

IOAC

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		Computer Science and Engineering	
Date of Audit		09-11-2017	
Academic year		2017-18	Semester
		I	
Audit Team			
S.No	Name	Designation	Department
1	Dr. A M Mahaboob Basha	Associate Professor	MBA
3	Ms. K N Y S Madhuri	Assistant Professor	EEE
4	Mrs. D Sreelakshmi	Assistant Professor	ECE
5	Mr.M Praveen Kumar	Associate Professor	CSE

Name of the Head Of the Department		Dr.B.Gethavani				
Mail ID	cshodnecn@narayanagroup.com	Mobile NO			9100051611	
S.No	Programs offered	Strength				
		I	II	III	IV	Total
1	B.Tech	121	113	106	117	459
2	M.Tech	09	06			15

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 5% 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 Five certificate courses
	Remarks/suggestions: Good number of certificate programs are conducted on latest technologies.
4	Value-Added Courses
	Observations: Conducted ten value added courses
	Remarks/suggestions: Good number of value added programs have been organized for the benefit of students.
5	Guest Lecturers
	Observations: Total Six Guest lectures on latest trends personality development,

	Interview skills,
	Remarks/suggestions: Invite Eminent speakers from Universities, NIT's or IIT's as resource persons for Guest Lectures.
6	Bridge Courses
	Observations: Six bridge courses were conducted. One for II year students on File systems. Four for III year students on Hadoop Mahout Modules, software Testing Tools & Formal Languages and Grammar, Data base Concepts. One for IV year students on Core java Fundamentals.
	Remarks/suggestions: nil
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 fifteen days by the mentors on academic issues.
	Remarks/suggestions: All the mentors are suggested to do the personal counseling also apart from career guidance as it will help students to resolve stress, mental health issues
10	Industrial Visits
	Observations: Three industrial visits were organized (Infocepts, Shar, COCOLA)
	Remarks/suggestions: Good number of industrial visits was organized.
11	Student seminars
	Observations: It was observed that, lab seminars were conducted in the as per the schedule.
	Remarks/suggestions lab seminars were conducted Smoothly
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
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 are maintained in the department
14	Laboratory maintenance
	Observations: It is observed that laboratory files are maintained
	Remarks/suggestions: It is suggested to maintain separate files for laboratory maintenance which includes the number of Systems in condition, under repair, etc.

15	Laboratory(Equipment):Status
	Observations: It is observed that Systems available in the department are in working condition.
	Remarks/suggestions: Systems available as per AICTE norms 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 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 Ten activities were organized on JAM, GD, Technical quiz, seminars on New trends Technologies, Aptitude & Reasoning, etc.
	Remarks/suggestions: Active participation of students in all activities is noticed
19	Professional society activities
	Observations: It was observed that 5 Professional Society Activities were organized.
	Remarks/suggestions: Professional society membership should be taken by each and every staff member. It gives an advantage when presenting papers in conferences
20	Student external participation
	Observations: In Total hundred and ten students have participated in external events like NLTS at NBKR, Sree Vidya nikethan etc. and 56 students have grabbed the prizes
	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.
21	Placements/placement training
	Observations: Total eleven placement training programmes were organized by the department
	Remarks/suggestions: Nil
22	Collaborations: Linkages/MOUs
	Observations: Four linkages and MOU's taken by the department
	Remarks/suggestions: It is suggested that collaborations with industries should be taken for better job opportunities and to conduct workshops/ seminars to the students.
23	Faculty participation (Internal and External)
	Observations: It was observed that a few faculty members participated in the external FDP's.
	Remarks/suggestions: Each and every faculty members in the department should participate in the external and internal events.
24	Course Files
	Observations: It is observed a soft copies and a hard copy course files are maintained

	Remarks/suggestions: course files are maintained well
25	Career counseling
	Observations: It is observed that three career counseling programme were organized by the department
	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.
26	Workshops/Seminars/Conferences/FDP'S/NLTS etc., conducted
	Observations: Total Six programs were organized in the department such as workshop, FDPS, seminars, etc.
	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..
27	Feedback on Curriculum
	Observations: It was observed feedback on curriculum was obtained from few alumni's.
	Remarks/suggestions: Feedback on curriculum from students, faculty members, and stake holders should be taken and summary of all should be made and proper file should be maintained
28	Computing equipment
	Observations: Total 188 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 Student Grievances available.
	Remarks/suggestions: -----
30	Professional development programs(For Teaching and Non Teaching staff)
	Observations: It was observed Four professional development programmes were organized for the teaching staff and Two professional development programmes is organized for non teaching staff.
	Remarks/suggestions: --
31	E- learning resources
	Observations: It was observed e-learning resources are 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 7 student body meetings were organized.
	Remarks/suggestions: 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.
33	Website updating

	Observations: CSE 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 15 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 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 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				
39	Use of ICT in Teaching-Learning				
	Observations: It was observed only one ICT tools are available in the department. All the staff are 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				
40	Attendance (Final-End Semester)				
	Year	No of Students	Promoted	Condoned	Detained
	I	121	120	12	01
	II	119	114	08	05
	III	106	105	07	01
	IV	117	117	09	00
	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				

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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.

Overall observations and recommendations:

- 1) It is suggested that more collaborations with industries should be taken for better job opportunities.
- 2) It is suggested to take up extra classes to complete the syllabus as per schedule
- 3) Mentors are suggested to do the personal counseling
- 4) Take necessary action to reduce the first hour late comers.

1. Signature: A.M. Maheshwari 2. Signature: yogi
(Name : A M M Baban) (Name : _____)

3. Signature: D. S. S. S. S. 4. Signature: M. Praveen Kumar
(Name : D. Sreebalakrishna) (Name : M. P. Kumar)