VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA
ACCREDITED BY IEI, NBA & NAAC ◆ ISO 9001:2015 CERTIFIED
AFFILIATED TO KTU ◆ APPROVED BY AICTE

Internal Audit report

2018-19

VIMAL JYOTHI ENGINEERING COLLEGE,
CHEMPERI
670632

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	ME
Semester & Section	S_1, S_3, S_5, S_7 – A&B
Course	ME
Period which audit is conducted	July–Dec
Date of Audit	11-8-2018

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	4	–	
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	–	College level	

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	-	College level	
4	Student feedback on cocurricular and extracurricular activities	–	Not Submitted	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5		
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	3	No seperate file for course committee	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements	3		

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	4		
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	4		
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	4		
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	3		
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	4	ME 210 , HS 300	

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	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	3	Verified EE110 CE210	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	3		
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	3	ME431- Continues evaluation sheet missing	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	0	Remedial class register missing	

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	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	3	seperate sheet attached	
18	Student feedback on curriculum coverage	–		
19	Student feedback on infrastructural facilities	–		

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JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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Internal Audit Cell (IAC)
Audit Statement

Check list of documents produced for academic audit

1. Class Time Table& Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects& elective courses)
4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

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15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Shelma George

11/8/18

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Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	Civil Engg.
Semester & Section	BTech, MTech. 1st, 3rd, 5th and 7th.
Course	BTech., MTech.
Period which audit is conducted	July – August. (2018).
Date of Audit	25/08/18,

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	5		
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	5		

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	5		
4	Student feedback on cocurricular and extracurricular activities			
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5		
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	5	S1 CE(a,h) S3 CE(a,h) S5 CE(a,h) S7 CE(a,h)	All meeting conducted as per I.E.T.U. Calendar.
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	5	S1 CE(a,h) S3 CE(a,h) S3 CE(a,h) S7 CE(a,h)	Files updated

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance (5) • Whether Leave of Absence is maintained ?	BE100-01 CE(a). PH110 Lab. ME100 CE(b) CH100 CE(b).		
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	5	CE451 S5 CE(a) CE451 S5 CE(b). } Verified. CE0341 S5 CE(a) CE341 S5 CE(a) } Verified.	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	3	S1 CE(a,b) S3 CE(a,b) } To be updated.	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	(5)	CE309 S5 CE(a) — CE371 S5 - CE(a) — CE303 S5 CE(a) — CE403 S5 CE(b — } Verified the course diary and found that syllabus coverages as per course plan.	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor			

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	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	5	ME110, CE(a) PH110, CE(a) ME110, CE(b) CE331, CE(a) CE333, CE(b) CE341, CE(b) CE231, CE(b) CE431, CE(a)	verified Course diary and found that course diary is maintained well and updated.
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	5	Syllabus is covered as recommended by K.T.U.	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	4.	ME110 S1, CE(a) ME110 S1, CE(b) CE333 S2 CE(b) CE233 S3 CE(b).	verified that evaluation of students performance in practical classes are done properly.
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.		S1, CE(a,b) S3 CE(a,b)	Remedial classes are not yet started.

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	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	ME100-CE(a)-S1 PH100-CE(a)-S1 BE103-CE(b)-S1 BE101-01 CE(b)-S1 MA201-CE(a)-S3 CE201-CE(a)-S3 CE205-CE(b)-S3 CE201-CE(b)-S3. CE309-CE(a)-S5 CE303-CE(a)-S5 CE303-CE(b)-S5. CE409 CE(b)-S7. CE 308 CE(a) – Test(1) marks missing. CE 305 CE(b) – Test(1) marks missing	Course diary verified all found that course diary is well maintained.	
18	Student feedback on curriculum coverage	—	Feedback not taken	
19	Student feedback on infrastructural facilities			

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Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
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JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

Signature Not Verified

Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Ayya.O.M
25/8/18.

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Principal.VJEC

VIMAL JYOTHI
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JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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Internal Audit Cell (IAC)
Audit Statement

Department	EEE
Semester & Section	S1, S3, S5 & S7
Course	B.Tech
Period which audit is conducted	July – Aug.
Date of Audit	

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)			
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)			

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them			
4	Student feedback on cocurricular and extracurricular activities			
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6			
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	Good.	All the class/course committee reports are available	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements	Good.		HOD EEE

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	Good		
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	Good	Assignment QP is missing – EE407 CE100	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	Good	Tutorial log register is maintained by all classes.	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	Good	Portion coverage is available in Spaneos s/w. (Not available in course diary)	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor			

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HOD EEE

	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	Good		
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	Good	Course plan ~~done~~ available in Spaneos S/W.	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	Good		
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	Good	Dates & attendance ~~conducted~~ is available with tutors.	

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HOD EE2

	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	Fair	KTU Academic Calendar is missing – BE100, EE301, EE303, EE305, EE233, EE205, EE409, EE469, EE431 Assignment IQAC missing – EE409.	
18	Student feedback on curriculum coverage			
19	Student feedback on infrastructural facilities			

HOD EEE

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Internal Audit Cell (IAC)
Audit Statement

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Signature Not Verified

Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Divya

Divya B
Internal Auditor

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Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	Computer Science.
Semester & Section	S1, S3, S5 & S7.
Course	B-TECH
Period which audit is conducted	July - Aug.
Date of Audit	31-08-'18

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	5	College level	
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	5	College level	

Signature Not Verified

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	5	College level	
4	Student feedback on cocurricular and extracurricular activities	5	All are filed	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5	good.	
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	5	Minutes Verified	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	4	Some practical are scheduled forenoon.	

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	4	Verified and intimated with Corrections.	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	4	Found Satisfactory.	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	3	S5 & S1 → Tutorial registers Incomplete. S3 - Verified.	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	5	Verified.	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	3	ICT enabled used ~~Not used~~	

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	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	4	i) Cy+10 - Student Sample record is missing (S_1). ii) S_3 - CS 233 - Verified. iii) S_5 - CS 333 - Verified. iv) S_7 - CS 431 - Verified.	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	5	Verified.	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	4	S_1 – Incomplete S_3, S_5, S_7 } Verified.	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	4	~~S4~~ - ~~Topic~~ details are missing	

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	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided		S7 - CS 407 - Complete & Verified. S5 - CS 307 - Complete & Verified. S3 - CS 201 - Course file, Co-Po-mapping, Year Calender are missing S1 - ~~EC~~ BE 101-05 file missing	
18	Student feedback on curriculum coverage	5	Verified.	
19	Student feedback on infrastructural facilities	-	College level	

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15. Log book for summer and contact courses

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17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Abdul Latheef

08/11/2019
(HOD-CSE)

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Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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Department	AEI
Semester & Section	
Course	
Period which audit is conducted	July – Aug.
Date of Audit	26/7/18

26/7/18

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)			
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)			

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them			
4	Student feedback on cocurricular and extracurricular activities	Good		
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6			
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	Good		
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements	Good		

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	Good		
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	Good		
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	Good		
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	Good		
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor			

Signature Not Verified

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	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	Good		
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	Good		
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	Good		
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	Good		

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	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	Good		
18	Student feedback on curriculum coverage	Good		
19	Student feedback on infrastructural facilities			

Signature Not Verified

Principal.VJEC

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Internal Audit Cell (IAC)
Audit Statement

Check list of documents produced for academic audit

1. Class Time Table& Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects& elective courses)
4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

Signature Not Verified

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15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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Department	AEI
Semester & Section	
Course	
Period which audit is conducted	Sept - Oct.
Date of Audit	26/10/18

26/10/18

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)			
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)			

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them			
4	Student feedback on cocurricular and extracurricular activities	Good		
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6			
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	Good		
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	Good		

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	Good		
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.		Assignment details to be entered	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	Good		
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	Good		
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	Good		

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	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	Good		
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	Good		
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	Good		
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	Good		

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	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided		Assignment details missing Tutorials not entered in course diary Assignment marks not entered Internal exam marks not entered	
18	Student feedback on curriculum coverage	Good		
19	Student feedback on infrastructural facilities			

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VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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13. Register of internal evaluation marks
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Signature Not Verified

Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

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S_3 ME I

1. EC 201
2. EC 203
   Assignment Details
3. EC 207
   Assignment Details
4. MA 201
   Assignment Details
   Signature → course diary
   Assignment mark
5. EC 205
   Assignment Details
   Signature → course diary
6. ~~EE~~ HS 210
   Assignment Details
   Course file - front page
   CO - PO mapping
   Assignment mark
   Semester plan, assessment plan, Vision mission
7. EC 231
8. EC 230
   Subject coverage
9. Faculty timetable

Signature Not Verified
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Assignment details
Year calendar

6. AE 401
File not submitted

7. AE 431
File not submitted

8. AE 451

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1. EC 110
attendance register : signature

2. CE 110
Course plan, portion coverage
timetable, exp mine mark
attendance register : signature
Sample record

3. BE 100
Assignment details
CO-PO mapping
Year calender
Second series mark
Signature in course diary
Series 2, assignmen 2 sample sheets

4. CY 100
Attendence entering manmel
Signature

5. CY 110
Attendance missing
Exp mine mark

6. BE 103

7. CE 100
Answer key
IQAC QP, Assignment
Series 2 QP, Signature

8. BE 101-04
Signature

9. MA 101
File not submitted

10. Faculty time table

11. APC Second Internal

12.

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~~6~~ 6 AEI

1. AE 304
   CO-PO mapping → course diary
   Signature
   Series 2 mark not entered
   Series 2 sample answer scripts
   Course file not in order
2. HS 300
   Front page
   Assignment details
   CO-PO mapping → course diary
   Assignment mark not entered
   Course file not in order
3. AE 365
4. AE 307
5. AE 305
   Front page
   CO-PO mapping → course ~~file~~ diary
6. AE 331
7. EE 337
   Attendance to be entered

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S7 AEI

1. AE 407
2. AE 463
   Assignment Details
   CO-PO mapping → course diary
   Year calender → course diary
   Series mark not entered
   Series 1, 2, Assignment sample sheets missing
3. AE 409
4. AE 403
   Assignment details → course diary
   CO-PO mapping → course diary
   Year calender → course diary
   Series 1, 2, assignment sample sheets missing

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA
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Department	Computer Science Engineering (CSE)
Semester & Section	S2, S4, S6, S8
Course	B-Tech - KTU
Period which audit is conducted	2018-19 academic year
Date of Audit	21/05/'19

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	Good (4)	—	for 24/5/19 (Jolson P Jose)
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	Good (4)	—	

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	—	—	
4	Student feedback on cocurricular and extracurricular activities	Good (4)	Class Committee & Course team minutes, Student Faculty feedbacks are verified.	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	Good (4)	—	
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	Excellent (5)	Class/course Committe minutes are verified. S2/S4/S6/S8.	for HOD 24/5/19
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	Excellent (5)	Tutor files & related files are verified.	

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	Excellent (5)	Verified APC for (S_2, S_4, S_6, S_8) Classes.	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	Fair(3)	Answer key verified through IQAC Council has not found for (S_2, S_4, S_6, S_8) Classes.	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	Good(4)	Only two or three classes where Conducted per Students. - All tutorial registers are verified.	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	Excellent (5)	→ Course diary of few subjects like Embedded sys's (404) Computer n/w's (306) are found incomplete	for HoD 24/4/19 (Gilson P. Jose)
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	Poor(2)	Only google class room are the online learning platforms.	

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Principal.VJEC

	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	Good (4)	S3, S4, S6, S8 lab files are verified. Few files are missing with lab manual & split up's etc.	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	Good (4)	Verified all the lab records.	for HOD 24/5/19 (Jilson P Jose)
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	Excellent (5)	-Done as much as possible.	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	Good (4)	Remedial classes Conducted for S2, S4, S6.	

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Principal.VJEC

	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	Fair (3).	CS 404 :- embedded s/m. -> Course diary found incomplete & left with a bunch of Xerox sheets downloaded from spaneas -> HOD signature is missing in number of course files.	for HOD in e 24/5/19
18	Student feedback on curriculum coverage	Good (4)	Class Committee meeting report & action taken verified.	
19	Student feedback on infrastructural facilities	Good (4)	"	

Audited by,

Shalet K.S 22/05/19

Asst Prof, E&I

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VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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Internal Audit Cell (IAC)
Audit Statement

Check list of documents produced for academic audit

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10. Consolidated statement of marks of internal tests ✓
11. Seminar presentation details ✓
12. Project (Mini project/Design project/Final semester project) progress review reports ✓
13. Register of internal evaluation marks ✓
14. Student Activities Log Book (for B.Tech programme only) ✓

Signature Not Verified

Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

~~B~~8

-~~166~~ - ~~Electronics~~ & Instrumentation.

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VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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Internal Audit Cell (IAC)
Audit Statement

Department	Electrical and electronics Engineering
Semester & Section	S2, S4, S6, S8
Course	B.Tech – KTU
Period which audit is conducted	2018-19 Academic year
Date of Audit	20/05/2019

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	Good (4)	–	for HoD Shelma George 20/5/19
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	Fair (3)	–	

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	–	–	
4	Student feedback on cocurricular and extracurricular activities	Good (4)	Class Committee meeting minutes are verified (54, 56, 58)	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	Good (4)	–	for HoD Shelma George
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	Excellent (5)	Class/Course Committee meetings reports verified (52, 54, 56, 58)	20/5/19
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	Excellent (5)	Tutor files are verified (52, 54, 56, 58)	

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	Excellent (5)	APC Verified for (S2, S4, S6, S8) classes.	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	Good(4)	100AC of question papers maintained properly. 100AC of assignments not found.	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	Faire(3)	Only two or three tutorial classes were conducted per Semester. EE 202 - Synchronous Induction machine verified.	for HoD Shelme George 20/11/19
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	Excellent (5)	EE 482 - Energy management and auditing Course diary Verified. assignment 100AC missing Attendance register Class engaged missing	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	poor(2)	only google classrooms codes verified.	

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Principal.VJEC

	• Open courseware Verify from • Course diary & Student feed back		Verified from tutor file.	
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	Good(4)	EE334 power electronics and drives lab verified. Subject coverage, Course plan missing Course diary, Record verified.	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	Good(4)	EE234 Verified ~~Open mapping~~ Subject coverage, Course plan missing	for HoD Shelma George 20/5/14
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	~~Fair(3)~~ Good(4)	ME110 Verified assessment plan HOD Sign missing tutor Sign missing Course diary work record, Sample answer book well maintained.	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	Good(4)	Remedial classes conducted for S2, S4, S6.	

Signature Not Verified

Principal.VJEC

	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	Fair(3)	EE404 Verified 1) Attendance Register not complete 2) HOD sign missing 3) IQAC missing in assignment and question papers. 4) Assessment plan, Semester plan missing 5) Sample assignment missing 6) Report by faculty missing 7) Incomplete Course file.	for HOD Shelma George 20/5/19
18	Student feedback on curriculum coverage	Good(4)	Class Committee meeting reports Verified	
19	Student feedback on infrastructural facilities	Good(4)	Class Committee meeting reports Verified	

Audited by,
Asha Baby 21/05/19
AP in CSE

Signature Not Verified
Principal.VJEC

VIMAL JYOTHI
ENGINEERING COLLEGE
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11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports ✓
13. Register of internal evaluation marks ✓
14. Student Activities Log Book (for B.Tech programme only) ✓

Signature Not Verified

Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

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Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
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Department	ECE
Semester & Section	S2., S4, S6, S8
Course	B.Tech
Period which audit is conducted	28-1-2019 to 22-5-2019
Date of Audit	22-5-2019

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	4		
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	-	college level only	

Signature Not Verified

Principal.VJEC

3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	-	College level only	
4	Student feedback on cocurricular and extracurricular activities	-	Nil.	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5		
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	4		
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	4		

Signature Not Verified

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	4	EC202 EC312 PH100 } verified	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	4	IQAC file verified	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	3	2018-22 Batch missing 2017-21 Verified	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	4	EC206 EC304 EC404 MA102 } verified	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	3	google classroom- for all subject	

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	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	4	EC232 EC332 PH110 } verified	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	3	EC334 EC230 ME110 } verified	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	4	EC 232 ME110 ECE332 } verified	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	3	2018-22 Batch missing 2017-21 verified	

Signature Not Verified

Principal.VJEC

	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	3	EC334 - Incomplete HS200 - Incomplete EC206 - Verified PH100 - Syllabus, assignment details, Subject coverage & hours present are missing Seperate sheet attached	
18	Student feedback on curriculum coverage	4	2018-22 Batch missing 2017-21, 2016-20, 2015-19 } Missing	
19	Student feedback on infrastructural facilities	-	-	

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
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5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book – ~~missing~~ (2018-22) – Missing 2017-21 Batch – Verified
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students 15-19, 18-22, 17-21, 16-20 ~~pending~~ – Verified
10. Consolidated statement of marks of internal tests – Not updated with last series RA
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports – Course file incomplete
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

15-19 Batch – Verified

Signature Not Verified
Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes - 2018-22 Batch - Missing

2017-21 Batch- verified

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students — 2016-20 Batch Verified

19. Result Analysis (University) - 2018-22 Batch Verified
2017-21 Batch Not updated
2016-20 Verified
2015-19 Not updated.

Shelma George

22/5/19

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	EEE
Semester & Section	S1, S3, S5 & S7.
Course	B.Tech.
Period which audit is conducted	Sept-Oct.
Date of Audit	29/10/18.

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)			
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)			

Signature Not Verified

Principal.VJEC

3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them			
4	Student feedback on cocurricular and extracurricular activities			
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6			
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	Good		
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	Good		HOD EEE

Signature Not Verified

Principal.VJEC

8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	Good		
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	Good	Assignment marks is missing - CE100/	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	Good		
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	Good	Portion coverage is available in Spaneos S/W : (Not available in course diary).	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor			

HOD EEE

Signature Not Verified

Principal.VJEC

	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	Good		
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	Good	Syllabus coverage available in Spaneos.	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	Good		
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	Good	Attendance & dates conducted is available with tutors	

HoD EEE

Signature Not Verified

Principal.VJEC

	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	Fair	Second series marks is missing – EE 367, EE 307, BE 100, EE 301, EE 305	
18	Student feedback on curriculum coverage	Good	Complete feedbacks are not available for S3 & S5 (in tutor file).	
19	Student feedback on infrastructural facilities			

HOD EEE

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Check list of documents produced for academic audit

1. Class Time Table& Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects& elective courses)
4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
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10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

Signature Not Verified

Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Divya

Divya B

Auditor

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	ECE
Semester & Section	S_1, S_3, S_5, S_7
Course	Electronics & Communication : B.Tech
Period which audit is conducted	Sept-Oct.
Date of Audit	25-10-18

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	4		
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	-	College level	

Signature Not Verified
Principal.VJEC

3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	-	College level	
4	Student feedback on cocurricular and extracurricular activities	3	Verified 16-20 Batch 17-21 } Included 18-22 } in course file	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5		
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	4	Verified 16-20 Batch 17-21 Batch 15-19 Batch 18-22 Batch	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements	3		

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Principal.VJEC

8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	3	Verified - EC 463 MA 101	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	2	EC 409 - Verified	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	3	Verified - 16-20 Batch 17-21 Batch 18-22 Batch	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	4	BE 103 EC 409	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	3	EC 463, BE 103 HS 010, HS 300	

Signature Not Verified

Principal.VJEC

	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	3	Ec110 - Verified Ec335 - Verified	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	4	Labs are almost recently completed	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	3		
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	4	Verified for - 16-20 18-22 17-21	

Signature Not Verified

Principal.VJEC

	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	3	EC201 EC203 EC 307 EC301 verified	
18	Student feedback on curriculum coverage	—		
19	Student feedback on infrastructural facilities	—		

Signature Not Verified

Principal.VJEC

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Internal Audit Cell (IAC)
Audit Statement

Check list of documents produced for academic audit

1. Class Time Table& Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects& elective courses)
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5. Course Diary for all the courses including practical, seminar, project etc.
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10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

Signature Not Verified

Principal.VJEC

16. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

George

Dr. Roohini J V.

Shelma

JF110118

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	Computer Science
Semester & Section	S1, S3, S5, S7
Course	B. Tech
Period which audit is conducted	Sept - Oct.
Date of Audit	29-10-'18

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	5	College level	8/11/18
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	5	College level	

Signature Not Verified

Principal.VJEC

3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	5	College level	
4	Student feedback on cocurricular and extracurricular activities	5	Feedback seems	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5	good	
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	5	the minutes verified	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	4	Some of the practical sessions come in the FN session	

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Principal.VJEC

8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	4	verified are intimated the corrections.	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	4	Found satisfactory	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	3	S5 – Register incomplete S1 – Register is ~~not~~ incomplete S3 – verified	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	5	Verified	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	3	ICT enabled used ~~Not used~~	

Signature Not Verified

Principal.VJEC

	• Open courseware Verify from • Course diary & Student feed back	—	-	
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	4	S2 CS 110- incomplete S3- CS231- verified S5- CS331- Register incomplete S7- CS451 - verified	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	5	verified	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	4	S7 - complete S5 - complete S3- complete S1- Lab manual & record missing	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	4	~~CA~~ Paper details need to enter Verified	

Signature Not Verified

Principal.VJEC

	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	A	S7 – CS401 – complete verified S5 – CS303 verified S3 – CS207 KTU Calendar, series 2 marks missing S1 – BE103 – Course plan & signature missing	
18	Student feedback on curriculum coverage	5	verified	
19	Student feedback on infrastructural facilities	–	College level	

Signature Not Verified

Principal.VJEC

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Internal Audit Cell (IAC)
Audit Statement

Check list of documents produced for academic audit

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11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

Signature Not Verified

Principal.VJEC

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Abdul Latheef

29/10/18

8/11/18
(HOD-CSE)

Signature Not Verified

Principal.VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	ME
Semester & Section	S1, S3, S5, S7 - A & B
Course	ME
Period which audit is conducted	Sept - Oct.
Date of Audit	29-10-2018

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	4		
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	–	College level	

Signature Not Verified

Principal.VJEC

3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	–	College level	
4	Student feedback on cocurricular and extracurricular activities	–	Not submitted	
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5		
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	3	No seperate file for Course committee	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements	3		

Signature Not Verified

Principal.VJEC

8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	4		
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	4		
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	4		
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	3		
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor	4	BE103-203, ME 403 ME 210	

Signature Not Verified
Principal VJEC

	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	3	Verified ME 110 MB231	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	4		
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	3	ME110 – Continued evaluation mixing	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	0	Remedial class register mixing	

Signature Not Verified

	• Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	3	Seperate Sheet attached	
18	Student feedback on curriculum coverage	-		
19	Student feedback on infrastructural facilities	-		

Signature Not Verified

Principal VJEC

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

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11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

Signature Not Verified

Principal VJEC

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Shelma George

29/10/18

Signature Not Verified

Internal Audit Cell (IAC)
Audit Statement

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Department	Civil Engineering
Semester & Section	BTech, MTech, 1st, 3rd, 5th, 7th Semester.
Course	BTech, MTech.
Period which audit is conducted	September - October. (2018).
Date of Audit	25/10/18.

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	5		
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)	5		

Signature Not Verified

Principal.VJEC

3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them	5		
4	Student feedback on cocurricular and extracurricular activities	1		
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5		
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	4	S_3 CE(a,b) – Updated. S_2 CE(a,b) – Functioning well. S_1 CE(a,b) – Functioning well S_5 CE(a,b) – Updated.	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements	5	S_3 CE(a,b) – Maintained well. S_4 CE(a,b) – Updated and well maintained. S_1 CE(a,b) – Updated S_5 CE(a,b) Updated	

Signature Not Verified

Principal.VJEC

8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?		ME100 S1 CE(h) CE371 S5 CE(h) CE465 S7 CE(b) } Course diary verified.	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	5	CE451 CE(b) S7 CE445 1 CE(a) S7 CE341 S5 CE(a) } Course diary not complete.	verified.
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	3	CE341 S5 CE(h) — Attendance not updated. S3 CE(a) To be updated. S1 CE(a,b) To be updated.	
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	5	CE110 S1 CE(h) CE371 S5 CE(a) CE303 S5 CE(a) CE409 S7 CE(h) } Course diary verified.	
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor			

Signature Not Verified
Principal.VJEC

	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	PH110 S1CE(A) ME110 S1CE(A) ME110 – S1CE(h) CE231 – S3CE(A) CE231 – S3CE(h) CE233 – S3CE(h) CE431 – CE(A). CE341 S5CE(h) – Course diary not complete. CE341 – S5CE(A) – Course diary not complete.	Verified Course diary and found that practical classes are conducted as per K.T.U instructions.	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	5	ME110, S1CE(A) CE233 S3CE(A) CE431 S7CE(A).	As per K.T.U curriculum requirement.
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	5	ME110 S1CE(h). CE233 S3CE(A). CE341 S5CE(h).	Verified.
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.		S3CE(A) verified and found updated. S1CE(h) Found that remedial Classes are being conducted.	

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	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	5	BE110 CE(a) – S1 BE110 CE(b) – S1 PH100 – EE, – S1. ME100 – CE(b) S1 CE201 – S3 CE(a) CE233 S3 CE(a) CE465 S7 CE(b) CE409 S7 CE(b) CE301 – S5 CE(b) CE303 S5 CE(b) CE305 – S5 CE(b) – Test(1), Test(2), CE401 – S7 CE(a) – Test(2) marks, Test(2) Answer scripts (Sample), Assignments CE305 – S5 CE(a) – Test(2) marks missing. in course diary.	Verified theory course diary and found that course diary is well maintained. as per the instructions of KTU. Assmt marks not entered in course diary. missing.
18	Student feedback on curriculum coverage	4.5	S3 CE(a,b) → (4.5 average) S7 CE(a,b → 4.5 Average). S5 CE(a,b) (4.5 Average) S1 CE(a,b) (4.5 Average)	
19	Student feedback on infrastructural facilities			

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VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001:2008 Certified Institution

Internal Audit Cell (IAC)
Audit Statement

Check list of documents produced for academic audit

1. Class Time Table& Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects& elective courses)
4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

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15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

25/10/18.

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Principal.VJEC

AEI

Internal Audit Cell (IAC)
Audit Statement

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ENGINEERING COLLEGE
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Department	AEI
Semester & Section	1st
Course	B. Tech
Period which audit is conducted	Oct - Nov.
Date of Audit	

Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	5 Excellent		
2	Functioning of students grievances and appeal committee • (Minutes of meetings & action taken report • Attendance of members)			

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3	Functioning of Academic Discipline & Welfare Committee • (Minutes of meetings & action taken report • Attendance of members • Cases of ragging, student clashes etc and actions taken to curb them			
4	Student feedback on cocurricular and extracurricular activities			
5	Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 & 0.89 Poor if between 0.6 & 0.74 Very Poor if less than 0.6	5 Excellent	2.314	
6	Functioning of class/course • Committees (Verify minutes of committee meetings • Check attendance of committee members • Examine Major decisions • Evaluate action taken report	4 Good	Well maintained	
7	1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred). 2. Practical, drawing, tutorial, seminar & project classes may be scheduled in the AN session as far as possible 3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.	2 Good poor	Tutorial not Class not conducted bt log register maintained	

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8	Attendance of students • Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose. • Number of students having shortage of attendance • Whether Leave of Absence is maintained ?	4 Good	Well maintained	
9	Quantity & Quality of Assignments/Mini Projects • Verify -course diary/course file, - sample assignments - project review records, reports etc.	4 Good	Well maintained	
10	Conduct of Tutorial Classes • Verify the tutorial log book • Size of tutorial classes • Number of students assigned to a faculty • Hours of tutorial classes per subject per week • Whether Tutorial sheets provided or not ?	2 poor		
11	Syllabus coverage as per course plan • Verify the course diary • Check number of classes engaged - Punctuality of the faculty • Speed of presentation – Refer Students' feedback	4 Good		
12	Use of ICT enabled teaching & Digital courses • NPTEL • M-Tutor ✓	3 Fair	M.Tutor registered PPT, & vedios are used	

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	• Open courseware Verify from • Course diary & Student feed back			
13	Conduct of Practical Classes • Verify course diary, course file, log book of equipment, work record of students etc. • Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) lab facility (v) safety precautions followed	4 Good	well maintained	
14	Syllabus coverage of practical courses • Verify the experiments done in each lab as per curriculum requirement	4 Good	Well maintained	
15	Evaluation of students performance in practical classes Can be assessed by verifying -Course diary -work record -question paper for written test - sample answer books	4 Good	Well maintained	
16	Conduct of remedial/bridge classes • Register for remedial classes/bridge courses • Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.	4 Good	Well maintained	

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	• Punctuality of classes • Attendance of students			
17	Maintenance of course Diary • Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.) • Examine course diary for all necessary details such as (i) Time slot of classes (ii) Syllabus (iii) Course plan (iv) Details of assignments, tutorials (v) Attendance of students (vi) Marks awarded for assignments, internal exams etc (vii) Internal evaluation marks (viii) Topics covered and mode of instruction in each class (ix) Extra classes engaged (x) Learning materials provided	5 Excellent	Properly maintained	
18	Student feedback on curriculum coverage	2 poor	Feedback taken during class committee	
19	Student feedback on infrastructural facilities	2 poor	"	

Anitha Babu 17/11

VIDHYA S S

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