



Date: 10.12.2019

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.

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| 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

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| Name of the Department | | Computer Science & Engineering | | |
| Date of Audit | | 05.12.2019 | | |
| 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 | |

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|---|-------------------------------------|-----------------------|-----------|------------|-----------|--------------|
| Name of the Head Of the Department | | Dr. C Rajendra | | | | |
| Mail ID | <i>csehodnecn@narayanagroup.com</i> | Mobile No | | 9440727203 | | |
| Sl. No | Program offered | Strength | | | | |
| | | I | II | III | IV | Total |
| 1 | B.Tech | 127 | 123 | 121 | 119 | 490 |

Section-2: Aspects, Observations, Remarks/Suggestions

| ACADEMIC AUDIT | |
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| 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 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 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: Software Testing & Basic Electrical & Electronics Engineering course have no CAT sheets in their course files..</p> |
| 5 | Mapping of COs and POs/PSOs |
| | <p>Observations: COs and POs/PSOs mapping of R-19 regulations have done.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p> |
| 6 | CO 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 |

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| | <p>Observations: ICT Usage log 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: The department is conducting Internal question paper quality verification before the commencement of the mid examinations.</p> <p>Remarks/suggestions: Advised to verify the question paper quality atleast three days in prior to mid examination.</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 at the commencement of the semester.</p> |
| 11 | Remedial Classes |
| | <p>Observations: It is observed that remedial classes were conducted to II Yr for total 5 subjects, to III yr for all subjects, & to IV yr for 5 subjects from 11/09/19 to 04/10/19 for slow learners identified from Unit-I, MID-I examinations.</p> <p>Remarks/suggestions: Advised to conduct remedial classes for all subjects to all classes.</p> |
| 12 | Remedial Coaching |
| | <p>Observations: : It is observed that remedial coaching was arranged for the following subjects</p> <p>II Year</p> <p>i) Discrete Systems</p> <p>ii) Mathematics-III</p> <p>III Year</p> <p>i) OOPS using JAVA</p> <p>ii) Probability & Statistics</p> <p>IV Year</p> <p>i) Data Warehousing & Mining</p> |

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| | <p>ii) Design & Analysis of Algorithms</p> <p>Remarks/suggestions: All the related documents are maintaining properly.</p> |
| 13 | Guest Lectures |
| | <p>Observations: Organized four guest lectures on</p> <ol style="list-style-type: none"> 1. "Software Testing Tools" by Mr. K.Ravikiran Varma, Senior Project Manager,CTS, USA on 24-08-2019. 2. "Machine Learning & Its Applications" by B. Madhu Babu, Senior Software Engineer, CTS, Bangalore on 16-11-2019. 3. "Discrete Mathematics" Mr.Chakradhar, Assistant Professor, Department of CSE, Sree Vidyanikethan Engineering College-Tirupathi on 25- 10-2019. 4. "Computer Networks" Mr Ganesh, Assistant Professor, Department of CSE, Sree Vidyanikethan Engineering College-Tirupathi on 5-11-2019. <p>Remarks/suggestions: Appreciated for conducting good number of guest lectures by inviting eminent speakers from industries, organizations or institutions.</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) and adjusted by taking extra classes.</p> <p>Remarks/suggestions: Suggested to modify the lecture schedule verification format with additional rubrics.</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: Department organized one partial delivery by industry expert</p> <ol style="list-style-type: none"> 1. Database Management System for II CSE I semester students by Mr. B. Madhubabu Senior Software Engineer, CTS, Bangalore. <p>Remarks/suggestions: The photos in report of partial delivery were blurred.</p> |
| 18 | Adjunct Faculty |
| | <p>Observations: Mr. B. Madhubabu, Senior Software Engineer, CTS, Bangalore has inducted as adjunct</p> |

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| | <p>faculty for teaching the course Database Management Systems.</p> <p>Remarks/suggestions: Consolidated teaching schedule should be filed.</p> |
| 19 | Topic/Content Beyond Syllabus |
| | <p>Observations: Two (2) topic beyond syllabus classes were conducted for this semester.</p> <p>1. "Impedance measurements and Polarization Measurement" by Mr. C. Leela Mohan, Associate Professor, Department of ECE, NECN on 08/11/2019.</p> <p>2. "Computer aided design for micro system and Common actuation methods" 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: 1. Departmental Newsletter of 2018-19 II semester on which all activities of the department was published.</p> <p>2. Technical Magazine of the department for 2018-19 II semester was published.</p> <p>Remarks/suggestions: Advised to place the newsletter and technical magazines in the department library.</p> |
| 21 | Student Feedback on TLP |
| | <p>Observations: Student feedback on teaching learning process was conducted in both the 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: 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: Conducted two certificate courses on</p> <p>i) Web Design using PHP from 19/08/19 to 23/08/19 in Association with V S S Innovative Technologies, Bangalore.</p> <p>ii) Fundamentals of Python from 14/10/19 to 18/10/19 in association with Think Campus, Hyderabad.</p> <p>Conducted two Value Added Courses on</p> <p>i) Deep Learning Using Python by Dr.B Sunil Kumar from 04/11/19 to 08/11/19.</p> <p>ii) Advanced JAVA by Dr. J. Suresh Babu from 28/10/19 to 01/11/19.</p> <p>Remarks/suggestions: All the documents related to Certificate & Value added Course are filed properly.</p> |

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| 24 | Industrial Visits |
| | <p>Observations: Two industrial visits were organized by the department to II & IV CSE students in October & November months. Total 177 number of students went to industrial visits.</p> <p>Remarks/suggestions: Advised to organize the industrial visits for the III year students also.</p> |
| 25 | MOUs |
| | <p>Observations: Department has 7 active MOU's. Two activities were conducted under 2 MoU's.</p> <p>Remarks/suggestions: Conduct atleast one workshop/ seminar to the students under each MoU in the coming semester.</p> |
| 26 | Professional society activities |
| | <p>Observations: Two Programs were organized under professional society activities</p> <ul style="list-style-type: none"> ➤ Seminar on Web Development on 03/08/19 by A. Ajitha, GPR Technologies. ➤ Guest Lecture on Computer Networks on 05/11/19 by Mr. D. Ganesh, Assistant professor, SVCE, Tirupathi. <p>Remarks/suggestions: Advised to improve the number of professional society chapters.</p> |
| 27 | Industry Institute Interaction Cell Activities |
| | <p>Observations: Sixty four (64) number of students have completed their internship in association with different industries under IIIC.</p> <p>Remarks/suggestions: Suggested to conduct workshops & seminars under IIIC cell to improve the relation between industry & institute.</p> |
| 28 | Student Association Activities |
| | <p>Observations: Total 06 activities were organized in the months of July, August and September under student association.</p> <p>Remarks/suggestions: Recommended to include more activities related to public speaking skills.</p> |
| 29 | Student External Participation |
| | <p>Observations: More than 150 students' have participated in events like PPT, Poster Presentation, Technical Quiz, Coding, Technical Treasure hunt, fashion show, etc.... and secured 18 prizes in various events.</p> <p>Remarks/suggestions: Advised to display the list of prize winners in the notice board.</p> |
| 30 | Workshops/Seminars/Conferences & NLTS Etc., Conducted |

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| | <p>Observations: Two workshops & Two FDP's were organized</p> <p>(i) One week workshop on "Associate cloud Architect" in association with APSSDC from 29/07/19 to 03/08/19.</p> <p>(ii) "Applied AI, Machine Learning & Deep Learning" in Association with Bennett University, Noida from 16/9/19 to 20/9/19.</p> <p>(iii) One week FDP was planned on "Oracle Applications" in association with YUCAN Technologies from 18/12/19/ to 24/12/19.</p> <p>(iv) Training program was planned on software installation on 21/12/19 for non-teaching staff.</p> <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: Previous company's placement training exam question papers & resources should make available to all the students.</p> |
| 32 | Placements |
| | <p>Observations: Sixteen (16) students got placed in different companies.</p> <p>Remarks/suggestions: Suggested to invite high paid 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: One program was organized on "Towards ahead opportunities in IT Industry" on 16/08/19.</p> <p>Remarks/suggestions: Advised to organize more career guidance programs for the students.</p> |
| 35 | Professional Development Programmes Conducted For Faculty |
| | <p>Observations: One week FDP was planned on "Oracle Applications" in association with YUCAN Technologies from 18/12/19/ to 24/12/19.</p> <p>Remarks/suggestions: Advised to conduct professional development programs on emerging courses.</p> |

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| 36 | Professional Development Programmes Attended by faculty |
| | <p>Observations: More than ten faculty members have attended.</p> <p>Remarks/suggestions: Suggested to encourage faculty members to NPTEL certification courses.</p> |
| 37 | Professional Development Programmes Organized for Non-Teaching Staff. |
| | <p>Observations: Training program was planned on software installation on 21/12/19 for non-teaching staff.</p> <p>Remarks/suggestions: Advised to conduct atleast one professional development programmes per semester.</p> |
| 38 | Faculty Publications |
| | <p>Observations: Total 5 papers are published by the faculty in different international & National journals.</p> <p>Remarks/suggestions: The faculty are advised to have much focus on R&D related activities.</p> |
| 39 | Funded Projects and consultancy |
| | <p>Observations: A Training programme on Fundamentals of Computer and C Programming was organized through consultancy for Narayana School, Nellore.</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: The audio system in one of the classroom had some issues.</p> |
| 2 | Laboratories |
| | <p>Observations: It is observed that computer labs and IT maintenance records are maintaining and updated too.</p> <p>Remarks/suggestions: Available laboratory equipment display need to change.</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> |

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| 4 | Computing Equipment |
| | <p>Observations: Sufficient number of computing equipment is available in the department.</p> <p>Remarks/suggestions: Some machines need boosting up of RAMs and change of display monitors.</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 coding club.</p> |
| 7 | General Maintenance |
| | <p>Observations: All the indents raised and resolvents have been filed regarding general maintenance.</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 three programs</p> <ul style="list-style-type: none"> ➤ World senior citizen's day on 21/08/19 ➤ Awareness on tree plantation on 14/09/19 ➤ Fruits and ceiling fans distribution on 15/09/19 <p>Remarks/suggestions: Appreciated for organizing good number of programs.</p> |
| 9 | Student Grievance Redressal |
| | <p>Observations: There are some miscellaneous grievances observed and resolved.</p> <p>Remarks/suggestions: -----</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 |

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| | 1. College got A+ grade after NAAC peer committee audit and department need to consider the recommendations made by the committee. 2. Suggested to display accreditation certificate in notice boards & corridor. | | | | |
| 12 | Attendance (Final-End Semester) | | | | |
| | Year | No of Students | Promoted | Condoned | Detained |
| | II | 123 | 121 | 05 | 02 |
| | III | 121 | 121 | 13 | 00 |
| | IV | 106 | 106 | 26 | 00 |
| | 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. 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) Advised to conduct more guest lecturers to the students in every semester by inviting eminent speakers from industries, organizations or institutions.
- 2) Advised to conduct the tutorial classes to all mathematical oriented subjects.
- 3) Seminars will help the students to improve their presentation and communication skills, so it is suggested to conduct lab seminars as per schedule without any deviations.
- 4) Advised to organize the industrial visits for the student's atleast one per every semester for all classes.
- 5) Encourage all the faculty members to attend workshops / FDP.
- 6) IQAC advised to organize more career guidance programs for the students.
- 7) The faculty are advised to publish research papers and participate R&D related activities.
- 8) Advised to plan batch wise alumni meet.

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: DV Aris P. Aris)

2. Signature: 
(Name: T. Sathya)

3. Signature: 
(Name: D. Sree Lakshmi)

4. Signature: 
(Name: D. Navesh)