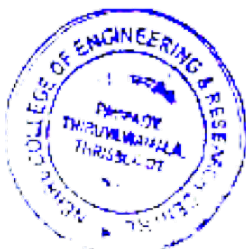




DOCUMENT INDEX CRITERIA – 6.5.2

DEPARTMENT WISE INTERNAL ACADEMIC AUDIT

SI No	SPECIFICATION OF DOUMENT	PAGE NO
1.	Auditors detail of Inter department Academic Audit	1-2
MTR		
2.	ODD SEMESTER	03 – 20
3.	EVEN SEMSTER	
CSE		
4.	ODD SEMESTER	21-38
5.	EVEN SEMSTER	
MBA		
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7.	EVEN SEMSTER	
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8.	ODD SEMESTER	53 - 69
9.	EVEN SEMSTER	
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10.	ODD SEMESTER	70 - 85
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EEE		
14.	ODD SEMESTER	93 - 110
15.	EVEN SEMSTER	




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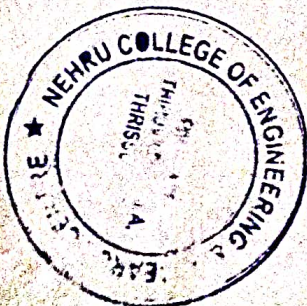


Internal Audit Schedule (Odd Semester)- 2021-22

Sl.No	Date	Department to be audit	Auditor name	Signature
1	01/02/2022 to 03/02/2022	CSE	Mr. Anoopkumar M V	
			Mr. David E	
2	01/02/2022 to 03/02/2022	ECE	Mr. Rahul R	
			Mr. Vipin K M	
3	01/02/2022 to 03/02/2022	EEE	Mr. Vipin K M	
			Mr. Midhun Raj P K	
4	01/02/2022 to 03/02/2022	ME	Ms. Sajitha A S	
			Mr. Midhun Raj P K	
5	01/02/2022 to 03/02/2022	MT	Mr. Rahul R	
			Ms. Sajitha A S	
6	01/02/2022 to 03/02/2022	MBA	Ms. Deepa A	
			Mr. Anoopkumar M V	
7	01/02/2022 to 03/02/2022	MCA	Mr. Alex Kuruville	
			Mr. David E	

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INTERNAL QUALITY ASSURANCE CELL



Internal Audit (First) Schedule
(Even Semester)- 2021-22

Sl.No	Date	Department to be audit	Auditor name	Signature
1	07/06/2022 to 06/06/2022	CSE	Mr. Anoopkumar M V	
			Mr. David E	
2		ECE	Mr. Rahul R	
			Mr. Vipin K M	
3		EEE	Mr. Vipin K M	
			Mr. Midhun Raj P K	
4		ME	Ms. Sajitha A S	
			Mr. Midhun Raj P K	
5		MT	Mr. Rahul R	
			Ms. Sajitha A S	
6		MBA	Ms. Deepa A	
			Mr. Anoopkumar M V	
7		MCA	Mr. Alex Kuruvilla	
			Mr. David E	

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04/06/22



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IOAC INTERNAL ACADEMIC AUDIT REPORT (2021-22)

ACADEMIC YEAR : 2020-21

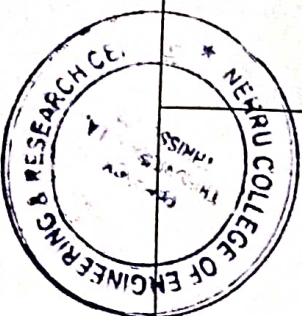
SEMESTER : ODD

AUDITED DEPARTMENT : MTR

AUDITED BY : Mr. Rahul & Ms. Saijitha A S

DATE : 02/02/2022

Sl. NO	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
1	Minutes and action taken reports of course/class committees of UG/PG a. Verify minutes and action taken report	AVAILABLE	Three meetings has conducted for S7 Btech and verified the minutes and action taken report. All faculties who handling the classes and 3 students from each class were attended for first and second meeting. The third meeting was comprised of faculty members without students. S7 B TECH - (ON 9/12/21) – Meeting II S7 B TECH - (ON 17/01/22) – Meeting III	COMPLETED





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2	Minutes and action taken reports of advisory meetings a. Verify minutes and action taken report	AVAILABLE	The meeting has conducted on the following dates and verified the minutes and action taken report. S3 B TECH - (ON 27/01/22) – Meeting II S5 B TECH – (ON 27/01/22) – Meeting II	COMPLETED
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3	Course File for all the courses	AVAILABLE		COMPLETED
	a. Course file for all courses (theory, practical, seminar, project, etc.) b. Examine course file for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc. (vii) Topics covered (viii) Extra classes engaged Maintenance of course folder a. The course folder shall contain (i) Course file (ii) Sample Assignments (iii) Sample Answer books of internal exams with QP (iv) QP of end exams (v) Statements of Internal Evaluation marks (vi) Module notes		1. Time slot verified 2. Syllabus pasted 3. Course plan verified 4. Assignments completed, 3 questions from first three modules, each carries 10 marks, total 30 marks 5. Series test marks verified 6. All modules completed for S7. 4 modules completed for S3 and S5 7. No extra classes needed 8. 3 sample assignments and series booklets are available 9. Series test 1&2 QP and scheme are available Notes available	
4	Schedule of Time Table	AVAILABLE	Verified time table.	COMPLETED
	a. Verify class-wise and individual		Contact class timing is from 9.00 AM to 4.00	





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faculty-wise time table			PM
			Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.
5	Conduct of Tutorial Classes a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. mark tutorial hour in the timetable. Sample tutorial book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.
6	Internal test question paper and sample answer scripts a. Assessment can be done based on the following 1. punctuality of valuation 2. Question papers & scheme of evaluation	AVAILABLE	All the faculties valued and submitted the Answer papers on or before due date. 1. Three sets of QP and scheme are available for series test 1 & 2 Three sample answer sheets available
		COMPLETED	COMPLETED



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	3 sample answer sheets minimum			
7	Syllabus coverage of practical course		1. S7 Labs are completed 2. S1 Lab – 60% Completed 3. S3, S5 lab – 78% completed	COMPLETED
8	Laboratory manual, records and course file for all practical courses a. Verify course diary, course file, log book of equipment, work record of students (3 numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details	AVAILABLE	1. Verified course file 2. Syllabus pasted in Course File 3. Mark distribution of experiments as verified 4. S7 Labs are completed 5. S1 Lab – 55% Completed 6. S3, S5 lab – 80% completed 7. S7 internal marks published	COMPLETED
9	Equipment log registers, stock registers used in Laboratories	REGISTER AVAILABLE	Stock and issue register are available and Verified	COMPLETED



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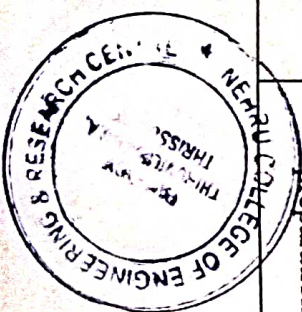


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10	Conduct of series test	CONDUCTED	1. Series test I & II result analysis is available for S7 and verified. 2. Series test I result analysis is available for S1, S3, S5 and verified Conducted as per academic schedule	COMPLETED
11	Project (Mini project/Design project/Final semester project) progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report	AVAILABLE and VERIFIED	Seminar of S7 MTR completed Design projects: Not Applicable Project 3 reviews completed for MTR S7 students Sample reports are available	COMPLETED



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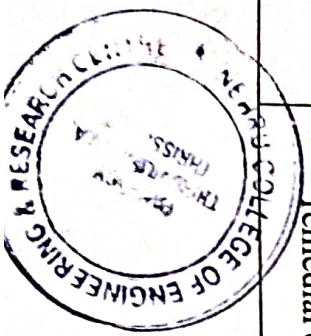
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Modelling Time Course
Since 1968

	d. sample fair report			
12	Mentoring details	REGISTER AVAILABLE	Verified the details. 15 Students assigned for one faculty	COMPLETED
13	Result Analysis of previous semester Performance of students in the previous semester a. Update with revaluation results b. subject wise and overall pass percentage c. check green card updating	AVAILABLE AND VERIFIED	1. Updated last university result and verified with revaluation result. 2. Subject wise pass percentage is available 3. Green Cards verified and all batches green cards were updated.	COMPLETED
14	Details showing the conduct of remedial classes. a. Check maintaining register for recording details of remedial classes	REMEDIAL CLASS REGISTER AVAILABLE	Recorded class details in the register	COMPLETED



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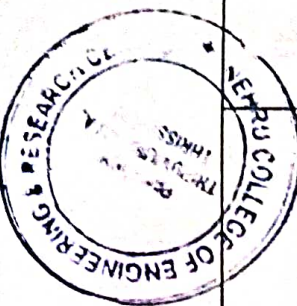
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	b. Attendance of students			
15	Details showing the conduct of Minor classes Check maintaining course file for recording details of minor classes	AVAILABLE	S3 and S5 MINOR Course files and Course folders are available and verified	COMPLETED
16	Details showing the conduct of Honour classes Check maintaining course file for recording details of honour classes	AVAILABLE	Course files for S7 HONOURS are available and verified	COMPLETED
17	Assessment of Outcomes a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	AVAILABLE	CO/PO knowledge levels and attainment calculations and files are available and verified	COMPLETED
18	Details of faculty evaluation and action taken on it.	AVAILABLE	First & Second set feedback in the current semester was collected and the grades calculated. Detailed Report is available	COMPLETED



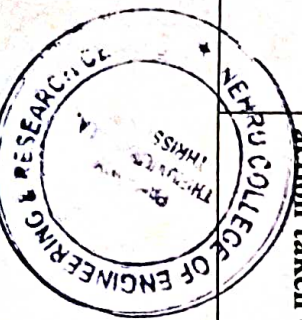


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	b. Attendance of students			
15	Details showing the conduct of Minor classes Check maintaining course file for recording details of minor classes	AVAILABLE	S3 and S5 MINOR Course files and Course folders are available and verified	COMPLETED
16	Details showing the conduct of Honour classes Check maintaining course file for recording details of honour classes	AVAILABLE	Course files for S7 HONOURS are available and verified	COMPLETED
17	Assessment of Outcomes a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	AVAILABLE	CO/PO knowledge levels and attainment calculations and files are available and verified	COMPLETED
18	Details of faculty evaluation and action taken on it.	AVAILABLE	First & Second set feedback in the current semester was collected and the grades calculated. Detailed Report is available	COMPLETED



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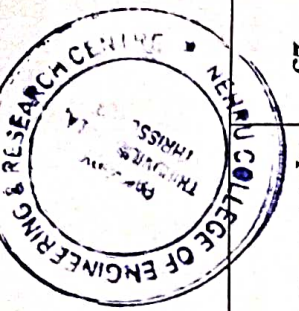


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	Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for improving teaching effectiveness			
19	Department library register showing volume and title of books, journals etc.	REGISTER AVAILABLE	Stock register and issue register available.	COMPLETED
20	Platform used for LMS/Course materials and lectures uploaded	VERIFIED	Course Materials uploaded in Google class room and college website	COMPLETED
21	NPTEL/SWAYAM course materials recommended	AVAILABLE	Available and verified.	COMPLETED
22	Register showing activity points	REGISTERS AVAILABLE	S5, S7 Registers were updated.	COMPLETED
23	Updated Green Cards	UPDATED	Green Cards verified and all batches green	COMPLETED



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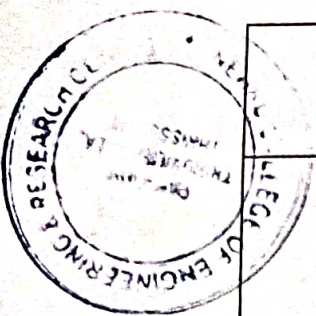


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			cards were updated.	
24	Categorisation of students with list	AVAILABLE	Students' categorisation list available and verified.	COMPLETED
25	Details of value added courses	AVAILABLE	Value added courses and details are available. 3 value added courses are available in odd semester of academic year 2021-22	COMPLETED
26	Feedback from Students, Alumni, Employer & Faculty	Available	Feedback from Students and Alumni are available and verified	COMPLETED
27	Faculty and staff profile	AVAILABLE	Faculty and staff profile documents are available for all faculties and staff.	COMPLETED
28	Paper publication	AVAILABLE AND VERIFIED	List and details of paper publications file are available. 9 papers published in odd semester of academic year 2021-22	COMPLETED
29	Conference Details	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 8 conferences are available in odd semester of academic year 2021-22	COMPLETED



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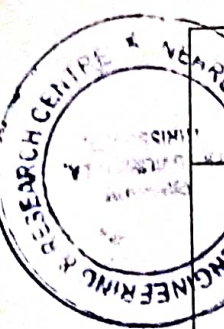


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30	Refresher Course	AVAILABLE	List and details of refresher courses are available. No refresher courses are attended or organized in odd semester of academic year 2021-22	COMPLETED
31	Training Program	AVAILABLE	List and details of training program are available. No training programs were attended or organized in odd semester of academic year 2021-22	COMPLETED
32	FDP Details	AVAILABLE AND VERIFIED	List and details of FDP file are available. Details of 8 FDPs are available in odd semester of academic year 2021-22	COMPLETED
33	Funded FDPs	NOT AVAILABLE	Funded FDPs are not available	COMPLETED
DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION				
A1 - Files (Academic Files)				
FOR LAST 3 YEARS				
34	Time table (with tutorials) - Staff	AVAILABLE	Time table for all classes are available and verified	COMPLETED
	Arranged in hierarchical order		Contact class timing is from 9.00 AM to 4.00	

4

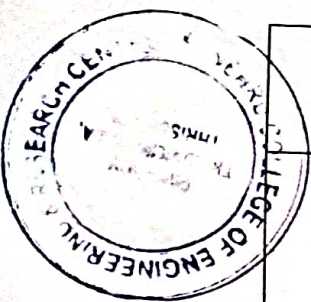




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			PM Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.	
35	Internal exam QP (DQAC Approved)	AVAILABLE	Approved sets of Internal exam QP are available and Verified	COMPLETED
36	Innovative Teaching approaches	AVAILABLE	Innovative Teaching approaches such as ICT enabled teaching, group assignment, interactive learning, video lectures, group discussion, tutorial, peer learning and project based learning are verified	COMPLETED
37	Tutorial samples with log book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.	COMPLETED
38	SFR (Computation as per NBA)	AVAILABLE	Number of faculties = 13	COMPLETED

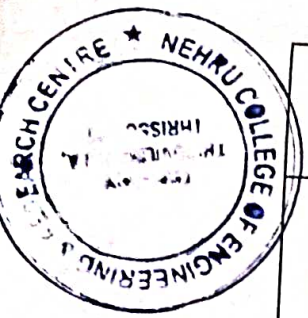




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			Number of students = 180 SFR = 13.84	
	A2 - File (Academic Files)			
39	Course files (Last 3 years)	AVAILABLE	Course files with sample assignment books and sample test books are available and verified	COMPLETED
	A3 - Files (Academic Files)			
40	CO-PO, CO-PSO mapping	AVAILABLE	CO-PO, CO-PSO mapping of all courses are available and verified.	COMPLETED
41	PO, PSO attainment	AVAILABLE	Calculated documents of PO, PSO attainment of all courses are available and verified.	COMPLETED
42	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	AVAILABLE	Feedback files indicating reason for curriculum gap are available and verified	COMPLETED
43	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	AVAILABLE and VERIFIED	Design projects: Not Applicable Project 3 reviews completed for CSE S7 students	COMPLETED



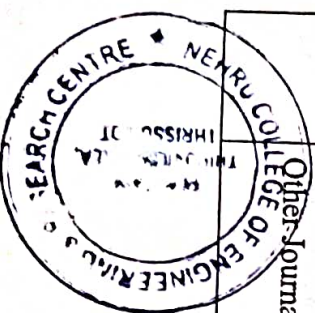


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			Sample reports are available	
44	Subject Group (List of groups and Faculty, allotment by HOD, Minutes of each group, Programs/Activities organized under each group)	AVAILABLE and VERIFIED	List of subject group, faculties and activities are available	COMPLETED
	B - Files (Staff Files)			
45	Add-on Courses (<i>Update these files for period July- June</i>) Research funding (a. Internal, b. External)	AVAILABLE	List of Add-on courses and details are available. 3 add-on courses are there in odd semester of academic year 2021-22	COMPLETED
46	Consultancy	NOT AVAILABLE	Not available	COMPLETED
47	Collaborative works/research and outcomes	NOT AVAILABLE	Not available	COMPLETED
48	Journal Publications: ISI, SCOPUS, Other Journals	AVAILABLE AND VERIFIED	List and details of journal publications file are available. 3 papers published in odd semester of academic year 2021-22	COMPLETED

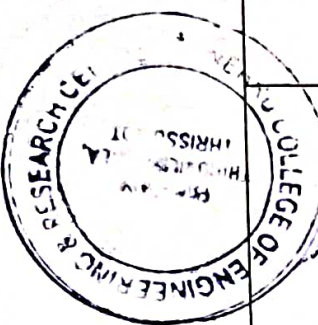




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49	Publications: Conference, Books, Book chapters, Articles, etc.	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 9 conferences are available in odd semester of academic year 2021-22	COMPLETED
50	IPR (and related activities)	AVAILABLE AND VERIFIED	List and details of IPR file are available. 4 patents were registered in academic year 2021-22	COMPLETED
51	MoU	AVAILABLE AND VERIFIED	List and details of MoU file are available. 1 MoU signed in odd semester of academic year 2021-22	COMPLETED
52	FDP Attended: (a. Outside own college b. Inside own college)	AVAILABLE AND VERIFIED	List and details of FDP file are available. Faculties attended 30 FDP in odd semester of academic year 2021-22	COMPLETED
53	FDP/Conference Organized	AVAILABLE AND VERIFIED	List and details of FDP organization file are available.	COMPLETED
54	Awards / Honors	NOT AVAILABLE	Not available	COMPLETED
55	External Interaction	NOT AVAILABLE	Not available	COMPLETED



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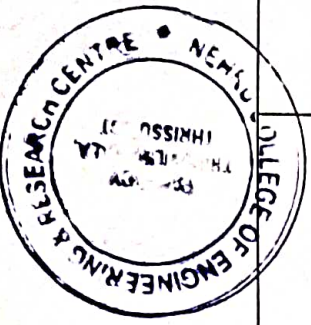


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C - Files (Student Files)				
56	Roll List (for last 3 years)	AVAILABLE AND VERIFIED	Roll List for last 3 years are available	COMPLETED
57	KTU Results and Analysis (Semester-wise)	AVAILABLE AND VERIFIED	KTU Results and Analysis are available	COMPLETED
58	Success Data of Passed Out Batch	AVAILABLE AND VERIFIED	Available	COMPLETED
59	Placement (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Placement details are Available	COMPLETED
60	Higher Studies (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Higher Studies details are Available	COMPLETED
61	Career/Skill Development Programs	AVAILABLE AND VERIFIED	Career/Skill Development Programs details are Available	COMPLETED
62	Achievements	AVAILABLE AND VERIFIED	Department Achievements details are Available	COMPLETED



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63	Entrepreneurship / Start ups	AVAILABLE AND VERIFIED	Entrepreneurship / Start ups details are Available	COMPLETED
64	Professional Society Activity	AVAILABLE AND VERIFIED	Professional Society Activity details are Available	COMPLETED
D - Files (Miscellaneous Files)				
65	Staff Extension Activities	AVAILABLE AND VERIFIED	Staff Extension Activities details are Available	COMPLETED
66	Staff Duties/Responsibilities	AVAILABLE AND VERIFIED	Staff Duties/Responsibilities details are Available	COMPLETED
67	Guest Acquaintance (Semester-wise)	AVAILABLE AND VERIFIED	Guest Acquaintance details are Available	COMPLETED
68	Department Budget	AVAILABLE AND VERIFIED	Department Budget files are Available	COMPLETED

Auditor

Auditee

(Madhurya Ray)

HOD

for,

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IQAC INTERNAL ACADEMIC AUDIT REPORT (2021-22)

ACADEMIC YEAR : 2020-22

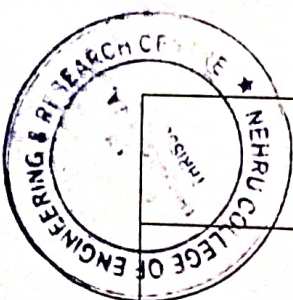
SEMESTER : ODD

AUDITED DEPARTMENT : CSE

AUDITED BY : Mr. Anoopkumar MV & Mr. David E

DATE : 02/02/2022

Sl. NO	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
1	Minutes and action taken reports of course/class committees of UG/PG a. Verify minutes and action taken report	AVAILABLE	Three meetings has conducted for S7 Btech and verified the minutes and action taken report. All faculties who handling the classes and 3 students from each class were attended for first and second meeting. The third meeting was comprised of faculty members without students. S7 B TECH - (ON 10/12/21) – Meeting II S7 B TECH - (ON 15/01/22) – Meeting III	COMPLETED 



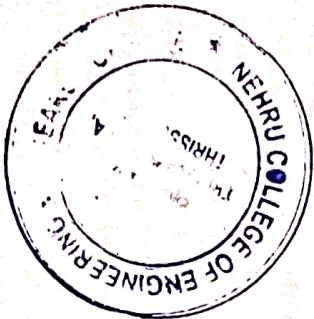
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2	Minutes and action taken reports of advisory meetings a. Verify minutes and action taken report	AVAILABLE	The meeting has conducted on the following dates and verified the minutes and action taken report. S3 B TECH - (ON 15/01/22) – Meeting II S5 B TECH – (ON 15/01/22) – Meeting II	COMPLETED
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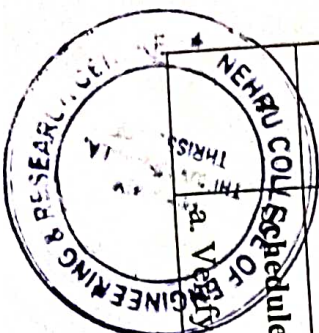
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3	Course File for all the courses	AVAILABLE	COMPLETED	
	a. Course file for all courses (theory, practical, seminar, project, etc.) b. Examine course file for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc. (vii) Topics covered (viii) Extra classes engaged Maintenance of course folder a. The course folder shall contain (i) Course file (ii) Sample Assignments (iii) Sample Answer books of internal exams with QP (iv) QP of end exams (v) Statements of Internal Evaluation marks (vi) Module notes		1. Time slot verified 2. Syllabus pasted 3. Course plan verified 4. Assignments completed, 3 questions from first three modules, each carries 10 marks, total 30 marks 5. Series test marks verified 6. All modules completed for S7. 4 modules completed for S3 and S5 7. No extra classes needed 8. 3 sample assignments and series booklets are available 9. Series test 1&2 QP and scheme are available Notes available Verified time table. Contact class timing is from 9.00 AM to	COMPLETED



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Schedule of Time Table

Verified class-wise and individual

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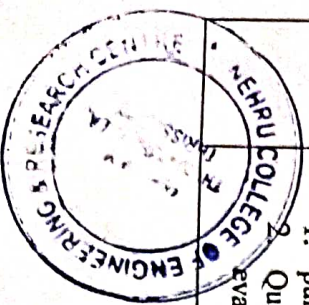


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	faculty-wise time table		4.00 PM Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.	
5	Conduct of Tutorial Classes a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. mark tutorial hour in the timetable. Sample tutorial book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.	COMPLETED
6	Internal test question paper and sample answer scripts a. Assessment can be done based on the following 1. punctuality of valuation 2. Question papers & scheme of evaluation	AVAILABLE	All the faculties valued and submitted the Answer papers on or before due date. 1. Three sets of QP and scheme are available for series test 1 & 2 Three sample answer sheets available	COMPLETED 4



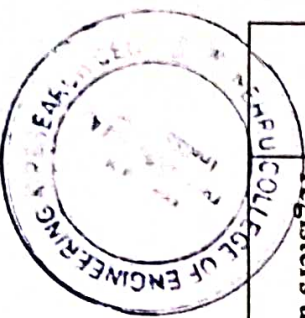


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	3 sample answer sheets minimum			
7	Syllabus coverage of practical course		1. S7 Labs are completed 2. S1 Lab – 50% Completed 3. S3, S5 lab – 80% completed	COMPLETED
8	Laboratory manual, records and course file for all practical courses a. Verify course diary, course file, log book of equipment, work record of students (3 numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details	AVAILABLE	1. Verified course file 2. Syllabus pasted in Course File 3. Mark distribution of experiments as verified 4. S7 Labs are completed 5. S1 Lab – 50% Completed 6. S3, S5 lab – 80% completed 7. S7 internal marks published	COMPLETED
9	Equipment log registers, stock registers used in Laboratories	REGISTER AVAILABLE	Stock and issue register are available and Verified	COMPLETED



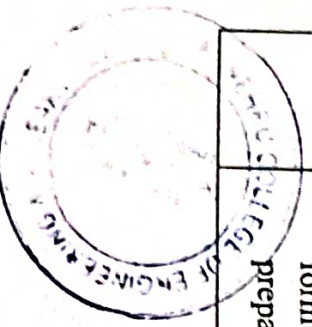
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10	Conduct of series test	CONDUCTED	1. Series test I & II result analysis is available for S7 and verified. 2. Series test I result analysis is available for S1, S3, S5 and verified Conducted as per academic schedule	COMPLETED
11	Project (Mini project/Design project/Final semester project) progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report	AVAILABLE and VERIFIED	Seminar of S7 CSE completed Design projects: Not Applicable Project 3 reviews completed for CSE S7 students Sample reports are available	COMPLETED



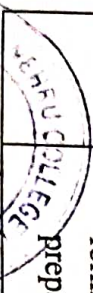


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10	Conduct of series test	CONDUCTED	1. Series test I & II result analysis is available for S7 and verified. 2. Series test I result analysis is available for S1, S3, S5 and verified Conducted as per academic schedule	COMPLETED
11	Project (Mini project/Design project/Final semester project) progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report	AVAILABLE and VERIFIED	Seminar of S7 CSE completed Design projects: Not Applicable Project 3 reviews completed for CSE S7 students Sample reports are available	COMPLETED



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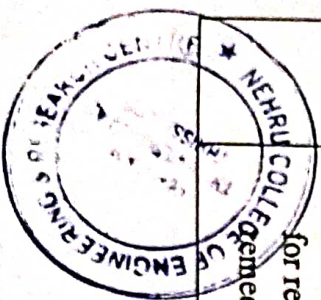


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	d. sample fair report			
12	Mentoring details	REGISTER AVAILABLE	Verified the details. 8 Students assigned for one faculty	COMPLETED
13	Result Analysis of previous semester Performance of students in the previous semester a. Update with revaluation results b. subject wise and overall pass percentage c. check green card updating	AVAILABLE AND VERIFIED	1. Updated last university result and verified with revaluation result. 2. Subject wise pass percentage is available 3. Green Cards verified and all batches green cards were updated.	COMPLETED
14	Details showing the conduct of remedial classes. a. Check maintaining register for recording details of remedial classes	REMEDIAL CLASS REGISTER AVAILABLE	Recorded class details in the register	COMPLETED



VC/12/23



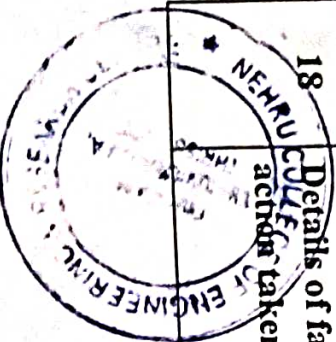
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	b. Attendance of students			
15	Details showing the conduct of Minor classes Check maintaining course file for recording details of minor classes	AVAILABLE	S3 and S5 MINOR Course files and Course folders are available and verified	COMPLETED
16	Details showing the conduct of Honour classes Check maintaining course file for recording details of honour classes	AVAILABLE	Course files for S7 HONOURS are available and verified	COMPLETED
17	Assessment of Outcomes a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	AVAILABLE	CO/PO knowledge levels and attainment calculations and files are available and verified	COMPLETED
18	Details of faculty evaluation and action taken on it.	AVAILABLE	First & Second set feedback in the current semester was collected and the grades calculated. Detailed Report is available	COMPLETED



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	Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for improving teaching effectiveness			
19	Department library register showing volume and title of books, journals etc.	REGISTER AVAILABLE	Stock register and issue register available.	COMPLETED
20	Platform used for LMS/Course materials and lectures uploaded	VERIFIED	Course Materials uploaded in Google class room and college website	COMPLETED
21	NPTTEL/SWAYAM course materials recommended	AVAILABLE	Available and verified.	COMPLETED
22	Register showing activity points	REGISTERS AVAILABLE	S5, S7 Registers were updated. For S3 there is no entry till date	COMPLETED
23	Updated Green Cards	UPDATED	Green Cards verified and all batches green cards were updated.	COMPLETED



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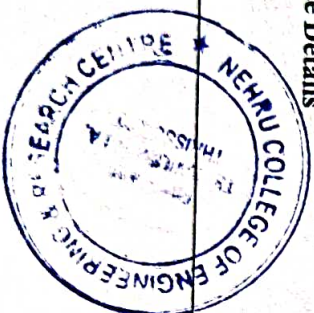
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24	Categorisation of students with list	AVAILABLE	Students' categorisation list available and verified.	COMPLETED
25	Details of value added courses	AVAILABLE	Value added courses and details are available. 3 value added courses are available in odd semester of academic year 2021-22	COMPLETED
26	Feedback from Students, Alumni, Employer & Faculty	Partially Available	Feedback from Students and Alumni are available and verified	Need to collect feedback from Employer and Faculty
27	Faculty and staff profile	AVAILABLE	Faculty and staff profile documents are available for all faculties and staff.	COMPLETED
28	Paper publication	AVAILABLE AND VERIFIED	List and details of paper publications file are available. 5 papers published in odd semester of academic year 2021-22	COMPLETED
29	Conference Details	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 5 conferences are available in odd semester of academic year 2021-22	COMPLETED



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30	Refresher Course	AVAILABLE	List and details of refresher courses are available. No refresher courses are attended or organized in odd semester of academic year 2021-22	COMPLETED
31	Training Program	AVAILABLE	List and details of training program are available. No training programs were attended or organized in odd semester of academic year 2021-22	COMPLETED
32	FDP Details	AVAILABLE AND VERIFIED	List and details of FDP file are available. Details of 3 FDPs are available in odd semester of academic year 2021-22	COMPLETED
33	Funded FDPs	NOT AVAILABLE	Funded FDPs are not available	COMPLETED
DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION				
A1 - Files (Academic Files)				
FOR LAST 3 YEARS				
34	Time table (with tutorials) - Staff arranged in hierarchical order	AVAILABLE	Time table for all classes are available and verified Contact class timing is from 9.00 AM to	COMPLETED





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			4.00 PM Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.	
35	Internal exam QP (DQAC Approved)	AVAILABLE	Approved sets of Internal exam QP are available and Verified	COMPLETED
36	Innovative Teaching approaches	AVAILABLE	Innovative Teaching approaches such as ICT enabled teaching, group assignment, interactive learning, video lectures, group discussion, tutorial, peer learning and project based learning are verified	COMPLETED
37	Tutorial samples with log book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.	COMPLETED



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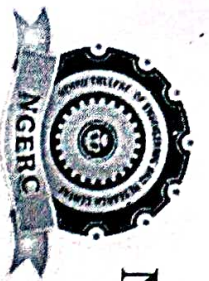
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38	SFR (Computation as per NBA)	AVAILABLE	Number of faculties = 35 Number of students = 433 SFR = 12:37	COMPLETED
A2 - File (Academic Files)				
39	Course files (Last 3 years)	AVAILABLE	Course files with sample assignment books and sample test books are available and verified	COMPLETED
A3 - Files (Academic Files)				
40	CO-PO, CO-PSO mapping	AVAILABLE	CO-PO, CO-PSO mapping of all courses are available and verified.	COMPLETED
41	PO, PSO attainment	AVAILABLE	Calculated documents of PO, PSO attainment of all courses are available and verified.	COMPLETED
42	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	AVAILABLE	Feedback files indicating reason for curriculum gap are available and verified	COMPLETED



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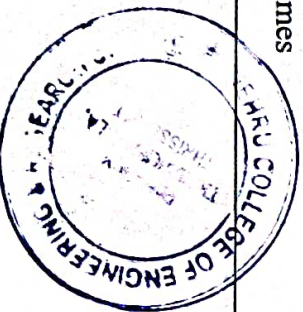
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43	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	AVAILABLE and VERIFIED	Design projects: Not Applicable Project 3 reviews completed for CSE S7 students Sample reports are available	COMPLETED
44	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	AVAILABLE and VERIFIED	List of subject group, faculties and activities are available	COMPLETED
B - Files (Staff Files)				
45	Add-on Courses (<i>Update these files for period July-June</i>) Research funding (a. Internal, b. External)	AVAILABLE	List of Add-on courses and details are available. 3 add-on courses are there in odd semester of academic year 2021-22	COMPLETED
46	Consultancy	NOT AVAILABLE	Not available	COMPLETED
47	Collaborative works/research and outcomes	NOT AVAILABLE	Not available	COMPLETED



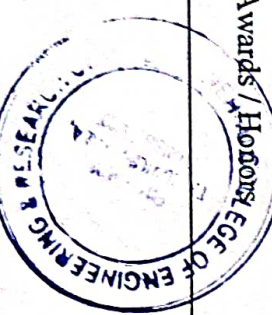


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48	Journal Publications: ISI, SCOPUS, Other Journals	AVAILABLE AND VERIFIED	List and details of journal publications file are available. 5 papers published in odd semester of academic year 2021-22	COMPLETED
49	Publications: Conference, Books, Book chapters, Articles, etc.	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 5 conferences are available in odd semester of academic year 2021-22	COMPLETED
50	IPR (and related activities)	AVAILABLE AND VERIFIED	List and details of IPR file are available. 5 patents were registered in academic year 2021-22	COMPLETED
51	MoU	AVAILABLE AND VERIFIED	List and details of MoU file are available. 1 MoU signed in odd semester of academic year 2021-22	COMPLETED
52	FDP Attended: (a. Outside own college b. Inside own college)	AVAILABLE AND VERIFIED	List and details of FDP file are available. 5 faculties attended FDP in odd semester of academic year 2021-22	COMPLETED
53	FDP/Conference Organized	AVAILABLE AND VERIFIED	List and details of FDP organization file are available.	COMPLETED
54	Awards / Honours	NOT AVAILABLE	Not available	COMPLETED

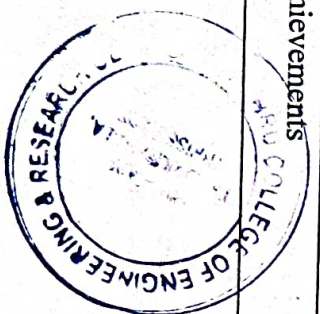




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55	External Interaction	NOT AVAILABLE	Not available	COMPLETED
	C - Files (Student Files)			
56	Roll List (for last 3 years)	AVAILABLE AND VERIFIED	Roll List for last 3 years are available	COMPLETED
57	KTU Results and Analysis (Semester-wise)	AVAILABLE AND VERIFIED	KTU Results and Analysis are available	COMPLETED
58	Success Data of Passed Out Batch	AVAILABLE AND VERIFIED	Available	COMPLETED
59	Placement (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Placement details are Available	COMPLETED
60	Higher Studies (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Higher Studies details are Available	COMPLETED
61	Career/Skill Development Programs	AVAILABLE AND VERIFIED	Career/Skill Development Programs details are Available	COMPLETED
62	Achievements	AVAILABLE AND	Department Achievements details are	COMPLETED



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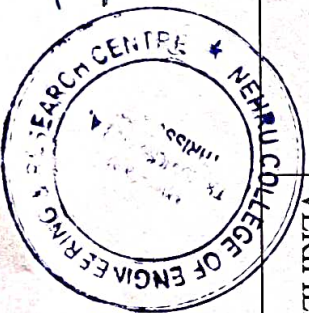
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	VERIFIED	Available	
63	Entrepreneurship / Start ups AVAILABLE AND VERIFIED	Entrepreneurship / Start ups details are Available	COMPLETED
64	Professional Society Activity AVAILABLE AND VERIFIED	Professional Society Activity details are Available	COMPLETED
D - Files (Miscellaneous Files)			
65	Staff Extension Activities AVAILABLE AND VERIFIED	Staff Extension Activities details are Available	COMPLETED
66	Staff Duties/Responsibilities AVAILABLE AND VERIFIED	Staff Duties/Responsibilities details are Available	COMPLETED
67	Guest Acquaintance (Semester-wise) AVAILABLE AND VERIFIED	Guest Acquaintance details are Available	COMPLETED
68	Department Budget AVAILABLE AND VERIFIED	Department Budget files are Available	COMPLETED

Auditor

DAVID, K
Anoopkumar MV



Auditee

Vipin KM

HOD



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IQAC INTERNAL ACADEMIC AUDIT REPORT

ACADEMIC YEAR 21-22 SEMESTER : ODD/EVEN First Audit
AUDITED DEPARTMENT MBA AUDITED BY Dr. DEEPA (MCA) and Mr. ANOOP (Btech)
DATE 07/06/2022

Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
Minutes and action taken report of course/class committee of UG/PG a. Verify minutes and action taken report	Completed	a. Class committee and Course committee conducted as per academic calendar. b. Action taken report is also included.	Nil
Minutes and action taken report of advisor meetings a. Verify minutes and action taken report	Not Conducted	Not Conducted	Nil
Course File for all the courses a. Course file for all courses (theory, practical,	All Complete till date	a. Course file of all subjects present	Nil



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seminar, project, etc.) b. Examine course file for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exam set. (vii) Topics covered (viii) Extra classes engaged Maintenance of course folder a. The course folder shall contain (i) Course file (ii) Sample Assignments (iii) Sample Answer books of internal exams with QP (iv) QP of end exams (v) Statements of Internal Evaluation marks (vi) Module notes	Course folder complete till date	and completed. 1. Time slots present 2. Syllabus present 3. Course plan included 4. Assignment details present 5. Attendance taken and updated 6. Results of internal and assignments present All required document present in the course folder Principal signature Pending	
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Schedule of Time Table a. Verify class-wise and individual faculty-wise time table	Timetable available class wise	Available	Individual Timetable pending
Conduct of Tutorial Classes a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. Hours of tutorial classes' per subject per week, mark tutorial hour in the timetable. Sample tutorial book	NA	No tutorial classes	
Internal test question paper and sample answerscripts a. Assessment can be done based on the following 1. punctuality of valuation 2. Question papers & scheme of evaluation 3 sample answersheets minimum	Completed	a. Assessed 1. Valuation done on time 2. QP and Sample answer script present 3. Second Internals Going on	Nil



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	Syllabus coverage of practical course	NA	No Practical subjects	
	Laboratory manual, records and course file for all practical courses a. Verify course diary, course file, log book of equipment, work record of students (3 numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details	NA	No Practical Subjects	
	Equipment log registers, stock registers used in laboratories	NA	No Labs	
	Conduct of series test	Completed	First series exams of S2 Completed Second Series of 2 nd Sem and First Series of 4 th Sem Going on.	NIL



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Project(Mini project/Designproject/Finalsemesterproject)progressreviewreports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report d. sample fair report	Ongoing Topic selection, Guide selection and area of research selected	Sem 4 Final Project Going on.	
Mentoring details	Available	All faculty – wise mentor report available	Nil
Result Analysis of previous semester Performance of students in the previous	Updated	• 2019-20 Batch all results available and completed	Nil



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semester	a. Update with revaluation results b. subject wise and overall pass percentage c. check green card updating		• 2020-22 Batch Semester 1 results only published and present with result analysis. • 2020-22 Batch Semester 3 and 2021-23 Batch Semester 1 still pending.	
Details showing the conduct of remedial classes.	a. Check maintaining register for recording details of remedial classes b. Attendance of students	None taken	No remedial classes taken	
Details showing the conduct of Minor classes	Check maintaining course file for recording details of minor classes	NA	No Minor classes	
Details showing the conduct of Honour classes		NA	No Honour Classes	



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Since 1968

	Check maintaining course file for recording details of honour classes			
	Assessment of Outcomes a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	Pending	Document pending	Pending
	Details of faculty evaluation and action taken. Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for improving teaching effectiveness	Pending	Document pending	Pending
	Departmental library registers showing volume and title of books, journals etc.	Completed	All library files updated and present	Completed



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	Platform used for LMS/Course materials and lectures uploaded	Updated	Updated	Updated
	NPTEL/SWAYAM course materials recommended	Yes (ongoing)	Ongoing	
	Register showing activity points	NA	Not available	
	Updated Green Cards	NA	Not available	
	Categorisation of students with list	Pending	Pending	Pending
	Details of value added courses	To be done in July	To be done in July	NA
	Feedback from Students, Alumni, Employer & Faculty	Pending	Pending	Pending
	Faculty and staff profile	updated	Updated	



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Paper publication	Complete	Updated	
Conference Details	updated	International conference to be organized in August	
Refresher Course	To be updated	To be organized	
Training Program	To be completed	To be organized in May 2022	
FDP Details	Completed	Updated	
Funded FDPs	NIL	NIL	
DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION			
A1 - Files (Academic Files)			
FOR LAST 3 YEARS			

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1	Time table (with tutorials) - Staff arranged in hierarchical order	Completed	Completed	Completed
	Internal exam QP (DQAC Approved)	Completed	Updated	
	Innovative Teaching approaches	Completed	Updated	
	Tutorial samples with log book	NA	None	
	SFR (Computation as per NBA)	Yes	Yes	
	A2 - File (Academic Files)			
	Course files (Last 3 years)	Yes	Available	
	A3 - Files (Academic Files)			
	CO-PO, CO-PSO mapping	Pending	Pending	

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PO, PSO attainment	Pending	Pending	
Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Pending	Pending	
Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	On going	On going	
Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Pending	Pending	
B - Files (Staff Files)			
Add-on Courses (<i>Update these files for period July- June</i>)	updated	Updated	
Research funding (a. Internal, b. External)			
Consultancy	updated	updated	



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Collaborative works/research and outcomes	Nil	None available	
Journal Publications: ISI, SCOPUS, Other Journals	Updated	Updated	
Publications: Conference, Books, Book chapters, Articles, etc.	Completed	One book Published (Exim Management) By Dr. Suriakala	
IPR (and related activities)	One Patent		
MoU	Updated	None done	
FDP Attended: (a. Outside own college b. Inside own college)	Updated	Updated	
FDP/Conference Organized	Conference to be organized in August	Updated as per present status	
Awards / Honors	NIL	None received	



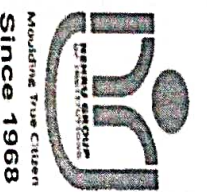
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External Interaction	Updated	Updated (Transformation Talks and Webinars)	
C - Files (Student Files)			
Roll List (for last 3 years)	Yes	Available	
KTU Results and Analysis (Semester-wise)	Yes	Available	
Success Data of Passed Out Batch.	Yes	Available	
Placement (Proof- for previous Acad Year)	Yes	Available	
Higher Studies (Proof- for previous Acad Year)	NIL	No one gone for higher studies	
Career/Skill Development Programs	Placement training Done	Yes available	
Achievements	Yes	Available	



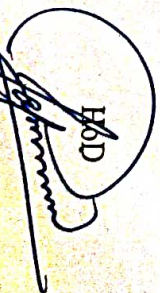
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Entrepreneurship / Start ups	NIL	No entrepreneurs	
Professional Society Activity	Updated	Available	
D - Files (Miscellaneous Files)			
Staff Extension Activities	NIL	None	
Staff Duties/Responsibilities	Completed	Available	
Staff/Guest Appointment Details	NA	NA	
Guest Acquaintance (Semester-wise)	updated	Updated	
Department Budget	NA	NA	

Auditor 
Dr. DEEPA.A

Auditee
Alex, NSM



Head of the Department
Department of Management Studies
NCERC, Thiruvananthapuram - 686558



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IQAC INTERNAL ACADEMIC AUDIT REPORT

ACADEMIC YEAR : 2020-21

SEMESTER : EVEN(First Audit)

AUDITED DEPARTMENT : ME AUDITED BY : Mr.Midhunraj P K & Ms. Saijitha A S

DATE : 07/06/2022

Sl. NO	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
1	Minutes and action taken reports of course/class committees of UG/PG a. Verify minutes and action taken report	AVAILABLE	Three meetings for S8 and Two meetings has conducted for S2,S4 and S6 Btech and verified the minutes and action taken report. All faculties who handling the classes and 3 students from each class were attended for first and second meeting. (ON 03/05/22) – Meeting I (ON 25/05/22) – Meeting II	COMPLETED



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2	Minutes and action taken reports of advisory meetings a. Verify minutes and action taken report	AVAILABLE	The meeting has conducted on the following dates and verified the minutes and action taken report. S2 B TECH - (ON 03/05/22) – Meeting I S2 B TECH – (ON 25/05/22) – Meeting II	COMPLETED
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3	Course File for all the courses a. Course file for all courses (theory, practical, seminar, project, etc.) b. Examine course file for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc. (vii) Topics covered (viii) Extra classes engaged Maintenance of course folder a. The course folder shall contain (i) Course file (ii) Sample Assignments (iii) Sample Answer books of internal exams with QP (iv) QP of end exams (v) Statements of Internal Evaluation marks (vi) Module notes	AVAILABLE	1. Time slot verified 2. Syllabus pasted 3. Course plan verified 4. Assignments completed, 3 questions from first three modules, each carries 10 marks, total 30 marks 5. Series test marks verified 6. All modules completed for S8. 3 modules completed for S2, S4 and S6 7. No extra classes needed 8. Sample assignments and series booklets are available 9. Series test QP and scheme are available Notes available	COMPLETED
4	Schedule of Time Table a. Verify class-wise and individual	AVAILABLE	Verified time table. Contact class timing is from 9.00 AM to	COMPLETED



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	faculty-wise time table		4.00 PM 6 hours per day with 60 minutes duration Revision class timetable also verified.	
5	Conduct of Tutorial Classes a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. mark tutorial hour in the timetable. Sample tutorial book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.	COMPLETED
6	Internal test question paper and sample answer scripts a. Assessment can be done based on the following 1. punctuality of valuation 2. Question papers & scheme of evaluation 3 sample answer sheets minimum	AVAILABLE	All the faculties valued and submitted the Answer papers on or before due date. 1. Three sets of QP and scheme are available for series test Three sample answer sheets available	COMPLETED
7	Syllabus coverage of practical course		1. S2 Lab – 50% Completed 2. S4, S6 lab – 40% completed	COMPLETED





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8	Laboratory manual, records and course file for all practical courses a. Verify course diary, course file, log book of equipment, work record of students (3numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details	AVAILABLE	1. Verified course file 2. Syllabus pasted in Course File 3. Mark distribution of experiments as verified 4. S2 Lab – 50% Completed 5. S4, S6 lab – 40% completed 6. S8 internal exams completed	COMPLETED
9	Equipment log registers, stock registers used in Laboratories	REGISTER AVAILABLE	Stock and issue register are available and Verified	COMPLETED
10	Conduct of series test	CONDUCTED	1. Series test I & II result analysis is available for S8 and verified. 2. Series test I result analysis is available for S2, S4, S6 and verified Conducted as per academic schedule	COMPLETED



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11	Project (Mini project/Design project/Final semester project) progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report d. sample fair report	AVAILABLE and VERIFIED	Project All reviews completed for CSE S8 students Sample reports are available	COMPLETED
12	Mentoring details	REGISTER AVAILABLE	Verified the details. 8 Students assigned for one faculty	COMPLETED



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13	Result Analysis of previous semester Performance of students in the previous semester a. Update with revaluation results b. subject wise and overall pass percentage c. check green card updating	AVAILABLE AND VERIFIED	1. Updated last university result and verified with revaluation result. 2. Subject wise pass percentage is available 3. Green Cards verified and all batches green cards were updated.	COMPLETED
14	Details showing the conduct of remedial classes. a. Check maintaining register for recording details of remedial classes b. Attendance of students	REMEDIAL CLASS REGISTER AVAILABLE	Recorded class details in the register	COMPLETED
15	Details showing the conduct of Minor classes Check maintaining course file	AVAILABLE	Course files and Course folders are available and verified	COMPLETED



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	for recording details of minor classes			
16	Details showing the conduct of Honour classes Check maintaining course file for recording details of honour classes	AVAILABLE	Course files for HONOURS are available and verified	COMPLETED
17	Assessment of Outcomes a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	AVAILABLE	CO/PO knowledge levels and attainment calculations and files are available and verified	COMPLETED
18	Details of faculty evaluation and action taken on it. Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for	AVAILABLE	First set feedback in the current semester was collected and the grades calculated. Detailed Report is available	COMPLETED



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	improving teaching effectiveness				
19	Department library register showing volume and title of books, journals etc.	REGISTER AVAILABLE	Stock register and issue register available.	COMPLETED	
20	Platform used for LMS/Course materials and lectures uploaded	VERIFIED	Course Materials uploaded in Google class room and college website	COMPLETED	
21	NPTTEL/SWAYAM course materials recommended	AVAILABLE	Available and verified.	COMPLETED	
22	Register showing activity points	REGISTERS AVAILABLE	S4, S6, S8 Registers were updated. For S2 there is no entry till date	COMPLETED	
23	Updated Green Cards	UPDATED	Green Cards verified and all batches green cards were updated.	COMPLETED	
24	Categorisation of students with list	AVAILABLE	Students' categorisation list available and verified.	COMPLETED	



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25	Details of value added courses	AVAILABLE	Value added courses and details are available.	COMPLETED
26	Feedback from Students, Alumni, Employer & Faculty	Partially Available	Feedback from Students and Alumni are available and verified	Need to collect feedback from Employer and Faculty
27	Faculty and staff profile	AVAILABLE	Faculty and staff profile documents are available for all faculties and staff.	COMPLETED
28	Paper publication	AVAILABLE AND VERIFIED	List and details of paper publications file are available.	COMPLETED
29	Conference Details	AVAILABLE AND VERIFIED	List and details of conference file are available.	COMPLETED
30	Refresher Course	AVAILABLE	List and details of refresher courses are available. No refresher courses are attended or organized in even semester of academic year 2021-22	COMPLETED
31	Training Program	AVAILABLE	List and details of training program are available. No training programs were attended or organized in even semester of	COMPLETED



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		academic year 2021-22	
32	FDP Details	AVAILABLE AND VERIFIED	COMPLETED
		List and details of FDP file are available.	
33	Funded FDPs	NOT AVAILABLE	COMPLETED
		Funded FDPs are not available	
DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION			
	A1 - Files (Academic Files) FOR LAST 3 YEARS		
34	Time table (with tutorials) - Staff arranged in hierarchical order	AVAILABLE	COMPLETED
		Time table for all classes are available and verified Contact class timing is from 9.00 AM to 4.00 PM 6 hours per day with 60 minutes duration Revision class timetable also verified.	
35	Internal exam QP (DQAC Approved)	AVAILABLE	COMPLETED
		Approved sets of Internal exam QP are available and Verified	



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36	Innovative Teaching approaches	AVAILABLE	Innovative Teaching approaches such as ICT enabled teaching, group assignment, interactive learning, video lectures, group discussion, tutorial, peer learning and project based learning are verified	COMPLETED
37	Tutorial samples with log book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.	COMPLETED
38	SFR (Computation as per NBA)	AVAILABLE	SFR calculated and documents are available	COMPLETED
A2 - File (Academic Files)				
39	Course files (Last 3 years)	AVAILABLE	Course files with sample assignment books and sample test books are available and verified	COMPLETED
A3 - Files (Academic Files)				
40	CO-PO, CO-PSO mapping	AVAILABLE	CO-PO, CO-PSO mapping of all courses are available and verified.	COMPLETED

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41	PO, PSO attainment	AVAILABLE	Calculated documents of PO, PSO attainment of all courses are available and verified.	COMPLETED
42	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	AVAILABLE	Feedback files indicating reason for curriculum gap are available and verified	COMPLETED
43	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	AVAILABLE and VERIFIED	Design projects: Not Applicable Project All reviews completed for CSE S8 students Sample reports are available	COMPLETED
44	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	AVAILABLE and VERIFIED	List of subject group, faculties and activities are available	COMPLETED
B - Files (Staff Files)				
45	Add-on Courses (<i>Update these files</i>)	AVAILABLE	List of Add-on courses and details are available. 3 add-on courses are there in	COMPLETED



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	<i>for period July- June</i>		even semester of academic year 2021-22	
	Research funding (a. Internal, b. External)			
46	Consultancy	NOT AVAILABLE	Not available	COMPLETED
47	Collaborative works/research and outcomes	NOT AVAILABLE	Not available	COMPLETED
48	Journal Publications: ISI, SCOPUS, Other Journals	AVAILABLE AND VERIFIED	List and details of journal publications file are available.	COMPLETED
49	Publications: Conference, Books, Book chapters, Articles, etc.	AVAILABLE AND VERIFIED	List and details of conference file are available.	COMPLETED
50	IPR (and related activities)	AVAILABLE AND VERIFIED	List and details of IPR file are available.	COMPLETED
51	MoU	AVAILABLE AND VERIFIED	List and details of MoU file are available.	COMPLETED
52	FDP Attended: (a. Outside own college b. Inside own college)	AVAILABLE AND VERIFIED	List and details of FDP file are available.	COMPLETED

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53	FDP/Conference Organized	AVAILABLE AND VERIFIED	List and details of FDP organization file are available.	COMPLETED
54	Awards / Honors	NOT AVAILABLE	Not available	COMPLETED
55	External Interaction	NOT AVAILABLE	Not available	COMPLETED
C - Files (Student Files)				
56	Roll List (for last 3 years)	AVAILABLE AND VERIFIED	Roll List for last 3 years are available	COMPLETED
57	KTU Results and Analysis (Semester-wise)	AVAILABLE AND VERIFIED	KTU Results and Analysis are available	COMPLETED
58	Success Data of Passed Out Batch	AVAILABLE AND VERIFIED	Available	COMPLETED
59	Placement (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Placement details are Available	COMPLETED
60	Higher Studies (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Higher Studies details are Available	COMPLETED



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61	Career/Skill Development Programs	AVAILABLE AND VERIFIED	Career/Skill Development Programs details are Available	COMPLETED
62	Achievements	AVAILABLE AND VERIFIED	Department Achievements details are Available	COMPLETED
63	Entrepreneurship / Start ups	AVAILABLE AND VERIFIED	Entrepreneurship / Start ups details are Available	COMPLETED
64	Professional Society Activity	AVAILABLE AND VERIFIED	Professional Society Activity details are Available	COMPLETED
D - Files (Miscellaneous Files)				
65	Staff Extension Activities	AVAILABLE AND VERIFIED	Staff Extension Activities details are Available	COMPLETED
66	Staff Duties/Responsibilities	AVAILABLE AND VERIFIED	Staff Duties/Responsibilities details are Available	COMPLETED
67	Guest Acquaintance (Semester-wise)	AVAILABLE AND VERIFIED	Guest Acquaintance details are Available	COMPLETED

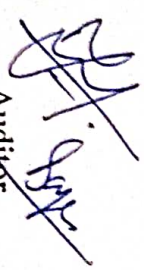




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68	Department Budget	A VAILABLE AND VERIFIED	Department Budget files are Available	COMPLETED
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Auditor


Auditee


HOD



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IQAC INTERNAL ACADEMIC AUDIT REPORT (2021-22)

ACADEMIC YEAR : 2021-22

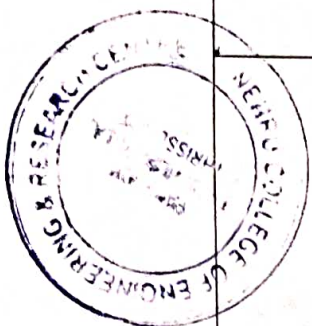
SEMESTER : ODD

AUDITED DEPARTMENT : CSE
ECE

AUDITED BY : MR.VIPIN KM& MR.RAHUL R

DATE : 02/02/2022

Sl. NO	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
1	Minutes and action taken reports of course/class committees of UG/PG a. Verify minutes and action taken report	AVAILABLE	Three meetings has conducted for S7 Brech and verified the minutes and action taken report. All faculties who handling the classes and 3 students from each class were attended for first and second meeting. The third meeting was comprised of faculty members without students. S7 B TECH - (ON 12/12/21) – Meeting II S7 B TECH - (ON 16/01/22) – Meeting III	COMPLETED <u>4</u>



PRINCIPAL
Neeru College of
Engineering and Research Centre
Pampady, Thiruvilwamala, Thrissur Dt.
Pin - 680 597, Kerala



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2	Minutes and action taken reports of advisory meetings a. Verify minutes and action taken report	AVAILABLE	The meeting has conducted on the following dates and verified the minutes and action taken report. S3 B TECH - (ON 14/01/22) – Meeting II S5 B TECH – (ON 14/01/22) – Meeting II
			COMPLETED



PRINCIPAL
Neeru College of
Engineering and Research Centre
Thiruvananthapuram, Thiruvananthapuram
Pin - 680 597, Kerala



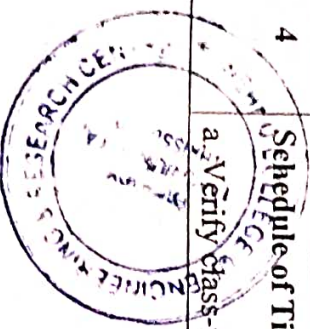
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3	Course File for all the courses a. Course file for all courses (theory, practical, seminar, project, etc.) b. Examine course file for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc. (vii) Topics covered (viii) Extra classes engaged Maintenance of course folder a. The course folder shall contain (i) Course file (ii) Sample Assignments (iii) Sample Answer books of internal exams with QP (iv) QP of end exams (v) Statements of Internal Evaluation marks (vi) Module notes	AVAILABLE	1. Time slot verified 2. Syllabus pasted 3. Course plan verified 4. Assignments completed, 3 questions from first three modules, each carries 10 marks, total 30 marks 5. Series test marks verified 6. All modules completed for S7. 4 modules completed for S3 and S5 7. No extra classes needed 8. 3 sample assignments and series booklets are available 9. Series test 1&2 QP and scheme are available Notes available	COMPLETED
4	Schedule of Time Table a. Verify class-wise and individual	AVAILABLE	Verified time table. Contact class timing is from 9.00 AM to	COMPLETED

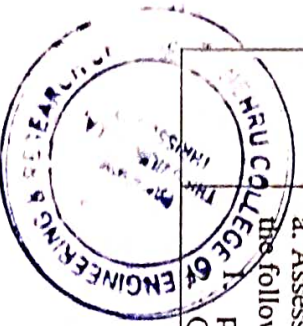




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	faculty-wise time table		4.00 PM Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.	
5	Conduct of Tutorial Classes a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. mark tutorial hour in the timetable. Sample tutorial book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.	COMPLETED
6	Internal test question paper and sample answer scripts a. Assessment can be done based on the following punctuality of valuation Question papers & scheme of	AVAILABLE	All the faculties valued and submitted the Answer papers on or before due date. 1. Three sets of QP and scheme are available for series test 1 & 2	COMPLETED



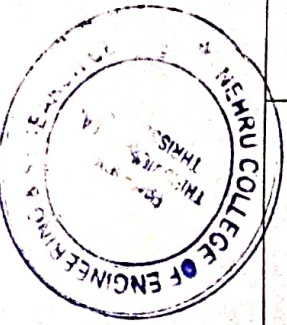
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evaluation		Three sample answer sheets available	
	3 sample answer sheets minimum		
7	Syllabus coverage of practical course	1. S7 Labs are completed 2. S1 Lab – 60% Completed 3. S3, S5 lab – 80% completed	COMPLETED
8	Laboratory manual, records and course file for all practical courses a. Verify course diary, course file, log book of equipment, work record of students (3 numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details	1. Verified course file 2. Syllabus pasted in Course File 3. Mark distribution of experiments as verified 4. S7 Labs are completed 5. S1 Lab – 50% Completed 6. S3, S5 lab – 80% completed 7. S7 internal marks published	COMPLETED
9	Equipment log registers, stock registers used in Laboratories	Stock and issue register are available and Verified	COMPLETED





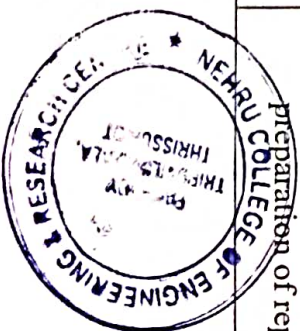
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10	Conduct of series test	CONDUCTED	1. Series test I & II result analysis is available for S7 and verified. 2. Series test I result analysis is available for S1, S3, S5 and verified Conducted as per academic schedule	COMPLETED
11	Project (Mini project/Design project/Final semester project) progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report	AVAILABLE and VERIFIED	Seminar of S7 ECE completed Design projects: Not Applicable Project 3 reviews completed for ECE S7 students Sample reports are available	COMPLETED

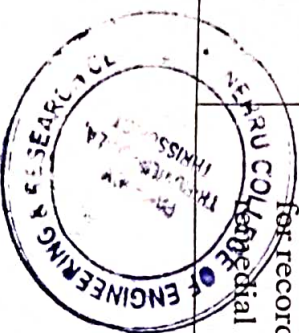




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	d. sample fair report			
12	Mentoring details	REGISTER AVAILABLE	Verified the details. 8 Students assigned for one faculty	COMPLETED
13	Result Analysis of previous semester Performance of students in the previous semester a. Update with revaluation results b. subject wise and overall pass percentage c. check green card updating	AVAILABLE AND VERIFIED	1. Updated last university result and verified with revaluation result. 2. Subject wise pass percentage is available 3. Green Cards verified and all batches green cards were updated.	COMPLETED
14	Details showing the conduct of remedial classes. a. Check maintaining register for recording details of remedial classes	REMEDIAL CLASS REGISTER AVAILABLE	Recorded class details in the register	COMPLETED

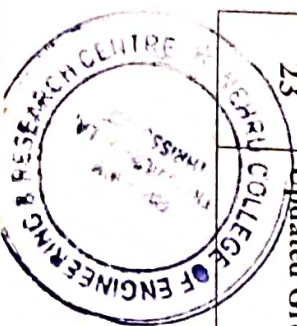




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	Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for improving teaching effectiveness			
19	Department library register showing volume and title of books, journals etc.	REGISTER AVAILABLE	Stock register and issue register available.	COMPLETED
20	Platform used for LMS/Course materials and lectures uploaded	VERIFIED	Course Materials uploaded in Google class room and college website	COMPLETED
21	NPTEL/SWAYAM course materials recommended	AVAILABLE	Available and verified.	COMPLETED
22	Register showing activity points	REGISTERS AVAILABLE	S5, S7 Registers were updated. For S3 there is no entry till date	COMPLETED
23	Updated Green Cards	UPDATED	Green Cards verified and all batches green	COMPLETED



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			cards were updated.	
24	Categorisation of students with list	AVAILABLE	Students' categorisation list available and verified.	COMPLETED
25	Details of value added courses	AVAILABLE	Value added courses and details are available. 3 value added courses are available in odd semester of academic year 2021-22	COMPLETED
26	Feedback from Students, Alumni, Employer & Faculty	Partially Available	Feedback from Students and Alumni are available and verified	Need to collect feedback from Employer and Faculty
27	Faculty and staff profile	AVAILABLE	Faculty and staff profile documents are available for all faculties and staff.	COMPLETED
28	Paper publication	AVAILABLE AND VERIFIED	List and details of paper publications file are available. 5 papers published in odd semester of academic year 2021-22	COMPLETED
29	Conference Details	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 5 conferences are available in odd semester of academic year	COMPLETED



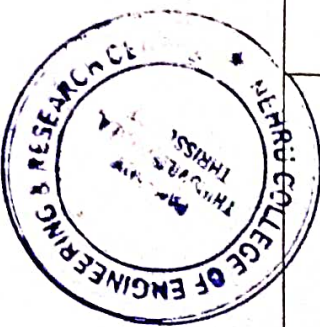
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			2021-22	
30	Refresher Course	AVAILABLE	List and details of refresher courses are available. No refresher courses are attended or organized in odd semester of academic year 2021-22	COMPLETED
31	Training Program	AVAILABLE	List and details of training program are available. No training programs were attended or organized in odd semester of academic year 2021-22	COMPLETED
32	FDP Details	AVAILABLE AND VERIFIED	List and details of FDP file are available. Details of 3 FDPs are available in odd semester of academic year 2021-22	COMPLETED
33	Funded FDPs	NOT AVAILABLE	Funded FDPs are not available	COMPLETED
DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION				
A1 - Files (Academic Files)				
FOR LAST 3 YEARS				



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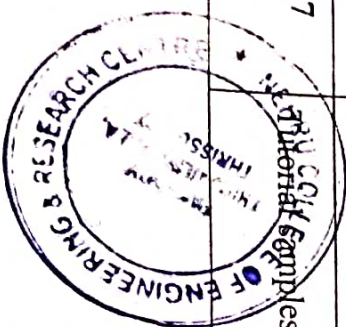


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34	AVAILABLE	Time table for all classes are available and verified Contact class timing is from 9.00 AM to 4.00 PM Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.	COMPLETED
35	AVAILABLE	Approved sets of Internal exam QP are available and Verified	COMPLETED
36	AVAILABLE	Innovative Teaching approaches such as ICT enabled teaching, group assignment, interactive learning, video lectures, group discussion, tutorial, peer learning and project based learning are verified	COMPLETED
37	AVAILABLE	Tutorial logbook and sample notebooks are verified	COMPLETED

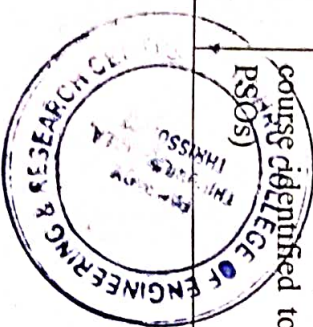




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			Tutorial hours are marked in the timetable.	
38	SFR (Computation as per NBA)	AVAILABLE	Number of faculties = 10 Number of students = 216 SFR = 21.6	COMPLETED
	A2 - File (Academic Files)			
39	Course files (Last 3 years)	AVAILABLE	Course files with sample assignment books and sample test books are available and verified	COMPLETED
	A3 - Files (Academic Files)			
40	CO-PO, CO-PSO mapping	AVAILABLE	CO-PO, CO-PSO mapping of all courses are available and verified.	COMPLETED
41	PO, PSO attainment	AVAILABLE	Calculated documents of PO, PSO attainment of all courses are available and verified.	COMPLETED
42	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	AVAILABLE	Feedback files indicating reason for curriculum gap are available and verified	COMPLETED



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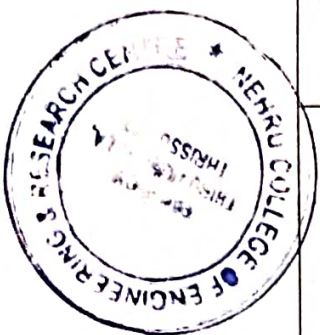
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43	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	AVAILABLE and VERIFIED	Design projects: Not Applicable Project 3 reviews completed for CSE S7 students Sample reports are available	COMPLETED
44	Subject Group (List of groups and Faculty, allotment by HOD, Minutes of each group, Programs/Activities organized under each group)	AVAILABLE and VERIFIED	List of subject group, faculties and activities are available	COMPLETED
B - Files (Staff Files)				
45	Add-on Courses (<i>Update these files for period July-June</i>) Research funding (a. Internal, b. External)	AVAILABLE	List of Add-on courses and details are available. 3 add-on courses are there in odd semester of academic year 2021-22	COMPLETED
46	Consultancy	NOT AVAILABLE	Not available	COMPLETED



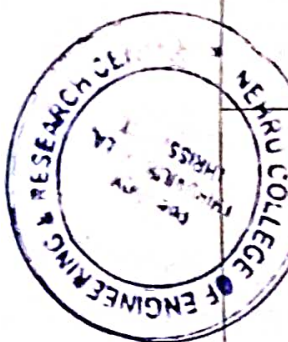
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47	Collaborative works/research and outcomes	NOT AVAILABLE	Not available	COMPLETED
48	Journal Publications: ISI, SCOPUS, Other Journals	AVAILABLE AND VERIFIED	List and details of journal publications file are available. 5 papers published in odd semester of academic year 2021-22	COMPLETED
49	Publications: Conference, Books, Book chapters, Articles, etc.	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 5 conferences are available in odd semester of academic year 2021-22	COMPLETED
50	IPR (and related activities)	AVAILABLE AND VERIFIED	List and details of IPR file are available. 5 patents were registered in academic year 2021-22	COMPLETED
51	MoU	AVAILABLE AND VERIFIED	List and details of MoU file are available. 1 MoU signed in odd semester of academic year 2021-22	COMPLETED
52	FDP Attended: (a. Outside own college b. Inside own college)	AVAILABLE AND VERIFIED	List and details of FDP file are available. 5 faculties attended FDP in odd semester of academic year 2021-22	COMPLETED
53	FDP/Conference Organized	AVAILABLE AND VERIFIED	List and details of FDP organization file are available.	COMPLETED



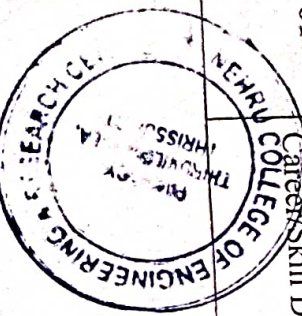
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54	Awards / Honors	NOT AVAILABLE	Not available	COMPLETED
55	External Interaction	NOT AVAILABLE	Not available	COMPLETED
C - Files (Student Files)				
56	Roll List (for last 3 years)	AVAILABLE AND VERIFIED	Roll List for last 3 years are available	COMPLETED
57	KTU Results and Analysis (Semester-wise)	AVAILABLE AND VERIFIED	KTU Results and Analysis are available	COMPLETED
58	Success Data of Passed Out Batch	AVAILABLE AND VERIFIED	Available	COMPLETED
59	Placement (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Placement details are Available	COMPLETED
60	Higher Studies (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Higher Studies details are Available	COMPLETED
61	Career/Skill Development Programs	AVAILABLE AND VERIFIED	Career/Skill Development Programs details are Available	COMPLETED



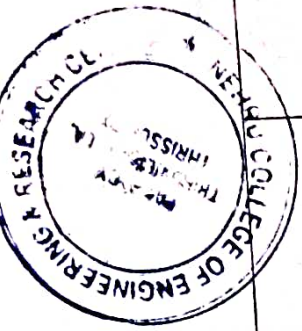
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62	Achievements	AVAILABLE AND VERIFIED	Department Achievements details are Available	COMPLETED
63	Entrepreneurship / Start ups	AVAILABLE AND VERIFIED	Entrepreneurship / Start ups details are Available	COMPLETED
64	Professional Society Activity	AVAILABLE AND VERIFIED	Professional Society Activity details are Available	COMPLETED
D - Files (Miscellaneous Files)				
65	Staff Extension Activities	AVAILABLE AND VERIFIED	Staff Extension Activities details are Available	COMPLETED
66	Staff Duties/Responsibilities	AVAILABLE AND VERIFIED	Staff Duties/Responsibilities details are Available	COMPLETED
67	Guest Acquaintance (Semester-wise)	AVAILABLE AND VERIFIED	Guest Acquaintance details are Available	COMPLETED
68	Department Budget	AVAILABLE AND VERIFIED	Department Budget files are Available	COMPLETED



IQAC INTERNAL ACADEMIC AUDIT REPORT

ACADEMIC YEAR : 2021-22 SEMESTER : ODD/EVEN : ODD(S1,S3,S5) (SECOND AUDIT)

AUDITED DEPARTMENT : MCA_AUDITED BY : Mr. Alex Kuruvila

DATE : 24/03/2022

	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
	Minutes and action taken reports of course/class committees of UG/PG a. Verify minutes and action taken report	a. Completed	Class committee and course committee conducted as per academic calendar. Action taken report is also included	Nil
	Minutes and action taken reports of advisory meetings a. Verify minutes and action taken report	a. Completed	Advisory meetings conducted and action taken report present	Nil
	Course File for all the courses • Course file for all courses (theory, practical, seminar, project, etc.) • Examine course file for all necessary details such as • Time slot of classes • Syllabus • Course plan • Details of assignments, tutorials • Attendance of students • Marks awarded for assignments, internal exams	All Complete till date	Course file of all subjects present and completed 1. Time slots present 2. Syllabus present 3. Course plan included 4. Assignment details present 5. Attendance taken and updated	Nil

etc. • Topics covered • Extra classes engaged Maintenance of course folder a. The course folder shall contain • Course file • Sample Assignments • Sample Answer books of internal exams with QP • QP of end exams • Statements of Internal Evaluation marks • Module notes	Course folder complete till date	6. Results of internals and assignments present All required document present in the course folder	Nil
Schedule of Time Table a. Verify class-wise and individual faculty-wise time table	Timetable available class wise		Individual Timetable pending
Conduct of Tutorial Classes • Verify the tutorial logbook • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes' per subject per week, mark tutorial hour in the timetable.	Completed	Completed	• Hours of tutorial classes' per subject per week, mark

	Sample tutorial book			tutorial hour in the timetable.
	Internal test question paper and sample answer scripts - Assessment can be done based on the following - punctuality of valuation - Question papers & scheme of evaluation 3 sample answer sheets minimum	Completed	Assessed Valuation done on time QP and Sample answer script present Sample answer scripts present	Nil
	Syllabus coverage of practical course	Completed	Completed	Nil
	Laboratory manual, records and course file for all practical courses - Verify course diary, course file, log book of equipment, work record of students (3 numbers). - Assessment can be done based on - number of students in a batch - time given for doing the experiment - number of experiments conducted as per syllabus - Check syllabus of practical class pasted in front of the course diary - Check evaluation on the same date - Mark distribution details	Completed	Completed	Nil
	Equipment log registers, stock registers used in Laboratories	Completed	Completed	Nil
	Conduct of series test	Completed	First & second series exams	NIL

			completed	
	Project (Mini project/Design project/Final semester project) progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report d. sample fair report	Mini Project reports completed	Completed	Nil
	Mentoring details	Available	All faculty wise mentor report available	Nil
	Result Analysis of previous semester Performance of students in the previous semester a. Update with revaluation results b. subject wise and overall pass percentage c. check green card	Updated	2020-22 batch only semester 1 results published and present with result analysis	Nil

	updating			
	Details showing the conduct of remedial classes. a. Check maintaining register for recording details of remedial classes b. Attendance of students	Available	Available in the course files	Nil
	Details showing the conduct of Minor classes Check maintaining course file for recording details of minor classes	NA	No Minor Classes	
	Details showing the conduct of Honour classes Check maintaining course file for recording details of honour classes	NA	No Honour Classes	
	Assessment of Outcomes - Verify COs and knowledge levels in internal and assignment question papers. - Verify CO/PO attainment calculation for all the courses	Pending	Updates on the documents	Pending
	Details of faculty evaluation and action taken on it. Students Feedback a. two sets of feedback for each semester b. % of students participated	College level completed C. Not complete	Completed	corrective actions taken for improving teaching effectiveness- Pending

	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	a. Completed b. Completed c. . Pending	Completed	C.PO, PSO attainment
	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	NA	Not Available	
B – Files (Staff Files)				
	Add-on Courses (<i>Update these files for period July-June</i>) Research funding (a. Internal, b. External)	Yet to complete	UPdated	Add on course
	Consultancy	updated	Updated	
	Collaborative works/research and outcomes	Nil	Nil	
	Journal Publications: ISI, SCOPUS, Other Journals	Updated	Updated	
	Publications: Conference, Books, Book chapters, Articles, etc.	Completed	Completed	
	IPR (and related activities)	NIL	NIL	
	MoU	Updated	Updated	
	FDP Attended: (a. Outside own college b. Inside own college)	Updated	Updated	
	FDP/Conference Organized	Completed	Documents Available	
	Awards / Honors	Updated	None Received	
	External Interaction	Updated	Updated	

C – Files (Student Files)			
Roll List (for last 3 years)	Yes	Available	
KTU Results and Analysis (Semester-wise)	Yes	Available	Nil
Success Data of Passed Out Batch	Yes	Available	Nil
Placement (Proof- for previous Acad Year)	Yes	Available	Nil
Higher Studies (Proof- for previous Acad Year)	NIL	Available	
Career/Skill Development Programs	Yes	Available	Nil
Achievements	Yes	Available	Need to complete
Entrepreneurship / Start ups	NIL	No entrepreneurs	
Professional Society Activity	Updated	Available	Nil
D – Files (Miscellaneous Files)			
Staff Extension Activities	NIL	None	
Staff Duties/Responsibilities	Completed	Available	
Staff/Guest Appointment Details	NA	Not Available	
Guest Acquaintance (Semester-wise)	Nil	NA	Nil
Department Budget	NA	Not Available	Nil

MD
Auditor

Alex, MBA
NCRRC

Deepa
Auditee

DR. DEEPA.A

HOD *40*

Dr. Sudhanshu S. Manar



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IQAC INTERNAL ACADEMIC AUDIT REPORT (2021-22)

ACADEMIC YEAR : 2021-22

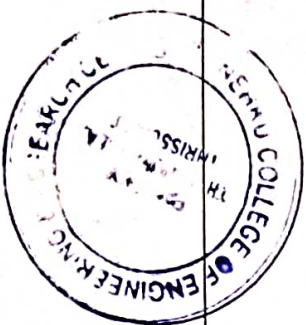
SEMESTER : ODD

AUDITED DEPARTMENT : EEE

AUDITED BY : Mr. VIPIN K M & Mr. MIDHUN R M

DATE : 02/02/2022

Sl. NO	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
1	Minutes and action taken reports of course/class committees of UG/PG a. Verify minutes and action taken report	AVAILABLE	Three meetings has conducted for S7 Btech and verified the minutes and action taken report. All faculties who handling the classes and 3 students from each class were attended for first and second meeting. The third meeting was comprised of faculty members without students. S7 B TECH - (ON 11/12/21) – Meeting II S7 B TECH - (ON 14/01/22) – Meeting III	COMPLETED u



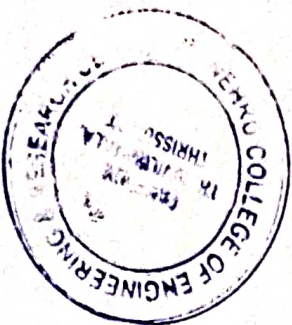


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2	Minutes and action taken reports of advisory meetings a. Verify minutes and action taken report	AVAILABLE	The meeting has conducted on the following dates and verified the minutes and action taken report. S3 B TECH - (ON 16/01/22) – Meeting II S5 B TECH – (ON 16/01/22) – Meeting II
			COMPLETED



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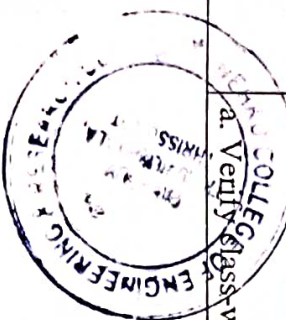
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3	Course File for all the courses a. Course file for all courses (theory, practical, seminar, project, etc.) b. Examine course file for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc. (vii) Topics covered (viii) Extra classes engaged Maintenance of course folder a. The course folder shall contain (i) Course file (ii) Sample Assignments (iii) Sample Answer books of internal exams with QP (iv) QP of end exams (v) Statements of Internal Evaluation marks (vi) Module notes	AVAILABLE	1. Time slot verified 2. Syllabus pasted 3. Course plan verified 4. Assignments completed, 3 questions from first three modules, each carries 10 marks, total 30 marks 5. Series test marks verified 6. All modules completed for S7. 4 modules completed for S3 and S5 7. No extra classes needed 8. 3 sample assignments and series booklets are available 9. Series test 1&2 QP and scheme are available Notes available	COMPLETED
4	Schedule of Time Table a. Verify class-wise and individual	AVAILABLE	Verified time table. Contact class timing is from 9.00 AM to	COMPLETED



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	faculty-wise time table		4.00 PM Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.	
5	Conduct of Tutorial Classes a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. mark tutorial hour in the timetable. Sample tutorial book	AVAILABLE	Tutorial logbook and sample notebooks are verified Tutorial hours are marked in the timetable.	COMPLETED
6	Internal test question paper and sample answer scripts a. Assessment can be done based on the following 1. Adequacy of valuation 2. Question papers & scheme of	AVAILABLE	All the faculties valued and submitted the Answer papers on or before due date. 1. Three sets of QP and scheme are available for series test 1 & 2	COMPLETED



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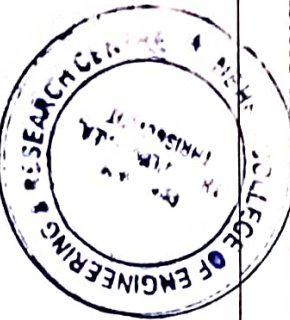
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	evaluation 3 sample answer sheets minimum		Three sample answer sheets available	
7	Syllabus coverage of practical course		1. S7 Labs are completed 2. S1 Lab – 50% Completed 3. S3, S5 lab – 80% completed	COMPLETED
8	Laboratory manual, records and course file for all practical courses a. Verify course diary, course file, log book of equipment, work record of students (3 numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details	AVAILABLE	1. Verified course file 2. Syllabus pasted in Course File 3. Mark distribution of experiments as verified 4. S7 Labs are completed 5. S1 Lab – 50% Completed 6. S3, S5 lab – 80% completed 7. S7 internal marks published	COMPLETED
9	Equipment log registers, stock registers used in Laboratories	REGISTER AVAILABLE	Stock and issue register are available and Verified	COMPLETED



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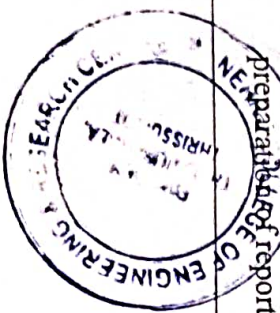
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10	Conduct of series test	CONDUCTED	1. Series test I & II result analysis is available for S7 and verified. 2. Series test I result analysis is available for S1, S3, S5 and verified Conducted as per academic schedule	COMPLETED
11	Project (Mini project/Design project/Final semester project) progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects such as papers published, patents, awards etc. b. project team maximum of 5 c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report	AVAILABLE and VERIFIED	Seminar of S7 EEE completed Design projects: Not Applicable Project 3 reviews completed for EEE S7 students Sample reports are available	COMPLETED



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	d. sample fair report			
12	Mentoring details	REGISTER AVAILABLE	Verified the details. 8 Students assigned for one faculty	COMPLETED
13	Result Analysis of previous semester Performance of students in the previous semester a. Update with revaluation results b. subject wise and overall pass percentage c. check green card updating	AVAILABLE AND VERIFIED	1. Updated last university result and verified with revaluation result. 2. Subject wise pass percentage is available 3. Green Cards verified and all batches green cards were updated.	COMPLETED
14	Details showing the conduct of remedial classes. a. Check maintaining register for recording details of remedial classes	REMEDIAL CLASS REGISTER AVAILABLE	Recorded class details in the register	COMPLETED

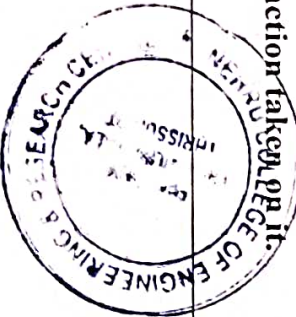




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	b. Attendance of students			
15	Details showing the conduct of Minor classes Check maintaining course file for recording details of minor classes	AVAILABLE	S3 and S5 MINOR Course files and Course folders are available and verified	COMPLETED
16	Details showing the conduct of Honour classes Check maintaining course file for recording details of honour classes	NA		
17	Assessment of Outcomes a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	AVAILABLE	CO/PO knowledge levels and attainment calculations and files are available and verified	COMPLETED
18	Details of faculty evaluation and action taken, if any.	AVAILABLE	First & Second set feedback in the current semester was collected and the grades calculated. Detailed Report is available	COMPLETED

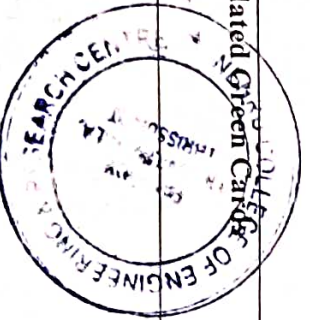




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	Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for improving teaching effectiveness			
19	Department library register showing volume and title of books, journals etc.	REGISTER AVAILABLE	Stock register and issue register available.	COMPLETED
20	Platform used for LMS/Course materials and lectures uploaded	VERIFIED	Course Materials uploaded in Google class room and college website	COMPLETED
21	NPTEL/SWAYAM course materials recommended	AVAILABLE	Available and verified.	COMPLETED
22	Register showing activity points	REGISTERS AVAILABLE	S5, S7 Registers were updated. For S3 there is no entry till date	COMPLETED
23	Updated Green Cards	UPDATED	Green Cards verified and all batches green	COMPLETED



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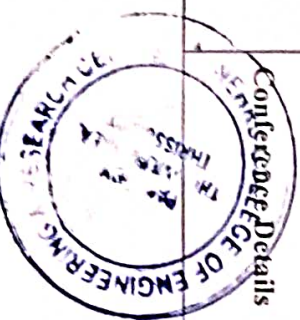


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			cards were updated.	
24	Categorisation of students with list	AVAILABLE	Students' categorisation list available and verified.	COMPLETED
25	Details of value added courses	AVAILABLE	Value added courses and details are available. 3 value added courses are available in odd semester of academic year 2021-22	COMPLETED
26	Feedback from Students, Alumni, Employer & Faculty	Partially Available	Feedback from Students and Alumni are available and verified	Need to collect feedback from Employer and Faculty
27	Faculty and staff profile	AVAILABLE	Faculty and staff profile documents are available for all faculties and staff.	COMPLETED
28	Paper publication	AVAILABLE AND VERIFIED	List and details of paper publications file are available. 5 papers published in odd semester of academic year 2021-22	COMPLETED
29	Conference Details	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 5 conferences are available in odd semester of academic year	COMPLETED



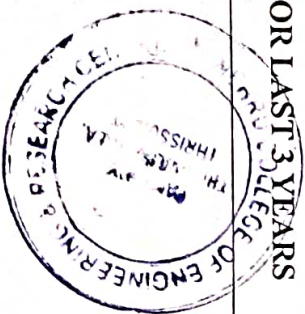
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			2021-22	
30	Refresher Course	AVAILABLE	List and details of refresher courses are available. No refresher courses are attended or organized in odd semester of academic year 2021-22	COMPLETED
31	Training Program	AVAILABLE	List and details of training program are available. No training programs were attended or organized in odd semester of academic year 2021-22	COMPLETED
32	FDP Details	AVAILABLE AND VERIFIED	List and details of FDP file are available. Details of 3 FDPs are available in odd semester of academic year 2021-22	COMPLETED
33	Funded FDPs	NOT AVAILABLE	Funded FDPs are not available	COMPLETED
DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION				
A1 - Files (Academic Files)				
FOR LAST 3 YEARS				



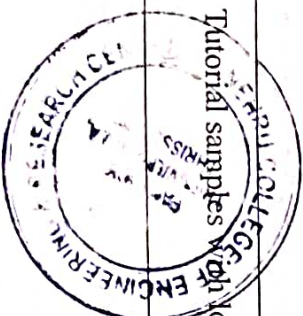
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34	Time table (with tutorials) - Staff arranged in hierarchical order	AVAILABLE	Time table for all classes are available and verified Contact class timing is from 9.00 AM to 4.00 PM Online time table Monday to Thursday – 8.30 am to 1.30 pm, Friday – 8.00 am to 12.30 pm, 5 hours per day with 50 minutes duration Revision class timetable also verified.	COMPLETED
35	Internal exam QP (DQAC Approved)	AVAILABLE	Approved sets of Internal exam QP are available and Verified	COMPLETED
36	Innovative Teaching approaches	AVAILABLE	Innovative Teaching approaches such as ICT enabled teaching, group assignment, interactive learning, video lectures, group discussion, tutorial, peer learning and project based learning are verified	COMPLETED
37	Tutorial samples with log book	AVAILABLE	Tutorial logbook and sample notebooks are verified	COMPLETED



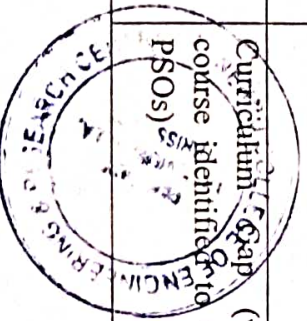


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			Tutorial hours are marked in the timetable.	
38	SFR (Computation as per NBA)	AVAILABLE	Number of faculties = 10 Number of students = 216 SFR = 21.6	COMPLETED
	A2 - File (Academic Files)			
39	Course files (Last 3 years)	AVAILABLE	Course files with sample assignment books and sample test books are available and verified	COMPLETED
	A3 - Files (Academic Files)			
40	CO-PO, CO-PSO mapping	AVAILABLE	CO-PO, CO-PSO mapping of all courses are available and verified.	COMPLETED
41	PO, PSO attainment	AVAILABLE	Calculated documents of PO, PSO attainment of all courses are available and verified.	COMPLETED
42	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	AVAILABLE	Feedback files indicating reason for curriculum gap are available and verified	COMPLETED



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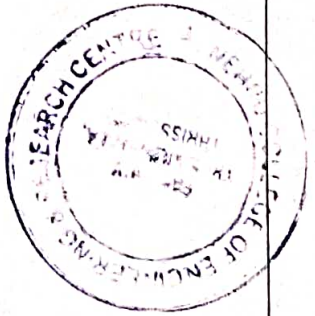
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43	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	AVAILABLE and VERIFIED	Design projects: Not Applicable Project 3 reviews completed for CSE S7 students Sample reports are available	COMPLETED
44	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	AVAILABLE and VERIFIED	List of subject group, faculties and activities are available	COMPLETED
B - Files (Staff Files)				
45	Add-on Courses (<i>Update these files for period July- June</i>) Research funding (a. Internal, b. External)	AVAILABLE	List of Add-on courses and details are available. 3 add-on courses are there in odd semester of academic year 2021-22	COMPLETED
46	Consultancy	NOT AVAILABLE	Not available	COMPLETED



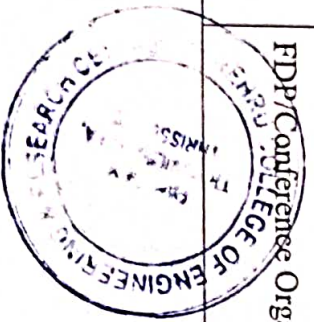
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47	Collaborative works/research and outcomes	NOT AVAILABLE	Not available	COMPLETED
48	Journal Publications: ISI, SCOPUS, Other Journals	AVAILABLE AND VERIFIED	List and details of journal publications file are available. 5 papers published in odd semester of academic year 2021-22	COMPLETED
49	Publications: Conference, Books, Book chapters, Articles, etc.	AVAILABLE AND VERIFIED	List and details of conference file are available. Details of 5 conferences are available in odd semester of academic year 2021-22	COMPLETED
50	IPR (and related activities)	AVAILABLE AND VERIFIED	List and details of IPR file are available. 5 patents were registered in academic year 2021-22	COMPLETED
51	MoU	AVAILABLE AND VERIFIED	List and details of MoU file are available. 1 MoU signed in odd semester of academic year 2021-22	COMPLETED
52	FDP Attended: (a. Outside own college b. Inside own college)	AVAILABLE AND VERIFIED	List and details of FDP file are available. 5 faculties attended FDP in odd semester of academic year 2021-22	COMPLETED
53	FDP/Conference Organized	AVAILABLE AND VERIFIED	List and details of FDP organization file are available.	COMPLETED



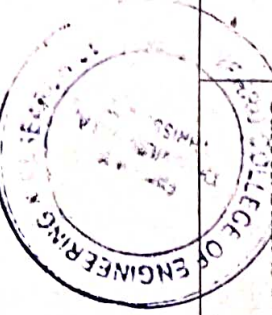
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54	Awards / Honors	NOT AVAILABLE	Not available	COMPLETED
55	External Interaction	NOT AVAILABLE	Not available	COMPLETED
C - Files (Student Files)				
56	Roll List (for last 3 years)	AVAILABLE AND VERIFIED	Roll List for last 3 years are available	COMPLETED
57	KTU Results and Analysis (Semester-wise)	AVAILABLE AND VERIFIED	KTU Results and Analysis are available	COMPLETED
58	Success Data of Passed Out Batch	AVAILABLE AND VERIFIED	Available	COMPLETED
59	Placement (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Placement details are Available	COMPLETED
60	Higher Studies (Proof- for previous Acad Year)	AVAILABLE AND VERIFIED	Higher Studies details are Available	COMPLETED
61	Career/Skill Development Programs	AVAILABLE AND VERIFIED	Career/Skill Development Programs details are Available	COMPLETED





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62	Achievements	AVAILABLE AND VERIFIED	Department Achievements details are Available	COMPLETED
63	Entrepreneurship / Start ups	AVAILABLE AND VERIFIED	Entrepreneurship / Start ups details are Available	COMPLETED
64	Professional Society Activity	AVAILABLE AND VERIFIED	Professional Society Activity details are Available	COMPLETED
D - Files (Miscellaneous Files)				
65	Staff Extension Activities	AVAILABLE AND VERIFIED	Staff Extension Activities details are Available	COMPLETED
66	Staff Duties/Responsibilities	AVAILABLE AND VERIFIED	Staff Duties/Responsibilities details are Available	COMPLETED
67	Guest Acquaintance (Semester-wise)	AVAILABLE AND VERIFIED	Guest Acquaintance details are Available	COMPLETED
68	Department Budget	AVAILABLE AND VERIFIED	Department Budget files are Available	COMPLETED



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Auditor

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HOD

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