

IQAC

Internal Quality Assurance Cell (IQAC)
 Narayana Engineering College :: NELLORE
 Approved by AICTE to JNTUA; An ISO 9001-2008 Certified Organization

Academic and Administrative Audit (AAA)

Name of the Department		Electrical and Electronics Engineering		
Date of Audit		13-11-2017		
Academic year		2017-18	Semester	I
Audit Team				
Sl.No	Name	Designation	Department	
1	Dr. A M Mahaboob Basha	Associate Professor	MBA	
2	Dr.G Venkateswarlu	Professor	EEE	
3	Ms. K N Y S Madhuri	Assistant Professor	EEE	
4	Mrs. D Sreelakshmi	Assistant Professor	ECE	

Name of the Head Of the Department		Dr.G Venkateswarlu				
Mail ID	eeehodnecn@narayanagroup.com	Mobile NO			7780555391	
S.No	Programs offered	Strength				
		I	II	III	IV	Total
1	B.Tech	119	116	117	93	425
2	M.Tech	13	11			24

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 provide transport facility.
2	Academic Calendar- Implementation Observations: As per JNTUA calendar semester was scheduled from 28 th June 2017 to 3 rd November 2017. Remarks/suggestions: As per academic calendar classes were conducted smoothly.
3	Certificate courses/ Add-on programs Observations: Conducted One certificate course on "Introduction to MATLAB for Electrical Engineering" Remarks/suggestions: Conduct More number of certificate programs on latest technologies like Micro grid, Smart grid etc.
4	Value-Added Courses Observations: Conducted One course on "MATLAB and its Applications in Electrical Engineering" conducted.

	Remarks/suggestions: More number of value added programs can be organized in the next semester for the benefit of students.
5	Guest Lecturers
	Observations: Total Six Guest lectures on latest trends in power systems, personality development, Interview skills, Trends in Power Electronics were organized.
	Remarks/suggestions: Invite Eminent speakers from Universities, NIT's or IIT's as resource persons for Guest Lectures.
6	Bridge Courses
	Observations: Four bridge courses were conducted. Two for II year students on Fourier Series and EMF. One for III year students on Fourier Series. One for IV year students on Signals & Systems
	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 two difficult subjects.
	Remarks/suggestions: Good number of remedial classes was conducted for slow learners. It is suggested to increase number of subjects for remedial classes.
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 (APTRANSCO, APGENCO)
	Remarks/suggestions: Good number of industrial visits was organized.
11	Student seminars
	Observations: It was observed that, lab 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: It is observed that laboratory files for maintenance are not maintained
	Remarks/suggestions: It is suggested to maintain separate 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 equipment available in the department is in working condition. Quotation rose for few equipment in power electronics lab in the month of march 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 students 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 six activities were organized on JAM, GD, Technical quiz, Aptitude & Reasoning.
	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 Professional Society Activities were not organized. It is inaugurated.
	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

	<p>Observations: In Total Twenty Nine students have participated in external events like NLTS at NBKR, Sree Vidya nikethan etc.</p>
	<p>Remarks/suggestions: More number of students can be encouraged to participate in external events and it will be an added advantage to students in seeking job opportunities. Advice all the Advanced learners should be participated at least in one event.</p>
21	<p>Placements/placement training</p>
	<p>Observations: Total eleven placement training programmes were organized by the department</p>
	<p>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 to EEE students.</p>
22	<p>Collaborations: Linkages/MOUs</p>
	<p>Observations: No linkages and MOU's taken by the department</p>
	<p>Remarks/suggestions: It is suggested that collaborations with industries should be taken for better job opportunities and to conduct workshops/ seminars to the students.</p>
23	<p>Faculty participation (Internal and External)</p>
	<p>Observations: It was observed that a few faculty members participated in the external FDP's.</p>
	<p>Remarks/suggestions: Each and every faculty members in the department should participate in the external and internal events.</p>
24	<p>Course Files</p>
	<p>Observations: It is observed a few soft copies and a few hard copy course files are maintained</p>
	<p>Remarks/suggestions: It is strongly recommended that proper course files are to be 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.</p>
25	<p>Career counseling</p>
	<p>Observations: It is observed that One career counseling programme were organized by the department</p>
	<p>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.</p>
26	<p>Workshops/Seminars/Conferences/FDP'S/NLTS etc., conducted</p>
	<p>Observations: Total Four programmes were organized in the department such as workshop, FDPS, seminars, etc.</p>
	<p>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</p>

	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 five 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 31 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: It was observed One professional development programmes were organized for the teaching staff and One professional development programme is organized for non teaching staff.
	Remarks/suggestions: It is suggested to conduct two PDP's for teaching.
31	E- learning resources
	Observations: It was observed e-learning resources were not provided.
	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 fourteen faculty meetings were organized and one student body meeting was organized.
	Remarks/suggestions: It was observed that only one 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: EEE 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 10 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 not maintained.				
	Remarks/suggestions: Complaints of repairs, action taken, within how many days it is completed all this information should be maintained and file should be updated periodically				
36	Extension Activities(Activities, Awards, Outreach)				
	Observations: It was observed total three extension activities were organized in college level like blood donation camp, photography day, world mental health day, etc.				
	Remarks/suggestions: Individual department level extension activities should be taken up like health awareness programmes, gender equality programmes etc.				
37	Software packages				
	Observations: It was observed MATLAB software package was available.				
	Remarks/suggestions: Order can be placed for required software packages as per AICTE norms.				
38	Alumni(Data updating, Visits, benefits derived, Alumni Meets)				
	Observations: Total seventeen alumni students were interacted, alumni data was found updated but no benefits were taken from the alumni students				
	Remarks/suggestions: Alumni meet should be arranged invite more alumni students to 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
	I	119	118	11	01
	II	109	106	13	3
	III	117	113	16	4
	IV	94	93	12	1
	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. From next semester onwards the detained list and condonation list should be brought to zero necessary action should be taken to achieve this target.				

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Overall observations and recommendations:

1. Conduct Certificate courses and Value added courses on latest technologies.
2. Suggested to conduct more Professional Society Activities.
3. Encourage faculty members towards Research publications.
4. Mentors are suggested to do the personal counseling
5. Take necessary action to reduce the first hour late comers.

1. Signature: A.M.M. Basha

(Name : A.M.M. Basha)

2. Signature: G. Venkateswamy

(Name : G. Venkateswamy)

3. Signature: K.N.V. Sai Madhuri

(Name : K.N.V. Sai Madhuri)

4. Signature: D. Sree Lakshmi

(Name : D. Sree Lakshmi)