St. Thomas College of Engineering & Technology
Vellilode, Sivapuram PO. Mattanur, Kannur District, Kerala
Approved by AICTE New Delhi, Govt. Of Kerala and Affiliated to APJ Abdu Kalam Technological University

College Specific Assessments

SECOND INTERNAL AUDIT EVEN SEMESTER 2021-22

Sl No:	Documents	Status	Rating	Remarks	Principal's Response
1	Academic calendar with days earmarked with working days, holidays, other activities etc. (A)	Verified	Excellent (5)	Activities done in accordance with APJ AKTU academic calendar, cross checked with the college academic calendar and course diary	
2	Minutes and action taken reports of student's grievances and appeal committee meetings (A)	Verified	Good (4)	Reconstituted the GAC on 03/06/2022 Last meeting held on 04/06/2022 No Grievances received	
3	Minutes and action taken reports of discipline and welfare committee meetings (A)	Verified	Good (4)	1) DAC meetings held & Reports maintained 2) SWC last meeting held on 10/06/2022, minutes maintained	
4	Central library register showing volume and title of books, journals etc (A)	Verified	Good (4)	Volume- 10294 Titles- 2417 E Journals subscribed-861 Journal of Engineering and Technology No: of E books- 10685, 709 categories (total no:), 1590 E books engg and technology (including all Engg subjects) Delnet subscribed Total number of journals- 24 subscription renewed on 10/06/2022 Seating capacity- 150 Library software- KOHA latest version Library area- 400 m2	
5	IQAC meeting minutes, internal audit reports etc (A)	Verified	Good (4)	IQAC meeting conducted reguarly and minutes uploaded in College website. Internal Audit is also conducted regularly	
6	Institution Budget (A)	Verified	Fair (3)	Detailed budget and expenditure statements required.	

7	Facility for Co-curricular and extracurricular activities	Verified	Good (4)	**List of major activities after first internal audit** 1. Yoga Day Celebrations by NSS STM unit 2. Traffic congestion,mitigation measures for Chirakuni intersession in kannur district by NATPAC- CE Dept. 3. Farewell Program for the 2018-22 Batch 4. Preplacement training program titled "Puttukutti" by Mr. Sreeraj Parackal, TPO, STC Chengannur 5. IEDC EVENT - IDEA Arena Intracollege competition 6. Idea Arena: Presentation for Plus two students- Organised by ASH department in asscociation with IEDC STM Chapter	
8	Average Student to faculty ratio (A)	Verified Attendance register and timetable	Good (4)	**AY 2021-22** (20*42)/900= 0.93 ECE-8 CSE-9 CE- 11 ME- 7 ASH- 7	
9	Faculty retention (A)	Verified Attendance register and timetable	Good (4)	Average SFR maintained above 0.9 throughout the year	
10	Faculty Qualification Index (A)	Verified Attendance register and timetable	Very poor (1)	(10*1+4]*4)/45= 3.86	Measures have been taken to improve the FQI
11	Number of Qualified technical staff (A)	Verified Attendance register and timetable	Fair (3)	AY 2021-22 Verified the attendance register CE-3, CSE-1, ME-3, EC-2 Total- 9	
12	Details of central computing facility (A)	Verified	Fair (3)	No: of servers- 1 No: of systems- 162 Net connectivity- 40 Mbps (BSNL) + 60 Mbps (Kerala Vission)	
13	Principals Response on previous academic audits (A)	Verified	Good (4)	Timely responses recorded in the audit reports	

PRINCIPAL
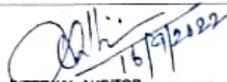
INTERNAL AUDITOR
16/9/2022
Nithin C, I PAC Coordinator
AP&HD
ECE

St. Thomas College of Engineering & Technology
Vellilode, Sivapuram PO, Mattanur, Kannur District, Kerala
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SI No:	Category	Documents	Status	Rating	Remarks	Department HoD response
		Computer Science and Engineering				
		SECOND INTERNAL AUDIT EVEN SEMESTER 2021-22				
1	A1 files	Time table (with tutorials) – Staff arranged in hierarchical order	Verified	Good(4)	Time table file maintained. Tutorial Hours are marked. Staff arranged in hierarchichal order	
		Internal exam QP (DQAC Approved)	Verified	Good(4)	Scrutiny is done on Question papers by the DQAC. Scrutiny reports are filed and maintained.	
		Innovative Teaching approaches	-	-	Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	Staff members were informed about innovative teaching methods.
		Tutorial samples with log book	Verified	Good(4)	Tutorial samples with log book submitted.	
2	A2 files - Academic Files	(Course files)	Verified	Fair (3)	**All theory course files except the following got verified by the HoD and Academic Coordinator** 1. CST 206- Shyamily PV 2. CST 202- Madhu K 3. CST 312- Madhu K 4. CST 308 - Madhu K	Mrs. Shyamily PV's theory and practical files were verified by the HoD and sent to the Academic Coordinator for review. Mr. Madhu K has been instructed to complete the work as soon as possible.
3	1. A3 Files - Academic	CO-PO, CO-PSO mapping		Poor (2)	CO-PO, CO-PSO mapping missing.	The work will be done
		PO, PSO attainment		Poor (2)	PO, PSO attainment missing	The work will be done
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)			To be done	The work will be done

3	Academic Files	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Verified	Good (4)	File submitted by the Project Coordinator. Rubrics not defined.	
		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Verified	Good (4)	Subject groups formed and faculties alloted. Programs/Activities organized.	
		Journal Publications: ISI, SCOPUS, Other Journals	Nil			
		Publications: Conference, Books, Book chapters, Articles, etc	Nil			
		IPR (and related activities)	Nil			
		MoU	Verified	Fair (3)	ICT Academy	A second MoU is in the process of being signed.
		FDP Attended: (a. Outside own college b. Inside own college)	Verified	Good (4)	Number of FDP : 6	
		FDP/Conference Organized	Nil			
		Awards / Honors	Nil			
		External Interaction	Nil			
5	C – Files (Student Files)	Roll List (for last 3 years)	Verified	Excellent (5)	Details maintained	
		KTU Results and Analysis (Semester-wise)	Verified	Fair (3)	**Result Analysis AY 2021-22** S5 CSE (2019-23 batch) - 19.3 % , S8 CSE (2018-22 batch) -76.32 %. S7 CSE (2018-22 batch) - 57.89 % All analysis done and documented	
		Success Data of Passed Out Batch			Not maintained	2018-22 batch file maintained.
		Placement (Proof- for previous Acad Year)	Verified	Good (4)	20 students placed.	
		Higher Studies (Proof- for previous Acad Year)	Nil			
		Career/Skill Development Programs	Verified	Fair (3)	Conducted Pre-Placement Training Program for 2023 YoP Students (CGP Career avenues).	Conducted 3 day Placement training for S6 students (Career avenues- TCS)

		Achievements	Nil			
		Entrepreneurship / Start ups	Nil			
		Professional Society Activity	Verified	Good (4)	"Expert talk on free and open source software" on 28/01/2022	
6	D – Files (Miscellaneou s Files)	Staff Extension Activities	Nil			
		Staff Duties/Responsibilities	Verified	Excellent (5)	Workload file maintained	
		Department Budget	Verified	Fair (3)	Detailed budget and expenditure statements to be maintained	
7	Minutes and Action taken reports of Class Committee/Advisory meetings		Verified	Excellent (5)		
8	Details of licensed software in the department		Not verified	-	To be submitted	
9	Details showing the conduct of remedial classes		Verified	Excellent (5)	Log registers maintained	
10	Equipment log registers used in the laboratories		Verified	Excellent (5)	registers maintained	
11	Question paper and sample answer sheets for assessment of practical courses		Verified	Excellent (5)		
12	Details of faculty evaluation and action taken on it		Verified	Excellent (5)	Two evaluations per semester. details documented	
13	Department library register showing volume and title of books, journals etc.		Verified	Excellent (5)	Maintained	
14	Register showing activity points		Verified	Excellent (5)		

15	Details of MOOC Courses taken by students	Verified	Fair (3)	Students should be encouraged to attend NPTEL courses and exams	More students will be encouraged to attend NPTEL courses

HOD
16/9/2022

INTERNAL AUDITOR
16/09/2022
PRASHIN VP

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		ELECTRONICS AND COMMUNICATION ENGINEERING				
		SECOND INTERNAL AUDIT EVEN SEMESTER 2021-22				
SI No:	Category	Documents	Status	Rating	Remarks	Department HoD response
1	A1 files	Time table (with tutorials) – Staff arranged in hierarchical order	Verified	Excellent (5)		
		Internal exam QP (DQAC Approved)	Verified	Good (4)	DQAC scrutinized reports available, stream coordinators to be formed	
		Innovative Teaching approaches	Nil	-	Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	Will include such approaches in the coming semesters
		Tutorial samples with log book	Verified	Fair (3)	Student signatures missing in few pages of the log register	Will be done
2	A2 files - Academic Files	(Course files)	Verified	Good (4)	**All theory course files got verified by the HoD and Academic Coordinator**	
3	1. A3 Files - Academic Files	CO-PO, CO-PSO mapping	Verified	Poor (2)	CO-PSO mapping not done.	will be done form AY 2022-23 onwards
		PO, PSO attainment	Nil	-	Attainment calculation not done.	will be done form AY 2022-23 onwards
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil	-	Not done.	will be done form AY 2022-23 onwards
		Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Verified	Fair (3)	Rubrics not defined and attainment calculation not done.	will be done form AY 2022-23 onwards

		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Verified	Fair (3)	Special Interest Groups formed. Two day workshop (Embedded system) conducted as part of the Special Interest Group activity More activities to be organised.	more activities will be organised, also time allotted for such acvtivities in the time table (AY 2022-23)
		Add-on Courses	Nil			
		Research funding (a. Internal, b. External)	Nil			
		Consultancy	Nil			
		Collaborative works/research and outcomes	Nil			
		Journal Publications: ISI, SCOPUS, Other Journals	Verified	Fair (3)	Two Jounal publications (Assoc.Prof. Anetha Mary Soman)	
		Publications: Conference, Books, Book chapters, Articles, etc	Verified	Good (4)	1) One conference paper published(Assoc.Prof. Anetha Mary Soman) 2) Five ISBN numbered proceedings (Asst. Prof. Arsha C Dinesh, Asst. Prof. Ann Mary George, Asst. Prof. Shajina V, Asst. Prof. Rahul VA, Asst. Prof. Preveena KP)	
		IPR (and related activities)	Nil			
4	B – Files (Staff Files)	MoU	Nil			
		FDP Attended: (a. Outside own college b. Inside own college)	Verified	Good (4)	5 day FDP on recent advancements in Wireless communication technologies 1) Shajina V 3 day FDP on Internet of Things 1) Nithin C 2) Megha E 3) Anagha Rajendran 4) Sreelal Sivan	
		FDP/Conference Organized	Nil			
		Awards / Honors	Nil			
		External Interaction	Nil			
		Roll List (for last 3 years)	Verified	Excellent (5)		
		KTU Results and Analysis (Semester-wise)	Verified	Fair (3)	Result Analysis AY 2021-22 S5 ME (2019-23 batch) - 41.67% , S8 ECE (2018-22 batch) - 90%. S7 ECE (2018-22 batch) - 35% All analysis done and documented	will take necessary steps to improve the results

5	C – Files (Student Files)	Success Data of Passed Out Batch	Nil		Not maintained	will be done from next semester onwards
		Placement (Proof- for previous Acad Year)	Verified	Fair (3)	**Number of placements during the academic year 2021-22-** 5 (2018-22 batch)	
		Higher Studies (Proof- for previous Acad Year)	Verified	Fair (3)	Number of students joined higher studies- 1, Details documented	
		Career/Skill Development Programs	Verified	Good (4)	1) 3 day Placement training for S6 students (Career avenues- TCS) 2) Preplacement training program titled "Puttukutti" by Mr. Sreeraj Parackal, TPO, STC Chengannur	
		Achievements	Verified	Fair (3)	One of the final year student project (done by Haritha KK & Parvathi J guided by Shajina V)got selected in **Young Innovators Programme 2021**.	
6	D – Files (Miscellaneous Files)	Staff Extension Activities	Nil			
		Staff Duties/Responsibilities	Verified	Good (4)	Workload maintained	
		Staff/Guest Appointment Details	Nil			
		Guest Acquaintance (Semester-wise)				
		Department Budget	Verified	Fair (3)	Detailed Budget and expenditure statements needed	will be prepared and documented
7	Minutes and Action taken reports of Class Committee/Advisory meetings		Verified	Excellent (5)	Three meetings conducted and minutes documented	
8	Details of licensed software in the department		Nil			
9	Details showing the conduct of remedial classes		Verified	Good (4)	Remedial log registers maintained	
10	Equipment log registers used in the laboratories		Verified	Good (4)	Stock registers and maintainence registers updated	
11	Question paper and sample answer sheets for assessment of practical courses		Verified	Excellent(5)		
12	Details of faculty evaluation and action taken on it		Verified	Excellent(5)	Two evaluations done per semester	

ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY

13	Department library register showing volume and title of books, journals etc.	Verified	Good(4)	Library register maintained. To be utilised	
14	Register showing activity points	Verified	Fair(3)	2018-22 batch- updated and submitted 2019-23 batch - updated 2020-24 batch- certificates to be collected and points to be tabulated	
15	Details of MOOC Courses taken by students	Verified	Fair(3)		will encourage students to take mooc courses and attend exams

HOD 16/9/22

INTERNAL AUDITOR 16/9/22
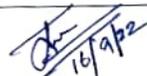
ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY

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MECHANICAL ENGINEERING

SECOND INTERNAL AUDIT EVEN SEMESTER 2021-22

Sl No:	Category	Documents	Status	Rating	Remarks	Department HoD response
1	A1 files	Time table (with tutorials) – Staff arranged in hierarchical order	Verified	Excellent(5)	Time table with tutorial hours marked maintained.Staff arranged in hierarchical order	
		Internal exam QP (DQAC Approved)	Verified	Excellent(5)	Scrutiny reports are filed	
		Innovative Teaching approaches	Nil	-	Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	Informed staff members to add innovative teaching approaches
		Tutorial samples with log book	Verified	Fair(3)	For S6 (2019-23 batch) last updation was made in the log register on 25/5/2022	Informed the Tutor to update it
2	A2 files - Academic Files	(Course files)	Verified	Excellent(5)	All theory course files got verified by the HoD and Academic Coordinator	
		CO-PO, CO-PSO mapping	Verified	Poor(2)	CO-PSO mapping missing	Will be done
		PO, PSO attainment	Verified	Poor(2)	PSO attainment missing	Will be done

3	1. A3 Files - Academic Files	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil		Not done	Will be done
		Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Verified	Good(4)	Rubics not done,PO PSO attainment not done	
		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Verified	Fair(3)	Subject Groups created and Faculties alloted. Programs not conducted.	Started (Robotics)
		Add-on Courses	Nil			
4	B – Files (Staff Files)	Research funding (a. Internal, b. External)	Nil			
		Consultancy	Nil			
		Collaborative works/research and outcomes	Nil			
		Journal Publications: ISI, SCOPUS, Other Journals	Nil			
		Publications: Conference, Books, Book chapters, Articles, etc	Nil			
		IPR (and related activities)	Nil			
		MoU	Nil			
		FDP Attended: (a. Outside own college b. Inside own college)	Nil			3 faculties attended three days FDP in the current semester
		FDP/Conference Organized	Nil			
		Awards / Honors	Nil			
		External Interaction	Nil			
		Roll List (for last 3 years)	Verified	Excellent (5)	File maintained	
		KTU Results and Analysis (Semester-wise)	Verified	Poor (2)	**Results published AY 2021-22:** S8 ME (2018-22 batch): 74.19% S7 ME (2018-22 batch): 29.03% S5 ME (2019-23 batch):25 % All the analysis done and documents filed	

		Success Data of Passed Out Batch	Nil		Not done	Updated
5	C – Files (Student Files)	Placement	Verified	Poor (2)	Details of placement & training program documented. 2K18 batch -2 students were placed	
		Higher Studies (Proof- for previous Acad Year)	Verified	Fair (3)	Details documented 2K17 batch- 1 student	
		Career/Skill Development Programs	Verified	Good(4)	1) 3 day Placement training for S6 students (Career avenues- TCS) 2) Preplacement training program titled "Puttukutti" by Mr. Sreeraj Parackal, TPO, STC Chengannur	
		Achievements	Nil			
		Entrepreneurship / Start ups	Nil			
		Professional Society Activity	Nil			
6	D – Files (Miscellaneous Files)	Staff Extension Activities	Nil			
		Staff Duties/Responsibilities	Verified	Excellent(4)	Workload file maintained	
		Staff/Guest Appointment Details	Nil			
		Guest Acquaintance (Semester-wise)	Nil			
		Department Budget	Verified	Fair(3)	Detailed budget and expenditure statements to be documented	
7	Minutes and Action taken reports of Class Committee/Advisory meetings		Verified	Excellent (5)	Three meetings conducted and minutes documented	
8	Details of licensed software in the department		Nil			Maintained in the college file
9	Details showing the conduct of remedial classes		Verified	Good (4)	Remedial log registers maintained	

10	Equipment log registers used in the laboratories	Verified	Good (4)	Stock registers and maintainence registers updated	
11	Question paper and sample answer sheets for assessment of practical courses	Verified	Excellent(5)		
12	Details of faculty evaluation and action taken on it	Verified	Excellent(5)	Two evaluations done per semester	
13	Department library register showing volume and title of books, journals etc.	Verified	Good(4)	Library register maintained. To be utilised	Informed staff for issuing the books
14	Register showing activity points	Verified	fair(3)	2018-22 batch- updated 2019-23 batch – updated 2020-24 batch- certificates to be collected and points to be tabulated	
15	Details of MOOC Courses taken by students	Verified	Fair(3)	22 students enrolled (2K19 batch-15, 2K20 batch-7), Students should be encouraged for exams	More students will be encouraged

16/9/22

HOD

ShreeKiran

HOD- ME

INTERNAL AUDITOR

St. Thomas College of Engineering & Technology
Vellilode, Sivapuram PO. Mattanur. Kannur District, Kerala
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		CIVIL ENGINEERING				
		SECOND INTERNAL AUDIT EVEN SEMESTER 2021-22				
Sl No:	Category	Documents	Status	Rating	Remarks	Department HoD response
1	A1 files	Time table (with tutorials) – Staff arranged in hierarchical order	Verified	Excellent (5)		
		Internal exam QP (DQAC Approved)	Verified	Excellent (5)	DQAC scrutinized reports available, stream coordinators to be formed	
		Innovative Teaching approaches	Nil		Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	Informed staff members to add innovative teaching approaches
		Tutorial samples with log book	Verified	Excellent (5)		
2	A2 files - Academic Files	(Course files)	Verified	Fair (3)	All theory course files except the following got verified by the HoD and Academic Coordinator 1.CET 204- Nimisha Baby 2. CET 206 - Krishnanjana K	Informed the concerned staff members to complete as early as possible
3	1. A3 Files - Academic Files	CO-PO, CO-PSO mapping	Verified	Poor (2)	CO-PSO mapping is missing	Will be done
		PO, PSO attainment	Nil	-	PSO attainment missing	Will be done
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil	-	Curriculum gap not done	Will be done
		Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Verified	Poor (1)	a. The projects with guides and students are listed. b. Panels, rubrics and marks of evaluation not done c. PO, PSO attainment missing	

		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Verified	Good (4)	Subject Groups created and Faculties alloted. Programs not conducted.	Started
		Add-on Courses	Nil			
4	B – Files (Staff Files)	Research funding (a. Internal, b. External)	Nil			
		Consultancy	Nil			
		Collaborative works/research and outcomes	Nil			
		Journal Publications: ISI, SCOPUS, Other Journals	Nil			
		Publications: Conference, Books, Book chapters, Articles, etc	Nil			
		IPR (and related activities)	Nil			
		MoU	Nil			
		FDP Attended: (a. Outside own college b. Inside own college)	Verified	Good (4)	Number of faculties who have attended outside FDPs - 8	
		FDP/Conference Organized	Nil			
		Awards / Honors	Nil			
		External Interaction	Nil			
5	C – Files (Student Files)	Roll List (for last 3 years)	Verified	Excellent (5)	The roll list file for last 3 years are maintained	
		KTU Results and Analysis (Semester-wise)	Verified	Good (4)	**Result Analysis AY 2021-22** S5 CE (2019-23 batch) - 61.11 % , S8 CE (2018-22 batch) - 75.76 %. S7 CE (2018-22 batch) - 63.64 % All analysis done and documented	
		Success Data of Passed Out Batch	Verified	Good (4)	2018-22 batch file maintained	
		Placement (Proof- for previous Acad Year)	Verified	Poor (2)	2017 and 2018 batch students details are not maintained	Will update
		Higher Studies (Proof- for previous Acad Year)	Verified	Poor (2)		
		Career/Skill Development Programs	Verified	Good (4)	1) 3 day Placement training for S6 students (Career avenues- TCS) 2) Preplacement training program titled "Puttukutti" by Mr. Sreeraj Parackal, TPO, STC Chengannur	

				Verified	Good (4)	Project title: River rejuvenations Done by: Asst Prof Harishankar N and 2018 batch students	
			Achievements	Verified	Good (4)	Project title: River rejuvenations Done by: Asst Prof Harishankar N and 2018 batch students	
			Entrepreneurship / Start ups	Nil			
			Professional Society Activity	Nil			
6	D – Files (Miscellaneous Files)		Staff Extension Activities	Nil			
			Staff Duties/Responsibilities	Verified	Excellent (5)	workload register for each staff is maintained	
			Staff/Guest Appointment Details	Nil			
			Guest Acquaintance (Semester-wise)	nil			
			Department Budget	Verified	Good (4)		
7	Minutes and Action taken reports of Class Committee/Advisory meetings			Verified	Excellent (5)		
8	Details of licensed software in the department			Nil		Not maintained in the department	Maintained in college file
9	Details showing the conduct of remedial classes			Verified	Excellent (5)	Remedial log registers maintained	
10	Equipment log registers used in the laboratories			Verified	Excellent (5)	Stock registers and maintainence registers updated	
11	Question paper and sample answer sheets for assessment of practical courses			Verified	Excellent (5)		
12	Details of faculty evaluation and action taken on it			Verified	Excellent (5)	Two evaluations done per semester	
13	Department library register showing volume and title of books, journals etc.			Verified	Good (4)	Library register maintained.	
14	Register showing activity points			Verified	Excellent (5)	Updated	

15	Details of MOOC Courses taken by students	Verified	Fair (3)	Students should be encouraged to attend NPTEL exams	Will be done

HOD

Vijila Balakrishnan

INTERNAL AUDITOR

Saritha Narayanan

16/09/2022

St. Thomas College of Engineering & Technology
Vellilode, Sivapuram PO. Mattanur, Kannur District, Kerala

Applied Science and Humanities

SECOND INTERNAL AUDIT EVEN SEMESTER 2021-22

Sl No:	Category	Documents	Status	Rating	Remarks	Department HoD response
1	A1 files	Time table (with tutorials) – Staff arranged in hierarchical order	Verified	Excellent (5)		
		Internal exam QP (DQAC Approved)	Verified	Good (4)	DQAC scrutinized reports available, stream coordinators to be formed	
		Innovative Teaching approaches	Nil	-	PPTs are used in few courses. Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	Asked staff members to add an innovative teaching approach to the teaching
		Tutorial samples with log book	Verified	Good (4)	details entered in tutorial log register, few signatures missing in the register, also ideally students should be assigned to more than one faculty (if the strength is more than 30)	
2	A2 files - Academic Files	(Course files)	Verified	Good (4)	All theory course files except the following got verified by the HoD and Academic Coordinator 1. MAT 102- Pushpamithran 2. HUN 102 - Sreelekshmi	
3	1. A3 Files - Academic Files	CO-PO, CO-PSO mapping	Verified	Fair (3)	Course outcomes defined for all courses, CO PO mapping done, PSOs not mapped with COs	
		PO, PSO attainment	Nil		Attainment calculation not done	
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil		Not identified	
		Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Nil			
		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Nil			
		Add-on Courses	Nil			
		Research funding (a. Internal, b. External)	Nil			
		Consultancy	Nil			
		Collaborative works/research and outcomes	Nil			

4	B – Files (Staff Files)	Journal Publications: ISI, SCOPUS, Other Journals	Nil			
		Publications: Conference, Books, Book chapters, Articles, etc	Nil			
		IPR (and related activities)	Nil			
		MoU	Nil			
		FDP Attended: (a. Outside own college b. Inside own college)	Verified	Poor (2)	1 faculty attended FDP outside college.	6 faculties attended fdp in AY2022-23. few more fdps will be attended soon
		FDP/Conference Organized	Nil			
		Awards / Honors	Nil			
		External Interaction	Verified	Fair (3)	Asst. Prof. Rahul VA - Evaluation of the final year Diploma project at NTTF Tellichery during June 2022	
5	C – Files (Student Files)	Roll List (for last 3 years)	Verified	Excellent (5)		
		KTU Results and Analysis (Semester-wise)	Nil		First year results not declared for the academic year 2021-22	
		Success Data of Passed Out Batch	NA		To be maintained at the concerned department	
		Placement (Proof- for previous Acad Year)	NA		To be maintained at the concerned department	
		Higher Studies (Proof- for previous Acad Year)	NA		To be maintained at the concerned department	
		Career/Skill Development Programs	Nil			
		Achievements	Nil			
		Entrepreneurship / Start ups	Nil			
		Professional Society Activity	Nil			
6	D – Files (Miscellaneous Files)	Staff Extension Activities				
		Staff Duties/Responsibilities	Verified	Good (4)	Workload verified	
		Staff/Guest Appointment Details	Verified	Fair (3)	Appointment letter missing, details of classes maintained	
		Guest Acquaintance (Semester-wise)	Nil			
		Department Budget	Verified	Fair (3)	Detailed budget and expenditure statements needed	will be done
7	Minutes and Action taken reports of Class Committee/Advisory meetings		Verified	Excellent (5)	Three meetings conducted and minutes documented	
8	Details of licensed software in the department		Nil			

9	Details showing the conduct of remedial classes	Verified	Excellent (5)	Remedial log registers maintained	
10	Equipment log registers used in the laboratories	Verified	Excellent (5)	Stock registers and maintainence registers updated	
11	Question paper and sample answer sheets for assessment of practical courses	Verified	Excellent (5)		
12	Details of faculty evaluation and action taken on it	Verified	Excellent (5)	Two evaluations done per semester	
13	Department library register showing volume and title of books, journals etc.	Verified	Fair (3)	Number of books need to be increased	will be done
14	Register showing activity points	Verified	Fair (3)	Certificates collected from students, need to tabulate the points	will be tabulated
15	Details of MOOC Courses taken by students	Verified	Excellent (5)	**Spoken tutorial- AY 2021-22** Number of students attended- 110 Number of students passed- 66 CSE(73%) ECE (66.66%) CE (50%) ME (14%)	

HOD

INTERNAL AUDITOR   Nithin C
AP & H₀D
ECE