



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

2022-23



VIMAL JYOTHI ENGINEERING COLLEGE,
CHEMPERI
670632

Vimal Jyothi Engineering College, Chemperi

Internal Quality Assurance Cell

Internal Academic Audit

November 2022

Basic Details

Department Name	ADS & CSD
Auditors Name and Address	Mr,Mejo M Francis (AP ME). Ms. Shimna P.K (AP ECE)
Date of Visit:	10 TH NOV 2022
Semester Type: Even/Odd	ODD (2022-23)

*This is a sample document generated for testing purposes.


B.Tech

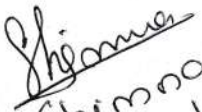
No of UG Students in Department	
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Branch: ...ADS & CSD.....

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report		NA
Advisory meetings and action taken report	Very Good	Maintained soft copy of the unsigned document
Syllabus coverage as per course plan	Excellent	Details available
Conduct of Tutorial Classes	Excellent	Details available
Conduct of series tests and evaluation of answer scripts	Very Good	
Syllabus coverage and conduct of practical courses	Very Good	Experiments/lab works are covered as per syllabus requirements.
Evaluation of students performance in practical classes	Very Good	Daily evaluation consolidated (unsigned) in excel soft copy is available.
Facility to do experiments in the lab		Not Available for audit
Conduct of remedial/minor/honours classes	Very Good	Required details were available Details of Students undergoing Minor courses in other depts. not properly maintained.
Maintenance of course diary	Excellent	
Assessment of Outcomes		NA
Faculty evaluation & remarks of the HoD	Very Good	Consolidated feedback reports and action taken by HOD is available with CSE Dept (unsigned soft copies)

*This is a sample document generated for testing purposes.


10/11/22 Mejo M Francis (APME)


Shrima P.K (AP, ECE)
10/11/22.

Facility in the department library for references	Very Good	Common File with CSE
Students attending MOOC or other online courses (B)	Good	Very Few numbers were found 6 out of 32 in S5 ADS

[Signature]

Meji M Fran
10/11/22

[Signature]

Shimra P.K
10/11/22

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

November 2022

Basic Details

Department Name	AEI
Auditors Name and Address	Ms. Anith Thomas M. AP/CSE Dr. Jayar George M. AP/CEC
Date of Visit:	11/11/2022
Semester Type: Even/Odd	Odd.

[Signature]
11/11/2022

B.Tech

No of UG Students in Department	$20 + 20 + 14 + 26 = 80$
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Branch: AEI.....

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report		SS course learn meeting minutes, ATR missing.
Advisory meetings and action taken report		SS advisory meeting minutes, ATR and order missing.
Syllabus coverage as per course plan		Module coverage incomplete. (S7)
Conduct of Tutorial Classes		Deck and tutorial no. incomplete (S3), missing in SS, student's note is null (S7).
Conduct of series tests and evaluation of answer scripts		Done
Syllabus coverage and conduct of practical courses		Done
Evaluation of students performance in practical classes		Project 1st eval should be group assess and mark should be in 20.
Facility to do experiments in the lab		Done.
Conduct of remedial/minor/honours classes		SS Booster details missing.
Maintenance of course diary		Done.
Assessment of Outcomes		
Faculty evaluation & remarks of the HoD		SS student's Feedback missing.
Facility in the department library for references		Done.
Students attending MOOC or other online courses (B)		Done

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

November 2022

Basic Details

Department Name	Civil Engineering.
Auditors Name and Address	Dr. R. Senthil kumar, AP, EEE, VJEC Anit Thomas M, AP, CSE, VJEC
Date of Visit:	
Semester Type: Even/Odd	odd

B.Tech

No of UG Students in Department	1 st year = 29 2 nd yr = 52+1 3 rd = 79+4
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1th year = 105+1.

Branch: Civil Engineering

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report	Good	Signature missing.
Advisory meetings and action taken report	Good	Done
Syllabus coverage as per course plan	Good	Done
Conduct of Tutorial Classes	Good	Sample work missing, Date and tutorial no. was missing on proof
Conduct of series tests and evaluation of answer scripts	Good	Done
Syllabus coverage and conduct of practical courses	Good	Done
Evaluation of students performance in practical classes	Good	Done, Sample record was not available.
Facility to do experiments in the lab	Good	Done
Conduct of remedial/minor/honours classes	Good	Sample work done by the students missing.
Maintenance of course diary	Good	Done
Assessment of Outcomes		Nil
Faculty evaluation & remarks of the HoD	Good	Available in spaneos.
Facility in the department library for references	Good	Done
Students attending MOOC or other online courses (B)	Good.	only honors student are doing mooc courses, no other students are doing.

*This is a sample document generated for testing purposes.

M.Tech

No of PG Students in the department	8
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Branch:

Key Aspects	Rating	Auditor Remarks
Class committee meetings and action taken report	Average	Not conducted For this Semester
Syllabus coverage as per course plan	Good	Done
Conduct of series tests and evaluation of answer scripts	Good	Done
Conduct of Seminar & Mini project	Good	Done
Conduct of Thesis	Good	Done
Faculty with Ph.D for the program	Good	2 Faculties
Maintenance of course diary	Good	Done
Students attending MOOC or other online courses		Nil
Facility in the department library for books/ journal references	Good	Done
Computing facility in the department	Good	Done
Facility available in the department to do thesis work(all relevant licensed software)	Good	Done
Average Rating	Good	

*This is a sample document generated for testing purposes.

VIMAL JYOTHI ENGINEERING COLLEGE , KANNUR

Internal Audit

Date: 10.11.2022

Name of the Department : Civil Engineering

Department specific documents

Key Aspects	Auditor Remarks
A1 Files (Academic files)	
Time table (with tutorials) – Staff arranged in hierarchical order	Staff timetable is not as in the hierarchical order but kept in separate folders
Internal exam QP (DQAC Approved)	Done
Innovative Teaching approaches	Nil
Tutorial samples with log book	Sample work done by the students missing, will be updating. Date and number of tutorial need to be written in the proof.
SFR	Available with NBA files
A2 – File (Academic Files)	
Course files	Done
A3 – Files (Academic Files)	
CO-PO, CO-PSO mapping	Available in the course diary
PO, PSO attainment	NA
Curriculum Gap (with Gaps and course identified to address the POs,	NA
Project (a. List of projects with guides and students b. Panels, rubrics	Done
Add-on Courses	No courses identified
B – Files (Staff Files)	
Research funding	No funding projects
Consultancy	Done
Collaborative works/research and outcome	Nil
Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	Available with NBA files
Publications: Conference, Books, Book chapters, Articles, etc	Available with NBA files
IPR (and related activities)	Nil
MoU	Procedure going on
FDP Attended: (a. Outside own college b. Inside own college)	Available with NBA files
FDP/Conference Organized	Procedure going on
Awards / Honors	Nil
External Interaction	Nil
C – Files (Student Files)	

Roll List (for last 3 years)	Signature missing, will be updating. Separate section for the total no. of boys, girls and lateral entry students need to be kept.
KTU Results and Analysis (Semester-wise)	Done
Success Data of Passed Out Batch	Done
Placement (Proof- for the previous Academic Year)	Only one student placed during the current semester 19
Higher Studies (Proof- for the previous Academic Year)	Available with NBA files
Career/Skill Development Programs	Workshops conducted
Achievements	Nil
Entrepreneurship / Start ups	Done
Professional Society Activity	Nil
D – Files (Miscellaneous Files)	
Staff Extension Activities	Nil
Staff Duties/Responsibilities	Additional portfolio available
Staff/Guest Appointment Details	Details available in the mail
Guest Acquaintance (Semester-wise)	Nil
Department Budget	Nil - Approved for the current semester. not available
In addition to above files, following documents shall also be maintained:	
Minutes and action taken reports of course/class committees of UG/PG	Signature missing
Minutes and action taken reports of advisory meetings	Done
Course Diary for all the courses	Done
Equipment log registers used in Laboratories	Done
Log book for summer and contact courses	Nil
Question paper and sample answer scripts for assessment of practical courses	Done, sample work record was not available
Details showing the conduct of remedial/minor/honours classes	Sample work done by the students missing.
Details of faculty evaluation and action taken on it	Available in spaneos
Department library register showing volume and title of books, journals etc	Done
Register showing activity points	Done
Details of MOOC courses taken by UG/PG students	Only Honor students doing MOOC courses, No other MOOC course details are available.
Details of computing facility in the computer lab (UG/PG)	Done
Details of relevant licensed software available in the department	Done
Ms. Anit Thomas M Assistant Professor / Department of ADS	<i>Anit Thomas</i> 10/11/22
	R. Subramanian Dr. R. Senthil Kumar Professor / Department of EEE

S. Malhotra
10/11/2022
HOD, CE

Vimal Jyothi Engineering College, Chemperi

Internal Quality Assurance Cell

Internal Academic Audit

November 2022

Basic Details

Department Name	Computer Science
Auditors Name and Address	Mr,Mejo M Francis (AP ME). Ms. Shimna P.K (AP ECE)
Date of Visit:	10 TH NOV 2022
Semester Type: Even/Odd	ODD (2022-23)

*This is a sample document generated for testing purposes.

B.Tech

No of UG Students in Department	
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Branch: ...COMPUTER SCIENCE.....


Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report		NA
Advisory meetings and action taken report	Very Good	Maintained soft copy of the document without the signatures of Head of the department & Principal
Syllabus coverage as per course plan	Excellent	Details available
Conduct of Tutorial Classes	Very Good	Details available
Conduct of series tests and evaluation of answer scripts	Very Good	Some of the course files were missing during audit. All the files can be made available during audit, so that the auditor can randomly choose few.
Syllabus coverage and conduct of practical courses	Very Good	Experiments/lab works are covered as per syllabus requirements.
Evaluation of students performance in practical classes	Very Good	Daily evaluation consolidated (unsigned) in excel soft copy is available.
Facility to do experiments in the lab	Satisfactory	Few labs were, shared with other departments. Stock register is not updated properly (software lab/ACRC lab) Log register was incomplete for few labs.
Conduct of remedial/minor/honours classes	Good	S3CSE A & S3 SCSE C Booster class details were not available during audit. Details of CSE Students undergoing Minor courses in other depts. not properly

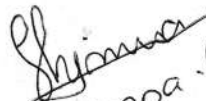
*This is a sample document generated for testing purposes.

[Signature]
 Raju M Francis (APME)
 10/11/22

[Signature]
 Shrima P.K (A.P ECE)
 10/11/22

		maintained. Honors course required data available.
Maintenance of course diary	Excellent	
Assessment of Outcomes	Good	Details available (unsigned soft copies)
Faculty evaluation & remarks of the HoD	Very Good	Consolidated feedback reports and action taken by HOD is available (unsigned soft copies)
Facility in the department library for references	Very Good	
Students attending MOOC or other online courses (B)	Good	Very Few numbers were found


 Neji Fanni
 10/11/22


 Shimpa B.K
 10/11/22

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

November 2022

Basic Details

Department Name	Electronics and Communication Engineering
Auditors Name and Address	1. Shamy A, Assistant Professor, Department of Applied Electronics and Instrumentation 2. Dr. Vibhoosha. M. P., Assistant Professor, Department of Civil Engineering
Date of Visit:	11/11/2022: Friday
Semester Type: Even/Odd	Odd Semester

B.Tech**Branch:** Electronics and Communication Engineering

No of UG students in Department	217
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Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report		Files are maintained and it is updated
Advisory meetings and action taken report		Done
Syllabus coverage as per course plan		Files Missing
Conduct of Tutorial Classes		Student attendance sheet missing, log book missing
Conduct of series tests and evaluation of answer scripts		S3 and S5 few files missing, S7 Completed
Syllabus coverage and conduct of practical courses		Consolidated list of portion coverage not available
Evaluation of students performance in practical classes		S3 <ul style="list-style-type: none">• Continuous evaluation sheet missing• Rubrics mark split up missing• Attendance register missing S5 <ul style="list-style-type: none">• Few course files are missing• Viva rubrics missing• rubrics based evaluation sheet missing
Facility to do experiments in the lab		Log and stock registers are available
Conduct of remedial/minor/honours classes		Minor/honour files missing
Maintenance of course diary		<u>Theory</u> Few files are missing

*This is a sample document generated for testing purposes.

Assessment of Outcomes		
Faculty evaluation & remarks of the HoD		Feedback forms missing for labs
Facility in the department library for references		Stock register is maintained
Students attending MOOC or other online courses (B)		<ul style="list-style-type: none"> • MOOC course files missing • Activity points are updated only for S7.

Auditor 1: Shamyra A
SLB
 14/11/22

Dr. Vibhoosha M.P
Vibhoosha

Vimal Jyothi Engineering College, Chemperi-670632

Internal Academic Audit Report- AY 2022-2023

Department: Electrical and Electronics Engineering

Degree B.Tech EEE

Date :10.11.2022

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report	Good	Principal Signature is missing in S7 Advisory Meeting and office order is missing for S5
Advisory meetings and action taken report	Good	-
Syllabus coverage as per course plan	Good	S5 Portion coverage is missing
Conduct of Tutorial Classes	good	-
Conduct of series tests and evaluation of answer scripts	Excellent	-
Syllabus coverage and conduct of practical courses	Good	-
Evaluation of students performance in practical classes	Good	-
Facility to do experiments in the lab	Excellent	-
Conduct of remedial/minor/honours classes	Good	-
Maintenance of course diary	Excellent	-
Assessment of Outcomes	NA	-
Faculty evaluation & remarks of the HoD	Good	-
Facility in the department library for references	Good	-
Students attending MOOC or other online courses (B)	Good	Only 2 in S7

Department specific documents

Key Aspects	Auditor Remarks
A1 Files (Academic files)	
Time table (with tutorials) – Staff arranged in hierarchical order	Staff timetable is available with hierarchical order
Internal exam QP (DQAC Approved)	Available indexing may be required
Innovative Teaching approaches	Nil
Tutorial samples with log book	Available for S3 courses
SFR	Available with NBA files
A2 – File (Academic Files)	
Course files	Available
A3 – Files (Academic Files)	
CO-PO, CO-PSO mapping	Available in the course diary
PO, PSO attainment	NA
Curriculum Gap (with Gaps and course identified to address the POs,	NA
Project (a. List of projects with guides and students b. Panels, rubrics	Done
Add-on Courses	No courses identified
B – Files (Staff Files)	
Research funding	NA
Consultancy	nil
Collaborative works/research and outcome	Nil
Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	Available with NBA files
Publications: Conference, Books, Book chapters, Articles, etc	Available with NBA files
IPR (and related activities)	2 available
MoU	Procedure going on
FDP Attended: (a. Outside own college b. Inside own college)	Available with NBA files
FDP/Conference Organized	Procedure going on

Awards / Honors	Nil
External Interaction	Nil
C – Files (Student Files)	
Roll List (for last 3 years)	Available
KTU Results and Analysis (Semester-wise)	Done- soft copy available
Success Data of Passed Out Batch	Done
Placement (Proof- for the previous Academic Year)	Available
Higher Studies (Proof- for the previous Academic Year)	Available with NBA files
Career/Skill Development Programs	Workshops conducted
Achievements	Nil
Entrepreneurship / Start ups	nil
Professional Society Activity	Nil
D – Files (Miscellaneous Files)	
Staff Extension Activities	Available IEEE
Staff Duties/Responsibilities	Additional portfolio available
Staff/Guest Appointment Details	NA
Guest Acquaintance (Semester-wise)	Nil
Department Budget	Available
In addition to above files, following documents shall also be maintained:	
Minutes and action taken reports of course/class committees of UG/PG	Available
Minutes and action taken reports of advisory meetings	Done
Course Diary for all the courses	Done- in Spaneous
Equipment log registers used in Laboratories	Done
Log book for summer and contact courses	Nil
Question paper and sample answer scripts for assessment of practical courses	Done, available
Details showing the conduct of remedial/minor/honours classes	Only 2 in S7
Details of faculty evaluation and action taken on it	Available in spaneous
Department library register showing volume and title of books,journals etc	Done

Register showing activity points	Done
Details of MOOC courses taken by UG/PG students	Only 2 in S7
Details of computing facility in the computer lab (UG/PG)	Done
Details of relevant licensed software available in the department	Done

General comments

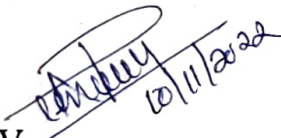
1. S7 Seminar and Project Rubrics are missing
2. Principal Signature is missing in S7 Advisory Meeting and office order is missing for S5.
3. S5 Portion coverage is missing
4. Tutorial Log for S5 and S7 are missing

Signature of the Internal Auditors

Ms. Neena V V

Associate Professor

Department of CSE, VJEC



Dr.P.Sridharan

Professor/ME

VJEC



ME


Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

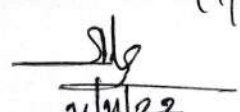
Internal Academic Audit

November 2022

Basic Details

Department Name	ME
Auditors Name and Address	Prabin James, FEE Shamya, AEE
Date of Visit:	11.11.2022
Semester Type: Even/Odd	odd

1) ✓ Prabin James 
11/11/2022

2) Shamya A 
11/11/22

B.Tech

No of UG Students in Department

181

Branch:

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report		NIL
Advisory meetings and action taken report		NIL
Syllabus coverage as per course plan		Faculty signatures missing [57]
Conduct of Tutorial Classes		NIL
Conduct of series tests and evaluation of answer scripts		NIL
Syllabus coverage and conduct of practical courses		NIL
Evaluation of students performance in practical classes		NIL
Facility to do experiments in the lab		NIL
Conduct of remedial/minor/honours classes		NIL
Maintenance of course diary		Updated
Assessment of Outcomes		-
Faculty evaluation & remarks of the HoD		NIL [Completed]
Facility in the department library for references		maintained
Students attending MOOC or other online courses (B)		Soft copy available



*This is a sample document generated for testing purposes.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

Department Name	1. Artificial Intelligence and Data Analysis 2. Computer Science and Design
Auditors Name, Department and Signature	1. Dr. R. Senthilkumar, Professor, Department of EEE  2. Ms. Shimna P K Asst. Professor, Department of ECE 
Date of Visit:	24.01.2023 at 01.30PM
Semester Type:	Odd

B.Tech

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	
Advisory meetings and action taken report	S ₃ → Signature of Participants missing ADS
Syllabus coverage as per course plan	
Conduct of Tutorial Classes	
Conduct of series of tests and evaluation of answers/scripts	Signature of Examiners missing in answer books
Syllabus coverage and conduct of practical courses	
Evaluation of students performance in practical classes	
Facility to do experiments in the lab	Shared with CS department
Conduct of remedial/minor/honours classes	Attendance missing.
Maintenance of course diary	
Assessment of Outcomes	
Faculty evaluation & remarks of the HoD	Available with HOD.
Facility in the department library for references	Shared with CS department
Students attending MOOCs or other online courses (B)	

Additional Comments by Auditors :

Examiner Signature missing Subjects

C6T 303

ADT 305


AMT 305.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

Department Name	AEI
Auditors Name, Department and Signature	Dn. Jayesh , AP, ECE Ms. Anit Thomas M, AP, CSE (AOS) 
Date of Visit:	24.01.2023.
Semester Type:	ODD

B.Tech

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	—
Advisory meetings and action taken report	There is a change in sessional mark for ECT 201 Signed copy of Final sessional mark of SS is missing.
Syllabus coverage as per course plan	Incomplete for ST.
Conduct of Tutorial Classes	Consolidated data was missing.
Conduct of series tests and evaluation of answer scripts	OK.
Syllabus coverage and conduct of practical courses	OK.
Evaluation of students performance in practical classes	OK.
Facility to do experiments in the lab	Not shown any register.
Conduct of remedial/minor/honours classes	Consolidated booster class data was missing - student list shown. NO minor and honours providing.
Maintenance of course diary	OK
Assessment of Outcomes	—
Faculty evaluation & remarks of the HoD	Feedbacks available.
Facility in the department library for references	OK.
Students attending MOOC or other online courses (B)	Consolidated data was not available.


Additional Comments by Auditors: ST project office order was missing.
ST project rubrics is not followed as per the syllabus.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

Department Name	Civil Engineering
Auditors Name and Address	Mr,Mejo M Francis (AP ME)  Ms. Anit Thomas M (AP CSE)
Date of Visit:	23.01.2023
Semester Type: Even/Odd	ODD (2022-23)

B.Tech

No of UG Students in Department	
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Branch: ...CIVIL ENGINEERING.....

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report		NA
Advisory meetings and action taken report		Required details available. Agenda for meeting was missing in few files
Syllabus coverage as per course plan		Portion coverage report status before the internal exams is not maintained. Spaneous execution details shown.
Conduct of Tutorial Classes		Incomplete for few subjects likes design of concrete structures. Consolidated details not maintained
Conduct of series tests and evaluation of answer scripts		Required details available.
Syllabus coverage and conduct of practical courses		Required details available
Evaluation of students performance in practical classes		Consolidated daily evaluation details available. Rubrics and sample record was not available for MT lab.
Facility to do experiments in the lab		Stock registers not updated properly. Entry dates & signature was missing in CEL 333 lab and MT lab stock register.
Conduct of remedial/minor/honours classes		S3, S5 Booster class supporting details was not available during audit. Consolidated booster class details not maintained

Maintenance of course diary		Required details available
Assessment of Outcomes		Not configured for AY 22-23
Faculty evaluation & remarks of the HoD		Verbally communicated, file not shown
Facility in the department library for references		Consolidated details of books/journals/Reports were not available. Stock register & log book maintained
Students attending MOOC or other online courses (B)		No MOOC courses for S3 students In 7 th semester, 6 students out of 107 completed the course. Course details and Certificate proof not available

Miji M Francis (AP ME)


29/1/23

M.Tech

No of UG Students in Department

Branch: ...CIVIL ENGINEERING.....

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report		Not data shown
Syllabus coverage as per course plan		Not data shown
Conduct of series tests and evaluation of answer scripts		Shown for only one subject (Pavement construction practice 10CE7205)
Conduct of seminar and mini project		No data shown
Conduct of thesis		No data shown
Faculty with PhD for the program		No data shown
Maintenance of course diary		Shown for only one subject (Pavement construction practice 10CE7205)
Students attending MOOC or other online courses		No data shown
Facility in the department library for references		Total number of books and journals was not available
Computing facility in the department		Register/file not maintained
Facility available in the department to do the thesis work		No data shown

Vimal Jyothi Engineering College, Chemperi

Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

Department Name	Computer Science and Engineering
Auditors Name, Department and Signature	1. Ms. Shimna P K Asst. Professor, Department of ECE 2. Dr. R. Senthilkumar, Professor, Department of EEE <i>Shimna P K</i> 27/1/23 <i>R. Senthilkumar</i> 27/1/23
Date of Visit:	23.01.2023 at 01.30PM
Semester Type:	Odd

B.Tech

KeyAspects	AuditorRemarks (For entering remarks, Additional sheets may be used if required)
Class/coursecommitteemeetingsandactiontakenreport	1
Advisorymeetingsandactiontakenreport	Available
Syllabuscoverageaspercourseplan	Available
ConductofTutorialClasses	
Conductofseriesof testsandevaluationof answerscripts	Signature of Examiner missing in answer book.
Syllabuscoverageandconductofpracticalcourses	
Evaluation of students performance inpracticalclasses	
Facilitytodoexperimentsinthelab	
Conductofremedial/minor/honoursclasses	Attendance is missing.
Maintenanceofcoursediary	MAT 203 → Attendance register missing
AssessmentofOutcomes	
Facultyevaluation&remarks of the HoD	
Facilityinthedepartmentlibraryforreferences	
StudentsattendingMOOCs otheronlinecourses(B)	

Additional Comments by Auditors :

Examiner Signature missing subjects -
 S₃ A, B → OOPS
 A → LSD.

S₈ → CST301

CSEC → Disaster management


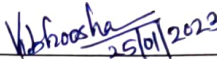
S₅ CSE → C → Computer Networking.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

Department Name	Electronics and Communication Engineering
Auditors Name, Department and Signature	Mr. Prabin James Dr. Vibhoosha M P   25/01/2023
Date of Visit:	25/01/2023 10 AM
Semester Type:	ODD

B.Tech

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	
Advisory meetings and action taken report	<ul style="list-style-type: none">• Signature is missing in S7 and S3 documents
Syllabus coverage as per course plan	
Conduct of Tutorial Classes	<ul style="list-style-type: none">• S7 Tutorial files missing
Conduct of series tests and evaluation of answer scripts	
Syllabus coverage and conduct of practical courses	
Evaluation of students performance in practical classes	
Facility to do experiments in the lab	
Conduct of remedial/minor/honours classes	
Maintenance of course diary	<ul style="list-style-type: none">• Hard copy of attendance register is incomplete• Seminar guide allotment proof, signed seminar report are missing• Second feedback data is available only for one S7 course
Assessment of Outcomes	
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	
Students attending MOOC or otheronline courses (B)	

Additional Comments by Auditors :

NIL

Vimal Jyothi Engineering College, Chemperi

Internal Quality Assurance Cell

Internal Academic Audit

January 2023


Basic Details

Department Name	Electrical and Electronics Engineering
Auditors Name, Department and Signature	Mr.Mejo M Francis Dr.P.Sridharan
Date of Visit:	24.01.2023
Semester Type:	ODD

B.Tech Electrical and Electronics Engineering

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Yes Available
Advisory meetings and action taken report	Yes Available
Syllabus coverage as per course plan	Yes Available
Conduct of Tutorial Classes	Yes Available
Conduct of series tests and evaluation of answer scripts	Yes Available
Syllabus coverage and conduct of practical courses	Yes Available
Evaluation of students performance in practical classes	Yes Available Some places date of Experiment is missing Faculty signature missing in Log book
Facility to do experiments in the lab	Yes Available
Conduct of remedial/minor/honours classes	Available
Maintenance of course diary	Available
Assessment of Outcomes	Available
Faculty evaluation & remarks of the HoD	Available
Facility in the department library for references	Available
Students attending MOOC or other online courses (B)	S3 -nil S5- nil S7 -2

Additional Comments by Auditors :


Dr. P. Sridharan

Signature of the Internal Auditors


Mr. Mejo M Francis

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

Department Name	Mechanical Engineering
Auditors Name, Department and Signature	Ms. Neena V.V Signature CSE Dr. Jayesh George, FCE dept. 
Date of Visit:	25/01/2023
Semester Type:	ODD

B.Tech



Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	NA
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	Sample data maintained in file, All the data available as soft copy
Conduct of series of tests and evaluation of answers/scripts	Available
Syllabus coverage and conduct of practical courses	Available, Sample record not available for all the labs
Evaluation of students performance in practical classes	Available
Facility to do experiments in the lab	OK
Conduct of remedial/minor/honours classes	Attendance details and sample Materials available, impact analysis not done.
Maintenance of course diary	Available
Assessment of Outcomes	Maintained with available results.
Faculty evaluation & remarks of the HoD	Available
Facility in the department library for references	Available
Students attending MOOCs or other online courses (B)	Available

Additional Comments by Auditors :

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	CEED ADS
Auditors Name, Department and Signature	1. Mr Prabir James EEE AP EEE  2. Dr. Sreedharan Professor ME 
Date of Visit:	26.06.23
Semester Type:	2022-23 EVEN Semester

B.Tech


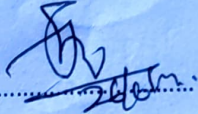
Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	—
Advisory meetings and action taken report	available [soft copy]
Syllabus coverage as per course plan	hard copy available
Conduct of Tutorial Classes	Hard copy available
Conduct of series tests and evaluation of answer scripts	Hard copy available
Syllabus coverage and conduct of practical courses	Hard copy available
Evaluation of student's performance in practical classes	Slip up not available [Entered in Record] in sheets
Facility to do experiments in the lab	✓ available [soft copy]
Conduct of remedial/minor/honors classes	2020-2024 [2020-2024] Batch [Internal, Assign] are not available
Maintenance of course diary	available [soft copy]
Assessment of Outcomes	available
Faculty evaluation & remarks of the HoD	Not feedback collected Evaluation not complete
Facility in the department library for references	NIL - common to CSE
Students attending MOOC or other online courses (B)	Soft copy available

Additional Comments by Auditors regarding A, B, C and D Files :

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	B.Tech. Computer Science & Design.
Auditors Name, Department and Signature	1. Ms. Prabin James API / EEE  2. Dr. P. Sridharan Professor / ME 
Date of Visit:	26/6/2023
Semester Type:	2022-23 EVEN Semester


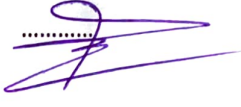
Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
✓ Class/course committee meetings and action taken report	Available
✓ Advisory meetings and action taken report	Available
✓ Syllabus coverage as per course plan	Available common with ADS
✓ Conduct of Tutorial Classes	Available
✓ Conduct of series tests and evaluation of answer scripts	yes
✓ Syllabus coverage and conduct of practical courses	yes
✓ Evaluation of student's performance in practical classes	yes
✓ Facility to do experiments in the lab	yes
✓ Conduct of remedial/minor/honors classes	yes
✓ Maintenance of course diary	yes
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	Feedback collected, Evaluation yet to complete
• Facility in the department library for references	Common to CSE
✓ Students attending MOOC or other online courses (B)	Soft copy available

Additional Comments by Auditors regarding A, B, C and D Files :

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	Mechanical Engineering
Auditors Name, Department and Signature	1. Shimna P.K E.C.E  2. Dominic N. Thomas A.S.H 
Date of Visit:	22/6/23
Semester Type:	2022-23 EVEN Semester

B.Tech

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	} Available.
Advisory meetings and action taken report	
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	Available
Conduct of series tests and evaluation of answer scripts	Good
Syllabus coverage and conduct of practical courses	Available.
Evaluation of student's performance in practical classes	Available.
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	Available
Maintenance of course diary	Good
Assessment of Outcomes	Available
Faculty evaluation & remarks of the HoD	Available
Facility in the department library for references	Good
Students attending MOOC or other online courses (B)	Available.

Additional Comments by Auditors regarding A, B, C and D Files :

* All NBA files are upto date.

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Completed
Advisory meetings and action taken report	"
Syllabus coverage as per course plan	Completed
Conduct of Tutorial Classes	Completed.
Conduct of series tests and evaluation of answer scripts	
Syllabus coverage and conduct of practical courses	✓
Evaluation of student's performance in practical classes	✓
Facility to do experiments in the lab	✓
Conduct of remedial/minor/honors classes	No minor and honors for SS students ✓
Maintenance of course diary	✓
Assessment of Outcomes	✓
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	✓
Students attending MOOC or other online courses (B)	✓

Additional Comments by Auditors regarding A, B, C and D Files :



Course file .

1. SGAEI : COURSE FILES , SOFT COPY MISSING
 - INDUSTRIAL ECONOMICS COURSE FILE MISSING
 - CO-PO MAPPING MISSING
 -
2. SG AEI - Tutorial & Booster Register
Consolidated list to be finalized
3. ~~SG ACE~~ SG AEI FEEDBACK MISSING.
4. Office order of Panel is missing in Project Phase I
5. For MOOC COURSE - INDEX PAGE has to be included

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	Civil Engineering
Auditors Name, Department and Signature	<p>1. Ms. Shamy A, EIE Dept.  26/6/23</p> <p>2. Mr. Abdul Latheef, CSE Dept.  24/6/23</p>
Date of Visit:	26-06-2023
Semester Type:	2022-23 EVEN Semester

B. Tech

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Included in the course file, no spate file maintaining
Advisory meetings and action taken report	Minutes and ATR filed. Year wise office order maintained. Office order document correction required.
Syllabus coverage as per course plan	Completed
Conduct of Tutorial Classes	Files are maintained.
Conduct of series tests and evaluation of answer scripts	Done
Syllabus coverage and conduct of practical courses	Done
Evaluation of student's performance in practical classes	CEL 204, CEL 334(S6 CE A) files are not found. CEL 332(S6 CE A) - Continues evaluation sheet missing. CET 308(S6 CE A) - Class work activity conduction missing
Facility to do experiments in the lab	Maintained
Conduct of remedial/minor/honors classes	Conduct of minor/honors classes - Maintained Remedial - Only one course for S4 Two courses for S6
Maintenance of course diary	Done
Assessment of Outcomes	Done
Faculty evaluation & remarks of the HoD	Done
Facility in the department library for references	Only Books are available for references.
Students attending MOOC or other online courses(B)	Only 2019-23 batch done, index page need to prepare

Additional Comments by Auditors regarding A, B, C and D Files :

A1 - Files

- Internal exam QP (DQAC Approved) - Included in the course file, no spate file maintaining
- Innovative Teaching approaches - Nil
- Tutorial samples with log book - Students name and date required in the sample document

A2 - Files

- Course files are maintained.

A3 – Files

- Subject Group - List of groups and Faculty, allotment by HoD are Done.
 - Minutes of each group, Programs/Activities organized under each group) missing
- Add-on Courses – Files maintained for five courses.

B – Files

- Consultancy – File Maintained
- Collaborative works/research and outcomes – Nil
- Journal Publications: Other Journals published
- IPR (and related activities) - Nil
- MoU – one in 2022-23 year
- FDP Attended: Nil in 2022-23 year
- FDP/Conference Organized - Conference organized
- Awards / Honors: Best teacher award for two faculties
- External Interaction: KTU External auditor – Dr. Biju Mathew

C – Files (Student Files)

- Roll List (for last 3 years) - Done
- KTU Results and Analysis (Semester-wise) -Done
- Success Data of Passed Out Batch -Done
- Placement (Proof- for the previous Academic Year) -Done
- Higher Studies (Proof- for the previous Academic Year) – 2 students
- Career/Skill Development Programs- Placement programs conducting
- Achievements – one student qualified GATE 2023
- Entrepreneurship / Start ups -Nil
- Professional Society Activity - Nil



D – Files (Miscellaneous Files)

- Staff Extension Activities - Nil
- Staff Duties/Responsibilities -Done
- Staff Appointment Details -Done
- Guest Acquaintance (Semester-wise) - Nil
- Department Budget – Done.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	Computer Science Sp Engineering
Auditors Name, Department and Signature	<p>1. Dr. P. Sridharan Professor / ME  26/6/23</p> <p>2. Mr. Shijith Thomas Assistant Professor / A.S.H </p>
Date of Visit:	26.06.2023
Semester Type:	2022-23 EVEN Semester

B.Tech

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
✓ Class/course committee meetings and action taken report	
✓ Advisory meetings and action taken report	
✓ Syllabus coverage as per course plan	
✓ Conduct of Tutorial Classes	
✓ Conduct of series tests and evaluation of answer scripts	
✓ Syllabus coverage and conduct of practical courses	
✓ Evaluation of student's performance in practical classes	
✓ Facility to do experiments in the lab	
✓ Conduct of remedial/minor/honors classes	
✓ Maintenance of course diary	
✓ Assessment of Outcomes	
✓ Faculty evaluation & remarks of the HoD	
✓ Facility in the department library for references	
✓ Students attending MOOC or other online courses (B)	

Additional Comments by Auditors regarding A, B, C and D Files :

DEPARTMENT SPECIFIC DOCUMENTS

Key Aspects	Auditor Remarks
A1 – Files (Academic Files)	
Time table (with tutorials) – Staff arranged in hierarchical order	Available
Internal exam QP (DQAC Approved)	Available
Innovative Teaching approaches	Available
Tutorial samples with log book	Available soft copy and hard copy
SFR (Computation as per NBA, these files for the last 3 years)	As per NBA norms-
A2 – File (Academic Files)	
Course files	Updated
A3 – Files (Academic Files)	
CO-PO, CO-PSO mapping	Available
PO, PSO attainment	Except End semester attainment all are available in report by faculty data
Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Available
Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Available, Selection Procedure may be refined
Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Available
Add-on Courses	Available
B – Files (Staff Files) (These files shall be updated for the period July- June)	
Research funding (a. Internal, b. External)	--
Consultancy	Yes
Collaborative works/research and outcomes	--
Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	Yes
Publications: Conference, Books, Book chapters, Articles, etc.	Yes
IPR (and related activities)	Yes
MoU	Yes
FDP Attended: (a. Outside own college b. Inside own college)	Yes
FDP/Conference Organized	Yes

*This is a sample document generated for testing purposes.

Branch: B.Tech Computer Science and Engineering

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report	-	
Advisory meetings and action taken report	Good	Available
Syllabus coverage as per course plan	Good	Available
Conduct of Tutorial Classes	Good	Available
Conduct of series tests and evaluation of answer scripts	Good	Available
Syllabus coverage and conduct of practical courses	Good	Available
Evaluation of students performance in practical classes	Good	Available
Facility to do experiments in the lab	Good	Available
Conduct of remedial/minor/honors classes	Good	Attendance available in soft copy
Maintenance of course diary	Good	Available
Assessment of Outcomes	Good	Available
Faculty evaluation & remarks of the HoD	Good	Available
Facility in the department library for references	Good	Available
Students attending MOOC or other online courses (B)	Good	Available

*This is a sample document generated for testing purposes.

Awards / Honors	Available
External Interaction	Available
C – Files (Student Files)	
Roll List	Available
KTU Results and Analysis (Semester-wise)	Available
Success Data of Passed Out Batch	Available
Placement (Proof- for the previous Academic Year)	Available
Higher Studies (Proof- for the previous Academic Year)	Available
Career/Skill Development Programs	Available
Achievements	Available
Entrepreneurship / Start ups	--
Professional Society Activity	Available
D – Files (Miscellaneous Files)	
Staff Extension Activities	Available
Staff Duties/Responsibilities	Available
Staff/Guest Appointment Details	Available
Guest Acquaintance (Semester-wise)	Available
Department Budget	Available and updated
In addition to above files, following documents shall also be maintained:	
Minutes and action taken reports of course/class committees of UG/PG	Available
Minutes and action taken reports of advisory meetings	Available
Course Diary for all the courses	Available
Equipment log registers used in Laboratories	Available
Log book for summer and contact courses	Available
Question paper and sample answer scripts for assessment of practical courses.	Available
Details showing the conduct of remedial/minor/honors classes .	Available
Details of faculty evaluation and action taken on it .	Available
Department library register showing volume and title of books, journals etc.,	Available
Register showing activity points	Available
Details of MOOC courses taken by UG students	Available
Details of computing facility in the computer lab (UG/PG)	Available
Details of relevant licensed software available in the department	NA

*This is a sample document generated for testing purposes.

Dr. P. Sridharan
26/6/2023

(Signature)

VIMAL JYOTHI ENGINEERING COLLEGE, CHEMPERI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT

JUNE 2023 (AY 2022-23)

Basic Details

Department Name	Electronics and Communication Engineering
Auditors Name and Address	1. Dr.R. Senthilkumar, Professor, Department of EEE 2.Ms.Namitha Asst.Professor, Department of CSE [ADS]
Date of Visit:	26.06.2023 at 12.00 PM
Semester Type: Even/Odd	Even

B. Tech

No of UG Students in Department	S2-49; S4-54; S6-52; S8-61.
---------------------------------	-----------------------------

Branch: Electronics and Communication Engineering

Key Aspects	Rating	Auditor Remarks
Class/course committee meetings and action taken report	Good	
Advisory meetings and action taken report	Good	
Syllabus coverage as per course plan	Good	
Conduct of Tutorial Classes	Good	
Conduct of series tests and evaluation of answer scripts		Signature is missing in internal test and Assignment answer scripts.
Syllabus coverage and conduct of practical courses		Rubrics Followed. But mark is not entered in the record note.
Evaluation of students performance in practical classes	Good	
Facility to do experiments in the lab	Good	
Conduct of remedial/minor/honors classes	Good	
Maintenance of course diary	Good	
Assessment of Outcomes	Good	
Faculty evaluation & remarks of the HoD	Good	
Facility in the department library for references	Good	
Students attending MOOC or other online courses (B)	Good	
Average Rating		Good

DEPARTMENT SPECIFIC DOCUMENTS

Key Aspects	Rating	Auditor Remarks
A1 – Files (Academic Files)		
Time table (with tutorials) – Staff arranged in hierarchical order	Yes	
Internal exam QP (DQAC Approved)	Yes.	1. Signature is missing in internal test answer scripts. 2. In some answer sheets, the mark is not entered in the front page (total mark is entered)
Innovative Teaching approaches	Yes	
Tutorial samples with log book	Yes	
SFR (Computation as per NBA, these files for the last 3 years)	Yes	
A2 – File (Academic Files)		
Course files	Yes	Index page is missing
A3 – Files (Academic Files)		
CO-PO, CO-PSO mapping	Done	Good
PO, PSO attainment		
Curriculum Gap (with Gaps and course identified to address the POs, PSOs)		File not shown.
Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Available	Good
Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Nil	
Add-on Courses	Done	Soft copy is available.
B – Files (Staff Files) (These files shall be updated for the period July- June)		
Research funding (a. Internal, b. External)		No data available.
Consultancy		No data available.
Collaborative works/research and outcomes		No data available.
Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	Yes	Good

Publications: Conference, Books, Book chapters, Articles, etc.	Yes	Good
IPR (and related activities)	Yes.	
MoU	Yes.	Available.
FDP Attended: (a. Outside own college b. Inside own college)	Yes	File is not updated.
FDP/Conference Organized		No data available.
Awards / Honors	Yes	
External Interaction	Yes	

C – Files (Student Files)

Roll List	Yes.	Available
KTU Results and Analysis (Semester-wise)	Yes.	Available
Success Data of Passed Out Batch	Yes.	Available
Placement (Proof- for the previous Academic Year)	Yes.	Available
Higher Studies (Proof- for the previous Academic Year)	Yes.	Available
Career/Skill Development Programs	Yes.	Available
Achievements	Yes.	Available
Entrepreneurship / Start ups	Nil	
Professional Society Activity	Yes.	Available

D – Files (Miscellaneous Files)

Staff Extension Activities	Yes.	Available
Staff Duties/Responsibilities	Yes.	
Staff/Guest Appointment Details	Nil	
Guest Acquaintance (Semester-wise)	Nil	
Department Budget	Yes	

In addition to above files, following documents shall also be maintained:

Minutes and action taken reports of course/class committees of UG/PG	Yes.	
Minutes and action taken reports of advisory meetings	Yes.	
Course Diary for all the courses	Yes.	To be kept as per the contents.

Equipment log registers used in Laboratories	Yes	
Log book for summer and contact courses	Nil	
Question paper and sample answer scripts for assessment of practical courses.	Yes.	
Details showing the conduct of remedial/minor/honors classes .	Yes	
Details of faculty evaluation and action taken on it .	Yes	
Department library register showing volume and title of books, journals etc.,	Yes.	
Register showing activity points	Yes	Softcopy is available.
Details of MOOC courses taken by UG/PG students	Yes	NPTEL
Details of computing facility in the computer lab (UG/PG)	Yes. Good	
Details of relevant licensed software available in the department	Nil	

Auditor 1

R. Senthil Kumar
26/6/23
[Dr.R. Senthilkumar]

Auditor 2

[Signature]
26/6/23
[Ms.P. Namitha]



VIMAL JYOTHI ENGINEERING COLLEGE, CHEMPERI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT

JANUARY 2023

Basic Details

Department Name	Electrical & Electronics Engineering
Auditors Name and Address	Mr. Mejo M Francis (AP ME)  Mr. Rijin I K (AP CSE)  26/6/23
Date of Visit:	26.06.2023
Semester Type: Even/Odd	Even

Key Aspects	Auditor Remarks
Class/course committee meetings and action taken report	NA
Advisory meetings and action taken report	Required details Available
Syllabus coverage as per course plan	Required Details Available
Conduct of Tutorial Classes	Required Details Available
Conduct of series tests and evaluation of answer scripts	Required Details Available
Syllabus coverage and conduct of practical courses	Required Details Available
Evaluation of students performance in practical classes	Required Details Available
Facility to do experiments in the lab	Required Details Available
Conduct of remedial/minor/honors classes	Honor classes-course materials /files not available for audit
Maintenance of course diary	Required Details Available
Assessment of Outcomes	Required Details Available
Faculty evaluation & remarks of the HoD	Required Details Available
Facility in the department library for references	Required Details Available
Students attending MOOC or other online courses (B)	Required Details Available

*This is a sample document generated for testing purposes.

[Signature]
26/6/23
Mej Sans

[Signature]
26/6/23
Rijn-11C

DEPARTMENT SPECIFIC DOCUMENTS

Key Aspects	Auditor Remarks
A1 – Files (Academic Files)	
Time table (with tutorials) – Staff arranged in hierarchical order	Required Details Available
Internal exam QP (DQAC Approved)	Required Details Available
Innovative Teaching approaches	Required Details Available
Tutorial samples with log book	Required Details Available
SFR (Computation as per NBA, these files for the last 3 years)	Required Details Available
A2 – File (Academic Files)	
Course files	Updated with Required Details Available
A3 – Files (Academic Files)	
CO-PO, CO-PSO mapping	Available
PO, PSO attainment	Available
Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Available
Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Required details Available
Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Not Available
Add-on Courses	Required Details Available
B – Files (Staff Files) (These files shall be updated for the period July- June)	
Research funding (a. Internal, b. External)	Yes
Consultancy	--
Collaborative works/research and outcomes	Yes
Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	Yes
Publications: Conference, Books, Book chapters, Articles, etc.	Yes
IPR (and related activities)	Yes
MoU	Yes
FDP Attended: (a. Outside own college b. Inside own college)	Yes
FDP/Conference Organized	Yes

*This is a sample document generated for testing purposes.

Handwritten signatures and dates:
 26/6/23
 Rj/n.1/K

Awards / Honors	Available
External Interaction	Available
C – Files (Student Files)	
Roll List	Available
KTU Results and Analysis (Semester-wise)	Available
Success Data of Passed Out Batch	Available
Placement (Proof- for the previous Academic Year)	Available
Higher Studies (Proof- for the previous Academic Year)	Available
Career/Skill Development Programs	Available
Achievements	Available
Entrepreneurship / Start ups	--
Professional Society Activity	Available
D – Files (Miscellaneous Files)	
Staff Extension Activities	Available
Staff Duties/Responsibilities	Available
Staff/Guest Appointment Details	--
Guest Acquaintance (Semester-wise)	--
Department Budget	Available
In addition to above files, following documents shall also be maintained:	
Minutes and action taken reports of course/class committees of UG/PG	-NA
Minutes and action taken reports of advisory meetings	Available
Course Diary for all the courses	Available
Equipment log registers used in Laboratories	Available
Log book for summer and contact courses	Available
Question paper and sample answer scripts for assessment of practical courses.	Available
Details showing the conduct of remedial/minor/honors classes.	Honor classes-course materials /files not available for audit
Details of faculty evaluation and action taken on it .	Available
Department library register showing volume and title of books, journals etc.,	Available
Register showing activity points	Available
Details of MOOC courses taken by UG students	Details of Activity Points Entered in KTU portal not available for 2021-25 Batch
Details of computing facility in the computer lab (UG/PG)	Available
Details of relevant licensed software available in the department	Available

*This is a sample document generated for testing purposes.

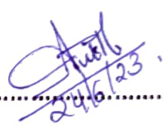

[Signature]
26/6/24
Major T/AmB

[Signature]
25/6/23
(Rajinikant)

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	S2 AEI
Auditors Name, Department and Signature	<p>1.</p> <p>..... Amit Thomas m</p> <p>..... AP, ADS</p> <p>.....  24/6/23</p> <p>2.</p> <p>..... Haldya P.</p> <p>..... Asst. Professor, CE</p> <p>.....  24/6/23</p>
Date of Visit:	23-6-23
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Not available
Conduct of Tutorial Classes	Available Programming in c proof missing Maths- sign and date missing in tutorial sample
Conduct of series tests and evaluation of answer scripts	Available
Syllabus coverage and conduct of practical courses	Not available
Evaluation of student's performance in practical classes	Mechanical workshop file missing Chemistry lab- exp.date and sample record missing Civil workshop- No attendance register, sample record, split up and date of experiment.
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	Chemistry- date missing
Maintenance of course diary	Mechanical workshop file missing BME file not available
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	NA
Students attending MOOC or other online courses (B)	NA

Additional Comments by Auditors regarding A, B, C and D Files :



Sign missing in PTA documents

Maths- mark missing in assignment sample

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	S2 ECE
Auditors Name, Department and Signature	<p>1.</p> <p>Amit Thomas M AP, ADS</p> <p> 24/6/23.</p> <p>2.</p> <p>Hridya .P. Assistant Professor, CE</p> <p> 24/6/23</p>
Date of Visit:	23-6-2023
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Not available
Conduct of Tutorial Classes	Programming in c- date and sign missing in proof
Conduct of series tests and evaluation of answer scripts	Available Programming in c and Graphics - faculty sign missing
Syllabus coverage and conduct of practical courses	Not available
Evaluation of student's performance in practical classes	Physics lab- exp date missing Electronics workshop- daily lab score, sample record missing
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	Available
Maintenance of course diary	Available
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	NA
Students attending MOOC or other online courses (B)	NA

Additional Comments by Auditors regarding A, B, C and D Files :

Basic electrical file missing

Professional communication file missing

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	ME (S2)
Auditors Name, Department and Signature	<p>1.</p> <p>Amit Thomas M AP, ADS 24/6/23</p> <p>2.</p> <p>Hridya . P Asst. Professor , CE 24/6/23</p>
Date of Visit:	23-06-23
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	Programming in c, mechanics - date missing Chemistry tutorial missing
Conduct of series tests and evaluation of answer scripts	Basics civil- faculty sign missing
Syllabus coverage and conduct of practical courses	Available
Evaluation of student's performance in practical classes	ME workshop- sample record and split up missing
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	
Maintenance of course diary	Available
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	NA
Students attending MOOC or other online courses (B)	NA

Additional Comments by Auditors regarding A, B, C and D Files :

No sign in PTA minutes
Assignment no missing in vector calculus
No mark and sign in mechanics assignment sample

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	CE (S2)
Auditors Name, Department and Signature	<p>1.</p> <p>Anil Thomas M. AP, ADS</p> <p>24/6/23</p> <p>2.</p> <p>Hridya P Asst. Professor, CE</p> <p>24/6/23</p>
Date of Visit:	23-6-23
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Tutor file was missing
Syllabus coverage as per course plan	Not available
Conduct of Tutorial Classes	Not available Programming in c, mechanics- proof available but no date
Conduct of series tests and evaluation of answer scripts	BME, Civil, Maths- faculty sign missing in answer script
Syllabus coverage and conduct of practical courses	Not available
Evaluation of student's performance in practical classes	Chemistry lab- sample record missing Mechanical workshop- no sample record, no mark split up
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	Register was available, No proof
Maintenance of course diary	Available for some subject
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	NA
Students attending MOOC or other online courses (B)	NA

Additional Comments by Auditors regarding A, B, C and D Files :

Assignment:

Eng. Mechanics, Maths- No mark and sign

Attendance register missing for most of subjects, and faculty sign missing

Tutors were not available to show the files.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	CSBS (S2)
Auditors Name, Department and Signature	<p>1.</p> <p>Amit Thomas M AP, ADS</p> <p>Amit 24/6/23</p> <p>2.</p> <p>Hridya P. Asst. Professor, CE</p> <p>Hridya 24/6/23</p>
Date of Visit:	23.06.2023
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available, HUN 102 missing
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Not available
Conduct of Tutorial Classes	No date in chemistry sample note, Mechanics proof missing
Conduct of series tests and evaluation of answer scripts	Available
Syllabus coverage and conduct of practical courses	Missing
Evaluation of student's performance in practical classes	Chemistry lab sample record missing, sign missing in attendance register, date of experiment and feedback missing Civil workshop continues evaluation sheet missing, sign missing in attendance register Mechanical workshop file missing
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	Booster class details missing
Maintenance of course diary	Available
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	NA
Students attending MOOC or other online courses (B)	NA

Additional Comments by Auditors regarding A, B, C and D Files :

PTA Meeting minutes and ATR missing

Sign missing in student list

Course file not available for Eng. Mechanics, BME, Mechanical workshop

CYT 100 Sign missing in assignment

Professional communication file missing

Auditors were not available to show the files

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	CSCS (S2)
Auditors Name, Department and Signature	<p>1.</p> <p>Amit Thomas M</p> <p>A.P.i.A.D.S</p> <p>Amit</p> <p>24/6/23</p> <p>2.</p> <p>Hridya P</p> <p>Asst. Professor, CE</p> <p>H P</p> <p>24/6/23</p>
Date of Visit:	23-6-23
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Missing
Conduct of Tutorial Classes	Maths- date and no.of students missing Consolidated details of mechanics missing
Conduct of series tests and evaluation of answer scripts	Series -Available Assignment- Chemistry assignment 1 sample missing No faculty sign, date and mark in Mechanics
Syllabus coverage and conduct of practical courses	Not available
Evaluation of student's performance in practical classes	Programming c lab course file missing Exp no, consolidated feedback missing for c lab Mechanical workshop file not available Chemistry lab- no sign, date of experiment and sample record
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	Chemistry booster proof- no sign, no date
Maintenance of course diary	Mechanical workshop file not available Basic civil and mechanical file not available
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	NA
Students attending MOOC or other online courses (B)	NA

Additional Comments by Auditors regarding A, B, C and D Files :

PTA Minutes missing

Sign in attendance register and faculty feedback missing in most of the subjects

Professional communication file missing

Auditors were not available to show the files.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	CSD (S2)
Auditors Name, Department and Signature	<p>1.</p> <p>Amit Thomas m AP, ADS</p> <p>Amit 24/6/23</p> <p>2.</p> <p>Hridya P Asst. Professor, CE</p> <p>H P 24/6/23</p>
Date of Visit:	23-6-23
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Sign missing in office order
Syllabus coverage as per course plan	Not available
Conduct of Tutorial Classes	Register missing Sample soft copy available
Conduct of series tests and evaluation of answer scripts	Faculty sign missing- Programming in c
Syllabus coverage and conduct of practical courses	Not available
Evaluation of student's performance in practical classes	Lab manual missing, Mark split-up missing- Programming in c ME workshop file missing
Facility to do experiments in the lab	Good
Conduct of remedial/minor/honors classes	Soft copy available
Maintenance of course diary	Soft copy available
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	NA
Students attending MOOC or other online courses (B)	NA

Additional Comments by Auditors regarding A, B, C and D Files :

PTA soft copy available with no sign

Sign missing in student list

Vector calculus, Professional communication, ~~CE~~ & ME- File missing

Mechanics- Assignments not valued

No sign in attendance registers

Auditors were not available to show the files.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	CSE, EEE, ADS (S2)
Auditors Name, Department and Signature	<p>1. Neena. V-W</p> <p>Computer Science and Engineering</p> <p><i>[Signature]</i> 26/05/23</p> <p>2. Dr. Teena George</p> <p>Dept. of Electrical and Electronics Engineering</p> <p><i>[Signature]</i> 26/06/23</p>
Date of Visit:	23/06/2023
Semester Type:	2022-23 EVEN Semester

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Tutorial Available
Conduct of Tutorial Classes	Tutorial register maintained, proof missing.
Conduct of series tests and evaluation of answer scripts	Available in course file
Syllabus coverage and conduct of practical courses	-
Evaluation of student's performance in practical classes	CYL 120 - Daily Lab score not updated in Spanses Sample record Missing
Facility to do experiments in the lab	-
Conduct of remedial/minor/honors classes	Online log maintained.
Maintenance of course diary	Available
Assessment of Outcomes	-
Faculty evaluation & remarks of the HoD	Maintained as HoD file
Facility in the department library for references	-
Students attending MOOC or other online courses (B)	-

Additional Comments by Auditors regarding A, B, C and D Files :

MAT102: Attendance Register incomplete.

* Maintain separate files for Advisory, class committee, Portion coverage, PTA etc.

* Daily Lab score not entered in Spanses.

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	Online log & Register maintained.
Conduct of series tests and evaluation of answer scripts	Available in course file
Syllabus coverage and conduct of practical courses	Available
Evaluation of student's performance in practical classes	
Facility to do experiments in the lab	
Conduct of remedial/minor/honors classes	Online log available
Maintenance of course diary	Available
Assessment of Outcomes	-
Faculty evaluation & remarks of the HoD	Maintained by HoD.
Facility in the department library for references	-
Students attending MOOC or other online courses (B)	-

Additional Comments by Auditors regarding A, B, C and D Files :

* MAT102 - Attendance Register Missing
- Sample Assignments Missing

* EST110 → Lesson plan not executed

* ESL130 (Electronics) → Daily performance evaluation sheet missing, Attendance register missing, Sample record missing
Daily Lab score not ~~entered~~ entered in Spreadsheets

A Daily Lab score for labs not entered in Spreadsheets.

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	Online log and Register Maintained.
Conduct of series tests and evaluation of answer scripts	Available in course files.
Syllabus coverage and conduct of practical courses	Available
Evaluation of student's performance in practical classes	EST102: Continuous Evaluation sheet not maintained, Sample record missing
Facility to do experiments in the lab	
Conduct of remedial/minor/honors classes	Online log maintained.
Maintenance of course diary	Available
Assessment of Outcomes	-
Faculty evaluation & remarks of the HoD	Maintained by HoD
Facility in the department library for references	-
Students attending MOOC or other online courses (B)	-

Additional Comments by Auditors regarding A, B, C and D Files :

- * PHT100 - Answer Books did'nt have mark split up in the front page, Signature Missing, Attendance Register Missing.
- * MAT102 - Attendance Register Missing
 - Sample assignments are not verified properly (inside the answer scripts).
- * HUN102 - Attendance Register missing
 - 3 Sample assignments needs to be filed.
- * PHL100 - Continuous Evaluation sheet Missing.

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	Online log maintained, MAT102 Sample Missing
Conduct of series tests and evaluation of answer scripts	Available in course file
Syllabus coverage and conduct of practical courses	
Evaluation of student's performance in practical classes	
Facility to do experiments in the lab	
Conduct of remedial/minor/honors classes	Online log available
Maintenance of course diary	Available
Assessment of Outcomes	-
Faculty evaluation & remarks of the HoD	Maintained as HoD file
Facility in the department library for references	-
Students attending MOOC or other online courses (B)	-

Additional Comments by Auditors regarding A, B, C and D Files :

HUN102 : Sample assignment missing

PH1100 : Attendance Register Missing, Assignment Missing

PH120 : Continuous evaluation missing, Experiment evaluation is not signed in record.

EST102 : Continuous evaluation missing, Record Index not signed, Experiment conduction date is missing in record.

EST110 - Attendance Register Missing

ESL130- Sample Record missing

* Signature is not dated in Lab experiments.

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	Available
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	Online log maintained
Conduct of series tests and evaluation of answer scripts	Available in course files
Syllabus coverage and conduct of practical courses	Available
Evaluation of student's performance in practical classes	Available
Facility to do experiments in the lab	Available
Conduct of remedial/minor/honors classes	Online log maintained
Maintenance of course diary	Available
Assessment of Outcomes	NA
Faculty evaluation & remarks of the HoD	Maintained as HoD file
Facility in the department library for references	-
Students attending MOOC or other online courses (B)	-

Additional Comments by Auditors regarding A, B, C and D Files :

- Daily lab score not entered in Spares.

Vimal Jyothi Engineering College, Chempuri
Internal Quality Assurance Cell

Internal Academic Audit
June 2023

Basic Details

Department Name	CE (Structural Engg & Construction Management)
Auditors Name, Department and Signature	1. Dr. Jayesh George M ECE [Signature] 20/6/2023 2.
Date of Visit:	20/6/2023 2:00 pm
Semester Type:	2022-23 EVEN Semester

M.Tech

Branch: Structural Engg & Construction Management

Key Aspects	Auditor Remarks
Committee meetings and action taken report	Available
Syllabus coverage as per course plan	Yes.
Conduct of series of tests and evaluation of answerscripts	NA.
Conduct of Seminar & Mini project	Available.
Conduct of Thesis	—
Faculty with Ph.D for the program	—
Maintenance of course diary	Available.
Students attending MOO or other online courses	NA.
Facility in the department library for books/journal references	Yes.
Computing facility in the department	Yes.
Facility available in the department to do thesis work (all relevant licensed software)	Yes.

Additional Comments by Auditors regarding Internship, M.Tech exams and other details: