



MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE

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Pulladigunta (V) Vatticherukuru (M), Guntur (Dist.)



Internal Quality Assurance Cell (IQAC)

CIRCULAR

Date: 17-03-2025

Ref. No.: MLWEC/IQAC/2025/

To
All Heads of the Departments,
Malineni Lakshmaiah Women's Engineering College.

Subject: Schedule of Internal and External Academic Audits for the Academic Year 2024–25.

The Internal Quality Assurance Cell (IQAC) strives to monitor, evaluate, and enhance academic and administrative quality across all departments. In this regard, the following schedule has been finalized for the Academic Audits:

1. Internal Academic Audit

- **Period:** April 2025
- **Audit Team:** Internal Quality Assurance Cell (IQAC) Members.
- **Responsibility of HODs:** Each department is requested to identify and invite internal auditors (preferably senior faculty from reputed institutions) in consultation with the Principal and IQAC Coordinator.
- **Purpose:** To review departmental academic processes, course files, CO–PO attainment records, lesson plans, assessment methods, student feedback, research contributions, and compliance with IQAC, NAAC, and NBA requirements.
- **Instructions:** HODs are requested to ensure that all relevant documents and records are updated and kept ready for the IQAC audit team.

2. External Academic Audit

- **Period:** June 2025
- **Audit Team:** Experts from reputed engineering colleges / universities.
- **Responsibility of HODs:** Each department is requested to identify and invite external auditors (preferably senior faculty from reputed institutions) in consultation with the Principal and IQAC Coordinator.
- **Purpose:** To validate internal audit findings, benchmark academic practices, and recommend strategies for continuous improvement.
- **Instructions:** HODs must prepare an action-taken report on internal audit observations and present updated records during the external audit.

Action Points for All Departments:

- Update all course files, lecture notes, lesson plans, and evaluation records as per IQAC guidelines.
- Ensure systematic documentation of Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) with attainment levels.
- Maintain updated records of research publications, FDPs/STTPs attended, seminars, workshops, guest lectures, internships, and student achievements.
- Submit the departmental compliance report to IQAC before the internal audit schedule.

Your cooperation is essential for the effective conduct of these audits, which are aimed at strengthening the quality framework of the institution.

For further clarification, kindly contact the IQAC Coordinator.


IQAC Coordinator

MAUNEMI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-522013


Principal

MAUNEMI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-522013

CC to

- All IQAC Members
- Office Copy



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Date: 08-04-2025

Ref: MLEW/IQAC/CIR/2024-25

CIRCULAR

All the HODs and members of IQAC are here by informed that there will be a meeting with principal on 10th April 2025 at 11:30AM in principal chamber.

Agenda:

1. Internal Audit
2. Selection of Dates
3. Deputation of staff for Internal Audit

I would like to invite all the IQAC Members, HODs and senior staff of the college to attend this meeting and discuss up on the agenda.


IQAC Coordinator
IQAC

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Principal

PRINCIPAL

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CIRCULAR

Date: 18-04-2025

Ref No: MLEW/IQAC/CIR/2024-25.

Subject: Conduct of Internal IQAC Audit for the Academic Year 2024-25.

With respect to meeting held on 10-04-2025 at principal chamber

The Internal Quality Assurance Cell (IQAC) is scheduled to conduct its **internal audit** for all departments to evaluate the quality assurance measures and academic performance for the academic year 2024-25.

Audit Schedule:

S.No	Date	Department Covered	Audit Team	Signature
1	28-04-2025	ECE	Dr. G. Rama Swamy Dr. Ch. Jaya Rao	

Objectives:

- To ensure documentation of academic and administrative activities
- To promote continuous improvement in all institutional processes

Instructions for Departments:

7. All Heads of Departments are requested to keep ready all the:
 - o Departmental academic and administrative records
8. Cooperate fully with the audit team and ensure the presence of key staff members during the audit.
9. The audit report will be reviewed by the IQAC committee, and feedback will be shared for further improvement.

For any clarification, kindly contact the IQAC Coordinator.

Let us work together to ensure continuous improvement and institutional excellence.

Dr. C. Ramesh
IQAC Coordinator
MLEW, IQAC

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Approved by:

Dr. J Apparao
PRINCIPAL

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

Subject: Intimation for Conducting Internal Audit.

With reference: MLEW/IQAC/CIR/2024-25

This is to inform all the staff members of the Department of Electronics and Communication Engineering that an **Internal Audit** will be conducted on **28-04-2025**. The audit aims to review departmental overall academic and administrative documents.

All faculty and staff are requested to cooperate fully with the audit team and ensure that all relevant documents, records, and information are made available promptly for smooth and effective auditing.

Kindly note the following points for preparation:

- Ensure your files and records are updated and accessible.
- Be available for any queries or clarifications during the audit period.
- Report any discrepancies or concerns to the Head of Department at the earliest.

Your cooperation is essential to maintain transparency and improve departmental performance.

For any further information, please contact the undersigned.

Thank you for your support.

Dr. D. Vijaya Saradhi
HOD
Head of Department
Dept. of Electronics & Communication Engineering
Electronics and Communication Engineering,
Malineni Lakshmaiah Women's Engineering College,
MLEW, Guntur
Pulladigunta, GUNTUR-522017



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Internal Audit Report Format

DT: 28-04-2025

The activities are to be graded on the following scale

Good	Average	Satisfactory	Needs Improvement
A	B	C	D

S.NO	Particulars	HOD'S Input	GRADE	Auditors Report
1.	Implementation of Academic Calendar	yes	A	Good
2.	Certification Programmes	yes	A	Good
3.	No. of Students undertaking field Projects/Internships	yes	A	Good
4.	Organization of industrial visits	Satisfactory	B	Satisfactory
5.	Maintaince of faculty student ratio in the department	yes	A	Good
6.	Procedure followed in the allotment of the subjects to the faculty.	yes	A	Good
7.	Mentoring System.	yes	A	Good
8.	Student Professional society chapter and association activities	yes	A	Good
9.	Allotment of Additional responsibilities to faculty	yes	A	Good
10.	Pass percentage of outgoing students	yes	A	Good
11.	Organization of Guest lectures ,Workshops ,etc	yes	A	Good
12.	Adequate facilities for teaching learning: classrooms, laboratories, computing equipment etc	yes	A	satisfactory
13.	Established systems and Procedures for maintaining and utilizing physical, academic and support facilities laboratory ,library, computers, classroom etc	yes	A	Good
15.	Linkage with institutions / industries for internship, on-the-job training ,project work, sharing of research facilities etc.	yes	A	Good
16.	Usage of library by teachers and students	yes	A	Good



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17.	Bandwidth of Internet	yes	A	Good
18.	Skill Enhancement initiatives	yes	A	Good
19.	Number of placements outgoing students	yes	A	Good
20.	Student qualified in competitive examinations	yes	C	satisfactory
21.	Students admitted in higher studies	yes	C	satisfactory
22.	Awards/medals for outstanding performance in sports, yoga/cultural activities national/international level	yes	D	Needs Improvement
23.	Alumni association or chapters meetings conducted	yes	C	satisfactory
24.	Teachers attending professional development program	yes	A	Good
25.	Effectiveness of various bodies/cells /committees is evident through minutes of meetings and implementation of their resolutions.	yes	B	Average

Suggestions:

- ① try to get funding projects.
- ② publish Articles in Scopus.
- ③ Encourage more students towards core Industry
- ④ ex:- VESIP, Embedded etc.
- ④ Encourage students to Higher studies.

[Signature]
HOD

[Signature]
Signature of Audit Member 1

[Signature]
Signature of Audit Member 2

Dept. of Electronics & Communication Engineering
Malineni Lakshmaiah Women's Engineering College
Pulladigunta, GUNTUR-522017

HOD
Dept. of Computer Science & Engineering
Malineni Lakshmaiah Women's
Engineering College
Pulladigunta, Guntur-522 017.

HOD
Department of AI and DS
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WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-

[Signature]
IQAC Coordinator
IQAC

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PULLADIGUNTA, GUNTUR-522017.

[Signature]
Principal

PRINCIPAL
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24-06-2025

To,
Dr.N.Adinarayana,
Professor & HOD,
KKR & KSR Institute of Technology and Sciences,
Vinjanampadu,Guntur.

Subject: Appointed as a External Auditor for Institutional Audit

Dear Sir,

I hope this letter finds you well. As part of our commitment to maintaining transparency, accountability, and continuous improvement in institutional quality, we seek to conduct an external audit of our academic and administrative activities.

We appointed you as an external auditor to conduct a comprehensive audit for the current academic year (2024-25). This audit will help us identify areas of improvement, ensure compliance with regulatory standards, and enhance the overall quality of our institution.

Please accept us with your consent.

Thank you for your support and cooperation.

Yours sincerely,

Dr.Ch.Ramesh,
IQAC Coordinator,

MLEW, GUNTUR

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24-06-2025

To,
Dr.S.Suryanarayana,
Professor & HOD,
Kallam Haranadhareddy Institute of Technology,
Dasaripalem,Guntur.

Subject: Appointed as a External Auditor for Institutional Audit

Dear Sir,

I hope this letter finds you well. As part of our commitment to maintaining transparency, accountability, and continuous improvement in institutional quality, we seek to conduct an external audit of our academic and administrative activities.

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Thank you for your support and cooperation.

Yours sincerely,

Dr.Ch.Ramesh,
IQAC Coordinator,

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ACADEMIC & ADMINISTRATIVE AUDIT REPORT

Ref: MLEW/2024-25/ECE/

Date: 28-06-2025

Audit Team: 1. Dr. N. Adi Narayana, Professor & HOD (KITS), Guntur
2. Prof. S. Suryanarayana, Prof. & HOD, KHIT, Guntur.

I. Curricular Aspects	Observations	Remarks/Suggestions
Add-on/Certificate Courses	Available	Documents verified
Coverage of Syllabus	Syllabus covered as per Academic calendar	Majority courses covered more than 90%.
Department Academic Plan	Department calendar is available	It is inclined with JNTUK calendar
Department Programmes Organized	Good number of Dept events organized	Both technicals & Non-technical events
Record of Teaching & Non-teaching staff profile	All records are available	Faculty personal files are verified
NPTEL, SWAYAM Certifications	Not done by faculty & students	Improvement done compared to previous
Feedback from all stakeholders	Available	-
II. Teaching Learning & Evaluation		
Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources, MOODLES etc.	Faculty are using several E-learning resources	Using different types of pedagogical methods
Remedial Classes for slow learners and backlog students	conducting remedial classes for slow learners	-
Mentoring System	Maintaining mentoring system as per 1:24	verified few mentor books

Organization of Guest Lectures, Industrial Visits, Workshops, etc.,	organised in a good manner	Industrial visits to be planned more
Online student satisfaction survey	Yes	-
Adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc	Adequate facilities are available	-
Student Seminars	Students participated in various seminars	-
Student Feedback (Analysis done or not)	Yes	verified Analysis & action taken reports
Student Assignment	Qualitative assignments are assigned	verified few designments
Student Centric Activities	organised in a good manner	Documents verified
Student Attendance Registers	Maintained proper Registers	Few are verified
Course Files	Available	Few are verified as per checklist
Lab Files	Available	Few are verified as per checklist
Student Professional Society Chapter and Association Activities	Available	IETE, ISTE, IEEE Chapters are available
Attainment of COs, POs, PSOs	procedures are followed	few attainment sheets are verified
Maintenance of Marks File	Mid, semesters Marks are filed	few files are verified
Analysis of Results of University Examinations	Maintained university result analysis	few files verified
III. Research & Innovation		
Teachers recognized as research guides	01	Guiding a research scholar
Sponsored research projects and consultancy	AICTE IDEA LABS SANCTIONED	-
Books and chapters in edited volumes / books published, and papers in national/international conference-proceedings	Available	few Rewards are verified
Research Publications	49	Suggested to improve SCI Journals
Functional MoUs	Yes	MOU documents are verified
IV. Placements & Higher Education		

No of students benefited by guidance for competitive examinations and career counselling offered by the institution	Few events are organized through career guidance cell	Suggested to Improve offer letters are
Number of placements of outgoing students		verified
Students Qualified in Competitive Examinations & Studying Higher Education		suggested to Improve
V. Co-Curricular & Extracurricular		
Students participation in Sports & Games	participations in good number	Documents are verified
Students participation in NSS activities	Yes	Enthusiastically involved in NSS
Students participation in Cultural activities	Yes	Skills are encouraged
Students participation in workshops	participants in good number	verified few files
Students participation in intercollegiate competition	participates in good manner & number	Documents are verified
Project Expo	several are organised	verified different prototypes
VI. Alumni Engagement		
The Alumni Association Chapters	yes	conducted Alumni meetings
Alumni Contributions	yes	Interactions with current batch students
Alumni Association meetings Conducted	yes	once in a year

Department Strengths:

1. more no: of workshops & hackathons are organized in the department.

2. Good number of NPTEL certifications.

Department Weaknesses:

1. Encourage the students to visit more core based Industries.

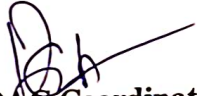
Suggestions based on information:

1. Encourage the faculty to get the finding projects.
2. Encourage the students to participate in National level events.

Signatures of Audit Team:

1. Aanys

2. Smarayana


IQAC Coordinator

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PULLADIGUNTA, GUNTUR-522017.



Principal
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Action Taken Report on Internal Audit for the Academic Year: 2024-25

As per the orders from the IQAC, the ECE department has successfully completed the Internal Academic Audit on 28-04-2025. After the Internal Audit, the department conducted a meeting and discussed thoroughly about the suggestion given by the auditors and the following steps are taken as per the suggestions given by the Internal Audit Committee.

S.No	Audit Type	Audit Year	Suggestion	Action Taken
1	Internal	2024-25	Encourage the faculty to get the funding projects.	In Process
2	Internal	2024-25	Publish articles in Scopus.	In Process
3	Internal	2024-25	Encourage more students towards core industry, Ex: VLSI, Embedded etc.	In Process
4	Internal	2024-25	Encourage students to Higher Studies.	In Process


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IQAC Coordinator
IQAC

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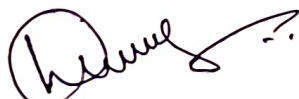
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Action taken report on External Academic Audit for the Academic Year: 2024-25

As per the orders from the IQAC, the ECE department has successfully completed the external academic audit on 28-06-2025. The following steps are taken as per the suggestions given by the external audit committee.

S.No	Audit Type	Audit Year	Suggestion	Action Taken
1	External	2024-25	Encourage the faculty to get the funding projects.	In Process
2	External	2024-25	Encourage the students to participate in National Level events.	In Process


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