.2022. Remarks/suggestions: All the relevant documents were filed properly.
38	**Professional Development Programmes Attended by faculty**
	Observations: Total Twenty (20) faculty members have attended different faculty development programs. Remarks/suggestions: Appreciated the department.
39	**Professional Development Programmes Organized for Non-Teaching Staff**
	Observations: No Professional Development Programme was Organized for Non-Teaching Staff for this semester. Remarks/suggestions: Advised to conduct at least one Professional Development Programme for Non-Teaching Staff in every semester.
40	**Faculty Publications**
	Observations: No faculty has published the paper from the department in this semester. Remarks/suggestions: Advised to encourage the faculty to publish the papers.
	ADMINISTRATIVE AUDIT
1	**Classrooms**
	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. Remarks/suggestions: -------
2	**Laboratories**
	Observations: It is observed that laboratory files for maintenance have been updated. Remarks/suggestions: Advised to solve the lab maintenance issues as early as possible.
3	**Department Library**
	Observations: Advanced learners are allowed to department library to study the academics and

		journals. The entry register of students was maintaining by the department. Remarks/suggestions: Suggested to display the latest editions of the International & National Journals.
4	**Computing Equipment**	
		Observations: Total 76 computing equipments are available in the department. Remarks/suggestions: Sufficient number of computing equipment is available in the department.
5	**Website Updates**	
		Observations: Updating regularly. Remarks/suggestions: Advised to update the NSS events in the departmental window of the college website.
6	**Meetings (Faculty, Cells, Committees, Student Bodies)**	
		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. Remarks/suggestions: Advised to record the action taken of all the meetings.
7	**General Maintenance**	
		Observations: One fan and two lights of the class rooms have got repaired after the complaint raised by the department. Remarks/suggestions: All the documents related to maintenance indent were filed.
8	**Extension Activities (Activities, Awards, Outreach)**	
		Observations: Three (3) programmes under NSS were conducted by the department. 1. Dr. A.P.J.ABDUL KALAM's Birthday on 15-10-2021. 2. HOMI J BABA's Birthday Event on 30-10-2021. 3. ALBERT EINSTEIN's Birthday on 14.03.2022. Remarks/suggestions: Appreciated the department for conducting good number of extension activities.
9	**Student Grievance Redressal**	
		Observations: Two grievances were recorded and resolved in this semester. Remarks/suggestions: Congratulations to the Departmental class committee meetings to be a great help in resolving students grievances.
10	**Alumni(Data Updates, Visits, Benefits Derived, Alumni Meets)**	

	Observations: Alumni meet was conducted on 08.01.2022. Remarks/suggestions: Institutional & departmental Alumni meet was organized and good number of alumni were attended and interacted with their juniors.			
11	**Any other**			
	Observations: ---------------- Remarks/suggestions:			
12	**Attendance (Final-End Semester)**			
	Year	No of Students	Promoted	Condoned	Detained
	II/I	210	209	28	1
	III/I	138	134	12	4
	IV/I	123	123	7	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 complete the syllabus as per syllabus completion targets.

2) Suggested to conduct more certificate and value added courses for the students.

3) Advised to conduct more guest lectures by eminent speakers.

4) Advised to organize more industrial visits for all class students.

5) Advised to conduct workshops/ seminars to the students under each MoU in the coming semester

6) Advised to conduct training sessions on Python programming.

7) Advised to organize career counselling programmes in the department for student's bright career.

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

Action Taken for previous Academic Administrative Audit (AAA):

1. <u>Suggested to invite companies offer high package:</u>

   Students got placements with high package.

2. <u>Advised the department to encourage faculty towards publishing books & book chapters.</u>

   Some of the faculty have started writing the books.

3. <u>Advised to record the minutes of meeting of professional society and coding club:</u>

   All the minutes of meeting have filed properly.

4. <u>Advised to plan alumni meet in the upcoming semester:</u>

   Alumni meet was organized in this semester.

1. Signature: _____

(Name: Dv Avs Prasad.

3. Signature: _____

(Name: N-santhi Kumari

2. Signature: _____

(Name: J. Sreenivah)

4. Signature: _____

(Name: Dr. P. Perumal