



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

**Academic Audit Report**  
**2022 - 2023**

**Basic Details**

Institution	<b>ST.THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY, MATTANUR</b>
First Auditor Name	<b>Dr Reema Mathew A</b>
Second Auditor Name	
Visit	<b>First</b>
Semester Type	<b>Even</b>

**College Specific Assessments**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Compliance to the Academic Calendar of KTU (A)	Excellent(5)		Based on the university academic calendar, college academic calendar is prepared including all academic and co extra curricular activities. More than 90% adherence so far.
Functioning of students grievances and appeal committee (A)	Good(4)		All the grievances are forwarded to the chairman of GAC, Prof. Vijila Balakrishnan, for feasible solutions and recommendations.

Functioning of Academic Discipline Welfare committee (A)	Good(4)		Well established DAC since inception of the college and at present Prof. Shreekiran is the Chairman of DAC. All disciplinary issues, exam malpractice enquiries and recommendations are the primary responsibilities. All enquiry reports were preserved for future use. Welfare committee chairman is Prof. Chandrajith E and all the student welfare related recommendations are forwarded by welfare committee chairman for implementation.
Average student to faculty ratio (A)	Excellent(5)	CSE-11,CE-10,ME-8,ECE-7, Basic science-9, Total faculty=45, SFR=1.08	Maximum work load of a faculty member is below 16 hours per week and that is less as per norms, to improve teaching effectiveness. Two faculty members are awaiting for their Ph.D. viva voce and two faculty members are pursuing their research work.

Faculty Retention (A)	Excellent(5)		<p>Resignation of faculty members in the middle of a semester without sufficient notice period or work completion is a major issue in faculty retention.</p> <p>Maximum work load of a faculty member is below 16 hours per week and that is less workload as per norms, to improve teaching effectiveness. Two faculty members are awaiting for their Ph.D viva voce and two faculty members are pursuing their research work.</p>
Faculty Qualification Index (A)	Very Poor(1)	FQ=4.27	<p>Apart from the available Ph.D holders, two faculty members are awaiting for their Ph. D. viva voce. and two are pursuing their research work.</p>
Number of qualified technical staff (A)	Fair(3)	TOTAL-10 Technical staffs	<p>We have well experienced retired technical staff from government engineering colleges with excellent skills, among our technical staff members. For all labs we have more than one technical staff member to assist. The rating norms are not clear.</p>
Facility of central library with respect to volume and title of books, online print journals (A)	Excellent(5)	No. of books-11035, Titles-2423, E-books-583, E-journals-861, Journals-24	<p>Text Books, Journals and Magazines will purchase based on AICTE norms and based on the request from the students/staff members.</p>

Functioning of IQAC and Progress of IQAC report uploading (A)	Excellent(5)		IQAC activities are coordinated by Prof. Nithin C as per the norms and directions from the university. So far all the activities completed on time including the upload of reports.
Institution Budget (A)	Good(4)		1) All the department heads and coordinators will submit annual department budget to prepare institution budget. 2) All the expenditure is based on the approved budget of the respective department/coordinator.
Details of central computing facility (A)	Good(4)		We have 169 working systems against the requirement of 140 systems as per the norms. We have 148 mbps of internet connection against the requirement of 100mbps as per norms.
Principals response on previous audit reports (A)	Good(4)		We expect auditors remarks during audit and in the auditors response part of the audit report as per the university rules. In last two audits auditors comments were missing or insufficient. Also no after audit meeting was conducted. The name of one auditor is missing in two audit reports. So far we have submitted audit report on time with all necessary documents and received excellent rating. But in the last two audit reports the rating of principals response is good without any remarks from the auditors side.

## Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage (B)	Excellent(5)		Based on university academic calendar, college academic calendar will be prepared with academic and co extra curricular activities. More than 90% adherence so far. Teaching diary, Lesson plan and module completion will be monitored as per the academic calendar.
Lab Facility and conduct of Labs (B)	Good(4)		All equipments, Lab Manuals are available as per the syllabus. Based on university academic calendar, college academic calendar will be prepared with academic and co extra curricular activities. Conduct of all labs are based on college academic calendar and time table. More than 90% adherence so far.
Co-curricular facility (B)	Good(4)		Expert talks, Guest Lectures, Projects and workshops were scheduled and all activities are going on as per schedule. Industrial visits of all departments completed as per norms and reports received. IEDC funds are used for cocurricular activities as per the norms. CSI, ICT, FOSS, Coding club, Embedded system Lab, Robotics Lab , IoT Lab, 3D printing technology lab activities are also in progress as per the schedule.

Extra-curricular facility (B)	Good(4)		<p>1. Our Institute has an active NSS Unit and many programs have been conducted under its banner this semester. 2. Annual Sports and Games held during the period (10/11/2022- 19/11/2022) 3. Department association inaugurations were conducted and many events were organised in association with college IEDC Chapter. 4) Music Club and Dance Club are functioning to improve the talents in our students.</p>
Transferring all intimation from University in time (B)	Excellent(5)		<p>All the intimations will transfer to the students/parents/ staff through class notice, WhatsApp groups, Notice board and website on time.</p>
Approach of the management in addressing student grievance (B)	Excellent(5)		<p>All the grievances will be addressed by the respective committees/Principal /College management considering all the aspects.</p>
Availability of Faculty for all subjects (A)	Excellent(5)		<p>Since from the inception of the college Staff appointment is done as per AICTE/UGC/University norms. Resignation with out proper notice and with out duty alteration are very difficult to manage.</p>
Any other remarks (C)	Not Relevant		

Extra fees/fine imposed on students (B)	Excellent(5)		All fees collection is as per the norms only and refunds from the university will be transferred/adjusted on time. The grievances, if any will be addressed by the respective committee in a timely manner.
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#### **COMPUTER SCIENCE & ENGINEERING-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Placement Status	Fair(3)	9 students out of 40 placed in 2022 passed out batch.	1) 13 out of 40 students got placed in 2022 passed out students. 2) Placement cell is functioning under placement director and exclusive placement officer. We are taking all necessary steps to improve placement and training activities in the campus. 3) Training session for all batches are in progress as a part of regular time table. 4) Already 8 placement offers received and 11 placement drives scheduled for 2019-2023 batch students.
Class/course committee meetings and action taken report (B)	Good(4)		Conducted two class committees for each classes as on 16/12/2022. Necessary actions planned and executed based on the major decisions taken during the meeting and action taken report prepared and reviewed.
Advisory meetings and action taken report (B)	Good(4)		Two advisory meeting scheduled in this semester.



Syllabus coverage as per course plan (B)	Good(4)		Based on College academic calendar syllabus will be completed on time with remedial sessions and tutorials. All the faculty members are documenting lesson plan, Teaching diary, remedial register and tutorial register as per the university rules and regulations.
Conduct of Tutorial Classes (B)	Good(4)		Tutorial classes included in the time table and conducted as per the schedule. Tutorial log registers maintained
Evaluation of Answer Scripts (A):	Good(4)		Conducted Series Test 1 (28/10/2022- 31/10/2022) and results published on 7/11/2022. Conducted series test 2 (1/12/2022- 5/12/2022) and results published on 9/12/2022
Conduct of practical courses (B)	Good(4)		Lab sessions and evaluations are scheduled as per the college academic calendar and time table. Evaluation is as per university syllabus. Special sessions arranged to develop the skills of the students for better placement opportunities.
Evaluation of students performance in practical classes (A):	Good(4)		Lab evaluations are done as per the university rules and regulations and remedial sessions are also arranged based on the performance of students with all necessary documentation.

Facility to do experiments in the lab (A)	Good(4)		All lab facilities are provided as per the university syllabus. Apart from that, for the improvement of student skills, additional labs (Coding Club, Web programming , App developing, Opensource source lab) are also arranged,
Conduct of remedial/minor/honours classes (B)	Good(4)		Remedial/minor/honours/tutorial sessions are scheduled in time table itself. These sessions are conducted as per schedule with all necessary- documentation. 3 students (2019-23 batch) are doing their minors from ECE department.
Maintenance of course diary (A)	Excellent(5)		All the faculty members are maintaining course diary for theory and practical sessions with attendance, lesson plan, teaching diary, evaluation marks, corrective action details etc. Regular evaluations are done by the Academic Coordinator and Principal.
Assessment of Outcomes (A)	Good(4)		All the documentations are as per NBA/NAAC guidelines and expected to complete accreditation before next academic year
Faculty evaluation amp remarks of the HoD (A)	Good(4)		Online faculty evaluation is scheduled twice per semester. Corrective actions will be done by the respective faculty, under the supervision of respective department head, for the feedbacks received.

Conduct of Seminar, Project and Thesis (A)	Good(4)		Seminar, Project and Thesis works are scheduled in the time table as per the syllabus and regular reviews/evaluations are done as per the syllabus. Documentation is in Latex software and regular Latex software training is done by the department of computer science staff and students to all departments.
Computing facility in the department (A)	Good(4)		Department has exclusive computer lab facility with all necessary software for the conduct of labs and projects.
Facility for co-curricular and extracurricular activities (B)	Good(4)		1) Computer Science association inauguration and expert talk on funding for technical projects - held on 2.11.22) Techno week 2k22 from 14.11.22 to 18.11.22. 3) Web design challenge from 14.11.22 to 27.11.22 4) Workshop on Latex software 12.12.22. 5) Industrial visit and report submission, 6) Annual sports and festival celebrations completed. 7) Memberships on professional bodies and associated activities in CSI and ICT.

Students attending MOOC or other online courses (B)	Good(4)		<p>1) Students are attending NPTEL and Spoken Tutorial online courses regularly.</p> <p>2) Every year, Awards/Certificates are given to Students/Staffs who are toppers in MOOC courses.</p> <p>3) This semester, so far 101 students were enrolled in MOOC courses.</p> <p>4) Our college is NPTEL local chapter and NPTEL video lectures are available in the central computing center.</p> <p>5) As per audit manual we are eligible for excellent rating.</p>
Maintenance of A1, A2 and A3 files.	Good(4)	Latest university result-s5-19%,S3-22.2%,S1-25.39%	<p>1. A1 files including the time table, DQAC question paper scrutiny reports, tutorial registers, SFR etc. maintained A2 files (Course files maintained for all courses) A3 Academic files also maintained. Also necessary steps taken to improve the university results</p>
Maintenance of B files.	Good(4)		<p>Apart from the current activities, additional activities were planned and MOU signing with an organization will be done in this semester.</p>
Maintenance of C and D files.	Good(4)		<p>All files as per the norms documented</p>

#### **MECHANICAL ENGINEERING-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
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Placement Status	Fair(3)	12 students placed in 2022 passed out batch.	Placement cell is functioning under placement director and placement officer. We are taking all necessary steps to improve placement and training activities in the campus. Training session for all batches are in progress as a part of regular time table. 11 placement drives scheduled for 2019- 2023 batch students.
Class/course committee meetings and action taken report (B)	Good(4)		Conducted two class committees for each classes as on 16/12/2022. Necessary actions planned and executed based on the major decisions taken during the meeting and action taken report prepared and reviewed.
Advisory meetings and action taken report (B)	Good(4)		Two advisory meeting scheduled in this semester.
Syllabus coverage as per course plan (B)	Good(4)		Based on College academic calendar, syllabus will be completed on time with remedial sessions and tutorials. All the faculty members are documenting lesson plan, Teaching diary, remedial register and tutorial register as per the university rules and regulations.
Conduct of Tutorial Classes (B)	Good(4)		Tutorial classes included in the time table and conducted as per the schedule. Tutorial log registers are maintained

Evaluation of Answer Scripts (A):	Good(4)		Conducted Series Test 1 (28/10/2022- 31/10/2022) and results published on 7/11/2022. Conducted series test 2 (1/12/2022- 5/12/2022) and results published on 9/12/2022
Conduct of practical courses (B)	Good(4)		Lab sessions and evaluations are scheduled as per the college academic calendar and time table. Evaluation is as per university syllabus. Special sessions arranged to develop the skills of the students for better placement opportunities.
Evaluation of students performance in practical classes (A):	Good(4)		Lab evaluations are done as per the university rules and regulations and remedial sessions are also arranged based on the performance of students with all necessary documentation.
Facility to do experiments in the lab (A)	Good(4)		All lab facilities are provided as per the university syllabus. Apart from that, for the improvement of student skills, additional lab sessions (Robotics Lab, 3D printing technology lab) are also arranged,
Conduct of remedial/minor/honours classes (B)	Good(4)		Remedial/minor/honours/tutorial sessions are scheduled in time table itself. These sessions are conducted as per schedule with all necessary documentation.

Maintenance of course diary (A)	Excellent(5)		All the faculty members are maintaining course diary for theory and practical sessions with attendance, lesson plan, teaching diary, evaluation marks, corrective action details etc. Regular evaluations are done by the Academic Coordinator and Principal.
Assessment of Outcomes (A)	Good(4)		All the documentations are as per NBA/NAAC guidelines and expected to complete accreditation before next academic year
Faculty evaluation amp remarks of the HoD (A)	Good(4)		Online faculty evaluation is scheduled twice per semester. Corrective actions will be done by the respective faculty, under the supervision of respective department head, for the feedbacks received.
Conduct of Seminar, Project and Thesis (A)	Excellent(5)		Seminar, Project and Thesis works are scheduled in the time table as per the syllabus and regular reviews/evaluations are done as per the syllabus. Documentation is in Latex software and regular Latex software training is provided to the students by the staff/students from department of Computer Science and Engineering.
Computing facility in the department (A)	Good(4)		Department has exclusive computer lab facility with all necessary software for the conduct of labs and projects.

Facility for co-curricular and extracurricular activities (B)	Good(4)		<p>1) Association inauguration 6.12.2022, 2) Expert talk on the topic -challenges of mechanical engineering studies in the current scenario- conducted on 6.12.22. 3) Additive manufacturing workshop 7.12.22, 20.12.22, 4) Industrial visit and report submission, 5) Annual sports and festival celebrations organized.</p>
Students attending MOOC or other online courses (B)	Good(4)		<p>1) Students are attending NPTEL and Spoken Tutorial online courses regularly. 2) Every year, Awards/Certificates are given to Students/Staffs who are toppers in MOOC courses. 3) This semester, so far 59 students were enrolled in MOOC courses. 4) Our college is NPTEL local chapter and NPTEL video lectures are available in the central computing center. 5) As per audit manual we are eligible for excellent rating.</p>
Maintenance of A1, A2 and A3 files.	Good(4)	Latest university result- S5-25%, S3-15.78%,S1-13%	<p>1. A1 files including the time table, DQAC question paper scrutiny reports, tutorial registers, SFR etc. maintained A2 files (Course files maintained for all courses) A3 Academic files also maintained. Also necessary steps taken to improve the university results</p>



Maintenance of B files.	Good(4)		1) Apart from the current activities, additional activities were planned 2) MOU signing with an organization will be done in this semester.
Maintenance of C and D files.	Good(4)		1) Department association activities scheduled for the first week of December. 2) Skill development workshops in process. All files as per the norms documented

#### **ELECTRONICS & COMMUNICATION ENGG-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Placement Status	Poor(2)	5 out of 20 students placed in 2022 passed out batch	1) Among the eight students (2018-22 batch) who have successfully completed the programme, five have been placed. Percentage of students placed- 25% 2) Placement cell is functioning under placement director and exclusive placement officer. We are taking all necessary steps to improve placement and training activities in the campus. 3) Training session for all batches are in progress as a part of regular time table. 4) Already, 11 placement drives scheduled for 2019-2023 batch students.

Class/course committee meetings and action taken report (B)	Excellent(5)		Conducted two class committees for each classes as on 16/12/2022. Necessary actions planned and executed based on the major decisions taken during the meeting and action taken report prepared and reviewed.
Advisory meetings and action taken report (B)	Good(4)		Two advisory meeting scheduled in this semester.
Syllabus coverage as per course plan (B)	Good(4)		Based on College academic calendar, syllabus will be completed on time with remedial sessions and tutorials. All the faculty members are documenting lesson plan, Teaching diary, remedial register and tutorial register as per the university rules and regulations.
Conduct of Tutorial Classes (B)	Good(4)		Tutorial classes included in the time table and conducted as per the schedule. Tutorial log registers maintained
Evaluation of Answer Scripts (A):	Good(4)		Conducted Series Test 1 (28/10/2022- 31/10/2022) and results published on 7/11/2022. Conducted series test 2 (1/12/2022- 5/12/2022) and results published on 9/12/2022

Conduct of practical courses (B)	Good(4)		<p>Lab sessions and evaluations are scheduled as per the college academic calendar. Lab sessions and evaluations are scheduled as per the college academic calendar and time table.</p> <p>Evaluation is as per university syllabus. Special sessions arranged to develop the skills of the students for better placement opportunities.</p>
Evaluation of students performance in practical classes (A):	Good(4)		<p>Lab evaluations are performing as per the university rules and regulations and remedial sessions are also arranged based on the performance of students with all necessary documentation.</p>
Facility to do experiments in the lab (A)	Good(4)		<p>All necessary components and equipment are available for the smooth conduct of lab sessions. Apart from that, for their improvement of skills additional labs (IOT lab, Embedded Systems Lab) are also arranged</p>
Conduct of remedial/minor/honours classes (B)	Good(4)		<p>Student categorization done based on the series test results and university results. Weak students were provided with remedial sessions. Plan for remedial sessions is included in the time table and conducted as per the schedule. Log registers also maintained 3 students (2019-23 batch) are doing their minors from ECE department.</p>

Maintenance of course diary (A)	Excellent(5)		All the faculty members are maintaining course diary for theory and practical sessions with attendance, lesson plan, teaching diary, evaluation marks, corrective action details etc. Regular evaluations are done by the Academic Coordinator and Principal.
Assessment of Outcomes (A)	Good(4)		Series Examination/Tutorials/Assignment questions are mapped with course outcomes and attainment calculations are done with the help on campus management software.All the documentations are as per NBA/NAAC guidelines and expected to complete accreditation before next academic year.
Faculty evaluation amp remarks of the HoD (A)	Good(4)		Online faculty evaluation is scheduled twice per semester. Corrective actions will be done by the respective faculty, under the supervision of respective department head, for the feedbacks received.
Conduct of Seminar, Project and Thesis (A)	Good(4)		Seminar, Project and Thesis works are scheduled in the time table as per the syllabus and regular reviews/evaluations are done as per the syllabus. Documentation is in Latex software and regular Latex software training is provided to the students by the staff/students from department of Computer Science and Engineering.

Computing facility in the department (A)	Good(4)		Department has exclusive computer lab facility with all necessary software for the conduct of labs and projects.
Facility for co-curricular and extracurricular activities (B)	Good(4)		1) Industrial visits completed and reports submitted 2) Annual Sports and Games completed 3) Students have participated in KTU interzone events 4) Association activities are in progress.
Students attending MOOC or other online courses (B)	Good(4)		1) Students are attending NPTEL and Spoken Tutorial online courses regularly. 2) Every year, Awards/Certificates are given to Students/Staffs who are toppers in MOOC courses. 3) This semester, so far 27 students were enrolled in MOOC courses. 4) Our college is NPTEL local chapter and NPTEL video lectures are available in the central computing center. 5) As per audit manual we are eligible for excellent rating.
Maintenance of A1, A2 and A3 files.	Good(4)	Latest University result-S5-41.67%,S3-6.67%,S1-0%	1. A1 files including the time table, DQAC question paper scrutiny reports, tutorial registers, SFR etc. maintained A2 files (Course files maintained for all courses) A3 Academic files also maintained. Also necessary steps taken to improve the university results

Maintenance of B files.	Good(4)		B files (Staff files)1. Two more faculties from ECE Department awarded with NPTEL certifications after external audit visit. Apart from the current activities, additional activities were planned and MOU signing with an organization will be done in this semester.
Maintenance of C and D files.	Good(4)		All files as per the norms documented

### **CIVIL ENGINEERING-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Placement Status	Poor(2)	2 students placed out of 36 in 2022 passed out batch.	Placement cell is functioning under placement director and exclusive placement officer. We are taking all necessary steps to improve placement and training activities in the campus. Training session for all batches are in progress as a part of regular time table. Already, 11 placement drives scheduled for 2019-2023 batch students.
Class/course committee meetings and action taken report (B)	Excellent(5)		Conducted two class committees for each classes as on 16/12/2022. Necessary actions planned and executed based on the major decisions taken during the meeting and action taken report prepared and reviewed.
Advisory meetings and action taken report (B)	Good(4)		Two advisory meeting scheduled in this semester.

Syllabus coverage as per course plan (B)	Excellent(5)		Based on College academic calendar syllabus will be completed on time with remedial sessions and tutorials. All the faculty members are documenting lesson plan, Teaching diary, remedial register and tutorial register as per the university rules and regulations.
Conduct of Tutorial Classes (B)	Good(4)		Tutorial classes included in the time table and conducted as per the schedule. Tutorial log registers maintained
Evaluation of Answer Scripts (A):	Excellent(5)		Conducted Series Test 1 (28/10/2022- 31/10/2022) and results published on 7/11/2022. Conducted series test 2 (1/12/2022- 5/12/2022) and results published on 9/12/2022
Conduct of practical courses (B)	Good(4)		Lab sessions and evaluations are scheduled as per the college academic calendar and time table. Evaluation is as per university syllabus. Special sessions arranged to develop the skills of the students for better placement opportunities.
Evaluation of students performance in practical classes (A):	Good(4)	Evaluation rubrics are not available in the lab records.	Lab evaluations are done as per the university rules and regulations and remedial sessions are also arranged based on the performance of students with all necessary documentation.

Facility to do experiments in the lab (A)	Good(4)		All lab facilities are provided as per the university syllabus. Apart from that, for the improvement of student skills, additional labs are also arranged.
Conduct of remedial/minor/honours classes (B)	Good(4)		Remedial/minor/honours/tutorial sessions are scheduled in time table itself. These sessions are conducted as per schedule with all necessary documentation.
Maintenance of course diary (A)	Excellent(5)		All the faculty members are maintaining course diary for theory and practical sessions with attendance, lesson plan, teaching diary, evaluation marks, corrective action details etc. Regular evaluations are done by the Academic Coordinator and Principal.
Assessment of Outcomes (A)	Good(4)		All the documentations are as per NBA/NAAC guidelines and expected to complete accreditation before next academic year
Faculty evaluation amp remarks of the HoD (A)	Good(4)		Online faculty evaluation is scheduled twice per semester. Corrective actions will be done by the respective faculty, under the supervision of respective department head, for the feedbacks received.



Conduct of Seminar, Project and Thesis (A)	Good(4)		Seminar, Project and Thesis works are scheduled in the time table as per the syllabus and regular reviews/evaluations are done as per the syllabus. Documentation is in Latex software and regular Latex software training is provided to the students by the staff/students from department of Computer Science and Engineering.
Computing facility in the department (A)	Good(4)		Department has exclusive computer lab facility with all necessary software for the conduct of labs and projects.
Facility for co-curricular and extracurricular activities (B)	Good(4)		1) NATPAC Traffic Volume Survey on 4.9.22 2) Expert talk on the topic- high performance concrete- conducted on 29.9.22 3) Inauguration of Civil Engineering Association on 3.11.22 4) Expert talk on road safety on 3.1.22 5) Site visit at Kannur Municipality Building 3.11.22, 6) Expert talk on stability of soil 4.11.22, 7) Workshop on proposed library building at STM 4.11.22. 8) Industrial visit completed 9) Annual Sports meet completed.

Students attending MOOC or other online courses (B)	Good(4)		<p>1) Students are attending NPTEL and Spoken Tutorial online courses regularly.</p> <p>2) Every year, Awards/Certificates are given to Students/Staffs who are toppers in MOOC courses.</p> <p>3) This semester, so far 48 students were enrolled in MOOC courses.</p> <p>4) Our college is NPTEL local chapter and NPTEL video lectures are available in the central computing center.</p> <p>5) As per audit manual we are eligible for excellent rating.</p>
Maintenance of A1, A2 and A3 files.	Good(4)	Latest university results- s5-66.6%,S3-25.8%,S1-43.33%	<p>1. A1 files including the time table, DQAC question paper scrutiny reports, tutorial registers, SFR etc. maintained A2 files (Course files maintained for all courses) A3 Academic files also maintained. Also necessary steps taken to improve the university results</p>
Maintenance of B files.	Good(4)		<p>Apart from the current activities, additional activities were planed and MOU signing with an organization will be done in this semester.</p>
Maintenance of C and D files.	Good(4)		<p>All files as per the norms documented</p>