



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	First
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	Will continue in the same way.
Functioning of students grievances and appeal committee (B)	Good(4)	Meeting convened, class timings were changed (wef. 24/08/2020) as per the request received from students. No suggestions/complaints received from the suggestion box kept at the college.	Will continue in the same way.
Average student to faculty ratio (A)	Excellent(5)	Verified the attendance register (20x47)/930= 1.01	Sufficient number of faculty members will be retained.

Faculty Qualification Index (A)	Very Poor(1)	$[(10 \times 1) + (4 \times 47)] / 46.5 = 4.258$	Measures will be initiated to improve the qualification of faculty members.
Number of qualified technical staff (A)	Fair(3)	Verified the attendance register CE-3, CSE-2, ME-3, EC-2 Total- 10	Sufficient number of Technical staff members will be retained.
Facility of central library with respect to volume, title of books, online print journals (A)	Good(4)	Title- 2250 Volume- 7860 Print Journal- 24 DELNET Subscribed	Additional books are on the way and will be entered in the stock register soon.
Functioning of IQAC and Progress of IQAC report uploading (A)	Good(4)	Meeting minutes updated & uploaded in college website, Monthly reports till July were uploaded in time. Portal was not open for August and September monthly report entry (mail regarding the same was sent to the support team)	All monthly reports uploaded.

Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage (B)	Excellent(5)	covered as per syllabus	Will continue in the same way.
Effectiveness of teaching/learning process	Good(4)	Frequent assessments are done. Also feedback is taken at regular intervals	Will continue in the same way.
Conduct of Labs (B)	Good(4)	Labs are conducted in accordance with university norms (video demonstrations/virtual lab/ MOODLE etc.)	Will continue in the same way.
Continuous assessment (B)	Good(4)	Assessment done through module tests, assignments, quizzes etc.	Will continue in the same way.
Interaction/discussion/doubt clearing etc (A)	Good(4)	Remedial sessions arranged for weak and average students	Remedial and Tutorial sessions are in progress.
Net connectivity issue	Not Relevant	Not many are having connectivity issues. Also those who are having connectivity issues during online class can access the video recordings of the lectures/sessions.	Case by case, helping the students to resolve the issues in net connectivity.
Extra fees/fine imposed on students (B)	Not Relevant	No extra fees/fine imposed	all fees collected as per university/government orders.
Approach of the management/institution in addressing student grievances (B)	Good(4)	Facility for addressing the grievances of students is active	Will continue in the same way.
Availability of Faculty for all subjects (A)	Good(4)	Faculties are available for all subjects	Will continue in the same way.
Any other remarks (C)	Not Relevant		

MECHANICAL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
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Class/course committee meetings and action taken report (B)	Good(4)	Committees constituted, first meeting conducted on 16/10/2020, minutes verified, action taken report to be prepared.	All the activities related to first audit completed.
Advisory meetings and action taken report (B)	Good(4)	Meeting conducted, minutes recorded, action taken report to be prepared	All the activities related to first audit completed.
Result analysis of previous odd semester (A)	Poor(2)	S1-39.1% S3-29.03% S5-43.24% S7-52% Average-40.5%	Extensive remedial classes scheduled for improving the results
Syllabus coverage as per course plan (A)	Excellent(5)	Verified syllabus completion report, progress is in accordance with the academic calendar	Will continue in the same way.
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Video recordings of lecture sessions uploaded in YouTube and shared the link through Linways	All facilities are available for online classes and Will continue in the same way.
Conduct of minor/honours classes (A)	Not Relevant		Measures started to introduce minor/ honours classes
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.	All the activities are going on as per the schedule.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files, Assessment mode include quizzes, assignments, viva voce etc.	Will continue in the same way.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Committee meetings (16/10/2020) conducted where feedback regarding online classes were taken.	No major issues noted regarding online classes in the feedback received.
Conduct of series tests (A)	Good(4)	Conducted series 1, as per the APJ AKTU academic calendar	Series tests are going on as per the academic calendar.

Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Will continue in the same way.
Register showing Activity points (B)	Good(4)	Verified Activity points file	Will continue in the same way.
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducting the lab sessions through Virtual Lab and Video Demonstrations. Verified course file. 50% experiments completed.	Using online mode, lab sessions were completed and in contact class, lab sessions are in progress
Online Faculty evaluation amp remarks of the HoD (A)	Excellent(5)	First Online Faculty Evaluation completed on 30/09/2020.	Faculty evaluation report details discussed with the respective faculty members.

ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)	Committees constituted, first meeting conducted on 16/10/2020, minutes verified, action taken report to be prepared.	All the activities related to first audit completed.
Advisory meetings and action taken report (B)	Good(4)	Meeting conducted, minutes recorded, action taken report to be prepared	All the activities related to first audit completed.
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%	Extensive remedial classes scheduled for improving the results
Syllabus coverage as per course plan (A)	Excellent(5)	Verified syllabus completion report, progress is in accordance with the academic calendar	Will continue in the same way.
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Video recordings of lecture sessions uploaded in YouTube and shared the link through Linways	All facilities are available for online classes and Will continue in the same way

Conduct of minor/honours classes (A)	Not Relevant		Measures started to introduce minor/ honours classes
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.	All the activities are going on as per the schedule.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files, Assessment mode include quizzes, assignments, viva voce etc.	Will continue in the same way.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Committee meetings (16/10/2020) conducted where feedback regarding online classes were taken.	No major issues noted regarding online classes in the feedback received.
Conduct of series tests (A)	Good(4)	Conducted series 1, as per the APJ AKTU academic calendar	Series tests are going on as per the academic calendar.
Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Will continue in the same way.
Register showing Activity points (B)	Good(4)	Verified Activity points file	Will continue in the same way.
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducting the lab sessions through Virtual Lab and Video Demonstrations. Verified course file. 50% experiments completed	Using online mode lab sessions were completed and in contact class, lab sessions,are in progress
Online Faculty evaluation amp remarks of the HoD (A)	Excellent(5)	First Online Faculty Evaluation completed on 30/09/2020.	Faculty evaluation report details discussed with the respective faculty members.

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
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Class/course committee meetings and action taken report (B)	Good(4)	Committees constituted, first meeting conducted on 16/10/2020, minutes verified, action taken report to be prepared.	All the activities related to first audit completed.
Advisory meetings and action taken report (B)	Good(4)	Meeting conducted, minutes recorded, action taken report to be prepared	All the activities related to first audit completed.
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%	Extensive remedial classes scheduled for improving the results
Syllabus coverage as per course plan (A)	Excellent(5)	Verified syllabus completion report, progress is in accordance with the academic calendar	Will continue in the same way.
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Video recordings of lecture sessions uploaded and shared the link through Linways	All facilities are available for online classes and Will continue in the same way.
Conduct of minor/honours classes (A)	Not Relevant		Measures started to introduce minor/ honours classes
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.	All the activities are going on as per the schedule.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files, Assessment mode include quizzes, assignments, viva voce etc.	Will continue in the same way.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Committee meetings (16/10/2020) conducted where feedback regarding online classes were taken.	No major issues noted regarding online classes in the feedback received.
Conduct of series tests (A)	Good(4)	Conducted series 1, as per the APJ AKTU academic calendar	Series tests are going on as per the academic calendar.

Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Will continue in the same way.
Register showing Activity points (B)	Good(4)	Verified Activity points file	Will continue in the same way.
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducting the lab sessions through Virtual Lab and Video Demonstrations. Verified course file. 50% experiments completed	Using online mode lab sessions were completed and in contact class, lab sessions are in progress
Online Faculty evaluation amp remarks of the HoD (A)	Excellent(5)	First Online Faculty Evaluation completed on 30/09/2020.	Faculty evaluation report details discussed with the respective faculty members.

COMPUTER SCIENCE & ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)	Committees constituted, first meeting conducted on 16/10/2020, minutes verified, action taken report to be prepared.	All the activities related to first audit completed.
Advisory meetings and action taken report (B)	Good(4)	Meeting conducted, minutes recorded, action taken report to be prepared	All the activities related to first audit completed.
Result analysis of previous odd semester (A)	Fair(3)	S1- 44.06% S3- 39.47% S5- 60 % S7- 66.66% Average-49.66%	Extensive remedial classes scheduled for improving the results
Syllabus coverage as per course plan (A)	Excellent(5)	Verified syllabus completion report, progress is in accordance with the academic calendar	Will continue in the same way.
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Video recordings of lecture sessions uploaded and shared the link through Linways	All facilities are available for online classes and Will continue in the same way.

Conduct of minor/honours classes (A)	Not Relevant		Measures started to introduce minor/ honours classes
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.	All the activities are going on as per the schedule.
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Verified the course files, Assessment mode include quizzes, assignments, viva voce etc.	Will continue in the same way.
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Committee meetings (16/10/2020) conducted where feedback regarding online classes were taken.	No major issues noted regarding online classes in the feedback received.
Conduct of series tests (A)	Good(4)	Conducted series 1, as per the APJ AKTU academic calendar	Series tests are going on as per the academic calendar.
Maintenance of course diary (A)	Good(4)	Verified course files, All required entries are made in course diary as per the schedule.	Will continue in the same way.
Register showing Activity points (B)	Good(4)	Verified Activity points file	Will continue in the same way.
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducting the lab sessions through Virtual Lab and MOODLE. Verified course file. 50% experiments completed.	Using online mode lab sessions were completed and in contact class, lab sessions are in progress
Online Faculty evaluation amp remarks of the HoD (A)	Excellent(5)	First Online Faculty Evaluation completed on 30/09/2020.	Faculty evaluation report details discussed with the respective faculty members.