

Audit Report (RCA)

Organisation VIMAL JYOTHI ENGINEERING COLLEGE/ VIMAL JYOTHI
INSTITUTE OF MANAGEMENT AND RESEARCH
Audits (ZA): 3834/2008



Master Data of Organisation

Name of Organisation	VIMAL JYOTHI ENGINEERING COLLEGE / VIMAL JYOTHI INSTITUTE OF MANAGEMENT AND RESEARCH	
Name of corporate group (in case of group certification)	NA	
Street	VIMAL JYOTHI ENGINEERING COLLEGE-Jyothi Nagar, Chemperi, Kannur Dist, Kerala - 670 632 , India. VIMAL JYOTHI INSTITUTE OF MANAGEMENT AND RESEARCH Jyothi Nagar, Chemperi, Kannur Dist, Kerala - 670 632 , India.	
Postcode / Town / Country	670 632Kannur / Kerala	
Contact	Dr,Benny Joseph/Dr.Umesh Sundar	
E-Mail	drumeshsundar@vjec.ac.in	
Phone/Fax	0460 - 2212240,2213626	0460-2213513
Language	English,tamil	
Scope Description	VIMAL JYOTHI ENGINEERING COLLEGE - Providing Under Graduate and Post Graduate Courses in Engineering, VIMAL JYOTHI INSTITUTE OF MANAGEMENT AND RESEARCH - Providing Post Graduate Courses in Management Studies more description regarding scope in annex	
Industry / Scope (EA, TA, ...)	37.0	

Audit profile

Standards under contract / Audit type	ISO 9001 : 2015 / 2nd Surveillance Audit	:
<input type="checkbox"/> Wechsel auf ISO 45001:2018	---	:
System documentation: Revision / Issue	QM/Rev2/Issue 01,Dated 10.01.2017, Amended on 05.06.2019	
Surveillance mode	Yearly surveillance	
Audit team leader / responsible	MALLIKA SHANMUGAM- 4414224-MS	
Audit team	S.Parthiban-4416049-SP	
Technical expert	Dr. Nagalingappa (28 Feb 20)	
Trainee		
Multisite-organisation	All sites are listed in: <input checked="" type="checkbox"/> Audit Reference Data Sheet <input type="checkbox"/> separate Listing <input checked="" type="checkbox"/> Audit program/ATEA <input type="checkbox"/> Multisite-certification (Sample)	
Shift operation	General shift operation	

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Audited Standards

ISO9001: 2015	SA2
Exclusions:8.3-Design and development	
Audit team leader: MALLIKA SHANMUGAM	Audit number(ZA): 3834/2008
Certificate number: 44100084055/01	Valid until: '28.02.2020
:	
Non-applicability of chapters:	
Audit team leader:	Audit number(ZA):
Certificate number:	Valid until:
:	
Non-applicability of chapters:	
Audit team leader:	Audit number(ZA):
Certificate number:	Valid until:
:	
Non-applicability of chapters:	
Audit team leader:	Audit number(ZA):
Certificate number:	Valid until:

Audit-Details

Sites	Palani,Udmalpet,Nanjundapuram,Vadavalli,T.nagar,Ashok Nagar and 24.HO
Audit date	27-28.02.2020
Audit duration	4.40person days on site including 0,00 person days for stage 1 audit (separate report)

Details for Stage 1 - Audit

Stage 1 -Audit	not necessary.	
Duration Stage 1 - Audit	:	0,00person-day (s)
	:	0,00 person-day (s)
	:	0,00 person-day (s)
	:	0,00 person-day (s)
		0,00 total
Date Stage 1 - Audit	-	

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Distribution/Confidentiality/Rights of ownership/Limitations/Responsibilities

This report is sent to the certification body or bodies, the members of the audit team and the audit representative of the organisation. All documents (such as this report) regarding the certification procedure are treated confidentially by the audit team and the certification body. This audit report remains the property of the certification body.

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities or weaknesses may still exist which were not expressly mentioned by the auditors in the final meeting or in the audit report.

The responsibility for continuous effective operation of the management system always rests solely with the audited and certified organisation.

Salvo clause:

The audit report will be left to the organisation at the end of the audit - subject to approval by the certification body. The independent release process may cause modifications or additions. In these cases a modified revision will be sent to the audited organisation.

Annex/Enclosures

Annex/
corresponding audit documentation

- Questionnaire(s) / Checklist(s)
 Additional annexes, number

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Summary of results

ISO90012015											
Clause	Audited	Result*	Clause	Audited	Result*	Clause	Audited	Result*	Clause	Audited	Result*
4.1	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
4.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
4.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
4.4	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
5.1	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
5.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
5.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
6.1	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
6.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
6.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.1	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.4	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.5	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.1	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.3	<input type="checkbox"/>	--		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.4	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.5	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.6	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.7	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
9.1	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
9.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
9.3	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
10.1	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
10.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
10.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Additional requirements in accordance to ISO 17021:2015									Audited	Result	
a) internal audits and management review									<input checked="" type="checkbox"/>	1	
b) review of actions taken on nonconformities identified in previous audit									<input checked="" type="checkbox"/>	1	
c) responsiveness to complaints									<input checked="" type="checkbox"/>	1	
d) effectiveness of the management system with regard to fulfilment of objectives									<input checked="" type="checkbox"/>	1	
e) progress of planned activities aimed at continual improvement									<input checked="" type="checkbox"/>	1	
f) the client's management system ability and its performance regarding meeting of applicable requirements									<input checked="" type="checkbox"/>	1	
g) operational control of the client's processes									<input checked="" type="checkbox"/>	1	
h) review of any changes including system documentation									<input checked="" type="checkbox"/>	1	
i) use of marks and/or any other reference to certification									<input checked="" type="checkbox"/>	1	
audited: <input checked="" type="checkbox"/> = audited sections of the standard;											
Result: 1 = fulfilled; 2 = basically fulfilled /potential for improvement;3 = not fulfilled / nonconformity;- = not applicable / excluded.											
Details are listed in the section "Detailed results".Fields with a coloured background are obligatory elements in every audit.											
Obligatory elements from A00VA02											
a) Are temporary sites (i.e installation sites, project locations etc.) available?									yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	
b) Which one are visited?					Na						

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Organisations profile

➤ **The Group has two institutions in the same campus and their scopes are as below:**

➤ VIMAL JYOTHI ENGINEERING COLLEGE: Providing Under Graduate and Post Graduate Courses in Engineering.

➤ VIMAL JYOTHI INSTITUTE OF MANAGEMENT AND RESEARCH: "Providing Post Graduate Courses in Management Studies "

➤ Not used Clause " :8.3-Design and development

Justification – Institution is affiliated to Kannur University, Kalam Technological university and AICT follows their syllabus/curriculum. Hence it is excluded for Engineering and MBA.

Dr. Benny Joseph-Principal and Top Management for the Vimal Jyothi Engineering college and Mr. Thomas Michel -Principal & top Management for Vimal Jyothi Institute of Management and Research reports to chairman of the group of institutions.

➤ Dr. P. Sridharan -Professor of Mechanical Engineering is the co-ordinator for ISO activities. Existing certificate no : 44100084055/01/Validity to 28.02.2020/ISO9001 2015 QMS.

➤ **This is Recertification Audit.**

Summary / explanations of results

- 4 Level Documented System is being followed. Quality Manual QM/Rev2/Issue 01, Dated 10.01.2017, Amended on 05.06.2019
- Sequence and interaction between processes described in Manual.
- Mandatory Procedures, Process Modules, Technical Documents & Work Instructions are in place.
- Responsibilities and Authorities are defined as per Organisation Chart
- Major Processes; Admission, Teaching, Examination, Review, Evaluation, Placement, Training.
- Outsourced Processes : Calibration, Guest Lecture, Machine Maintenance
- Range of Products / Services : Graduate & Post Graduate Programmes in Engineering, Technology and Management studies.
- Quality Policy dated 10.01.2017 is effective as on audit date.
- Quality Objectives are set in all departments / branches
- Legal Requirements are fulfilled by client and found in order
- Previous audits reports were verified and found that the corrective action taken against the NC-B-2/PI-8 are effective and under control.
- Usage of logo verified and found ok.

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Recertification audit was performed between 27-28.02.2020 at site to verify the adherence of the Quality Management System in accordance with ISO 9001: 2015 as per the schedule and no Non-conformance has observed.

Based on the findings and on customer commitment, it is ascertained that the documented system, Process & the practices were meeting the requirements of ISO 9001: 2015 standards and Continual Improvements were demonstrated. **Hence Recommended for Renewal and Reissue of certificate as per ISO9001;2015 QMS.**

This audit was performed for the first time in accordance to ISO 9001:2015 (and ISO 14001:2015). The additional requirements (e. g.: context of an organization, interested parties, risks and opportunities, planning of chances, organizational knowledge, life cycle perspective, outsourced processes, post-delivery activities) were assessed in this audit.

This audit was performed for the first time in accordance to ISO 45001:2018. The additional requirements (e. g.: context of an organization, understanding the needs and expectations of workers and other interested parties, hazards identification and assessment of risks and opportunities, actions to address risks and opportunities, organizational knowledge, management of change, contractors,outsourcing) were assessed in this audit.

- **Legal form of the Organisation**

- The organisation audited comprises of one or more legal entities, authorities, institutions or a combination of the same (Ltd., etc.).
- The organisation audited comprises of a part of a company (e.g. site certification).
- Current registry entries (≤ 12 months) are available or have been reviewed.
- The organisation audited is not listed in an official register (e.g. person or group of persons).
- The organisation audited can be described as follows:

- **Details on sites and energy sources**

The EnMS covers all sites and energy sources of the certified company.

- Yes No

- **Energy Consumption of the Company**

The statements below are based on the information provided by the company during the audit.

- The total energy consumption of the company is measured and monitored. It includes all energy sources which are sourced from outside the boundary of the EnMS (of the location).

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- All purchased energy is used by the company or organisation itself.
- Parts of the purchased energy is passed-through to another company or organisation.

The balance period (12 months) is from _____ to _____

Energy Sources	Energy Consumption
Electricity	GWh/a
Natural Gas	GWh/a
Heating Oil	GWh/a
District Heating	GWh/a
Fuels (Diesel, Gasoline, LPG)	GWh/a
Hard Coal, Lignite, Coke	GWh/a
(Others)	GWh/a
Total <small>Boundary</small>	GWh/a

Energy Sources	Energy Consumption
	## GWh/a
	## GWh/a
	## GWh/a
	## GWh/a
	## GWh/a
Total <small>excluded</small>	## GWh/a

$$\frac{Total_{excluded}}{Total_{Boundary} + Total_{excluded}} * 100 = \quad \%$$

- **Confirmation of the continual Improvement of Energy Performance**

The continual improvement of energy performance has been verified as follows:

- The total energy consumption decreased while production remained at similar levels. The organization used the following EnPIs to demonstrate continual energy performance improvement:

Comparison of EnPI: _____ vs. _____

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- The total energy consumption increased while the production also increased (in number and / or quality). The organisation used the following EnPIs to demonstrate continual energy performance improvement:

Comparison of EnPI: vs.

- Technical equipment shows a predicted reduction in energy performance due to aging (e.g. air conditioning-, heating-, and cooling-facilities). The company minimizes aging by proper maintenance. The organisation used the following EnPIs to demonstrate continual energy performance improvement:

Comparison of EnPI: vs.

- The energy baseline rises predictably over time, because ...

- resources are depleted over time (e.g. mining, oil- and gas exploration)
- energy efficiency of durable production facilities reduces over time (e.g. melting furnace in the glass industry),
- Misc.:

Thus the energy performance improvement is demonstrated in relation to a rising baseline.

Comparison of EnPI: vs.

- The organization demonstrates continual energy performance improvement as follows:

- Examples of realized measures:

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	Bereich	Maßnahme	Einsparung in [kWh/Jahr]	Amortisationsdauer [Monate]
1				
2				
...				

- Continual improvement of energy performance could NOT be verified (Non-Conformity of Category A).

Conclusion

Taking into account the size and structure of the organisation, the products/services supplied and the process used, the organisation has basically demonstrated that it operates its management system in order to ensure fulfilment of its own requirements, the requirements of its customers and the relevant legal requirements.

This includes in particular:

- The policies from 10.01.2017, objectives and their implementation in the organisation
- The processes which exist in the management system and their interaction
- The management system documentation
- The recording system
- The resource management
 - The measuring and analysis (management review from 12.02.2020 & 01.01.2020
Audit planning from 20.02.2019, audit report(s) from 19-20.02.2020 & 20.02.2020-25.02.2020 -
25.02.2020 and examples for indicators)
- The continual improvement process

also the implementation and the effectiveness of the management system and the processes for providing services/production/product realisation were assessed by the audit team by means of on-site inspection and examination of documents on a random sample basis.

Nonconformities, observations and the potential for improvement are described in the "Detailed Results" section.

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Notes for the detailed results

The evaluation of the audit results basically follows the scheme shown below:

Stage	Classification	Meaning
NC A	Major Nonconformity (Nonconformity A)	Nonconformities could be classified as major in the following circumstances: <ul style="list-style-type: none"> if there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements; a number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.
NC B	Minor Nonconformity (Nonconformity B)	Nonconformities could be classified as minor, if these do not affect the capability of the management system to achieve the intended results.
PI	Potential for improvement	Items which would allow optimisation of the management system in relation to the requirements of the relevant standard. It is recommended that the company implements these items.
GP	Positive aspects/ Good Practice	Positive aspects of the management system worthy of special mention (see also point 4.3 if applicable).
CM	Comments	Special situation and information to be traced in next audit.

Follow-up action(*):

NC A: Action plan with follow-up Audit or action plan and submission of documents.

NC B: Action plan and if necessary submission of documents.

Detailed results

No.	Major Nonconformity (Nonconformity A)	Area / Process	Standard:clause	Set date
	nil			

C	Minor Nonconformity (Nonconformity B)	Area / Process	Standard:clause	Set date
1.	nil			

No.	PI	Area / Process	Standard:clause
1.	Risk Register has been maintained at each department. However may capture risk in line with the potential impact on the services.	All Branches- VJEC/VJIM	ISO9001:2015 Clause 6.1.2
2.	List of Machines available across the organisation. However adherence to preventive Maintenance schedule may ensured.	Maintenance- VJEC/VJIM	ISO9001:2015 Clause 7.1.3
3.	Critical machines available across the organisation may identified and relevant Safety/Maintenance plan may documented. Ex: Loading frame -100 tons capacity available at Advanced structural Engineering lab.	Civil Engineering - Lab	ISO9001:2015 Clause 7.1.3
4.	MRM being conducted periodically. May ensure that the review outcome are being captured as	MRM-VJEC/VJIM	ISO 9001:2015 Clause 9.3.3

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No.	PI	Area / Process	Standard:clause
	per QMS requirement.		
5	PSO/PO are available for each department and attainment date are being captured.However the system followed for UG may also be extended to PG also.	Civil Engineering-PG	ISO 9001:2015 Clause 8.1
6	Placement data being captured.However analysis on the no of students not placed may effective for further improvement. Ex:Avg of 45%-50% students are placed every year.For further improvement,analysis may made.	Placement cell-VJEC	ISO9001:2015 Clause 9.1.3

No.	GP	Area / Process	Standard:clause
1	Adequate Infrastructure and Resources	Organisation	ISO9001:2015 Clause 7.1.3

No.	CM	Area / Process	Standard:clause
	NIL		

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Management of non-conformities

- Nonconformities were not found - the procedure can continue.
- Nonconformities were found.

Follow-up action:

NC A: Action plan with follow-up Audit or action plan and the submission of documents

Action plan and follow-up audit

A scheduled plan of actions with the serial number of the findings, root cause analysis, corrections (to eliminate the non-conformity) and corrective actions (to eliminate the cause of the non-conformity) have to be submitted to the auditors for reviewing (Deadline: Within 6 weeks after the last audit day). Based upon the action plan the on-site review and evaluation of the introduction, implementation and effectiveness of implemented guided corrections and corrective actions take place (Deadline: Within 3 months after the last audit day).

or

Action plan and the submission of documents

A scheduled plan of actions with the serial number of the findings, root cause analysis, corrections (to eliminate the non-conformity) and corrective actions (to eliminate the cause of the non-conformity) have to be submitted to the auditors for reviewing (Deadline: Within 6 weeks after the last audit day). Based upon the action plan the evaluation of the effectiveness and the implementation of corrections and corrective actions take place (Deadline: Within 3 months after the last audit day).

NC B: Action plan and if necessary the submission of documents

Action plan

A scheduled plan of actions with the serial number of the findings, root cause analysis, corrections (to eliminate the non-conformity) and corrective actions (to eliminate the cause of the non-conformity) have to be submitted to the auditors for reviewing (Deadline: Within 6 weeks after the last audit day).

Submission of documents (if necessary)

Based upon the action plan the on-site review and evaluation of the introduction, implementation and effectiveness of implemented guided corrections and corrective actions take place (Deadline: Within 3 months after the last audit day).

Note: The audit team leader directs the non-conformities as needed to the responsible auditor for processing.

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Results

Results	ISO 9001 2015	--	--	--
Fulfilled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open nonconformities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not fulfilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow up actions				
None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow up audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Next audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations				
Grant/Extension*/Renewing*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refusing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Withdrawal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***) Grant / Extension / Renewing / Maintenance in the case of open nonconformities assumes that the nonconformities will be cleared as agreed.**

Explanation of the terms:

Renewing: New issue of the certificate for the re-certification.

Restoring: End of the temporary invalidity of certificate after the suspension or after delayed recertification.

Comments for next audit

In the next audit, the final evidence of effectiveness, corrections and corrective actions will be assessed for the possible nonconformities from this audit.

The comments and potentials for improvement will be taken up again.

For the next audit it is preliminarily agreed: Date :20.01.2021

signatures

Date:28.02.2020

Name: Mallika Shanmugam

Signature Audit team leader

Date: 28.02.2020

Name: Dr.Sridharan.V

M/s Vimal Jyothi Engineering college/
Vimal Jyothi Institute of Management
and Research

Signature Representative of organisation



APJ Abdul Kalam Technological University
CET Campus, Thiruvananthapuram
Kerala -695016
India

Academic Audit Report
2019 - 2020

Basic Details

Institution	VIMALJYOTHI ENGINEERING COLLEGE
First Auditor Name	JAGET BABU N R
Second Auditor Name	
Visit	First
Semester Type	Odd

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU	Poor(2)	Class was started two weeks head of schedule, for S3 to / S7. Test date was after KTU schedule. Four tests have been conducted.	The classes were started as per the KTU calendar only.
Functioning of students grievances and appeal committee	Poor(2)	Principal said that no grievance were received. Document of Constitution of the committee was not shown. Option is for online submission. No signed or dated representations an be made.	No grievance was received in the current semester up to the audit date. However the previous records of activity of the committee were available.

Functioning of Academic Discipline & Welfare committee	Fair(3)	Document for constitution of committee is not seen. Members of committee have been written, no signature is seen. Only one meeting has been convened. Cases of beating, , physical manhandling, ragging have been recorded. Punishment like suspension for two weeks, one week have been seen.	Document for constitution of Academic Discipline and welfare committee was shown in digital format which was not accepted. The cases mentioned by the auditor are based on previous year records.
Facility for co- curricular and extracurricular activities	Fair(3)	Register showed university level participation. Original certificates were not furnished.	The original certificates are with the students.
Average student to faculty ratio	Excellent(5)	Have good number of faculty members	
Faculty Retention	Excellent(5)	Variation from Dec 2018 to Nov 2019 is from 150 to 130 (Current strength is 126	
Faculty Qualification Index	Fair(3)	Have 15 Ph D holders.	We are having more than one PhD holders in each department. Also we are satisfying the faculty ratio as per AICTE requirement. The rating seems to be unfair.
Number of qualified technical staff	Good(4)	adequate. Diploma holders and ITI holders are available.	
Facility of central library with respect to volume and title of books, online & print journals	Good(4)	Well-stocked library, with e-books, print journals, e-journals. Invoice of EBS shown. The register must be authenticated by the Principal.	We are having a well stocked library as per AICTE requirement. Based on audit manual statement, it can be rated as Excellent.

Functioning of IQAC and progress of IQAC report uploading	Good(4)	IQAC has been formed. Instead of HoDs senior faculty members can be members. Report has not yet been uploaded.	The provision for uploading the IQAC report in KTU portal is not yet enabled
Principal's response on previous audit reports	Excellent(5)	Response has been prompt.	

Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage	Good(4)	Semester started two weeks ahead of KTU scheduled date of commencement of semester. Classes are held on second and fourth Saturdays where there are unexpected holidays.	The classes were started as per the KTU calendar only. Factual error.
Lab Facility and conduct of Labs	Good(4)	Lab facility is good. In some cases two experiments were conducted in one lab session.	
Co-curricular facility	Poor(2)	Co-curricular activities are not encouraged. Rather NPTEL courses are preferred. One Tech Fest was conducted. Attendance is denied if students attend co-curricular activities outside the College in other Institutions.	Unfair statement.Attendance policy as given in the KTU regulations is followed.
Extra-curricular facility	Poor(2)	Participation in sports and arts are not encouraged. Attendance is denied in case of participation, even for placement participation.	University level participation details were shown and verified at college level.
All intimation from University conveyed properly in time	Poor(2)	Not all is informed. Management has its interest ahead of students. The fact of grievance and appeals committees is not intimated to students.	Vague statement not specifying the details. All communication from university are passed on the faculty and students through mail and Notices.

Extra fees/fine imposed on students	Very Poor(1)	<p>Rs 200 per year is charged for a certain matter. Rs 10000 is charged at the time of admission for value added course. No such course was offered.</p> <p>Workshops are not provided despite fee-payment. No deduction in hostel mess bill when there was a 10-day leave. Taking food from canteen and hostel mess is mandated. Visiting restaurants or eateries outside of the college is not permitted.</p>	<p>Rs 200 is charged for the answer booklets which is used for internal exams. The value addition fee is approved by Government of Kerala and we had conducted several courses for the students. The records are not verified by the auditor. A common deduction in mess bill (Rs 600) is done if the mess is closed for 10 days. Taking food from hostel mess is mandated for hostellers only. The students are permitted to visit the restaurants outside. It is a baseless allegation. As per KTU Audit manual it is clearly mentioned that grading should not be given for this but Auditor had given the grading</p>
Approach of the management in addressing student grievances	Poor(2)	<p>Only ragging issues are dealt with. Student grievances generally are not dealt with unless they are to the advantage of the Management. An expensive cell phone was confiscated. Student grievance in this regard was not considered. As of the date of audit the phone was not returned even at parents? request. The student is concerned that the battery would damage the phone</p>	<p>It is an unfair biased premeditated statement which spoils our institution reputation. In line with the college policy, students are not allowed to use mobile phones during college hours. Based on the college policy, the ceased mobile phone will be handed over to the student once he completes his course.</p>
Availability of Faculty for all subjects	Excellent(5)	Faculty members are available for all subjects.	

Any other remarks	Very Poor(1)	<p>Four internal tests, maximum marks 60. Two tests per day. Test for every module. Scholarship is awarded based on student behaviour. Girls are not allowed to go out to have food. Bus fees were paid but no seat availability. No class for comprehensive exam. No proper budget allocated for sports and arts. Fees for wi-fi are paid; but students are not allowed to use smartphones or laptops on campus. First-year and second-year students are not allowed to use mobile phones in hostel. Extra class for mentoring. Attendance is used as a threat against students. The behaviour of certain college authorities and security staff with girls is improper and bad. S1: six assignments per course are given. No student representation through election, rather there is heavy pressure for academic performance. Pre-enquiry suspension without proper enquiry. Forced to hand in apology in writing.</p> <p>M.Tech: Extra-curricular activities--no information. Training and placement--no information.</p> <p>Machines in lab are in order. They have to maintained. Inadequate facility in lab.</p>	<p>Many of the remarks seem to be based on here say and without making any effort to verify the facts and figures. The scholarships are provided purely based on the academic performance. Comprehensive exam is in the even semester. The budget allocation for sports and arts were not verified by the auditor. We are not charging any fee for using Wi-Fi. Students are allowed to use mobile phone after the college working hours.</p> <p>As per the NAAC requirement, mentoring hour is allotted. Attendance is followed based on KTU regulation. No complaint in the nature of improper behavior from the part of authorities and security staff with the girl students are reported so far. The number of assignments varies with course. The student election is conducted as per lyngdoh committee recommendation. The academic pressure is a subjective perception rather than ive observation. Pre-enquiry suspension is given on cases with primary evidence in which students involved in serious issues such as ragging, physical attack etc.Inadequate lab facility remark is contradictory with the previous remark mentioned in Lab Facility and conduct</p>
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		<p>Three test papers are conducted: 2 hours, 40 marks.</p> <p>Co-curricular activity is not carried out. Intimation from University is not prompt.</p> <p>Postponement of exam has not been intimated.</p> <p>Fine is charged for late payment of fees.</p> <p>Faculty is available to teach all subjects.</p> <p>Approach of management is redressing student grievance is discouraging, no solution can be expected.</p> <p>Visits to shops to buy material for project work is not permitted. Attendance will be denied in such cases.</p>	<p>of Labs section. A late fee of Rs 100 is charged for delayed payments irrespective of the delay period. This seems to be an offhand remark. Attendance is given based on KTU regulation.</p>
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B.Tech

No of B.Tech Students	1523
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APPLIED ELECTRONICS & INSTRUMENTATION ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Poor(2)	<p>Course committee meeting for S1 has been conducted. But the agenda in the regulation has to be followed.</p> <p>Minutes of class committee meetings of S3, S5, S7 have not been shown.</p>	<p>Minutes of class committee meetings of S3, S5 and S7 were shown. It is an error.</p>

Advisory meetings and action taken report	Fair(3)	Minutes of meetings were shown. But the intent of the regulation, R4.1 to R4.9, is not reflected in the minutes. Action taken report not available/	Advisory meetings for S1 were conducted as per KTU guidelines. Action taken report was filed, but not checked by the auditor.
Schedule of Time Table	Good(4)	Some lab sessions are seen set in the morning session (Forced circumstances)	
Conduct of Tutorial Classes	Fair(3)	Tutorial sessions have been conducted. Details, mode of conduct and effectiveness are not shown. Tutorial log book must be given importance.	Tutorial log registers for all the classes were kept and shown.
Conduct of series tests	Poor(2)	Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover two and a half modules.	Details are entered in ERP and reports can be downloaded at anytime. Students and parents can log-in. Test 1 is splitted into 2 tests with the portion of 3 modules are covered.
Syllabus coverage of practical course	Fair(3)	Coverage is adequate. But course diary is not used for documentation. Log book of equipment is not available. Printed work-record is in use. There is no indication that completion of calculations etc was done in the lab itself. Software-generated document is in use	Details are entered in ERP and reports can be downloaded at anytime. Also, downloaded course diary shown to the Auditor. Log book was kept in all the labs but the entries for the consumables only. All the calculations entered in the work record book.

Evaluation of students performance in practical classes	Poor(2)	An average of seven to eight experiments have been done. There is no indication that work record was evaluated on the same day and viva voce conducted in each lab class because course diary, not being in general use, did not reveal relevant information. Rather software-generated documentation is used to record this aspect. Digital documentation does not reveal the ?time aspect? of student performance in the lab.	Completed all the experiments as per KTU syllabus. The details of the evaluation are entered in the work record book itself.
Conduct of Practical test	Fair(3)	For some labs test was over and for others schedule is for a later date.	As per college calendar, practical tests were conducted.
Facility to do experiments in the lab	Fair(3)	All facility is available. But stock register, log register need refinement.	All registers are kept in all the labs.
Conduct of remedial/minor/honours classes	Fair(3)	Remedial class has been carried out. Details and effectiveness are not shown. A formal register is needed.	Registers for remedial classes were kept and file honors were maintained
Assessment of Outcomes	Poor(2)	CO assessment has not been done for any course of S1.	Internal examinations and assignments are used to assess the outcomes. Attainment calculations are regularly done as per NBA requirement.

Faculty evaluation & remarks of the HOD	Fair(3)	Two evaluations were carried out. The criteria are good. Teacher-improvement issuing from the evaluation is not in evidence. The evaluation sheet is not simple, it is software-generated, appears cluttered. Remarks of HOD is not seen	Evaluation reports for all courses were kept and shown. The performances of all faculties were above the average.
Facility in the department library for references	Good(4)	Good number of books are available. The register is not validated with signature of the authority.	
Maintenance of course diary	Very Poor(1)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	Digital course diaries for all the courses were kept.
Syllabus coverage as per course plan	Fair(3)	Information is not provided in the course diary. Information is furnished in software-generated documents. Such cannot be taken as a valid document in view of the ?time element? factor.	

COMPUTER SCIENCE & ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	Minutes of meetings do not show that agenda of the regulation has been considered. The document is not simple, because digital documentation has been used.. Action taken is not seen	Action Taken Report is attached with the Class / Course Committee meetings.

Advisory meetings and action taken report	Fair(3)	Academic matters are seen to be discussed. Though not excluded the purpose of advisory meetings go beyond academic matters. Advice should attempt to bring students to academic growth where there is departure from academic pursuit. Advisory committee should be formed (HOD, Dept academic coordinator, all faculty members of the class)	According to KTU regulation the following members are included in advisory committee. Senior Faculty Advisor Faculty Advisor Students Faculty handling subjects
Schedule of Time Table	Good(4)	Some practical courses have been set in the morning. (forced circumstances)	
Conduct of Tutorial Classes	Fair(3)	Three teachers are preferable for tutorial class where the strength is 60. Avoid lecture during tutorial class.	
Conduct of series tests	Poor(2)	Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover two and a half modules. .	
Syllabus coverage of practical course	Fair(3)	Course diary does not indicate syllabus coverage as timely entries had not been made. Details are not in course diary.	The coverage is logged in the course diary with date of completion.

Evaluation of students performance in practical classes	Fair(3)	Marks are not seen in course diary. A separate document is in use (digital). Clarity is missing this document.	
Conduct of Practical test	Fair(3)	Will be scheduled. Test must conform to regulations.	
Facility to do experiments in the lab	Fair(3)	Facility is adequate. Stock register, log register need proper maintenance.	
Conduct of remedial/minor/honours classes	Fair(3)	Booster class was carried out. Documentation must be improved.	
Assessment of Outcomes	Fair(3)	Digital documents have been pasted. Software is used for assessment. Do for courses of S1.	
Faculty evaluation & remarks of the HOD	Fair(3)	Two evaluations done, online. Remarks of HoD are not seen. Improvement must be documented.	Done for the ongoing semester.
Facility in the department library for references	Fair(3)	Adequate number of books. Maintain proper register, attested by authority.	
Maintenance of course diary	Fair(3)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	
Syllabus coverage as per course plan	Fair(3)	Though it is guessed coverage is adequate, documentation in course diary is not proper.	

ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	A sample shows meeting was conducted. Agenda has to be similar to that in the regulation. Action taken report not seen.	ATR was available with the report
Advisory meetings and action taken report	Fair(3)	Meeting is conducted. NO action taken report. Agenda must be similar to that given in regulation.	ATR was available with the report
Schedule of Time Table	Good(4)	Workshop is seen scheduled in the morning. (Forced circumstances)	
Conduct of Tutorial Classes	Fair(3)	Conduct is recorded. But details are desirable	
Conduct of series tests	Very Poor(1)	Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover two and a half modules.	All the details related to the series test, Question paper marks awarded are available in digital format in CMS .Test 1 2 together covers 3 modules
Syllabus coverage of practical course	Fair(3)	Course diary is not much used. But coverage is adequate.	
Evaluation of students performance in practical classes	Very Poor(1)	Details are not found in course diary. Digital documentation is used. Marks given per weekly session for a lab work is only ten.	Available in digital format with marks to each experiment out of 70.
Conduct of Practical test	Fair(3)	Will be scheduled.	Scheduled and completed.

Facility to do experiments in the lab	Poor(2)	On visiting lab it was found locked, as lab staff was not available. Oral report affirms adequate facility.	Audit was conducted after the normal working hours(4.40PM) and deviated from the schedule given (9.45 AM) by the auditor
Conduct of remedial/minor/honours classes	Fair(3)	Remedial class is conducted (Booster class). More details have to be shown. Maintain log register. assessment is also needed.	
Assessment of Outcomes	Poor(2)	Not done for courses of S1.	Internal examinations and assignments are used to assess the outcomes. Attainment calculations are regularly done as per NBA requirement.
Faculty evaluation & remarks of the HOD	Fair(3)	Evaluation is done. Digital documentation has been used. They are very heavy (excessive(. hard copy not available.	Hard copy submitted to the auditor.
Facility in the department library for references	Good(4)	Adequate books are available.	
Maintenance of course diary	Poor(2)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	Software generated course diary is filed at the end of the semester
Syllabus coverage as per course plan	Fair(3)	Information is not provided in the course diary. Information is furnished in software-generated documents. Such cannot be taken as a valid document in view of the ?time element? factor.	

MECHANICAL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	Minutes show that meeting were conducted. But agenda must be that given in the regulation.	Class/Course meeting conducted as per regulation and same is minuted with action points .ATR is part of the minutes proforma. Academic matters are discussed in the meeting .Any matter other than academics discussed by students is also referred to the Principal/Management.
Advisory meetings and action taken report	Fair(3)	Constitution of Committee is not seen. Agenda must be similar to that given in the regulation.	Advisory Committee is constituted by HOD,ME by ME office order 17/A and B /2019 dated 16 Jul 19. as per KTU regulations. SFA was appointed by the Principal on recommendation of HOD. Meetings conducted and minutes recorded with action points. Meeting register with order was submitted to the auditor, however, auditor has not gone through the documentation properly.
Schedule of Time Table	Good(4)	Some labs are scheduled in the morning session. (Forced circumstances)	Time table is prepared well in advance taking account of all subjects, faculty conflicts and academic calendar .All labs are conducted as per syllabus and regulations
Conduct of Tutorial Classes	Fair(3)	Conduct is seen . Proper detailed information is needed in the tutorial log book.	Tutorial class conducted and data recorded in a register. Attendance, class work and other details etc are maintained in a file and same was submitted to the auditor. Basis of remarks by auditor is not understood.

<p>Conduct of series tests</p>	<p>Poor(2)</p>	<p>Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover two and a half modules.</p>	<p>04 series test and 01 resit test are conducted as per continuous academic assessment policy of the college. Every test has 1.5 modules .04 tests covers the wholes syllabus systematically. Vimal jyothi has a comprehensive digital data capturing system dhi-Spaneos. Every marks and attendance is updated in the software and is locked after a correction period. Series test marks, assignment marks, attendance are entered . Every question paper is quality audited online and approved by HOD. Question papers are mapped with CO s, and Blooms taxonomy level in aid of attainment calculation as part of Outcome based education assessment. For I st year students, Final exam is configured as model examination to enable student to become familiar with exam pattern in the oncoming university examination.</p>
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Syllabus coverage of practical course	Poor(2)	Two samples of course diary selected did not show confirmation of this aspect.	All lab classes are conducted as per syllabus . A well designed lab manual /record book is supplied to students, Evaluation is based on well designed rubrics for each experiment and work. Continuous evaluation marks are entered in evaluation sheet and updated in the ERP in a regular manner. Auditor has refused to see any documentation. He has also refused to see lab records, and course files presented to him.
Evaluation of students performance in practical classes	Fair(3)	Marks are not entered in course diary. Rather online digital documentation is used for this purpose. Course diary is required.	Marks are entered in lab records, continuous evaluation sheet and in ERP- Spaneous. Auditor has refused to see any documentation presented to him.
Conduct of Practical test	Fair(3)	Scheduled.	All practical tests are planned and conducted as per regulations
Facility to do experiments in the lab	Fair(3)	Facility is available. Stock register and log register need refinement.	All labs are well maintained. Stock register, consumable register, ,maintenance register and equipment log cards are all well maintained and updated.. Observation of the auditor is baseless.
Conduct of remedial/minor/honours classes	Fair(3)	Digital documentation shows conduct of remedial class. Action taken report is not seen.	Identified students are given remedial classes. Remedial class file and records were shown to the auditor. Basis of auditor remarks not understood

Assessment of Outcomes	Poor(2)	Not done for courses of S1.	<p>Department has already submitted SAR for NBA accreditation and expected to be visited by NBA team mid January 2020.</p> <p>Attainment calculation for all completed semester from 2016 is available.</p> <p>Current semester calculation is pending due to , pending data of internal exams, university results. But auditor has refused to see the files. Current semester every process in the department conforms to outcome base education per NBA norms.</p>
Faculty evaluation & remarks of the HOD	Fair(3)	Digital documentation was shown. Hard copies are not available. Remarks of HOD not seen.	<p>Faculty appraisal is submitted every year for every faculty. 03 feed back taken from students.</p> <p>Auditor has refused to see the appraisal file. He was shown digitized feed back proforma and printouts.</p> <p>Auditor was reluctant see any documentation digitally or otherwise.</p>
Facility in the department library for references	Fair(3)	A large number of books is available. But the document showing the resources has not been authenticated with signature.	All the department library books are taken in charge and documented properly.

Maintenance of course diary	Poor(2)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	Every faculty maintains course file with every records Moreover, Vimal Jyothi has a comprehensive digital data capturing system. dhi-spneos. Every lesson is planned and executed in the ERP by the faculty. Marks and attendance is updated in the software and is locked after a correction period. Series test marks, assignment marks, attendance are all entered. Hard copy of the course diary can be generated by faculty at any time. Hard copy printout was not taken to avoid wastage of large amount of paper.
Syllabus coverage as per course plan	Fair(3)	Information is not provided in the course diary. Information is furnished in software-generated documents. Such cannot be taken as a valid document in view of the ?time element? factor.	Faculty plan the lesson before the start of classes as per timetable and same is executed after every class. Execution of class and progress regularly monitored by HOD/Principal through ERP-Spneos

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	Minutes of meetings were shown. Action taken report not seen. The agenda of the meeting must conform to that in the regulation.	Minutes and Action taken report combined. Every class committee verifies previous ATR
Advisory meetings and action taken report	Fair(3)	Meeting was carried out. The intent of the meeting as spelled out in R4.1 to R4.9 must be incorporated.	Meeting conducted as as Per KTU regulations And minutes , ATR etc available

Schedule of Time Table	Poor(2)	Document was not shown.	Auditor has not asked any supporting document. College timetable is published well ahead of commencement of semester and available in College website
Conduct of Tutorial Classes	Fair(3)	Tutorial class conducted. But details of conduct are not seen in the log .	Audit was conducted from 5.15PM to 6PM in that 45 minutes auditor could not verify many of the document.
Conduct of series tests	Very Poor(1)	Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover	Not Ready to look software generated Course Diary. We are following four internal exam, of which 3 modules covers for first and second internal exam in order to the performance and reducing the academic pressure
Syllabus coverage of practical course	Fair(3)	Finished all the stipulated experiments early. Performed two experiments per session. Printed work-record is in use.	Done as Per KTU syllabus and rating is bias

Evaluation of students performance in practical classes	Fair(3)	Required number of experiments have been carried out.. There is no indication that work record was evaluated on the same day and viva voce conducted in each lab class because course diary, not being in general use, did not reveal relevant information. Rather software-generated documentation is used to record this aspect. Digital documentation does not reveal the ?time aspect? of student performance in the lab. Work is extensive requiring more than three hours. Printed work-record is used.	Online entry of exam and class viva are carried out and verified by student and parent on line
Conduct of Practical test	Fair(3)	Test has been conducted for 30 marks as required by the regulations.	
Facility to do experiments in the lab	Fair(3)	All facility is available. But stock register, log register need refinement.	
Conduct of remedial/minor/honours classes	Fair(3)	Remedial class has been conducted. Details and effectiveness not mentioned. Digital documentation is used. Log register is not in use.	

Assessment of Outcomes	Very Poor(1)	Not carried out for courses of S1. But online document for other semesters are available.	Department has already submitted SAR for NBA accreditation and expected to be visited by mid January 2020. Attainment calculation for all completed semester from 2016 is available. Current semester calculation is pending due to , pending data of internal exams, university results. Auditor has refused to see the files. Current semester every process in the department conforms to outcome based education as per NBA norms
Faculty evaluation & remarks of the HOD	Fair(3)	Evaluation has been carried out online. Documents are not simple. There is much extra information. Two times evaluation has been done. Remarks of HOD is missing. Action taken report is needed.	On line system. As per KTU , NBA and NACC all documents with us. He could not verify the same.
Facility in the department library for references	Fair(3)	A good number of books are available. But the document/register is not signed to authenticate the resource.	Document was not verified
Maintenance of course diary	Very Poor(1)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	Software generated course diary is filed at the end of the semester

Syllabus coverage as per course plan	Fair(3)	Information is not provided in the course diary. Information is furnished in software-generated documents. Such cannot be taken as a valid document in view of the ?time element? factor.	
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ELECTRICAL AND ELECTRONICS ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	The agenda of the meetings must be similar to that given in the regulation. Include action-taken report.	Properly maintaining Class/course committee meetings minutes and action taken report
Advisory meetings and action taken report	Fair(3)	The intent of the regulation must be reflected in the discussion of the meetings.. Action taken report needs to be included. All students did not attend the meeting.	The senior faculty advisor chaired the meeting and all the faculty members and selected students are attended Files are maintaining
Schedule of Time Table	Good(4)	Lab is seen to be scheduled in the morning. Duration of a period is one hour which is satisfactory. Schedule practicals in the afternoon.(forced circumstances)	As per the availability of the lab session centralized lab time table is scheduled
Conduct of Tutorial Classes	Poor(2)	Details are not seen in the document. Add more details according to the audit manual. Theory class is seen to be conducted during tutorial period.	We are conducting tutorial classes as per the time table and keeping all the documents but unfortunately auditor not verified the documents.

Conduct of series tests	Poor(2)	<p>Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover two and a half modules. .</p>	<p>For S3, S5, S7 we are conducting 4 internal tests with questions covering 1.5 modules in each test (1.5*4=6 Modules). For S1 we are conducting 3 tests covering 4 modules and the model exam covering entire modules. We are keeping a hard copy of the course file. The contents of the course file are 1. Vision, Mission, PO, PSPO, 2. Course diary, 3. semester plan, assessment plan, time table (class and faculty time table) 4. previous year university question paper, 5. course/class committee meeting report, 6. IQAC completed series question paper with answer scheme and sample sheet, 7. IQAC completed Assignment question and sample assignment, 8. Report by faculty and study materials Also, hard copy of the digitalized course book is maintaining</p>
Syllabus coverage of practical course	Poor(2)	<p>Coverage is adequate. Details not entered in course diary. Equipment log register is not available. Printed work-record is in use. As online documentation is in use, it is difficult to ascertain if the calculations etc were done in the lab. It is seen that two experiments were done in a lab session.</p>	<p>Files and equipment log register are not verified All documents are available. Equipment log register is also available</p>

Evaluation of students performance in practical classes	Poor(2)	Details of this aspect are not in course diary, but in online documentation. Hence assessing this aspect is not easy.	In lab records rubrics are maintaining for students performance. And marks are allotting in the lab record day ways. But lab records are not verified
Conduct of Practical test	Fair(3)	Test conducted was adequate, though early	As per the college academic calendar tests were conducted
Facility to do experiments in the lab	Fair(3)	Facility is adequate. Stock register, log register need to be properly maintained.	Stock register, log register is maintaining properly Register not verified
Conduct of remedial/minor/honours classes	Fair(3)	They conduct booster class. How it was delivered is not mentioned. Digital documentation is used. Assessment of the class is not made.	We are keeping proper register for booster class with time table and list of students attending. The students were identified based on the previous test results (band classification) Register not verified
Assessment of Outcomes	Poor(2)	Not done for courses of S1	Yet to be planned in college level
Faculty evaluation & remarks of the HOD	Fair(3)	Two evaluations were done. Online evaluation. Document is not simple, it is cluttered. remarks of HOD are not seen. Improvement is not documented.	Files are availableNot verified
Facility in the department library for references	Fair(3)	Books are available (300) Register not shown.	Register is available
Maintenance of course diary	Poor(2)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	Course diary is regularly maintaining for marking attendance and in the course file hard copy of the software generated course diary, contains all the details is maintained.

Syllabus coverage as per course plan	Fair(3)	Information is not provided in the course diary. Information is furnished in software-generated documents. Such cannot be taken as a valid document in view of the ?time element? factor.	Preplanned lesson execution is done in software
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M.Tech

No of M.Tech Students	38
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ELECTRONICS AND COMMUNICATION ENGINEERING(CONTROL AND INSTRUMENTATION)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Not Relevant	No enrollment	
Syllabus coverage as per course plan	Not Relevant		
Class committee meetings and action taken report	Not Relevant		
Conduct of Seminar & Mini project	Not Relevant		
Conduct of Thesis	Not Relevant		
Faculty with Ph.D for the program	Not Relevant		
Students attending MOOC or other online courses	Not Relevant		
Facility in the department library for journal reference	Not Relevant		
Computing facility in the department	Not Relevant		
Facility available in the department to do thesis work(all relevant licensed software)	Not Relevant		

COMPUTER SCIENCE AND ENGINEERING(COMPUTER SCIENCE AND ENGINEERING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Fair(3)	Use of course diary has to be improved considerably. Digital documentation is in use.	
Syllabus coverage as per course plan	Poor(2)	The digital document showed lacks clarity to assess this aspect.	Portions are covered as per the approved lesson plan
Class committee meetings and action taken report	Fair(3)	Meeting conducted. Agenda must be that in the regulation/ Action taken report is not seen.	
Conduct of Seminar & Mini project	Fair(3)	Conducted. But it must be ensured that it follows regulatins	
Conduct of Thesis	Not Relevant	S4 is not in session.	
Faculty with Ph.D for the program	Fair(3)	Three Ph.D holders are available. Three are pursuing.	
Students attending MOOC or other online courses	Fair(3)	A few final year students are studying Blockchain.	
Facility in the department library for journal reference	Poor(2)	Not available in Dept library.	
Computing facility in the department	Fair(3)	Research lab with FOSS is available.	
Facility available in the department to do thesis work(all relevant licensed software)	Fair(3)	Licensed software is not available. FOSS is available.	

ELECTRICAL AND ELECTRONICS ENGINEERING(POWER ELECTRONICS)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Not Relevant	No enrollment	
Syllabus coverage as per course plan	Not Relevant		
Class committee meetings and action taken report	Not Relevant		

Conduct of Seminar & Mini project	Not Relevant		
Conduct of Thesis	Not Relevant		
Faculty with Ph.D for the program	Not Relevant		
Students attending MOOC or other online courses	Not Relevant		
Facility in the department library for journal reference	Not Relevant		
Computing facility in the department	Not Relevant		
Facility available in the department to do thesis work(all relevant licensed software)	Not Relevant		

ELECTRONICS AND COMMUNICATION ENGINEERING(COMMUNICATION ENGINEERING AND SIGNAL PROCESSING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Poor(2)	Only online documentation is maintained (digital documentation)	Available but not audited.
Syllabus coverage as per course plan	Fair(3)	Not mentioned in course diary--only digital documentation.	
Class committee meetings and action taken report	Very Poor(1)	Documents not shown.	Available
Conduct of Seminar & Mini project	Very Poor(1)	Marks not entered in course diary. For evaluation, no document was shown.	Evaluation not completed
Conduct of Thesis	Not Relevant	S4 is not is session	
Faculty with Ph.D for the program	Fair(3)	Only 2. Four are pursuing the work.	
Students attending MOOC or other online courses	Poor(2)	None is doing MOOC courses	

Facility in the department library for journal reference	Fair(3)	Not available in Dept library. But it is available in central library.	
Computing facility in the department	Good(4)	There is a research lab with three softwares	
Facility available in the department to do thesis work(all relevant licensed software)	Good(4)	Three licensed software are available.	

MECHANICAL ENGINEERING(THERMAL ENGINEERING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Not Relevant	No enrollment	
Syllabus coverage as per course plan	Not Relevant		
Class committee meetings and action taken report	Not Relevant		
Conduct of Seminar & Mini project	Not Relevant		
Conduct of Thesis	Not Relevant		
Faculty with Ph.D for the program	Not Relevant		
Students attending MOOC or other online courses	Not Relevant		
Facility in the department library for journal reference	Not Relevant		
Computing facility in the department	Not Relevant		
Facility available in the department to do thesis work(all relevant licensed software)	Not Relevant		

CIVIL ENGINEERING(STRUCTURAL ENGINEERING AND CONSTRUCTION MANAGEMENT)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
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Maintenance of course diary	Poor(2)	Online, digital documentation is in use	Document was not verified by the Auditor
Syllabus coverage as per course plan	Fair(3)	Course diary does not indicate. Only digital documentation is available.	Document was not verified by the Auditor
Class committee meetings and action taken report	Fair(3)	Minutes have been shown. No action-taken report	
Conduct of Seminar & Mini project	Fair(3)	Course diary does not show information. Digital documentation is in use. One evaluation carried, no date is shown.. Maximum mark is 100 for the evaluation	He completed the checking for UG and PG within 45 minutes @ 6.00 PM in late evening
Conduct of Thesis	Not Relevant	S4 is not in session.	
Faculty with Ph.D for the program	Good(4)	Four Ph.D holders including the principal are available.	
Students attending MOOC or other online courses	Poor(2)	None is pursuing MOOC courses.	
Facility in the department library for journal reference	Poor(2)	No resources in the Dept Library	E journals on many titles are available and accessed by the students by their login
Computing facility in the department	Fair(3)	The facility is shared with B.Tech students.	36 system
Facility available in the department to do thesis work(all relevant licensed software)	Good(4)	Research lab is available with three licensed soft wares.	