

Audit Report (SA2)

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	670 632 Kannur / 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"/> Rev. Upgrade ISO 9001:2015	---	:
<input type="checkbox"/> Rev. Upgrade ISO 14001:2015	---	:
<input type="checkbox"/> Rev. Upgrade ISO 45001:2018	---	:
System documentation: Revision / Issue	QM/Rev2/Issue 01,Dated 10.01.2017	
Surveillance mode	Yearly surveillance	
Audit team leader / responsible	MALLIKA SHANMUGAM- 4414224-MS	
Audit team		
Technical expert	Dr. Nagalingappa (19 Jan 19)	
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	18.01.2019-19.01.2019
Audit duration	2.25 person 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	:	0,00 person-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"/>	3		<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"/>	2		<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"/>	3		<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"/>	2		<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"/>	2		<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 type="checkbox"/>	-	
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"/>	3	
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 Kalam Technological university and kannur university and follows their syllabus/curriculum.Hence it is excluded.
Dr.Benny Joseph-Principal and Top Management for the college and reports to chairman of the group of institutions.
- Dr.Umesh sundar-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 2nd Surveillance Audit.**

Summary / explanations of results

- 4 Level Documented System is being followed.Quality Manual QM/Rev2/Issue 01,Dated 10.01.2017
- 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.
- 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 ok.
- Usage of logo verified and found ok.

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2nd surveillance audit was performed between 18.01.2019 - 19.01.2019 at site to verify the adherence of the Quality Management System in accordance with ISO 9001: 2015 as per the schedule and and Audit findings revealed 2 NCR in the Category of NC B. The related corrective actions can be verified during the next audit and it is committed by the customer to give the action plan and corrective actions by 30.01.2019. As " NC A" is not observed during this audit, and since there is no immediate risks to the process / business noticed, it is Recommended for maintenance of ISO 9001 : 2015 certification...

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 Maintenance 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 (\leq 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.

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- 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).
 - 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 _{Boundary}	GWh/a

Energy Sources	Energy Consumption
	## GWh/a
	## GWh/a
	## GWh/a
	## GWh/a
	## GWh/a
Total _{excluded}	## 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 20.12.2018, audit planning from 20.02.2018, audit report(s) from 06.10.2018-15.12.2018 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.	Statement The organisation shall provide the resources needed to ensure valid and reliable results. Also may ensure that the resources provided are being maintained to ensure their continuing fitness for their purpose. Non conformity a. List of instruments/equipments used across the organisation that need calibration are not listed. b. For the following Equipments used at Material test lab, calibration is due on 05.08.18 and not carried out till date. 1. Universal testing Machine- VJ/CE/SML/10/UTM/ Control No-0108 2. Vickers Hardness testing Machine-	Material testing lab	ISO9001 2015 Clause 7.1.5.1	30.01.2019

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C	Minor Nonconformity (Nonconformity B)	Area / Process	Standard:clause	Set date
	S.no-2k6/35/ Control No-0110 3.Compressing testing Machine-19586(LM.17.520)/Control No:0109			
2.	<p>Statement: Organisation shall maintain documented information to support operation of its process.Retain documented information to have confidence that process are being carried out as planned.</p> <p>Non conformity: Latest updation are not made in the Quality Manual –QM A,Rev02,Issue 01.Dated 10.01.2017 Ex:Top Management changes Affiliation changes Updation in line with ISO9001 2015 QMS Quality Manual for Management Studies-PG courses.</p>	MR	ISO9001 2015 Clause 4.4.2	30.01.2019

No.	PI	Area / Process	Standard:clause
1.	Action taken to address the Risk may in line with the potential impact on the services. Periodical updation may also be ensured.	All Branches	ISO9001:2015 Clause 6.1.2
2.	Quality Objective at relevant functions,levels and processes are set.Scope for improvement exists in ensuring the objective set are in line with Strategic direction and Quality policy	Management	ISO9001:2015 Clause 6.2
3.	Scope for improvement exists in internal auditing process- QMS Clause No reference,NC Classification- Major/Minor, Closure of NCs.	MR	ISO9001:2015 Clause 9.2.2
4.	Feedback from Employers/Alumni for a stipulated period may obtained and analysed for further improvement	Placement cell	ISO9001:2015 Clause 9.1.3
5.	MRM being conducted periodically.May ensure that the review points are meeting QMS requirement.	MRM	ISO 9001:2015 Clause 9.3
6.	Identification of CDs and preservation may improved. Monitoring of Books for which multiple copies are not available may improved. Overnight issue of Books procured for 'Reference', may monitored effectively. Periodical Stock verification may ensured.	Library	ISO 9001:2015 Clause 8.5.2 ISO 9001:2015 Clause 8.1
7.	Preventive Maintenance schedule of all common equipments may reviewed to ensure equipments used across the organisation are included and covered for preventive Maintenance schedule.	Maintenance	ISO9001:2015 Clause 7.1.3

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No.	PI	Area / Process	Standard:clause
8.	While Placement data being captured at various department, analysis may be effective for further improvement. Ex: Avg of 3 - 4% of ECE students are being Placed.	ECE	ISO9001:2015 Clause 9.1.3

No.	GP	Area / Process	Standard:clause
1	IOT Lab –CSE Department	Resources	ISO9001:2015 Clause 7.1.3
2	Adequate Infrastructure and Resources	Organisation	ISO9001:2015 Clause 7.1.3
3	Good Placement status	Customer focus-MBA	ISO 9001;2015 Clause 5.1.2

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open nonconformities	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document review	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations				
Grant/Extension*/Renewing*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance*	<input checked="" 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 :18.12.2019

signatures

Date:19.01.2019

Name: MALLIKASHANMUGAM

Signature Audit team leader

Date: 19.01.2019

Name: Dr.Umesh sundar

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

Signature Representative of organisation

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Audits (ZA): 3834/2008



OBSERVATIONS-FINDINGS -AUDIT DATED ON 04/10/2018

MECHANICAL ENGINEERING DEPARTMENT

SL.NO	SEMESTER	SUBJECT NAME WITH CODE	OBSERVATIONS	RESPONSIBLE PERSON
1	S7 MEA & MEB	ME 463 Automobile engineering	OK.	Mr. Jestine C Jose
2	S7 MEB	ME403	Answer booklets front page name and signature missing, Course risk assessment HOD sign missing.	Ms.Rohini
3	S7 MEB	ME431 Mechanical engineering lab	Ok.	Mr.Johny/Mr.Gokulnath
4	S7 MEA	IE306	Attendance register incomplete, Answer booklets & assignment front page name and signature missing.	Mr.Shamin muth
5	S7 MEA	ME405 Refrigeration & air-conditioning	Syllabus,lesson plan ,subject coverage ,co-po mapping missing.	Mr.Mejo Francis
6	S7 MEA	ME431 Mechanical engineering lab	Syllabus,lesson plan,topics coverage,CO-PO mapping missing.	Mr.Melbin Benny
7	S5 MEB	ME331 Manufacturing technology lab 1	Incomplete attendance register ,CO-PO mapping,lesson plan,subject coverage.	Mr.Aji Augustine
8	S5 MEB	EE335	Attendance register	Mr.Senthilkumar

OBSERVATIONS-FINDINGS -AUDIT DATED ON 04/10/2018

MECHANICAL ENGINEERING DEPARTMENT

			incomplete,CO-PO mapping topic coverage missing	
9	S5 MEB	ME367 Non destructive testing	Ok.	Mr.Jithinmon
10	S5 MEB	ME301 Mechanism of machinery	CO-PO mapping missing, only one copy of assignment was found to be submitted.	Mr. Dilin Dinesh
11	S5 MEA	HS 300	Signature in attendance register missing,first series marks and assignment marks were found not entered.	Mr.Midhun Mukundan
12	S5 MEA	ME367Non destructive testing	Ok.	Mr.Johny P Joseph
13	S5 MEA	ME 305 Computer programming & numerical methods.	Course risk assessment report HOD sign missing,missing assignment samples, name and signature missing in answer booklets.	Sr.Jisha C.T & Mr.Jagannathan
14	S3 MEB	ME201 Mechanics of solids	CO-PO mapping missing,Assignment marks were foundnot entered, Answer booklet front page sign missing	Mr.Arjun P
15	S3MEB	Lifeskills	Assignment marks	Mr.Rameshan

OBSERVATIONS-FINDINGS -AUDIT DATED ON 04/10/2018

MECHANICAL ENGINEERING DEPARTMENT

			were found not entered in attendance register.	
16	S3MEB	CE230	Course plan date missing in attendance register	Ms.Rohini & Denny J
17	S3 MEA	ME210 Metallurgy and Materials	Name and signature missing in front page of the answer booklets.	Cdr. Raju K.K
18	S3 MEA	CE230 Material testing lab	Course plan ,Subject coverage missing	Mr.Appu kurian and Dilin Dinesh
19	S3MEA	ME203 Mechanics of fluids	Name and signature missing in front page of the answer booklets,assignme nt samples missing	Alex George
20	S1 MEA	EE100 Basics of electrical	Ok.	Mis.Shelma George
21	S1MEA	BE110 Engineering graphics	Syllabus,lesson plan,CO-PO mapping missing.	Mr.Binoy Poyili
22	S1MEA	ME110 Mechanical engineering workshop	Lesson plan missing	Mr.Hariprasad
23	S1MEB	EE100 Electrical & electronics engineering	Risk assessment missing	Ms.Sheetal Cyriac
24	S1MEB	PH110 Engineering physics lab	Ok.	Mr.Jomy Jose

OBSERVATIONS-FINDINGS -AUDIT DATED ON 04/10/2018

MECHANICAL ENGINEERING DEPARTMENT

25	SIMEB	PH100 Engineering physics	Attendance register is not completed,CO-PO mapping missing,Name and signature missing in front page of the answer booklets	Mr.Jomy Jose
26		Counseling records	Maintained.	
27		Purchase file	Maintained.	
28		Stock register maintained	Maintained.	
29		Risk register	Risk register was not found.	

Auditors : Mr.Vinod J Thomas , AP in ECE

Ms.Asha Baby, AP in CSE





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

Academic Audit Report
2018 - 2019

Basic Details

Institution	VIMALJYOTHI ENGINEERING COLLEGE
First Auditor Name	M K GIRIDHARAN
Second Auditor Name	
Visit	First
Semester Type	Odd

General Assessment

Auditor's Comment	Principal's Response
Comments attached. Since the College has initiated action for NAAC accreditation, modified filing systems have to be followed in certain cases. Copies of all important files may be kept in IQAC.	

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU	Good(4)	Professionally designed format to be used for all published documents like attendance statements ,assignment marks, Internal test marks etc	
Functioning of students grievances and appeal committee	Good(4)	Procedure of constitution of the committee, notice of meeting, minutes ,follow up action etc are to be standardised.	

Functioning of Academic Discipline & Welfare committee	Good(4)	--do--	
Student feedback on co-curricular and extracurricular activities	Good(4)	Generally happy with the facilities	
Average student to faculty ratio index	Excellent(5)	1.29. Based on the list of faculty supplied and sanctioned strength	
Progress of Monthly report uploading	Good(4)	IQAC coordinator shall make sure that the scheduled dates of meetings are adhered to strictly.	
Principal's response ON previous audit reports	Good(4)	The principal's response may be entered against the auditors remarks positively.	

B.Tech

No of B.Tech Students	1534
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ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Scheduled dates not followed as per KTU academic calendar	
Schedule of Time Table	Good(4)	Format may be modified to add more features and endorsements	
Attendance of students	Good(4)	Format to be modified to get more clarity	
Quantity & Quality of Assignments/Mini Projects	Good(4)	There is scope for improvement	
Conduct of Tutorial Classes	Good(4)	Tutorial logs to contain more information	

Syllabus coverage as per course plan	Good(4)	Were able to cover up the lost working days due to floods, since they started the semester two weeks earlier.	
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)	Day to day evaluation to be assured. Quality of experiments can be improved.	
Syllabus coverage of practical courses	Good(4)	experiments beyond the syllabus can be tried if time permits.	
Evaluation of students performance in practical classes	Good(4)		
Conduct of remedial/bridge classes	Good(4)	Booster classes being arranged for weak students after regular hours on 3 days.	
Maintenance of course diary	Good(4)	All evaluation parameters to be entered in the course diary.	
Faculty evaluation by students	Good(4)	conducted 3 times in a semester. Only consolidated classwise copy needs to be filed.	
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Poor(2)	Overall pass %= 48.83 Must improve.	
Conduct of seminar classes	Good(4)	Distribution of marks to be entered in course diary.	
Quality & Progress of projects	Good(4)	There is scope for improvement. Mark distribution to be entered in course diary.	

MECHANICAL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Scheduled dates for the meeting were not being adhered to. Constitution ,notice for the meeting, follow up action etc have to be properly filed.	
Schedule of Time Table	Good(4)	The format of time table may be modified to add more features and endorsement.	
Attendance of students	Good(4)	The format for publication of the attendance statements may be modified	
Quantity & Quality of Assignments/Mini Projects	Good(4)	There is scope for improvement	
Conduct of Tutorial Classes	Good(4)	Tutorial log book shall contain more information	
Syllabus coverage as per course plan	Good(4)	Were able to cover up the lost workingdays due to the flood, since they started regular classes two weeks earlier than the scheduled start.	
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)	Day today evaluation of the students have to be assured by all faculty handling practical sessions.	
Syllabus coverage of practical courses	Good(4)	Experiments covering beyond syllabus can be considered if time permits	
Evaluation of students performance in practical classes	Good(4)		

Conduct of remedial/bridge classes	Good(4)	Booster classes in the evening hours after regular working time are being arranged for weak students .	
Maintenance of course diary	Good(4)	All evaluation results must be entered in the course diary.	
Faculty evaluation by students	Good(4)	3 feed backs are taken during the semester. Only class wise consolidated hard copy needs to be filed. This is a confidential document and must be kept with hod and Principal.	
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Poor(2)	overall pass =41.69(Poor). Must be improved.	
Conduct of seminar classes	Good(4)	Distribution of marks to be entered in course diary.	
Quality & Progress of projects	Good(4)	Mark distribution to be entered in course diary	

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Scheduled dates are not seen followed. Constitution,notice of the meeting, follow up actions etc are to be filed.	
Schedule of Time Table	Good(4)	Format may be modified to add more features and authentications.	
Attendance of students	Good(4)	Format needs to be modified.	

Quantity & Quality of Assignments/Mini Projects	Good(4)	There is scope for improvement.	
Conduct of Tutorial Classes	Good(4)	Log sheets to contain more informations.	
Syllabus coverage as per course plan	Good(4)	Were able to cover uthe lost working days ,since they started before the scheduled dates.	
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)	Day to day evaluations must be assured.	
Syllabus coverage of practical courses	Good(4)	contents beyond syllabus can be introduced if time permits.	
Evaluation of students performance in practical classes	Good(4)		
Conduct of remedial/bridge classes	Good(4)	Booster classes are being arranged for 3 days a week for the weak students.	
Maintenance of course diary	Good(4)	All evaluation parameters to be recorded in the course diary.	
Faculty evaluation by students	Good(4)	3 feed backs taken per semester. Need file only class wise consolidated score sheets.	
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Fair(3)	Overall pass % =56.37. Can improve.	
Conduct of seminar classes	Good(4)	Distribution of marks to be recorded in the course diary.	

Quality & Progress of projects	Good(4)	Can improve. Evaluation data should be recorded in the course diary.	
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ELECTRICAL AND ELECTRONICS ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Scheduled dates not followed. Hard copy of constitution, notice of the meeting, follow up etc shall be filed.	
Schedule of Time Table	Good(4)	Format may be modified to add more features and endorsements.	
Attendance of students	Good(4)	Format may be modified to add more clarity.	
Quantity & Quality of Assignments/Mini Projects	Good(4)	Can be improved.	
Conduct of Tutorial Classes	Good(4)	Log book to contain more information.	
Syllabus coverage as per course plan	Good(4)	Were able to cover up the lost days due to floods, since they started the classes two weeks earlier.	
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)	Can be improved. Day to day evaluation must be guaranteed.	
Syllabus coverage of practical courses	Good(4)	Experiments beyond the syllabus can be included if time permits.	
Evaluation of students performance in practical classes	Good(4)	Evaluation to be based on course outcome.	
Conduct of remedial/bridge classes	Good(4)	Booster classes being arranged for 3 days per week for weak students.	

Maintenance of course diary	Good(4)	All evaluation parameters to be entered in the course diary.	
Faculty evaluation by students	Good(4)	being carried out 3 times in a semester. Class wise consolidated hard copy onle needs to be filed.	
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Poor(2)	Overall pass % =44.64. Must try to improve.	
Conduct of seminar classes	Good(4)	Distribution of marks to be entered in course diary.	
Quality & Progress of projects	Good(4)	Evaluation details to be recorded in course diary.	

APPLIED ELECTRONICS & INSTRUMENTATION ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Scheduled dates are not followed. Constitution, notice of the meeting, follow up action etc are to be filed	
Schedule of Time Table	Good(4)	Format may be modified to add more features and authentication.	
Attendance of students	Good(4)	Format to be modified to bring more clarity.	
Quantity & Quality of Assignments/Mini Projects	Good(4)	Can be improved.	
Conduct of Tutorial Classes	Good(4)	Tutorial log book shall contain more information.	
Syllabus coverage as per course plan	Good(4)	Were able to cover up the loss of working days, since the classed started earlier than the scheduled dates.	

Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)	Day today evaluation to be assured. content beyond syllabus can also be included.	
Syllabus coverage of practical courses	Good(4)		
Evaluation of students performance in practical classes	Good(4)		
Conduct of remedial/bridge classes	Good(4)	Booster classes being arranged 3 days per week to help weak students.	
Maintenance of course diary	Good(4)	all evaluation parameters shall be recorded in the course diary.	
Faculty evaluation by students	Good(4)	3 feed backs per semester. No need to file individual score sheets. Keep class wise score sheet of faculty.	
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Poor(2)	Overall pass % =40.50. Must be improved.	
Conduct of seminar classes	Good(4)	Distribution of marks to be entered in the course diary.	
Quality & Progress of projects	Good(4)	Evaluation data to be recorded in the course diary.	

COMPUTER SCIENCE & ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
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Functioning of class/course committees	Good(4)	Scheduled dates not being followed. Constitution, notice of the meeting, follow up action etc are to be documented .	
Schedule of Time Table	Good(4)	Format may be modified to add more features and authentications.	
Attendance of students	Good(4)	Format may be modified.	
Quantity & Quality of Assignments/Mini Projects	Good(4)	There is scope for improvement.	
Conduct of Tutorial Classes	Good(4)	Log book to contain more information.	
Syllabus coverage as per course plan	Good(4)	Were able to make the lost working days due to the floods, since classes were started earlier than the schedule.	
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)	Day today evaluations to be assured.	
Syllabus coverage of practical courses	Good(4)	Beyond the syllabus experiments can also be included if time permits.	
Evaluation of students performance in practical classes	Good(4)		
Conduct of remedial/bridge classes	Good(4)	Booster classes are being arranged for 3 days in a week for the weak students	
Maintenance of course diary	Good(4)	All evaluation results to be marked in the course diary.	
Faculty evaluation by students	Good(4)	3 three feed backs during a semester. No need to file individual score sheets. consolidated class wise sheet only to be filed.	

Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Fair(3)	Overall pass % =57.31. Can be improved.	
Conduct of seminar classes	Good(4)	Distribution of evaluation marks to be recorded in the course diary.	
Quality & Progress of projects	Good(4)	Can be improved. Mark distribution to be recorded in the course diary	

M.Tech

No of M.Tech Students	131
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ELECTRONICS AND COMMUNICATION ENGINEERING(COMMUNICATION ENGINEERING AND SIGNAL PROCESSING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Follow the scheduled dates. file should contain constitution of the committee, notice of meeting, follow up etc.	
Schedule of Time Table	Good(4)		
Attendance of students	Good(4)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Can be improved	
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Good(4)		
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)		
Syllabus coverage of practical courses	Good(4)		

Evaluation of students performance in practical classes	Good(4)		
Conduct of remedial/bridge classes	Not Relevant		
Maintenance of course diary	Good(4)		
Faculty evaluation by students	Good(4)		
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Fair(3)	Overall pass % =73.2 .Can be improved	
Conduct of seminar classes	Good(4)	Distribution of marks to be entered in course diary	
Quality & Progress of projects	Good(4)	Evaluation details to be recorded in course diary	

MECHANICAL ENGINEERING(THERMAL ENGINEERING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Not Relevant		
Schedule of Time Table	Not Relevant		
Attendance of students	Not Relevant	No students admitted	
Quantity & Quality of Assignments/Mini Projects	Not Relevant		
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Not Relevant		
Use of ICT enabled teaching & Digital courses	Not Relevant		
Conduct of Practical classes	Not Relevant		

Syllabus coverage of practical courses	Not Relevant		
Evaluation of students performance in practical classes	Not Relevant		
Conduct of remedial/bridge classes	Not Relevant		
Maintenance of course diary	Not Relevant		
Faculty evaluation by students	Not Relevant		
Student feedback on curriculum coverage	Not Relevant		
Student feedback on infrastructural facilities	Not Relevant		
Performance of students in the previous semester	Not Relevant		
Conduct of seminar classes	Not Relevant		
Quality & Progress of projects	Not Relevant		

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

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Follow the scheduled dates and use proper formats	
Schedule of Time Table	Good(4)	Format may be modified	
Attendance of students	Good(4)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Can be improved	
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Good(4)		
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)		

Syllabus coverage of practical courses	Good(4)		
Evaluation of students performance in practical classes	Good(4)	Can be improved	
Conduct of remedial/bridge classes	Not Relevant		
Maintenance of course diary	Good(4)		
Faculty evaluation by students	Good(4)	Follow up actions may be recorded	
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Excellent(5)	Overall pass % =91.285.	
Conduct of seminar classes	Good(4)	Distribution of marks to be entered in course file	
Quality & Progress of projects	Good(4)	Evaluation details to be recorded on course file.	

ELECTRONICS AND COMMUNICATION ENGINEERING(CONTROL AND INSTRUMENTATION)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Follow scheduled dates.	
Schedule of Time Table	Good(4)	Format may be modified	
Attendance of students	Good(4)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Can be improved	
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Good(4)		
Use of ICT enabled teaching & Digital courses	Good(4)		

Conduct of Practical classes	Good(4)		
Syllabus coverage of practical courses	Good(4)		
Evaluation of students performance in practical classes	Good(4)		
Conduct of remedial/bridge classes	Good(4)		
Maintenance of course diary	Good(4)		
Faculty evaluation by students	Good(4)		
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Excellent(5)	Overall pass %=100.	
Performance of students in the previous semester	Good(4)		
Conduct of seminar classes	Good(4)	Mark distribution to be entered in course diary.	
Quality & Progress of projects	Good(4)	Evaluation details to be entered in course diary.	

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

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Follow scheduled dates. Improve file format	
Schedule of Time Table	Good(4)		
Attendance of students	Good(4)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Can be improved	
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Good(4)		

Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)		
Syllabus coverage of practical courses	Good(4)		
Evaluation of students performance in practical classes	Good(4)		
Conduct of remedial/bridge classes	Not Relevant		
Maintenance of course diary	Good(4)		
Faculty evaluation by students	Good(4)		
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Excellent(5)	overall pass % =100 (Excellent). Keep it up	
Conduct of seminar classes	Good(4)	Mark distribution to be entered in course file	
Quality & Progress of projects	Good(4)	evaluation details to be entered in course file	

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

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Follow the scheduled dates. Keep details of constitution of the committee, notice of meeting, follow up etc in order.	
Schedule of Time Table	Good(4)	Use modified format	
Attendance of students	Good(4)	Format to be modified	

Quantity & Quality of Assignments/Mini Projects	Good(4)	can be improved	
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Good(4)		
Use of ICT enabled teaching & Digital courses	Good(4)		
Conduct of Practical classes	Good(4)		
Syllabus coverage of practical courses	Good(4)		
Evaluation of students performance in practical classes	Good(4)	Can be improved	
Conduct of remedial/bridge classes	Not Relevant		
Maintenance of course diary	Good(4)		
Faculty evaluation by students	Good(4)		
Student feedback on curriculum coverage	Good(4)		
Student feedback on infrastructural facilities	Good(4)		
Performance of students in the previous semester	Fair(3)	Overall pass % = 66.6. Can be improved	
Conduct of seminar classes	Good(4)	Distribution of marks to be entered in logbook	
Quality & Progress of projects	Good(4)	Evaluation data to be entered in course diary	