



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

Academic Audit Report 2019 - 2020

Basic Details

Institution	ST.THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY, MATTANUR
First Auditor Name	Arjun M
Second Auditor Name	
Visit	First
Semester Type	Odd

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU	Excellent(5)	Activities are done in accordance with KTU calendar. Institution calendar verified.	
Functioning of students grievances and appeal committee	Good(4)	Grievance committee was constituted. Students were not present for the meeting.	As per university norms GAC constituted , but there is no student members in the committee and no complaints received so far. The students are giving complaints through class committee and student welfare committee.
Functioning of Academic Discipline & Welfare committee	Excellent(5)	Committee constituted and meeting convened and minutes verified.	
Facility for co- curricular and extracurricular activities	Excellent(5)	NSS, CSI student chapter, ICT premium membership, FOSS cell etc are in place.	

Average student to faculty ratio	Good(4)	Total number of faculties in register = 54 No. of faculties engaging class = 47 (Principal, CEO, Academic coordinator and a faculty signs in the register, but not engaging class. 3 faculties have name in register but no sign in the register) SFR = $(20 \times 47) / 960 = .9792$	We have 52 faculty members against the requirement of 48, the details are in the attendance and aquittance registers. Since we have enough staff members for engaging the classes, no class are allocated to the staff mentioned in the report and they are engaging remedial classes and administrative works.
Faculty Retention	Good(4)	SFR value is 0.9792	
Faculty Qualification Index	Very Poor(1)	$\{(10 \times 1) + (4 \times 47)\} / 48 = 4.125$	measures are being taken to improve the index
Number of qualified technical staff	Fair(3)	10 in total (CE - 3, CS - 2, EC - 2, ME - 3)	
Facility of central library with respect to volume and title of books, online & print journals	Good(4)	6477 volumes in register, 1989 titles, 22 national journals, e journals from delnet.	Before audit we purchased 6960 books and only 6477 books entered in the stock register and the process is going on.
Functioning of IQAC and progress of IQAC report uploading	Good(4)	IQAC was constituted, meeting minutes were verified. All monthly reports are created in the website, but not submitted.	All Montly Reports were submitted and the details verified during the audit process.
Principal's response on previous audit reports	Excellent(5)	Previous audit reports are available with principal's remarks.	

Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage	Excellent(5)	Covered as per syllabus.	
Lab Facility and conduct of Labs	Excellent(5)	no lack of facilities and labs are conducted in accordance with university norms.	
Co-curricular facility	Good(4)	NSS programs are conducted only during vacation.	NSS activities are performing as per the guidelines of NSS Technical Cell . Our NSS unit successfully carried out Punarjani and SAGI like prestigious projects and bagged many state and national recognitions.
Extra-curricular facility	Fair(3)	Only college arts day was conducted.	We have an annual arts fest and sports fest (10 days)conducted one each during the respective semesters. In addition to this we have College teams participating and winning prizes in KTU sports. Other festivals like Onam, Xmas and major festivals are celebrated in college along with NSS, IEDC activities. This year Sports Day was cancelled on the last allotted day due to student unrest.
All intimation from University conveyed properly in time	Excellent(5)	Conveyed properly and on time.	
Extra fees/fine imposed on students	Excellent(5)	No extra fees/fine imposed.	

Approach of the management in addressing student grievances	Fair(3)	Students have mentioned that some of the grievances are not getting addressed. But facility for addressing grievances is working properly.	A few grievances like separate prayer rooms for Muslim students are a bit difficult to implement immediately with out the permission of PTA. Improvements will be made in this regard.
Availability of Faculty for all subjects	Poor(2)	Faculties are available for all the subjects. Students have mentioned that EST 120 Basics of civil & mechanical engg. is handled by only one faculty (1 faculty from ME dept. for a class and 1 faculty from CE department for another class) Same case is there for EST 130 basics of Electrical & Electronics engg.	Against the requirement of 48 faculty members we have 52 faculty members in the college(We assigned faculty for all subjects). Apart from this guest lectures/Workshops were arranged to have extra knowledge in the respective subjects. All subjects allocated as per the KTU regulation 2019 in first year. For handling EST120, EST130 senior faculty members were assigned (one from ME and one from CE)
Any other remarks	Fair(3)	1. For completing syllabus as per plan, Course delivery is done at a high pace. Students finds it difficult to follow some subjects, especially analytical ones. 2. Assignments marks are being calculated from 4 module tests, each contributing 1.5 marks, and a model exam, contributing 4 marks. Students find this as a tedious one.	A balance between students learning capability and need to adhere to the KTU syllabus has been achieved with extra classes on Saturdays. Academic plan as per KTU regulation is presented in the PTA meeting, Class committe and after approval the same is implemented

B.Tech

No of B.Tech Students	494
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ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Excellent(5)	Committees constituted and meetings convened. Minutes verified.	
Advisory meetings and action taken report	Good(4)	Meeting convened. Minutes verified.	
Schedule of Time Table	Good(4)	11 faculties as per register. only 9 faculties are engaging classes.	
Conduct of Tutorial Classes	Excellent(5)	conducted as per norms. Tutorial register was verified.	
Conduct of series tests	Good(4)	2 series tests were conducted for 50 marks and 1.5 hour duration during 31st August - 6th September and 17th - 25th October 2019	
Syllabus coverage of practical course	Excellent(5)	Covered as per syllabus. Sample course diaries verified.	
Evaluation of students performance in practical classes	Excellent(5)	Continuous evaluation was done. Evaluation sheet verified.	
Conduct of Practical test	Not Relevant		
Facility to do experiments in the lab	Excellent(5)	Most of the experiments mentioned in the syllabus can be done for all practical courses.	
Conduct of remedial/minor/honours classes	Fair(3)	No remedial class as such. But revision will be done for all subjects at the end of the semester.	Remedial classes are conducted during some evenings. Major remedial classes are conducted during the time of revision classes.

Assessment of Outcomes	Excellent(5)	Outcomes assessed for most of the courses in first semester based on first and second series marks.	
Faculty evaluation & remarks of the HOD	Good(4)	Evaluation was done. Consolidated sheet was verified.	
Facility in the department library for references	Very Poor(1)	Not available.	Steps will be taken to rectify this aspect. At present have full fledged library and reference section in the Central Library
Maintenance of course diary	Excellent(5)	Maintained.	
Syllabus coverage as per course plan	Excellent(5)	Covered as per plan.	

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Excellent(5)	Meeting convened, minutes verified.	
Advisory meetings and action taken report	Excellent(5)	Meetings convened. Minutes verified.	
Schedule of Time Table	Excellent(5)	Cross checked with attendance register of faculties and staff.	
Conduct of Tutorial Classes	Excellent(5)	Conducted as per norms. Tutorial register verified.	
Conduct of series tests	Good(4)	2 Tests are conducted for 50 marks and 1.5 hours duration, during 31st August - 6th September and 17th - 25th October 2019.	
Syllabus coverage of practical course	Excellent(5)	Covered as per syllabus.	

Evaluation of students performance in practical classes	Excellent(5)	Continuous evaluation was done. sample course diaries were verified.	
Conduct of Practical test	Not Relevant		
Facility to do experiments in the lab	Excellent(5)	Most of the experiments can be conducted as per syllabus for all practical courses.	
Conduct of remedial/minor/honours classes	Fair(3)	Remedial classes were not conducted. But instead revision is done for all subjects at the end of each semester.	Remedial classes are conducted during some evenings. Major remedial classes are conducted during the time of revision classes.
Assessment of Outcomes	Excellent(5)	Outcomes are assessed for all first semester courses based on first and second series tests.	
Faculty evaluation & remarks of the HOD	Good(4)	Faculty evaluation was done and consolidated sheet was verified.	
Facility in the department library for references	Very Poor(1)	No department library	Steps will be taken to rectify this aspect. At present have full fledged library and reference section in the Central Library
Maintenance of course diary	Excellent(5)	Maintained.	
Syllabus coverage as per course plan	Excellent(5)	Covered as per norms.	

COMPUTER SCIENCE & ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Excellent(5)	Committees were constituted. Minutes verified.	
Advisory meetings and action taken report	Excellent(5)	Meeting convened. minutes verified.	

Schedule of Time Table	Fair(3)	12 faculties are there as per the attendance register. only 10 are engaging class. Principal and one faculty is not engaging class.	
Conduct of Tutorial Classes	Excellent(5)	Conducted as per norms. Tutorial register verified.	
Conduct of series tests	Good(4)	2 series test were conducted for 50 marks and 1.5 hour duration during 31st August - 6th September and 17th - 25th October 2019.	
Syllabus coverage of practical course	Excellent(5)	Covered as per syllabus.	
Evaluation of students performance in practical classes	Excellent(5)	continuous evaluation is there. Evaluation sheet verified.	
Conduct of Practical test	Not Relevant		
Facility to do experiments in the lab	Excellent(5)	Most of the experiments can be conducted in most of the laboratory courses.	
Conduct of remedial/minor/honours classes	Fair(3)	No remedial class. Revision will be done for all subjects at the end of each semester.	Remedial classes are conducted during some evenings. Major remedial classes are conducted during the time of revision classes.
Assessment of Outcomes	Excellent(5)	Outcomes are assessed for all courses in first semester based on 1st and 2nd series test marks.	
Faculty evaluation & remarks of the HOD	Excellent(5)	Evaluation was done and consolidated sheet was verified.	
Facility in the department library for references	Poor(2)	10 books. Sample and specimen copies are kept for reference of faculties.	Steps will be taken to rectify this aspect. At present have full fledged library and reference section in the Central Library

Maintenance of course diary	Excellent(5)	maintained.	
Syllabus coverage as per course plan	Excellent(5)	Covered as per plan. Sample course diaries were verified.	

MECHANICAL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Excellent(5)	Committees constituted. Meetings convened and Minutes verified.	
Advisory meetings and action taken report	Good(4)	Meeting convened and minutes verified.	
Schedule of Time Table	Excellent(5)	Cross checked with attendance register. 10 faculties are engaging class.	
Conduct of Tutorial Classes	Excellent(5)	Conducted as per norms.register verified.	
Conduct of series tests	Good(4)	2 series test for 50 marks and 1.5 hour duration conducted during 31st August - 6th September and 17th -25th October 2019.	
Syllabus coverage of practical course	Excellent(5)	Covered as per syllabus. Sample course diaries verified.	
Evaluation of students performance in practical classes	Excellent(5)	Continuous evaluation was done. evaluation sheet verified.	
Conduct of Practical test	Not Relevant		
Facility to do experiments in the lab	Good(4)	Most of the experiments mentioned in syllabus can be carried out for almost all laboratory courses.	

Conduct of remedial/minor/honours classes	Fair(3)	NO remedial class, but revisions will be done for all subjects at the end of the semester.	Remedial classes are conducted during some evenings. Major remedial classes are conducted during the time of revision classes.
Assessment of Outcomes	Excellent(5)	Outcomes were assessed for all first semester courses based on first and second series test marks.	
Faculty evaluation & remarks of the HOD	Excellent(5)	Evaluation was done. Consolidated sheet verified.	
Facility in the department library for references	Very Poor(1)	No department library available.	Steps will be taken to rectify this aspect. At present have full fledged library and reference section in the Central Library
Maintenance of course diary	Excellent(5)	maintained.	
Syllabus coverage as per course plan	Excellent(5)	covered as per plan. Sample course diaries were verified.	