

**ILAHIA COLLEGE OF ENGINEERING & TECHNOLOGY,
MULAVOOR**


IQAC Audit Report

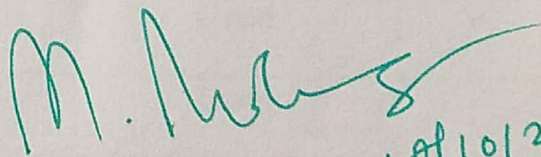
Date: 18/10/19

IQAC Internal audit is conducted on 15/10/19. As per the instruction from KTU Audit manual section 4 documents such as college specific and department specific documents are verified by IQAC Audit team.

COLLEGE SPECIFIC DOCUMENTS

Documents to be verified	Remarks	✓ or x
1. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good	✓
2. Minutes and action taken reports of student's grievances and appeal committee meetings	Good	✓
3. Minutes and action taken reports of discipline and welfare committee meetings	Good	✓
4. Minutes and action taken reports of discipline and welfare committee meetings	Good	✓
5. Teaching and technical staff details with acquittance roll	Good	✓
6. Arrangements made in case of faculty left in between, taken long leave etc.	Good	✓
7. Central library register showing volume and title of books, journals etc.	Good	✓
8. IQAC meeting minutes, internal audit reports etc	Good	✓


U. Banerjee
IQAC Coordinator 18/10/19
(Dr. Barakekath Nisha. V)


Principal 18/10/2019

CIVIL DEPARTMENT SPECIFIC DOCUMENTS
IQAC Audit Report (15/10/19)

Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Good	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good General format is required to all departments	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Good	✓
8. Laboratory manual, records and course file for all practical courses	Good	✓
9. Log book for summer and contact courses	Not Applicable	✓
10. Practical test question paper and sample answer scripts	Good	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good General format is required to all departments	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good	✓
15. Department library register showing volume and title of books, journals etc	Good One system is required for digital library and journal references	✓
16. Register showing activity points	Good	✓
17. Details of MOOC courses taken by UG/PG students	Excellent (UG) Registered list shown. Exam yet to come Poor(PG)	✓
18. Details of computing facility in the computer lab (UG/PG)	Good	✓
19. Conduct of PG thesis work	Good	✓
20. Details of relevant licensed software available in the department	Good licensed softwares are available	✓

MECHANICAL DEPARTMENT SPECIFIC DOCUMENTS
IQAC Audit Report (15/10/19)

Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Good	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good General format is required to all departments	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Good	✓
8. Laboratory manual, records and course file for all practical courses	Good	✓
9. Log book for summer and contact courses	Not Applicable	✓
10. Practical test question paper and sample answer scripts	Good	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good	✓
15. Department library register showing volume and title of books, journals etc	Good One system is required for digital library and journal references	✓
16. Register showing activity points	Good	✓
17. Details of MOOC courses taken by UG/PG students	Poor Students registered count is Nil	✓
18. Details of computing facility in the computer lab (UG/PG)	Good	✓
19. Conduct of PG thesis work	Not Applicable	✓
20. Details of relevant licensed software available in the department	Poor Required some licensed software	✓

EEE DEPARTMENT SPECIFIC DOCUMENTS
IQAC Audit Report (15/10/19)

Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Good	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good General format is required to all departments	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Good	✓
8. Laboratory manual, records and course file for all practical courses	Good	✓
9. Log book for summer and contact courses	Not Applicable	✓
10. Practical test question paper and sample answer scripts	Good	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good General format is required to all departments	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good Action taken report is needed	✓
15. Department library register showing volume and title of books, journals etc	Good	✓
16. Register showing activity points	Good	✓
17. Details of MOOC courses taken by UG/PG students	Poor Students registered count is Nil	✓
18. Details of computing facility in the computer lab (UG/PG)	Good	✓
19. Conduct of PG thesis work	Good	✓
20. Details of relevant licensed software available in the department	Poor No Licensed software	✓

ECE DEPARTMENT SPECIFIC DOCUMENTS
IQAC Audit Report (15/10/19)

Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Good	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good General format is required to all departments	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Good	✓
8. Laboratory manual, records and course file for all practical courses	Good	✓
9. Log book for summer and contact courses	Good	✓
10. Practical test question paper and sample answer scripts	Good	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good	✓
15. Department library register showing volume and title of books, journals etc	Good One system is required for digital library and journal references	✓
16. Register showing activity points	Good	✓
17. Details of MOOC courses taken by UG/PG students	Poor Students registered count is Nil	✓
18. Details of computing facility in the computer lab (UG/PG)	Good	✓
19. Conduct of PG thesis work	Good	✓
20. Details of relevant licensed software available in the department	Poor No Licensed software	✓

CSE DEPARTMENT SPECIFIC DOCUMENTS
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Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Good	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Good	✓
8. Laboratory manual, records and course file for all practical courses	Good	✓
9. Log book for summer and contact courses	Good	✓
10. Practical test question paper and sample answer scripts	Good	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good	✓
15. Department library register showing volume and title of books, journals etc	Good One system is required for digital library and journal references	✓
16. Register showing activity points	Good	✓
17. Details of MOOC courses taken by UG/PG students	Average (UG) Few students registered Poor(PG)	✓
18. Details of computing facility in the computer lab (UG/PG)	Good	✓
19. Conduct of PG thesis work	Good	✓
20. Details of relevant licensed software available in the department	Good	✓

IT DEPARTMENT SPECIFIC DOCUMENTS
IQAC Audit Report (15/10/19)

Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Good	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Good	✓
8. Laboratory manual, records and course file for all practical courses	Good	✓
9. Log book for summer and contact courses	Good	✓
10. Practical test question paper and sample answer scripts	Good	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good	✓
15. Department library register showing volume and title of books, journals etc	Good	✓
16. Register showing activity points	Good	✓
17. Details of MOOC courses taken by UG/PG students	Average (UG) Few students registered	✓
18. Details of computing facility in the computer lab (UG/PG)	Good	✓
19. Conduct of PG thesis work	Not Applicable	✓
20. Details of relevant licensed software available in the department	Good	✓

MCA DEPARTMENT SPECIFIC DOCUMENTS
IQAC Audit Report (15/10/19)

Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Good	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good General format is required to all departments	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Good	✓
8. Laboratory manual, records and course file for all practical courses	Good	✓
9. Log book for summer and contact courses	Good	✓
10. Practical test question paper and sample answer scripts	Good	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good	✓
15. Department library register showing volume and title of books, journals etc	Good	✓
16. Register showing activity points	Good	✓
17. Details of MOOC courses taken by UG/PG students	Poor Students registered count is Nil	✓
18. Details of computing facility in the computer lab (UG/PG)	Good	✓
19. Conduct of PG thesis work	Not Applicable Students will complete in Internship	✓
20. Details of relevant licensed software available in the department	Good	✓

MBA DEPARTMENT SPECIFIC DOCUMENTS
IQAC Audit Report (15/10/19)

Documents to be verified	Remarks	✓ or x
1. Minutes and action taken reports of course/class committees of UG/PG	Good	✓
2. Minutes and action taken reports of advisory meetings	Average	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Good General format is required to all departments	✓
4. Course Diary for all the courses	Good	✓
5. Tutorial Log book	Good	✓
6. Internal test question paper and sample answer scripts	Good	✓
7. Equipment log registers used in Laboratories	Not Applicable	✓
8. Laboratory manual, records and course file for all practical courses	Not Applicable	✓
9. Log book for summer and contact courses	Not Applicable	✓
10. Practical test question paper and sample answer scripts	Not Applicable	✓
11. Project (Mini project/Design project/Final semester project) progress review reports	Good	✓
12. Result Analysis (UG/PG)	Good	✓
13. Details showing the conduct of remedial/minor/honours classes	Good	✓
14. Details of faculty evaluation and action taken on it	Good	✓
15. Department library register showing volume and title of books, journals etc	Good	✓
16. Register showing activity points	Not Applicable	✓
17. Details of MOOC courses taken by UG/PG students	Poor Students registered count is Nil	✓
18. Details of computing facility in the computer lab (UG/PG)	Not Applicable	✓
19. Conduct of PG thesis work	Not Applicable Students will complete in Internship	✓
20. Details of relevant licensed software available in the department	Poor No Licensed software	✓

U. Barakath
18/10/19
IQAC Coordinator

(Dr. Barakkath Misha V)

M. Misha V
Principal 18/10/2019

General Remarks in First IQAC Internal Audit Conducted on 15/10/19

The following Department specific documents are to be corrected

1. Common format is required for Academic calendar with days earmarked with working days, holidays, other activities etc. like CSE format
2. Once half of the experiments is completed, one model exam should be conducted for lab classes and record Practical test question paper and sample answer scripts.
3. Common format is required for Project (Mini project/Design project/Final semester project) progress review reports
4. Copy of the Result Analysis (UG/PG) (series test and University) should be maintained in the respective departments as a separate file.
5. In department library atleast one system is required for accessing digital library.
6. Details of MOOC courses taken by UG/PG students are not sufficient. Encourage the students to register in upcoming courses.
7. Details of relevant licensed software available in the department should be updated
8. General guidelines are needed for Life skill courses in S1 and S3

The following remarks to be corrected in Course File and Course Diary

1. Course Diary (filled up to date) signed by HOD should be ensured by HOD
2. Overall Co attainment analysis for Series test 1, series test 2, Assignment 1 and Assignment 2 excel sheet should be completed and attached in course diary.
3. From next Assignment onwards, Assignment question paper must be prepared like series test question paper(including COs and Blooms level)
4. Assignment QP is also undersigned by faculty and HOD
5. Remedial class attendance should be marked in course diary also. File the remedial class sample in course diary
6. Remedial Measures should be written in last page of course diary.
7. Assignments and Tutorials topics should be written properly in Course Diary and signed by HOD

U. Balan 18/10/19
IQAC Coordinator

(Dr. Barakkath Nisha U)

A. N. S.
18/10/2019
Principal