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

Academic Audit Report
2019 - 2020

Basic Details

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

College Specific Assessments

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

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

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

Student Interaction

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

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

Any other remarks	Very Poor(1)	Four internal tests, maximum marks 60. Two tests per day. Test for every module. Scholarship is awarded based on student behaviour. Girls are not allowed to go out to have food. Bus fees were paid but no seat availability. No class for comprehensive exam. No proper budget allocated for sports and arts. Fees for wi-fi are paid; but students are not allowed to use smartphones or laptops on campus. First-year and second-year students are not allowed to use mobile phones in hostel. Extra class for mentoring. Attendance is used as a threat against students. The behaviour of certain college authorities and security staff with girls is improper and bad. S1: six assignments per course are given. No student representation through election, rather there is heavy pressure for academic performance. Pre-enquiry suspension without proper enquiry. Forced to hand in apology in writing. M.Tech: Extra-curricular activities-- no information. Training and placement--no information. Machines in lab are in order. They have to maintained. Inadequate facility in lab.	Many of the remarks seem to be based on here say and without making any effort to verify the facts and figures. The scholarships are provided purely based on the academic performance. Comprehensive exam is in the even semester. The budget allocation for sports and arts were not verified by the auditor. We are not charging any fee for using Wi-Fi. Students are allowed to use mobile phone after the college working hours. As per the NAAC requirement, mentoring hour is allotted. Attendance is followed based on KTU regulation. No complaint in the nature of improper behavior from the part of authorities and security staff with the girl students are reported so far. The number of assignments varies with course. The student election is conducted as per lyngdoh committee recommendation. The academic pressure is a subjective perception rather than ive observation. Pre-enquiry suspension is given on cases with primary evidence in which students involved in serious issues such as ragging, physical attack etc.Inadequate lab facility remark is contradictory with the previous remark mentioned in Lab Facility and conduct

		Three test papers are conducted: 2 hours, 40 marks. Co-curricular activity is not carried out. Intimation from University is not prompt. Postponment of exam has not been intimated. Fine is charged for late payment of fees. Faculty is available to teach all subjects. Approach of management is redressing student grievance is discouraging, no solution can be expected. Visits to shops to buy material for project work is not permitted. Attendance will be denied in such cases.	of Labs section.A late fee of Rs 100 is charged for delayed payments irrespective of the delay period.This seems to be an offhand remark. Attendance is given based on KTU regulation.

B.Tech

No of B.Tech Students	1523

APPLIED ELECTRONICS & INSTRUMENTATION ENGINEERING-(Full Time)

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

Advisory meetings and action taken report	Fair(3)	Minutes of meetings were shown. But the intent of the regulation, R4.1 to R4.9, is not reflected in the minutes. Action taken report not available/	Advisory meetings for S1were conducted as per KTU guidelines.Action taken report was filed, but not checked by the auditor.
Schedule of Time Table	Good(4)	Some lab sessions are seen set in the morning session (Forced circumstances)	
Conduct of Tutorial Classes	Fair(3)	Tutorial sessions have been conducted. Details, mode of conduct and effectiveness are not shown. Tutorial log book must be given importance.	Tutorial log registers for all the classes were kept and shown.
Conduct of series tests	Poor(2)	Details are not shown in course diary. Rather software-generated digital documentation is furnished in course file. The practice followed is to set a test for every module in addition to three other tests and a model examination. It is a fair conclusion that University prescribed test 1 did not cover two and a half modules.	Details are entered in ERP and reports can be downloaded at anytime. Students and parents can log-in.Test 1 is splitted into 2 tests with the portion of 3 modules are covered.
Syllabus coverage of practical course	Fair(3)	Coverage is adequate. But course diary is not used for documentation. Log book of equipment is not available. Printed work-record is in use. There is no indication that completion of calculations etc was done in the lab itself. Software-generated document is in use	Details are entered in ERP and reports can be downloaded at anytime. Also, downloaded course diary shown to the Auditor.Log book was kept in all the labs but the entries for the consumables only.All the calculations entered in the work record book.

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

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

COMPUTER SCIENCE & ENGINEERING-(Full Time)

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

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

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

ELECTRONICS & COMMUNICATION ENGG-(Full Time)

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

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

MECHANICAL ENGINEERING-(Full Time)

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

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.	04 series test and 01 resit test are conducted as per continuous academic assessment policy of the college.Every test has 1.5 modules .04 tests covers the wholes syllabus systematically. Vimal jyothi has a comprehensive digital data capturing system dhi-Spaneos. Every marks and attendance is updated in the software and is locked after a correction period. Series test marks, assignment marks, attendance are entered . Every question paper is quality audited online and approved by HOD. Question papers are mapped with CO s, and Blooms taxonomy level in aid of attainment calculation as part of Outcome based education assessment. For I st year students, Final exam is configured as model examination to enable student to become familiar with exam pattern in the oncoming university examination.

Syllabus coverage of practical course	Poor(2)	Two samples of course diary selected did not show confirmation of this aspect.	All lab classes are conducted as per syllabus . A well designed lab manual /record book is supplied to students, Evaluation is based on well designed rubrics for each experiment and work. Continuous evaluation marks are entered in evaluation sheet and updated in the ERP in a regular manner. Auditor has refused to see any documentation. He has also refused to see lab records, and course files presented to him.
Evaluation of students performance in practical classes	Fair(3)	Marks are not entered in course diary. Rather online digital documentation is used for this purpose. Course diary is required.	Marks are entered in lab records, continuous evaluation sheet and in ERP- Spaneos. Auditor has refused to see any documentation presented to him.
Conduct of Practical test	Fair(3)	Scheduled.	All practical tests are planned and conducted as per regulations
Facility to do experiments in the lab	Fair(3)	Facility is available. Stock register and log register need refinement.	All labs are well maintained. Stock register, consumable register, ,maintenance register and equipment log cards are all well maintained and updated.. Observation of the auditor is baseless.
Conduct of remedial/minor/honours classes	Fair(3)	Digital documentation shows conduct of remedial class. Action taken report is not seen.	Identified students are given remedial classes. Remedial class file and records were shown to the auditor. Basis of auditor remarks not understood

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

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

CIVIL ENGINEERING-(Full Time)

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

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

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

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

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

ELECTRICAL AND ELECTRONICS ENGINEERING-(Full Time)

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

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

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

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

M.Tech

No of M.Tech Students	38

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

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

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

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

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

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

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

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

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

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

MECHANICAL ENGINEERING(THERMAL ENGINEERING)-(Full Time)

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

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

Key Aspects	Rating	Auditor Remarks	Principal's Response

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