



Methodist College of Engineering & Technology

King Koti, Abids, Hyderabad-500 001 Phone : 24755999, 24753445

www.methodist.edu.in mail: principal@methodist.edu.in

INTERNAL QUALITY ASSURANCE CELL

INTERNAL AUDIT REPORT A.Y. 2020-21

Name of the Department : *Electrical and Electrical Engineering (EE)*
Year : 2021
Date of Audit : 28.04.2021
Names of Auditors : 1. *Dr. Akshay Naidu, IQAC coordinator*
: 2. *Dr. S. Venkateshwar*

I. List of general documents produced by Department for Audit

- Semester wise roll of the students ✓
- List of faculty ✓
- CO-PO mapping and Attainments ✓ *Copy for sem - I)*
- Daily students attendance register ✓
- Lesson plans by faculty members ✓
- Audit report file ✓
- Mentoring Records (Students) ✓
- Innovative work / Projects / Mini Project Reports ✓
- Research Publications by Faculty members ✓
- Feedback reports. ✓
- Internal test question papers / Answer scripts ✓
- Students Extra Curricular / Co-curricular achievements ✓

II. List of Student Records Audited (5 minimum in each category, sample of Best / Average / Below Average)

Attendance Register, Assignments / Tutorials, Internal Assessment Marks, and Students Practical / Project Files of the following students were audited.



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Roll No	Name
160718734004	SHARMISTHA MALLICK
160718734010	K. RAKESH
160717734022	D. VIVEK.
160717734308	G. ROHITH KUMAR
160716734015	V. SAI PAVAN KUMAR
160716734311	P. SOUSANYA

III. Faculty Records Audited

Attendance and Record of class work and class record maintained by each Faculty, Statements of Marks, Internal Assessment, Lesson Plans, Papers presented by the Faculty members were audited for the following list of faculty.

SNo	Name of the Faculty	Department
1.	A. Achana	EEE
2.	K. pulla Reddy	EEE
3.	H. Nireekshan	EEE

IV List of Faculty Interviewed

SNo	Name of the Faculty	Department	Signature
1.	P. Rajini Kanth	EEE	
2.	V. Saketha	EEE	
3.	E. Saidulu	EEE	



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V. List of Faculty called for counseling as per record with brief details of the nature of counseling conducted

- Maintain & update Mentoring Records.
- Focus more on Lab CIE

VI. List of General observation on the following:

- Internal Tests — ok
- Assignments — ok
- Maintenance of Records by the students — ok
- Correctness & Guidance to the students by faculty members — ok
- Lesson Plan and Curriculum Delivery Methods — ok
- Maintenance of Records by the Faculty Members — ok

VII. Any specific recommendations on Faculty Development.

- Publications to be improved in quality journals.

VIII Any Innovating Development of Educational Methodology



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IX. Confidential Audit Report (if any)

1. Auditor's Name 1: Dr. Akshay Naidu, IQAC, Coordinator

Signature


08/03/2020

2. Auditor's Name 2: Dr. S. Venkateshwar, Dean, MCEET.

Signature

