



**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

**Academic Year 2023-2024**

S.No	Description	Page No.
1	IQAC Internal Audit – Odd Semester Schedule and Audit report	2
2	IQAC Internal Audit – Even Semester Schedule and Audit report	30



# NEHRU COLLEGE OF ENGINEERING AND RESEARCH C.C.

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## INTERNAL QUALITY ASSURANCE CELL



Since 1968

Dear Professors,

First internal audit for the odd semester (AY 2023-2) is being arranged by IQAC from **23/11/2023 to 25/11/2023**. The auditors are assigned as attached. Audit format is also attached herewith. Auditors are requested to conduct the academic audit in the slot mentioned above and the report shall be submitted to IQAC on or before 31/11/2023. The date, time and venue of audit shall be fixed in consultation with the department concerned.

Sl. No.	Dept.	Auditor(s)	Auditee(s)
1	CSE	Mr. Maheswaran K	HoD CSE
		Ms. Neethu M	Ms. Sruthi M.R
2	CSE (AI & ML)	Ms. Sajitha A S	HoD AI&ML
		Mr. Rakesh P R	Mr. Rakesh K - L
3	ECE	Ms. Sruthi M R	HoD ECE
		Mr. Rakesh P R	Ms. Sajitha A S
4	EEE	Ms. Neethu M	HoD EEE
		Dr. Deepa A	Mr. Maheswaran K
5	ME	Ms. Anitha P	HoD ME
		Ms. Sruthi M R	Mr. Rakesh P R
6	MTR	Dr. Deepa A	HoD MTR
		Ms. Roshini A R	Ms. Neethu M
7	MBA	Mr. Maheswaran K	HoD MBA
		Ms. Anitha P	Ms. Roshini A R
8	MCA	Ms. Roshini A R	HoD MCA
		Ms. Sajitha A S	Dr. Deepa A

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## INTERNAL QUALITY ASSURANCE CELL



Dear Professors,

Second internal audit for the odd semester (AY 2023-24) is being arranged by IQAC from 08/01/2024 to 10/01/2024. The auditors are assigned as attached. Audit format is also attached herewith. Auditors are requested to conduct the academic audit in the slot mentioned above and the report shall be submitted to IQAC on or before 12/01/2024. The date, time and venue of audit shall be fixed in consultation with the department concerned.

Sl. No.	Dept.	Auditor(s)	Auditee(s)
1	CSE	Mr. Maheswaran K	HoD CSE
		Ms. Neethu M	Ms. Sruthi M.R
2	CSE (AI & ML)	Ms. Sajitha A S	HoD AI&ML
		Mr. Rakesh P R	Mr. Rakesh K
3	ECE	Ms. Sruthi M R	HoD ECE
		Mr. Rakesh P R	Ms. Sajitha A S
4	EEE	Ms. Neethu M	HoD EEE
		Dr. Deepa A	Mr. Maheswaran K
5	ME	Ms. Anitha P	HoD ME
		Ms. Sruthi M R	Mr. Rakesh P R
6	MTR	Dr. Deepa A	HoD MTR
		Ms. Roshini A R	Ms. Neethu M
7	MBA	Mr. Maheswaran K	HoD MBA
		Ms. Anitha P	Ms. Roshini A R
8	MCA	Ms. Roshini A R	HoD MCA
		Ms. Sajitha A S	Dr. Deepa A

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**IQAC INTERNAL ACADEMIC AUDIT REPORT**

ACADEMIC YEAR : 2023-24

SEMESTER : S3, S5, S7

AUDITED DEPARTMENT : EEE    AUDITED BY : Mrs. Neethu M, Ms. Divya P    DATE : 25/11/23

Sl. NO	Key Aspects	Incharges			Completion of pending documents
1	<b>Minutes and action taken reports of course/class committees of UG/PG</b>  a. Verify minutes and action taken report	S3 ✓	S5 ✓	S7 ✓	
2	<b>Minutes and action taken reports of advisory meetings</b>  a. Verify minutes and action taken report	S3 	S5 (pending)	S7 ✓ 	

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3	<b>Course File for all the courses</b>  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 <b>Maintenance of course folder</b> 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	S3  Updated. ✓	S5  EET307 ✓	S7.  EET401. (Tutorial need to update)		
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4	<b>Schedule of Time Table</b> a. Verify class-wise and individual faculty-wise time table	Verified (Individuals Time table - Pending)		
5	<b>Conduct of Tutorial Classes</b> 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	Verified		
6	<b>Internal test question paper and sample answer scripts</b> a. Assessment can be done based on the following <ol style="list-style-type: none"> <li>punctuality of valuation</li> <li>Question papers &amp; scheme of evaluation</li> </ol> 3 sample answer sheets minimum	(Hardcopy) Soft copy - Pending		



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7	Syllabus coverage of practical course			
8	<b>Laboratory manual, records and course file for all practical courses</b>  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	S3  Pending	S5  EEL333 [Mark distri- -bution sheet Need to update]	S7  EEL411. [Lecture plan, available Mark distri- -bution sheet need to update]
9	<b>Equipment log registers, stock registers used in Laboratories</b>	Verified (All the files are updated)		
10	<b>Conduct of series test</b>	Soft copy, Hardcopy (Pending)		

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11	<p><b>Project (Mini project/Design project/Final semester project) progress review reports.</b></p> <p>Quality &amp; Progress of projects Can be accessed from</p> <ul style="list-style-type: none"><li>a. Meeting minutes and panel members details</li><li>b. Course file, project review records, outcome of projects such as papers published, patents, awards etc.</li><li>c. project team maximum of 5</li><li>d. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report</li></ul>	<p>87 - Main Project.</p> <p>Soft copy of phases - Evaluation sheet available. (0<sup>th</sup> review completed)</p> <p>Seminar - EEQ413</p> <p>Phase 1 - Soft copy available.</p> <p>Hardcopy - pending</p> <p>7 students presentation completed.</p>		
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	e. sample fair report	Fair Record with students.		
12	Mentoring details	Submitted along with monthly self assessment.		
13	<b>Result Analysis of previous semester</b>  Performance of students in the previous semester  a. Update with revaluation results  b. subject wise and overall pass percentage  c. check green card updating	S3                      S5                      S7 ✓                          ✓                          ✓      ✓    ✓                          ✓		
14	<b>Details showing the conduct of remedial classes.</b>  a. Check maintaining register for recording details of	Submitted in course file. <b>PRINCIPAL</b> Nehru College of Engineering and Research Centre (Autonomous) Nila Gardens, Pampady Thiruvilwamala, Thrissur - 680588		

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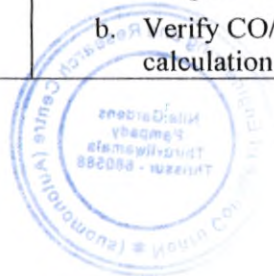


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	remedial classes b. Attendance of students			
15	<b>Details showing the conduct of Minor classes</b>  Check maintaining course file for recording details of minor classes	NIL		
16	<b>Details showing the conduct of Honour classes</b>  Check maintaining course file for recording details of honour classes	Pending		
17	<b>Assessment of Outcomes</b> a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	Soft copy available - (16-22 batch) Hardcopy - Pending		



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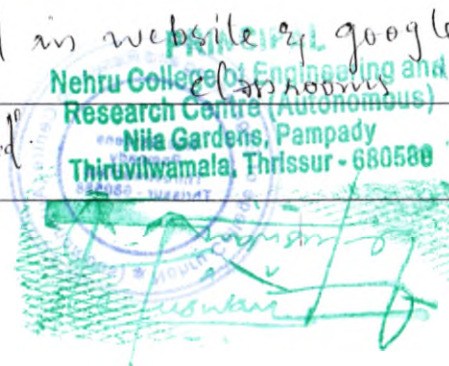


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	c. Verify CO/PO mark entry of internal exam in the course file			
18	<b>Details of faculty evaluation and action taken on it.</b>  Students Feedback  a. two sets of feedback for each semester  b. % of students participated  c. corrective actions taken for improving teaching effectiveness	NIL  Need to		
19	<b>Department library register showing volume and title of books, journals etc.</b>	Updated.		
20	<b>Platform used for LMS/Course materials and lectures uploaded</b>	Updated in website of google		
21	<b>NPTEL/SWAYAM course materials</b>	Updated		





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	recommended			
22	Register showing activity points	S3 NIL	S5 Pending	S7 ✓
23	Updated Green Cards	Updated.		
24	Categorisation of students with list	up to 18-22 Batch completed. Need to update from there.		
25	Details of value added courses	S3 Update	S5 Need	S7 for 3 sems.
26	Feedback from Students, Alumni, Employer & Faculty	NIL		
27	Faculty and staff profile	Updated.		



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28	Paper publication	Updated		
29	Conference Details	Updated		
30	Refresher Course	NIL		
31	Training Program	Soft Copy Available.		
32	FDP Details	Updated		
33	Funded FDPs	Updated.		
<b>DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION</b>				
	<b>A1 - Files (Academic Files)</b> <b>FOR LAST 3 YEARS</b>			
34	Time table (with tutorials) - Staff arranged in hierarchical order	Updated.		






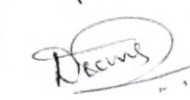
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64	Professional Society Activity	Updated		
	<b>D - Files (Miscellaneous Files)</b>			
65	Staff Extension Activities	NIL		
66	Staff Duties/Responsibilities	Updated		
67	Guest Acquaintance (Semester-wise)	NIL		
68	Department Budget	Get from office		

Auditor

Ms. Neethu M   
Ms. Divya P 

Auditee

Maheeswaran.K  


HoD







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## IQAC INTERNAL ACADEMIC AUDIT REPORT

ACADEMIC YEAR : 2023-24

SEMESTER : 53, 55, 57

AUDITED DEPARTMENT : FEE AUDITED BY : Ms. Neethu M Ms. Divya DATE : 11/01/24

Sl. NO	Key Aspects	Incharges	Completion of pending documents
1	<b>Minutes and action taken reports of course/class committees of UG/PG</b> a. Verify minutes and action taken report	✓	Updated
2	<b>Minutes and action taken reports of advisory meetings</b> a. Verify minutes and action taken report		updated.



*[Signature]*

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3	<b>Course File for all the courses</b>  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 <b>Maintenance of course folder</b> 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			33, 35, 37 - updated.
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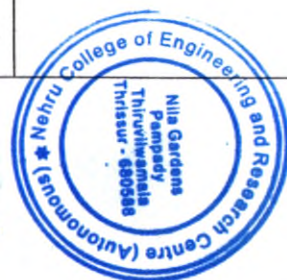


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4	<b>Schedule of Time Table</b> a. Verify class-wise and individual faculty-wise time table			updated.
5	<b>Conduct of Tutorial Classes</b> a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. mark tutorial hour in the timetable. Sample tutorial book			updated.
6	<b>Internal test question paper and sample answer scripts</b> a. Assessment can be done based on the following 1. punctuality of valuation 2. Question papers & scheme of evaluation 3 sample answer sheets minimum			updated.



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7	<b>Syllabus coverage of practical course</b>			Updated.
8	<b>Laboratory manual, records and course file for all practical courses</b>  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			83, 85, 87 - updated.
9	<b>Equipment log registers, stock registers used in Laboratories</b>			Updated.
10	<b>Conduct of series test</b>			updated.



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11	<p><b>Project (Mini project/Design project/Final semester project) progress review reports.</b></p> <p>Quality &amp; Progress of projects Can be accessed from</p> <ul style="list-style-type: none"><li>a. Meeting minutes and panel members details</li><li>b. Course file, project review records, outcome of projects such as papers published, patents, awards etc.</li><li>c. project team maximum of 5</li><li>d. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report</li></ul>			updated.
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	e. sample fair report			
12	<b>Mentoring details</b>			updated.
13	<b>Result Analysis of previous semester</b>  Performance of students in the previous semester  a. Update with revaluation results  b. subject wise and overall pass percentage  c. check green card updating			updated.
14	<b>Details showing the conduct of remedial classes.</b>  a. Check maintaining register for recording details of			In course file updated.



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	remedial classes b. Attendance of students			
15	<b>Details showing the conduct of Minor classes</b>  Check maintaining course file for recording details of minor classes			Nil Not Applicable.
16	<b>Details showing the conduct of Honour classes</b>  Check maintaining course file for recording details of honour classes			Nil Not Applicable.
17	<b>Assessment of Outcomes</b>  a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses			Need updtn for 1st semester



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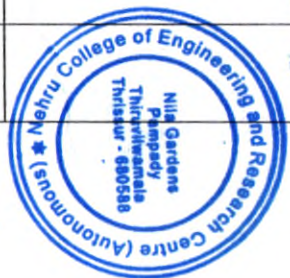


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	c. Verify CO/PO mark entry of internal exam in the course file			
18	<b>Details of faculty evaluation and action taken on it.</b>  Students Feedback  a. two sets of feedback for each semester  b. % of students participated  c. corrective actions taken for improving teaching effectiveness			Feedback done in Online
19	<b>Department library register showing volume and title of books, journals etc.</b>			updated.
20	<b>Platform used for LMS/Course materials and lectures uploaded</b>			updated.
21	<b>NPTEL/SWAYAM course materials</b>			NIL



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	recommended			
22	Register showing activity points			updated.
23	Updated Green Cards			updated
24	Categorisation of students with list			updated.
25	Details of value added courses			S5 - Pending
26	Feedback from Students, Alumni, Employer & Faculty			updated.
27	Faculty and staff profile			updated.



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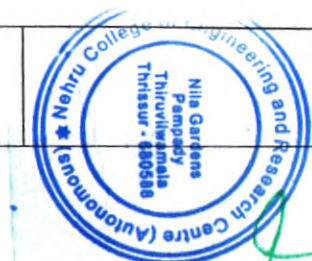


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28	Paper publication			updated
29	Conference Details			updated.
30	Refresher Course			NIL
31	Training Program			NIL
32	FDP Details			updated
33	Funded FDPs			updated
<b>DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION</b>				
	<b>A1 - Files (Academic Files)</b> <b>FOR LAST 3 YEARS</b>			
34	Time table (with tutorials) - Staff arranged in hierarchical order			updated.



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35	Internal exam QP (DQAC Approved)			updated.
36	Innovative Teaching approaches			updated.
37	Tutorial samples with log book			updated.
38	SFR (Computation as per NBA)			Updated.
	<b>A2 - File (Academic Files)</b>			
39	Course files (Last 3 years)			In office
	<b>A3 - Files (Academic Files)</b>			
40	CO-PO, CO-PSO mapping			to-be updated (23-24)
41	PO, PSO attainment			to-be updated.



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42	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)			
43	Project (a. List of projects with guides and students b. Panels, meeting minutes, rubrics and marks of evaluation c. PO, PSO attainment)			updated.
44	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)			Last semester Available.
	<b>B - Files (Staff Files)</b>			
45	Add-on Courses ( <i>Update these files for period July- June</i> )  Research funding (a. Internal, b. External)			85 - Pending



*Refusion*

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46	Consultancy			NIL
47	Collaborative works/research and outcomes			Updated
48	Journal Publications: ISI, SCOPUS, Other Journals			Updated.
49	Publications: Conference, Books, Book chapters, Articles, etc.			Updated.
50	IPR (and related activities)			Updated.
51	MoU			Updated.
52	FDP Attended: (a. Outside own college b. Inside own college)			Updated.
53	FDP/Conference Organized			Updated.
54	Awards / Honors			NIL



*[Signature]*

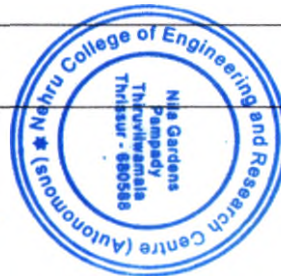
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55	External Interaction			NIL
	<b>C - Files (Student Files)</b>			
56	Roll List (for last 3 years)			Updated.
57	KTU Results and Analysis (Semester-wise)			Updated.
58	Success Data of Passed Out Batch			Updated.
59	Placement (Proof- for previous Acad Year)			Updated (19-23)
60	Higher Studies (Proof- for previous Acad Year)			Updated.
61	Career/Skill Development Programs			NIL
62	Achievements			NIL
63	Entrepreneurship / Start ups			NIL



*Signature*

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64	Professional Society Activity			Updated.
	<b>D - Files (Miscellaneous Files)</b>			
65	Staff Extension Activities			NIL
66	Staff Duties/Responsibilities			Updated
67	Guest Acquaintance (Semester-wise)			NIL
68	Department Budget			Available in office

Auditor

Ms. Neetha M

Ms. Divya P

Auditee

P. J. S. S. S.

MS

P. J. S. S. S.  
HoD



*[Signature]*  
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## INTERNAL QUALITY ASSURANCE CELL

Dear Professors,

25.03.2024

The **FIRST INTERNAL AUDIT** for the **EVEN SEMESTER (AY 2023-24)** is being arranged by IQAC from **02/04/2024 to 04/04/2024**. The auditors are assigned as given below. Audit format is share by mail. Auditors are requested to conduct the academic audit in the slot mentioned above and the report shall be submitted to IQAC on or before **05/04/2024**. The date, time and venue of audit shall be fixed in consultation with the department concerned.

Sl. No.	Department	Auditors	Auditees
1	CSE	Mr. Alex Kuruvila	HOD (i/c) CSE
		Mr. Vysak Valsan	Faculty Member nominated by HOD
2	CSE (AI & ML)	Ms. Neethu M	HOD (i/c) CSE (AI & ML)
		Ms. Anitha P	Mr. Rakesh K
3	ECE	Mr. Maheshwaran K	HOD, ECE
		Mr. Rakesh P R	Ms. Anooja B
4	EEE	Mr. Rakesh K	HOD, EEE
		Dr. Deepa A	Mr. Maheshwaran K
5	ME	Ms. Silja Varghese	HOD (i/c), ME
		Mr. Vysak Valsan	Mr. Rakesh P R
6	MTR	Mr. Maheshwaran K	HOD, MTR
		Mr. Rakesh K	Ms. Neethu M
7	MBA	Ms. Anooja B	HOD, MBA
		Dr. Deepa A	Mr. Alex Kuruvila
8	MCA	Ms. Silja Varghese	HOD, MCA
		Ms. Anitha P	Dr. Deepa A
9	APPLIED SCIENCE	Mr. Rakesh P R	HOD, APPLIED SCIENCE
		Ms. Neethu M	Ms. Anitha P



*Sulisoappu*  
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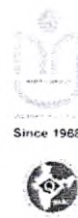
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## INTERNAL QUALITY ASSURANCE CELL

22.06.24

Dear Professors,

The **SECONDDINTERNAL AUDIT** for the **EVENSEMESTER (AY 2023-24)** is being arranged by IQAC from **03/07/2024 to 05/07/2024**. The auditors are assigned as attached. Audit format is also attached herewith. Auditors are requested to conduct the academic audit in the slot mentioned above and the report shall be submitted to IQAC on or before **08/07/2024**. The date, time and venue of audit shall be fixed in consultation with the department concerned.

Sl. No.	Department	Auditors	Auditees
1	CSE	Mr. Alex Kuruvila	HOD (i/c) CSE
		Mr. Vysak Valsan	Ms. Silja Varghese
2	CSE (AI & ML)	Ms. Neethu M	HOD (i/c) CSE (AI & ML)
		Ms. Anitha P	Mr. Rakesh K
3	ECE	Mr. Maheshwaran K	HOD, ECE
		Mr. Rakesh P R	Ms. Anooja B
4	EEE	Mr. Rakesh K	HOD, EEE
		Dr. Deepa A	Mr. Maheshwaran K
5	ME	Ms. Silja Varghese	HOD (i/c), ME
		Mr. Vysak Valsan	Mr. Rakesh P R
6	MTR	Mr. Maheshwaran K	HOD, MTR
		Mr. Rakesh K	Ms. Neethu M
7	MBA	Ms. Anooja B	HOD, MBA
		Dr. Deepa A	Mr. Alex Kuruvila
8	MCA	Ms. Silja Varghese	HOD, MCA
		Ms. Anitha P	Dr. Deepa A
9	APPLIED SCIENCE	Mr. Rakesh P R	HOD, APPLIED SCIENCE
		Ms. Neethu M	Ms. Anitha P



PRINCIPAL

*[Handwritten Signature]*

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ACADEMIC YEAR: 2023-2024

SEMESTER: EVEN

AUDIT NO: I

DATE: 2/04/24

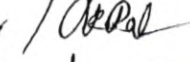

AUDITED DEPARTMENT: ECE

AUDITED BY: 1. RAKESH P R

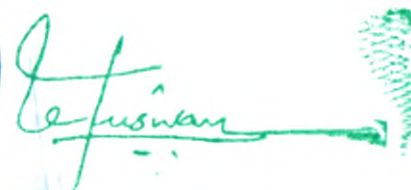
2. MAHESWARAN K

Sl. No	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
	<b>Minutes and action taken reports of course/class committees of UG/PG</b> a. Verify minutes and action taken report			
	<b>Minutes and action taken reports of advisory meetings</b> a. Verify minutes and action taken report	COMPLETED		
	<b>Course File for all the courses</b> 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,	S4: Completed  S6: Completed  S8: Completed		

AUDITED BY: (Name & Signature)

1. RAKESH P R /   
2. Maheswaran K / 











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<p>internal exams etc. (vii) Topics covered (viii) Extra classes engaged <b>Maintenance of course folder</b> 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 (vii) QUESTION BANK</p>			
<p><b>Schedule of Time Table</b> a. Verify class-wise and individual faculty-wise time table</p>	COMPLETED		
<p><b>Conduct of Tutorial Classes</b> 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. e. Sample tutorial book</p>	COMPLETED		

AUDITED BY:  
(Name & Signature)

1. RAKRSH.P.R. / *[Signature]*

2. Maheshwaran.k *[Signature]*



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	<b>Internal test question paper and sample answer scripts</b> a. Assessment can be done based on the following 1. Punctuality of valuation 2. Question papers & scheme of evaluation 3 sample answer sheets minimum	COMPLETED		
	<b>Syllabus coverage of practical course</b>	COMPLETED		
	<b>Laboratory manual, records and course file for all practical courses</b> 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	COMPLETED		

AUDITED BY:  
(Name & Signature)

1. RAKESH.P.R.
2. Maheswaran.K



*[Signature]*  
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	<p>pasted in front of the course diary</p> <p>(v) Check evaluation on the same date</p> <p>(vi) Mark distribution details</p>			
	<b>Equipment log registers, stock registers used in Laboratories</b>	COMPLETED		
	<b>Conduct of series test</b>	COMPLETED		
	<p><b>Project (Mini project/Design project/Final semester project) progress review reports.</b></p> <p>Quality &amp; Progress of projects Can be accessed from</p> <p>a. Course file, project review records, outcome of projects such as papers published, patents, awards etc.</p> <p>b. project team maximum of 5</p> <p>c. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report</p>	COMPLETED		

AUDITED BY:  
(Name & Signature)

1. RAKESH P.R. /
2. Mahawaran /



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	d. sample fair report			
	<b>Mentoring details</b>	COMPLETED		
	<b>Result Analysis of previous semester</b> Performance of students in the previous semester a. Update with revaluation results b. Subject wise and overall pass percentage c. Check Green Card updating	COMPLETED		
	<b>Details showing the conduct of remedial classes.</b> a. Check maintaining register for recording details of remedial classes b. Attendance of students	COMPLETED		
	<b>Details showing the conduct of Minor classes</b> Check maintaining course file for recording details of minor classes	COMPLETED		

AUDITED BY:  
(Name & Signature)

1. RAKESH-P.R. / *[Signature]*
2. Maheswaran.K / *[Signature]*



*[Signature]*

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	<b>Details showing the conduct of Honour classes</b>  Check maintaining course file for recording details of honour classes	Completed		
	<b>Assessment of Outcomes</b>  a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses	Completed		
	<b>Details of faculty evaluation and action taken on it.</b>  Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for improving teaching effectiveness	Date to be decided.		

AUDITED BY:  
(Name & Signature)

1. RAKESH P.R. /
2. Maheswaran K. /



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	Department library register showing volume and title of books, journals etc.	Completed		
	Platform used for LMS/Course materials and lectures uploaded	Completed		
	NPTEL/SWAYAM course materials recommended	Completed		
	Register showing activity points	Completed		
	Updated Green Cards	Few Updations Required		
	Categorisation of students with list	Completed		
	Details of value added courses	Completed		
	Feedback from Students, Alumni, Employer & Faculty	Available		
	Faculty and staff profile	Completed		

AUDITED BY:  
(Name & Signature)

1. RAKESH . P . R
2. Maheswaran . K



*Signature*

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	Paper publication	Available		
	Conference Details	Available		
	Refresher Course	N/A		
	Training Program	Available		
	FDP Details	Available		
	Funded FDPs	N/A		

AUDITED BY:  
(Name & Signature)

1. RAKRISH P. R.
2. Maheswaran. K



AUDITORS

PRINCIPAL  
1. Nehru College of Engineering and Research Centre (Autonomous)  
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ACADEMIC YEAR: 2023-2024

SEMESTER: EVEN

AUDIT NO: 2

DATE: 5/7/24

AUDITED DEPARTMENT: EEE

PROGRAMME : UG

## 1. ACADEMIC FILES:

Sl. No	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
a	Minutes and action taken reports of course/class committees of UG/PG a. Verify minutes and action taken report	Completed	Maintained File	
b	Minutes and action taken reports of advisory meetings a. Verify minutes and action taken report	Completed	Maintained File	
c	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 examsetc.	84 - EE7202  86 - EE9322  88 - EE7424	Updated and Completed  Completed	

Page  
1

AUDITED BY:

(Name & Signature) 1.

2.

Sajith A S  
Prasad K

Sajith A S  
5/7/24  
Prasad K  
5/7/24

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Thiruvilwamala, Thrissur - 680588

Signature of Principal

Signature of Auditor







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	(vii) Topics covered (viii) Extra classes engaged <b>Maintenance of course folder</b> 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 (vii) QUESTION BANK			
d	<b>Schedule of Time Table with Tutorials</b> a. Verify class-wise and individual faculty-wise time table (staff arranged in hierarchical order)	available	updated	
e	<b>Conduct of Tutorial Classes</b> 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. e. Sample tutorial book	Available in Course File	Completed	

Page  
1

AUDITED BY:

(Name & Signature) 1.

2.

Sajith A S  
Prasad N  
Sajith A S  
Prasad N

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*[Signature]*





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f	<b>Internal test question paper and sample answer scripts</b> a. Assessment can be done based on the following 1. Punctuality of valuation 2. Question papers & scheme of evaluation (DQAC Approved) 3 sample answer sheets minimum	available	completed	
g	<b>Syllabus coverage of practical course- Laboratory manual, records and course file for all practical courses</b> 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 of students performance in practical classes on the same date	84 - EEL202          86 - EEL334 EEL332	EEL202 - Updated & Completed          EEL334 Updated & Completed EEL332 Completed	

AUDITED BY:

(Name & Signature) 1.

2.

Sajitha A S - 5/7/24  
Prasanna K - 5/7/24

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Nila Gardens, Pampady  
Thiruvilwamala, Thrissur - 680588

*[Signature]*

5/7/24  
*[Signature]*  
HOD







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	(vi) Mark distribution details			
h	Equipment log registers, stock registers used in Laboratories and the Lab Manuals for the respective labs	Available	Completed	
i	Conduct of series test	Schedule available	Completed.	
j	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 4 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 Not Applicable  Main Project details available.	—  Course Folder maintained	
	Mentoring details			

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(AUTONOMOUS)

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k				
l	<b>Result Analysis of previous semester</b> Performance of students in the previous semester a. Update with revaluation results b. Subject wise and overall pass percentage c. Check Green Card updating	83 85 87,88	Updated	
m	<b>Details showing the conduct of remedial classes.</b> a. Check maintaining register for recording details of remedial classes b. Attendance of students	Available	Maintained in course file	
n	<b>Details showing the conduct of Minor classes</b> Check maintaining course file for recording details of minor classes	Not applicable.		
o	<b>Details showing the conduct of Honour classes</b> Check maintaining course file for recording details of honour classes	COURSE File Maintained	Completed -  PRINCIPAL	

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Sajitha A-J

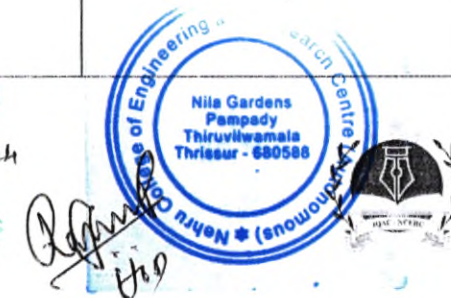
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p	<b>Assessment of Outcomes</b> <ul style="list-style-type: none"> <li>a. Verify COs and knowledge levels in internal and assignment question papers.</li> <li>b. Verify CO/PO attainment calculation for all the courses</li> <li>c. Curriculum Gap (with Gaps and course identified to address the POs,PSOs)</li> </ul>	available	Completed.	
q	<b>Details of faculty evaluation and action taken on it.</b> Students Feedback <ul style="list-style-type: none"> <li>a. two sets of feedback for each semester</li> <li>b. % of students participated</li> <li>c. corrective actions taken for improving teaching effectiveness</li> </ul>	Will be taken during end of the semester	NIL	NIL
r	<b>Department library register showing volume and title of books, journals etc.</b>	updated	Completed.	
s	<b>Platform used for LMS/Course materials and lectures uploaded-Innovative teaching Approaches</b>	available in google classroom	updated.	
t	<b>Feedback from Students, Alumni, Employer &amp; Faculty</b>		<b>PRINCIPAL</b>	

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# NEKRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

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## 2. STAFF FILES:

a	Research funding (a. Internal, b. External)	Nil	Nil	
b	Consultancy	Nil	Nil	
c	Collaborative works/research and outcomes	available	updated	
d	Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	Available	Updated	
e	Publications: Conference, Books, Book chapters, Articles, etc.	Available	Updated	
f	IPR (and related activities)	Nil	Nil	
g	MoU	Siemens x Enthur Available (COE)	Updated	
h	FDP Attended: (a. Outside own college b. Inside own college)	Available	Updated	
i	FDP/Conference Organized	Nil	Nil	

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1

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Sajitha A S

Pramod U

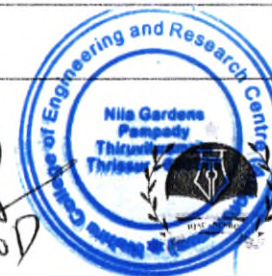
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j	Awards / Honors	nil	nil	
k	External Interaction	nil	nil	
l	Staff Duties/Responsibilities	Available	File maintained	
m	Department Budget	Available	File maintained	

## 3.STUDENT FILE:

a	Roll List with category (for last 3 years)	Available	Updated	
b	KTU Results and Analysis (Semester-wise)	Available	Updated	
c	Success Data of Passed Out Batch(for the last 3 years)	Available	File maintained	
d	Placement (Proof- for the previous Academic Year)	placement details available	Placement File maintained	
e	Higher Studies (Proof- for the previous Academic Year)	Available	Updated	

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Pranav K

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Sajitha





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f	Career/Skill Development Programs	Post Employability Enhancement Prog (PEEP)	File to be maintained.	
g	Achievements	Available	completed.	
h	Entrepreneurship / Start ups	NIL	NIL	
i	Professional Society Activity	IEEE, ISTE	Department association File - available	
j	Students attending MOOC and other online courses	NIL	NIL	
g	Register showing activity points	S4 S6 - updated S8	Updated & complete	

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*Sajitha A S* *[Signature]* 5/7/24

*PROMOD K* *[Signature]* 5/7/24

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