ACADEMIC INTERNAL AUDIT REPORT
2023-2024

BASIC DETAILS

Institution Name	Ilahia College 0f Engineering And Technology, Mulavoor
Auditors/IQAC Name	Dr.Sachin Gee Paul and Audit Team
Dates	10/01/2024 and 11/01/2024
Semester Type	ODD

IQAC -ICET audit was conducted for the Academic year 2023-2024 ODD semester. As per the KTU Academic Rules and Regulation guidelines the following documents are verified.

COLLEGE SPECIFIC DOCUMENTS

SI. NO	Key Aspects	Rating	Auditor Remarks	Principal's Response
1.	Academic calendar with days earmarked with working days, holidays, other activities etc	**Excellent**		
2.	Minutes and action taken reports of student's grievances and appeal committee meetings	**Excellent**		
3.	Minutes and action taken reports of discipline and welfare committee meetings	**Excellent**	Welfare committee meeting – Reconstitution date 14-12-2023, last meeting date 06-12-23.	
4.	Teaching and technical staff details with acquaintance roll	**Excellent**		
5.	Central library register showing volume and title of books, journals etc.	**Excellent**	Total vol. (31086) Total Journals 102	
6.	IQACmeeting minutes, internal audit reports etc	**Excellent**		
7.	Institution Budget	**Excellent**		
8.	Details of central computing facility	**Excellent**	Speed 100 Mbps+40 Mbps	

COMPUTER SCIENCE AND ENGINEERING

DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	**Excellent**	
2	Internal exam QP (DQAC Approved)	**Very Good**	
3	Innovative Teaching approaches	**Good**	
4	Tutorial samples with log book	**Very Good**	
5	SFR (Computation as per NBA, these files for the last 3 years)	**Good**	SFR of 2023-24 academic year = **21.2** Average of last 3 year **= 21.2**

Other Auditor Remarks:

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks:

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	**Very Good**	
2	PO, PSO attainment	**Very Good**	
3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	**Very Good**	

4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	**Very Good**	
5	Subject Group (List of groups and Faculty allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	**Good**	
6	Add-on Courses	**Good**	**One** Add on courses available(**CISCO)**

Other Auditor Remarks:

4. **B – Files (Staff Files)**

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)	**Good**	3 funded projects applied in 2023-24 academic year
2	Consultancy	**Good**	One consultancy available **(NOCODB)**
3	Collaborative works/research and outcomes	**Nil**	
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	**Excellent**	**6** journals available in 2023-24 academic years. (Scopus – 2 ,UGC -3, other -1)
5	Publications: Conference, Books, Book chapters, Articles, etc	**Very Good**	**4** International conferences are available in 2023-24 academic years.
6	IPR (and related activities)	**Nil**	
7	MoU	**Very Good**	**3 MOUs** available in 2023-24 academic years.

8	FDP Attended: (a. Outside own college b. Inside own college)	**Very Good**	4 FDPs available
9	FDP/Conference Organized	**Nil**	
10	Awards / Honors	**Very Good**	IMA Award, NSS district Level award -(Arun Kumar K N), Best paper award- (Mr. Arun Kumar K N, Ms. Chithra Rani)
11	External Interaction	**Very Good**	Classes conducted for various schools students –Mr. Abdul Ali Resource person (web development for plus two students) –Ms.Honey John, Ms. Aziya Shirin V. S.

Other Auditor Remarks:

5. C – Files (Student Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	**Very Good**	
2	KTU Results and Analysis (Semester-wise)	**Very Good**	S2-57.26 S4- 73.5 S6-50.52 S8 -84.04
3	Success Data of Passed Out Batch	**Very good**	Graduation percentage (2019-2023) -71.27% 64 students successfully graduated out of 94 students.
4	Placement (Proof- for the previous Academic Year)	**Very Good**	Placement percentage -64.17% 43 students placed out of 67 students.
5	Higher Studies (Proof- for the previous Academic Year)	**Fair**	3 students joined for higher studies.
6	Career/Skill Development Programs	**Good**	
7	Achievements	**Very Good**	• Water metro development activities – Mr. N Anbarsu and Mr. Jebin

			Johnson • Mind Controlled Wheel Chair -Mr. Ashiq Sathyan • 3 students elected as union member. • 5 students selected for football team.
8	Entrepreneurship / Start ups	**Nil**	
9	Professional Society Activity	**Excellent**	Three professional societies are available. (CSI, IEEE, Tinker Hub)

Other Auditor Remarks:

6. **D – Files (Miscellaneous Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities	**Good**	CISCO Trainee - Working professional (Mr. Arun Kumar K N)
2	Staff Duties/Responsibilities	**Excellent**	
3	Staff/Guest Appointment Details	**Good**	Guest Appointment Details of Ms. Bismi Hameed is available.
4	Guest Acquaintance (Semester-wise)	**Very Good**	
5	Department Budget	**Very Good**	

Other Auditor Remarks:

7. **Other General Documents**

SI NO	Key Aspects	Rating	Auditor Remarks

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	**Excellent**	
2	Minutes and action taken reports of advisory meetings	**Excellent**	
3	Course Diary for all the courses	**Very Good**	
4	Equipment log registers used in Laboratories	**Very Good**	
5	Log book for summer and contact courses	**Nil**	
6	Question paper and sample answer scripts for assessment of practical courses	**Very Good**	
7	Details showing the conduct of remedial/minor/honours classes	**Good**	.
8	Details of faculty evaluation and action taken on it	**Very Good**	
9	Department library register showing volume and title of books, journals etc	**Excellent**	560 Books are available
10	Register showing activity points	**Good**	
11	Details of MOOC courses taken by UG/PG students	**Very Good**	NPTEL Certificates are available. 13 students successfully completed NPTEL courses.
12	Details of computing facility in the computer lab (UG/PG)	**Very Good**	
	*******Details of relevant licensed software available in the department	**Nil**	No relevant licensed software’s are available

Other Auditor Remarks:

AI & CYBER

DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	EXCELLENT	
2	Internal exam QP (DQAC Approved)	EXCELLENT	
3	Innovative Teaching approaches	GOOD	
4	Tutorial samples with log book	EXCELLENT	File Ready
5	SFR (Computation as per NBA, these files for the last 3 years)		No. of Students = 241 No. of faculty = 9 SFR =241/9 = 30.12 Required No. of Staff =13

Other Auditor Remarks :

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks:

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	EXCELLENT	File Ready
2	PO, PSO attainment	EXCELLENT	File Ready

3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	**NA**	
4	Project (a. List of projects with guides and students b. Panels rubrics and marks of evaluation c. PO, PSO attainment)	NA	
5	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	GOOD	File Ready
6	Add-on Courses	Good	File Ready

Other Auditor Remarks:

4. **B – Files (Staff Files)**

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)	NA	
2	Consultancy	GOOD	Project with water metro. One more project is pending sanction.
3	Collaborative works/research and outcomes	GOOD	Updated
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	GOOD	SCOPUS- 3 (Rosna P Haroon) SCOPUS -2(Yet to publish)
5	Publications: Conference, Books, Book chapters, Articles, etc	GOOD	
6	IPR (and related activities)	GOOD	

7	MoU	EXCELLENT	
8	FDP Attended: (a. Outside own college b. Inside own college)	EXCELLENT	Outside -5 Inside - 5
9	FDP/Conference Organized	POOR	
10	Awards / Honors	EXCELLENT	QP Setter- Rosna P Haroon QP Scrutiny Board Member – Nurjahan V A University Syllabus Committee Members – Rosna P Haroon, Nurjahan V A
11	External Interaction	EXCELLENT	Gifted Children Program (Resourse Persons) – Rosna P Haroon, Nurjahan V A , Athira Babu Hands on session on Generative AI – Rosna P Haroon

Other Auditor Remarks :

5. C – Files (Student Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	EXCELLENT	File Ready
2	KTU Results and Analysis (Semester-wise)	EXCELLENT	S2 (AI&DS) -35.18%, S2 (CC) – 30% S4 (AI&DS) -66.6 %, S4 (CC) -79.3 %
3	Success Data of Passed Out Batch	**NA**	
4	Placement (Proof- for the previous Academic Year)	NA	
5	Higher Studies (Proof- for the previous Academic Year)	NA	
6	Career/Skill Development Programs	EXCELLENT	Supporting Documents in Association File

7	Achievements	EXCELLENT	File ready
8	Entrepreneurship / Start ups	EXCELLENT	Skill Tech Innovation (Staff) - Rosna P Haroon, Nurjahan V A , Athira Babu MeCode – Students (Total- 2 Nos)
9	Professional Society Activity	GOOD	In Collaboration with CSE Department

Other Auditor Remarks:

6. D – Files (Miscellaneous Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities	GOOD	
2	Staff Duties/Responsibilities	EXCELLENT	
3	Staff/Guest Appointment Details	**NA**	
4	Guest Acquaintance (Semester-wise)	NA	
5	Department Budget		Document of Budget proposal & Budget Sanctioned available.

Other Auditor Remarks:

7. Other General Documents

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	EXCELLENT	
2	Minutes and action taken reports of advisory meetings	EXCELLENT	
3	Course Diary for all the courses	EXCELLENT	
4	Equipment log registers used in Laboratories	EXCELLENT	
5	Log book for summer and contact courses	NA	
6	Question paper and sample answer scripts for assessment of practical courses	GOOD	Available in Course File
7	Details showing the conduct of remedial/minor/honours classes	EXCELLENT	
8	Details of faculty evaluation and action taken on it	EXCELLENT	
9	Department library register showing volume and title of books, journals etc	GOOD	Initial works have started.
10	Register showing activity points	EXCELLENT	Individual student files are available
11	Details of MOOC courses taken by UG/PG students	GOOD	AI & DS – NIL CC – 2 Students
12	Details of computing facility in the computer lab (UG/PG)	EXCELLENT	30 Machines Available in the Lab Also sharing ME Lab
	******* Details of relevant licensed software available in the department		

Other Auditor Remarks:

ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	Excellent	
2	Internal exam QP (DQAC Approved)	Good	Order the question paper
3	Innovative Teaching approaches	**Good**	File update
4	Tutorial samples with log book	Good	Available
5	SFR (Computation as per NBA, these files for the last 3 years)	Good	Average-20.13

Other Auditor Remarks :

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks: Good

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	Good	
2	PO, PSO attainment	Good	
3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	NA	Not Available

4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO PSO attainment)	Good	
5	Subject Group (List of groups and Faculty allotment by HoD, Minutes of each group Programs/Activities organized under each group)	Good	Add minutes of the meetings
6	Add-on Courses	NA	

Other Auditor Remarks:

4. B – Files (Staff Files)

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)	NA	
2	Consultancy	NA	
3	Collaborative works/research and outcomes	**NA**	
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS Other Journals	NA	
5	Publications: Conference, Books, Book chapters, Articles, etc	Average	Conference:5 Other journals:6
6	IPR (and related activities)	NA	
7	MoU	NA	

8	FDP Attended: (a. Outside own college b. Inside own college)	Average	
9	FDP/Conference Organized	NA	
10	Awards / Honors	NA	
11	External Interaction	Good	

Other Auditor Remarks :

5. **C – Files (Student Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	Good	
2	KTU Results and Analysis (Semester-wise)	Good	**S2=20%** **S4= 26.7%** **S6=0%** **S8=75%**
3	Success Data of Passed Out Batch	Good	**5/24= 20.8%**
4	Placement (Proof- for the previous Academic Year)	Good	**2/5= 40%**
5	Higher Studies (Proof- for the previous Academic Year)	NA	
6	Career/Skill Development Programs	Good	1
7	Achievements	Good	Ajay krishnan selected to KTU cricket team as captain. Files need to be maintained
8	Entrepreneurship / Start ups	NA	

9	Professional Society Activity	Good	

Other Auditor Remarks:

6. D – Files (Miscellaneous Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities	Good	
2	Staff Duties/Responsibilities	Good	
3	Staff/Guest Appointment Details	**NA**	
4	Guest Acquaintance (Semester-wise)	NA	
5	Department Budget	Good	

Other Auditor Remarks:

7. Other General Documents

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	Good	Add more details in minutes
2	Minutes and action taken reports of advisory meetings	Good	Add action taken in separate page
3	Course Diary for all the courses	Good	
4	Equipment log registers used in Laboratories	Good	
5	Log book for summer and contact courses	NA	
6	Question paper and sample answer scripts for assessment of practical courses	Good	

SI NO	Key Aspects	Rating	Auditor Remarks
7	Details showing the conduct of remedial/minor/honours classes	Good	
8	Details of faculty evaluation and action taken on it	Good	Need to add remarks
9	Department library register showing volume and title of books, journals etc	Good	235
10	Register showing activity points	Good	
11	Details of MOOC courses taken by UG/PG students	NA	
12	Details of computing facility in the computer lab (UG/PG)	Average	
	*** Details of relevant licensed software available in the department	Good	MATLAB

Other Auditor Remarks:

CIVIL ENGINEERING

DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	Good	Updated as per academic regulation
2	Internal exam QP (DQAC Approved)	Good	Updated
3	Innovative Teaching approaches	**Very Good**	Department Youtube Channel, Flip class
4	Tutorial samples with log book	Good	Updated as per Scedule
5	SFR (Computation as per NBA, these files for the last 3 years)	Good	Average SFR 2023-24; 2022-23;2021-22 = 20.81

Other Auditor Remarks :

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks: Random checking of course files are carried out .From that some minor corrections are noted and advised to correct.

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	Good	Not shown on Separate File but shown on Course File
2	PO, PSO attainment	Good	Not shown on Separate File but shown on Course File

3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	**Poor**	Not Shown
4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Good	Shown on Course File
5	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Good	Well Maintained by HOD
6	Add-on Courses	Poor	Nil

Other Auditor Remarks:

4. **B – Files (Staff Files)**

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)	Poor	Nil
2	Consultancy	Fair	Material Test Cube Test
3	Collaborative works/research and outcomes	**Poor**	Nill
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	Fair	Published on Other Journals
5	Publications: Conference, Books, Book chapters, Articles, etc	Poor	Nil
6	IPR (and related activities)	Poor	Nil

7	MoU	Good	Associated with 5 MoU From 2020 onwards
8	FDP Attended: (a. Outside own college b. Inside own college)	Fair	FDP attended -2
9	FDP/Conference Organized	Poor	Nil
10	Awards / Honors	Fair	One Faculty got Acheivement
11	External Interaction	Fair	2 Faculty members assigned as scrutiny committee for Question Paper SettingG

Other Auditor Remarks :

5. C – Files (Student Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	Good	Updated
2	KTU Results and Analysis (Semester-wise)	Good	Updated
3	Success Data of Passed Out Batch	**Good**	Minor errors noted
4	Placement (Proof- for the previous Academic Year)	Good	Graduated Students Placement -12/39=31%
5	Higher Studies (Proof- for the previous Academic Year)	Poor	Nil
6	Career/Skill Development Programs	Fair	5 Programs Conducted on Last Semester

7	Achievements	Fair	One student got GATE score and one student achieved CGPA score 10
8	Entrepreneurship / Start ups	Poor	Nil
9	Professional Society Activity	Fair	ICI –Visited Industry at Tetrapot Construction

Other Auditor Remarks:

6. D – Files (Miscellaneous Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities	Poor	Nil
2	Staff Duties/Responsibilities	Good	Well Maintained by HOD
3	Staff/Guest Appointment Details	**Poor**	Nil
4	Guest Acquaintance (Semester-wise)	Poor	Nil
5	Department Budget	Good	Well Maintained by HOD

Other Auditor Remarks:

7. Other General Documents

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	Good	Well Maintained as per Date
2	Minutes and action taken reports of advisory meetings	Good	Well Maintained as per Date
3	Course Diary for all the courses		Course File

SI NO	Key Aspects	Rating	Auditor Remarks
4	Equipment log registers used in Laboratories	Good	Well Maintained
5	Log book for summer and contact courses	Poor	Nil
6	Question paper and sample answer scripts for assessment of practical courses	Good	Shown on Course File
7	Details showing the conduct of remedial/minor/honours classes	Good	Updated
8	Details of faculty evaluation and action taken on it	Good	Well Maintained by HOD.
9	Department library register showing volume and title of books, journals etc	Good	Total no of Vol -266
10	Register showing activity points	Good	Updated as Academics Plan
11	Details of MOOC courses taken by UG/PG students	Fair	NPTEL -6 Faculty Cleared Exam
12	Details of computing facility in the computer lab (UG/PG)	Good	Total no of System -20
	******* Details of relevant licensed software available in the department	Good	AUTOCAD STADPRO PRIMVERA ANSYS

Other Auditor Remarks:

MECHANICAL ENGINEERING
DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	**Excellent**	
2	Internal exam QP (DQAC Approved)	**Excellent**	
3	Innovative Teaching approaches	**Very Good**	
4	Tutorial samples with log book	**Very Good**	
5	SFR (Computation as per NBA, these files for the last 3 years)	**Good**	No of faculty excluding first year faculty:7 No of students: 168(including Lateral entry) SFR: 7/168= 24

Other Auditor Remarks :

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remark

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	**Very Good**	
2	PO, PSO attainment	**Very Good**	
3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	**Good**	

4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	**Very Good**	
5	Subject Group (List of groups and Faculty allotment by HoD, Minutes of each group Programs/Activities organized under each group)	**Very Good**	
6	Add-on Courses	**Nil**	

Other Auditor Remarks:

4. B – Files (Staff Files)

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)	**Fair**	**Nil**
2	Consultancy	**Fair**	**Nil**
3	Collaborative works/research and outcomes	**Fair**	**Nil**
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS Other Journals	**Good**	**SCIE- 1 No- Accepted, Not Published yet**
5	Publications: Conference, Books, Book chapters, Articles, etc	**Fair**	**Nil**
6	IPR (and related activities)	**Fair**	**Nil**
7	MoU	**Very Good**	**5 Nos**
8	FDP Attended: (a. Outside own college b. Inside own college)	**Good**	9 Nos during this academic year

9	FDP/Conference Organized	**Fair**	Nil
10	Awards / Honors	**Good**	2 faculty members got KTU PhD Scholarship
11	External Interaction	**Fair**	Only one faculty have external interaction

Other Auditor Remarks :

5. C – Files (Student Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	**Excellent**	
2	**KTU Results and Analysis (Semester-wise)**	**Good**	S2- 27.27 S4- 6.67 S6 - 33.33 S8 - 77.94
3	Success Data of Passed Out Batch	**Fair**	14/68= 20.58
4	Placement (Proof- for the previous Academic Year)	**Fair**	2/14= 14.29
5	Higher Studies (Proof- for the previous Academic Year)	**Fair**	Nil
6	Career/Skill Development Programs	**Fair**	
7	Achievements	**Good**	
8	Entrepreneurship / Start ups	**Fair**	Nil
9	Professional Society Activity	**Good**	SAE, ASME

Other Auditor Remarks:

6. **D – Files (Miscellaneous Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities	**Fair**	
2	Staff Duties/Responsibilities	**Excellent**	
3	Staff/Guest Appointment Details	**Fair**	Nil
4	Guest Acquaintance (Semester-wise)	**Fair**	Nil
5	Department Budget	**Good**	

Other Auditor Remarks:

7. **Other General Documents**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	**Excellent**	
2	Minutes and action taken reports of advisory meetings	**Excellent**	
3	Course Diary for all the courses	**Very Good**	
4	Equipment log registers used in Laboratories	**Very Good**	

SI NO	Key Aspects	Rating	Auditor Remarks
5	Log book for summer and contact courses	NA	
6	Question paper and sample answer scripts for assessment of practical courses	**Very Good**	
7	Details showing the conduct of remedial/minor/honours classes	**Very Good**	
8	Details of faculty evaluation and action taken on it	**Very Good**	
9	Department library register showing volume and title of books, journals etc	**Very Good**	
10	Register showing activity points	**Very Good**	
11	Details of MOOC courses taken by UG/PG students	**Good**	3 students completed NPTEL courses
12	Details of computing facility in the computer lab (UG/PG)	**Good**	
	*** Details of relevant licensed software available in the department	**Good**	

Other Auditor Remarks:

ELECTRONICS AND COMMUNICATION ENGINEERING
DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	Excellent	
2	Internal exam QP (DQAC Approved)	Satisfactory	Arrange Series 1 and Series 2 Qp semester wise and also put stream coordinator and HOD sign. Remove third series Qp from the file
3	Innovative Teaching approaches	**Good**	Included in course files
4	Tutorial samples with log book	Good	
5	SFR (Computation as per NBA, these files for the last 3 years)	Excellent	11.87

Other Auditor Remarks :

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks: common mistakes found are

- **Hod and faculty sign missing**
- **Split up of marks in assignment**
- **Daily evaluation sheet in lab course files**

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	Good	
2	PO, PSO attainment	Good	

3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	**Nil**	
4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO PSO attainment)	Excellent	
5	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Good	
6	Add-on Courses		Nil

Other Auditor Remarks:

4. **B – Files (Staff Files)**

   (These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)		Nil
2	Consultancy		Nil
3	Collaborative works/research and outcomes		Nil
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS Other Journals	Good	2 journals published
5	Publications: Conference, Books, Book chapters, Articles, etc		Nil
6	IPR (and related activities)		Nil
7	MoU	Good	2 MoU

8	FDP Attended: (a. Outside own college b. Inside own college)		Outside- 10 Inside- 8
9	FDP/Conference Organized		Nil
10	Awards / Honors		1 mentorship certificate from NPTEL
11	External Interaction		Gifted children class , ISSAT polytechnic , +2school visit

Other Auditor Remarks :

5. C – Files (Student Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	Excellent	Updated
2	KTU Results and Analysis (Semester-wise)	Good	S4- 38.5%, S6- 43.75%, S8- 63.16%, S2- 63.64%
3	Success Data of Passed Out Batch	**Good**	31.57%
4	Placement (Proof- for the previous Academic Year)	Good	2 out of 6 graduates
5	Higher Studies (Proof- for the previous Academic Year)		Nil
6	Career/Skill Development Programs		Internship at Keltron
7	Achievements		Robowar – 2 prizes One student selected for university football camp selection One student got first prize in keralolsavam
8	Entrepreneurship / Start ups		Nil
9	Professional Society Activity		Nil

Other Auditor Remarks:

6. **D – Files (Miscellaneous Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities		Nil
2	Staff Duties/Responsibilities	Very good	
3	Staff/Guest Appointment Details		Nil
4	Guest Acquaintance (Semester-wise)		Nil
5	Department Budget	Fair	No budget in 23-24 academic year, Only upto 2022, dept got budget appoval

Other Auditor Remarks:

7. **Other General Documents**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	Excellent	
2	Minutes and action taken reports of advisory meetings	Excellent	
3	Course Diary for all the courses		NA
4	Equipment log registers used in Laboratories	Excellent	

SI NO	Key Aspects	Rating	Auditor Remarks
5	Log book for summer and contact courses		NA
6	Question paper and sample answer scripts for assessment of practical courses	Good	Included in Lab course files
7	Details showing the conduct of remedial/minor/honours classes	Good	
8	Details of faculty evaluation and action taken on it	Very Good	
9	Department library register showing volume and title of books, journals etc	Excellent	366 books, 2 magazines
10	Register showing activity points	Very Good	
11	Details of MOOC courses taken by UG/PG students	Very Good	22-23 academic year, 6 Staff completed NPTEL course
12	Details of computing facility in the computer lab (UG/PG)	Good	
	***Details of relevant licensed software available in the department		Nil

Other Auditor Remarks:

MBA

DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	Good	Updated
2	Internal exam QP (DQAC Approved)	Good	Updated
3	Innovative Teaching approaches		Nil
4	Tutorial samples with log book		Nil
5	SFR (Computation as per NBA, these files for the last 3 years)		2023-24 = 17.33 2022-23=15.16 2021-22= 12

Other Auditor Remarks :

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks: Minor Errors Noted

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping		N.A
2	PO, PSO attainment		N.A

3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)		N.A
4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO PSO attainment)	Good	Updated
5	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)		Nil
6	Add-on Courses		Nil

Other Auditor Remarks:

4. **B – Files (Staff Files)**

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)		Nil
2	Consultancy		Nil
3	Collaborative works/research and outcomes		Nil
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals		Nil
5	Publications: Conference, Books, Book chapters,		Conference =3

	Articles, etc		
6	IPR (and related activities)		Nil
7	MoU		Nil
8	FDP Attended: (a. Outside own college b. Inside own college)		FDP attended =1
9	FDP/Conference Organized		Nil
10	Awards / Honors		Nil
11	External Interaction		Nil

Other Auditor Remarks :

5. C – Files (Student Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	Good	Updated
2	KTU Results and Analysis (Semester-wise)	Good	S2=80% S4=92%
3	Success Data of Passed Out Batch	**Good**	34/47=72%
4	Placement (Proof- for the previous Academic Year)		
5	Higher Studies (Proof- for the previous Academic Year)		Nil

6	Career/Skill Development Programs		Nil
7	Achievements		3 students got selected for KTU D Zone Football
8	Entrepreneurship / Start ups		Nil
9	Professional Society Activity		No activates carried out on last semester

Other Auditor Remarks:

6. D – Files (Miscellaneous Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities		Nil
2	Staff Duties/Responsibilities	Good	Updated
3	Staff/Guest Appointment Details		Nil
4	Guest Acquaintance (Semester-wise)		Nil
5	Department Budget	Good	Updated

Other Auditor Remarks:

7. Other General Documents

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	Good	Updated
2	Minutes and action taken reports of advisory	Good	Updated

SI NO	Key Aspects	Rating	Auditor Remarks
	meetings		
3	Course Diary for all the courses		N.A
4	Equipment log registers used in Laboratories		Nil
5	Log book for summer and contact courses		Nil
6	Question paper and sample answer scripts for assessment of practical courses		Nil
7	Details showing the conduct of remedial/minor/honours classes		Nil
8	Details of faculty evaluation and action taken on it		Action taken carried out by HOD for average rated faculty
9	Department library register showing volume and title of books, journals etc		Vol=4437 Titles -3030 Journal-6 International Journal -6
10	Register showing activity points		Nil
11	Details of MOOC courses taken by UG/PG students		30 Students got certified
12	Details of computing facility in the computer lab (UG/PG)		Nil
	******* Details of relevant licensed software available in the department		Nil

Other Auditor Remarks:

MCA

DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	**Excellent**	
2	Internal exam QP (DQAC Approved)	**Very Good**	
3	Innovative Teaching approaches	**Good**	
4	Tutorial samples with log book	**Very Good**	need to update ET lab copy
5	SFR (Computation as per NBA, these files for the last 3 years)	**Very Good**	SFR -20.5 Average of last three year -20.5

Other Auditor Remarks:

2. **A2 – File (Academic Files)**

   i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks:

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	**Very Good**	
2	PO, PSO attainment	**NA**	
3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	**Good**	

4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	**Very Good**	
5	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	**Good**	
6	Add-on Courses	**Very Good**	Python web development

Other Auditor Remarks:

4. B – Files (Staff Files)

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)	**Nil**	
2	Consultancy	**Nil**	
3	Collaborative works/research and outcomes	**Good**	ICT academy and koratty info park
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals	**Nil**	
5	Publications: Conference, Books, Book chapters, Articles, etc	**Nil**	
6	IPR (and related activities)	**Nil**	
7	MoU	**Very Good**	Two MOUs available with ICT academy ICT academy and koratty info park.

8	FDP Attended: (a. Outside own college b. Inside own college)	**Excellent**	5 FDP Certificates are available.
9	FDP/Conference Organized	**Nil**	
10	Awards / Honors	**Good**	PhD (Ms. Sulfath P M)
11	External Interaction	**Good**	Classes conducted in Ilahia arts college

Other Auditor Remarks :

5. C – Files (Student Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	**Very Good**	
2	KTU Results and Analysis (Semester-wise)	**Excellent**	S2 -81.25 S4-100
3	Success Data of Passed Out Batch	**Excellent**	Graduation Percentage – 79% (26/34)
4	Placement (Proof- for the previous Academic Year)	**Very Good**	Placement Percentage – 52.94 (18/34)
5	Higher Studies (Proof- for the previous Academic Year)	**Nil**	
6	Career/Skill Development Programs	**Good**	
7	Achievements	**Very Good**	• 53 NPTEL courses successfully completed in 2022-24 batch • 63 NPTEL courses successfully completed in 2021-23 batch
8	Entrepreneurship / Start ups	**Nil**	

9	Professional Society Activity	**Nil**	

Other Auditor Remarks:

6. D – Files (Miscellaneous Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities	**Good**	
2	Staff Duties/Responsibilities	**Very Good**	
3	Staff/Guest Appointment Details	**Nil**	
4	Guest Acquaintance (Semester-wise)	**Nil**	
5	Department Budget	**Very Good**	

Other Auditor Remarks:

7. Other General Documents

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	**Excellent**	
2	Minutes and action taken reports of advisory meetings	**Very Good**	
3	Course Diary for all the courses	**Good**	
4	Equipment log registers used in Laboratories	**Good**	

SI NO	Key Aspects	Rating	Auditor Remarks
5	Log book for summer and contact courses	**Nil**	
6	Question paper and sample answer scripts for assessment of practical courses	**Good**	
7	Details showing the conduct of remedial/minor/honours classes	**Good**	No minor & honor courses. Remedy details are available
8	Details of faculty evaluation and action taken on it	**Very Good**	
9	Department library register showing volume and title of books, journals etc	**Very Good**	
10	Register showing activity points	**NA**	
11	Details of MOOC courses taken by UG/PG students	**Excellent**	• 53 NPTEL courses successfully completed in 2022-24 batch (48 students) • 63 NPTEL courses successfully completed in 2021-23 batch (34 Students)
12	Details of computing facility in the computer lab (UG/PG)	**Very Good**	
	*****Details of relevant licensed software available in the department	**NIL**	No relevant licensed software's are available

Other Auditor Remarks:

SCIENCE AND HUMANITIES

DEPARTMENT SPECIFIC DOCUMENTS

1. **A1 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Time table (with tutorials) – Staff arranged in hierarchical order	**NA**	
2	Internal exam QP (DQAC Approved)	**NA**	
3	Innovative Teaching approaches	**NA**	
4	Tutorial samples with log book	**NA**	
5	SFR (Computation as per NBA, these files for the last 3 years)	**NA**	

Other Auditor Remarks :

2. **A2 – File (Academic Files)**

i. Course files (**Current Semester**) –(Couse File Index - Separate Sheet Attached)

Other Auditor Remarks:

All course files are completed

3. **A3 – Files (Academic Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	CO-PO, CO-PSO mapping	**NA**	

2	PO, PSO attainment	**NA**	
3	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	**NA**	
4	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO PSO attainment)	**NA**	
5	Subject Group (List of groups and Faculty allotment by HoD, Minutes of each group Programs/Activities organized under each group)	**NA**	
6	Add-on Courses	**NA**	

Other Auditor Remarks:

4. B – Files (Staff Files)

(These files shall be updated for the period July- June)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Research funding (a. Internal, b. External)	**NA**	
2	Consultancy	**NA**	
3	Collaborative works/research and outcomes	**NA**	
4	Journal Publications: SCI, SCIE, SSCI, SCOPUS Other Journals	**NA**	
5	Publications: Conference, Books, Book chapters, Articles, etc	**NA**	

6	IPR (and related activities)	**NA**	
7	MoU	**NA**	
8	FDP Attended: (a. Outside own college b. Inside own college)	**NA**	
9	FDP/Conference Organized	**NA**	
10	Awards / Honors	**NA**	
11	External Interaction	**NA**	

Other Auditor Remarks :

5. **C – Files (Student Files)**

SI NO	Key Aspects	Rating	Auditor Remarks
1	Roll List (for last 3 years)	**NA**	
2	KTU Results and Analysis (Semester-wise)	**NA**	
3	Success Data of Passed Out Batch	**NA**	
4	Placement (Proof- for the previous Academic Year)	**NA**	
5	Higher Studies (Proof- for the previous Academic Year)	**NA**	
6	Career/Skill Development Programs	**NA**	
7	Achievements	**NA**	

8	Entrepreneurship / Start ups	**NA**	
9	Professional Society Activity	**NA**	

Other Auditor Remarks:

6. D – Files (Miscellaneous Files)

SI NO	Key Aspects	Rating	Auditor Remarks
1	Staff Extension Activities	**NA**	
2	Staff Duties/Responsibilities	**NA**	
3	Staff/Guest Appointment Details	**NA**	
4	Guest Acquaintance (Semester-wise)	**NA**	
5	Department Budget	**NA**	

Other Auditor Remarks:

7. Other General Documents

SI NO	Key Aspects	Rating	Auditor Remarks
1	Minutes and action taken reports of course/class committees of UG/PG	**NA**	
2	Minutes and action taken reports of advisory meetings	**NA**	
3	Course Diary for all the courses	**NA**	
4	Equipment log registers used in Laboratories	**NA**	

SI NO	Key Aspects	Rating	Auditor Remarks
5	Log book for summer and contact courses	**NA**	
6	Question paper and sample answer scripts for assessment of practical courses	**NA**	
7	Details showing the conduct of remedial/minor/honours classes	**NA**	
8	Details of faculty evaluation and action taken on it	**NA**	
9	Department library register showing volume and title of books, journals etc	**NA**	
10	Register showing activity points	**NA**	
11	Details of MOOC courses taken by UG/PG students	**NA**	
12	Details of computing facility in the computer lab (UG/PG)	**NA**	
	*** Details of relevant licensed software available in the department		

Other Auditor Remarks: