

BRANCH: ELECTRONICS AND COMMUNICATION ENGINEERING

AUDITORS: Mrs.PRIYA A GEEVARGHESE, Mrs.Sameena M.H

DATE: 9/6/22

Key Aspects	Rating	Auditor Remarks	Action Taken by HOD
Class committee meetings and action taken report	Good	Completed and verified by auditor	Verified and recorded the comments of auditor
Advisory meetings and action taken report	Good	Kept in the department and updated	Verified
Syllabus coverage as per course plan	Completed	Completed as per course plan	Verified
Conduct of Tutorial Classes	Good	Kept in the department and updated	Verified
Conduct of Main project	Good	Need to update Rubrics	Directed to update rubrics
Conduct of series test and evaluation of answer sheets	Good	Completed and verified by auditor	Verified
Evaluation of students performance in practical classes	Good	Lab course files yet to be audited as it is not complete	Directed to complete the course file
Facility to do experiments in lab	Good	facilities are good	Verified
Maintenance of course diary	Good	All course diaries yet to be audited as it is not completed.	Directed to complete the course file
Assessment of outcomes	Incomplete	need to complete	
Faculty evaluation & remarks of HOD	Good	Need to update faculty evaluation file	Directed to update faculty evaluation file
Facility in department library for reference	Good	kept in the department and updated	Verified
Students attending MOOC or online courses	average	Need to improve	Verified and recorded the comments of auditor
Average Rating	Good	Good	

BRANCH: ELECTRICAL AND ELECTRONICS ENGINEERINGAUDITORS: *Mrs.Siny George,Mrs.Asha*

21-22 Even semester

DATE: 9/6/22

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class committee meetings and action taken report	Good	Minutes of current semester meetings not filed	Informed faculty concerned to update
Advisory meetings and action taken report	Good	Completed	
Syllabus coverage as per course plan	Good	Completed	
Conduct of Tutorial Classes	Good	Details of current sem, tutorial classes not written in tutorial log book	Informed concerned advisor to update
Conduct of Main project	Good	Completed	
Conduct of series test and evaluation of answer sheets	Good	Details of current semester series test marks not filed in dept,	Informed concerned faculty to update
Evaluation of students performance in practical classes	Good	Completed	
Facility to do experiments in lab	Good	Good facilities	
Maintenance of course diary	Good	Completed	
Assessment of outcomes	Good	Completed	

Faculty evaluation & remarks of HOD	Good	current semester faculty evaluation not filed in dept,	Informed faculty concerned to update
Facility in department library for reference	Good	Good facilities	
Class committee meetings and action taken report	Good	Minutes of current semester meetings not filed	General Dept minutes not received.
Advisory meetings and action taken report	Good	Completed	
Online Faculty evaluation & remarks of the HoD	Good	Completed	

BRANCH: MECHANICAL ENGINEERING (2021-22) ODDAUDITORS: *Mrs. Kavitha V.K*

DATE: 9/6/22

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class committee meetings and action taken report	avg	NOT SUBMITTED	
Advisory meetings and action taken report	avg	NOT SUBMITTED	
Syllabus coverage as per course plan	good		
Conduct of Tutorial Classes	good	NEED TO BE COMPLETED	
Conduct of Main project	good		
Conduct of series test and evaluation of answer sheets	GOOD	NEED TO BE COMPLETED	
Evaluation of students performance in practical classes	AVG		
Facility to do experiments in lab	good		
Maintenance of course diary Mention the course diary which is not available with necessary documents	AVG	PENDING	
Assessment of outcomes	good		

Faculty evaluation & remarks of HOD	GOOD		
Facility in department library for reference	good		

BRANCH: CIVIL ENGINEERINGAUDITORS: *Ms.Darsana S Babu,Shehana*

DATE:

B.Tech/B.Arch/BHMCT/B.DeS

Key Aspects	Rating	Auditor Remarks	Action Taken Report by HOD
Class/course committee meetings and action taken report	Bad	Incomplete-both meeting minutes and action taken report	Instructed to subject faculty and advisors for completion by 13.06.2022
Advisory meetings and action taken report	Bad	Incomplete-both meeting minutes and action taken report	Completion by HoD by 13.06.2022
Result analysis of previous semester	Good	Result analysis of all semesters is available	
Syllabus coverage as per course plan	Good	Complete as per course plan	
Conduct of laboratory classes with relevant details	Good	Completed records with daily assessment	
Conduct of minor/honors classes	Average	Incomplete	Minor course not offered in the department.
Platform used for LMS/Course materials and lectures uploaded	Yes	Google classroom	
NPTEL/SWAYAM course materials recommended for reading	Bad	Not available	Instructed to subject faculty for completion by 13.06.2022
Conduct of Internal assessments for theory and lab classes	Good	Completed	
The mechanisms for taking feedback as to whether the online classes are effective	Bad	Not available	No online classes conducted in the department
Conduct of series tests	Good	Completed	
Maintenance of course diary	Average	Incomplete	Instructed to subject faculty for completion by 13.06.2022

Register showing activity points	Average	Incomplete	Instructed to advisors for completion by 13.06.2022
Online Faculty evaluation & remarks of the HoD	Bad	Not available	Instructed to subject faculty for completion by 13.06.2022

B-Tech/M.Tech

BRANCH: B.Tech COMPUTER SCIENCE AND ENGINEERING

AUDITORS: Mrs.ShymaS

DATE:8/6/22

Key Aspects	Rating	Auditor Remarks	Action taken by HOD
Class committee meetings and action taken report	Average	conducted	Will be completed
Advisory meetings and action taken report	NIL	NOT SUBMITTED	Will be completed
Syllabus coverage as per course plan	Average	No separate file kept in department, only kept in course diary.	Maintained.
Conduct of Tutorial Classes	Good	All documents are in the concerned course file.	
Conduct of Main project	average	incomplete	noted
Conduct of series test and evaluation of answer sheets	Good	As per curriculum	
Evaluation of students performance in practical classes	Good	Maintained in course file.	
Facility to do experiments in lab	Good	All facilities are available for doing experiments.	
Maintenance of course diary	Good	Relevant documents are available	

Assessment of outcomes	Good	Kept in course file	
Faculty evaluation & remarks of HOD	Average	HoD Remarks not in the Evaluation sheet.	noted
Facility in department library for reference	Good	More than 1000 books for reference	
Average Rating	Average		Above remarks noted and verified. Those files are having problems that will rectify at the earliest.

**BRANCH: APPLIED ELECTRONICS AND INSTRUMENTATION
ENGINEERING**

AUDITORS: Mrs KESYAMMA PHILIPHOSE

DATE: 09-06-22

Key Aspects	Rating	Auditor Remarks	Action Taken by HOD
Class committee meetings and action taken report	GOOD	DOCUMENTS ARE KEPT IN ADVISORY FILES	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Advisory meetings and action taken report	GOOD	KEPT IN THE DEPARTMENT AND UPDATED	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Syllabus coverage as per course plan	GOOD	COMPLETED AS PER COURSE PLAN	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Conduct of Tutorial Classes	GOOD	COMPLETED AND KEPT IN ADVISORY FILE	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Conduct of Main project	GOOD	UPDATED AND FILE KEPT BY PROJECT COORDINATOR	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Conduct of series test and evaluation of answer sheets	GOOD	COMPLETED AND VERIFIED BY AUDITOR	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Evaluation of students performance in practical classes	GOOD	COMPLETED AND VERIFIED BY AUDITOR	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Facility to do experiments in lab	GOOD	FACILITIES ARE GOOD	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Maintenance of course diary Assessment of outcomes	GOOD	UPDATED AND VERIFIED BY AUDITOR	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Faculty evaluation & remarks of HOD	GOOD	COMPLETED AND VERIFIED	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Facility in department library for reference	GOOD	SUFFICIENT	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Students attending MOOC or online courses	AVERAGE	NEEDS TO IMPROVE	VERIFIED AND RECORDED THE COMMENTS OF AUDITOR
Average Rating	GOOD	GOOD	

