

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		Computer Science & Engineering		
Date of Audit		23.03.2022		
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. C. Rajendra				
Mail ID	<i>hodcse@necn.ac.in</i>	Mobile No		7013372266		
Sl. No	Program offered	Strength				
		I	II	III	IV	Total
1	B.Tech I SEM	198	210	131	121	660

Section-2: Aspects, Observations, Remarks/Suggestions

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

	<p>filed properly.</p> <p>Remarks/suggestions: Suggested to list the action taken for not attained POs.</p>
7	ICT usage
	<p>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.</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 are preparing as per OBE standards.</p> <p>Remarks/suggestions: Appreciated for the quality of question paper.</p>
9	Evaluation of Answer Scripts
	<p>Observations: All midterm and assignment answer scripts were evaluated, and after circulating among the students, marks were posted.</p> <p>Remarks/suggestions: Appreciated the department for submitting the marks for examination section with in specified time.</p>
10	Slow and Advanced Learners
	<p>Observations:</p> <ol style="list-style-type: none"> 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. <p>Remarks/suggestions: Advised to conduct the programmes as per the schedule given in Academic calendar.</p>
11	Remedial Classes
	<p>Observations: The following remedial classes were conducted for this semester.</p> <ol style="list-style-type: none"> 1. OOPJ for II-I 2. DSA for II-I 3. COA for II-I 4. AI for III-I 5. WT for III-I 6. FLAT for III-I 7. MAD for IV-I 8. IS for IV-I 9. GCC for IV-I

	Remarks/suggestions: All the documents are filed properly.
12	Remedial Coaching
	<p>Observations: Remedial coaching was conducted for the following subjects: 1. " Object Oriented Programming through JAVA" 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.</p> <p>Remarks/suggestions: All the related documents are maintaining properly.</p>
13	Guest Lectures
	<p>Observations: Organized two guest lectures on 1. "Database Management Systems" by Mr. B MADHU BABU Senior Software Engineer CTS, Bangalore on 09-02-2022. 2. "Database Management Systems" by SK. HABEBA TABUSSUM on 23.02.2022 3. " COA" by S.SIVA PRAKASH on 26.02.2022.</p> <p>Remarks/suggestions: Advised to conduct more guest lectures by eminent speakers.</p>
14	Lecture Schedule Verification
	<p>Observations: It is observed that few courses were deviated from the pre scheduled lesson plan.</p> <p>Remarks/suggestions: Extra classes for deviations have been taken in order to comply to the session plan.</p>
15	Lab Records/Manuals
	<p>Observations: It was observed that all the faculty dealt the labs have done continuous evaluation of records and manuals.</p> <p>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.</p>
16	Continuous Evaluation For Practical Courses
	<p>Observations: Continuous evaluation of practical courses was done during semester.</p> <p>Remarks/suggestions: The continuous evaluation books were updated regularly.</p>
17	Students Project Evaluation and Review
	<p>Observations: Not applicable for this semester.</p> <p>Remarks/suggestions: -----</p>
18	Internships
	<p>Observations: Thirty Four (34) students have done their internship at BRAINOVISION</p>

	Hyderabad in this semester. Remarks/suggestions: -----
19	Partial Delivery by Industrial Experts
	Observations: There were two partial deliveries by industry experts 1. Database Management Systems for II B.Tech/ I Sem students by Mr. B. Madhubabu, Senior Software Engineer, CTS, Bangalore. 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. A. Vamsi Krishna, Software Engineer, Uttunga Technologies, Bangalore has completed 24 hours of IV CSE 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
	<p>Observations: Conducted one Value Added Course on</p> <p>1. " Programming in Modern C++" by Mr. Hupesh / Code Tantra Tech Solutions Pvt Ltd from 05.02.2022 to 13.02.2022.</p> <p>Remarks/suggestions: Suggested to conduct more certificate and value added courses for the students.</p>
26	Industrial Visits
	<p>Observations: No industrial visit was organized by the department in this semester.</p> <p>Remarks/suggestions: Advised to organize more industrial visits for all class students.</p>
27	MOUs
	<p>Observations: Two MOUs have signed by the department with Indian Servers Pvt Ltd, on 28.01.2022 & Code Tantra Tech Solutions Pvt Ltd. on 09.07.2021.</p> <p>Remarks/suggestions: Advised to conduct workshops/ seminars to the students under each MoU in the coming semester.</p>
28	Professional society activities
	<p>Observations: One(1) Program was organized under professional society activities</p> <p>1. Seminar on Block chain Technologies (IEEE) by Mr. Sai Prasanth, IEEE Student Branch, Hyderabad on 18-11-2021.</p> <p>Remarks/suggestions: Appreciated the department for conducting good number of activities by professional society bodies.</p>
29	Industry Institute Interaction Cell Activities
	<p>Observations: No programme was conducted by the department under IIIC.</p> <p>Remarks/suggestions: Suggested to organize the programmes under IIIC to increase the interaction between institute and industry.</p>
30	Student Association Activities
	<p>Observations: Ten (10) activities were organized by the department under student association.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
31	Student External Participation
	<p>Observations: Ten (10) students have done external participation in this semester.</p> <p>Remarks/suggestions: Suggested to encourage the students to participate in other</p>

	institutions.
32	Workshops/Seminars/Conferences/NLTS Etc., Conducted
	<p>Observations: No workshop was organized by the department in this semester.</p> <p>Remarks/suggestions: Advised to conduct Workshops, Seminars, Conferences & NLTS for the student benefit.</p>
33	Placement Training (Internal & External)
	<p>Observations: The department and placement cell organized training sessions for aptitude, verbal, technical, and coding in C and JAVA that were associated with placement.</p> <p>Remarks/suggestions: Advised to conduct training sessions on Python programming.</p>
34	Placements
	<p>Observations: Eighty Seven (87) number of students got placed in different companies.</p> <p>Remarks/suggestions: Appreciated the department for achieving better placements than prior academic years.</p>
35	Counseling/Mentoring
	<p>Observations: Mentoring on academic challenges was seen to be conducted by mentors once in every two weeks. Few students have received personal counseling.</p> <p>Remarks/suggestions: Slow learners were counseled by their mentor to improve their overall performance in academics.</p>
36	Career Counselling
	<p>Observations: No programmes were organized by the department.</p> <p>Remarks/suggestions: Advised to organize career counselling programmes in the department for student's bright career.</p>
37	Professional Development Programmes Conducted For Faculty
	<p>Observations: One (1) Professional Development Programme was Organized for faculty in this semester.</p> <p>1. One Week Online FDP on "Statistical Analysis and Techniques using R" from 21-02-2022 To 26-02-2022.</p> <p>Remarks/suggestions: All the relevant documents were filed properly.</p>
38	Professional Development Programmes Attended by faculty
	<p>Observations: Total Twenty Eight (28) faculty members have attended different faculty development programs.</p>

	Remarks/suggestions: Appreciated the department.
39	Professional Development Programmes Organized for Non-Teaching Staff
	Observations: Two (2) Professional Development Programmes were Organized for Non-Teaching Staff in this semester.
	Remarks/suggestions: All the relevant documents were filed properly.
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)

	<p>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.</p> <p>Remarks/suggestions: Advised to record the action taken of all the meetings.</p>				
7	General Maintenance				
	<p>Observations: One fan and two lights of the class rooms have got repaired after the complaint raised by the department.</p> <p>Remarks/suggestions: All the documents related to maintenance indent were filed.</p>				
8	Extension Activities (Activities, Awards, Outreach)				
	<p>Observations: Three (3) programmes under NSS were conducted by the department.</p> <ol style="list-style-type: none"> 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. <p>Remarks/suggestions: Appreciated the department for conducting good number of extension activities.</p>				
9	Student Grievance Redressal				
	<p>Observations: Two grievances were recorded and resolved in this semester.</p> <p>Remarks/suggestions: Congratulations to the Departmental class committee meetings to be a great help in resolving students grievances.</p>				
10	Alumni(Data Updates, Visits, Benefits Derived, Alumni Meets)				
	<p>Observations: Alumni meet was conducted on 08.01.2022.</p> <p>Remarks/suggestions: Institutional & departmental Alumni meet was organized and good number of alumni were attended and interacted with their juniors.</p>				
11	Any other				
	<p>Observations: -----</p> <p>Remarks/suggestions:</p>				
12	Attendance (Final-End Semester)				
	Year	No of Students	Promoted	Condoned	Detained
	II/I	210	202	29	8
	III/I	131	128	19	3
	IV/I	121	118	15	3

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. Suggested to invite companies offer high package:

Students got placements with high package.

2. Advised the department to encourage faculty towards publishing books & book chapters.

Some of the faculty have started writing the books.

3. Advised to record the minutes of meeting of professional society and coding club:

All the minutes of meeting have filed properly.

4. Advised to plan alumni meet in the upcoming semester:

Alumni meet was organized in this semester.

1. Signature: Paw

(Name: D. Aravind)

2. Signature: [Signature]

(Name: J. Sreenivasulu)

3. Signature: [Signature]

(Name: A. Sankar Kumari)

4. Signature: [Signature]

(Name: Dr. P. Perumal)