

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

**IQAC Second Audit Report
(2019-2020)-ODD Semester**

Date: 16/12/19

IQAC Second Internal audit was conducted on 12/12/19 and 13/12/19 for Academic year 2019-2020 (ODD Semester). As per the instruction from KTU Audit manual section 4 documents such as college specific, department specific documents and final internal marks were verified by IQAC Audit team. Suggestion and remarks gave by external auditor were resolved 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	Excellent(5)	✓
3. Minutes and action taken reports of discipline and welfare committee meetings	Excellent(5)	✓
4. Minutes and action taken reports of discipline and welfare committee meetings	Excellent(5)	✓
5. Teaching and technical staff details with acquittance roll	Excellent(5)	✓
6. Arrangements made in case of faculty left in between, taken long leave etc.	Excellent(5) Alternate arrangement made for any faculty relieved or taken long leave	✓
7. Central library register showing volume and title of books, journals etc.	Excellent(5)	✓
8. IQAC meeting minutes, internal audit reports etc	Good (4)	✓

U. Balan
IQAC Coordinator 16/12/19



M. Anwar
Principal 16/12/2019

CIVIL DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

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	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	Excellent(5)	✓
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 PG students	Good(4)	✓
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	Excellent(5) licensed softwares are available	✓



MECHANICAL DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

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	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	Excellent(5)	✓
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 PG students	Not Applicable	✓
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 (16/12/19)

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	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	Excellent(5)	✓
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 PG students	Poor(1)	✓
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)	✓



ECE DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

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	Excellent(5)	✓
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	Excellent(5)	✓
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 PG students	Poor(1)	✓
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)	✓



CSE DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

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	Excellent(5)	✓
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	Excellent(5)	✓
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 PG students	Fair(3)	✓
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	Excellent(5)	✓



IT DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

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	Excellent(5)	✓
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	Excellent(5)	✓
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 PG students	Not Applicable	✓
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)	✓



MCA DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

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	Excellent(5)	✓
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	Excellent(5)	✓
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 PG students	Poor(1)	✓
18. Details of computing facility in the computer lab (UG/PG)	Excellent(5)	✓
19. Conduct of PG thesis work	Not Applicable Students will complete in Internship	✓
20. Details of relevant licensed software available in the department	Good(4)	✓



MBA DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

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	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	Excellent(5)	✓
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	Poor(1)	✓
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	Good(4)	✓



S&H DEPARTMENT SPECIFIC DOCUMENTS
IQAC Second Audit Report (16/12/19)

Documents to be verified	Remarks	✓ or X
1. Minutes and action taken reports of course/class committees of UG/PG	Not Applicable	✓
2. Minutes and action taken reports of advisory meetings	Not Applicable	✓
3. Academic calendar with days earmarked with working days, holidays, other activities etc.	Not Applicable	✓
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	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	Excellent(5)	✓
15. Department library register showing volume and title of books, journals etc	Not Applicable	✓
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 Students will complete in Internship	✓
20. Details of relevant licensed software available in the department	Not Applicable	✓

U. Balar
IQAC Coordinator 16/12/19



M. Anus
16/12/2019
Principal