



Date: 09.12.2019

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		Electrical and Electronics Engineering		
Date of Audit		06.12.2019		
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 Sree Lakshmi	Associate Professor	ECE	
4.	Mr U Naresh Babu	IQAC Coordinator	IQAC	

Name of the Head Of the Department		Dr. G. Venkateswarlu				
Mail ID	<i>eeehodnecn@narayanagroup.com</i>	Mobile No		9494751962		
Sl. No	Program offered	Strength				
		I	II	III	IV	Total
1	B.Tech	59	126	124	95	404

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: Syllabus coverage status was taken for every fifteen days and reviews are conducted and conveyed to meetings.</p> <p>Remarks/suggestions: Some of the subjects were deviated from Lecture schedule.</p>
3	Moodle Upload
	<p>Observations: At the commencement of semester all the faculty have uploaded the contents of their respective courses. Student ids and</p> <p>Remarks/suggestions: Moodle file was maintained 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 semester-I 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 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 five subjects from each class.</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>IV Year</p> <ul style="list-style-type: none"> i) Power Semiconductor Drives ii) Power System Analysis <p>III Year</p> <ul style="list-style-type: none"> iii) Electrical Machines-II iv) Electromagnetic Fields v) Mathematics-IV <p>II Year</p> <ul style="list-style-type: none"> i) Engineering Chemistry ii) Environmental Science <p>Remarks/suggestions: All the related documents are maintaining properly.</p>
13	Guest Lectures
	<p>Observations: Organized four guest lecture on</p> <ul style="list-style-type: none"> (i) "Digital Marketing" by Mr. Nagendra, Software Trainee, HCL on 15/7/19. (ii) "EEE importance around Globe and core job awareness" by Sk.Amenuddin, Field operations manager/EACAM.

	<p>(iii) "Modern Trends in Electrical Machines & its design" by Mr. Viond Parasa, GATE Academy on 16/9/19.</p> <p>(iv) "Career Awareness on Electrical Engineering Jobs" by Mr. Sk. Gayaz, Software Trainee on 11/10/19.</p> <p>Remarks/suggestions: IQAC appreciated for conducting good number of guest lectures. All relevant documents are filed.</p>
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 was one partial delivery by industry experts 1. Power Electronics for III EEE I semester students by Mr. Ramesh Anantha Vijayan , Head of Engineering, Electric Power Steering Systems, Robert Bosch Engineering & Business Solutions, Coimbatore, Tamil Nadu, India</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
18	Adjunct Faculty
	<p>Observations: C. Mallikarjuna, JE, Mega power Engineers& Contractors, Nellore have taken 56 hours for III EEE of Power Electronics 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" by Dr. K.</p>

	Murali, Professor and Head of the Department of ECE, NECN on 08/11/2019. Remarks/suggestions: All the relevant documents were filed properly.
20	Newsletter/Technical Magazine/Wall Papers etc.
	Observations: 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. Remarks/suggestions: Advised to place the newsletter and technical magazines in the department library.
21	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 yet to be filed.
22	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.
23	Value added courses/Certificate Courses
	Observations: Conducted one Value Added Courses on Electrical CADD in association with Assitive Technologies from 16/09/2019 to 21/09/2019. Remarks/suggestions: All the documents related to Value added Course are filed properly.
24	Industrial Visits
	Observations: Arranged Industrial visits to III and IV year students at Substation, Pidur and Power Grid. Remarks/suggestions: Advised to arrange an industrial trip to II EEE students.
25	MOUs
	Observations: Department has 7 active MoU's and 4 linkages. Five activities were conducted under 5 MoU's. Remarks/suggestions: Advised to Conduct workshops/ seminars to the students under each MoU in coming semesters.
26	Professional society activities
	Observations: Two Programs were organized ➤ Technical talk on Modern Trends in Electrical Machines & its design on 16/09/19

	<p>➤ Technical talk on Electrical Design and Installation on 16/10/19</p> <p>Remarks/suggestions: Advised to involve all the students in the activities.</p>
27	Industry Institute Interaction Cell Activities
	<p>Observations: Three programmes were conducted by the department viz.,</p> <ol style="list-style-type: none"> 1. A Seminar on Electrical Vehicles on 19-08-2019 chaired by Mr.T Mallikarjun Singh, ADE, AP Genco, Kadapa. 2. A Technical talk on Advanced power system protection on 26.08.2019 by G Sankar, Senior Manager, Anantha lakshmi Industries, Hyderabad. 3. A Seminar on Switch Yard maintenance and its components on 25-10-2019 by T. Venkateswarlu, Assistant Engineer, APSPSDCL, Nellore. <p>Remarks/suggestions: Appreciated the department for conducting good number of programmes under IIIC cell to improve the relation between industry & institute.</p>
28	Student Association Activities
	<p>Observations: Total 06 activities were organized</p> <ol style="list-style-type: none"> 1. Debate on "Impact of social media on society" on 03-08-2019 2. Quiz on 17-08-2019 3. Aptitude Test on 21-09-2019 4. Speeches on great personalities on 24-08-2019 5. JAM on 27-07-2019 6. Poster Presentation on 28-09-2019 <p>Remarks/suggestions: Circulars and reports are filed.</p>
29	Student External Participation
	<p>Observations: 52 students participated in various events like PPT, Poster Presentation, Technical Quiz, Coding, Technical Treasure hunt, fashion show, etc.... and secured 5 prizes in various events.</p> <p>Remarks/suggestions: Good number of students has been participated in external events. All sample certificates were filed. Advised to display the list of prize winners in the notice board which will help the students to secure more prizes.</p>
30	Workshops/Seminars/Conferences/FDPS/NLTS Etc., Conducted
	<p>Observations: Department has conducted 3 workshops, 4 seminars and also the following</p> <ol style="list-style-type: none"> (i) One FDP was conducted on "SCADA Applications in power systems" in association with RK Automation from 1/7/19 to 6/7/19. (ii) "National Level Technical Symposium in Electrical Engineering" (NTSEE-19) was organized on 18/10/2019. The resource persons are K.Suresh Babu, Deputy Executive Engineer, APGENCO, I.Ramesh Muni, Superintending Engineer, APGENCO. (iii) A national level conference icetest-19 was organized by the college on 5/7/19 & 6/7/19. <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. 15 Students got placed based on the training.</p> <p>Remarks/suggestions: Suggested to invite core companies for placements.</p>
32	Placements
	<p>Observations: 15 Students got placed in different companies.</p> <p>Remarks/suggestions:-----</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: The procedure that implemented was appreciable.</p>
34	Career Counseling
	<p>Observations: Two programs were organized on GATE and GRE / TOFEL on 30/08/19 and 13/09/19 respectively.</p> <p>Remarks/suggestions: Advised to conduct more career guidance programs for the students.</p>
35	Professional Development Programmes Conducted For Faculty
	<p>Observations: One program was conducted for non teaching staff on "Awareness program on safety measures in general electrical works" on 16/11/19.</p> <p>Remarks/suggestions: Relevant documents are filed.</p>
36	Professional Development Programmes Attended by faculty
	<p>Observations: Total 10 faculty members attended for FDP. One faculty attended workshop.</p> <p>Remarks/suggestions: IQAC appreciates the department for the good number of faculty participation.</p>
37	Professional Development Programmes Organized for Non-Teaching Staff.
	<p>Observations: One program was conducted for non teaching staff on "Awareness program on safety measures in general electrical works" on 16/11/19.</p> <p>Remarks/suggestions: Relevant documents are filed.</p>
38	Faculty Publications
	<p>Observations: Total 12 faculty were submitted the papers in ICETEST-19 organized by the department on 5/7/19 & 6/7/19.</p> <p>Remarks/suggestions: Advised to have much focus on R&D related activities.</p>

39	Funded Projects and consultancy
	<p>Observations: One funded project was sanctioned by TCCGES Pvt. Ltd., Nellore, Andhra Pradesh for the project on "Maximum Power Point Solar Power Tracking System using LDR Sensor".</p> <p>Remarks/suggestions: Advised to get more funded projects to improve the revenue.</p>
ADMINISTRATIVE AUDIT	
1	Classrooms
	<p>Observations: Seven (7) 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: Projector screens in some classes are torn.</p>
2	Laboratories
	<p>Observations: It is observed that laboratory files for maintenance have been updated. It is observed that equipment available in the department is in working condition.</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: Advised the department that the project reports of final year students should be made available in the department for the reference to their juniors.</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 change the scrolls on main page of department in 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 add the minutes of meeting of professional society and Faraday's club in the file.</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 one program on "Awareness program on world first aid day" on 14/9/19 by Ganta Venkata Ravi Kumar, Regional coordinator, Red cross society.</p> <p>Remarks/suggestions: Suggested to conduct more number of extension programs.</p>				
9	Student Grievance Redressal				
	<p>Observations: There are three grievances for indiscipline in the class on 22/8/19, 17/9/19 & 29/8/19. The students were warned by the committee.</p> <p>Remarks/suggestions: Relevant documents are filed.</p>				
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 semester.</p>				
11	Any other				
	<p>Observations:</p> <p>Remarks/suggestions:</p>				
12	Attendance (Final-End Semester)				
	Year	No of Students	Promoted	Condoned	Detained
	II	126	125	05	01
	III	124	122	13	02
	IV	95	95	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) Advised to conduct the certificate courses from II, III and IV year students at least for 2 years.
- 2) Advised to conduct the tutorial classes for all mathematical oriented subjects.
- 3) Advised to arrange an industrial trip to II EEE students
- 4) Advised to conduct more career guidance programmes for the students
- 5) Advised to record the minutes of meeting of professional society and Faraday's club.
- 6) Suggested to conduct more number of extension programmes.

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 P. Ram)

2. Signature: 

(Name: T. Suresh)

3. Signature: 

(Name: D. Sree Lakshmi)

4. Signature: 

(Name: U. Naveen)