



**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

# 2019-20



**VIMAL JYOTHI ENGINEERING COLLEGE,  
CHEMPERI  
670632**

# Internal Academic Audit Report



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

Department	ECE
Semester & Section	S1, S3, S5, S7
Course	B.Tech
Period which audit is conducted	6/10/19 - 14/10/19 2019-20 odd sem
Date of Audit	14/10/19

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)	4		
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	-	Institution level	

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	Institution level	
4	<p>Student feedback on cocurricular and extracurricular activities</p>	-	-	
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6</p>	5	Maintained as per requirement	
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	5	Verified	
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	4.	Lab sessions can be conducted in AN.	

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>	H	Verified	
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	A	Verified The IQAC for GP can be attached with course file	
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>	H	Verified	
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	H	Mostly as per plan.	
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	H	Google classrooms	

	<ul style="list-style-type: none"> <li>• Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>• Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>• Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>• Assessment can be done based on               <ol style="list-style-type: none"> <li>(i) number of students in a batch</li> <li>(ii) time given for doing the experiment</li> <li>(iii) number of experiments conducted as per syllabus</li> <li>(iv) lab facility</li> <li>(v) safety precautions followed</li> </ol> </li> </ul>	H	Verified Approved batch but should be attached	
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>• Verify the experiments done in each lab as per curriculum requirement</li> </ul>	H	ok.	
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	H	ok.	
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>• Register for remedial classes/bridge courses</li> <li>• Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	H	Verified	

	<ul style="list-style-type: none"> <li>Punctuality of classes</li> <li>Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	A	Verified	
18	Student feedback on curriculum coverage	A	ok-	
19	Student feedback on infrastructural facilities	-	-	

## Internal Academic Audit Report



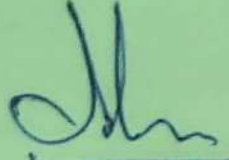
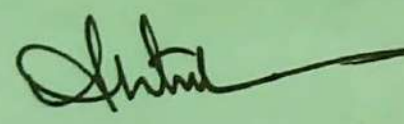
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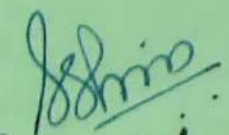
### Check list of documents produced for academic audit

1. Class Time Table & Faculty Time Table
2. Students Roll List → 2019-20 roll list to be attached
3. Students Batch List (for practical courses, projects & elective courses) → Lab batch list to be attached
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 → Receiving staff signature missing in many pages.
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests → to be updated.
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)

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

Internal Auditors:

1. Prof. Lohy James   
14/10/19
2. Dr. D. Anto Sahay's Shes - 

  
HOD (Audited department)

  
Principal



# Internal Academic Audit Report



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**ENGINEERING COLLEGE**

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA

An ISO 9001:2008 Certified Institution

Department	CE
Semester & Section	81, S3, S5, S7
Course	B.Tech
Period which audit is conducted	60/10/19 - 14/10/19 2019-20 odd sem
Date of Audit	60/10/19

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)	4		
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	-	Institution level	

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	Institution level	
4	<p>Student feedback on cocurricular and extracurricular activities</p>	-	Nil	
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6</p>	5	SFR is maintained	
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	4	Conducted as per schedule Advisory committee for SI not conducted.	Conducted on 10/10/2019
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	4	Lab sessions can be conducted in AN.	9 may not possible due to collision - Two batches and m-Tech

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained?</li> </ul>	3	<p>Attendance should be updated in the course diary (APC not updated)</p>	<p><u>It is online</u></p>
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	4	<p>Verified</p>	
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not?</li> </ul>	1	<p>There is not updation for AY 2019-20</p>	<p>—</p>
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	4	<p>Mostly covered as per plan.</p>	
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	4	<p>Google classroom</p>	

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	4	Verified. Approved batch list missing	Approved batch was configured at the beginning of semesters in spanious. by the HODs. <u>to check it.</u> <u>with it - it needed.</u>
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	4	ok.	
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	4	ok.	
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	4	ok.	

	<ul style="list-style-type: none"> <li>• Punctuality of classes</li> <li>• Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>• Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>• Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	3	Update needed	
18	Student feedback on curriculum coverage	4	ok.	
19	Student feedback on infrastructural facilities	-	-	

## Internal Academic Audit Report



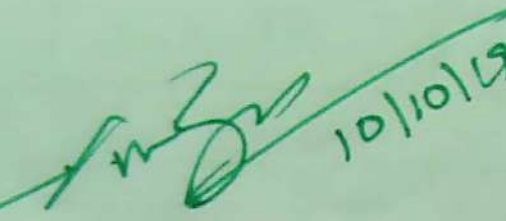
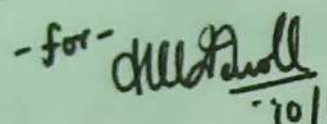
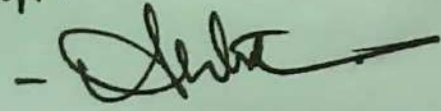
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### Check list of documents produced for academic audit

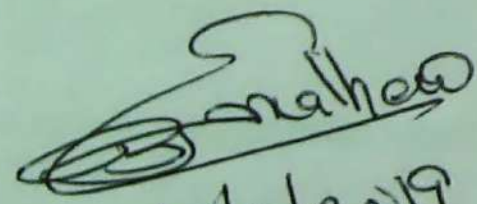
1. Class Time Table & Faculty Time Table → to be updated
2. Students Roll List → file missing — available in spanious and KFU portal - avoiding
3. Students Batch List (for practical courses, projects & elective courses) → Approved <sup>the software</sup> batch list not available - check it with spanious. <sup>is not good practices to that</sup>
4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc. → Attendance to be updated. - daily updation is done  
- it can be viewed by the all stakeholders at any time
6. Course File
7. Tutorial Log book → AY 2019-20 not available
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students → not updated (APC) -
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports → to be updated for design project
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

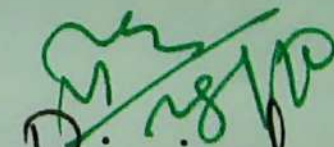
15. Log book for summer and contact courses
16. Register of Remedial/Bridge/Language Lab classes
17. Minutes of Discipline, Academic and Student Welfare Committees
18. Consolidated semester grades of students
19. Result Analysis

Internal Auditors:

1. Cdr. Raju K. Kusalkar  10/10/19
2. Dr. Manoj V Thomas - for -  10/10/19 (HOD-in-charge)
3. Dr. D. Anis Sahaya Das - 

HOD (Audited department)

  
18/10/2019

  
18/10/19  
Principal

# Internal Academic Audit Report



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**ENGINEERING COLLEGE**  
 JYOTHI NAGAR, CHEMPERI - 870832, KANNUR D.T., KERALA  
AN ISO 9001:2008 CERTIFIED INSTITUTION

Department	EEE
Semester & Section	S1, S3, S5, S7
Course	M. Tech
Period which audit is conducted	6/10/19 - 14/10/19 2019-20 odd sem.
Date of Audit	12/10/19

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)	4		
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	-	Institution level	College level Grievance cell existing.



3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	Institution level	with review
4	Student feedback on cocurricular and extracurricular activities	-	Nil	
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6</p>	5	Maintained as per requirement	-
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	4	<p>Conducted. Advisory committee meeting for SI not conducted.</p>	Conducted immediately
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	4	Lab sessions can be conducted in AN.	Centralized time table can't altered.

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained?</li> </ul>	4	Attendance not updated for SI in course diary	All faculty handling subjects in S, EEE must update their course diary with complete attendance.
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>- course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	4	Verified Internal & Assignment IQAC missing for SI	Faculty handling subjects in S, EEE must keep IQAC for Internal test and Assignment.
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not?</li> </ul>	4	Verified samples have to be attached	Sample Answer scripts to be kept in the tutorial file.
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation - Refer Students' feedback</li> </ul>	4.	Mostly covered as per plan.	-
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	4	Google classroom	-

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	H	Approved batch list in ring	Interdepartment staff should kept the list (S <sub>3</sub> EEE)
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	H	ok.	
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	H	ok.	
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	H	Verified for bridge class	—

	<ul style="list-style-type: none"> <li>• Punctuality of classes</li> <li>• Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>• Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>• Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	4	ole -	-
18	Student feedback on curriculum coverage	4	ole.	-
19	Student feedback on infrastructural facilities	-	-	

## Internal Academic Audit Report



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ENGINEERING COLLEGE  
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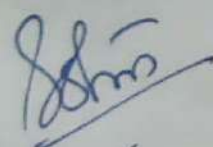
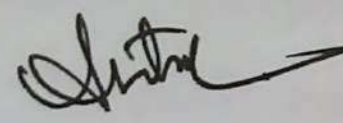
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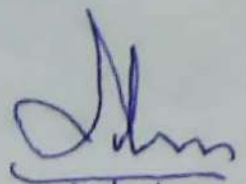
→ SQAC for SI missing.

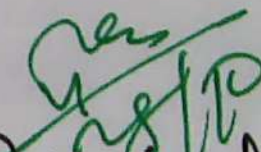
- Attendance for the SI class subjects have been updated in course diary. E

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

Internal Auditors:

1. Dr. Roshini T.V. 
2. Dr. D. Anto Sahaya Das - 

  
16/10/19  
HOD (Audited department)

  
Principal

# Internal Academic Audit Report



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

Department	CSE
Semester & Section	S1, S3, S5, S7
Course	B.Tech
Period which audit is conducted	6/10/19 - 14/10/19 2019-20 odd sem.
Date of Audit	14/10/19

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)	4		
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	-	Institution level	

3	Functioning of Academic Discipline & Welfare Committee <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	Institution level	
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	Maintained as per requirement	
6	Functioning of class/course <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	4	Verified. Advisory committee meeting not conducted for 1st.	
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	4	Lab sessions can be conducted in AN.	



8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>	4	Faculty should sign in the course diary every day of attendance	
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	4	Verified	
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>	4	Verified	
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	4.	Monthly as per plan	
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	4	Google classroom	

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	4	Approved batch list missing	
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	4	ok -	
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	4	ok.	
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	4	Verified	

	<ul style="list-style-type: none"> <li>Punctuality of classes</li> <li>Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	4.	Faculty should counter sign in attendance page.	
18	Student feedback on curriculum coverage	4	etc.	
19	Student feedback on infrastructural facilities	-	-	

## Internal Academic Audit Report



VIMAL JYOTHI  
ENGINEERING COLLEGE  
JYOTHI NAGAR, CHEMPERI - 870632, 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 → common file to be maintained
2. Students Roll List → common file should be maintained
3. Students Batch List (for practical courses, projects & elective courses) → Batch list approval should be done
4. Minutes of course/class committees → advisory committee meeting should be conducted for S1.
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 → consolidated RA file is not available
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)

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

Note: Avoid facsimile for HoD signature in the documents. Physical signature is needed.

Internal Auditors:

1. Ms. Reema Mathew ~~Dr. Anto~~
2. Dr. D. Anto Sahaya ~~Dr. Anto~~

~~Amitha~~  
18/10/2019  
HoD (Audited department)

~~Amitha~~  
18/10/2019  
Principal

# Internal Academic Audit Report



**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
Course	B.Tech
Period which audit is conducted	06/10/19 - 14/10/19 2019 - 20 odd sem
Date of Audit	12/10/19

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)	4		Updated in spreads. all files maintained Jfy
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	-	Institution level	NA

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report)</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	Institutional level	- NA -
4	Student feedback on cocurricular and extracurricular activities	-	-	-
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6)</p>	5	Maintained as per requirement	Maintained at 23.5 ratio.
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings)</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	4	Advisory committee meeting not conducted for SI as per new regulation	Advisory committee formed Minutes <del>will</del> will be submitted
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	4	Lab sessions can be scheduled in AN	Not relevant now. could be done in next semester as per lab availability

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained?</li> </ul>	3	<p>APC not updated</p> <p>Attendance marked in course diary should be countersigned by faculty.</p>	<p>APC being updated. course diary updated</p>
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	4	<p>etc.</p>	<p>—</p>
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not?</li> </ul>	4	<p>prof samples are not available</p>	<p>Tutorial registers are being updated.</p>
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	4	<p>Mostly covered as per plan.</p>	<p>Syllabus updated</p>
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	4	<p>Google classroom</p>	<p>—</p>



	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	4	ok.	Lab batch list available in course file Batch list have 25 same is being compiled & approved by HOD and kept in office
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	4-	ok.	-
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	4	ok.	-
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	3	booster class register not updated	booster class register is being updated

	<ul style="list-style-type: none"> <li>Punctuality of classes</li> <li>Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	4	<p>ok.</p> <p>Attendance should be counter signed by faculty.</p>	<p>All faculty are directed to do the same.</p>
18	Student feedback on curriculum coverage	4	ok.	—
19	Student feedback on infrastructural facilities	—	—	—

## Internal Academic Audit Report



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) - *Batches list not available*
4. Minutes of course/class committees → *advisory committee gets to be conducted for SI*
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book → *samples to be attached*
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students *APC not available (periodically atleast 3).*
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)

15. Log book for summer and contact courses

16. Register of Remedial/Bridge/Language Lab classes → *Booster class details not updated.*

17. Minutes of Discipline, Academic and Student Welfare Committees

18. Consolidated semester grades of students

19. Result Analysis

Internal Auditors:

1. Dr. Roshini T.V. *[Signature]*
2. Dr. D. Anto Sahaya Das *[Signature]*

*[Signature]*  
18/10/19  
HoD (Audited department)

*[Signature]*  
18/10/19  
Principal

VIMAL JYOTHI ENGINEERING COLLEGE, CHEMPERI  
DEPARTMENT OF MECHANICAL ENGINEERING

KTU INTERNAL ACADEMIC AUDIT – 12 Oct 2019

Comments on audit observations are as follows:

Sl No.	COMMENTS
3.	Batch list file not maintained separately as it was not a requirement earlier.
4.	The advisory committee has been formed and relevant order is attached. New registers are created for recording the meetings
7.	Tutorial not being conducted properly by faculty in spite of repeated reminders. They are being requested to conduct tutorial classes and keep proof in file.
9.	APC files are being updated.
16.	Booster class details are being updated.

  
HOD/ME 15/10/19

## Internal Academic Audit Report



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

Department	AEI
Semester & Section	S1, S3, S5, S7
Course	B.Tech.
Period which audit is conducted	10/10/19 - 10/10/19 2019-20 Odd Sem.
Date of Audit	10/10/19

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)	4		✓
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members)</li> </ul>	-	Institution level document	✓

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report)</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	Institution level	✓
4	Student feedback on cocurricular and extracurricular activities	-	Nil	✓
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6)</p>	5	SFR is maintained as per the requirement	✓
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings)</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	4	<p>Conducted as per schedule. Advisory committee not conducted for SI.</p>	✓
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	4	<p>The duration of theory <del>class</del> class is 1 hour. Lab sessions can be conducted in AN.</p>	✓

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>	3	Course diary updation needed	✓
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	4.	Verified	✓
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>	2.	Details not updated for current AY.	✓
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	4	Mostly covered as per plan.	✓
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	4	Google classroom	✓



	<ul style="list-style-type: none"> <li>• Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>• Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>• Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>• Assessment can be done based on               <ol style="list-style-type: none"> <li>(i) number of students in a batch</li> <li>(ii) time given for doing the experiment</li> <li>(iii) number of experiments conducted as per syllabus</li> <li>(iv) lab facility</li> <li>(v) safety precautions followed</li> </ol> </li> </ul>	4	Verified Batch list should be approved by HoD.	/
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>• Verify the experiments done in each lab as per curriculum requirement</li> </ul>	4	ok.	/
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	4	ok.	/
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>• Register for remedial classes/bridge courses</li> <li>• Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	3	Conducted. But consolidated statement is missing	/

	<ul style="list-style-type: none"> <li>• Punctuality of classes</li> <li>• Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>• Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>• Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	4	<p>Attendance in course diary have to be updated .</p> <p>Learning materials is available in google classroom</p>	
18	Student feedback on curriculum coverage	4	Available .	
19	Student feedback on infrastructural facilities	-	-	

## Internal Academic Audit Report



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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 → current AY to be updated
2. Students Roll List → 2019 list to be updated.
3. Students Batch List (for practical courses, projects & elective courses) → consolidated approved list should be prepared and counter signed by HoD.
4. Minutes of course/class committees → not orderly maintained
5. Course Diary for all the courses including practical, seminar, project etc. → need to be updated.
6. Course File
7. Tutorial Log book → current AY missing.
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)

15. Log book for summer and contact courses


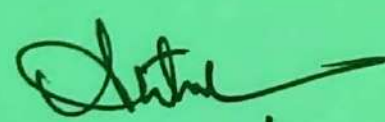
16. Register of Remedial/Bridge/Language Lab classes → consolidated statement of booster class missing


17. Minutes of Discipline, Academic and Student Welfare Committees


18. Consolidated semester grades of students

19. Result Analysis

Internal Auditors:

1. Cdr. Raju K. Kuniakore  15/10/19
2. Dr. Manoj V Thomas
3. Dr. D. Anto Sahaya Dhas. - 

  
16/10/19  
HoD (Audited department)

  
Principal

## Internal Academic Audit Report



**VIMAL JYOTHI**  
ENGINEERING COLLEGE  
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA  
AN ISO 9001:2008 CERTIFIED INSTITUTION

Department	AEI
Semester & Section	odd
Course	
Period which audit is conducted	
Date of Audit	17/12/19

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)	3	Datesy practical Exam Schedule summer semster etc not shown in thi calendar.	College calendar is edited
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members)</li> </ul>	-	- NA - College level Dept Advisory Committee/Class available.	✓

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report)</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	-NA-	
4	Student feedback on cocurricular and extracurricular activities	0	not available in dept. level.	College level only
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6)</p>	5	$1.01 = \frac{20 \times 11}{216}$	
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings)</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	4	<p>* Only 3 meetings conducted.</p> <p>* Course team meeting of common course not available</p>	
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	5	Available	

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>	5	<p>APC x Student attendance sheet made available</p>	✓
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	3	<p>* Project Panel members not available * Consolidated marks of Seminars N.A * Progress review by the guide N.A</p>	✓
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>	3	<p>* Supporting document not available. * No. of tutorials are limited</p>	✓
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	5	<p>Syllabus completed in time</p>	✓
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	4	<p>only Google classrooms Mooc data not made available</p>	✓

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	4.	Equipment log register is being prepared but not updated.	✓
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	5	Completed	✓
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	5		
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	3	*Supporting document not available *Mechanisms for identifying needy students not available -	✓



	<ul style="list-style-type: none"> <li>Punctuality of classes</li> <li>Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	4.	<p>Basis of mech engg, ME WLS, calculus course files are not available</p>	
18	Student feedback on curriculum coverage	3	Analysis not available	
19	Student feedback on infrastructural facilities	-		

*Dr. Roshini*  
20/12/19

*Rajni Khandekar*  
12/12/19

*Dr. Roshini*  
17/12/19

## Internal Academic Audit Report



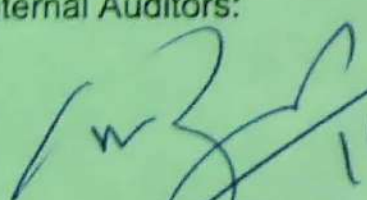
**VIMAL JYOTHI**  
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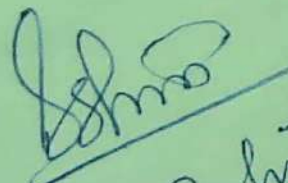
### Check list of documents produced for academic audit

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects & elective courses) - *Not available*
4. Minutes of course/class committees - *Minutes only 3*
5. Course Diary for all the courses including practical, seminar, project etc. - *Remarks in the sheet*
6. Course File
7. Tutorial Log book
8. Equipment Log register used in Laboratories - *Available*
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)

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

Internal Auditors:

  
HOD  
Raji K. S. Srinivas  
19/12/19

  
Dr. Rashmi - TV

## Internal Academic Audit Report



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Department	CE
Semester & Section	Odd
Course	
Period which audit is conducted	
Date of Audit	11/12/19

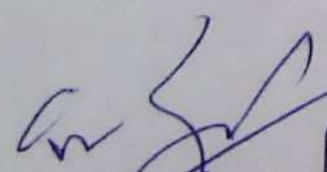
Sl. No.	Key Aspects	Rating Excellent (5) Good(4) Fair(3) Poor(2) Very Poor(1)	Auditor's Remarks	HoD's Response
1	Compliance to the Academic Calendar of KTU Verify commencement of the semester, course registration and enrolment dates, dates of internal tests, dates of final test of practical courses, date of publishing of internal evaluation marks, schedule of summer courses etc. by cross checking with college academic calendar & course diary)	0 3	Dept. academic calendar not available.	Available, not ready for last time.
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members)</li> </ul>	-	N.A Dept. advisory committee available	Class committi act as Appeals Grievance cell. college level. Grievance & appeal committee as per KTU ordinance.

3	Functioning of Academic Discipline & Welfare Committee <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-	N.A	As per KTU ordinance ava: college level @ committie only
4	Student feedback on cocurricular and extracurricular activities	0	Not available in dept. level.	Principal not asked to create the same.
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	4.	$0.95 = \frac{20 \times 24}{504}$	Calculation is wrong - 26 Faculty members in Department.
6	Functioning of class/course <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	4	* Least committee report not signed by chairman * Only 3 meetings concluded.	As per KTU, Two Three meeting is mandatory as per clause n(b)
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	5	Available	

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>	3	<ul style="list-style-type: none"> <li>* Course files incomplete</li> <li>* APC not available</li> </ul>	To be rechecked.
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>- course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	2. B	<ul style="list-style-type: none"> <li>* Constitution of project evaluations panel not available.</li> <li>* Evaluation sheet not available, Progress review mark by guide not available</li> </ul>	To be rechecked.
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>	3	<ul style="list-style-type: none"> <li>* Supporting document not available</li> <li>* No. of tutorials are limited.</li> </ul>	To be rechecked.
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	5	Syllabus completed in time.	
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	4 A	<ul style="list-style-type: none"> <li>* Only google classroom</li> <li>* MOOC course data not available</li> </ul>	

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	3	<ul style="list-style-type: none"> <li>No external examiners appointment</li> <li>No split up of marks available</li> <li>External evaluation sheet not available</li> <li>Equipment logbook not available</li> </ul>	As per KITU, office order was created, as per guidelines class? external Examiners not required, others to be checked and rectified.
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	5	Completed	
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>Course diary</li> <li>work record</li> <li>question paper for written test</li> <li>sample answer books</li> </ul>	3	<ul style="list-style-type: none"> <li>External evaluation not available</li> <li>Attendance consolidation not done</li> </ul>	Done as per academic calendar. For practical class, end practical examination is internally done. as per KITU Regulation 2015-19
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	3	<ul style="list-style-type: none"> <li>Supporting document not available</li> <li>Mechanism for identifying needy students not available.</li> </ul>	To be rectified

	<ul style="list-style-type: none"> <li>Punctuality of classes</li> <li>Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as</li> </ul> <p>(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</p>	3	<p><u>Missing course file</u>  Engg Physics, Graphics  Basics of electrical engg  Life skill, electronics w/s  Physics lab  S3 CEB  Linear Algebra,  Business economics</p>	<p>AST department not submitted the same on time with repeated request.</p>
18	Student feedback on curriculum coverage	0	Not available	<p>Review  Feed back available both <del>off</del> online and hardcopy <del>is off</del> of online</p>
19	Student feedback on infrastructural facilities	—	Not available	11

  
~~Signature~~  
Revised 19/12/15  
Revised



## Internal Academic Audit Report



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ENGINEERING COLLEGE  
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### Check list of documents produced for academic audit

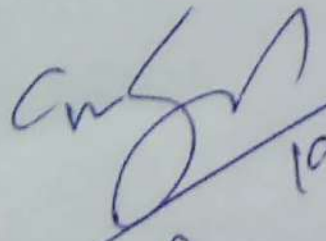
1. Class Time Table & Faculty Time Table
  2. Students Roll List — not available
  3. Students Batch List (for practical courses, projects & elective courses) — not available
  4. Minutes of course/class committees → as minutes — only 03, members checked — refer KTU Regulations
  5. Course Diary for all the courses including practical, seminar, project etc. — present in the sheet
  6. Course File — see remarks
  7. Tutorial Log book — see remarks
  8. Equipment Log register used in Laboratories — not available
  9. Consolidated Attendance statement of students — not available
  10. Consolidated statement of marks of internal tests — not available
  11. Seminar presentation details — no part formed, evaluation sheet not available
  12. Project (Mini project/Design project/Final semester project) progress review reports — no part — assessment Band, To be rectified
  13. Register of internal evaluation marks —
  14. Student Activities Log Book (for B.Tech programme only) → not submitted, print To be submitted
- available for each course and departmentwise both online and offline  
available in course diary and online
- available in the lab.  
published in the notice board.  
and available with Tutor & HOD  
— do — To be rectified  
To be rectified

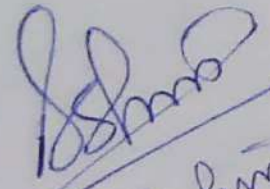
- 15. Log book for summer and contact courses - NA
- 16. Register of Remedial/Bridge/Language Lab classes - ~~NA~~ NO deputy deans
- 17. Minutes of Discipline, Academic and Student Welfare Committees - Justification level
- 18. Consolidated semester grades of students - NOT available
- 19. Result Analysis

To be submitted  
 To be rechecked

Available with Tutors.

Internal Auditors:

  
 HRS 19/12/19

  
 Dr. Roshini S V

## Internal Academic Audit Report



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Department	ECE
Semester & Section	Odd
Course	
Period which audit is conducted	
Date of Audit	13-12-2014.

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 <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members)</li> </ul>	-		

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	—		
4 x	<p>Student feedback on cocurricular and extracurricular activities</p>	1	No documents available.	
5 +	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6</p>	1	Not available.	Prepared
6 ✓	<p>Functioning of class/course ✓</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	3	Agenda of meeting not mentioned.	Noted
h	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	5		

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained?</li> </ul>	1	<p>S5-OK</p> <p>S1, S3, S7 - Published document for APC not available; Mismatching with uploaded attendance.</p>	Corrected
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	3	<p>* IQAC not available report in course file <sup>separate</sup></p> <p>* Marksheet of the evaluators are not available.</p>	Informed to staff
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not?</li> </ul>	3	<p>* Student signature not available.</p> <p>* Mismatch in the total number of hours allotted.</p>	Informed respective tutors
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation - Refer Students' feedback</li> </ul>	5		
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	5		

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	4	Equipment log register is not available.	Noted
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	5		
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	5		
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	3	* Analysis report not available. * consolidated sheet not available.	Noted

	<ul style="list-style-type: none"> <li>• Punctuality of classes</li> <li>• Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>• Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>• Examine course diary for all necessary details such as</li> </ul> <p>(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</p>	5		
18	Student feedback on curriculum coverage	3	Analysis report - not available	Noted
19	Student feedback on infrastructural facilities	—		

## Internal Academic Audit Report



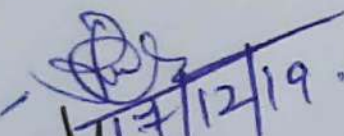
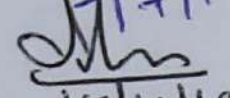
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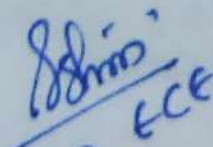
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14. Student Activities Log Book (for B.Tech programme only)



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

Internal Auditors: 1. Reema Mathew. A.   
2. Laly Jermus   
17/12/19

  
HOD, ECE

# Internal Academic Audit Report



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

Department	CSE
Semester & Section	2019-20 odd
Course	
Period which audit is conducted	odd
Date of Audit	12-12-2019

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	<del>Academic</del> Centralized academic calendar is not available. (Kept separately by tutors).	
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	-		

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	-		
4 X	Student feedback on cocurricular and extracurricular activities	5		
5 +	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6</p>	5		
6 ✓	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	5		
	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	A	<p>Centralized TT file not available. (kept separately by tutors).</p>	<p><i>Indhu</i></p>

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>	5		
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	5		
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>	3	<p>* Tutorial sheets are not available.</p> <p>* Mismatch with allotted timetable hours.</p>	<p>Tutorial Register available.</p> <p><u>Shubh</u></p>
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	5		
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	5		

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on             <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	3	<ul style="list-style-type: none"> <li>* Sample work record is not available for civil workshop.</li> <li>* Course diary incomplete</li> </ul>	
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	5		
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	4	Sample work record not available.	Available in the dept. <u>Sharma</u>
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	5		

	<ul style="list-style-type: none"> <li>• Punctuality of classes</li> <li>• Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>• Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>• Examine course diary for all necessary details such as</li> </ul> <p>(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</p>	3	Incomplete	whose? <u>Amish</u>
18	Student feedback on curriculum coverage	3	Analysis report is not available	<u>Amish</u>
19	Student feedback on infrastructural facilities	—		

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### 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)

- 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

Internal Auditors: Reema Mathew, ~~Prasanna~~  
Lalya Suresh, ~~Prasanna~~  
17/12/19



# VIMAL JYOTHI ENGINEERING COLLEGE

## CHEMPERI

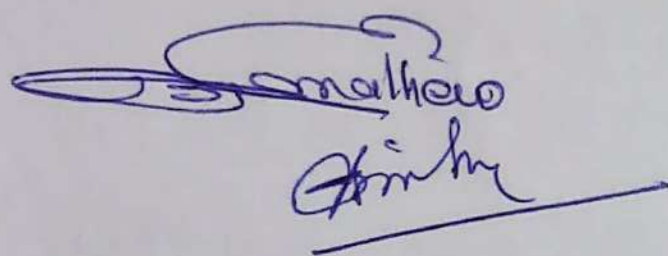
### KTU INTERNAL AUDIT

Name of the Auditor: Dr. Biju Mathew and Dr. Manoj V Thomas  
 Department: Electrical and Electronics Engg.  
 Audit Date : 12.12.2019

Sl. No.	File	Observation
1	Class Time Table & Faculty Time Table	Available in course file. Consolidated file not available → FILES ARE AVAILABLE AND NOT VERIFIED
2	Students Roll List	Not available for the department. Available in attendance register only. ROLL LIST ARE AVAILABLE AND NOT VERIFIED
3	Students Batch List (for practical courses, projects & elective courses)	Available in attendance register only. COURSE FILES ARE NOT COMPLETELY VERIFIED. ALL documents of batch list course files. kept in
4	Minutes of course/class committees	Available
5	Course Diary for all the courses including practical, seminar, project etc.	Available, Most of the documents not signed.
6	Course File	Available
7	Tutorial Log book	Available, Not updated
8	Equipment Log register used in Laboratories	Not able to produce for Audit → Informed that available in Labo-astory
9	Consolidated Attendance statement of students	Not able to produce for Audit for department and class. The Uploaded attendance for some course not matched with the attendance register. Not able to produce attendance generated from Spanios for audit *
10	Consolidated statement of marks of internal tests	Course wise available. Class wise not available Subjectwise Internal marks are kept by Tutors for their classes.
11	Seminar presentation details	Available

9 → \* → In subject teacher course registers consisting attendance without series exams. But the attendance uploaded in the university Portal is based on the data circulated by the tutor, which includes series exam attendance also

12	Project (Mini project/Design project/Final semester project) progress review reports	Available
13	Register of internal evaluation marks	Break up for internal exam not available - Not such practice.
14	Student Activities Log Book	Not updated for the academic year
15	Log book for summer and contact courses	Not applicable
16	Register of Remedial / Bridge / Language Lab classes	Partially available , Not updated → ALL are available and documented.
17	Consolidated semester grades of students	Not able to produce for Audit → Not asked the file and not verified.
18	Result Analysis	Available. Impact analysis not available



Signature of the Auditors

## Internal Academic Audit Report



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Department	Electrical and Electronics Engineering
Semester & Section	Odd semester -
Course	
Period which audit is conducted	
Date of Audit	12.12.2019

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)	3	Internal test not matched with KTU. No document regarding the Date of Publishing of internal mark and attendance not available Internal exam matched with college published academic calendar.	Internal exam is conducting as per VJEC Academic Calendar.
2	Functioning of students grievances and appeal committee <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	NA	Department level committee not available	

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	NA	Department level committee not available	
4	Student feedback on cocurricular and extracurricular activities	NA	Not able to produce any document regarding this	
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6</p>	5		
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>	3	No impact analysis	Action taken report is kept and informed the students about it -
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration (50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>	NA	<ol style="list-style-type: none"> <li>1. This is not as per KTU Academic audit manual. The Department has the right to schedule the class as per the course.</li> <li>2. same as Above</li> <li>3. Available from 4.30 to 6.30 on all working days except Monday and Friday</li> </ol>	

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained?</li> </ul>	4	<ul style="list-style-type: none"> <li>• Software reports not available</li> <li>• Not matched the uploaded attendance in KTU portal for most of the course with attendance register</li> </ul>	<p>In the course register attendance recorded is without attendance of internals.          Uploaded marks, internal exam attendance also included.</p>
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify             <ul style="list-style-type: none"> <li>- course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>	4	Available	
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not?</li> </ul>	1	<ul style="list-style-type: none"> <li>• Tutorial register not updated</li> </ul>	To be implemented
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation - Refer Students' feedback</li> </ul>	4	<ul style="list-style-type: none"> <li>• No document available for the syllabus coverage before each internal exam as per ktu .</li> <li>• Consolidated statement of class planned , engaged etc not available</li> </ul>	Syllabus Coverage file to be implemented.
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>	2	Corresponding semester partially available	

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feedback</li> </ul>		<ul style="list-style-type: none"> <li>Not able to produce feedback document for this</li> </ul>	
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>	4	Yes	
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>	4	Yes	
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	4		
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>	4	Partially available	<i>Register available</i>

	<ul style="list-style-type: none"> <li>Punctuality of classes</li> <li>Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as</li> </ul> <p>(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</p>	4	Yes	
18	Student feedback on curriculum coverage	4	Yes. Impact analysis not available	Available in faculty feedback
19	Student feedback on infrastructural facilities	NA	Not able to produce any document in this	

*Santhosh*  
*Shimbu*

**VIMAL JYOTHI ENGINEERING COLLEGE**  
**CHEMPERI**

**KTU INTERNAL AUDIT**

Name of the Auditor: Dr. Biju Mathew and Dr. Manoj V Thomas  
Department: Mechanical Department  
Audit Date : 13.12.2019

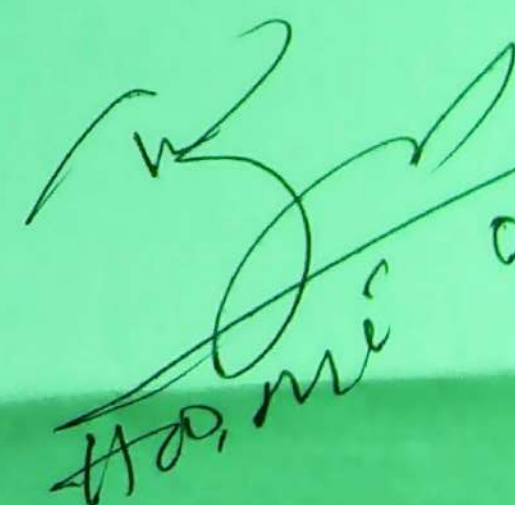
Sl. No.	File	Observation
1	Class Time Table & Faculty Time Table	Not able to produce the same for audit <i>Available / not seen by auditor</i>
2	Students Roll List	Not available for the department. Available in attendance register only. <i>Available / not seen by auditor</i>
3	Students Batch List (for practical courses, projects & elective courses)	Available in attendance register only. <i>Available / not seen by auditor</i>
4	Minutes of course/class committees	Available. The constitution as per KTU ordinance is not available <i>Available</i>
5	Course Diary for all the courses including practical, seminar, project etc.	Available, Most of the documents not signed. <i>Available</i>
6	Course File	Available
7	Tutorial Log book	Not matched with the tutorial class. Updated few class <i>Available for the class</i>
8	Equipment Log register used in Laboratories	Not able to produce for Audit <i>Available</i>
9	Consolidated Attendance statement of students	Not able to produce for Audit for department and class. The Uploaded attendance for some course not matched with the attendance register. Not able to produce attendance generated from Spanios for audit <i>Spanios attendance with register may be not the correct.</i>
10	Consolidated statement of marks of internal tests	Course wise available. Class wise not available
11	Seminar presentation details	Partially Available. Panel constitution details not available <i>Available / not seen by auditor</i>



12	Project (Mini project/Design project/Final semester project) progress review reports	Available. The constitution as per KTU Regulation not done. — Available
13	Register of internal evaluation marks	Break up for internal exam not able to produce for Audit — Available
14	Student Activities Log Book	Not updated for the academic year Being updated
15	Log book for summer and contact courses	Not applicable —
16	Register of Remedial / Bridge / Language Lab classes	Register available, No entry Available.
17	Consolidated semester grades of students	Not able to produce for Audit Being updated
18	Result Analysis	Available. Impact analysis not available — Impact analysis not available.

~~Santhosh~~  
Santhosh

Signature of the Auditors

  
H. A. M. I. 03/01/2020

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An ISO 9001:2008 Certified Institution

Department	Mechanical Engg.
Semester & Section	Odd semester -
Course	
Period which audit is conducted	
Date of Audit	13.12.2019

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)	3	Internal test not matched with KTU No document regarding the Date of Publishing of internal mark and attendance not available Internal exam matched with college published academic calendar.	Conducted as per college calendar / college directives

2	<p>Functioning of students grievances and appeal committee</p> <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members)</li> </ul>	NA	Department level committee not available	NOT available/ applicable
3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>(Minutes of meetings &amp; action taken report</li> <li>Attendance of members</li> <li>Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>	NA	Department level committee not available	NOT Available/ applicable
4	Student feedback on cocurricular and extracurricular activities	NA	Not able to produce any document regarding this	NOT available/ Need to be prepared.
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.</p>	NA	Calculation files not available. Not able to produce the updated faculty list	Availability / is updated to NBA.
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>Committees (Verify minutes of committee meetings</li> <li>Check attendance of committee members</li> <li>Examine Major decisions</li> <li>Evaluate action taken report</li> </ul>	3	No impact analysis The documents regarding The formation of course committee as per KTU regulation not available	Available.

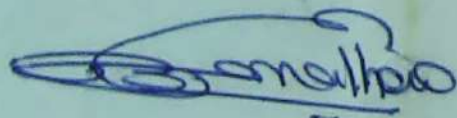
7	<p>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</p> <p>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</p> <p>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</p>	NA	<p>1. This is not as per KTU Academic audit manual. The Department has the right to schedule the class as per the course.</p> <p>2. same as Above</p> <p>3. Available from 4.30 to 6.30 on all working days except Monday and Friday</p>	<p>Not understood, Dept follows College Calendar.</p> <p>Records available</p>
8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained?</li> </ul>	4	<ul style="list-style-type: none"> <li>• Software reports not available</li> <li>• Not matched the uploaded attendance in KTU portal for most of the course with attendance register</li> </ul>	<p>Manual records available</p> <p>Making of spreadsheets attendance book need to be reconciled by computer skill.</p>
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify</li> <li>- course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul>	4	Available	<hr/>

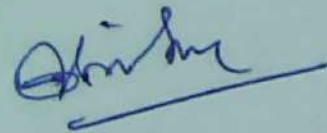
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not?</li> </ul>	1	<ul style="list-style-type: none"> <li>• Tutorial register not updated</li> </ul>	<p>Not Available</p>
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>	4	<ul style="list-style-type: none"> <li>• No document available for the syllabus coverage before each internal exam as per ktu .</li> <li>• Consolidated statement of class planned , engaged etc not available</li> </ul>	<p>Documents available in syllabus, and course file</p>
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor • Open courseware Verify from</li> <li>• Course diary &amp; Student feedback</li> </ul>	2	<p>Corresponding semester partially available Not able to produce feedback document for this</p>	<p>Courseware room available for all classes</p>

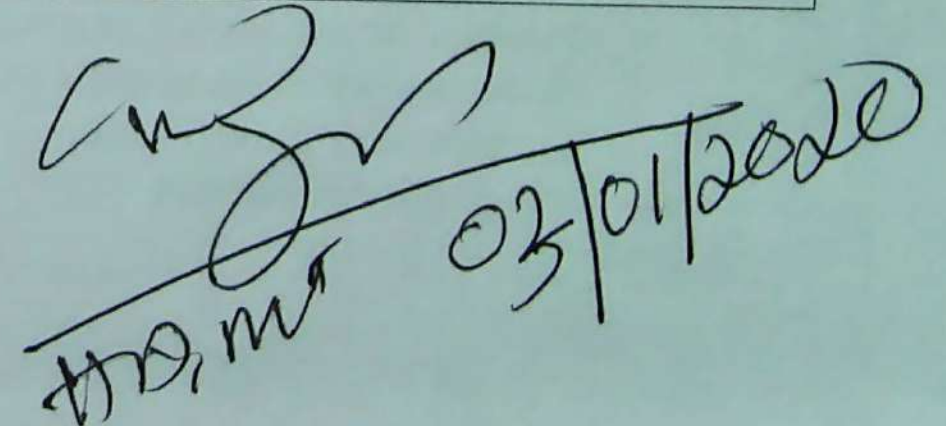
13	<p>Conduct of Practical Classes</p> <ul style="list-style-type: none"> <li>• Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>• Assessment can be done based on <ul style="list-style-type: none"> <li>(i) number of students in a batch</li> <li>(ii) time given for doing the experiment</li> <li>(iii) number of experiments conducted as per syllabus</li> <li>(iv) lab facility</li> <li>(v) safety precautions followed</li> </ul> </li> </ul>	4	Yes	
14	<p>Syllabus coverage of practical courses</p> <ul style="list-style-type: none"> <li>• Verify the experiments done in each lab as per curriculum requirement</li> </ul>	4	Yes	
15	<p>Evaluation of students performance in practical classes Can be assessed by verifying</p> <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>	4	IQAC for Lab question paper not available	<p>not available / it will be introduced.</p>
16	<p>remedial/bridge Register for remedial classes/bridge courses</p> <ul style="list-style-type: none"> <li>• Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul> <p>Punctuality of classes Attendance of students</p>	3	Partially available Not able to submit the documents regarding the needy students	<p>Student list - prepared and submitted to the principal.</p>

17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as               <ol style="list-style-type: none"> <li>Time slot of classes</li> <li>Syllabus</li> <li>Course plan</li> <li>Details of assignments, tutorials</li> <li>Attendance of students</li> <li>Marks awarded for assignments, internal exams etc</li> <li>Internal evaluation marks</li> <li>Topics covered and mode of instruction in each class</li> <li>Extra classes engaged</li> <li>Learning materials provided</li> </ol> </li> </ul>	4	Yes	
18	Student feedback on curriculum coverage	4	Yes. Impact analysis not available	Impact analysis not available
19	Student feedback on infrastructural facilities	NA	Not able to produce any document in this	Need to verify from spms came and feed back.

Auditors





  
03/01/2020

## Internal Academic Audit Report



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

Department	EEE
Semester & Section	
Course	
Period which audit is conducted	13/2/2020
Date of Audit	13/2/2020

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 <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members)</li> </ul>			



3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>			
4	<p>Student feedback on cocurricular and extracurricular activities</p>			
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more          Good if more than 0.9          Fair if between 0.75 &amp; 0.89          Poor if between 0.6 &amp; 0.74          Very Poor if less than 0.6</p>			
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>			
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>			

8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>			
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>		Evaluation panel is not available.	
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>		Details missing in the register.	
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>			
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>			

	<ul style="list-style-type: none"> <li>• Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>• Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>• Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>• Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>		HOD's sign and Batch allocations details are missing	
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>• Verify the experiments done in each lab as per curriculum requirement</li> </ul>			
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>			
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>• Register for remedial classes/bridge courses</li> <li>• Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Punctuality of classes</li> <li>• Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>• Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>• Examine course diary for all necessary details such as</li> </ul> <p>(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</p>			
18	Student feedback on curriculum coverage			
19	Student feedback on infrastructural facilities			

## Internal Academic Audit Report



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**ENGINEERING COLLEGE**  
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA  
As 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
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)

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

Internal Auditors:

Dr. Manoj V. Thomas

Manoj  
13/02/2020

Dr. Rashmi - T-V

Rashmi  
13/2/2020

## Internal Academic Audit Report



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Department	ME
Semester & Section	
Course	
Period which audit is conducted	
Date of Audit	14-2-2020

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 <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members)</li> </ul>			

3	<p>Functioning of Academic Discipline &amp; Welfare Committee</p> <ul style="list-style-type: none"> <li>• (Minutes of meetings &amp; action taken report</li> <li>• Attendance of members</li> <li>• Cases of ragging, student clashes etc and actions taken to curb them</li> </ul>			
4	<p>Student feedback on cocurricular and extracurricular activities</p>		Not available -	
5	<p>Average student to faculty ratio index (Excellent if it is 1 or more Good if more than 0.9 Fair if between 0.75 &amp; 0.89 Poor if between 0.6 &amp; 0.74 Very Poor if less than 0.6</p>			
6	<p>Functioning of class/course</p> <ul style="list-style-type: none"> <li>• Committees (Verify minutes of committee meetings</li> <li>• Check attendance of committee members</li> <li>• Examine Major decisions</li> <li>• Evaluate action taken report</li> </ul>		Agenda missing -	
7	<ol style="list-style-type: none"> <li>1. Schedule of Time Table (Theory courses shall be of maximum 1 hour duration ( 50 minutes is the most preferred).</li> <li>2. Practical, drawing, tutorial, seminar &amp; project classes may be scheduled in the AN session as far as possible</li> <li>3. Time shall be allotted for all courses including remedial/bridge courses, student activities as per the curriculum requirements.</li> </ol>			



8	<p>Attendance of students</p> <ul style="list-style-type: none"> <li>• Verify course diary, consolidated attendance statement or software reports, if any, used for the purpose.</li> <li>• Number of students having shortage of attendance</li> <li>• Whether Leave of Absence is maintained ?</li> </ul>		<p>Consolidated file not available .</p>	
9	<p>Quantity &amp; Quality of Assignments/Mini Projects</p> <ul style="list-style-type: none"> <li>• Verify <ul style="list-style-type: none"> <li>-course diary/course file,</li> <li>- sample assignments</li> <li>- project review records, reports etc.</li> </ul> </li> </ul>		<p>ok .</p>	
10	<p>Conduct of Tutorial Classes</p> <ul style="list-style-type: none"> <li>• Verify the tutorial log book</li> <li>• Size of tutorial classes</li> <li>• Number of students assigned to a faculty</li> <li>• Hours of tutorial classes per subject per week</li> <li>• Whether Tutorial sheets provided or not ?</li> </ul>		<p>ok .</p>	
11	<p>Syllabus coverage as per course plan</p> <ul style="list-style-type: none"> <li>• Verify the course diary</li> <li>• Check number of classes engaged - Punctuality of the faculty</li> <li>• Speed of presentation – Refer Students' feedback</li> </ul>		<p>Not seen in current course file .</p>	
12	<p>Use of ICT enabled teaching &amp; Digital courses</p> <ul style="list-style-type: none"> <li>• NPTEL</li> <li>• M-Tutor</li> </ul>		<p>ok</p>	

	<ul style="list-style-type: none"> <li>Open courseware</li> </ul> Verify from <ul style="list-style-type: none"> <li>Course diary &amp; Student feed back</li> </ul>			
13	Conduct of Practical Classes <ul style="list-style-type: none"> <li>Verify course diary, course file, log book of equipment, work record of students etc.</li> <li>Assessment can be done based on               <ol style="list-style-type: none"> <li>number of students in a batch</li> <li>time given for doing the experiment</li> <li>number of experiments conducted as per syllabus</li> <li>lab facility</li> <li>safety precautions followed</li> </ol> </li> </ul>		ok	
14	Syllabus coverage of practical courses <ul style="list-style-type: none"> <li>Verify the experiments done in each lab as per curriculum requirement</li> </ul>		ok	
15	Evaluation of students performance in practical classes Can be assessed by verifying <ul style="list-style-type: none"> <li>-Course diary</li> <li>-work record</li> <li>-question paper for written test</li> <li>- sample answer books</li> </ul>		ok	
16	Conduct of remedial/bridge classes <ul style="list-style-type: none"> <li>Register for remedial classes/bridge courses</li> <li>Mechanism for identifying needy students such as diagnostic tests, performance in exams etc.</li> </ul>		Not available	

	<ul style="list-style-type: none"> <li>Punctuality of classes</li> <li>Attendance of students</li> </ul>			
17	<p>Maintenance of course Diary</p> <ul style="list-style-type: none"> <li>Mandatory to maintain course diary for all courses (theory, practical, seminar, project, summer course etc.)</li> <li>Examine course diary for all necessary details such as <ul style="list-style-type: none"> <li>(i) Time slot of classes</li> <li>(ii) Syllabus</li> <li>(iii) Course plan</li> <li>(iv) Details of assignments, tutorials</li> <li>(v) Attendance of students</li> <li>(vi) Marks awarded for assignments, internal exams etc</li> <li>(vii) Internal evaluation marks</li> <li>(viii) Topics covered and mode of instruction in each class</li> <li>(ix) Extra classes engaged</li> <li>(x) Learning materials provided</li> </ul> </li> </ul>		ok-	
18	Student feedback on curriculum coverage		Action taken not available	
19	Student feedback on infrastructural facilities		ok.	

- Dr. Manoj V. Thomas *Manoj*  
14/02/2022
- Dr. Roshini CV *Roshini*  
14/2/20

## Internal Academic Audit Report



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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)

# INTERNAL AUDIT REPORT (ECE & CSE)

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

## COMPUTER SCIENCE & ENGINEERING

Key Aspects	Rating	Auditor Remarks	Auditor's Principal's Response
Class/course committee meetings and action taken report <i>for . . .</i>	Fair(3)	Minutes of meetings do not show that agenda of the regulation has been considered. The document is not simple, because digital documentation has been used.. Action taken is not seen	<ol style="list-style-type: none"> <li>1. The agenda . not available</li> <li>2. hard copy used.</li> </ol>

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

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

MECHANICAL ENGINEERING

*[Signature]*  
14/2/2020  
Reema Mathew  
Page No: 12

*[Signature]*  
HOD  
Vimal Jyothi Engg  
Chempuri - Kannur  
670 632

Facility to do experiments in the lab	Fair(3)	Facility is available. Stock register and log register need refinement.	
Conduct of remedial/minor/honours classes	Fair(3)	Digital documentation shows conduct of remedial class. Action taken report is not seen.	
Assessment of Outcomes	Poor(2)	Not done for courses of S1.	
Faculty evaluation & remarks of the HOD	Fair(3)	Digital documentation was shown. Hard copies are not available. Remarks of HOD not seen.	
Facility in the department library for references	Fair(3)	A large number of books is available. But the document showing the resources has not been authenticated with signature.	
Maintenance of course diary	Poor(2)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	
Syllabus coverage as per course plan	Fair(3)	Information is not provided in the course diary. Information is furnished in software-generated documents. Such cannot be taken as a valid document in view of the ?time element? factor.	

**ELECTRONICS & COMMUNICATION ENGG**

*B.Tech.*

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	A sample shows meeting was conducted. Agenda has to be similar to that in the regulation. Action taken report not seen.	<ul style="list-style-type: none"> <li>-1. Agenda not available</li> <li>-2. Action taken report missing.</li> <li>-3. Order for previous semester missing.</li> </ul>



Advisory meetings and action taken report	Fair(3)	Meeting is conducted. NO action taken report. Agenda must be similar to that given in regulation.	ATR missing
Schedule of Time Table	Good(4)	Workshop is seen scheduled in the morning. (Forced circumstances)	✓
Conduct of Tutorial Classes	Fair(3)	Conduct is recorded. But details are desirable	Details not available S <sub>2</sub> - Tutorial missing details
Conduct of series tests	Very Poor(1)	Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover two and a half modules.	As per VJEE norms
Syllabus coverage of practical course	Fair(3)	Course diary is not much used. But coverage is adequate.	not available for current semester.
Evaluation of students performance in practical classes	Very Poor(1)	Details are not found in course diary. Digital documentation is used. Marks given per weekly session for a lab work is only ten.	Day to Day to evaluation - not able to produce the supporting document.
Conduct of Practical test	Fair(3)	Will be scheduled.	done.
Facility to do experiments in the lab	Poor(2)	On visiting lab it was found locked, as lab staff was not available. Oral report affirms adequate facility.	.
Conduct of remedial/minor/honours classes	Fair(3)	Remedial class is conducted (Booster class). More details have to be shown. Maintain log register. assessment is also needed.	Identification of students criteria missing. <sup>Students attendance</sup> way attendance varied in each class. No impact analysis.

Assessment of Outcomes	Poor(2)	Not done for courses of S1.	not able to show the process.
Faculty evaluation & remarks of the HOD	Fair(3)	Evaluation is done. Digital documentation has been used. They are very heavy (excessive). hard copy not available.	HOD evaluation not completed - follow up documents not available.
Facility in the department library for references	Good(4)	Adequate books are available.	✓
Maintenance of course diary	Poor(2)	Course diary is not in much use. Rather software-generated documentation is favoured. The practice followed is to paste print-outs on the pages of the course diary.	update the course execution. A few faculties are not updated the execution.
Syllabus coverage as per course plan	Fair(3)	Information is not provided in the course diary. Information is furnished in software-generated documents. Such cannot be taken as a valid document in view of the ?time element? factor.	Lack of proof. Updation is spanious required.

M.Tech

No of M.Tech Students

*Reema Mathew*  
152

*BIJU MATHEW*  
HOD Dept. of Civil Engineering  
Vimala Engineering College  
Chempuri - Kannur  
Kerala - 670 632

**ELECTRICAL AND ELECTRONICS ENGINEERING(POWER ELECTRONICS)**

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

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

**COMPUTER SCIENCE AND ENGINEERING(COMPUTER SCIENCE AND ENGINEERING) M.Tech.**

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

Computing facility in the department	Fair(3)	Research lab with FOSS is available.	✓
Facility available in the department to do thesis work(all relevant licensed software)	Fair(3)	Licensed software is not available. FOSS is available.	✓

**ELECTRONICS AND COMMUNICATION ENGINEERING (COMMUNICATION ENGINEERING AND SIGNAL PROCESSING)**

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Poor(2)	Only online documentation is maintained (digital documentation)	
Syllabus coverage as per course plan	Fair(3)	Not mentioned in course diary--only digital documentation.	No digitized documents shown
Class committee meetings and action taken report	Very Poor(1)	Documents not shown.	not shown
Conduct of Seminar & Mini project	Very Poor(1)	Marks not entered in course diary. For evaluation, no document was shown.	not properly updated.
Conduct of Thesis	Not Relevant	S4 is not is session	—
Faculty with Ph.D for the program	Fair(3)	Only 2. Four are pursuing the work.	Mandatory available
Students attending MOOC or other online courses	Poor(2)	None is doing MOOC courses	No data.
Facility in the department library for journal reference	Fair(3)	Not available in Dept library. But it is available in central library.	Not available
Computing facility in the department	Good(4)	There is a research lab with three softwares	✓
Facility available in the department to do thesis work(all relevant licensed software)	Good(4)	Three licensed software are available.	✓

**MECHANICAL ENGINEERING (THERMAL ENGINEERING)**

*Prerna Mathew*  
11/2/2020  
Prerna Mathew

*Prerna Mathew*  
BIJU MATHEW  
HOD Dept. of Civil Engineering  
Vimala Engineering College  
Chemperi - Kannur  
Kerala - 670 632