



GEETHANJALI INSTITUTE OF SCIENCE AND TECHNOLOGY::NELLORE



Internal Quality Assurance Cell (IQAC)

Dt: 10-11-2020

To


The HoD ECE  
GIST  
Nellore.

Sir/Madam,

Sub: Observations made during the auditing -Reg

After reviewing the information submitted by the department for the academic Session 2019-20 II semester and interacting with faculties of department the following observations are made by the team and requested to suggest action plan towards quality enhancement.

S.No	Items	Observations
1	Personal File Audit	1.self appraisal not updated 2.Proof of responsibility in committee is not available 3. few faculties not provided latest Bio-data
2	Project file audit	1.Internal Marks Consolidation 2.Finalise the list of teams/guide/topic/area of Specialization 4.PO attainment from projects 5. Papers to be published in good reputed journals. 6. Rubrics of the project evaluation should be precisely defined. 7. Literature survey papers can be increased.
3	Department audit	1.Research publications by faculty members not found 2. Result analysis file not properly maintained.
4	Student quality enhancement audit	1 NPTEL certifications for the students found to be very low. 2. External participation found to be very few. 3. Participation of students in internships found to be less.
5	Teaching methodologies audit	Around 3 to 4 teaching methodologies are used by few faculty members.

  
6/11/2021  
Head of the Department  
Dept. of Electronics & Communication Engineering  
GEETHANJALI INSTITUTE OF  
SCIENCE & TECHNOLOGY  
GANGAVARAM (V), Kovur (M)  
P.S.R. Nellore Dt. A.P. Pin : 524 137

6	Course File Audit	<ol style="list-style-type: none"> <li>CO's framing should be properly evaluated in PAC.</li> <li>Evidence to fill the gap analysis is not found.</li> <li>Mapping of gaps to workshops is found to be in appropriate.</li> </ol>
7	Lab File Audit	<ol style="list-style-type: none"> <li>Additional experiments should be conducted with considering real time examples and data sets.</li> <li>Records evaluation and day to day performance is found to be low in few files.</li> </ol>
8	Stock verification audit	It has been observed that all the systems are in proper condition and maintained properly.

Other Observations:

- Classes are conducted as per time table and academic schedule.
- Remedial classes are conducted for slow learners.
- Use of ICT in teaching learning found to be good.
- Internal evaluation is found to be transparent.
- Feedback on curriculum is taken from the stakeholders but the letters to university are not maintained properly.

Recommendations:

- It may be recommended that the department should give emphasis on funding on research project.
- It may be recommended that the department should give emphasis on attending conferences of good standard for all faculties and funding for research.
- Smart class room can be introduced in the department.
- NPTEL certification for students and faculty to be made mandatory.

Signature of the member of Audit team

Name

MS. V. Prayatri, CSE  
 MS. D. Suresh Babu, SAH  
 Mr. B. Srinivasa Rao, ECE  
 Dr. P. Vignoth Kumar, EEE  
 Mr. K. Raga Mounika, Civil  
 Mr. C.H. Manikiran, mech  
 IQAC Convener

Signature

V. Prayatri  
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 — BSR  
 P. Vignoth  
 — K. Raga Mounika  
 — Ch. Manikiran

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 IQAC Chairperson

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 6/10/2021

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Internal Quality Assurance Cell (IQAC)

Dt: 13-11-2020

To

The Principal  
GIST  
Nellore.

Sir,

Sub: Action plan suggested as per observations-Reg


Based on the observations received from IQAC for the AY: 2019-20 II Semester the following is the action plan suggested made towards quality enhancement.

S.No	Items	Action Plan Suggested
1	Personal File Audit	1.Update the self appraisal form 2. Maintain the proof of responsibility in committee 3.Update content of Bio-data
2	Project file audit	1.Maintain the updated consolidation internal marks 2.Maintain the copy of finalize the list of teams/guide/topic/area of Specialization 3.Maintain the PO attainment form of projects 4. Workshop to encourage research in students and faculty. 5 Rubrics will be clearly defined and evaluated based on the rubrics. It will be transparent to the students and faculty. 6. Literature survey on the latest papers and also from IEEE papers, Scopus, etc should be considered.
3	Department audit	1. Increase the number of Research publication by faculty. 2. Update the result analysis file periodically. 3. Alumni file to be documented. 4. Patent filing to be documented. 5. Increase the Number of MOU's and MOU related activities.
4	Student quality enhancement audit	1. Encourage all the students to register for NPTEL certifications. 2. Motivate the students to participate in various external events like paper presentations, poster, sports 3. Students to motivate to do internships as it addresses the gap between industry and curriculum.

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5	Teaching methodologies audit	Increase the number of teaching methodologies as it results understanding the concepts in courses more clearly
6	Course file Audit	<ol style="list-style-type: none"> <li>1. To conduct periodical review with PAC and DAC to verify the CO's and assessments.</li> <li>2. Workshop to organize to address the gaps and fill the gaps.</li> </ol>
7	Lab file Audit	<ol style="list-style-type: none"> <li>1. 2 additional experiments to be planned with data sets.</li> <li>2. Record and day to day evaluation to be verified regularly by DC.</li> </ol>

  
IQAC Convener

  
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IQAC Chairperson