

# ILAHIA COLLEGE OF ENGINEERING & TECHNOLOGY, MULAVOOR

Date: 14/08/2020

## IQAC Second Audit Report (2019-2020) - Even Semester

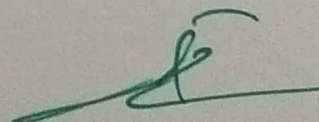
IQAC Second Internal audit was conducted on 05/08/2020 and 06/08/2020 for Academic year 2019-2020 (Even Semester). As per the instruction from KTU Audit manual section 4 documents such as college specific, department specific documents are verified by IQAC Audit team.

### COLLEGE SPECIFIC DOCUMENTS

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

U. Balaji  
20/8/20  
IQAC Coordinator

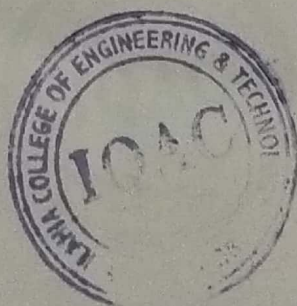


  
Principal



**CIVIL DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

| <b>Documents to be verified</b>   | <b>Remarks</b>  | <b>✓ or X</b> |
|---|---|---------------|
| 1. Minutes and action taken reports of course/class committees of UG/PG                     | <b>Good (4)</b>   | ✓             |
| 2. Minutes and action taken reports of advisory meetings                                    | <b>Good (4)</b>   | ✓             |
| 3. Academic calendar with days earmarked with working days, holidays, other activities etc. | <b>Excellent(5)</b>                                     | ✓             |
| 4. Course Diary for all the courses   | <b>Good (4)</b>   | ✓             |
| 5. Tutorial Log book  | <b>Good (4)</b>   | ✓             |
| 6. Internal test question paper and sample answer scripts                                   | <b>Excellent(5)</b>                                     | ✓             |
| 7. Equipment log registers used in Laboratories   | <b>Good (4)</b>   | ✓             |
| 8. Laboratory manual, records and course file for all practical courses                     | <b>Excellent(5)</b>                                     | ✓             |
| 9. Log book for summer and contact courses  | <b>Good (4)</b>   | ✓             |
| 10. Practical test question paper and sample answer scripts                                 | <b>Good (4)</b>   | ✓             |
| 11. Project (Mini project/Design project/Final semester project) progress review reports    | <b>Good (4)</b>   | ✓             |
| 12. Result Analysis (UG/PG)   | <b>Good (4)</b>   | ✓             |
| 13. Details showing the conduct of remedial/minor/honours classes                           | <b>Good (4)</b>   | ✓             |
| 14. Details of faculty evaluation and action taken on it                                    | <b>Good (4)</b>   | ✓             |
| 15. Department library register showing volume and title of books, journals etc             | <b>Good(4)</b>  | ✓             |
| 16. Register showing activity points  | <b>Good (4)</b>   | ✓             |
| 17. Details of MOOC courses taken by UG/PG students   | <b>Excellent(5)</b>                                     | 74            |
| 18. Details of computing facility in the computer lab (UG/PG)                               | <b>Excellent(5)</b>                                     | ✓             |
| 19. Conduct of PG thesis work   | <b>Good (4)</b>   | ✓             |
| 20. Details of relevant licensed software available in the department                       | <b>Excellent(5)</b><br>licensed softwares are available | ✓             |





**MECHANICAL DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

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





**EEE DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

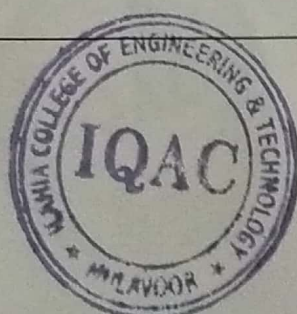
| <b>Documents to be verified</b>   | <b>Remarks</b>                        | <b>✓ or x</b> |
|---|---------------------------------------|---------------|
| 1. Minutes and action taken reports of course/class committees of UG/PG                     | Excellent(5)                          | ✓       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





**ECE DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

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



**CSE DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

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





**IT DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

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





**MCA DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

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





**MBA DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

| Documents to be verified  | Remarks        | ✓ or X |
|---|----------------|--------|
| 1. Minutes and action taken reports of course/class committees of UG/PG                     | Excellent(5)   | ✓      |
| 2. Minutes and action taken reports of advisory meetings                                    | Good(4)        | ✓      |
| 3. Academic calendar with days earmarked with working days, holidays, other activities etc. | Excellent(5)   | ✓      |
| 4. Course Diary for all the courses   | Excellent(5)   | ✓      |
| 5. Tutorial Log book  | Excellent(5)   | ✓      |
| 6. Internal test question paper and sample answer scripts                                   | Excellent(5)   | ✓      |
| 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 (4)       | ✓      |
| 12. Result Analysis (UG/PG)   | Excellent(5)   | ✓      |
| 13. Details showing the conduct of remedial/minor/honours classes                           | Excellent(5)   | ✓      |
| 14. Details of faculty evaluation and action taken on it                                    | Good (4)       | ✓      |
| 15. Department library register showing volume and title of books, journals etc             | Excellent(5)   | ✓      |
| 16. Register showing activity points  | Not Applicable | ✓      |
| 17. Details of MOOC courses taken by PG students  | Nil            | ✓      |
| 18. Details of computing facility in the computer lab (UG/PG)                               | Not Applicable | ✓      |
| 19. Conduct of PG thesis work   | Good (4)       | ✓      |
| 20. Details of relevant licensed software available in the department                       | Not Applicable | ✓      |



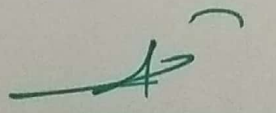


**S&H DEPARTMENT SPECIFIC DOCUMENTS**  
**IQAC Second Audit Report (14/08/2020)**

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

U. Baanle  
IQAC Coordinator 5/8/20



  
Principal