APJ Abdul Kalam Technological University
CET Campus, Thiruvananthapuram
Kerala -695016
India

Academic Audit Report
2020 - 2021

Basic Details

Institution	**ST.THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY, MATTANUR**
First Auditor Name	**NITHIN C**
Second Auditor Name	
Visit	**Second**
Semester Type	**Odd**

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU (B)	Excellent(5)	Activities done in accordance with APJ AKTU academic calendar, cross checked with the college academic calendar and course diary.	The same will be continued.
Functioning of students grievances and appeal committee (B)	Good(4)	No suggestions/complaints received from the complaint box kept at the college. Online facility is also made available for the students and parents to send their grievances.	In future also GAC will function as per the rules and regulations of the university
Average student to faculty ratio (A)	Excellent(5)	Verified the attendance register (20x47)/930= 1.01	The same or higher ratio will be retained.
Faculty Qualification Index (A)	Very Poor(1)	$[(10 \times 1)+ (4 \times 47)]/46.5= 4.258$	Process initiated to appoint faculties with Ph.D.

Number of qualified technical staff (A)	Fair(3)	Verified the attendance register CE-3, CSE-2, ME-3, EC-2 Total- 10	The same or higher ratio will be retained.
Facility of central library with respect to volume, title of books, online print journals (A)	Good(4)	Titles- 2250, Volume- 7860, Print Journals- 24, DELNET Subscribed	In future also books will be purchased as per AICTE norms.
Functioning of IQAC and Progress of IQAC report uploading (A)	Good(4)	Meeting minutes updated & uploaded in college website, Monthly reports till December 2020 were uploaded in time. Portal is not yet open for January monthly report entry.	In future also IQAC will function as per the rules and regulations of the university.

Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage (B)	Excellent(5)	Covered as per the plan. Entire syllabus covered for S3, S5 and S7 classes. S1 online classes are progressing (80% completed).	Syllabus completed as per the academic calendar and circulars from the university time to time.
Effectiveness of teaching/learning process	Good(4)	Continuous assessments are done. Feed back from students taken regularly.	Teaching Learning process will be continued as per the university rules and regulations and student feedback
Conduct of Labs (B)	Good(4)	Online sessions were arranged in accordance with university norms (through video demonstrations/virtual lab/ MOODLE etc.). During the contact classes, practical sessions were scheduled so as to complete all the experiments. Also the lab exams were conducted (offline) during the contact classes.	All the lab sessions were completed as per university circulars time to time due to covid 19 pandemic.
Continuous assessment (B)	Good(4)	Assessment done through module tests, assignments, quizzes etc.	all continuous assessment completed as per schedule in a timely manner.
Interaction/discussion/doubt clearing etc (A)	Good(4)	Online Classes were taken through Google Meet (with live interactions). Remedial sessions were arranged during the contact classes.	Online classes,Remedial classes, Tutorials and Contact classes were arranged .
Net connectivity issue	Not Relevant	Few students had net connectivity issues at the beginning of the online classes.	No net connectivity issues reporting now.
Extra fees/fine imposed on students (B)	Not Relevant	No extra fees/fine imposed	All fees collections were as per the university/Government rules and regulations.

Approach of the management/institution in addressing student grievances (B)	Good(4)	Facility (Grievance and Appeal Committee) for addressing the grievances of students is active	In a student centered approach all the grievances will be addressed.
Availability of Faculty for all subjects (A)	Good(4)	Faculties are available for all subjects.	As per aicte norms faculty available and the maximun workload is two theory and two Labs
Any other remarks (C)	Not Relevant		

B.Tech

No of B.Tech Students	392

MECHANICAL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)	Conducted all the three meetings in the online mode. Minutes and Action taken reports verified.	All the meeting organized as per the regulations and reports filed for verification
Advisory meetings and action taken report (B)	Good(4)	Conducted in the online mode. Mentoring is done through WhatsApp & phone calls regularly.	All the meeting organized as per the regulations and reports filed for verification
Result analysis of previous odd semester (A)	Poor(2)	S1-39.1% S3-29.03% S5-43.24% S7-52% Average-41%	Target result is 60% and all possible efforts are taking to achieve the target.
Syllabus coverage as per course plan (A)	Excellent(5)	Strictly following the academic calendar and syllabus.	Syllabus completion so far is as per the academic calendar and if necessary special classes will be arranged for syllabus completion.

Platform used for LMS/Course materials and lectures uploaded (A)	Excellent(5)	Entire syllabus covered through live video lecture sessions. The recordings of the video lectures are later uploaded in YouTube and its link shared through Linways. All the course materials are shared through Linways.	Linways, CMS software, google meet and youtube are used for online classes and document sharing.
Conduct of minor/honours classes (A)	Not Relevant		Minor classes are going on for S3 students
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Hard disk drive containing NPTEL lecture sessions and materials- available in Library.22 students have registered for Spoken Tutorial Courses. 18 students have registered for NPTEL online courses.	Spoken tutorial, NPTEL courses are regularly offered as a part of co curricular activities and 60 activity points will be awarded.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files. Assessment mode include quizzes, assignments, series tests, viva voce etc. (for theory courses). Internal assessments of lab sessions were conducted during the contact classes.	Internal assessments are conducting online and offline as per the academic calendar.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Feedback regarding the online classes reflected in the various class/advisory committee meetings.	Apart from class committee/ advisory meeting, 2 feed backs collected online.
Conduct of series tests (A)	Good(4)	Conducted for all semesters as per University guidelines (For S3,S5 and S7, two series tests were conducted in the online mode and the model exam in the offline mode. In the case of S1, series 1 was conducted in the offline mode)	All series tests conducted as per academic calendar and published results on time.

Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Course file maintained as per regulation and verified during audit process.
Register showing Activity points (B)	Good(4)	maintained	Activity point register maintained in each department and updated regularly
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducted the offline practical sessions for S3, S5 and S7 classes. For S1, video demonstrations are provided for the lab	Online and off line practical classes conducted as per university regulation and circular time to time.
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Conducted faculty evaluations at regular intervals through Linways. (Two evaluations completed)	Online faculty evaluation completed 2 times in this semester as per AICTE guidelines

ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)	Conducted all the three meetings in the online mode. Minutes and Action taken reports verified.	All the meeting organized as per the regulations and reports filed for verification
Advisory meetings and action taken report (B)	Good(4)	Conducted in the online mode. Mentoring is done through WhatsApp & phone calls regularly.	All the meeting organized as per the regulations and reports filed for verification
Result analysis of previous odd semester (A)	Fair(3)	S1-58.33% S3- 38.09% S5- 33.33% S7- 73.68% Pass percentage- 50.07%	Target result is 60% and all possible efforts are taking to achieve the target.
Syllabus coverage as per course plan (A)	Excellent(5)	Strictly following the academic calendar and syllabus.	Syllabus completion so far is as per the academic calendar and if necessary special classes will be arranged for syllabus completion.

Platform used for LMS/Course materials and lectures uploaded (A)	Excellent(5)	Entire syllabus covered through live video lecture sessions. The recordings of the video lectures are later uploaded in YouTube and its link shared through Linways. All the course materials are shared through Linways.	Linways, CMS software, google meet and youtube are used for online classes and document sharing.
Conduct of minor/honours classes (A)	Not Relevant		Minor classes are going on for S3 students
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Hard disk drive containing NPTEL lecture sessions and materials- available in Library.13 students have registered for Spoken Tutorial Courses. 15 students have registered for NPTEL online courses.	Spoken tutorial, NPTEL courses are regularly offered as a part of co curricular activities and 60 activity points will be awarded.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files. Assessment mode include quizzes, assignments, series tests, viva voce etc. (for theory courses). Internal assessments of lab sessions were conducted during the contact classes.	Internal assessments are conducting online and offline as per the academic calendar.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Feedback regarding the online classes reflected in the various class/advisory committee meetings. Also student feedback is taken periodically through Linways	Apart from class committee/ advisory meeting, 2 feed backs collected online.

Conduct of series tests (A)	Good(4)	Conducted for all semesters as per University guidelines (For S3,S5 and S7, two series tests were conducted in the online mode and the model exam in the offline mode. In the case of S1, series 1 was conducted in the offline mode)	All series tests conducted as per academic calendar and published results on time.
Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Course file maintained as per regulation and verified during audit process.
Register showing Activity points (B)	Good(4)	Maintained.	Activity point register maintained in each department and updated regularly
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducted the offline practical sessions for S3, S5 and S7 classes. For S1, video demonstrations are provided for the lab	Online and off line practical classes conducted as per university regulation and circular time to time.
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Conducted faculty evaluations at regular intervals through Linways. (Two evaluations completed)	Online faculty evaluation completed 2 times in this semester as per AICTE guidelines

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)	Conducted all the three meetings in the online mode. Minutes and Action taken reports verified.	All the meeting organized as per the regulations and reports filed for verification
Advisory meetings and action taken report (B)	Good(4)	Conducted in the online mode. Mentoring is done through WhatsApp & phone calls regularly.	All the meeting organized as per the regulations and reports filed for verification

Result analysis of previous odd semester (A)	Fair(3)	S1-57.57% S3-27.27% S5-72.92% S7-65.51% Pass percentage-57.34%	Target result is 60% and all possible efforts are taking to achieve the target.
Syllabus coverage as per course plan (A)	Excellent(5)	Strictly following the academic calendar and syllabus.	Syllabus completion so far is as per the academic calendar and if necessary special classes will be arranged for syllabus completion.
Platform used for LMS/Course materials and lectures uploaded (A)	Excellent(5)	Entire syllabus covered through live video lecture sessions. The recordings of the video lectures are later uploaded in YouTube and its link shared through Linways. All the course materials are shared through Linways.	Linways, CMS software, google meet and youtube are used for online classes and document sharing.
Conduct of minor/honours classes (A)	Not Relevant		Minor classes are going on for S3 students
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Hard disk drive containing NPTEL lecture sessions and materials- available in Library.51 students have registered for Spoken Tutorial Courses. 4 students have registered for NPTEL online courses.	Spoken tutorial, NPTEL courses are regularly offered as a part of co curricular activities and 60 activity points will be awarded.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files. Assessment mode include quizzes, assignments, series tests, viva voce etc. (for theory courses). Internal assessments of lab sessions were conducted during the contact classes.	Internal assessments are conducting online and offline as per the academic calendar.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Feedback regarding the online classes reflected in the various class/advisory committee meetings.	Apart from class committee/ advisory meeting, 2 feed backs collected online.

Conduct of series tests (A)	Good(4)	Conducted for all semesters as per University guidelines (For S3,S5 and S7, two series tests were conducted in the online mode and the model exam in the offline mode. In the case of S1, series 1 was conducted in the offline mode)	All series tests conducted as per academic calendar and published results on time.
Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Course file maintained as per regulation and verified during audit process.
Register showing Activity points (B)	Good(4)	Maintained	Activity point register maintained in each department and updated regularly
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducted the offline practical sessions for S3, S5 and S7 classes. For S1, video demonstrations are provided for the lab	Online and off line practical classes conducted as per university regulation and circular time to time.
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Conducted faculty evaluations at regular intervals through Linways. (Two evaluations completed)	Online faculty evaluation completed 2 times in this semester as per AICTE guidelines

COMPUTER SCIENCE & ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)	Conducted all the three meetings in the online mode. Minutes and Action taken reports verified.	All the meeting organized as per the regulations and reports filed for verification
Advisory meetings and action taken report (B)	Good(4)	Conducted in the online mode. Mentoring is done through WhatsApp & phone calls regularly.	All the meeting organized as per the regulations and reports filed for verification

Result analysis of previous odd semester (A)	Fair(3)	S1- 44.06% S3- 39.47% S5- 60 % S7- 66.66% Average-50%	Target result is 60% and all possible efforts are taking to achieve the target.
Syllabus coverage as per course plan (A)	Excellent(5)	Strictly following the academic calendar and syllabus.	Syllabus completion so far is as per the academic calendar and if necessary special classes will be arranged for syllabus completion.
Platform used for LMS/Course materials and lectures uploaded (A)	Excellent(5)	Entire syllabus covered through live video lecture sessions. The recordings of the video lectures are later uploaded in YouTube and its link shared through Linways. All the course materials are shared through Linways.	Linways, CMS software, google meet and youtube are used for online classes and document sharing.
Conduct of minor/honours classes (A)	Fair(3)	Course materials are shared online. Separate timings allotted for the minor course during the contact classes	Minor classes are going on for S3 students
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Hard disk drive containing NPTEL lecture sessions and materials- available in Library.59 students have registered for Spoken Tutorial Courses. 20 students have registered for NPTEL online courses.	Spoken tutorial, NPTEL courses are regularly offered as a part of co curricular activities and 60 activity points will be awarded.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files. Assessment mode include quizzes, assignments, series tests, viva voce etc. (for theory courses). Internal assessments of lab sessions were conducted during the contact classes.	Internal assessments are conducting online and offline as per the academic calendar.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Feedback regarding the online classes reflected in the various class/advisory committee meetings.	Apart from class committee/ advisory meeting, 2 feed backs collected online.

Conduct of series tests (A)	Good(4)	Conducted for all semesters as per University guidelines (For S3,S5 and S7, two series tests were conducted in the online mode and the model exam in the offline mode. In the case of S1, series 1 was conducted in the offline mode)	All series tests conducted as per academic calendar and published results on time.
Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Course file maintained as per regulation and verified during audit process.
Register showing Activity points (B)	Good(4)	Maintained	Activity point register maintained in each department and updated regularly
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducted the offline practical sessions for S3, S5 and S7 classes. For S1, video demonstrations are provided for the lab	Online and off line practical classes conducted as per university regulation and circular time to time.
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Conducted faculty evaluations at regular intervals through Linways. (Two evaluations completed)	Online faculty evaluation completed 2 times in this semester as per AICTE guidelines