



St. Thomas College of Engineering & Technology

Vellilode, Sivapuram PO, Mattanur, Kannur District, Kerala

Approved by AICTE, New Delhi, Council of Kerala and Affiliated to APJ Abdul Kalam Technological University

College Specific Assessments

FIRST INTERNAL AUDIT AY 2022-23 ODD SEMESTER

Sl No:	Documents	Status	Rating	Remarks
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 ktu academic calendar, college academic calendar, year calendar & 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 9/11/2022 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 meeting held, minutes maintained (7/11/2022)
4	Central library register showing volume and title of books, journals etc (A)	Verified	Good (4)	Volume- 10428 Titles- 2421 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 regularly 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)	<p>List of major activities after during the AY 2022-23</p> <ol style="list-style-type: none"> 1. Traffic volume survey and Parking survey at Muzhuppilangad (under National Transportation Planning and Research Centre)- Dept. of CE 2. Expert talk on "Essential requirements and properties of high performance concrete" organised by department of Civil Engineering 3. ICT Academy Premium membership 4. Induction Programme (2022-26 batch) Report 5. Cleaning drive at Payyambalam beach by NSS STM UNIT 6. CSE Department Association and the Expert Talk on 'Innovation, Entrepreneurship, and Funding for Technical Projects', DAB meeting - CSE 7. CE Department association Inauguration, Site visit at Kannur Municipal Cooperation building 8. Expert talk on stability of soil conducted by Sattva, Civil Engineering Association, Workshop on the topic " Central Library building at STM campus"
8	Average Student to faculty ratio (A)	Verified Attendance register and timetable	Excellent (5)	<p>AY 2022-23</p> <p>(20*44)/870= 1.01</p> <p>ECE- 7 CSE- 10 CE- 10 ME- 8 ASH- 9</p>
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)	
11	Number of Qualified technical staff (A)	Verified Attendance register and timetable	Fair (3)	<p>AY 2022-23</p> <p>Verified the attendance register CE-3, CSE-2, ME-3, EC-2 Total- 10</p>

12	Details of central computing facility (A)	Verified	Fair (3)	No. of servers- 1 No. of systems- 168 Net connectivity- 40 Mbps (BSNL NMEICT) + 60 Mbps (Kerala Vision)- 40Mbps (BSNL ILL)
13	Principals Response on previous academic audits (A)	Verified	Good (4)	Timely responses recorded in the audit reports


PRINCIPAL 16/11/2022 .

Dr. SHINU MATHEW JOHN
Principal
St. Thomas College of Engineering & Technology
MATTANUR


16/11/2022
IQAC Coordinator **WITHIN C**
Assistant Professor
Dept. of Electronics & Communication
St. Thomas College of Engg. & Technology
Sivaparam, Mattanur - 670702



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Computer Science and Engineering

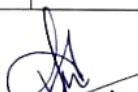
FIRST INTERNAL AUDIT AY 2022-23 ODD SEMESTER

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)	Verified Class Time table of S7, S5 & S3 (AY 2022-23). Staffs arranged in hierarchichal order. Individual time table and master time table also maintained.	
		Internal exam QP (DQAC Approved)	Verified	Good (4)	Verified Scrutiny reports, Question Papers & Answer schemes of Series Test 1 (AY 2022-23 Odd Semester)	
		Innovative Teaching approaches			Proof to be submitted	Proofs Filed.
		Tutorial samples with log book	Verified	Fair (3)	Tutorial logbooks updated till S7 - 7/11/2022 (updations pending) S5- 4/11/2022 S3- 4/11/2022 Few Faculty signatures missing in tutorial log register	Updated all tutorial log books.
2	A2 files - Academic Files	(Course files)	Verified	Fair (3)	All course files verified except CST 307 (handled by Prof. Jacob Zachariah) and the same to be submitted on or before 17/11/2022	To be completed by 10:00 AM today.
		CO-PO, CO-PSO mapping	Verified	Fair (3)	CO PO mapping done, PSOs defined and mapping to be done	PSO mapping not yet done.


3	1. A3 Files - Academic Files	PO, PSO attainment	Nil		Attainment calculation to be done with through Linways	
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil		Curriculum gaps to be identified and addressed	Curriculum gap identification not completed.
		Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Verified	Good(4)	Verified the list of project titles and supervisors	
		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Verified	Good(4)	Groups formed, Activities organised, meeting minutes not submitted	Minutes filed.
		Journal Publications: ISI, SCOPUS, Other Journals	Nil			Files Maintained.
		Publications: Conference, Books, Book chapters, Articles, etc	Nil			Files Maintained.
		IPR (and related activities)	Nil			
		MoU	Verified	Fair (3)	MoU with Presidency University on 15/7/2022	MoU with ICT also maintained.
		FDP Attended: (a. Outside own college b. Inside own college)				File maintained with certificate and Report.
		FDP/Conference Organized				
		Awards / Honors				
		External Interaction				
		Roll List (for last 3 years)	Verified	Excellent (5)		
		KTU Results and Analysis (Semester-wise)	Verified	Fair (3)	Result analysis files maintained AY 2021-22 S1: 27% S3: 22 % S5: 19.3% 2018 batch results: 57.5 %	
		Success Data of Passed Out Batch	Verified	Fair (3)	Details maintained	


5	C – Files (Student Files)	Placement (Proof- for previous Acad Year)			Details maintained by the TPO, placement details of 2018-22 batch will be verified on 16/11/2022	
		Higher Studies (Proof- for previous Acad Year)	Verified	Fair (3)	Details to be collected and maintained	Details Filed
		Career/Skill Development Programs	Verified	Good (4)	Two days of Company Specific Pattern Training Conducted for 2022-26 batch students during their induction programme - by Know-Up Knowledge foundation, Also weekly training provided to the selected students by the Placement Cell	
		Achievements	Nil			
		Entrepreneurship / Start ups	Nil			
		Professional Society Activity	Verified	Fair (3)	CSI Chapter details updated, Department association activities initiated and details updated	
6	D – Files (Miscellaneous Files)	Staff Extension Activities	Nil			
		Staff Duties/Responsibilities	Verified	Good (4)	Workload details maintained	
		Department Budget			Will be submitted on 15/11/2022	Submitted and filed the department budget.
7	Minutes and Action taken reports of Class Committee/Advisory meetings	Verified	Good (4)	Minutes of the class committee meetings documented		
8	Details of licensed software in the department	Nil			Available. Maintained by CSE dept.	
9	Details showing the conduct of remedial classes	Verified	Good (4)	S7 -updated S5- pending S3- updated	Upated.	
10	Equipment log registers used in the laboratories	Verified	Good (4)	All the registers updated		

11	Question paper and sample answer sheets for assessment of practical courses	NA			
12	Details of faculty evaluation and action taken on it	Verified	Good (4)	Faculty remedial measures (if any) to be recorded	
13	Department library register showing volume and title of books, journals etc.	verified	good (4)	Registers maintained	
14	Register showing activity points	verified	good (4)	Details documented	
15	Details of MOOC Courses taken by students			NPTEL and Spoken tutorial details documented by the respective Coordinators & will be verified on 16/11/2022	


HOD
16/11/22

HOD
DEPT. OF COMPUTER SCIENCE AND ENGINEERING
ST. THOMAS COLLEGE OF ENGINEERING
AND TECHNOLOGY
SIVAPURAM, KANNUR


INTERNAL AUDITOR
1. Nivin.Vk

2. Nithin.C 
16/11/22

IQAC COORDINATOR
ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM, KANNUR



St. Thomas College of Engineering & Technology

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CIVIL ENGINEERING						
FIRST INTERNAL AUDIT AY 2022-23 ODD SEMESTER						
Sl No:	Category	Documents	Status	Rating	Remarks	Department HoD response
1	A1 files	Time table (with tutorials) – Staff arranged in hierarchical order	Verified	Good (4)	Verified Class Time table of S7,S5 & S3 (AY 2022-23). <i>Staffs to be arranged in hierarchichal order. Individual time table and master time table also maintained.</i>	Staffs arranged in hierarchichal order
		Internal exam QP (DQAC Approved)	Verified	Good (4)	Verified Scrutiny reports, Question Papers & Answer schemes of Series Test 1 (AY 2022-23 Odd Semester). HoD counter signature missing in the scrutiny reports	Counter signed in all scrutiny reports
		Innovative Teaching approaches	Nil		Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	File created and will submit today
		Tutorial samples with log book	Verified	Good (4)	Few signatures missing in the log register	Missing signatures is marked
2	A2 files - Academic Files	(Course files)	Verified	Good (4)	Verified all the course files of S3 S5 & S7 courses General suggestions All the pending works in the log books especially that of practical sessions need to be completed as soon as possible	Pending works completed
A3 Files -		CO-PO, CO-PSO mapping	Verified	Fair (3)	CO PO mapping done, PSOs defined and mapping to be done	PSO mapping is not done
		PO, PSO attainment	Nil		Attainment calculation to be done with through Linways	Not done
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil		Curriculum gaps to be identified and addressed	Curriculum gaps identified in programs conducted and will submit separate file today

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)	Verified the list of project titles and supervisors	
		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs Activities organized under each group)	Verified	Fair (3)	SIG were formed and activities conducted, Minutes of the meeting and reports of the activities to be maintained	Attendance sheet and meeting minutes updated
		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	Fair (3)	Sayana M attended NPTEL course, FDP report to be submitted. More faculties to be encouraged to attend FDPs	
		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	Good (4)	Result analysis files maintained AY 2021-22 S1: 53% S3: 50% S5: 61.11% 2018 batch results: 50 %	

5	C – Files (Student Files)	Success Data of Passed Out Batch	Verified	Fair (3)	Details Filed and maintained	
		Placement (Proof- for previous Acad Year)			Details maintained by the TPO, placement details of 2018-22 batch will be verified on 16/11/2022	
		Higher Studies (Proof- for previous Acad Year)	Verified	Good (4)	Details (Id card/fee payment details) Filed and maintained	
		Career/Skill Development Programs	Verified	Good (4)	Two days of Company Specific Pattern Training Conducted for 2022-26 batch students during their induction programme - by Know-Up Knowledge foundation, Also weekly training provided to the selected students by the Placement Cell	
		Achievements	Nil			
		Entrepreneurship / Start ups	Nil			
		Professional Society Activity	Nil			
6	D – Files (Miscellaneous Files)	Staff Extension Activities	Nil			
		Staff Duties/Responsibilities	Verified	Excellent (5)	Workload details filed and maintained	
		Staff/Guest Appointment Details	Nil			
		Guest Acquaintance (Semester-wise)	Nil			
		Department Budget			Will be submitted on 15/11/2022	Submitted
7	Minutes and Action taken reports of Class Committee/Advisory meetings	Verified	Good (4)	Minutes of the class committee meetings documented		
8	Details of licensed software in the department	Nil			Will maintain separate file	

9	Details showing the conduct of remedial classes	Verified	Excellent (5)	Verified the remedial log registers	
10	Equipment log registers used in the laboratories	Verified	Good (4)	All the registers updated	
11	Question paper and sample answer sheets for assessment of practical courses	NA			
12	Details of faculty evaluation and action taken on it	Verified	Good (4)	Faculty remedial measures (if any) to be recorded	
13	Department library register showing volume and title of books, journals etc	Verified	Good (4)	Registers maintained	
14	Register showing activity points	Verified	Good (4)	Details documented	
15	Details of MOOC Courses taken by students			NPTL and Spoken tutorial details documented by the respective Coordinators & will be verified on 16/11/2022	

[Signature]
HOD
Vijila Balakrishnan
 DEPT. OF CIVIL ENGINEERING
 ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY
 TRIPUNITHURUR

IQAC COORDINATOR
ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY
 NUR

[Signature]
INTERNAL AUDITOR
 1. PRASHANTH
 2. NITHIN C.



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ELECTRONICS AND COMMUNICATION ENGINEERING

FIRST INTERNAL AUDIT AY 2022-23 ODD SEMESTER

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)	Verified Class Time table of S7, S5 & S3 (AY 2022-23) Staffs arranged in hierarchical order. Individual time table and master time table also maintained.	
		Internal exam QP (DQAC Approved)	Verified	Good (4)	Verified Scrutiny reports, Question Papers & Answer schemes of Series Test I (AY 2022-23 Odd Semester)	
		Innovative Teaching approaches	Nil		Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	will encourage blended learning methods
		Tutorial samples with log book	Verified	Good (4)	Tutorial log registers verified S7: last updated on 08/11/2022 S5: last updated on 14/11/2022 S3: last updated on 07/11/2022 Student Signatures in few sessions missing	will be rectified
2	A2 files - Academic Files	(Course files)	Verified	Good (4)	All the course files verified General suggestion Details of mark distribution to be shown inside the answer booklet	suggestions will be implemented
		CO-PO, CO-PSO mapping	Verified	Fair (3)	CO/PO mapping done, PSOs defined and mapping to be done	will be done

1	A3 Files - Academic Files	PO, PSO attainment	Nil		Attainment calculation to be done with through Litways		
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil		Curriculum gaps to be identified and addressed	gaps will be identified and programmes will be arranged based on the gaps	
		Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Verified	Good(4)		Verified the list of project titles and supervisors	
		Subject Group (List of groups and Faculty allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Verified	Poor (2)		SIG were formed, however no updations done in this semester	More activities will be organised and implemented
4	B - Files (Staff Files)	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	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	Fair (3)		Assoc. Prof. Anetha Mary Soman completed the FDP on System Design Through Verilog-NPTEL AICTE FDP More faculties to be encouraged to participate in FDPs	number will be improved
		FDP/Conference Organized	Nil				

5	C - Files (Student Files)	Awards / Honors	Nil				
		External Interaction	Nil				
		Roll List (for last 3 years)	Verified	Excellent (5)			
		KTU Results and Analysis (Semester-wise)	Verified	Poor (2)		Result analysis files maintained AY 2021-22 S1: 0 % S3: 6.67 % S5: 41.67 %	Already remedial measures (active mentoring system) have been taken for improving the results
		Success Data of Passed Out Batch	Verified	Fair (3)		Details maintained	
		Placement (Proof- for previous Acad Year)				Details maintained by the TPO, placement details of 2018-22 batch will be verified on 16/11/2022	
		Higher Studies (Proof- for previous Acad Year)	Verified	Good (4)		Details filed and maintained	
		Career/Skill Development Programs	Verified	Good (4)		Two days of Company Specific Pattern Training Conducted for 2022-26 batch students during their induction programme - by Know-Up Knowledge foundation. Also weekly training provided to the selected students by the Placement Cell	
6	D - Files (Miscellaneous Files)	Staff Extension Activities	Nil				
		Staff Duties/Responsibilities	Verified	Excellent (5)		Workload details filed and maintained	
		Staff/Guest Appointment Details	Nil				
		Guest Acquaintance (Semester-wise)	Nil				
		Department Budget				Will be submitted on 15/11/2022	
7	Minutes and Action taken reports of Class Committee/Advisory meetings	Verified	Good (4)		Minutes of the class committee meetings documented		

8	Details of licensed software in the department	Nil			
9	Details showing the conduct of remedial classes	Verified	Good (4)	Remedial log registers updated till S7- 9/11/2022 S5- 9/11/2022 S3- 8/11/2022 Few Faculty signatures missing in remedial log register	will be rectified
10	Equipment log registers used in the laboratories	Verified	Good (4)	All the registers updated	
11	Question paper and sample answer sheets for assessment of practical courses	NA			
12	Details of faculty evaluation and action taken on it	Verified	Good (4)	Faculty remedial measures (if any) to be recorded	
13	Department library register showing volume and title of books, journals etc.	verified	good (4)	Registers maintained	
14	Register showing activity points	verified	good (4)	Details documented	
15	Details of MOOC Courses taken by students			NPTEL and Spoken tutorial details documented by the respective Coordinators & will be verified on 16/11/2022	

HOD
16/11/2022
Nithin C
AP of HoD, ECE

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INTERNAL AUDITOR
1. ASHRAK
AP, CE

2. Nithin C

IQAC COORDINATOR
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MECHANICAL ENGINEERING						
FIRST INTERNAL AUDIT AY 2022-23 ODD SEMESTER						
Sr No.	Category	Documents	Status	Rating	Remarks	Department HoD response
1	A1 files	Time table (with tutorials) - Staff arranged in hierarchical order	Verified	Excellent (5)	Verified Class Time table of S7, S5 & S3 (AY 2022-23) Staffs arranged in hierarchical order. Individual time table and master time table also maintained.	
		Internal exam QP (DQAC Approved)	Verified	Fair (3)	Signature missing in scrutiny reports	
		Innovative Teaching approaches	Nil		Encourage blended learning methods, project based learning, flipped classroom teaching methods and other such innovative approaches	
		Tutorial samples with log book	Verified	Fair (3)	Tutorial logbooks updated till S7- 7/11/2022 S5- 8/11/2022 S3- 4/11/2022 Few Faculty signatures missing in tutorial log register	
2	A2 files - Academic Files	(Course files)	Verified	Fair (3)	All course files verified except MET 201, MEL 201 (handled by Asst. Prof. Melvin Philip Mathew) and the same to be submitted on or before 17/11/2022	
		CO-PO, CO-PSO mapping	Verified	Fair (3)	CO PO mapping done, PSOs defined and mapping to be done	

3	1. A3 Files - Academic Files	PO, PSO attainment	Nil		Attainment calculation to be done with through Lanways	
		Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Nil		Curriculum gaps to be identified and addressed	
		Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	Verified	Good(4)		Verified the list of project titles and supervisors
		Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Verified	Poor (2)		SIG were formed, however no updations done in this semester
4	B - Files (Staff Files)	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	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			
		FDP/Conference Organized	Nil			
		Awards / Honors	Nil			
		External Interaction	Nil			
		Roll List (for last 3 years)	verified	Excellent (5)		

5	C - Files (Student Files)	KTU Results and Analysis (Semester-wise)	Verified	Poor (3)	AY 2021-22 S1: 13% S2: 16% S3: 25% 2018 batch results: 28.12%
		Success Data of Passed Out Batch			Documents not submitted
		Placement			Details maintained by the TPO, placement details of 2018-22 batch will be verified on 16/11/2022
		Higher Studies (Proof- for previous Acad Year)			no updations
		Career/Skill Development Programs	Verified	Good (4)	Two days of Company Specific Pattern Training Conducted for 2022-26 batch students during their induction programme - by Know-Up Knowledge foundation. Also weekly training provided to the selected students by the Placement Cell
		Achievements	Nil		
		Entrepreneurship / Start ups	Nil		
		Professional Society Activity	Nil		
6	D - Files (Miscellaneous Files)	Staff Extension Activities	Nil		
		Staff Duties/Responsibilities	Verified	Excellent (5)	Workload details filed and maintained
		Staff/Guest Appointment Details	Nil		
		Guest Acquaintance (Semester-wise)	Nil		
		Department Budget			Will be submitted on 15/11/2022
7		Minutes and Action taken reports of Class Committee/Advisory meetings	Verified	Good (4)	Minutes of the class committee meetings documented

8	Details of licensed software in the department	Nil			
9	Details showing the conduct of remedial classes	Verified	Good (4)	Remedial log registers updated till S7- 9/11/2022 S5- 9/11/2022 S3- 7/11/2022 Few Faculty signatures missing in remedial log register	
10	Equipment log registers used in the laboratories	Verified	Good (4)	All the registers updated	
11	Question paper and sample answer sheets for assessment of practical courses	NA			
12	Details of faculty evaluation and action taken on it			Faculty evaluation reports not submitted	
13	Department library register showing volume and title of books, journals etc.	verified	good (4)	Registers maintained	
14	Register showing activity points	verified	good (4)	Details documented	
15	Details of MOOC Courses taken by students			NPTEL and Spoken tutorial details documented by the respective Coordinators & will be verified on 16/11/2022	

K...
HOD 16/11/22

Shreekrishnan

S...
INTERNAL AUDITOR

1. Saritha Narayanan
2. Nithin.C

IQAC CO-ORDINATOR
ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
S...
S...