

First Semester_Semester Closing Internal Academic Audit Schedule _AY 2022-23 ODD Sem

Dr. Jayesh George <jayeshg1988@vjec.ac.in>
To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>

Mon, Feb 20, 2023 at 1:32 PM

Dear Sir

The schedule for the First Semester_ semester closing academic audit of the AY 2022-23 odd semester is listed below. Also, I have attached the audit evaluation parameters for you to look over.

Date	Department	Time	Auditor 1	Auditor 2
27 February 2023	S1 - CSE A, CSE B, CSE C EEE & AEI	9.30 AM - 12.30 PM	Dr. Vibhoosha	Ms. Shamy A
27 February 2023	S1 - CSCY, CSBS, CSD, ADS ME & CE	9.30 AM - 12.30 PM	Ms. Shimna P K	Ms. Anit Thomas
27 February 2023	M1- CE	1.30 PM - 3.30 PM	Ms. Shamy A	Mr. Prabhin James


Tutors of respective classes are requested to collect **Booster Class and Tutorial class details** and produce them before the auditors.

* Time is tentative, Auditors can change the time after the consultation with DQAC.

Auditor 1 is responsible to hand over the report to the IQAC Coordinator

Auditors are requested to submit the report before 28 January 2023, 1.00 PM

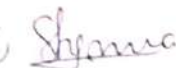

Best regards,
Dr Jayesh George M
Associate Professor
Department of Electronics & Communication Engineering
Vimal Jyothi Engineering College, Kannur, Kerala, India.
Ph: +91 9746135446

 **Audit_Assessment parameters.docx**
22K

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

Department Name	S, AOS
Auditor 1 Name, Department & Signature Shimra P.K, ECE; 	Auditor 2 Name, Department & Signature Amit Thomas M, AOS 
Date of Visit: 27/2/23	
Semester Type:	ODD

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report		
Advisory meetings and action taken report	available.	
Syllabus coverage as per course plan	Available	
Conduct of Tutorial Classes	Available.	
Conduct of series tests and evaluation of answer scripts	Basic electrical - Series test answer book missing.	
Syllabus coverage and conduct of practical courses	Portion coverage of Lab incomplete.	
Evaluation of students performance in practical classes	Electrical workshop - Rubrics missing Attendance register missing.	
Conduct of remedial classes		
Maintenance of course diary and Attendance Register (Hard Copy)	Basic electrical & Phys Lab attendance register missing	
Additional Comments by Auditors :		
Feedback → NO of Students who have done feedback is very less		

Basic electrical-

* Course team meeting minutes missing

Physics Lab -

* Staff sign missing in record

* Lab exam answer sheets missing

Life Skill:-

* Attached student eligibility report is saved copy not submitted copy

* Feedback 2 missing

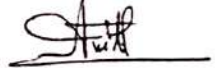
* Presentation mark split up missing

* Course team meeting minutes missing

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

Department Name	S, C S C S
Auditor 1 Name, Department & Signature Shimra P.K ; E.EE ; Shimra	Auditor 2 Name, Department & Signature Anil Thomas M, ADS 
Date of Visit:	27/2/23
Semester Type:	ODD



Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HOD Remarks
Class/course committee meetings and action taken report	Second advisory students signature missing	
Advisory meetings and action taken report	Second advisory students signature missing	
Syllabus coverage as per course plan	Available	
Conduct of Tutorial Classes	Available	
Conduct of series tests and evaluation of answer scripts	Engg physics - assignment 1 IQAC missing	
Syllabus coverage and conduct of practical courses	Physics Lab - Rubrics missing	
Evaluation of students performance in practical classes	Physics Lab Rubrics missing	
Conduct of remedial classes	available.	
Maintenance of course diary and Attendance Register (Hard Copy)	Engg physics: sign missing in attendance reg.	
Additional Comments by Auditors: Consolidated feedback value is zero. only 1 or 2 students have done feedback.		

Engg physics - course team meeting sign missing.
 Physics Lab - Attendance register missing.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

Department Name	S, CSD
Auditor 1 Name, Department & Signature Shimma PK, ECE 	Auditor 2 Name, Department & Signature Amit Thomas M, ADS, 
Date of Visit: 27/2/23	
Semester Type:	ODD

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	—	
Advisory meetings and action taken report	Sign missing in advisor minutes, ATR and order.	
Syllabus coverage as per course plan	available	
Conduct of Tutorial Classes	available	
Conduct of series tests and evaluation of answer scripts	Life Skill - IQAC of IAI missing	
Syllabus coverage and conduct of practical courses	Lab portion coverage complete.	
Evaluation of students performance in practical classes	Electronics workshop: Staff sign and HOD Sign missing	
Conduct of remedial classes	available.	
Maintenance of course diary and Attendance Register (Hard Copy)	Life Skill - Attendance reg missing	
Additional Comments by Auditors :		

Life Skill - Mark split up for presentation missing

Vimal Jyothi Engineering College, Chempur

Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

Department Name	31 CSBS
Auditor 1 Name, Department & Signature Shimra P.K; E.C.E; <i>Shimra</i>	Auditor 2 Name, Department & Signature Aul Thomas B.S, MDS, <i>Stal</i>
Date of Visit: 27/2/23	
Semester Type:	ODD

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HOD Remarks
Class/course committee meetings and action taken report		
Advisory meetings and action taken report	Sign missing to advisory meeting minutes, ATR and order	
Syllabus coverage as per course plan	Portion Coverage incomplete.	
Conduct of Tutorial Classes	available.	
Conduct of series tests and evaluation of answer scripts	available.	
Syllabus coverage and conduct of practical courses	available.	
Evaluation of students performance in practical classes	Physics Lab :- * Rubrics missing Sign missing in record	
Conduct of remedial classes	—	
Maintenance of course diary and Attendance Register (Hard Copy)	Physics Lab :- attendance register missing	
Additional Comments by Auditors :		

Electrical :- Report by faculty missing

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

Department Name	S ₁ CE
Auditor 1 Name, Department & Signature Shimona P.K.; ECE <i>Shimona</i>	Auditor 2 Name, Department & Signature Anil Thomas M, ADS <i>Anil</i>
Date of Visit:	27/2/23
Semester Type:	ODD



Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	—	
Advisory meetings and action taken report	available	
Syllabus coverage as per course plan	available.	
Conduct of Tutorial Classes	Tutorial Proof missing	
Conduct of series tests and evaluation of answer scripts	Graphics & Life Skill Faculty sign missing in Series 1, 2 answer sheet	
Syllabus coverage and conduct of practical courses	available	
Evaluation of students performance in practical classes	available	
Conduct of remedial classes	Booster class topics missing.	
Maintenance of course diary and Attendance Register (Hard Copy)	available	
Additional Comments by Auditors :		

Graphics - Report by faculty missing

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

Department Name	S, ME.
Auditor 1 Name, Department & Signature Shimada P.K E. CE 	Auditor 2 Name, Department & Signature Anil Thomas M, ADS 
Date of Visit:	27/2/23
Semester Type:	ODD

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	—	
Advisory meetings and action taken report	available	
Syllabus coverage as per course plan	available.	
Conduct of Tutorial Classes	Tutorial proof missing.	
Conduct of series tests and evaluation of answer scripts	Graphics and Lifestill Faculty Sign missing in series 1, 2 answer sheet	
Syllabus coverage and conduct of practical courses	available.	
Evaluation of students performance in practical classes	available.	
Conduct of remedial classes	Booster class topics missing.	
Maintenance of course diary and Attendance Register (Hard Copy)		



Additional Comments by Auditors :

Physics - Faculty Sign missing in assignment
 * Mark not given on assignment front sheet
 Electrical workshop - course team meeting minutes missing
 Report by faculty missing

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

Department Name	S1- CSA, CSB, CSC, EEE, EC, AET.
Auditor 1 Name, Department & Signature	Auditor 2 Name, Department & Signature
Shamya. A AP Dept. of EIE,  28/2/23	Dr. Vibhoosha M.P, AP, CIVIL Engineering  28/2/23.
Date of Visit: 27/2/23	27/02/2023.
Semester Type: 1	ODD

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	Course team meeting signature missing (EST100).	
Advisory meetings and action taken report	Verified	
Syllabus coverage as per course plan	Verified	
Conduct of Tutorial Classes	Verified.	
Conduct of series tests and evaluation of answer scripts	Verified	
Syllabus coverage and conduct of practical courses	Verified.	
Evaluation of students performance in practical classes	Rubrics based evaluation sheet missing for chemistry lab (CPL120)	
Conduct of remedial classes	Student list for remedial class missing	
Maintenance of course diary and Attendance Register (Hard Copy)	→ Attendance register hardcopy missing and split up and proof for 15 marks assessment is missing for Life skill (HUN101)	
Additional Comments by Auditors :		

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	Action taken report not signed, EST100 course team meeting sign missing	
Advisory meetings and action taken report	Advisory meeting minutes filed without signature,	
Syllabus coverage as per course plan	Verified	
Conduct of Tutorial Classes	Tutorial class details missing	
Conduct of series tests and evaluation of answer scripts	IQAC certificate missing for EST100	
Syllabus coverage and conduct of practical courses	Verified	
Evaluation of students performance in practical classes	Rubrics based evaluation missing for CYL120	
Conduct of remedial classes	Verified.	
Maintenance of course diary and Attendance Register (Hard Copy)	Attendance register hard copy missing for CRT100, HUN101. other assessment proof missing for HUN101. Signature missing	
Additional Comments by Auditors :	for MAT101 EST120 - Attendance Reg (hardcopy) missing. Attendance Report & student eligibility Report faculty signature missing.	

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	Course team meeting Sign missing (EST100)	
Advisory meetings and action taken report	Student signature is missing	
Syllabus coverage as per course plan	Verified	
Conduct of Tutorial Classes,	EST100 - Tutorial log sheet missing, material available	
Conduct of series tests and evaluation of answer scripts	Verified	
Syllabus coverage and conduct of practical courses	Rubrics based evaluation sheet missing CYL120	
Evaluation of students performance in practical classes	Verified and kept in order.	
Conduct of remedial classes	Verified	
Maintenance of course diary and Attendance Register (Hard Copy)	Attendance hard copy for MAT101, HUN101 are missing other assessment split up for	
Additional Comments by Auditors :	HUN101 missing student eligibility Report - faculty signature Missing.	

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	Course team meeting minutes sign missing (EST100), course team leader sign missing (EST120).	
Advisory meetings and action taken report	Verified.	
Syllabus coverage as per course plan	Verified.	
Conduct of Tutorial Classes	Tutorial log sheet missing for (EST100) → M	
Conduct of series of tests and evaluation of answers scripts	Verified.	
Syllabus coverage and conduct of practical courses	Verified	
Evaluation of students performance in practical classes	Rubrics based evaluation sheet missing for CYL120	
Conduct of remedial classes	Verified	
Maintenance of course diary and Attendance Register (Hard Copy)	MAT101 - student eligibility Report - faculty sign Missing.	
Additional Comments by Auditors :		

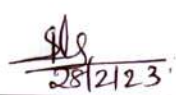

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/course committee meetings and action taken report	Course team meeting minutes sign missing (EST100).	
Advisory meetings and action taken report	Verified	
Syllabus coverage as per course plan	Verified	
Conduct of Tutorial Classes	Verified	
Conduct of series tests and evaluation of answers scripts	Verified	
Syllabus coverage and conduct of practical courses	Verified	
Evaluation of students performance in practical classes	Rubrics based evaluation sheet missing for CYL120	
Conduct of remedial classes	Verified	
Maintenance of course diary and Attendance Register (Hard Copy)	Verified.	
Additional Comments by Auditors :		

KeyAspects	AuditorRemarks (For entering remarks, Additional sheets may be used if required)	HoD Remarks
Class/coursecommitteemeetingsandactiontakenreport	Course team meeting minutes missing for EST110, HUN101	
Advisorymeetingsandactiontakenreport	Third advisory meeting faculty signature missing	
Syllabuscoverageaspercourseplan	Verified	
ConductofTutorialClasses	Tutorial log and material missing for MAT101	
Conductofseriestestsandevaluationofanswerscripts	Verified	
Syllabuscoverageandconductofpracticalcourses	Verified	
Evaluation of students performance inpracticalclasses	Sample internal question paper missing for PHL100	
Conductofremedial classes	Data missing for MAT101. and EST110	
Maintenanceofcourse diary and Attendance Register(Hard Copy)	Report by Faculty missing for EST130, Signature is missing MAT101 - Attendance Reg ^y (hardcopy)	
Additional Comments by Auditors :	Missing . EST130, EST110, MAT101, PHL100 - Sign Missing in Report by the faculty. PHL100 - Student feedback Missing.	

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details


Department Name	CE		
Auditor 1 Name, Department & Signature	Shamya A AP, Dept of EIE		Auditor 2 Name, Department & Signature
Date of Visit:	27/2/23	28/2/23	Prabin Jena 
Semester Type:	M ₁		ODD

M.Tech

Stream: ...Structural Engineering and Construction Management.....

KeyAspects	AuditorRemarks (For entering remarks, Additional sheets may be used if required)	HoD Remark
Class committee meetings and action taken report	Two meeting conducted and ATR filed.	
Syllabus coverage as per course plan	Consolidated syllabus coverage report missing. Portion coverage details mentioned only in one course file (Course code 221ECE003). Other courses its missing.	
Conduct of series tests and evaluation of answer scripts	-Samples answer sheets kept in the course files. -Test Mark sheets kept in the file -series test marks analysis report missing	
Conduct of Seminar & Miniproject	NA	
Conduct of Thesis if any	NA	
Maintenance of course diary and Attendance Register(Hard Copy)	Course Code 221ECE003 -Course task samples missing (Assigned) 221ECE006 - Courseplan missing - Faculty signature missing in Continuous evaluation sheet - Course based project -Set as problem based questions . - Kept soft copy of Attendance register 221TCE002 - Course plan missing - Course task samples attached and faculty signature and marks details missing 221TCE100 - Course plan missing - Faculty details and signature missing in Attendance register 221TCE001 -Course plan missing -Kept soft copy of attendance register -signature missing in the Internal marks and students eligibility report	

	Research Methodology -Signature missing in the attendance register -Missing evaluation sheet of seminar conducted -Internal marks details missing -Assignment guidelines not attached Structural engineering lab Course file missing	
Students attending MOOC or other online courses	NA	
Additional Comments by Auditors : - Course plan details missing in the majority of the course files - Observed that a few course based project assignments are planned		


 28/2/23
 SHAMYA-A
 AP, Dept of EIE

Semester Closing Internal Academic Audit Schedule _ AY 2022-23 ODD Sem

Dr. Jayesh George <jayeshg1988@vjec.ac.in>
To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>
Cc: iqac@vjec.ac.in

Thu, Jan 5, 2023 at 10:35 AM

Dear Sir,
The schedule for the semester closing academic audit of the AY 2022-23 odd semester is listed below. Also, I have attached the audit evaluation parameters for you to look over.

Date	Department	Time	Auditor 1	Auditor 2
23 January 2023	CE	9.30-11.30 AM	Mr. Mejo M Francis	Ms. Anit Thomas
23 January 2023	CSE	9.30-11.30 AM	Ms. Shimna P K	Dr Senthil Kumar
24 January 2023	ADS & CSD	1.30-3.30 PM	Dr Senthil Kumar	Ms. Shimna P K
24 January 2023	EEE	1.30-3.30 PM	Ms. Neena V V	Dr. Sridharan P
25 January 2023	ME	9.30-11.30 AM	Ms. Shamy A	Ms. Neena V V
25 January 2023	ECE	9.30-11.30 AM	Mr. Prabhin James	Dr. Vibhoosha M P
24 January 2023	AEI	1.00-3.00 PM	Ms. Anit Thomas	Dr Jayesh George M

* Time is tentative, Auditors can change the time after the consultation with DQAC.

Auditor 1 is responsible to hand over the report to the IQAC Coordinator

Auditors are requested to submit the report before 27 January 2023, 1.00 PM

The audit shall be conducted for Semesters S3, S5, and S7.

Best regards,
Dr Jayesh George M
Associate Professor
Department of Electronics & Communication Engineering
Vimal Jyothi Engineering College, Kannur, Kerala, India.
Ph: +91 9746135446



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Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

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

B.Tech

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

Additional Comments by Auditors :

Examiner signature missing Subjects

C6T 303

ADT 305


AMT 305.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

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

B.Tech


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

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

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit
January 2023

Basic Details

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

B.Tech

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

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

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

Miji M Francis (AP ME)


29/1/23

M.Tech

No of UG Students in Department

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



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

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

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

B.Tech

Key Aspects	Auditor Remarks (For entering remarks, Additional sheets may be used if required)
Class/course committee meetings and action taken report	1
Advisory meetings and action taken report	Available
Syllabus coverage as per course plan	Available
Conduct of Tutorial Classes	
Conduct of series of tests and evaluation of answerscripts	Signature of Examiner missing in answer book.
Syllabus coverage and conduct of practical courses	
Evaluation of students performance in practical classes	
Facility to do experiments in the lab	
Conduct of remedial/minor/honours classes	Attendance is missing.
Maintenance of course diary	MAT 203 → Attendance register missing
Assessment of Outcomes	
Faculty evaluation & remarks of the HoD	
Facility in the department library for references	
Students attending MOOCs or other online courses (B)	

Additional Comments by Auditors :

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

S₈ → CST301

CSEC → Disaster management



S₅ CSE → C → Computer Networks.

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

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

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

Additional Comments by Auditors :

NIL

Vimal Jyothi Engineering College, Chemperi

Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

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

B.Tech Electrical and Electronics Engineering

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

Additional Comments by Auditors :


Dr. P. Sridharan

Signature of the Internal Auditors


Mr. Mejo M Francis

Vimal Jyothi Engineering College, Chemperi
Internal Quality Assurance Cell

Internal Academic Audit

January 2023

Basic Details

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

B.Tech

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

Additional Comments by Auditors :