Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

Year and Semester of Audit: 2022-23 Odd **Date of Audit: 17-11-2022**

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	Aligned / Not Aligned		Type	Number		
S3 CS AI												
2	CST 201	DS	CJ	InC	1. CO-PO mapping missing 2. CCC not signed in teaching record 3. Course progress no 4. Impact analysis report not filled	A	A	A	Written	1	1. Approved course plan missing 2. CO missing in sample answer sheets 3. Assignment question paper has not varified and approved 4. Previous university question papers missing	completed
3	CST 203	LSD	AV		1. CO mpapping missing 2. attendance log not entered 3. course progress report incomplete 4. impact analysis report incomplete 5. teaching record not complete 6.tutorial log missing			A			1. course plan not approved 2. Assignment not graded 3. assignment answer key missing 4. documents are not in order 5. CO not entered in sample answer sheets 6. Dated course plan missing	completed
4	CST 205	OOPJ	DEB	InC	Assignment details missing	NA	NA	A			1. Dated course plan missing 2. Assignment question paper is not approved	completed
6	MCN 201	SE	EPS	C		NA	NA	A			1. Dated course plan missing 2. Assignment details not given	All the mentioned comments are addressed by the faculty.
7	CSL 201	DS LAB	CJ,MCA Fac	InC	1. Course PO mapping missing	A	A	A			1. Approved course plan missing 2. Model questions and viva questions are missing 3. Lab manual missing 4. CO-PO justification missing 5. continuous evaluation sheet missing	completed
8	CSL 203	OOP LAB	DEB,PCV	C		A	A	A			1. Batch wise course plan missing	
S3 AI DS												

2	CST 201	DS	CMA	InC	1. Course diary missing			A			1. Co-Po mapping justification is not satisfactory 2. signed IE1 question paper and other details are missing	completed
3	CST 203	LSD	AV	InC	1. CO mpapping missing 2. attendance log not entered 3. course progress report incomplete 4. impact analysis report incomplete 5. teaching record not complete 6.tutorial log missing			A			1. course plan not approved 2. Assignment not graded 3. assignment answer key missing 4. documents are not in order 5. CO not entered in sample answer sheets	completed
4	CST 205	OOPJ	EPS	C		A	A	A			1. Course plan not approved 2. Assignment question paper not approved.	All the comments are addressed by the faculty.
6	MCN 201	SE	SB		HOD/CC sign missing in teaching record CA sheet not updated			A			1. Course plan not updated 2. sign missing in attainment 3. Assignmnet QP mot verified approved 5. assignmnet sheet not graded	completed
7	CSL 201	DS LAB	AV,CM A	InC	Syllabus, course outcome, programme calender, attendance log, schedule of experiments, impact analysis report missing. Batch wise course plan missing	NA	NA	A			1. CO-Po mapping justification missing 2 .model questions, viva questions missing 3. Lab manual not included 4. continuous evaluation sheet missing	completed
8	CSL 203	OOP LAB	EPS,JV, CJ	C				A			1. Batch wise course plan missing 2. Dated course plan missing 3.Lab manual missing 4.mdel questions not included	Lab Manual, Model questions are included.
S5 CS AI												
1	CST301	FLAT	SB	InC	HOD/CC sign missing in teaching record CA sheet not updated			A			1. Course plan not updated 2.Dates not mentioned in the course file 3.HOD sign missing in attainment 4. Assignmnet QP mot verified approved 5. assignmnet sheet not graded	completed
2	CST303	CN	PCV	C		A	A	A				
3	AMT305	IML	JV	C		A	A	A			1. CO s not entered in the sample answer sheets 2. Assignment question paper, answer key and samples missing 3. Tutorials missing	completed
4	AIT307	IAI	RJ	InC	course progress report not filled, sign of ccc missing in teaching record	A	A	A	written	1	nil	
5	CST309	MSS	CMA	InC	Course diary missing			A			1. Course plan missing 2. Co_Po mapping justification missing 3.IE details missing 4.Assignment, tutorial details missing 5. PYQ missing	completed

6	AML331	ML LAB	JV,EPS, DEB	C		A		A			1. Revisit the course plan template 2. Model questions and viva questions are missing 3. Lab manual missing 4. continuous evaluation sheet missing	completed
7	AIL333	AI LAB	RJ/SB	InC	1. Course PO mapping missing 2. Schedule of experiments not entered	A		A			1. Revisit the course plan template 2. Model questions and viva questions are missing 3. Lab manual missing 4. CO-PO justification missing 5. Approved course plan missing 6. continuous evaluation sheet missing	completed
S3 M.Tech												
1	06DS7311	IVA	JV	C		A	A	A			1. CO not mapped in IE1 & IE2 sample answer sheets 2. Sample assignment sheet missing	completed
2	06DS7321	PM	PCV	C		A	A	A			1. CO not mapped in IE1 and IE2 sample answer sheets 2. Assignment questions not approved	completed
3		Seminar	AV	C		A	A	A				
4		Project	SB					A				

Feedback Status

S3 Incomplete **S5 Incomplete**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Availabl	Comments	
1	S3 M.Tech	Dr. Cerene Mariam	2	A		
2	S3 AIDS	Dr. Priya C V	1	A		

General comments:

Name and Signature

Auditors **Auditee Dept. HoD**

Auditor 1: Ms Rakhee M.

Auditor 2: Ms Ashna Varghese

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

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

DEPARTMENT OF BASIC SCIENCE AND HUMANITIES

Year and Semester of Audit: 2022-23 Odd **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		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)		Type	Number		
S3												
1	MAT 201 [CE]	PDE & CA	LP	C		NA	extra classes planned		written	T - 1		
2	MAT 201[EE]	PDE & CA	Dr. AS	InC	PSO Mapping not done, Previous year attainment incomplete	A			written	T - 2, A - 1	CO mapping missing in sample answer sheet, sample LA sheet not graded, tutorial not evaluated, tutorial and LA answer key not available	completed
3	MAT 201[ME]	PDE & CA	Dr. AS	InC	PSO Mapping not done, Previous year attainment incomplete	A			written	T - 2, A - 1	CO mapping missing in sample answer sheet, sample LA sheet not graded, tutorial not evaluated, tutorial and LA answer key not available	Completed
4	MAT 201[EC]	PDE & CA	MM	InC	Attendance log incomplete, tutorial mark missing,				written	T - 1, A - 1	tutorial not evaluated, assignment 1, key missing	Completed
5	MAT203	DMS	EVH	InC	Course PO-PSO mapping missing, PSO mapping missing, Teaching record no HOD sign, Page no 33, 34 HOD signature missing, Page no 35 incomplete				written	T - 1	CO mapping missing in sample answer sheet	Completed
6	MAT203 [CS B]	DMS	EB	C		NA	extra classes planned		written	T - 2	Tutorial 1 sample missing	Completed
7	MAT203	DMS CS AI	JPM	C					written	T - 2		
8	MAT203	DMS CS AI DS	EVH	InC	Course - PO mapping missing, Teaching record- HOD sign, HOD sign in other pages, P 35 incomplete				written	T - 1	CO mapping missing in sample answer sheet,	Completed
9	HUT200 [S3 CSB]	ESSIONAL ET	BG	InC	Blooms Taxonomy not mentioned in COs(pg No 6)	A			written	A-1	Previous University QP missing	Completed
S5												
1	HUT300	IE&FT [EE]	BG	InC	Blooms Taxonomy not mentioned in COs(pg No 6) Pg No 35 CAYm1 incomplete.	A			written	A-1	Previous University QP missing	Completed
2	MAT381	RP&QT	Dr. AS	InC	hod sign - teaching record							Completed
3	HUT300	IE&FT [EC]	BG	InC	Blooms Taxonomy not mentioned in COs(pg No 6)	A			written	A-1	Previous University QP missing	Completed
4	HUT300	IE&FT [ME]	BG	InC	Blooms Taxonomy not mentioned in COs(pg No 6) Pg No 35 CAYm1 incomplete.	A			written	A-1	Previous University QP missing	Completed
5	MAT321 [MINOR]	RPQT	AS	C								

S7												

Feedback Status

S3 **S5** **S7**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	tails Available / N	Comments	

General comments:

Name and Signature

Auditors **Auditee Dept. HoD**

Auditor 1: Mr Alvin Thariyath

Auditor 2: Ms Shareena Basheer

Auditor 3: Ms Deepa Prabhu

Auditor 4: Mr Tony Mathew

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

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Year and Semester of Audit: 2022-23 Odd **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		
S3 CSE A														
2	CST 201	DS	SS	C		A		A				Nil	CO 's missing in sample answer sheet,university ques paper answer key missing,tutorial qp level missing,Timetable missing	Completed
3	CST 203	LSD	RM	InC	Timetable missing,first internal mark missing	A		NA				Nil	Assignment missing,attainment missing,tutorial qp level missing,university ques paper answer key missing	Completed
4	CST 205	OOPJ	ST	InC	PO,PSO mapping missing,	A		NA	dates are not given for LA			Nil	course plan not approved,assignment sample ans missing,tutorial ques,sample missing,co missing in sample ans sheet,attainment missing,university ques paper answer key missing	Completed
5	HUT 200	PE	DS	C		A		A				1	LA activities missing in course plan,Good work	Completed
7	CSL 201	DS LAB	SS/SG	C		A		A					Completed	
8	CSL 203	OOP LAB	ST/SRP	InC		NA		NA					Incomplete file	Completed
S3 CSE B														
2	CST 201	DS	JJ	InC	Sign missing IE1, LA 1 mark missing page 32,34 not completed CAYm1 attainment missing	A		NA	LA mark and proof missing	A			CP not approved sample answer sheets missing IE 1, LA attainment missing	Completed
3	CST 203	LSD	JT	InC	missing	NA		NA					Course dairy missing,Incomple file	Completed
4	CST 205	OOPJ	AR	C		A		A				1	Good work	
6	MCN 201	SE	BVS	C		A		A				1	Good work	
7	CSL 201	DS LAB	JJ/SS	InC		NA		A					Check list missing,incomplete course dairy	Completed
8	CSL 203	OOP LAB	AR/JT	C		A		A					Good work	
Minor														
1	CST 281	OOP	SS	Incomplete				NA					PO,PSO missing,Incomplete course dairy	Completed
2	CST 283	PML	SRP/RNG	Incomplete		A		NA				Nil	Tutorial/learning activities missing in course dairy,tutorials not valued,	Completed
S5 CSE A														
1	CST301	FLAT	AA	InC	Sign missing PSO missing LA 1 mark missing page 32,33,34,35 not completed	A		A		NA	written	A-1	Course plan is not in proper format course plan not approved IE 1 attainment missing Assignment QP level, answer key, attainment missing,	Completed
2	CST303	CN	SG	InC	Weekly schedule PSO missing LA mark missing CAYm1 attainment missing	A		A		A	written	T-3 A-1	Tutorial not graded in sample sheet CO not entered in sample answer sheet	Completed

3	CST305	SS	SL	C		A		A		A	written	A-1	LA 1 question paper level , Answer key missing	Completed
4	CST307	MPMC	BVS	InC	Attendance log not completed Sign missing in teaching record CAYm1 attainment missing LA1, IE1 marks missing	A		A		A	Written	T-2 A-1	LA is not specified in course plan LA attainment missing	Completed
5	CST309	MSS	DS	InC	Sign missing LA 1 mark missing Continuous assessment not filled	A		A		A	Course project given written	A-1	CO not entered in sample answer sheet Assignment not graded in sample sheet	Completed
6	CSL331	SS &MP LAB	RM/AA	C	CAYm1 attainment missing	A		A						
7	CSL333	DBMS LAB	SKV/DS	C	CAYm1 attainment missing	A		A		A			Course plan not approved	Completed
8	MCN 301	DM	JJ	InC	Attendance log not completed Sign missing in teaching record CAYm1 attainment missing LA1, IE1 marks missing	A		NA		A		A-1	CO not entered in sample answer sheet LA details missing	Completed
S5 CSE B														
1	CST301	FLAT	FKA	C	Syllabus missing	A		A		A	Written	T-4		
2	CST303	CN	SRP	InC	BL missing PSO missing LA mark not entered Sign missing in teaching record page 29,31,33,34 not completed CAYm1 missing	A		NA		A			LA details and proof missing Justification missing IE1 attainment missing	Completed
3	CST305	SS	SVK	C	Attendance log not completed Sign missing in teaching record	A		A		A	Written	A-2	LA is not specified in course plan LA 1 QP is not in proper format	Completed
4	CST307	MPMC	RM	InC	CO , PO,PSO Mapping missing LA1, IE1 marks missing page 32,33,34 not completed CAYm1 missing	A		NA		A	Assignment test	A - 1	IE1 sample answer sheet,attainment missing T1 not given	Completed
5	CST309	MSS	SKV	C	Sign missing in teaching record CAYm1 attainment missing	A		NA		A	Written	A-1	Case study given LA is not specified in course plan	Completed
6	CSL331	SS &MP LAB	SVK/AHS	C	CAYm1 attainment missing	A							Completed	
7	CSL333	DBMS LAB	DS/SL	C	BL missing	A							Completed	
8	MCN 301	DM	SS	C	Sign missing in teaching record CAYm1 attainment missing	A		A		A				
HONORS														
1	CST 393	JT	CA											
2		SVK	NNDL											
S7 CSEA														
1	CST401	AI	SS	InC		NA		NA				1	Tutorial missing ,Assignment missing,feedback, sign,previous year impact missing,CO missing in Answer sheet,Attainment missing,assignment not valued	Completed
2	CST 413	ML(Elective)	RNG	InC		NA		A				1	Incomplete course plan,incomplete course dairy,CO missing in answer key,Assignment not valued,tutorial not valued,tutorial sample not found,Attainment old format,university ques paper & answer key missing	Completed

3	CST 435	CG(Open elective)	AA	InC	PSO missing Sign missing in teaching record CAYm1 attainment missing page 32,33,34 not filled	A		NA					Course plan not in proper format IE 1 attainment missing LA details and proof missing	Completed
4	CSL411	Compiler lab	BVS/FKA	C		A		A		A			Completed	
5	CSQ413	Seminar	RNG	C	CAYm1 attainment missing	A				A			Completed	
6	CSD 415	Project Phase 1	SL	C	CAYm1 attainment missing	A				A			Plan not approved	Completed
S1 MTECH														
1	221TCS100	AML	RCR											
2	221TCS008	IS	ST											
3	221ECS033	CFIR	SL	InC	missing								Course diary missing,Incomplete course plan,UG check list	
4	221ECS040	SC	SG											
5	221RGE100	RM&IPR	RCR											
6	221LCS100	Computing Lab I	ST											
S3 MTECH														
1	06DS 7 2 1 3	SLSP	AHS	C		A		A		A		A - 1	Course plan not approved.	Completed
2	06DS 7 2 2 3	DS	SKV	C									File not in order,CO missing in answer sheet	Completed

Feedback Status

S3 **S5** **S7**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S3 CSE A	Ms. Jisha James	1	Available	Signature not found, Check list missin	Completed
2	S3 CSE B	Dr. Resmi N G	1	Available	Check list missing	Completed
3	S5 CSE A	Ms. Fasila K A	1	Available		
4	S5 CSE B	Sreenu G	2	Available	Signature not found	Completed
5	S7 CSE	Rakhee M	2	Available	Check list missing	Completed
6	S1 MTECH	Ms. Sreetha V. Kumar S				
7	S3 MTECH	Dr. Rajesh Cheriyan Roy				
8	Minor (OOP)	Ms. Jency Thomas				
9	Minor (Python for ML)	Ms. Asha Raj				
10	Minor (DC)	Ms. Bismin V. Sherif				
11	Honors(CA)	Ms. Sneha Sreedevi				
12	Honors(NN&DL)	Ms. Sheena K V				

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: Dr Kavitha S

Auditor 2: Mr Juby Joseph

Auditor 3: Ms Jincy P Mathai **Auditee Dept. HoD**

Auditor 4: Ms Ambili Mohan

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Year and Semester of Audit: 2022-23 Odd **Date of Audit: 16-11-22**

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		
S3														
1	ECT201	SSD	Dr.KS	C	LA1 marks missing	A		A					Date missing in course plan. Tutorial details missing	Corrections has done
2	ECT203	LCD	Dr. SG	InC	Course plan no aligned with academic calender. IE1 marks missing	A							Date missing in course plan Details missing of tutorials	Completed and Corrections has done
3	ECT205	NT	ET	C	LA marks missing	A		A			Individual	2	9 Tutorials Date missing in Course plan Tutorial proof missing	Completed
4	EST200	DAE	Dr.AA	C	IE1 marks missing LA missing	A		A					Date missing in course plan	Completed
5	MAT201	PDECA	MM											
6	MCN201	SE	Dr.AAJ	C	CAYm1 attainment missing	A							Date missing in course plan IE1 details missing (Sample and marks)	Completed
7	ECL201	SC Lab	DP & ASV	C		A		A					Completed	NA
8	ECL203	LD Lab	Dr.SG & Dr. AA	C	CAYm1 attainment missing	A		A					Continuous Assessment missing	Completed
S5														
1	ECT301	LIC	BM	C		A		A			Individual	1	Completed	NA
2	ECT303	DSP	Dr. AJ	InC	Details of LA missing	A		A					Date missing in Course Plan IE1 answer key missing Answer key, communication & Submission date missing for LA	Completed and Corrections has done
3	ECT305	ADC	Dr. DS	InC	LA marks missing Students peformance incomplete CAYm1 Impact analysis missing	A		A			Individual	1	Answer Key missing for LA1 Answer key and attainment missing for IE1	Completed and Corrections has done
4	ECT307	CS	Dr. RS	C		A		A					Completed	NA
5	HUT300	IEFT	BG											
6	MCN301	DM	RPH	InC	CAYm1 attainment missing IE1 & LA1 details missing	A		A					IE1 answer key & sample missing	Completed and Corrections has done
7	ECL331	ACS Lab	Dr. KS & BM	C	CAYm1 attainment missing	A		A						
8	ECL333	DSP Lab	ET & Dr. AJ	C	Experiment schedule not clear	A							Date missing in course plan	Completed
S7														
1	ECT401	M&A	Dr. PS	C	LA marks missing	A		A					Visibility of proper planning is visible in course diary (Neatly presented) Planned date is missing in Course plan Details of LAs are missing in Course file.	Completed
2	ECT413	OFC	ASV	C	LA marks missing	A	Planned date missing in course plan	A				1	Answer key missing for LA1 Given 4 tutorials and 1 LA	Completed
3	ECT423	CN	Dr.AA	C	IE1 marks missing	A							Dates missing in Course plan	Completed

4	MCN401	ISE	RPH	C	IE1 marks missing	A	Planned date missing in Course plan	A					IE1 question paper verification & approval missing	Completed
5	ECL411	ELM Lab	Dr. PS & Dr. RS	C	Course PO and PSO mapping missing		Planned schedule of experiments missing.	A					Utilization of Virtual Lab facililty of IIT Kanpur for additional learning.	Completed
6	ECQ413	SEMINAR	Dr.SG & Dr.DS	InC	Course Diary Missing	A		A					Checklist missing	Completed and Corrections has done
7	ECD415	Project	Dr.AA & Dr.DS	InC	Course PO and PSO mapping missing		Cannot Assess as plan is missing						Evaluation Schedule missing.	Completed and Corrections has done
8	ECT445	IoT	DP	InC	Teaching record - Planned date & No. of periods missing		Since planned date is missing	A			Group Project	1	Group Project for Global elective	Completed and Corrections has done

Feedback Status

S3 Complete **S5 Complete** **S7 Complete**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S3	Dr. Rijo Sebastian	1	Partially available	Minutes of meeting missing	Completed and Corrections has done
2	S7	Deepa Prabhu R	1	Available		NA
3	S5				Missing	Submitted

General comments: Placement File for 18-22 Available.
Consolidated list and proof of placements are available.
Arranging the placement Proof according to the index page order will be helpful in verification for the external auditors.

Name and Signature

Auditee Dept. HoD
Dr.Dhanya S

Auditors

Auditor 1: Mr Daniel A V

Auditor 2: Ms Sreetha V Kumar

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

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Year and Semester of Audit: 2022-23 Odd

Date of Audit: 17/11/22, 18/11/22 & 21/11/22

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		
S3														
1	EET201	C&N	BP	InC	IE1 marks missing, Teaching record - HOD sign, result analysis missing, Page 34 to be filled, Impact Analysis report CAYm1 & CAY missing	NA	Extra classes to be planned	NA	LA - 3 planned 2 given	A	LA - 2, T - 5	7	IE1 attainment sheets are missing, LA1 & LA2 question paper to be approved, LA2 marks and attainment missing, Tutorial QPs and answer keys missing, Previous year QP and answer key	Completed
2	EET203	M&I	AVC	InC	Teaching record - HOD sign, Page 34 to be filled, Impact Analysis report CAYm1 & CAY missing	A	-	NA	LA - 4 planned 2 given	A	LA - 2	2	LA question papers to be approved, Previous year QP and answer key	Completed
3	EET205	AE	SP	InC	Impact Analysis report CAYm1 & CAY missing	A	-	NA	LA - 4 planned 1 given	A	LA - 1, T - 1	2	T1 QP to be approved, Previous year QP and answer key	Completed
4	EST200	D&E	JG	InC	Teaching record - HOD sign	A	-	A	-	A	LA	4	Dates and hours in Course plan is missing, Previous year QP and answer key	Completed
5	MCN201	SE	GC	InC	Impact Analysis report CAYm1 & CAY missing	A	-	NA	LA - 3 planned & 1 conducted	A	LA	1	LA 1 - scheme of valuation, Previous year QP and answer key	Completed
6	EEL201	C&M LAB	APJ	InC	Target score in CAYm1 & CAY	A	-	A	-	A	-	-	Missing date of experiments in course plan Missing continuous evaluation sheet	Completed
7	EEL203	AE LAB	GC	C	-	NA	Extra classes to be planned	A	-	A	-	-	-	
S5														
1	EET301	PS 1	ARR	InC	Student poor performance report incomplete, Teaching record - HOD sign	A	-	A	-	A	Tutorial & LA	5	LA2 QP missing, Question paper & answer key of all tutorials, Previous year QP and answer key	Completed
2	EET303	MPMC	PP	InC	Weekly schedule missing, Tutorial marks missing, Impact Analysis report CAYm1 & CAY missing	A	-	NA	Tutorial 5 planned 4 conducted, LA-3 planned 2 conducted,	A	Tutorial & LA	6	LA2 answer key missing, Question paper & answer key of all tutorials, Previous year QP and answer key	Completed
3	EET305	S&S	APJ	InC	Teaching record - HOD sign, Impact Analysis report CAYm1 & CAY missing, Tutorial marks missing, Student poor performance report incomplete	NA	Extra classes to be planned	A	-	A	Tutorial & LA	2	Tutorial 1 answer key missing, Question paper & answer key of all tutorials, Previous year QP and answer key	Completed
4	EET307	SIM	TM	C	-	A	-	A	-	A	LA	2	LA1 & LA2 answer key, PYQ answer key	Completed
5	MCN301	DM	GT	InC	IE1 marks missing, Teaching record - HOD sign, LA missing, Result analysis missing,Page No 33,34,35 incomplete	A	-	A	-	A	LA	1	List of low - high performers & Result analysis missing, LA1 not verified, Previous year QP and answer key	Completed
6	EEL331	MP LAB	BP	InC	Impact Analysis report CAYm1 & CAY missing	A	-	A	-	A	-	-	Missing date of experiments in course plan Missing continuous evaluation sheet	Completed

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Year and Semester of Audit: 2022-23 Odd **Date of Audit: 17/11/22, 18/11/22 & 21/11/22**

AUDIT OBSERVATIONS

7	EEL333	EM 2 LAB	JJ	C	-	A	-	A	-	A	-	-	Missing continuous evaluation sheet	Completed
S7														
1	EET401	ACS	AM	C	-	A	-	NA	2 planned but 1 conducted in Tutorial & LA	A	Tutorial & LA	3	Tutorial 2 QP & answer key missing	Completed
2	EET463	IT	AV	InC	Impact Analysis Report CAY attainment	A	-	NA	2 planned 1 given	A	Tutorial & LA	3	Tutorial 1 & Assignment 3 - answer key missing	Completed
3	MCN401	ISE	JJ	InC	Teaching record - HOD sign, Pages 32,33& 35 to be filled	A	-	A	-	A	Tutorial & LA	4	Tutorial 1&2 not verifed, answer key missing, Details & proofs of LA 1 & LA2 missing	Completed
4	EET435	RES	JD	InC	Impact Analysis Report CAY attainment	A	-	A	-	A	Tutorial & LA	4	-	Completed
5	EET455	EMG	TM	C	-	A	-	A	-	A	Tutorial & LA	4	-	
6	EEL411	CS LAB	AM	C	-	A	-	A	-	A	-	-	Missing date of experiments in course plan Missing continuous evaluation sheet	Completed
7	EEQ413	SEMINAR	PP	C	-	A	-	A	-	A	-	-	Seminar Assessment Rubrics missing	Completed
8	EED415	PJT P 1	AVC	C	-	A	-	A	-	A	-	-	Check list missing, Academic calender missing	Completed

Feedback Status

S3 Complete **S5 Complete** **S7 Complete**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S3 EE	Ambili Mohan	2		Check list, Signature of some members missing	Completed
2	S5 EE	Ajith Vijayan	2		Signature of some members missing	Completed
3	S7 EE	Geethu Chacko	3		Check list, Signature of some members missing	Completed

General comments: Cross marks to be given in attendance log in blank spaces
Suggestion- Stickers could be pasted in facing of files

Name and Signature

Auditors

Auditor 1: Ms Jisha James

Auditor 2: Ms 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.

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

Year and Semester of Audit: 2022-23 Odd

Date of Audit: 17/11/2022

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
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number	
S3													
1	MET205	MMS	PKM	InC	Course- PO mapping missing,CPR Report based on poor performance is missing, IE1 Mark notwritten	A		NA			Tutorial Assignment	4 1	IE1 detailed answer key not available, IE1 Attainment missing, Tutorial and assignment questions missing, LA planned in the course plan and actual arenot matching
2	MET203	MoF	JUB	InC	Time table not marked, PSO not written, IE marks not written, Result analysis, CPR Report, Impact analysis report missing	A		NA			Assignment	1	Course plan not approved, Sample answer sheet not filed, Attainment missing, Assignment question missing, Previous year UQ missing, LA planned in the course plan and actual arenot matching
3	MET201	MoS	ADV	InC	CPR incomplete	A		A			Tutorial	3	UQ missing
4	HUT 200	PE	PM	InC	Syllabus missing, Course_ PO mapping missing, Result analysis not done, CPR report incomplete, Impact anlysis report missing			NA			Assignment	3	IE1 QP - 'verified by' signature missing, IE1 Attainment missing,Previous year university QP missing, LA planned in the course plan and actual arenot matching
5	MCN 201	SE	RTM	InC	IE1 marks nor written, Result analysis, CPR Report Incomplete	NA		NA			Assignment	2	Course plan not approved, Sample answer sheets are missing, Attainment missing, Assignment questions missing, University question paper not filed.
6	MEL201	CAMD	PVM	C									Coure plan not verified, Lab manual missing,
7	MET285	MST (Minor)	PKM	InC	Course PO mapping missing, program calendar missing,Planned date not written in the teaching record			NA			Assignment	1	Course plan not approved, Assignment QP not filed, LA planned in the course plan and actual are not matching
S5													
8	MCN301	DM	AT	InC	CPR incomplete								
9	MET305	ISE	PVM	InC	IE1 mark missing,Planned date in Teaching record not written, Result analysis not done, CPR incomplete								Courseplan not approved, IE1 QP not verified and not approved, Sample IE1 answer sheet and attainment missing

Muthoot Institute of Technology & Science

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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
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number	
S3													
10	MET307	MTM	RTM	InC	IE1 marks missing, result analysis,CPR and impact analysis not written	NA		NA		A			course paln not approved,sign in IE1 QP is missing,sample answer sheet and attainment missing,university question paper missing
11	MET301	MOM	MKK	InC	CPR-feedback not written	NA					Tutorial	3	CO and marks not wriiten in front sheet of answer sheet, Previous year UQ missing , Tutorial questions missing
12	MET303	TE	HN	InC		NA		A			Tutorial Assignment	1 1	Previous year QP missing
13	MEL333	TE LAB 1	JUB/HN	C									
14	MEL331	MT LAB 11	NMT	C									
S7													
15	MET413	AMND Elective 2	NMT		weekly schedule missing,Course PO mapping missing,planned dates not written in teaching reacord,CPR incomplete			A			Assignment	1	CO is not wriiten in front sheet of answer sheet,CO mapping and level analysis is not done for assignment
16	MET423	OTA Elective 2	PTG		CPR incomplete	NA							LA not declared in Course plan
17	MET425	QTE (OE)	PTG		CPR incomplete	NA							LA not declared in Course plan,Assignment questions not filed
18	MET401	DME 1	KA		Result Analysis and CPR not written,	A							IE 1 ansewr key not written
19		ISE(S7 ME)	PVM		IE1 marks not written, planned dates not written in teaching record,result analysis not written, CPR incomplete,			A			Assignment	1	course plan not approved, IE1 attainment missing,
20	MEL411	ME LAB	KA/SR	C									planned dates of experiment not written in teaching course plan,sample record missing
21	MEQ413	SEM	RTM/PKM	C									
22	MED415	PROJECT Phase 1	RTM/PKM		Course PO mapping not written,Log of attendance not marked								Project schedule is missing

Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

Year and Semester of Audit: 2022-23 Odd **Date of Audit: 17/11/2022**

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
				Complete / Incomplete	Comments (If incomplete)	Aligned / Not Aligned	Comments (If Not Aligned)	Aligned / Not Aligned	Comments (If Not Aligned)		Type	Number	
S3													
23	MCN 401	ISE(S7 CSE)	PM		Course PO mapping missing,teaching record not written,Result analysis and CPR not written,			A					IE 1 Question paper not verified,IE1 attainment not done

Feedback Status

S3 **S5** **S7**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments
	S7 ME	Dr. Praveen K M	1	Available	synopsis not written,sign of attendees missing in minutes
	S5 ME	Dr. Pramod K M	1	Available	
	S3 ME	Dr.Nikhil M	1	Available	
	EG CC	PVM	1	Available	Attendees not signed
	EST 120 BME CC	BV,HN	1	Available	

General comments:
1. Details of Learning activities and split up marks may be declared in the course plan.
2. In majority of course plans, planned date was not available.
3. In some files, declared learning activities and actual were not matching.
4. Previous year university question paper can be kept in the file.

Name and Signature

Auditors **Auditee Dept. HoD**

Auditor 1: Dr Tesymol Cyriac

Auditor 2: Ms Dimple Elizabeth Baby

Note: Insert additional rows, if required and delete blank rows before printing.
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Comments by HoD
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Comments by HoD
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Comments by HoD
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Muthoot Institute of Technology & Science

Internal Academic Audit Report (First Audit)

DEPARTMENT OF CIVIL ENGINEERING

Year and Semester of Audit: 2022-23 Odd

Date of Audit: 17/11/22

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		
S3														
1	CET201	MOS	Dr. AM	C		A		A				3	-	Completed
2	CET203	FM	SSR	C		A		A				1	-	
3	CET205	SUR	Dr. MPN	C		A		A				2	Assignment keys missing	Corrections are incorporated
4	EST200	D&E	NA	C		A		A				2	-	
5	CEL201	CED LAB	RM	C		A		A					-	
6	CEL203	SUR LAB	JJ	C		A		A					Continuous evaluation sheet missing	Corrections are incorporated
7	MEL203	MT LAB	BV	InC	Impact analysis report missing	A		A					Continuous evaluation sheet missing	Completed
8	MCN201	SE	JJ	C		A		A				2	-	
9	MCN201	SE	STG	C		A		A				2	-	
S5														
1	CET301	SA1	BV	C		A		A				4	-	
2	CET303	DCS	Dr. KCB	C		A		A				1	IE1 Answer key missing, Assignment Questions and key missing, Tutorial questions and keys missing	Missing documentations are done
3	CET305	GT2	STG	C		A		A				2	-	
4	CET307	HWRE	SJD	C		A		A				1	-	
5	CET309	CTM	APR	C		A		A				2	Old Checklist Used	Checklist need to be changed.(As auditors has signed in it, it has been retained)
6	CET397	GWH	SJD	C		A		A				-	-	
7	CET393	SD	Dr. HL	InC	Weekly schedule missing	A		A					-	Completed
8	CEL331	MT2 LAB	Dr. KCB	InC	Weekly schedule, syllabus, COs, CO-PO mapping, Course PO mapping, academic calendar,student list , schedule of experiments missing in course diary	A		A					-	Completed
9	CEL333	GT LAB	STG	C		A		A					-	
10	MCN301	DM	SJ	InC	Assignment details missing, CAYm1 impact analysis details missing	A		A				1	-	Completed
11	MCN301	DN	BV	InC	Impact analysis report missing, Pages missing in course diary	A		A				1	Assignment key missing, IE1 key missing	Completed
S7														
1	CET401	DSS	RM	C		A		A				2	Assignment 1 and 2 keys missing	Corrections are incorporated
2	MCN401	ISE	SMJ	C		A		A				3	Old checklist used, IE1 question paper not approved	Corrections are incorporated
3	CEQ413	SEM	SSR	C		A		A					-	

4	CED415	PROJ	Dr.KCB	InC	Weekly schedule missing, syllabus, COs, CO-PO mapping, academic calendar missing	A		A					course plan, CO-PO justification missing	Completed
5	CET415	EIA	APR	C		A		A				3	Old checklist used	Corrections are incorporated
6	CET413	PC	Dr.BK	C		A		A				1	-	
7	CET423	GIT	NA	InC	IE1 marks not entered	A		A				1	IE1 question paper not approved	Completed
8	CEL411	EE LAB	APR	C		A		A					-	

Feedback Status

S3 **S5** **S7**

Course / Class Committee Files

Sl. No	Course / Class	Chairman	No. of Meetings Conducted	Details Available / Not	Comments	
1	S3	RM	1	Yes	Some sign missing	Completed
2	S5	Dr. AM	1	Yes	-	
3	S7	SJD	1	Yes	-	

General comments:

Name and Signature

Auditors **Auditee Dept. HoD**

Auditor 1: Mr Emmanuel Tom

Auditor 2: Dr Resmi N.G.

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