Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)
DEPARTMENT OF BASIC SCIENCE AND HUMANITIES

Year and Semester of Audit: 2022-23 Even   **Date of Audit:** 15/6/23, 19/6/23

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Google Classroom Available / Not	Type	Number	Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
S2												
1	MAT 102 (CE)	VCDET	JPM	C		A			Assignment+Tutorial	1+2		
2	MAT 102 (ME)	VCDET	Dr.TC	C		A		A	Assignment+Tutorial	1+2	Dated course plan missing	Completed
3	MAT 102 (ECE)	VCDET	LP	C		A		A	Assignment+Tutorial	1+2		
4	MAT 102 (EEE)	VCDET	MM	C		A		A	Assignment+Tutorial	1+1		
5	MAT 102 (CSE A)	VCDET	EVH	C		A		A	Assignment+Tutorial	2+2		
6	MAT 102 (CSE B)	VCDET	AJ	C		A		A	Assignment+Tutorial	1+1		
7	MAT 102 (CS AI)	VCDET	JPM	C		A		A	Assignment+Tutorial	1+2		
8	MAT 102 (AI&DS)	VCDET	EVH	C		A		A	Assignment+Tutorial	2+2		
9	MAT 102 (CSE CY)	VCDET	AJ	C		A		A	Assignment+Tutorial	1+1		
10	PHT 100 (EEE)	ENGG.PHY	Dr. SG	InC	Previous year CO, PO attainment value missing	A		A	Assignment+Tutorial	1+1	Interim test QP not approved, Test marks not entered in course diary, BL missing in tutorial QP, Tutorial sample missing	Completed
11	PHT 110 (CSE CY)	ENGG.PHY	Dr. SG	C		A		A	Assignment+Tutorial	1+1	Interin test marks may be entered in course diary, BL missing in tutorial question paper, Tutorial sample missing	Completed
12	PHT 100 (ECE)	ENGG.PHY	Dr.RR	C		A		A	Assignment+Tutorial	3+4		
13	PHT 100 (CS AI)	ENGG.PHY	Dr.RR	C		A		A	Assignment+Tutorial	3+4		
14	PHT 100 (AI & DS)	ENGG. PHY	JA	InC	Previous year CO, PO attainment value missing	A		A	Tutorial	2		Completed
15	PHL 120 (EEE)	PHY LAB	Dr. SG	InC	Previous year PO attainment missing	A		A			Date missing in approved course plan	Completed
16	PHL 120 (CS CY)	PHY LAB	Dr. SG	C		A		A			Date missing in approved course plan	Completed
17	PHL 120 (ECE)	PHY LAB	Dr.RR	InC	Attendance not fully marked	A		A				Completed
18	PHL 120 (CSE AI)	PHY LAB	Dr.RR	InC	Attendance not fully marked	A		A				Completed
19	PHL 120 (AI & DS)	PHY LAB	JA	InC	Previous year PO attainment value missing	A		A				Completed
20	CYT 100 (CE)	ENGG.CHE	Dr. KS	C		A		A	Assignment+Tutorial	1+3		
21	CYT 100 (ME)	ENGG.CHE	AV	C		A		A	Assignment+Tutorial	1+6		
22	CYT 100 (CSE B)	ENGG.CHE	AV	C		A		A	Assignment+Tutorial	1+6		

No	Course	Dept	Faculty	C/InC	Issues	A		A	Assessment	Count	Remarks	Status
23	CYT 100 (CSE A)	ENGG.CHE	ANK	InC	PSO missing,Course progress report incomplete,Impact analysis report incomplete	A		A	Assignment+Tutorial	2+2		Completed
24	CYL 100 (CE)	CHE LAB	Dr. KS	C		A		A				
25	CYL 100 (ME)	CHE LAB	Dr. KS	C		A		A				
26	CYL 100 (CSE B)	CHE LAB	ANK	InC	PSO missing,Previous CO -PO attainment missing	A		A				Completed
27	CYL 100 (CSE A)	CHE LAB	ANK	InC	PSO missing,Previous CO -PO attainment missing	A		A				Completed
28	HUN 102 (CE)	PC	AMS	C		A		A	GD	1		
29	HUN 102 (ME)	PC	Dr.ST	InC	Vision ,Mission,PSO not of ME dept. LA1 mark not entered in course diary Previous PO attainment values not filled	A		A	GD,Presentation	3		Completed
30	HUN 102 (ECE)	PC	Dr.ST	InC	LA1 mark not entered in course diary	A		A	GD,Presentation	3		Completed
31	HUN 102 (EEE)	PC	AP	C		A		A	GD	1		
32	HUN 102 (CSE A)	PC	AP	C		A		A	GD	1		
33	HUN 102 (CSE B)	PC	AMS	C		A		A	GD	1		
34	HUN 102 (CSE AI)	PC	AMS	InC	PSO missing	A		A	GD	1		Completed
35	HUN 102 (AI&DS)	PC	Dr.ST	InC	LA1 mark not entered in course diary	A		A	GD,Presentation	3		Completed
36	HUN 102 (CSE CY)	PC	AP	C		A		A	GD	1		
S4												
1	MAT202 (CE)	PS&NM	AJJ	C					Assignment + Tutorial	1+3	Tutotial sample sheet missing	completed
2	MAT202 (ME)	PS&NM	EB	InC	PO & PSO mapping missing in course diary,	A		A	Tutorial	3	Tutotial sample sheet missing	completed
3	MAT204(ECE)	PRP&NM	AJJ	C					Assignment + Tutorial	(0)1+(3)5	Tutotial sample sheet missing	completed
4	MAT204(EEE)	PRP&NM	EB	C		A		A	Assignment + Tutorial	(0)1+(3)5	Tutotial sample sheet missing	Completed
5	MAT206(CSE A)	GT	LP	C		A		A	Assignment + Tutorial	4+1		
6	MAT206(CSE B)	GT	LP	C		A		A	Assignment + Tutorial	4+1		
7	MAT236(CSE AI)	MFAI	Dr.TC	C		A		A	Assignment + Tutorial	3+1	Assignment details not filed.	Completed
8	MAT256(AI&DS)	PSM	EB	InC	PO & PSO mapping missing in course diary,	A		A	Assignment + Tutorial	(0)1+(3)5	Tutotial sample sheet missing, Assignment key missing, Assignment submission date not mentioned	Completed
S6												
1	HUT300(CE)	IE&FT	BG	C		A		A	Assignment	2		
2	HUT300 (CSE A)	IE&FT	BG	C		A		A	Assignment	2		
3	HUT300 (CSE B)	IE&FT	BG	C		A		A	Assignment	2		
4	HUT300 (CSE AI)	IE&FT	BG	C		A		A	Assignment	2		
MINOR&HONOR												
1	MAT 282	MO	JPM	C		A		A	Assignment + Tutorial	1+1		
2	CST 284	MFML	MM	InC	PO & PSO Mapping missing, IE1 result analysis not entered in course diary, Assignment details not entered in coursediary,	A		A	Assignment	1	assignment submission date not mentioned, Assignment answer key missing.	Completed
3	CST 284	MFML	EVH	C		A		A	Assignment + Tutorial	1+2	Assignment answer key missing, IE1 result analysis missing	Completed
4	MAT382	ANT	AJ	C		A		A	Tutorial	1		

5	CST 294	CFML	AJJ	InC	Weekly schedule missing,	A		A	Assignment + Tutorial	(0)1+(2)5	5 tutorials planned only 2 produced, IE1 result analysis missing	Completed Result analysis not required for Honours paper
S2 MCA												
1	20MCA162	AS	MM	InC	COs not written	A		A	Tutorial	2		Completed

Feedback Status

  S2 Incomplete   **S4**   **S6**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	VCDET	Dr.KS	1	yes		
2	ENGG. PHY	Dr.TC	1	yes		
3	ENGG. CHE	Dr.SG	1	yes	Answer key of Assignment exam missing. Student and faculty list missing	Completed
4	PC	BG	1	yes		

        General comments:

Name and Signature

Auditors   **Auditee Dept. HoD**

    Auditor 1:   Mr.Tony Mathew

    Auditor 2:   Mr. Alvin Thariyath

    Auditor 3:   Ms. Deepa Prabhu R.

    Auditor 4:   Ms.Shareena Basheer

    Note: Insert additional rows, if required and delete blank rows before printing.

                    Take print out and submit to the IQAC after signing.

Internal Academic Audit Report (First Audit)

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

Muthoot Institute of Technology & Science

Year and Semester of Audit: 2022-23 Even   Date of Audit:

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary Complete / Incomplete	Course Diary Comments (If incomplete)	Alignment of classes with the course plan Aligned / Not Aligned	Alignment of classes with the course plan Comments (If Not Aligned)	Alignment of assessments with course plan Aligned / Not Aligned	Alignment of assessments with course plan Comments (If Not Aligned)	Google Classroom Available / Not	Assignments/Projects given Type	Assignments/Projects given Number	Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
S6 CS AI														
1	CST 302	CD	SB	C		A	45 planned, 39 taken	A		A	A-2		IE1 answer key missing, IE 2 QP missing	
2	AIT304	RIS	NK	C		A	46 planned, 41 taken	A		A	A-2, T-3			
3	CST306	AAD	DEB	InC	Assignment marks not written in course diary	A		A		A	A-3, T-5			Completed
4	CAT 312	GT	CJ	C		NA	45 planned, 25 taken	A		A	A-2, T-1			
5	AIT 352	ANN	LP	InC	Assignment details not entered in course diary, CPR incomplete, IAR incomplete	NA	43 planned, 26 taken	A		A	A-1, T-2			Completed
6	CAT308	CC	Dr CMA	InC	Course diary incomplete								No check list, course plan not approved, subject coverage missing	Completed
7	AIL332	RL	Dr AAJ/NK/SSKN	InC	Continuous assessment marks not entered in course diary	A		A					Model viva questions not kept	Completed
8	CAD334	MP	DEB/SB/AV	InC	Continuous assessment marks not entered in course diary	A		A						Completed
S4 CS AI														
2	CST 202	COA	SSKS	InC	Planned and actual plan missing in CPR, date mentioned in attendance log not clear, IAR incomplete	A		A			A-1, T-3			Completed
3	CST204	DBMS	CJ	C				A			A-2, T-4		IE2 QP missing	
4	CST 206	OS	TKS	InC	Vision, mission, PEO, PSO, Syllabus not properly pasted	A		A			A-4, T-5, CT-1			Completed
6	HUT200	PE	EPS	InC	IAR not complete	NA	11 out of 25 taken	A			A-2		Course plan not approved, IE2 QP missing	Completed
7	MCN 202	COI	DEB	InC	Assignment marks not written in course diary	A		A			A-3			Completed
8	AIL 202	DBMSLAB	CJ/ SY	InC	IAR not complete	A		A						Completed
9	CSL 204	OS LAB	TKS/ SB/LP	InC	Vision, mission, PEO, PSO, Syllabus not properly pasted, IAR not complete	A		A						Completed
S4 AI&DS														
1	CST 202	COA	SSKS	InC	CPR, IAR incomplete	A	45 planned, 38 taken	A		A	A-1, T-3			Completed
2	CST204	DBMS	SY	InC	IE1 result analysis incomplete	A	49 planned, 36 taken	A		A	A-2, T-4			Completed
3	CST 206	OS	EPS	InC	IAR incomplete	A	49 planned, 36 taken	A		A	A-2, T-2		Tutorial sample not kept	Completed
4	HUT 200	PE	RJ	InC	IE1, Assignment marks not entered. CPR, IAR incomplete	A	27 planned, 17 taken	A		A	A-2		IE2 QP not kept	Completed
5	MCN 202	COI	SB	InC	CPR, IAR incomplete	A		A		A			Course plan not approved, assignment sample sheets not valued, tutorial not kept, previous year university QP missing	Completed
6	ADL 202	PSM LAB	Dr JV/ NK/SSKN	InC	Continuous assessment marks not entered in course diary	A		A						Completed
7	CSL 204	OS LAB	EPS/RJ	InC	Continuous assessment marks not entered in course diary	A		A						Completed
S4 Honours														
1	ADT294 (Honours)	CFFB	TKN	C		NA	37 planned, 27 taken				A-1, S-1			

Internal Academic Audit Report (First Audit)
DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

Muthoot Institute of Technology & Science

Year and Semester of Audit: 2022-23 Even

Date of Audit:

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary		Alignment of classes with the course plan		Alignment of assessments with course plan		Google Classroom Available / Not	Assignments/Projects given		Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number		
2	ADT296 (Honours)	ATCG	JV	InC	Assignment marks not entered in course diary	NA	42 planned, 19 taken				A-2, T-3		second assignment details and tutorial samples missing in course file, IE 2 QP not kept	Completed
S2														
1	EST102 (CE)	PiC	SY	InC	Teaching record not signed, CPR and IAR incomplete, continuous assessment and tutorial log not filled	A	36 planned, 37 taken	A		A			Assignment test answer key missing, assignment test QP not verified, CO number not written in assignment test sample sheets, assignment 1 and 2 answer key not kept	Completed
2	EST102(AI&DS)	PiC	RJ	InC	TT not entered in course diary, Tutorial log missing, CPR and IAR incomplete	A	60 planned, 36 taken	A		A			File not in proper order	Completed
3	EST102 (ECE)	PiC	LP	InC	CPR and IAR incomplete, tutorial and assignment log missing	A	36 planned, 33 taken	A		A			Course plan not approved	Completed
4	EST102 (CS-AI)	PiC	AV	C		A	55 planned, 25 taken	A		A			Interim exam QP not approved, CO number not written in sample answer sheet, tutorial not valued, previous year university QP missing\	Completed
S2 M.Tech														
1	222TCS100	ADSA	Dr CMA		File not submitted									Completed
2	222TCS002	DL	Dr JV		No course diary		No details		No details	No details			Dates and hours not filled in course plan, actual subject coverage missing, internal exam details, assignment details, prev year qp missing, attainment missing	Completed
3	222ECS003	CV	AV		No course diary		No details		No details	No details			Dates and hours not filled in course plan, actual subject coverage missing, internal exam details, assignment details, prev year qp missing, attainment missing	Completed
4	222ECS022	NLP	Dr SMI		File not submitted									
5	222PCS100	MINI PROJECT	Dr CMA		File not submitted									
6	222LCS001	DL LAB	Dr JV		No course diary								Check list missing, Dates and hours not filled in course plan, actual lab coverage missing, lab continuous assessment missing, lab exam details missing, attainment missing	Completed
S4 M.Tech														
1	06DS7012	PP-II	LP		No course diary								No check list, attainment details missing	

Feedback Status

S4 Complete   S6 Complete   S8 NA

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S6 CS A1	Mr. Eldhose P Sim	2	Yes	Student list, faculty list, timetable mssing, check list not pasted, IE analysis mssing	
	S4 CS A1	Dr. Jina Varghse	2	Yes	IE analysis missing	
	S4 AI & DS	Dr. Cerene Mariam Abraham	File not available			

Internal Academic Audit Report (First Audit)
DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

Year and Semester of Audit: 2022-23 Even   Date of Audit:

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary		Alignment of classes with the course plan		Alignment of assessments with course plan		Google Classroom Available / Not	Assignments/Projects given		Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number		
2		S2 M Tech	Ms. Chinchu Jacob	NA										

3

General comments:

Name and Signature

<u>Auditors</u>   <u>Auditee Dept. HoD</u>

  Auditor 1:

  Auditor 2:

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Internal Academic Audit Report (First Audit)
DEPARTMENT OF CIVIL ENGINEERING

Muthoot Institute of Technology & Science

Year and Semester of Audit: 2022-23 Even

Date of Audit: 14/6/23 to 15/6/23

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary Complete / Incomplete	Course Diary Comments (If incomplete)	Alignment of classes with the course plan Aligned / Not Aligned	Comments (If Not Aligned)	Alignment of assessments with course plan Aligned / Not Aligned	Comments (If Not Aligned)	Google Classroom Available / Not	Assignments/Projects given Type	Number	Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
S2														
1	EST 100	EM	Dr. AM	C		A		A		A	Problems	5		
2	EST 100	EM	SMJ	C		A		A		A	Problems	2	New checklist to be added	
3	EST 100	EM	DAV	C		A		A		A	Problems	1	LA1 sample missing, Tutorial key missing, Previous QPs missing	
4	EST 100	EM	Dr. KCB	InC	Impact analysis incomplete, LA marks not entered	A		A		A	Problems	2	Missing Tutorial 3 key, LA1 sample and Previous QPs	Completed
5	EST 100	EM	JJ	InC	LA marks not entered, HoD sign missing	A		A		A	Problems	3		Completed
6	EST 120	BCE	RM	InC	Impact analysis incomplete	A		A		A	Descriptive	3		Completed
7	EST 120	BCE	SSR	InC	LA marks not entered	A		A		A	Descriptive	2		Completed
8	EST 120	BCE	STG	C		A		A		A	Descriptive	2		
9	EST 120	BCE	SJD	C		A		A		A	Descriptive	1	Checklist missing	
10	ESL 120	CEWS	Dr. KCB	InC	Continuous assessment marks not entered	A		A		A				Completed
11	ESL 120	CEWS	STG	C		A		A		A				
12	ESL 120	CEWS	MMJ	InC	Continuous assessment marks not entered, Impact analysis missing	A		A		A				Completed
13	ESL 120	CEWS	SMJ	InC	Impact analysis missing	A		A		A			New checklist to be added	Completed
S4														
1	CET 202	EG	GSM	InC	Impact Analysis not done, LA marks not entered	A		A		A		3	LA2 QP not approved, Sample and attainment m	Completed
2	CET 204	GE I	STG	InC	Impact analysis incomplete	A		A		A	Problems - 3 Quiz - 2	5		Completed
3	CET 206	TE	RM	C		A		A		A	Descriptive	5	LA 4 and 5 sample not graded	
4	MCN 202	CI	BV	InC	HoD Signature Missing, Impact analysis incomplete	A		A		A		1		Completed
5	HUT 200	PE	SJ	InC	Continuous assessment log not entered, Impact analysis incomplete	A		A		A	Quiz	1		Completed
6	CEL 202	MT LAB	SJ	C		A		A		A				
7	CEL 204	FM LAB	GSM	C		A		A		A				
S4 HONOURS														
8	CET 292	AMS	Dr. BK	C		A		A		A		2		
S6														
1	CET 302	SA II	Dr. AM	C		A		A		A	Problems	7		
2	CET 304	EE	Dr. MLPN	C		A		A		A	Problems	3		
3	CET 306	DHS	SJD	C		A		A		A	Problems	1	Coursefile checklist missing	
4	CET 308	CCV	RM	InC	Impact Analysis not done	A		A		A				Completed
5	CET 352	ACT	SJ	InC	LA marks incomplete, Impact analysis incomplete	A		A		A	Descriptive	3		Completed
6	CET 372	FDB	SMJ	C		A		A		A	Descriptive	2	Coursefile new checklist to be added	
7	CEL 332	TE LAB	SSR	C		A		A		A				
8	CEL 334	S LAB	BV	InC	Impact Analysis not done	A		A		A				Completed
S8														

1	CET 402	QSV	JJ	C		A		A		A	Problems	3		
2	CET 404	CCV	JJ	C		A		A		A				
3	CET 414	ASD	BV	C	HoD Signature Missing	A		A		A	Problems	3		
4	CET 418	ERD	DAV	C		A		A		A	Programs	2		
5	CET 438	ASH	SSR	InC	LA Marks not entered	A		A		A	Descriptive	2		Completed
6	CET 444	I & DE	GSM	C		A		A		A	Descriptive	2	COs not entered in internal exam answer sheets	
7	CET 476	BS	Dr. KCB	InC	Attendance entry incomplete	A		A		A	Problems/Descriptive	5	Coursefile checklist missing	Completed
8	CED 416	PPII	Dr. KCB	C		A		A		A				

Feedback Status

S4   S6   S8

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S4	Dr. AM	3	Yes		Completed
2	S6	RM	2	Details of one meeting incomplete		
3	S8	SJD	2	Yes		
4	BCE/CEWS	JJ	1	Yes		
5	EM	BV	1	Yes		

General comments:

Name and Signature

Auditors   **Auditee Dept. HoD**

Auditor 1: Dr. Reshmi N G

Auditor 2: Nayana P K

Note: Insert additional rows, if required and delete blank rows before printing.
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Internal Academic Audit Report (First Audit)
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Year and Semester of Audit: 2022-23 Even   Date of Audit:

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary		Alignment of classes with the course plan		Alignment of assessments with course plan		Google Classroom Available / Not	Assignments/Projects given		Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number		
S4 CSE A														
1	CST 202	COA	SG	InC	LA mark misisng	A		A			A-1, T-5	6	CO missing in answer sheet, Previous QP missing	Completed
2	CST 204	DMS	DS	InC	IE 1 result analysis missing	A		A			A-1, T-4	5	Consolidation of LAs not in CP	Completed
3	CST 206	OS	SS	C		A		A			A-2, T-2	4	complete	
4	EST 200	DE	SVKS	InC	CAY m1 attainment missing.teaching record not signed. LA mark missing	NA		NA			A-1	1	LA consolidation missing in CP. PYQP missing	Completed
5	MCN 202	CoI	JJ	InC	eaching record not signed. CAYm1 attainment missing	A		A			A	3	CO missing in answer sheet. LA level analysis missing. LA not evaluated.	Completed
6	CSL 202	DL	RM,SVKS	InC	Details not entered in front page, IAR missing								lab manual missing	Completed
7	CSL 204	OS lab	SS, JJ	C		A		A					complete	
S4 CSE B														
1	CST 202	COA	JJ	InC	teaching record not signed. LA mark missing. IE2 result analysis missing						T-4	4	QP not approved. CO missing in sample sheet. LA level analysis, CO missing.	Completed
2	CST 204	DMS	AR	C		A		A			A-1, T-2	3	Tutorial level analysis missing	
3	CST 206	OS	ST	InC	PSO mising	A		A			A - 1, T- 3	4	complete	Completed
4	EST 200	DE	Other Branch											
5	MCN 202	CoI	Other Branch											
6	CSL 202	DL	RM,DS	C		A		A					Lab manual missing	
7	CSL 204	OS lab	ST, AKA	InC	PSO mising, CAYm1 attainment missing	A		A					Lab manual missing	Completed
Minor														
1	CST 282	Programming Methodologies	SRS	InC	LA missing, Tutorial log missing, IAR missing						A-1, T-2		IE1/ assignment attainment missing,	Completed
S6 CSE A														
1	CST 302	CD	BVS	C							T-5, A-2	7	Tutorial missing as per course diary	
2	CST 304	CG&IP	SKV	C		A		A		A	A-3, T-6	9	Tutorial and assignment samples missing as per course diary	
3	CST 306	AAD	AKA	InC	File name and class not entered correctly, La marks missing,								IE2 details missing, Assignment /Tutorial details missing	Completed
4	CST 308	CCW	ST	C										
5	CSL 332	Networking Lab	SG, AR, SRP	InC	Attendance incomplete	A		A		A			incomplete evaluation sheet	Completed
6	CSD 334	Mini Project	SG	InC	incomplete attendance details								Attainment missing	Completed
S6 CSE B														
1	CST 302	CD	BVS	C		A		A		A	T-5, A-2		Tutorial missing as per course diary	
2	CST 304	CG&IP	SVKS	InC		A		A			A-2, T-3		Previous QP missing, IE1 marks not entered, Tutorial log missing, IAR missing	Completed

No	Course Code	Course Name	Faculty	Status	Issues								Remarks	Status
3	CST 306	AAD	HH	InC	co-po-pso mapping missing, LA marks missing, , Tutorial/ assignment missing, IAR missing	NA		NA		NA			T/A not graded and attainment missing, previous UTY qps missing	Completed
4	CST 308	CCW	AR	C		A								
5	CSL 332	Networking Lab	SRP, SG, SKV	InC	Incomplete attendance details, IAR missing								continuous evaluation sheet not readable	Completed
6	CSD 334	Mini Project	SKV	InC	Incomplete attendance details, CAYm1 missing	A		A		A			Attainment missing	Completed
ELECTIVE														
1	CST362	Programming in Python	SRS, RNG	C		A		A		A		A-7 T-5	Complete till date (20/6/23)	
2	CST372	Data Analytics	HH	InC	LA marks not entered, HoD sign missing in teaching record							T-5, A-4	course code mismatch, LA attainment missing, LAs not graded	Completed
S8 CSE														
1	CST 402	DC	DS	InC	po-pso missing, internal assessment incomplete	A		A		A				
2	CST 434	NSP	FKA	InC	PEO missing, P 22,23 not complete	A		A				A-3 — 3	LA Consolidation missing.	Completed
3	CST 444	SC	SS	C		A		A		A		A-4 — 4	BL missing in LA	
4	Elective 2	DM	SKV	C								T-6 A-2 — 8	Course file order not proper. Tutorial CO and BL missing	
5	Elective 3	BT	RM	InC	LA missing, P 34 incomplete	A		A		A		T-3 A-1 — 4	IE 2 answer key missing. Tutorial CO, BL missing	Completed
6	CST404	CV	BVS	C										
7	CSD416	Project Phase 2	SL	C										
S2 MTECH														
	222TCS004		ST	C		A		A		A				
	222PCS100		FKA	InC	Attendance log missing									
	222LCS100		HH	InC	No course plan, No attendance log									
	222ECS036		SL	C		A		A		A				
S4 MTECH														
		Project-Phase II	RCR	InC	Mission, vision, calender, co-po missinhAttendance missing, schedule missingm course plan missing								Evaluation sheet missing	
S2 BTECH														
1	EST 102	CSE A	AKA	InC	PSOs missing,course PO&PSO missing,Teaching record not signed by HOD,course progress report not completed,lowAttendance details not entered, impact analysis CAYm1 missing	A				A		A-2 — 2	Assignment question paper level analysis missing,sample sheet not graded, interim exam QP not approved, CO missing in sample answer sheet. Previous QP missing.	
2	EST 102	CSE B	SRS	InC	Final PO attainment in CAYm1 missing. CA missing, tutorial log missing, interim exam marks not entered in course diary	A							Interim exam qp not approved and no level analysis.	
3	EST 102	Cyber Security	SL	InC	Teaching record not signed by HOD, Tutorial log,continuous assessment page not completed,Course progress report not completed,lowAttendance details not entered	A		A				A-6, T-2 — 8	Tutorial and Assignment question paper level analysis missing,sample sheet not graded, interim exam QP not approved, CO missing in sample answer sheet	
4	EST 102	ME	AR	InC	Course progress report not completed,lowAttendance details not entered	A		A				A-9, T-3 — 12	Tutorial and Assignment question paper level analysis missing	

5	EST 102	EE	SRP	InC	LA details missing, CPR missing,CAYm1 missing							Assignment question, and answer key not approved, Tutorials are not graded	

Feedback Status

S4	S6	S8

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S4 CS A	RNG	2	Yes		Completed
2	S4 CS B	BVS		No	Student list missing in 2 and 3 meetting, Meetting number missing	Completed
3	S6 CS A	SS				
4	S6 CS B	JJ	3	Yes		Completed
5	S8 CS	SG	3	No	CC chairman sign missing, Faculty list missing, Final internal marks missing	Completed
5	S2 M.TECH CYSE	AR	1	yes	Checklist missing, Faculty sign missing	
6	S4 M.TECH CYSE	DS	3	Yes		
7	S4-MINOR	FKA	3	Yes	Action taken missing	
8	S2 C programming	RM				

General comments:

Placement File for 18-22 available.
Consolidated list and proof of placements are available.
Include learning activity details in course plan.

Name and Signature

3		Seminar											

Auditors

Auditor 1:   Ms Jincy P Mathai

Auditor 2:   Ms Ambili Mohan

Auditor 3:   Mr Juby Joseph   **Auditee Dept. HoD**

Auditor 4:   Dr. Kavitha S

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Year and Semester of Audit: 2022-23 Even   **Date of Audit:**

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary Complete / Incomplete	Course Diary Comments (If incomplete)	Alignment of classes with the course plan Aligned / Not Aligned	Alignment of classes with the course plan Comments (If Not Aligned)	Alignment of assessments with course plan Aligned / Not Aligned	Alignment of assessments with course plan Comments (If Not Aligned)	Google Classroom Available / Not	Assignments/Projects given Type	Assignments/Projects given Number	Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
S2														
1	EST130	BEEE(AI&DS)	RPH	InC	PO and PSO mapping missing in Courses Diary,Impact Analysis Report not filled,Attendance log not marked,LA mark not entered								Course plan not verifed and approved,LA marks not entered	Completed
2	EST130	BEEE(CC)	RPH	InC	PO and PSO mapping missing in Courses Diary,Impact Analysis Report not filled,Attendance log not marked,LA mark not entered								Course plan not verifed and approved,LA marks not entered	Completed
3	EST130	BEEE(CS AI)	NPK	C		A		A			Descriptive	2	Complete	
4	EST130	BEEE(EEE)	NPK	C		A		A			Descriptive	2	Complete	
5	EST130	BEEE(ECE)	PS	C	PO and PSO mapping missing in Courses Diary,Impact Analysis Report not filled	A		A					Complete	
6	ESL130	EE WS(EEE)	BM	C		A		A					Complete	
7	ESL130	EE WS(AI&DS)	RPH	InC	PO and PSO mapping missing in Courses Diary,Impact Analysis Report not filled								Dates not filled in course plan,Model Qp missing,Model viva QP missing	Completed
8	ESL130	EE WS(ECE)	PS	InC	PO and PSO mapping missing in Courses Diary,Impact Analysis Report not filled	A							Dates missing in course plan	Completed
9	ESL130	EE WS(CC)	AYJ	InC	PO and PSO mapping missing in Courses Diary,Impact Analysis Report not filled	A		A					Signature of faculty missing in course plan,Model questions and Viva QP is missing,	Completed
10	ESL130	EE WS(CS AI)	NPK	C		A							Complete	
S4														
1	ECT206	CAM(ECE)	Dr. SG	C	Program calender is missing. LA details are missing	A		A			Course Projects and tutorials	1	Providing the course project information in the beginning itself helps students to understand the level of expectation from the course. Using the new checklist will be helpful in standardisation	
2	ECT204	S&S(ECE)	Dr. Dhanya	C	Impact analysis report of CAYm1 missing	A	For some topics planned dates are missing in course diary	A			Descriptive	1	COs missing in filed answer scripts CO mapping and attainment calculation of LA missing	
3	ECT202	AC(ECE)	Dr. KPS	C	Continuous assessment details missing in course diary	A		A			Descriptive	1	LA & Tutorial Problem statement with CO mapping missing	
4	HUT200	PE(ECE)	NPK	C		A		A			Descriptive	1		
5	ECL202	ACSL(ECE)	Dr. AJ	C		A		A						

No	Course Code	Course Name	Faculty	Status	Course Diary Remarks						LA Type	No	Remarks	Completion
6	ECL204	ML(ECE)	Dr. SG	C	Impact analysis report - CAYm1 final attainment values are missing	A		A					Model question paper and sample viva questions will be helpful in course file.	
7	MCN202	CoI(ECE)	Dr. GT											
8	EST200	D&E(CS B)	Ms. AJ	C	Weekly schedule of course delivery needs to be updated. LA evaluation details are missing. Final attainment values of CAYm1 in Impact analysis report is missing.	A		A			design thinking exercises	2	Approval details are missing in the IE1 question paper.	
Minor														
1	ECT292	NE(ECE)	Dr. RS											
2	ECT284	DC(ECE)	ASV	C	LA details missing in the course diary	A		A	Date of communication and submission are missing, hence cannot judge the progress		Descriptive	2		
3	ECT282	MC(ECE)	DP	C	CO PO mapping values for the entire course is missing	A		A			Course project	1	Approval missing for the IE1 question paper. Course project problem statement with CO PO mapping is required in the course file.	
S6														
1	ECT302	EM(ECE)	Dr. NPC/PS	InC	Impact analysis of CAYm1 needs to be filled. CO-PO mapping of the course in total is missing. Continuous assessment details are missing in the course diary.	A		A			3 LAs and 2 tutorials		The file is rich in content and course delivery is very well documented. Reordering according to the checklist will help in standardising the course files.	Completed
2	ECT308	CCW	NPK	C		A		A		A				
3	ECT352	DIP	AAJ	InC	LA Marks not entered in the course diary. LA hand in dates are missing	A		NA	Planned LAs not matching with conducted		Descriptive	2	COs not entered in the filed answer scripts. Previous University question papers missing	Completed
4	ECT304	VLSI	BM	C		A		NA	Planned LAs not matching with conducted		3	Descriptive	Retest question paper and answer key for IE1 missing. More than 3 answer scripts are filed for IE1 which can be removed.	
5	ECT362	MEMS	KPS	C		A		NA	no.of LAs in Course plan differ from actual	A	Descriptive	1	COs not entered in the filed answer scripts	
6	HUT310	ME	SKJ	InC	co-po mapping missing,LA marks not entered ,Internal Assesment missing,CAY mi Missing in IAR	A		A			descriptive	4		Completed
7	ECL332	COM LAB	ASV	C		A		A						
8	AIL332	RL	Dr.AAJ											
9	ECD334	Mini Project	Dr. RS											
10	ECT306	ITC	Dr.AJ	C		A		A			Descriptive	2	COs not entered in the filed answer scripts. No of filed tutorials differ from the record in course diary	
S8														

Sl No	Course Code	Course	Faculty	C/InC	Comments		Planned/Taken		LA/Tutorial Details	Assessment	No.	Comments	Status
1	ECT402	WC	ASV	C	signature of faculty and HOD missing in Last page	A	37 planned and 41 taken	NA	10 LA and 4 tutorial planned,details entered for 1 tutorial and 2 assignments	Descriptive	2		
2	ECT434	SC	Dr. AA	C	signature of faculty and HOD missing in Last page	A				Descriptive	2	CO not entered in answer sheet,Sample assignment not graded	
3	ECT426	RTOS	Dr. RS	C	LA marks not entered, Tutorial details not entered, HOD Sign missing in last page	A				Descriptive	2	Complete	
4	ECT458	IoT	DP	InC	Internal Assesment incomplete,Tutorial log incomplete,ignature of faculty and HOD missing in last page	A			5 planned and 2 done	Seminar and Descriptive	2		Completed
5	ECT448	LPVLSI	BM	InC	Tutorial log incomplete in course diary,feedback index not filled,Signature of faculty and HOD missing	NA	planned 35 but taken 50	NA	7 LA planned only three entered in course diary	Descriptive	3	two set of IE1 and IE2 is filed,COs not filled in answer script,attainement not signed by CC,LA1 sample not filed, attainment of LA2 and LA3 not filed,previous year QP not filed	Completed
6	ECT414	BME	AJ	InC	Tutorial log incomplete in	A				Descriptive	3	Learning Acitivity not enterrd in	Completed
7	ECT404	CCW	Dr. NPC/Dr. SKJ									missing	
8	ECD416	PP2	Dr. SKJ/Dr.AA	InC	PO and PSO mapping missing,Student name and attendance not filled,Internal assesment not filled,Schedule not entered,Result Analysis not entered,Impact analysis not filled							Individual mark of guide missing, Attaiment missing, Marks entered in KTU portal Missing,Sample report missing	Completed

Feedback Status

S4   S6   S8

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S8				Missing	
2	2020-24 batch(S6)	Dr. Shoba Gopalakrishnan	2	Minutes and Action taken	Date not entered in first meeting	
3	S4		2	Minutes and Action taken	Name of CC Chair missing	

General comments:

Auditors

Auditor 1:   Daniel A V

Auditor 2:   Sreetha V Kumar

Auditee Dept. HoD

Course Diary :

Muthoot Institute of Technology & Science

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)	Google Classroom Available / Not	Type	Number	Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
S4														
1	EET202	DCMT	AV	C		A		A		A	T-4, LA-2	6	-	Completed
2	EET204	EMT	MS	C	-	A		A		A	LA -5, T -4	5	Split up marks and COs to be entered in answer sheet of retest, PYQ	Completed
3	EET206	DE	SP	InC	Actual date of teaching record, PO attainment CAYm1	A		A		A	LA	4		CAYm1 to be received from relieved faculty. Remaining completed
4	HUT200	PE	PP	InC	Weekly schedule, attendance log & teaching record- hod sign	A		A		A	LA	1	IE1 approved QP	Completed
5	MCN202	COI (EC)	GT	InC	Course progress report HOD sign,LA1 & LA2 mark, CAY incomplete	A		A		A	LA	2	CO in sample answe sheets, PYQ, LA1 & LA2 approved QP, answer key and samples	File handed over to ECE Department
6	MCN202	COI	GT	InC	Course progress report HOD sign,LA1 & LA2 mark, CAY incomplete	A		A		A	LA	2	CO in sample answe sheets, PYQ, LA1 & LA2 approved QP, answer key and samples	Completed
7	EEL202	EM LAB	AV	C		A		A		A			continuous evaluation sheet not found, Lab manual not found	Completed
8	EEL204	DE LAB	SP	InC	Attendance log - HOD sign								Continuous evaluation sheet	Completed
S6														
1	EET302	LCS	BP	C		A		A			LA-4, T-5	9	add the LA topics in plan, Previous yr question paper missing	Completed
2	EET304	PS II	ARR	InC	LA marks to be entered, IE1 attainment in IAR	A		A		A	LA-3, T-11	14	CO in sample answer sheets, LA2 & LA3 QP& answer key with samples, PYQ	Completed
3	EET306	PE	PP	InC	Weekly schedule, Attendanc log & teaching record - HOD sign, Continuous assessment						LA	2	LA answer key	Completed
4	EET322	RES	AVC	InC	Weekly schedule, IAR - CAY, Page 1, LA marks						LA	6	IE1 & RETEST QP sign, LA4 & LA5 QP, answer key and sample	LA4,LA5 not given. Remaining Completed
5	HUT310	ME	GT	InC	Course progress report HOD sign, CAYm1 final attainment, CAY incomplete	A	-	A	-	A	LA	2	List of low and high performers in IE1, LA1QP, answer key & sample, LA2 QP to be approved	Completed as per check list
6	EET308	CC	ARR	InC	co po matrix incomplete, IAR incomplete, attedance log hod sign	A	-	A	-	A	-	-	Course plan with copo mapping and justification	Completed
7	EEL332	PS LAB	ARR	InC	Attendance log - HOD sign, IAR - CAYm1 & CAY incomplete	A		A		A			Continuous evaluation sheet	Completed
8	EEL334	PE LAB	GC	C	-	A	-	A	-	A	-		-	Completed
S8														
1	EET402	EST	TM	C	-	A		A			LA - 5, T -5	5	LA answer keys	Completed
2	ET424	EM	AM	InC	CPR - course alignment	A		A		A	LA - 4, T - 2	4	CO in IE2 sample answer sheet	Completed
3	EET426	SM	VK	InC	CPR,IAR incomplete	A		A		A	LA-3	3	IE qn papers not signed.	Completed
4	EET468	IIM	JG	C	Attendance record not complete	A		A		A	LA-5	5	Details of all LAs not found. Attainments are not signed by faculty, IE qn papers not approved Print size can be bigger.	Completed
5	EET404	CCV	TM	C		A			NA				complete	Completed

AUDIT OBSERVATIONS

Course Diary :

Muthoot Institute of Technology & Science

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary		Alignment of classes with the course plan		Alignment of assessments with course plan		Google Classroom Available / Not	Assignments/Projects given		Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number		
6	EED416	PROJ II	GC		Course Diary missing	A		A		A			Sign of evaluators and respective guide, Schedule and notice of final presentation	Attendance Maintained in register with student signature, Completed
S2														
1	EST130	BEE(EEE)	GC	C		A		A		one tutorial lagging	A	T-2	2		Tutorial given
2	EST130	BEE(ECE)	AM	C		A		A			A	LA-2, T-2	2		Completed
3	EST130	BEE(CS AI)	JJ	C		Attendance marking incomplete	A		A		A	LA-2, T-2	4	Assignment/tutorial details not mentioned in plan	Completed
4	EST130	BEE(AI&DS)	JG	InC	CPR incomplete, CAYm1 details missing, LA marks not entered.	A		NA	LA details on plan is not available	A	T-3	3		Completed
5	EST130	BEE(CC)	JJ	C	CPR - course alignment, IAR - CAYm1& CAY incomplete	A		A		A	LA-2, T - 2	4	CO in sample answer sheets, PYQ, LA sample sheet to be verified	Completed
6	ESL130	EW(EEE)	MS	C		A		A		A				Completed
7	ESL130	EW(ECE)	AM	C		A		A		A				continuous evaluation sheet missing, sample record not submitted,	Sample record will be kept after completion of Workshop. Remaining completed
8	ESL130	EW(CS AI)	APJ	InC	co po matrix incomplete, Attendanc log - HOD sign, Practical work completed, IAR - CAYm1& CAY incomplete	A		A		A			CP not verifed and approved, COntinuous evaluation report	Completed
9	ESL130	EW(AI&DS)	BP	InC	co po matrix incomplete, Attendanc log - HOD sign, Practical work completed, IAR - CAYm1& CAY incomplete	A		A		A			COntinuous evaluation report	Completed
10	ESL130	EW(CC)	JJ	InC	co po matrix incomplete, IAR - CAYm1 & CAY incomplete	A		A		A			CP to be approved by HOD, Continuous evaluation sheet	Completed

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S4	TM	4	Y		Completed
2	S6	AM	4	Y		Completed
3	S8	ARR	5	Y	Students sign not found	Completed

General comments: Please fill up the fields other than absent in attendance log. Should'nt keep it blank.
Write the name of person while putting sign in documents.

Name and Signature

Auditors

Auditor 1: Jisha James

Auditor 2: Sruthy T G

Auditee Dept. HoD

Note: Insert additional rows, if required and delete blank rows before printing.
Take print out and submit to the IQAC after signing.

Internal Academic Audit Report (First Audit)
DEPARTMENT OF MASTER OF COMPUTER APPLICATIONS

Year and Semester of Audit: 2022-23 Even   Date of Audit: 12/06/2023

AUDIT OBSERVATIONS

Course Diary and Course Files

Sl. No.	Course Code	Course Name (Short)	Faculty (Code)	Course Diary		Alignment of classes with the course plan		Alignment of assessments with course plan		Google Classroom Available / Not	Assignments/Projects given		Other Interesting observations in the Course delivery if any/Remarks	Comments by HoD
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number		
S2														
	20MCA102	Advanced Database Management Systems	SS	InC	Time Table Missing, Assignment Details missing	A		A		A	Tutorial -3 Assignment - 1		Tutorial/Assignemt Assignemt level missing Previous question paper missing	
	20MCA104	Advanced Computer Networks	JK	C		A		A		A	Tutorial -1 Assignment -3		Tutorial/Assignemt level missing	
	20 MCA 162	Elective 1-Applied Statistics (BSH Dept.)	MM											
	20MCA 188	Elective 2- Artificial Intelligence	SAT	InC	Time Table Missing	A		A		A	Tutorial -4 Assignment -2		Tutorial/Assignemt level missing	
	20MCA 132	Object Oriented Programming Lab	SK	C		A		A		A			Lab Manual missing, Model Questions missing	
	20MCA 134	Advanced DBMS Lab	SS	InC	Schedule of Experiments missing	A		A		A			Lab course plan approval missing, Lab Manual missing	
	20MCA136	Networking & System Administration Lab	JK	InC	Time Table Missing,Schedule of Experiments missing	A		A		A			Lab course plan not approved	
S4 CS B														
	MCN 202	COI	Dr. Smitha	InC	Time Table,Feedback and impact analysis missing						A-3		Course plan not approved,Tutorial/Assignemt level and attainment missing,IE1 attainment missing	

Feedback Status

S2 Incomplete

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S2	Mr. Sreenu G	2	Minutes available	Checklist not available	
2						
3						

General comments: 1. Marks split up for various evaluations are included in all files. Since attainment level and PSO are not finalized, attainment calculation is not done.
2. Some issue with Feedback of MCA,need to be assigned once again

<u>Name and Signature</u>

<u>Auditee Dept. HoD</u>

<u>Auditors</u>

Auditor 1:   Dimple Elizabeth baby

Auditor 2:

Note: Insert additional rows, if required and delete blank rows before printing.

Take print out and submit to the IQAC after signing.

				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)	GC	Type	Number	Comments	Comments by HoD
S2														
1	EST110	EG(S2 CS-A)	AR	InC	1. Weekly schedule not filled 2. CO-PO mapping missing 3. Attendance marking incomplete. 4. Teaching record not filled. 5. LA marks CA , CPR, IAR not filled							0	1. Course plan not approved. 2. QP not approved.	Completed
2	EST110	EG(S2 CS-B)	VV	InC	LA marks not entered CA sheet not filled CPR not filled(Alignment, Attendance) CAYm1 attainment not filled							0	1. Dates are not correct in the course plan 2.Marks split up and CO missing in the sample answer sheets 3. Previous university QP missing	Completed
3	EST110	EG(S2 CE)	AR	InC	1. Weekly schedule not filled 2. CO-PO mapping missing 3. Attendance marking incomplete. 4. Teaching record not filled. 5. LA marks , CA , CPR, IAR not filled							0	1. Course plan not approved. 2. QP not approved.	Completed
4	EST110	EG(S2ME)	VV	InC	LA marks not entered CA sheet not filled CPR not filled(Alignment, Attendance) CAYm1 attainment not filled							0	1. Dates are not correct in the course plan 2.Marks split up and CO missing in the sample answer sheets 3. Previous university QP missing	Completed
5	EST120	BME(S2CS-A)	NMT	InC	1. weekly schedule not entered 2. Course -Po mapping not filled 3. Attendance marking incomplete 4. LA marks not entered 5. Teaching record not signed 6. CA sheet not filled 7. CPR not filled 8. Impact analysis sheet not filled						Written assignments	2	1. Only HoD sign is there in the QP. 2. No CO marked in the sample answer sheets 3. QPs not verified. 4. No dates marked in the course plan. 5. Assignments not graded 6. Previous university QP missing	Completed
6	EST120	BME(S2CS-B)	AKDV	InC	1. LA marks missing 2. It is seen that IE1marks has entered in internal assessment sheet. 3. Teaching record not signed. 4. Mismatch in the modules in the syllabus and CPR. 5. IAR not filled							3	1. No dates in the course plan 2. QP not approved. Staff copy of the QP missing 3. Splitup and CO missing the sample answer sheet 4. Assignments QP not in format. 5. Assignments not graded. 6. Course file checklist is not correct. 7.	Completed
7	EST120	BME(S2CE)	SR	C									1. Checklist missing. 2. Dates in course plan missing. 3. Interim QP not verified. 4. Documents not in order. 5. Activity sample missing.	Completed
8	EST120	BME(S2ME)	SR	C									1. CO PO mapping justification missing. 2. Dates in course plan missing. 3. Documents not in the order. 4. Activity Sample missing.	Completed
9	ESL120	MW(S2CS-A)	SR	InC	1. Course PO mapping missing 2. CAym1 not filled.	NA		A					1. CO PO mapping justification missing 2. Model QP, Model viva questions, sample record, lab manual missing.	Completed
10	ESL120	MW(S2CS-B)	VV	InC	1. Schedule of experiments is incomplete. 2. IAR not filled								1. No dates inthe course plan and course plan not approved. 2. Sample record can be included. 3. Lab manual missing 4. Viva questions missing	Completed
11	ESL120	MW(S2CE)	AR	InC	1. Weekly schedule not filled. 2. CO - PO & course PO mapping missing. 3. Log of attendance incomplete. 4. IAR (previous) not filled.								1. Model questions, viva questions missing. 2. Sample lab record can be included in the file.	Completed
12	ESL120	MW(S2ME)	PM		Course diary missing									
S4														

				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)	GC	Type	Number	Comments	Comments by HoD
S2														
1	MET202	ET	JJ		Course PO mapping missing. 2. Attendance log incomplete. 3. LA marks not entered. 4. Internal marks not filled. 5. Teaching record not signed. 6. Continuus assessment sheet not filled. 7. CAYm1 not filled in IAR.					A			1. Course plan not in format. 2. CO PO maping justification missing. 3. IE1,2 QP not signed by any one. 4. No COs in sample answer sheets. 5. Assignment QP, marks missing. 6. Remaining LA details missing in course plan & file. 7. Previous year Uty QP missing.	Completed
2	MET204	MP	PKM		1. Attendance log incomplete. 2. LA marks not entered. 3. Internal assessment sheet not complete. 4. IE2 result analysis not filled. 5. CPR incomplete. 6. IAR incomplete.	A					Open book test video assignmnet	4	1. No dates in the course plan 2.Assignment qp not in format 3. Assignment sheets not graded 4.File contents not in order	Completed
3	MET206	FM	AKDV		Course diary missing							3	1. No dates in the course plan 2. IE1 Qp not signed by anyone 3.IE1 answer key missing 4.No CO and marks split up in the answer sheet 5. No Qp for Assignmnets 6.Assignmnet answer sheets not graded. 7. Assignment Qp not in format. 8.Tutorial Qp Missing 9. IE2 QP not signed. Other deatils of IE2 missing 10. Previous uni QP missing 11. Course file checklist is not the latest	Completed
4	MCN202	CI	KA	InC	1. LA marks not entered. 2. Teaching record not signed. 3. CPR not filled.									Completed
5	EST200	D&E	RTM	InC	1. Final version of academic calendar missing. 2. Attendance of 12/6, 14/6 missing. 3. Continuous assessment not entered. 4. CPR (attendance & performance) not complete. 5. IAR (previous) incomplete. 6. LA marks not entered.								1. Dates missing in course plan. 2. Course plan not assigned by author & verifier. 3. Prepared by sign missing in IE1 QP. 4. Author & verifier sign missing in IE2 QP. 5. CO missing in sample answer sheet of IE1. 6. Assignment QP not in format. 7. Sample assignment sheets not graded. 8. Documents not in order. 9. Previous uty QP missing.	Completed
6	MEL202	FM&HM L.	AKDV/JJ		Course diary missing									
7	MEL204	MT L.-1	NMT/PVM	C		A							1. Course plan not approved	
8	MET286	MT (Minor)	PKM	InC	1. Attendance log incomplete. 2. Internal assessment sheet incomplete. 3. CPR incomplete. 4. Tutorial log not filled.					A			1. Dates missing in course plan. 2. Consolidated LA details missing in course plan. 3. IE QP not verified & approved. 4. Sample LA not graded. 5. Assignment QP not in format.	Completed
S6														
1	MET302	HMT	HN											
2	MET304	DDM	MKK	InC	1. LA marks not entered	A					Written	2	1.Assignment Samples, Attainmnet missing	Completed
3	MET306	AME	RMT											
4	MET308	CCW	AT											
5	HUT310	ME	PM											
6	MET312	NDT	PVM											
7	MET362	PDD	AT	InC	1. Tutorial log & continuous assessment sheet not filled. 2. LA marks missing.	NA				A			1. No dates in course plan. 2. Schedule is not alligned as per the course plan & teaching record. 3. LA QP, answer key, sample answer missing. 4. IE2 marks, answer key, sample missing.	Completed
8	MEL332	CAD&AL	HA/KA	InC	1.Course -PO mapping missing 2. Attinmnet of CAY m1 missing in IAR	A							1. Model QP, Model Viva qusetions missing 2. Lab manula missing 3. Sample record missing	Completed

				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)	GC	Type	Number	Comments	Comments by HoD
S2														
9	MEL334	TEL-II	HN/AT											
S8														
1	MET402	Mechatronics	NMT	InC	1. Weekly schedule not filled. 2. CO - PO mapping not filled. 3. Attendance log incomplete. 4. LA marks are incomplete. 5. CAY attainment not filled.	A							1. LAs not listed in the course plan. 2. CO & total marks missing in sample answer sheets of IEs. 3. Assignment samples are not graded. 4. Some of the assignment QP, sample & answer key missing. 5. Total marks of make up tests samples are missing.	Completed
2	MET404	CCV	HN											
3	MET414	QM	PVM	InC	Tutorial log missing	A				A	Seminar & written	2	Course Plan missing	Completed
4	MET464	M&NM	MKK	C		A				A	Written	2	Current year Uty QP & valuation scheme missing	
5	MET466	TM	JJ	InC	1. Course PO mapping missing. 2. Latest S8 academic calendar missing & attendance log inc 3. CAY attainment missing. 4. Teaching record not signed by HOD. 5. Tutorial log missing. 6. Continuous assessment sheet not filled. 7. CPR incomplete.	NA				A			1. LAs not listed in the course plan. 2. Dates missing in the course plan. 3. IE QP are not signed. 4. CO missing in the answer sheet sample. 5. Assignment QP missing. 6. Tutorial details missing. 7. Current year Uty QP & scheme missing.	Completed
6	MET426	AI&ML	HA	InC	1. LA marks missing. 2. Internal assessment & continuous assessment sheet not filled. 3. CAY attainment missing.	A				A	Written & coding	4	1. In IE2 sample answer sheets, marks split up & CO missing. 2. Assignments sample not graded. 3. Assignments QP & answer key missing. 4. Currecnt year uty QP missing.	Completed
7	MET458	AEE	KA	InC	1. PSO missing. 2. Teaching record not signed by HOD. 3. Continuous assessment sheet not filled. 4. CAYm1 not to be filled as the curriculum has beed revised.	NA				A	Written	2 planned & 1 done.	1. Mismatch in the topics of syllabus & the course plan. 2. IE2 sample answer sheet missing. 3. Assignment answer key not kept. 4. Current QP & answer scheme missing.	Completed
8	MED416	PP-II	RTM/PKM											

Feedback Status

S4	S6	S8

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments
1	S8 ME	Dr. Praveen K. M	2		
2	S6 ME	Dr. Pramod Kumar M.			Sign missing in the minutes of meeting
3	S4 ME	Dr. Nikhil M. Thoppil	2	Yes	
4	Design & Engineering	Rony Thomas M	4		
5	Management for Engineers	Dr. Pramod Kumar M.	3	Yes	
6	Engineering Graphics	Dr. Nikhil M. Thoppil			
7	Basics of Mechanical & Civil Engineering	Anand Rajagopal			
8	Civil and Mechanical Workshop	Dr. Pramod Kumar M.			

General comments:
1. Planned Dates missing in most of the course plans.
2. Consolidated LA can be listed in the course plans.
3. Documents can be printed on both sides of the paper.
4. Action taken can be for the CC meeting can be included in CCC file

Name and Signature

Auditors
Auditor 1:   Rakhee M

Auditor 2:   E V Harish

Auditee Dept. HoD

Note: Insert additional rows, if required and delete blank rows before printing.
     Take print out and submit to the IQAC after signing.