



Estd : 1984

KONGU ENGINEERING COLLEGE

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE , Affiliated to Anna University)

PERUNDURAI – 638 060 ERODE TAMILNADU INDIA

Academic Audit

Report

01-06-2019
IQAC

02-03-2019

Midterm Audit Format - Academic Year 2018-19

Sl. No.	Designation & Name of the Department	Status of report
1	Civil Engineering	✓
2	Mechanical Engineering	✓
3	Mechatronics Engineering	✓
4	Automobile Engineering	✓
5	Electrical and Electronics Engineering	✓
6	Electronics and Instrumentation Engineering	✓
7	Electronics and Communication Engineering	✓
8	Computer Science Engineering	✓
9	Information Technology	✓
10	Chemical Engineering	✓
11	Food Technology	✓
12	MBA	✓
13	MCA	✓
14	CT-UG	✓
15	CT-PG	✓
16	English -Science and Humanities	✓
17	Maths -Science and Humanities	✓
18	Physics -Science and Humanities	✓
19	Chemistry -Science and Humanities	✓

5/3/19

IQAC Coordinator



Estd : 1984

**KONGU ENGINEERING COLLEGE
(Autonomous)
PERUNDURAI ERODE - 638 060**

Academic Audit**Revision - 1**

01-06-2019

IQAC

Audit Report**Consolidated Report for Midterm Audit (Academic Year 2018-19)**

Sl. No	Criteria	Parameters /Items /Details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<ul style="list-style-type: none"> ➤ Feedback from the stakeholders not collected ➤ Evidence for allotting courses to faculty based on expertise may be collected. ➤ Inputs from various stakeholders were not received. Only Bos members were considered. ➤ Stakeholder's inputs records must be maintained.
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> • Course plan – syllabus completion during each test verification by HOD in course file. • Cycle test marks analysis • Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. • Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus • Action for slow learners • Course end survey 	<ul style="list-style-type: none"> • Course end survey for various courses to be updated. • Improvements of slow learners are not satisfactory. • Proof for counseling is needed. • AC-06-needs to be updated. • Improvements need after counseling.
3.	Faculty information and Contribution	<ul style="list-style-type: none"> • List of Faculty and Skill Matrix • Faculty Training details – • Faculty research details – Journal & conference papers, Funded Project List – compare with last two years progress • FDP, Conference, Workshop attended records. • Faculty Interaction outside /Abroad • Awards received • Faculty IPR & involvement in TBI activity • Improvement of faculty research publications • Any collaboration projects 	<ul style="list-style-type: none"> • IPR/Collaborative project may be improved. • Industries training are not sufficient. • Journal publication to be strengthened. • No Outside / Abroad Interaction of faculty members
4.	Course outcome and program outcome	<ul style="list-style-type: none"> • Mapping of CO and PO • Average PO for same course in different sections course • CCC minutes • activity based learning (example for outcome) • PAC and QAC files 	<ul style="list-style-type: none"> • PAC&QAC files need to be strengthened. • minutes for few course may be completed after end semester result • Activity based learning is to be implemented
5.	Students performance & Activities	<ul style="list-style-type: none"> • Students Record and its updation (till date) • Students Progression (Sample) - previous and present semester • Students participation and activities • Students level of attendance during each test period – counseling the students, recorded in counseling file • List of students and companies • List of projects • Project review details Follow-up rubrics • Industry permission, student declaration, Principal Approval, IV Report • Usage of industry for placement through IV industry • list of students who have not undergone industrial visit and implant training - action taken • Feedback report • Value added Programme / Non formal programme 	<ul style="list-style-type: none"> • Student progression with respect to academic performance may be improved. • Co-curricular & Extracurricular-not filled • Value added list is not available. • No action IV & IPT-non-attended candidate. • MoU companies may be used properly for students improvements • Action taken for value added course needs to be updated.
6.	Continues Improvement	<ul style="list-style-type: none"> • New facility created • List of research scholars registered in department • Faculty research improvement through research scholars –focus on improvement • Maintenance of documents 	<ul style="list-style-type: none"> • Faculty research improvement through research scholar may improve. • New facilities may be created

		<ul style="list-style-type: none"> Purchase of non-recurring last two years if any improvement Students internship /exchange program if any one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	<ul style="list-style-type: none"> ➤ Best practices & innovations- Nil in few departments ➤ Working models may be developed for the courses to enhance the effective teaching. ➤ Project based assignments may be given for effective learning. ➤ Best practices and innovations are to be hosted in the web portal for effective learning of the students.
8.	Placement file	<ul style="list-style-type: none"> List of companies and students placed – offer letter evidence list of not willing candidates /willing candidates percentage matching % of placement last two academic year, if any deviation, give action taken 	<ul style="list-style-type: none"> Forms for not willing students --not found. Focus for not willing students may be planned. MoU companies may use for slow learners. Salary split up for core and software is to be needed List for core & noncore placed candidates may be maintained.
9.	Supplementary process	<ul style="list-style-type: none"> Alumni Association activities Awareness program for higher Studies maintenance of safety equipment - check service and due date 	---
10.	Customer feedback and communication	<ul style="list-style-type: none"> Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result letters sent to parents for tests and semester exams – evidence Course teacher feedback, course feedback, follow-up in case of deviation. Employer feedback Alumni feedback 	<ul style="list-style-type: none"> Follow of the action for course teacher feedback is to be maintained for continues improvement Employer feedback is required for further improvement
11.	Laboratory related files	<ul style="list-style-type: none"> Lab equipment's details, maintenance records, software details, license and expiry dates, computer details, etc. Adequacy of equipment, software etc, for the course / Programme conducted. Laboratory manuals for lab courses Lab schedules improvement in lab exercise (Linked with new regulations) 	<ul style="list-style-type: none"> Additional exercise may be conducted in laboratory be on syllabus.
12.	IIPC	<ul style="list-style-type: none"> Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. Extension Activities and Institutional social responsibility Faculty participation list in IIPC (refer last two years) 	<ul style="list-style-type: none"> Not achieved the target with respect to consultancy. IIPC activities were not carried out effectively with MOUs companies.
13.	Semester Result File	<ul style="list-style-type: none"> Semester result analysis – counseling for failed students by class advisor Any special analysis for courses and faculty one course different section - analysis report any 	<ul style="list-style-type: none"> Special advise / action may be given for failed candidates. Micro level result analysis are to be needed
14.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> Action Plan Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) Evidences Students participation in inter college events list - Evidence Books & Journal List Students attendance in library Usage of books by faculty and students Copies of Newsletter 	<ul style="list-style-type: none"> News letters are not available. Usage of books for faculty and students is very low in department libraries. Books and journal list –not updated Students attendance in library not maintained Latest issues are not available.
15.	Department objectives monitoring records	<ul style="list-style-type: none"> Department Quality Objectives Monitored. Entered in monitoring and improvement file. 	<ul style="list-style-type: none"> Potential Objectives are to be monitored.
16.	Non Conformity register	<ul style="list-style-type: none"> Deviation with respect to quality plan Follow-up action 	<ul style="list-style-type: none"> Corrective action and follow-up must be strongly implemented for all deviations

IQAC Coordinator

J. Venkatesh S/B/2017

IQAC Chairman

 Estd : 1984	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI ERODE - 638 060 Internal Quality Assurance Cell (IQAC)	Academic Audit Revision - 1 01-06-2018 IQAC
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Audit Checklist and Findings for Academic Year 2018-19(Internal Mid-Term Audit)Auditor Name and address: Dr.S.Suchithra / Civil
Dr.T.Pradeep / Civil

Date of Audit:04.03.2019

Audited Department : Civil Engineering

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	➤ Course Design form: (R2018) • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations	As per AICTE proposal, 2018, 2014 to be verified. Introduction to Engineering 18SEE16 Metro Transportation System. Elementation of Civil Engineering Alumini. AICTE & TCT, Gate Syllabus. R2018-curriculum , R2014-curriculum verified	Kept intact
		➤ Minutes of meeting	Verified.	
		➤ Copy of regulation, curriculum & Syllabus.	Verified.	
		➤ Copy of syllabus given to students	Verified.	
		➤ Feedback Systems from stake holders and action in regulations	Internship details verified (IV-B-15CER092) date 17.12.18.	
		➤ Curriculum Enrichment	17CER145 & 17CER119 credit transfer verified. credit transfer Note of craft & Tech Environment(NPTEL)	
		Time table ➤ Evidence for allotting courses to faculty based on expertise.	Mr.K.S.Navaneethan – Global Environmental Issue and challenge monitoring using 3Credit-3 to 4 hrs, 4Credit-5 hrs., lab-3hrs/week	
		➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory)		
		➤ Approved time table displayed in Notice Board and kept in file.	Verified.	
2.	Teaching Process Monitoring	➤ Course plan – syllabus completion during each test verification by HOD in course file.	III year 14CET54 WWE verified. 16CER067 – marks verified CAT-I 14CEO05 Air Pollution Management verified.	Verified.
		➤ Cycle test marks analysis	Available.	
		➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file.	Verified.	
		➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor	IV – B – students record verified	Students sign missing.
		➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc.	LT01 to get sign (WWE)	Not in LT01
		➤ Faculty Lecture note and initial of HoD	Verified.	
		➤ Extra classes for completing the syllabus	16CER081 (FE) GDA III-B verified.	
		➤ Action for slow learners	Verified.	
		➤ Course end survey	Verified.	
3.	Faculty information and Contribution	➤ List of Faculty and Skill Matrix	Mr.K.S.Navaneethan Data verified – TR01	
		➤ Faculty Training details –	Verified.	
		➤ Faculty research details – Journal & conference papers, Funded Project List–compare with last two years progress	Number of journal published 18-19-10 all International Nil funds.	
		➤ FDP, Conference, Workshop attended records.	60 programm – FDP 6 program upto Nov. 2018.	
		➤ Faculty Interaction outside/Abroad	Verified	
		➤ Awards received	Dr.GSR & Mrs.SSS IE(I) award.	
		➤ Faculty IPR& involvement in TBI activity	2 IPR applied	
		➤ Improvement of faculty research publications	Conference-6, Workshop-20, Seminar-2817-17-17, 17-18-42 , 18-19-10 till date	
4.	Course outcome and program outcome	➤ Any collaboration projects	Dr.GSR – CO ₂ Sequennstor with IIT (M).	
		➤ Mapping of CO and PO	Verified	
		➤ Average PO for same course in different sections course	Verified	
		➤ CCC minutes	Dr.PC, PCSC files verified	
		➤ Activity based learning (example for outcome)	Concrete Technology(Ms.S.Janani File verified)	
		➤ PAC and QAC files	Files verified.	

M.M. Saravanan
11/3/19
(Dr. M.M.SARAVANAN)

11/3/19 (Dr.T.Pradeep) (Dr.S.Suchithra)

5.	Students performance & Activities	➤ Students Record and its updation(till date)	Files verified.
		➤ Students Progression (Sample) - previous and present semester	III-B – 16CER080, 16CE061 – Sample checked
		➤ Students participation and activities	16CER058 Harish Nataraj .K Noted-16CER080-not entered 17CER109 – verified .
		➤ Students level of attendance during each test period – counseling the students, recorded in counseling file	Class wise verified. EX-03 subjects missing. Attendance shortage-ML-not found-16CEL263
		➤ List of students and companies	Verified
		➤ List of projects	Files verified.
		➤ Project review details Follow-up rubrics	Rubrics for each review verified, --- in allocation marks according to rubrics (guide & reviewer)
		➤ Industry permission, student declaration, Principal Approval, IV Report	Files verified.
		➤ Usage of industry for placement through IV industry	Files verified.
		➤ List of students who have not undergone industrial visit and implant training - action taken	III, C, D sections – Not undergone. Advised to take in even semester. 17CER109 – letter verified.
6.	Continues Improvement	➤ New facility created	Advanced Structural Engg. Lab.
		➤ List of research scholars registered in department	16-17-2nos., 17-18-20hos 18-19-6 nos.
		➤ Faculty research improvement through research scholars – focus on improvement	17-18-8 paper-high impact value-Achiever of Civil Engg, Achievers of Civil Engg. Mr.ARK & Dr.SAK Verified.
		➤ List of PhD Scholars and Approved supervisors	Supervisor – 6 – Dr.SAK & Dr.GSR required. PhD.holder – 12
		➤ Maintenance of documents	Verified.
		➤ Details of action taken/Observation/short comings of NBA reasonable efforts taken	Verified. NBA last report Not Accredited. Academic audit test dt. 27.07.18 verified with action taken.
		➤ Gap analysis for faculty/Students for further improvements	Verified.
		➤ PAC/QAC – reviews and actions	Verified.
		➤ Purchase of non-recurring last two years if any improvement	Yes, SM Lab, Concrete Lab, Advanced Structural Lab.
		➤ Students internship /exchange program if any	Verified.
7.	Innovations and best practices	➤ One batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any	Verified.
		➤ Refer – JRF working in department under faculty if any	NIL
		➤ Department level seminar/Conference conducted and presentation of chief guest.	Verified. CSIR sponsored program – Dr.S.T.Ramesh for NIT, Trichy.
8.	Placement file	➤ Best practices	Mechanics of fluids verified
		➤ Innovations	Miss. S.Janani file verified
		➤ Environment consciousness	Air pollution Management, Noise level meter measurement verified
		➤ List of companies and students placed – offer letter evidence	Verified
		➤ List of not willing candidates /willing candidates	W-115,NW-154=269
9.	Supplementary process	➤ Percentage matching	18-19= found to be low
		➤ % of placement last two academic year, if any deviation, give action taken	16-17=35% 17-18=53%
		➤ Present year planning	CPTP, Internship
		➤ Alumni	QR11A 2008 batch verified
10.	Customer feedback file	➤ Association activities	Planned -5 conducted -6 – odd semester
		➤ Awareness program for higher Studies	Verified
		➤ Maintenance of safety equipment - check service and due date	Verified
11.	Laboratory related files	➤ Course teacher feedback, course feedback, follow-up in case of deviation.	CMC file verified ODD semester not given for COE.
		➤ Employer feedback	JSE Engineering, Chennai, Shiraji Associates Erode verified
		➤ Alumni feedback	Verified
		➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc.	Highway lab LT07, Preventive Maintenance record verified
		➤ Adequacy of equipments, software etc. for the course / programme conducted.	Verified
12.	IIPC	➤ Laboratory manuals for lab courses	Verified
		➤ Lab schedules	Verified. LT01,III A(2019)
		➤ Improvement in lab exercise (Linked with new regulations)	Highway lab, CBR included in new regulation
		➤ Evidence for consultancy activities taken up – Industries visited – MoUs, Activities with respect to MoU companies.	Consultancy-17. MoU's – 4 new, Old – 2 - CADD Centre program 20-7-18 to 22-718.
		➤ Extension Activities and Institutional social responsibility	No activity found.

M.M. Saravanan
11/3/19
(Dr. M.M. SARAVANAN)

Dr. S. Suchini
11/3/19
(Dr. S. Suchini)

		> Faculty participation list in IIPC (refer last two years)	16-17=16, 17-18=21, 18-19=15	
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13.	Semester Result File	> Semester result analysis – counseling for failed students by class advisor	Verified	
		> Any special analysis for courses and faculty	Verified	
		> One course different section – analysis report any	Verified	
14.	Customer compliant and communication	> Any complaint – negative remarks mentioned by students, parent, employer – entered – complaint redressed (Any action taken) Result	Course monitoring ---- verified, Parents meeting held on 29.9.18 verified.	
		> Letters sent to parents for tests and semester exams – evidence	SMS proof verified.	
15.	Association Activity File Department Library and New Letters	> Action Plan	Verified.	
		> Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc)	Verified – 37	
		> Evidences	Faculty issue register verified.	
		> Students participation in inter college events list – Evidence	Verified.	
		> Books & Journal List	Books – 828, Journals - - hard disc – 22	
		> Students attendance in library	Very less	
		> Usage of books by faculty and students	Students only referred no faculty	
		> Copies of Newsletter	Verified.	
16.	Department objectives monitoring records	> Department Quality Objectives Monitored.	Verified.	
		> Entered in monitoring and improvement file.	Verified	
17.	Non Conformity register	> Deviation with respect to quality plan > Follow-up action	Verified. Verified.	

M. M. *[Signature]*
Signature of Department Coordinators (with name)

[Dr. M. M. Saravanan]

P. [Signature] 11.3.19.
Head of the Department (with seal)

HEAD
DEPARTMENT OF CIVIL ENGINEERING
SCHOOL OF BUILDING AND MECHANICAL SCIENCES
KONGU ENGINEERING COLLEGE
THOOPUPALAYAM (PO)
PERUNDURAI (TK), ERODE - 638 060

(1) *[Signature] 11.3.19* (2) *[Signature] 11.3.19*
 Signature of Auditors (with name and dept.)

(Dr. T. Radha)

(Dr. S. Suchithra)



Estd : 1984

**KONGU ENGINEERING COLLEGE
(Autonomous)
PERUNDURAI ERODE - 638 060**

Internal Quality Assurance Cell (IQAC)

(Meerb).

Academic Audit**Revision - 1**

01-06-2018

IQAC

Midterm Audit Format - Academic Year 2018-19 Date of Audit:01,02-03-2019

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details and Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<p>Feedback mechanism may be strengthened to provide sufficient evidence of "INPUTS" from different stakeholders.</p> <p>These inputs are the base for subsequent course design etc.</p> <p>So arrangement must be made to compile input periodically/regularly from alumni, students, faculty, industry etc .</p> <p>Evidence for allotting courses to faculty based on expertise may be streamlined</p>
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	Annexure Attached
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List – compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR& involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	<p>Faculty information and contribution</p> <p>Skill matrix –rules may be mentioned</p> <p>Time table – class wise order may be followed</p> <p>List of faculty of skills matrix comparison</p> <p>Subject willingness may be given in an order</p> <p>Faculty training details</p> <p>Place of training may be included</p> <p>Faculty research publications improvements may be given in numbers</p> <p>If there is no improvement - ?</p> <p>Publications in journals – authors may be highlighted</p> <p>Publications may be proven with list of papers in Google scholar</p> <p>Faculty IPR</p> <p>Proof may be shown – IPR TBI activities</p>
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	<p>Average PO for same course in different section may be provided after calculation for audit</p> <p>Evidence for activity based learning may be included in course files PAC & QAC files may be strengthened</p>

5.	Students performance& Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation(till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and implant training - action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	Students should involve in co-curricular activities – action Co-curricular activities not tillied in some books Students with low attendance may be given Project file HOD sign may be obtained Attainment analysis may be added List of projects may be shown Feedback report - ? Value added course list
6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department ➤ Faculty research improvement through research scholars –focus on improvement ➤ Maintenance of documents ➤ Purchase of non-recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	Verified Verified To be added in % Verified Verified (Comparison to be added) Verified Continuous improvement in % to be added
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	Best practices - drawing models Innovations Environment consciences – pasumaivanam
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence ➤ list of not willing candidates /willing candidates ➤ percentage matching ➤ % of placement last two academic year, if any deviation, give action taken 	86 students out of 279 not willing students list indicated. Not all the students submitted the forms duly completed.
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date 	files to be updated verified Awareness program- verified Maintenance of safety equipment 1) workshop complex- foam 2 not updated 2) automobile iab- powder type-2 not updated
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➤ letters sent to parents for tests and semester exams – evidence ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	Negative remarks mentioned by students (parents,employee,etc...) not properly documented. Feedback from employee & Alumini may be improved.
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	Laboratory related files Software details – verified Expiry dated to be included in the consolidated page Computer details – not found CAD centre and metrology lab – preventive maintenance break down maintenance- verified Workshop, automobile, thermal-lathe and sp. m/s not found Laboratory equipment list- metrology verified Improved in lab exercise – not found Merging of lab not done
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility ➤ Faculty participation list in IIPC (refer last two years) 	Bills od IIPC activities may be added List of MOU'S with date of MOU. extension activities and industrial social responsibility List may be enclosed by HOD
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty ➤ one course different section - analysis report any 	Special analysis for course & faculty: comments/summary may be included.
14.	Association Activity File	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) 	department library and newsletters Last update 14-15

	Department Library and New Letters	<ul style="list-style-type: none"> ➤ Evidences ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 	Books and journal list - not updated Newsletter - online Students attendance in library -not maintained Usage of books by faculty and student – not found
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 	Result Attendance Curricular activities Student performance Objectives set may be presented
16.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ Follow-up action 	Verified

2. Teaching Process Monitoring

II- YEAR

1. Engineering Mechanics Dr.S.Selvakumar

Some sign in weak students list has been missing

2. Fluid Mechanics&Hydraulic machines Mr.N.Prasanna

Sample papers should be from best ,worst,medium papers
AC06-18/08/2018 – Verified

3. Manufacturing technology Dr.M.Buvanesh kumar

Excel sheet for 3rd test is missing

III- YEAR

1. Dynamics of machinery Dr.K.Dinesh kumar

- AC-02- Not completed
- Attendance: No. of hours absent/present
- Attendance presentees not marked (found lines)
- Follow up actions of failed students not found
- Assignment,seminar topics,tutorials, any other components not filled
- Answer sheet not signed, total marks not entered in all three tests
- Course end survey not found

III- YEAR

Machine Drawing Mr.N.Saravanan

- In test paper , marks not written in words
 - Test papers (samples) are on all categories
- AC-02- Not completed

IV YEAR MR.S. RAMAKRISHNAN
TQM
AE-02. to be completed
Industrial Engineering and cost analysis

Mr. D. Suresh Actual
Lecture plan 2 date and period not found
Marks not written in words and total not put in individual categories.

FILES NOT SUBMITTED
C. Baskar O.R file not found
C.S.R M.D file not found
R.G M/S file not found

III SEM LAB
P.Prabhakaran/ R. Kamalakkannan
Manufacturing technology lab
Sample sheets of model test not found
Manual cum sample record to be added with the file
Safety precaution and rules to be added

In lecture plan actual date and period not mentioned

LIST OF EXPERIMENTS NOT FOUND

AE 02 not completed.

V SEM CAD LAB

A. Mohan kumar/ R. Kamalakannan

AE-02 not completed attendance present and absent

Model test marks not found

Total marks not found

Samples sheets missing

List of experimental not found

Lab schedule plan not found

Safety precaution not found

VII SEM

Mr. N. Sathish kumjar and S. Ajay

Automobile engineering and FP lab

Ae-02 not completed

Sample paper not found

End semester excel sheet not available

VII SEM Project design and fabrication

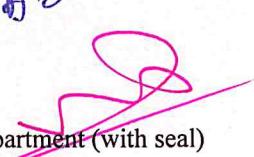
PR01, PR02, PR03 not found

1. N. Baavalkurian (7/3/19)
2. C. Moganapriya c.moganpriya@psu.ac.in

Signature of Department Coordinators (with name)


 Mr. S. Sasi Kumar
7/31/19
Signature of Auditors (with name and dept.)

Head of the Department (with seal)


Dr. P. Navaneethakrishna

Head Mech



Midterm Audit Format - Academic Year 2018-19

Date of Audit: 02/05/2019

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<p>BOS Files for R2014 and R2018</p> <p>Timetable file for 2017 – 18 EVEN 2018 – 19 ODD & EVEN semesters are verified</p>	<p>The records and minutes of Meeting of BOS are well maintained. The comparison between previous regulations to be maintained separately The percentage of Improvement between parent university curriculum and KEC - MTS curriculum must be maintained separately</p> <p>Subjects allotment against skill matrix is verified</p>
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	<p>14MET41 – Strength of Materials for IInd Yr MTS and 14MTT63 – Programmable Automation Controllers for IIIrd Yr MTS are taken up for audit</p>	<p>Actions taken for slow learners are not maintained. Proof for Counseling was missing for III Yr MTS – A & IV Yr MTS A needs follow up A consolidated online course end survey pattern is adopted.</p>
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List– compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR& involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	<p>Best Department Report and Semester Report</p> <p>Biodata Files of Dr. S. Shankar, Mr. R.Nithyaprakash and Dr.C. Maheswari were taken up for Audit</p>	<p>The Skill Matrix needs updating TR01 needs to be updated</p>
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	<p>14MTE01 - Design of Mechanical Elements and 14MTT51 – Microprocessor and Microcontroller Applications</p>	<p>PAC & QAC files needs to be strengthened</p>

5.	Students performance & Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation (till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and implant training - action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	II Yr MTS – A & III Yr MTS A Semester Report II Yr MTS – A & III Yr MTS A Placement File Project File PR – 02 Project File PR – 02 IV File IV File and MOU File IV File CMC Meeting Report One Credit and Non Formal Corse File for Yr 2018 – 19	Action taken report for IV and IPT non goers are not maintained properly
6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department ➤ Faculty research improvement through research scholars –focus on improvement And Maintenance of documents ➤ Purchase of non-recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	Consolidated File Budget File Placement File AC07 for two final year classes	Verified AC06 and AC07 not updated
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	14MTE01 - Design of Mechanical Elements and 14MTT51 – Microprocessor and Microcontroller Applications	Project assignment and Demo Models are Available
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence ➤ list of not willing candidates /willing candidates ➤ percentage matching ➤ % of placement last two academic year, if any deviation, give action taken 	Placement File	Salary split up for placed students in core and software to be maintained separately
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date 	Alumni File Association File Higher Education File Physically Verified	Year wise consolidated alumni feedback is missing HCD signature is missing in few documents List of achievers on department level should be maintained
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result letters sent to parents for tests and semester exams – evidence ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	P&T Feedback File Consolidated File Placement File Alumni File	Needs Updating Online – SMS System Implemented Needs Updating Feedback analysis missing Consolidated statement about feedback is missing
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	Individual Lab Files	LT – 01, LT- 09 not available for CAM Lab, VI Lab Lab Manual not available for CNC Lab
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility ➤ Faculty participation list in IIPC (refer last two years) 	IIPC File	MoU activity with few organizations are not started Need to start Extension Activities and Institutional social responsibility activities.
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty ➤ one course different section - analysis report any 	II Yr MTS – A & III Yr MTS A AC – 06 & AC – 07	Analysis report updated only up to 2017 – 2018 batch
14.	Association Activity File Department	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences 	Association File	Verified and found satisfactory

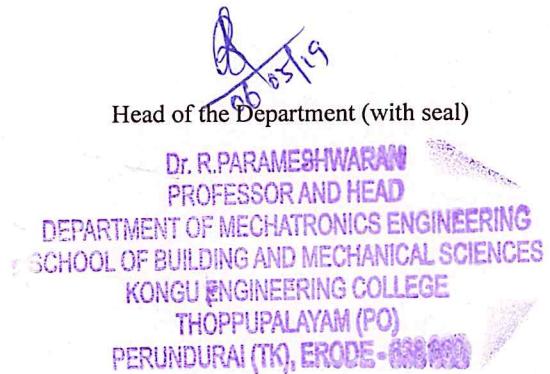
	Library and New Letters	<ul style="list-style-type: none"> ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 	Semester Report Library Files	Books and journal list - not updated Students attendance in library -not maintained Usage of books by faculty and student – not found Latest Issues are not available
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 		Verified
16.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ Follow-up action 		Verified

1. Dr. S.G. Prathap (sgp)
 2. S.K. Thayaram (skt)
 3. C. Naveen (cn)

Signature of Department Coordinators (with name)

1. Dr. R. Parameswaran (DR. R. Parameswaran)/MTS
 2. Mr. Gireesh (Mr. Gireesh)/MTS
 3. Mrs. B. Meenakshi (Mrs. B. Meenakshi)/MTS
- Signature of Auditors (with name and dept.)

Head of the Department (with seal)





**KONGU ENGINEERING COLLEGE
(Autonomous)
PERUNDURAI ERODE - 638 060**

Internal Quality Assurance Cell (IQAC)

**Academic Audit Revision - 1
01-06-2018 IQAC**

Midterm Audit Format - Academic Year 2018-19 Date of Audit: 01.03.2019

Sl. No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<p>BoS Meeting minutes verified.</p> <p>Skill matrix is verified.</p> <p>AC01 file verified.</p>	<p>Inputs from various stake holders are not received. BoS members input alone were considered in framing syllabus. (because of new department)</p> <p>Skill matrix is not updated.</p>
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. 	<p>Sample course file verified.</p> <p>Remedial measure file verified.</p>	<p>Updated result analysis format is not followed. Need to change the format to new format.</p> <p>Evening classes were conducted for failure students.</p>

		<ul style="list-style-type: none"> ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	<p>Counseling file verified.</p> <p>Lecture note verified.</p> <p>Course end survey verified.</p>	
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List – compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR & involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	<p>Skill matrix file verified.</p> <p>TR01 file verified.</p> <p>R & D file verified.</p> <p>Workshop attended file verified.</p> <p>No record.</p>	<p>Need to be updated for new faculty members.</p> <p>Many faculties had undergone training.</p> <p>Good number of journal publications.</p> <p>Need improvement.</p>
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	<p>File verified.</p> <p>Few projects verified.</p> <p>No records.</p>	<p>Mapping of CO and PO was done,</p> <p>Achieved higher results.</p> <p>Need to start PAC and QAC.</p>
5.	Students performance & Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation (till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects 	<p>Student Record verified.</p> <p>Paper presentation file verified.</p> <p>Project file verified.</p>	

		<ul style="list-style-type: none"> ➢ Project review details Follow-up rubrics ➢ Industry permission, student declaration, Principal Approval, IV Report ➢ Usage of industry for placement through IV industry ➢ list of students who have not undergone industrial visit and implant training - action taken ➢ Feedback report ➢ Value added Programme / Non formal programme 	<p>Samples verified.</p> <p>IV file verified.</p> <p>One credit course file verified.</p>	Action taken need to be updated.
6.	Continues Improvement	<ul style="list-style-type: none"> ➢ New facility created ➢ List of research scholars registered in department ➢ Faculty research improvement through research scholars –focus on improvement ➢ Maintenance of documents ➢ Purchase of non-recurring last two years if any improvement ➢ Students internship /exchange program if any ➢ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	<p>Lab purchase is going on.</p> <p>Not recognized as research Centre.</p> <p>Student internship file is verified.</p> <p>No record found.</p>	New building construction is in progress. New laboratories need to be established.
7.	Innovations and best practices	<ul style="list-style-type: none"> ➢ Best practices ➢ Innovations ➢ Environment consciousness 		Activity based learning is given for some subjects.
8.	Placement file	<ul style="list-style-type: none"> ➢ List of companies and students placed – offer letter evidence ➢ list of not willing candidates /willing candidates ➢ percentage matching ➢ % of placement last two academic year, if any deviation, give action taken 	Placements file is verified.	Comparison of last two years is not possible, since first batch.
9.	Supplementary process	<ul style="list-style-type: none"> ➢ Alumni ➢ Association activities ➢ Awareness program for higher Studies ➢ maintenance of safety equipment - check service 	-NA-	New department

		and due date		
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➤ letters sent to parents for tests and semester exams – evidence ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	<p>File verified. Intimation to parents verified. -NA-</p>	No complaints.
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	Equipment Register, Consumable Register and Lab schedule files verified.	
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility ➤ Faculty participation list in IIPC (refer last two years) 	File verified. MoU file verified.	
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty ➤ one course different section - analysis report any 	AC 06 verified.	
14.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences ➤ Students participation in inter college events list - 	Association file verified.	Association is started in the academic year 2018-19.

		<p>Evidence</p> <ul style="list-style-type: none"> ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 		
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 	File verified.	Needs improvement.
16.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ Follow-up action 	Verified.	IIPC, MOU, R & D projects need improvement.

Mr Bharath
11/3/19

DR. M. BHARATH RAJA

Signature of Department Coordinators (with name)

Mr Bharath
—

(DR. M. BHARATH RAJA)

Signature of Auditors (with name and dept.)

P. Sreekanth
11/3/19

Head of the Department (with seal)

HEAD
DEPARTMENT OF AUTOMOBILE ENGINEERING
SCHOOL OF BUILDING AND MECHANICAL SCIENCES
KONGU ENGINEERING COLLEGE
THOOPPUPALAYAM (PO)
PERUNDURAI (TK), ERODE - 638 060



**KONGU ENGINEERING COLLEGE
(Autonomous)
PERUNDURAI ERODE - 638 060**

Internal Quality Assurance Cell (IQAC)

Academic Audit

Revision - 1

01-06-2018

IQAC

Midterm Audit Format - Academic Year 2018-19 Date of Audit:04.03.2019

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<p>Course Monitoring Committee, Alumni file, BOS files were verified</p> <p>Curriculum & syllabus book, BOS meeting file verified.</p> <p>Alumni & course monitoring committee files verified</p> <p>Skill Matrix file verified</p> <p>Time table file verified against allotment of hours and display in NB</p>	Inputs from employer need to be improved.
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	<p>Course file of all the faculties were verified.</p> <p>Counseling note was verified against each class</p> <p>Lecture note of the faculties were verified.</p> <p>Common file is maintaining for course end survey</p>	
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List- compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR& involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	<p>Time table file and individual time table was verified.</p> <p>TR01 File verified</p> <p>Research file was verified against publications, conferences and workshop</p> <p>Faculty details file was verified against awards and outside interactions</p>	Faculty publication need to be improved
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	<p>Syllabus book was verified for CO/PO mapping</p> <p>Subject files were verified</p> <p>CCC minutes of all subjects were verified</p> <p>14EET41 course was verified for activity and outcomes</p>	PAC and QAC files need to be updated
5.	Students performance& Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation (till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and implant training - action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	<p>Student record of all classes were verified</p> <p>Student record was verified against progression</p> <p>Student project and paper presentation file verified.</p> <p>Counseling note of III-A verified</p> <p>Project file was verified</p> <p>PR01, PR02 and PR03 files were verified against companies, project list and rubrics for project review.</p> <p>Industrial visit file were verified.</p> <p>No students placed through industrial visit.</p> <p>Verified against IPT file.</p>	Students participation in IIT's and NIT's need to be improved.

6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department ➤ Faculty research improvement through research scholars – focus on improvement ➤ Maintenance of documents ➤ Purchase of non-recurring last two years if any improvement ➤ Students internship / exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	<p>Verified against budget file and new ongoing research lab Verified with consolidated list in research file Good number of publications were found PhD holders and supervisors details were verified</p> <p>Verified the documents in research file</p> <p>NBA file verified. verified against faculty and students feed back</p> <p>Verified the budget documents for improvement</p> <p>Internship file verified and the documents for the students were verified. Verified the documents for 2017 batch Activities conducted and documents were verified.</p>
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	<p>OBE file verified Student project and paper files verified Field trip by IEEE/EEC club was verified.</p>
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence ➤ list of not willing candidates /willing candidates ➤ percentage matching ➤ % of placement last two academic year, if any deviation, give action taken 	<p>Placement files verified List of documents verified.</p>
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date 	<p>Alumni interaction register, Alumni meet and consolidated list verified Verified the documents for number of activities conducted. Verified against higher education file Verified against fire extinguisher and First-aid box.</p>
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result letters sent to parents for tests and semester exams – evidence ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	<p>Verified the documents and no deviations found.</p> <p>Verified the document for employer feedback. Alumni interaction register verified.</p>
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	<p>Verified the documents for lab files</p> <p>Verified the equipment register Lab manual verified. Verified schedule against course file</p> <p>Extra experiments need to be done</p>
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility ➤ Faculty participation list in IIPC (refer last two years) 	<p>Documents verified for consultancy and MoU's Verified against sponsored course Documents verified and good number of faculties were found to be involved.</p>
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty ➤ one course different section - analysis report any 	<p>7th and 5th semester results were verified against corresponding documents.</p> <p>Special Electrical Machines course file was verified for A & B sec.</p>
14.	Association Activity File Department	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences 	<p>Action plan verified against association file. Documents verified</p> <p>News letter edition need to increase</p>

	Library and New Letters	<ul style="list-style-type: none"> ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 	<p>Invitation, agenda and bill settlement details verified. Student details verified. Register note verified. Copies of news letter were verified.</p>
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 	<p>QR06 file and Faculty meeting files were verified. Documents found available and verified. Also OBE file was verified.</p>
16.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ Follow-up action 	<p>Documents verified against quality plan (QR11 file)</p>

Signature of Department Coordinators (with name)

CT-Anasela)

Signature of Auditors (with name and dept.)

Head of the Department (with seal)

HEAD
DEPT. OF ELECTRICAL & ELECTRONICS BNOC.
SCHOOL OF ELECTRICAL SCIENCES
KONGU ENGINEERING COLLEGE
THOPPUPALAYAM (PO)
PERUNDURAI (TK), ERODE - 638 002



Estd : 1984

KONGU ENGINEERING COLLEGE
(Autonomous)
PERUNDURAI ERODE - 638 060

Internal Quality Assurance Cell (IQAC)

Academic Audit

Revision - 1

01-06-2018

IQAC

Midterm Audit Format - Academic Year 2018-19

Date of Audit: 20.02.2019

Sl. No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<ul style="list-style-type: none"> ➤ BOS file for 2014R and 2018R ➤ Time Table File 	<ul style="list-style-type: none"> ➤ Records and minutes are maintained ➤ Inputs from various stakeholders are verified for the 2018R ➤ Improvement in regulations-verified ➤ Subject allotment is verified against skill matrix
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	<ul style="list-style-type: none"> ➤ 14EIT52 – Biomedical Instrumentation ➤ 14ECT52 – Linear Integrated Circuits 	<ul style="list-style-type: none"> ➤ Verified the course files ➤ Remedial classes are conducted for slow learners effectively ➤ Counseling for the students with 3 or more failure in tests are not maintained in the counseling file (IV Year B)
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List – compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR & involvement in TBI activity ➤ Improvement of faculty research publications Any collaboration projects 	<ul style="list-style-type: none"> ➤ TR-01 -Skill matrix for the faculties was identified from faculty training record ➤ Publications-data verified ➤ Dr.M.Ponnibal a has received the best faculty award. 	<ul style="list-style-type: none"> ➤ Verified the faculty list and skill matrix ➤ 29 faculties were undergone training ➤ 5 faculties were published in national journals and 2 faculties published in international conference 2018-2019 (odd) ➤ Data verified but very few faculties have

Received on

18/3/2019

				outside interaction.
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ Activity based learning (example for outcome) ➤ PAC and QAC files 	<ul style="list-style-type: none"> ➤ 14EIT71 – PLC,SCADA,DCS ➤ 14MEO06 Industrial safety Engineering 	<ul style="list-style-type: none"> ➤ CO attainment calculation has to be completed ➤ Activity based learning is implemented in effective manner verified for the course (14EIT71 PLC,SCADA, DCS) ➤ PAC and QAC files verified
5.	Students performance & Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation (till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and implant training - action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	<ul style="list-style-type: none"> ➤ Higher education, NCC, NSS, cells/club details verified. ➤ Tamil mandram participation list was checked ➤ Checked ➤ 2018-19 batch Placed list was audited ➤ Project list(PR-01) of 2018-19 was checked ➤ Rubrics checked for 2018-19(Odd) ➤ II-B on 12/9/2018 IV data were checked ➤ Checked the student 15EIR01, 17, 37, 101, 105 IV- 2018-19- data verified ➤ 5 value added and 5 non formal courses were conducted in 2018-19 	<ul style="list-style-type: none"> ➤ Verified the cells/club files and Tamil Mandaram files ➤ 75.94% was achieved ➤ Verified ➤ Verified the project files and found correct ➤ Rubrics framed for the project and all laboratory courses ➤ Found the student has not undergone IPT ➤ Action taken for not undergone IV and IPT is not maintained for IV Year A & B section ➤ Verified the courses conducted and found correct
6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department ➤ Faculty research improvement through research scholars – focus on improvement ➤ Maintenance of documents ➤ Purchase of non-recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	<ul style="list-style-type: none"> ➤ R&D file ➤ Budget file ➤ Project file 	<ul style="list-style-type: none"> ➤ CSTR is Purchased ➤ Improvement in no. of research scholars registered in the department ➤ Improvement in no. of Ph.D. holders ➤ Improvement in purchase of non-recurring equipments ➤ 15 students undergone internships including one in abroad

7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	14EIT33 Electrical And Electronics Measuring Instruments	<ul style="list-style-type: none"> ➤ Well planned course delivery methods - 14EIT33 ➤ Electrical And Electronics Measuring Instruments ➤ Working model may be developed for the courses to enhance the effective teaching ➤ Project based assignments may be given for effective learning ➤ Best practices and innovations are to be hosted in the web portal for effective learning of the students
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence ➤ List of not willing candidates /willing candidates ➤ Percentage matching % of placement last two academic year, if any deviation, give action taken 	<ul style="list-style-type: none"> ➤ Checked the willingness of students, list of companies and students placed 	<ul style="list-style-type: none"> ➤ Verified and found correct ➤ 75.94% was achieved
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni ➤ Association activities ➤ Awareness program for higher Studies maintenance of safety equipment - check service and due date 	<ul style="list-style-type: none"> ➤ List of activities for 2018-19 (odd) were checked ➤ 2018-19 (odd) association activities were checked ➤ 2018-19 (odd) data were checked ➤ Checked the service and due date of safety equipment 	<ul style="list-style-type: none"> ➤ Verified the list of activities ➤ 09 activities related to association ➤ 02 Alumni interaction programme were organized ➤ 30 students were involved in Higher education activities
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➤ letters sent to parents for tests and semester exams – evidence ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	<ul style="list-style-type: none"> ➤ Parents meeting file ➤ Class Advisor file ➤ Alumni file ➤ BOS file 	<ul style="list-style-type: none"> ➤ Feedback system is maintained effectively for continuous improvement
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules improvement in lab exercise (Linked with new regulations) 	<ul style="list-style-type: none"> ➤ Computer Centre ➤ 14EIL32 – Electron Devices and Circuits Laboratory 	<ul style="list-style-type: none"> ➤ Records are maintained properly ➤ Additional experiments are carried out in the lab classes.

12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility Faculty participation list in IIPC (refer last two years) 	<ul style="list-style-type: none"> ➤ One MOU's were shown and faculty training and students activities like IV, Internships and IPTs were carried out ➤ For 2018-19 IIPC activities were checked and data found 	<ul style="list-style-type: none"> ➤ Totally 5 MOU's were found active- IIPC activities were not carried out with the above 5 companies effectively. ➤ Only one IC-01 is carried out for 2018-19 (odd) ➤ There is no consultancy activities found except the calibration.
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty one course different section - analysis report any 	<ul style="list-style-type: none"> ➤ Result analysis files (AC06, AC07) ➤ III Year students- Counseling files verified and found correct 	<ul style="list-style-type: none"> ➤ Counseling for failed students are done ➤ Result analysis are made
14.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students Copies of Newsletter 	<ul style="list-style-type: none"> ➤ 2018-19 action plan was checked ➤ 2018-19(odd) activities were checked ➤ Books & Journal List- not verified ➤ Students attendance in library - not verified ➤ Usage of books by faculty and students - not verified. ➤ Department Newsletter- verified and found correct 	<ul style="list-style-type: none"> ➤ Found verified ➤ 09 activities were conducted as per the plan found verified ➤ Outside KEC-20 papers and inside KEC-39 were presented by the students ➤ Student attendance for library access is not maintained ➤ 2 news letters were published
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. Entered in monitoring and improvement file. 	<ul style="list-style-type: none"> ➤ Quality parameters 	<ul style="list-style-type: none"> ➤ It will be checked on yearly basis.
16.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan Follow-up action 	QR06	<ul style="list-style-type: none"> ➤ It will be checked on yearly basis.

1. *K. Prabhu* (K. PRABHU)
 2. *S. Jayaram* (S. JAYARAM)
 3. *P. Jayaram* (P. JAYARAM)
 4. *R. S. Sudhakar* (R. SUDHAKAR)

Signature of Department Coordinators (with name)

1. *K. Prabhu* (K. PRABHU) EIE
 2. *S. Jayaram* (S. JAYARAM) EIE
 3. *P. Jayaram* (P. JAYARAM) EIE
 4. *R. S. Sudhakar* (R. SUDHAKAR) EIE

Signature of Auditors (with name and dept.)

Head of the Department (with seal)

KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE-638060
(Autonomous)
SCHOOL OF ELECTRICAL SCIENCES
DEPARTMENT OF ELECTRONICS AND INSTRUMENTATION
ENGINEERING

08.03.2019

IQAC Audit -General Observations

1. Course file:

- i. CCC Minutes
- ii. CO mapping
- iii. Course end survey
- iv. Remedial measure
- v. Course & Course teacher feedback
- vi. Updated check list
- vii. OBE/Field visit proof
- viii. Rubrics with HOD sign (Lab)
- ix. Sample record and observation (Lab)
- x. 14GET71 TQM (IV Year- A)
- xi. AC-03 Class Log Book (III Year A section)

2. R & D file

- i. Faculty publication details
- ii. List of Ph.D registered scholars, holders and approved supervisors
- iii. Faculty interaction outside
- iv. Funded project list

3. Library file

- i. Books and Journal list
- ii. Students attendance in library
- iii. Usage of books by faculty and students
- iv. Copies of Newsletter

4. Class advisor file

- i. Counseling note

5. Non formal/One credit/Seminar/Workshop file

- i. Revised STTP plan

1. *W. P. S. [Signature] (W. P. Subrahmanyam)*
8/3/19 (W. P. Subrahmanyam)

2. *S. J. S. [Signature] (S. Jayachandran)*
IQAC Co-ordinators

3. *P. Jayaram [Signature] (P. Jayaram)*

4. *R. A. L. [Signature] (R. Subramanian)*

8/3/19
HoD (EIE)



Estd : 1984

Audit Checklist and Findings for Academic Year 2018-2019
Date of Audit : 06.03.19

Auditor Name and Address : HOD

Audited Department : Electronics and Communication Engineering

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	Inputs from stake holders , BoS Minutes, 2018 amendments verified. 1 One credit course was verified Timetable (AC-01) verified based on the faculty willingness list.	
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	Digital Signal Processing, Low Power VLSI Design, Digital Electronics subjects course file verified AC-02 and Course files were verified	For some subjects, Instead of lecture notes, PPT was kept.
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List - Last two years ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad Awards received ➤ Faculty IPR & involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	Training details of the faculty are updated and training is given as per need Publications, Projects and Seminars fund received are verified.	

4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➢ Mapping of CO and PO ➢ Average PO for same course in different sections course ➢ CCC minutes ➢ activity based learning - any measurement of outcome ➢ PAC and QAC files 	Syllabus book Digital Electronics verified	
5.	Students performance & Activities	<ul style="list-style-type: none"> ➢ Students Record and its updation(till date) ➢ Students Progression (Sample) - previous and present semester ➢ Students participation and activities ➢ Students level of attendance during each test period – counseling the students, recorded in counseling file ➢ List of students and companies ➢ List of projects ➢ Project review details Follow-up rubrics ➢ Industry permission, student declaration, Principal Approval, IV Report ➢ Usage of industry for placement through IV industry ➢ list of students who have not undergone industrial visit and implant training -action taken ➢ Feedback report ➢ Usage of industry for placement through IV industry ➢ Value added Programme / Non formal programme 	Updated II ECE B IV file was verified Value added Programme and one credit Courses were conducted	
6.	Continues Improvement	<ul style="list-style-type: none"> ➢ New facility created ➢ List of research scholars registered in department for last two years ➢ Faculty research improvement through research scholars ➢ list of Ph.d holders and approved supervisors ➢ Maintenance of documents ➢ Details of action taken / Observation/ shortcomings of NBA - reasonable efforts taken ➢ Gap analysis for faculty /students for further improvements ➢ Program Assessment committee (PAC) and Quality Improvement Committee (QAC) -reviews and actions ➢ Purchase of non recurring last two years if any improvement ➢ Students internship /exchange program if any ➢ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any ➢ Refer- JRF working in department under faculty if any ➢ Department level seminar/ conference conducted and presentation of national level delicates and chief guests 	List Verified Internship projects improved PAC and QIC Files – reviews and actions verified. Result analysis	
7.	Innovations and best practices	<ul style="list-style-type: none"> ➢ Best practices ➢ Innovations ➢ Environment consciousness 	Student Adoption	
8.	Placement file	<ul style="list-style-type: none"> ➢ List of companies and students placed – offer letter evidence ➢ list of not willing candidates /willing candidates ➢ percentage matching ➢ % of placement last two academic year, if any deviation, give action taken ➢ present year planning for department students 	Verified	
9.	Supplementary process	<ul style="list-style-type: none"> ➢ Alumni 	Alumni interaction programmes were conducted	

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		<ul style="list-style-type: none"> ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date 	college level- students participated evidences were shown Verified	
10.	Customer feedback file	<ul style="list-style-type: none"> ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	Follow up actions - were taken	
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	Evidences shown	
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility ➤ Faculty participation list in IIPC (refer last two years) 	IC-01 verified 6 MoUs are currently active	
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty ➤ one course different section analysis 	Sample Counseling forms verified	
14.	Customer complaint and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➤ letters sent to parents for tests and semester exams - evidence 	QR-10 verified	
15.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 	18-19 Association file verified Library issue and entry register verified 2 issues of Newsletter verified	
16.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 	QR-06 verified	
17.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ follow-up action 	QR-11 verified	

Signature of Department Coordinators (with name)

D. Malathi

N.L. (Dr. N. Kasthuri ECE)

Signature of Auditors (with name and dept.)

Head of the Department (with seal)

HEAD
DEPT. OF ELECTRONICS AND COMMUNICATION ENGG.
SCHOOL OF COMM. AND COMPUTER SCIENCES
KONGU ENGINEERING COLLEGE
THOPPUPALAYAM (PO)
PERUNDURAI (TK), ERODE - 638 060



Midterm Audit Format - Academic Year 2018-19

Date of Audit: 01.03.2019

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	Minutes of the internal BOS meeting is verified 2014 Regulation and feedback from alumni and faculty is verified	Can collect more alumni feedback
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	Master timetable for even and odd semester of 18-19 files are verified. Skill matrix verified Allotment of subjects as per expertise is done.	Satisfactory
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details ➤ Faculty research details – Journal & conference papers, Funded Project List–compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR& involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	TR-01 and the files for faculty research publications and other relevant information are verified	Satisfactory
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	14CST33 – Computer Organisation, 14MSE04 – Business Intelligence and 14ITT51 – Computer communication Networks course files are verified. Counselling record for slow learners verified	No discrepancies found Improvements found after counselling
5.	Students performance& Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation(till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and implant training - action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	II year C student record verified Sample Project files along with rubrics , IV file for II CSE D, IPT file for II CSE A, One credit course details are verified	Satisfactory

6.	Continues Improvement	<ul style="list-style-type: none"> ➢ New facility created ➢ List of research scholars registered in department ➢ Faculty research improvement through research scholars – focus on improvement ➢ Maintenance of documents ➢ Purchase of non-recurring last two years if any improvement ➢ Students internship/exchange program if any ➢ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	Mobile communication laboratory equipment updated details verified Research scholar details of the department verified Research publications by the research scholar verified Students internship file verified Students' progress is verified for the 2018 passed out batch	Publication found to be satisfactory Improvement in number of students undergoing internship
7.	Innovations and best practices	<ul style="list-style-type: none"> ➢ Best practices ➢ Innovations ➢ Environment consciousness 	Students internship at Petrono university Students involvement in mobile applications for e-Governance project	Good
8.	Placement file	<ul style="list-style-type: none"> ➢ List of companies and students placed – offer letter evidence ➢ list of not willing candidates /willing candidates ➢ percentage matching ➢ % of placement last two academic year, if any deviation, give action taken 	Placement file along with list of companies visited, students placed, willing and non-willing list verified. Placement activities verified.	Focus on non-willing students may be planned
9.	Supplementary process	<ul style="list-style-type: none"> ➢ Alumni ➢ Association activities ➢ Awareness program for higher Studies ➢ maintenance of safety equipment - check service and due date 	Alumni guest lecture details are verified Association files are verified for the year 18-19. Higher Education details are verified.	Satisfactory
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➢ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➢ letters sent to parents for tests and semester exams – evidence ➢ Course teacher feedback, course feedback, follow-up in case of deviation. ➢ Employer feedback ➢ Alumni feedback 	Customer complaint record is verified Course feedback and follow up verified Employer feedback and Alumni feedback files are verified	Action taken for the given complaints
11.	Laboratory related files	<ul style="list-style-type: none"> ➢ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➢ Adequacy of equipments, software etc, for the course / programme conducted. ➢ Laboratory manuals for lab courses ➢ Lab schedules ➢ improvement in lab exercise (Linked with new regulations) 	Files verified	Satisfactory
12.	IIPC	<ul style="list-style-type: none"> ➢ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➢ Extension Activities and Institutional social responsibility ➢ Faculty participation list in IIPC (refer last two years) 	Consultancy activities and MOU files are verified	Satisfactory
13.	Semester Result File	<ul style="list-style-type: none"> ➢ Semester result analysis – counseling for failed students by class advisor ➢ Any special analysis for courses and faculty ➢ one course different section - analysis report any 	Result analysis file verified	Satisfactory
14.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➢ Action Plan ➢ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➢ Evidences ➢ Students participation in inter college events list – Evidence ➢ Books & Journal List ➢ Students attendance in library ➢ Usage of books by faculty and students ➢ Copies of Newsletter 	Association Files and library files are verified	Association activities are conducted as per plan Good attendance by students in the library
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➢ Department Quality Objectives Monitored. ➢ Entered in monitoring and improvement file. 	Quality objectives monitored by the department are verified	Research publications need to be improved
16.	Non Conformity register	<ul style="list-style-type: none"> ➢ Deviation with respect to quality plan ➢ Follow-up action 	NC register verified based on the quality plan	NC need to be closed at the end of the academic year

Auditors:

1. mani [E. GOTHAI]

2. R.H (P. Malige)

Dept. Coordinator
C.S.KAWEMOZHISELV
Rajesh AT/3/19
HOD/CSE



Midterm Audit Format - Academic Year 2018-19

Date of Audit: 04.03.2019

Sl. No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) 	<p>BoS File UG-Dr.CN PG-Ms.RSK & Dr.RDP verified.</p> <p>Meeting minutes verified.</p> <p>Verified.</p> <p>Verified.</p> <p>Based on the feedback, a new course Programming and Linear Data Structures theory and Lab introduced in the 2018 regulation.</p> <p>Two subjects (Web Technology and Python programming) verified.</p> <p>Time table file verified</p>	<p>Stakeholder's inputs must be maintained in a file.</p> <p>Available.</p> <p>Available.</p> <p>Syllabus book available with the students.</p> <p>-</p> <p>Courses allotted based on the skill matrix.</p> <p>3 hours per week allotted for 3 credit courses and 4 hours per week allotted for 4 credit courses.</p>

		<ul style="list-style-type: none"> ➤ Approved time table displayed in Notice Board and kept in file. 	Verified.	Time table is available with all class notice boards and department notice boards.
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners 	<p>Course files verified for the following faculties:</p> <p>Theory: Mr.K.Senthamilselvan-14ITO03-Python programming</p> <p>Lab: Ms.B.Anitha -14ITL53 Microprocessor & Embedded System</p> <p>Marks verified.</p> <p>Mr.A.P.Ponselvakumar-14CST72-Mobile communication</p> <p>II-A –Class advisor</p> <p>Verified the log book</p> <p>Verified</p> <p>Verified</p> <p>Verified Web Technology file</p> <p>Not available.</p>	<p>In all course files, Instead of lecture notes, they kept only PPTs and handwritten notes.</p> <p>End semester result percentage not entered in the NC form.</p> <p>Mark evaluation based on the rubrics.</p> <p>Analysis done.</p> <p>Remedial measures taken for failed students</p> <p>Counseling given.</p> <p>Verification done by the HoD</p> <p>Attendance verified.</p>

		➤ Course end survey	Verified.	Course end survey maintained as a soft copy.
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List – compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad Awards received ➤ Faculty IPR & involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	<p>Skill matrix for 2 faculties verified.</p> <p>Verified following documents: from Mr.S.Vinothkumar</p> <ul style="list-style-type: none"> - Publications -12 journals - Training attended- \$5 <p>Verified.</p> <p>12 faculties interacted outside for training, consultancy, DC member, Jury and chief guest.</p> <p>Nil</p> <p>Verified the Book publication</p> <p>Verified the publication.</p> <p>Nil</p>	<p>Skill matrix matched with the subject allotment.</p> <p>Evidences verified.</p> <p>Separate file to be maintained for each category.</p> <p>Available.</p> <p>Evidences verified.</p> <p>Faculty not involved in TBI activity.</p> <p>h-index has improved.</p>
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	<p>Verified.</p> <p>Format still pending. So not done.</p> <p>Verified</p> <p>14CST72-Mobile communication verified</p> <p>Circular and minutes are verified.</p>	<p>Available.</p> <p>Think-pair-share learning activity conducted.</p> <p>Files verified.</p>

5.	Students performance & Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation (till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and inplant training - action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	<p>IV-IT-B verified.</p> <p>III-IT-A verified</p> <p>Consolidate list of student participation was verified.</p> <p>II-IT-B file was verified.</p> <p>Placement files verified</p> <p>Project file verified from Ms.E.M.Roopadevi</p> <p>Review conducted in many groups based on their project.</p> <p>III-IT-A IV file verified.</p> <p>NIL.</p> <p>IV-IT-B verified.</p> <p>Nil.</p> <p>Nil.</p>	<p>Verified.</p> <p>Sample certificates verified.</p> <p>Soft copy is available. Proper record of counseling is not done.</p> <p>72 students placed out of 81 eligible students</p> <p>Evidences verified. 37 Industry projects.</p> <p>Marks allotted based on the rubrics.</p> <p>Verified the permission letter</p> <p>Two students (15ITR111 and 14ITR090) have not undergone In-plant training. Entered in NC register.</p>

6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department ➤ Faculty research improvement through research scholars –focus on improvement ➤ Maintenance of documents ➤ Purchase of non-recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	<p>One laser printer purchased for CC-13. 23 scholars registered.</p> <p>File verified.</p> <p>Nil.</p> <p>Verified</p> <p>2018 passed out result file verified.</p>	<p>Verified.</p> <p>Evidences verified</p> <p>A Comparative chart for two academic years to be done.</p> <p>Verified.</p> <p>Consolidated result analysis from III semester to VIII semester was not available.</p>
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	<p>OBE file verified.</p> <p>IIC and project Expo file verified.</p> <p>“Avoid plastic” – Students participated in the rally</p>	<p>Evidences for best practices were verified.</p> <p>List of innovative projects verified.</p> <p>Student list verified.</p>
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence ➤ list of not willing candidates /willing candidates ➤ percentage matching ➤ % of placement last two academic year, if any deviation, give action taken 	<p>List of not willing students and offer letter was verified.</p> <p>Percentage of placement improved than last two years.</p>	<p>Offer letters are not available for all placed students.</p> <p>Evidences verified.</p>
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni 	<p>Alumni register verified from Mr.D.Vijay Anand</p>	<p>Frequent visit of alumni verified.</p>

		<ul style="list-style-type: none"> ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date 	<p>Consolidate list of programmes verified.</p> <p>Register verified from Mr.A.P.Ponselvakumar</p>	Evidences verified. Verified.
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➤ letters sent to parents for tests and semester exams – evidence ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	<p>Parents meeting file verified from Mr.P.S.Prakash.</p> <p>Marks sent to the parents as text message.</p> <p>Employer and Alumni file verified.</p>	<p>Complaints mentioned in CCC meetings should be entered in the file.</p> <p>Acknowledgement copy maintained in the COE office.</p> <p>Sample verified.</p>
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	<p>CC-8 and CC-13 lab registers and LT-09 files were verified from Mr.G.Prabhu and Mr.M.Rajadurai.</p> <p>Web Technology manual was verified.</p> <p>Verified</p> <p>Problem Solving and programming file verified.</p>	<p>In CC-13, Complaint register missing.</p> <p>Verified.</p> <p>Evidences verified.</p> <p>Proof for improvement of lab exercise is available.</p>
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility 	<p>IIPC and MOU Files verified from Dr.C.Poongodi</p> <p>Thoorigai file verified.</p>	<p>Activities with the MoU companies were verified.</p> <p>List of participants was verified.</p>

		<ul style="list-style-type: none"> ➤ Faculty participation list in IIPC (refer last two years) 	Consultancy file verified.	All faculty involved in consultancy in 2018-19.
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty one course different section - analysis report any 	AC-06 and AC-12 for II-A from Mr. K.Logeshwaran - III-IT A verified from Dr.S.Mylsamay.	Counseling done with the students Not available. Analysis for different section was missing.
14.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 	18-19 plan verified from Mr.K.Ramalingam Paper presentation file verified. Verified Participants list and allocation of marks are verified. Library details verified from Mr.A.Jeevanandam 2 issues completed and 3rd in progress.	Invitations verified. Sample verified. Intra and Inter activities are verified. Evidences verified Student library attendance register verified. Verified.
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 	QR verified Entered	Verified Verified.
16.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ Follow-up action 	NCR- details from Dr.T.Abirami verified.	NC entered for deviations.

C. NALINI
Signature of Department Coordinators (with name)

(C.NALINI)

S. Ramalingam
Signature of Auditors (with name and dept.)

(S. Ramalingam)

S. Ramalingam
Head of the Department (with seal)
PROFESSOR & HEAD
DEPT. OF INFORMATION TECHNOLOGY
SCHOOL OF COMM. AND COMPUTER SCIENCES,
VISHWAKARMA ENGINEERING COLLEGE



Midterm Audit Format - Academic Year 2018-19

Date of Audit: 01 & 02/03/2019

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment Time table ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<ul style="list-style-type: none"> ➤ BOS file, BOS meeting minutes, Stake holders Feedback ➤ Time table file, Skill Matrix 	<ul style="list-style-type: none"> ➤ Documents verified and stake holders feedback for 2018-19 can be collected from CDC and made available in department also ➤ Documents verified and found to be in order
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	<ul style="list-style-type: none"> ➤ 14CHT33 – Fluid Mechanics, 14CHT51 – Mass Transfer – I Course file 	<ul style="list-style-type: none"> ➤ All documents verified
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List – compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR& involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	<ul style="list-style-type: none"> ➤ Skill Matrix, Training Record, R&D Quarterly reports 	<ul style="list-style-type: none"> ➤ Documents verified regarding faculty contributions ➤ A separate file can be maintained for Faculty outside interactions ➤ Faculty activities with respect to IPR & collaborative projects with TBI may be improved
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	<ul style="list-style-type: none"> ➤ Course file, CCC minutes file, PAC & QAC files 	<ul style="list-style-type: none"> ➤ The final CCC minutes for a few courses may be completed after the publication of withheld End Semester results ➤ Activity based learning is being practiced
5.	Students performance& Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation(till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects 	<ul style="list-style-type: none"> ➤ Students records, Student Counseling note, PR files, IV documents, IPT file, ST files 	<ul style="list-style-type: none"> ➤ Student progression with respect to academic performance (2018-19 Odd) may be performed after the withheld End Semester results publication. Students

		<ul style="list-style-type: none"> ➢ Project review details Follow-up rubrics ➢ Industry permission, student declaration, Principal Approval, IV Report ➢ Usage of industry for placement through IV industry ➢ list of students who have not undergone industrial visit and implant training - action taken ➢ Feedback report ➢ Value added Programme / Non formal programme 		performance in other activities were found to be good
6.	Continues Improvement	<ul style="list-style-type: none"> ➢ New facility created ➢ List of research scholars registered in department ➢ Faculty research improvement through research scholars – focus on improvement ➢ Maintenance of documents ➢ Purchase of non-recurring last two years if any improvement ➢ Students internship /exchange program if any ➢ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	<ul style="list-style-type: none"> ➢ Laboratory Files, R&D quarterly reports, Student exchange program file 	<ul style="list-style-type: none"> ➢ All documents verified and found to be satisfactory
7.	Innovations and best practices	<ul style="list-style-type: none"> ➢ Best practices ➢ Innovations ➢ Environment consciousness 	<ul style="list-style-type: none"> ➢ NPTEL file, Course file – Theory & Practical 	<ul style="list-style-type: none"> ➢ Compared with last academic year improvement observed in innovations and best practices in teaching - learning process
8.	Placement file	<ul style="list-style-type: none"> ➢ List of companies and students placed – offer letter evidence ➢ list of not willing candidates /willing candidates ➢ percentage matching ➢ % of placement last two academic year, if any deviation, give action taken 	<ul style="list-style-type: none"> ➢ Placement file 	<ul style="list-style-type: none"> ➢ Documents verified and found to be in order
9.	Supplementary process	<ul style="list-style-type: none"> ➢ Alumni ➢ Association activities ➢ Awareness program for higher Studies ➢ maintenance of safety equipment - check service and due date 	<ul style="list-style-type: none"> ➢ Alumni, Association & Higher Education files 	<ul style="list-style-type: none"> ➢ Documents verified and found to be satisfactory
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➢ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➢ letters sent to parents for tests and semester exams – evidence ➢ Course teacher feedback, course feedback, follow-up in case of deviation. ➢ Employer feedback ➢ Alumni feedback 	<ul style="list-style-type: none"> ➢ CMC minutes, Customer Complaint Register, Employer, Alumni & parents feedback 	<ul style="list-style-type: none"> ➢ Evidence for SMS sent to parents, Course feed back, Course teacher feedback documents for 2018-19 Odd Semester can be collected from COE office and made available in the department ➢ Documents verified and more feedback can be collected from Alumni and Employers
11.	Laboratory related files	<ul style="list-style-type: none"> ➢ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➢ Adequacy of equipments, software etc, for the course / programme conducted. ➢ Laboratory manuals for lab courses ➢ Lab schedules ➢ improvement in lab exercise (Linked with new regulations) 	<ul style="list-style-type: none"> ➢ LT01, Laboratory files 	<ul style="list-style-type: none"> ➢ Documents verified and found to be in order
12.	IIPC	<ul style="list-style-type: none"> ➢ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➢ Extension Activities and Institutional social responsibility ➢ Faculty participation list in IIPC (refer last two years) 	<ul style="list-style-type: none"> ➢ IC01, TS01, TS02 files 	<ul style="list-style-type: none"> ➢ Documents verified and found to be satisfactory
13.	Semester Result File	<ul style="list-style-type: none"> ➢ Semester result analysis – counseling for failed students by class advisor ➢ Any special analysis for courses and faculty ➢ one course different section - analysis report any 	<ul style="list-style-type: none"> ➢ Class Counseling notebook, Course file 	<ul style="list-style-type: none"> ➢ Semester result analysis for 2018-19 Odd Semester can be done after the publication of End Semester results

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14.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 	<ul style="list-style-type: none"> ➤ Association file, Library files, Newsletter 	➤ Documents verified and found to be satisfactory
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 	<ul style="list-style-type: none"> ➤ Department quality plan – related files 	➤ Files (as on date) verified
16.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ Follow-up action 	----	➤ No key deviations found

1. *Chitra Devi A/3/19 (Dr. V. CHITRA DEVI)*

2. *S. Praveen A/3/19 (S. Praveen)*

Signature of Department Coordinators (with name)

Om Prakash A/3/19

Dev A/3/19

Signature of Auditors (with name and dept.)

*(Dr. K. Senthil Kumar) (D. NESAKUMAR)
(Asstt. Prof/Chemical Engg) (AP/CHMICAL)*

Head of the Department (with seal)

Head of the



Estd : 1984

**KONGU ENGINEERING COLLEGE
(Autonomous)
PERUNDURAI ERODE - 638 060**

Academic Audit
Revision - 1

01-06-2018
IQAC

Internal Quality Assurance Cell (IQAC)

Midterm Audit Format - Academic Year 2018-19 Date of Audit: 01.03.19

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➢ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➢ Minutes of meeting ➢ Copy of regulation, curriculum & Syllabus. ➢ Copy of syllabus given to students ➢ Feedback Systems from stake holders and action in regulations ➢ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> • Evidence for allotting courses to faculty based on expertise. • Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) • Approved time table displayed in Notice Board and kept in file. 	<ul style="list-style-type: none"> • BoS File R2018 - All related documents available • Skill Matrix • Subject Allocation • Individual timetable • AC 01 	Nil
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➢ Course plan – syllabus completion during each test verification by HOD in course file. ➢ Cycle test marks analysis ➢ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➢ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➢ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➢ faculty Lecture note and initial of HoD ➢ Extra classes for completing the syllabus ➢ Action for slow learners ➢ Course end survey 	<ul style="list-style-type: none"> • 18-19 Odd (14GET71, 18MFT15, 14FTL51, 18MFL12) • 18-19 Even (14FTE05) • AC 06C • Remedial measures (14FTT51 FPE I) • Follow up (course file) • Counselors Record, Class advisor Counselling Note (III year) • Course files <ul style="list-style-type: none"> • 14FTO01 EMPI - 8th hour - Class log book III B.Tech • Remedial measures (14FTT51 FPE I) • II B.Tech 18-19 Odd 	<ul style="list-style-type: none"> • AC06C 18-19 Odd & Even needs to be updated • Course end survey needs to be updated for III and IV year B.Tech
3.	Faculty information and Contribution	<ul style="list-style-type: none"> • List of Faculty and Skill Matrix • Faculty Training details – • Faculty research details – Journal & conference papers, Funded Project List– compare with last two years progress • FDP, Conference, Workshop attended records. • Faculty Interaction outside /Abroad • Awards received • Faculty IPR& involvement in TBI activity • Improvement of faculty research publications • Any collaboration projects 	<ul style="list-style-type: none"> • Skill Matrix • 17-18 TR 01 consolidated & 18-19 Individual list • 17-18 18-19 (till date) Consolidated with proofs • Bio-data file (RB, KM) • Faculty interaction file (RB) • Bio-data file (RSP, ASM) • TEDP file (18-19) • 17-18 & 18-19 (till march) • Nil 	Nil
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➢ Mapping of CO and PO ➢ Average PO for same course in different sections course ➢ CCC minutes ➢ activity based learning (example for outcome) ➢ PAC and QAC files 	<ul style="list-style-type: none"> • Course files • N/A • N/A • OBE activities file, Innovative practices file 	<ul style="list-style-type: none"> • PAC & QAC files needs to be updated
5.	Students performance& Activities	<ul style="list-style-type: none"> ➢ Students Record and its updation(till date) ➢ Students Progression (Sample) - previous and present semester ➢ Students participation and activities ➢ Students level of attendance during each test period – counseling the students, recorded in counseling file ➢ List of students and companies ➢ List of projects ➢ Project review details Follow-up rubrics ➢ Industry permission, student declaration, Principal Approval, IV Report ➢ Usage of industry for placement through IV industry ➢ list of students who have not undergone industrial visit and implant training - action taken ➢ Feedback report ➢ Value added Programme / Non formal programme 	<ul style="list-style-type: none"> • Student record (II, III, IV B.Tech, I, II M.Tech) • Counselors Record, Class advisor Counselling Note (III year) • 17-18, 18-19 (till date) Consolidated with proofs • Project file (IV year) • Project file (IV year) • 18-19 Odd (III yr B.Tech) • Nil • Nil • Scientific research tech for food engineers 	Nil
6.	Continues Improvement	<ul style="list-style-type: none"> ➢ New facility created ➢ List of research scholars registered in department ➢ Faculty research improvement through research scholars –focus on improvement 	<ul style="list-style-type: none"> • Lab stock register (B&C, FAQC lab) • RP01 	Nil

		<ul style="list-style-type: none"> ➢ Maintenance of documents ➢ Purchase of non-recurring last two years if any improvement ➢ Students internship /exchange program if any ➢ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	<ul style="list-style-type: none"> • Internship (IV year) • Result analysis 	
7.	Innovations and best practices	<ul style="list-style-type: none"> ➢ Best practices ➢ Innovations ➢ Environment consciousness 	<ul style="list-style-type: none"> • Innovative and best practices file • OBE Classroom activities 	Nil
8.	Placement file	<ul style="list-style-type: none"> ➢ List of companies and students placed – offer letter evidence ➢ list of not willing candidates /willing candidates ➢ percentage matching ➢ % of placement last two academic year, if any deviation, give action taken 	<ul style="list-style-type: none"> • Placement file - related documents 	Nil
9.	Supplementary process	<ul style="list-style-type: none"> ➢ Alumni ➢ Association activities ➢ Awareness program for higher Studies ➢ maintenance of safety equipment - check service and due date 	<ul style="list-style-type: none"> • Feed book note, Alumni meeting circulars • Association file • Higher Education file • Common file 	Nil
10.	Customer feedback and communication	<ul style="list-style-type: none"> ➢ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➢ letters sent to parents for tests and semester exams – evidence ➢ Course teacher feedback, course feedback, follow-up in case of deviation. ➢ Employer feedback ➢ Alumni feedback 	<ul style="list-style-type: none"> • Customer complaint file, CMC file • SMS • 17-18 odd • Employer feedback file • Alumni interaction register 	Nil
11.	Laboratory related files	<ul style="list-style-type: none"> ➢ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➢ Adequacy of equipments, software etc, for the course / programme conducted. ➢ Laboratory manuals for lab courses ➢ Lab schedules ➢ improvement in lab exercise (Linked with new regulations) 	<ul style="list-style-type: none"> • LT03, LT07, LT05 (B&C) • E309 (BC), C321 (FPE) • E310 (MB) - Design expert software • 14FTL51, 18MFL12 course files 	Nil
12.	IIPC	<ul style="list-style-type: none"> ➢ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➢ Extension Activities and Institutional social responsibility ➢ Faculty participation list in IIPC (refer last two years) 	<ul style="list-style-type: none"> • IC01, TS02 (TESTING), TS03 (Consultancy), MoU file • TEDP file • TS02, TS03 	Nil
13.	Semester Result File	<ul style="list-style-type: none"> ➢ Semester result analysis – counseling for failed students by class advisor ➢ Any special analysis for courses and faculty ➢ one course different section - analysis report any 	<ul style="list-style-type: none"> • Class advisor counseling note • Feedback -Faculty discussion record 	AC 06 E 18-19 Odd Not updated -Yet to receive from COE
14.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➢ Action Plan ➢ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➢ Evidences ➢ Students participation in inter college events list - Evidence ➢ Books & Journal List ➢ Students attendance in library ➢ Usage of books by faculty and students ➢ Copies of Newsletter 	<ul style="list-style-type: none"> • Association file • 18-19 Odd, Even - I M.Tech, II • 18-19 odd Library book list • Library utilization register • Faculty book issue register • Newsletter (Sep -Nov 18) 	Nil
15.	Department objectives monitoring records	<ul style="list-style-type: none"> ➢ Department Quality Objectives Monitored. ➢ Entered in monitoring and improvement file. 	<ul style="list-style-type: none"> • IQAC file 	Nil
16.	Non Conformity register	<ul style="list-style-type: none"> ➢ Deviation with respect to quality plan ➢ Follow-up action 	<ul style="list-style-type: none"> • QR11 	Needsto be updated

1. *A. Sudha*

2. *V. Jayalakshmi (V. Sangetha)*

Signature of Department Coordinators (with name)

V. Sangamithra

Signature of Auditors (with name and dept.)
(DR. A. Sangamithra /Food Technology)

R. Baskar

Head of the Department (with seal)

Dr. R.BASKAR

PROFESSOR & HEAD

DEPARTMENT OF FOOD TECHNOLOGY
SCHOOL OF CHEMICAL AND FOOD SCIENCES
KONGU ENGINEERING COLLEGE
THOPPUPALAYAM (PO)
PERUNDURAI (TK), ERODE - 638 060



Audit Checklist and Findings for Academic Year 2018-2019

Date of Audit : 04-03-2019

Auditor Name and Address : 1. Dr. P.Vidhya Priya / MBA

Audited Department : MBA

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table (1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<p>BoS file</p> <p>Timetable file verified based on the faculty willingness list.</p>	<p>Inputs from stake holders – Feedback from students and faculty are available. Supporting document for Alumni and Employer feedbacks are available in a register. Proof of E-mail sent and received are not found.</p> <p>BoS Minutes verified.</p> <p>Curriculum enrichment details for 2018 regulation are available</p>
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	14MBE10 - IRLW 18MBT11 - MOB	<p>1. Course file is completed in many aspects - Answer key, Attendance details, Assignment scheme, Internal Mark calculation - Verified.</p> <p>2. Course end survey not available.</p> <p>3.AC03 Class log book - Verified.</p>

(MBA)

3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details ➤ Faculty research details – Journal & conference papers, Funded Project List – Last two years ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad Awards received ➤ Faculty IPR & involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	R&D file Nil Nil	1. Skill matrix verified. 2. Faculty Training details and Faculty research details are verified 3. Need more faculty research publication 4. Documents related to FDP, Conference attended & participated verified.
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning - any measurement of outcome ➤ PAC and QAC files 		1. Course coordinator meeting was not conducted. 2. PAC and QAC files are not available.
5.	Students performance & Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation(till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and implant training -action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	III Sem –B I Sem –A 18-19 mini project file verified	All students have undergone IPT as it is part of their curriculum IV report verified Course Monitoring Committee – Verified
6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department for last two years ➤ Faculty research improvement through research scholars ➤ list of Ph.d holders and approved supervisors ➤ Maintenance of documents ➤ Details of action taken / Observation/ shortcomings of NBA - reasonable efforts taken ➤ Gap analysis for faculty /students for further improvements ➤ Program Assessment committee (PAC) and Quality Improvement 	Nil	verified

		<ul style="list-style-type: none"> ➤ Committee (QAC) -reviews and actions ➤ Purchase of non recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any ➤ Refer- JRF working in department under faculty if any ➤ Department level seminar/ conference conducted and presentation of national level delicacies and chief guests 		<p>No change in the Non-recurring budget</p> <p>100% internship - verified</p>
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	Business Communication	<p>Verified</p> <p>Verified – AIMS National management week – Dr.P.Karthikeyan : Verified</p>
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence ➤ list of not willing candidates /willing candidates ➤ percentage matching ➤ % of placement last two academic year, if any deviation, give action taken ➤ present year planning for department students 	Offer letter and list of companies verified	<p>Verified</p> <p>2017-18:51.2%</p> <p>2018-19: 34 students placed so far.</p>
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date 	<p>Alumni register checked</p> <p>Association file 18-19</p>	<p>Only college level alumni meet conducted</p> <p>Association file - Verified</p>
10.	Customer feedback file	<ul style="list-style-type: none"> ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	<p>Feedback odd and even files verified (softcopy)</p> <p>Employer and Alumni feedback not available</p>	No deviation
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	Lab manuals verified	Laboratory related files verified
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. 	IIPC file verified.(state planning commission – TN)	No activity with MoU companies

		<ul style="list-style-type: none"> ➤ Extension Activities and Institutional social responsibility ➤ Faculty participation list in IIPC (refer last two years) 	1- MOU file verified (Infir Sum Modeling LLC)	
13.	Semester Result File	<ul style="list-style-type: none"> ➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty ➤ one course different section analysis 	AC-06 verified	Counselling file verified
14.	Customer complaint and communication	<ul style="list-style-type: none"> ➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➤ letters sent to parents for tests and semester exams - evidence 	Complaint register maintained by a faculty Evidence available	Follow up action not available No Parent Teacher Meeting
15.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter 	Paper presentation file verified Library register 2 issues (Sep 18 & Feb 19)	Association file verified Repowis file verified Attendance register maintained Verified
16.	Department objectives monitoring records	<ul style="list-style-type: none"> ➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file. 	QR file	Verified
17.	Non Conformity register	<ul style="list-style-type: none"> ➤ Deviation with respect to quality plan ➤ follow-up action 	NCR	No evidence available for follow up action

Other findings:

1. Lot of absenents so some checks need to be introduced

Signature of Department Coordinator (with name)

Head of the Department (with seal)

HEAD
DEPARTMENT OF MANAGEMENT STUDIES
SCHOOL OF MANAGEMENT STUDIES
KONGU ENGINEERING COLLEGE
THOOPPUPALAYAM (PO)
PERUNDURAI (TK), ERODE - 638 060

Signature of Auditor (with name and dept.)



Estd : 1984

**KONGU ENGINEERING COLLEGE
(Autonomous)
PERUNDURAI ERODE - 638 060**

Academic Audit
Revision - 1

01-06-2018
IQAC

Internal Quality Assurance Cell (IQAC)

Midterm Audit Format - Academic Year 2018-19

Date of Audit: 04 . 03 . 2019

Sl. No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: (R2018) <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	Input from Stake holders verified Inputs are considered Latest courses are introduced BOS meeting minutes verified Available ---- Feedback verified Verified Verified with skill matrix and subject allotment Verified with class timetable Verified	Only softcopy given
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Verifier for the course 14MCT31</p> <p>Counseling records verified for V sem 'B' & III sem 'A'</p> <p>Verifier for 14MCT31</p> <p>--</p> <p>Available</p> <p>Not Applicable</p> </div> <div style="flex: 1;"></div> </div>	--
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List–compare with last two years progress ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad ➤ Awards received ➤ Faculty IPR& involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	Verifier Verifier Verifier Verifier Verifier Nil Nil Verifier Nil	--
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning (example for outcome) ➤ PAC and QAC files 	Verifier Not Applicable Not Done Verifier for 14MCT53 Verifier	--
5.	Students performance& Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation(till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics ➤ Industry permission, student declaration, Principal Approval, IV Report ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and implant training - action taken ➤ Feedback report ➤ Value added Programme / Non formal programme 	Verifier V sem Reg. No. 16MCL102 Verifier Verifier Verifier Verifier with project Reports Verifier Verifier	Not updated --
6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department ➤ Faculty research improvement through research scholars –focus on improvement ➤ Maintenance of documents 	Verifier Verifier No. of Publications increased Verifier	--

		➤ Purchase of non-recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any	Verified Verified verified	
7.	Innovations and best practices	➤ Best practices ➤ Innovations ➤ Environment consciousness	1. Mini Project in regulation 2. Continuous placement training Verified	--
8.	Placement file	➤ List of companies and students placed – offer letter evidence ➤ list of not willing candidates /willing candidates ➤ percentage matching ➤ % of placement last two academic year, if any deviation, give action taken	Verified	--
9.	Supplementary process	➤ Alumni ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date	Verified	--
10.	Customer feedback and communication	➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➤ letters sent to parents for tests and semester exams – evidence ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback	Verified Available Not received No feedback during this period Verified	--
11.	Laboratory related files	➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations)	Verified Verified Verified Verified Verified	--
12.	IIPC	➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies. ➤ Extension Activities and Institutional social responsibility ➤ Faculty participation list in IIPC (refer last two years)	Verified Verified Verified	--
13.	Semester Result File	➤ Semester result analysis – counseling for failed students by class advisor ➤ Any special analysis for courses and faculty ➤ one course different section - analysis report any	Verified No special class were conducted ---	--
14.	Association Activity File Department Library and New Letters	➤ Action Plan ➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➤ Evidences ➤ Students participation in inter college events list - Evidence ➤ Books & Journal List ➤ Students attendance in library ➤ Usage of books by faculty and students ➤ Copies of Newsletter	Verified Verified Verified Verified Verified No student is visited to library during this period Verified Verified	--
15.	Department objectives monitoring records	➤ Department Quality Objectives Monitored. ➤ Entered in monitoring and improvement file.	Verified	--
16.	Non Conformity register	➤ Deviation with respect to quality plan Follow-up action	Verified Verified	--

S. Welli
5/3/19
Signature of Department Coordinators (with name)

S. KAVITHA BHANUMATHI

J. Samala
5.3.19
Head of the Department (with seal)

S. S. S. SHANTHI
5/3/19
Signature of Auditors (with name and dept.)

DR. S. SHANTHI
AP (SLG) / CA



Estd : 1984

Audit Checklist and Findings for Academic Year 2018-2019

Date of Audit : 01.03.2019

Auditor Name and Address : Dr.N.T.Renukadevi
Dr.C.N.Vanitha
M.Sandhiya
J.Deepa

Audited Department : Computer Technology-UG

Sl.No	Criteria	Parameters /Items /Details	Sample records taken with details	Audit findings
1.	Curriculum	<ul style="list-style-type: none"> ➤ Course Design form: <ul style="list-style-type: none"> • Inputs from stake holders recorded • Inputs considered in framing curriculum and syllabus. • Improvement Regulations ➤ Minutes of meeting ➤ Copy of regulation, curriculum & Syllabus. ➤ Copy of syllabus given to students ➤ Feedback Systems from stake holders and action in regulations ➤ Curriculum Enrichment <p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) ➤ Approved time table displayed in Notice Board and kept in file. 	<ul style="list-style-type: none"> • BOS File <ul style="list-style-type: none"> • Meeting Minutes file • Inputs are consider in the regulation 2018 • New courses are added in 2018 Regulation • Skill Matrix 	<p>2018 regulation syllabus is not given to students. But posted in intranet</p> <p>verified</p>
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus 	<ul style="list-style-type: none"> • II B.Sc (SS) 14BCT32-Computer Architecture • Class Advisor File • Course File • Class Advisor File • Personal Log book • E-content Sample • Course file 	<p>Verified</p> <p>No signature in E-Content sample</p> <p>(CT - 14)</p>

		<ul style="list-style-type: none"> ➤ Action for slow learners ➤ Course end survey 		
3.	Faculty information and Contribution	<ul style="list-style-type: none"> ➤ List of Faculty and Skill Matrix ➤ Faculty Training details – ➤ Faculty research details – Journal & conference papers, Funded Project List Last two years ➤ FDP, Conference, Workshop attended records. ➤ Faculty Interaction outside /Abroad Awards received ➤ Faculty IPR & involvement in TBI activity ➤ Improvement of faculty research publications ➤ Any collaboration projects 	<ul style="list-style-type: none"> • TR01 • TR02 • Faculty research detail file 	Verified NIL
4.	Course outcome and program outcome	<ul style="list-style-type: none"> ➤ Mapping of CO and PO ➤ Average PO for same course in different sections course ➤ CCC minutes ➤ activity based learning - any measurement of outcome ➤ PAC and QAC files 	2018 Regulation course file 18BCC14- Computer Fundamentals and Office Automation	Verified
5.	Students performance & Activities	<ul style="list-style-type: none"> ➤ Students Record and its updation(till date) ➤ Students Progression (Sample) - previous and present semester ➤ Students participation and activities ➤ Students level of attendance during each test period – counseling the students, recorded in counseling file ➤ List of students and companies ➤ List of projects ➤ Project review details Follow-up rubrics } ➤ Industry permission, student declaration, Principal Approval, IV Report } ➤ Usage of industry for placement through IV industry ➤ list of students who have not undergone industrial visit and inplant training - action taken ➤ Feedback report ➤ Usage of industry for placement through IV industry ➤ Value added Programme / Non formal programme 	III B.Sc IS Students Record Class Advisor File Placement File Project coordinator file IV File In-plant training Non Formal Course File	Verified
6.	Continues Improvement	<ul style="list-style-type: none"> ➤ New facility created ➤ List of research scholars registered in department for last two years ➤ Faculty research improvement through research scholars ➤ list of Ph.d holders and approved supervisors 	RP01	Verified

		<ul style="list-style-type: none"> ➤ Maintenance of documents ➤ Details of action taken / Observation/ shortcomings of NBA -reasonable efforts taken ➤ Gap analysis for faculty /students for further improvements ➤ Program Assessment committee (PAC) and Quality Improvement Committee (QAC) -reviews and actions ➤ Purchase of non recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ Refer- JRF working in department under faculty if any ➤ Department level seminar/ conference conducted and presentation of national level delicacies and chief guests 	Not Applicable	
			List of Internship students and company list	Verified
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations ➤ Environment consciousness 	<ul style="list-style-type: none"> • Implement Outcome based Education for all course in 2018 regulation • Student List who went rode rally for "Avoid Plastic" is enclosed in class advisor file 	Verified
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence ➤ list of not willing candidates /willing candidates ➤ percentage matching ➤ % of placement last two academic year, if any deviation, give action taken ➤ present year planning for department students 	Placement File	<p>Verified</p> <p>No analysis for last two years</p>
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni ➤ Association activities ➤ Awareness program for higher Studies ➤ maintenance of safety equipment - check service and due date 	<p>Alumni File</p> <p>Association File</p> <p>Higher education cell</p> <p>Safety Equipment Register</p>	Verified
10.	Customer feedback file	<ul style="list-style-type: none"> ➤ Course teacher feedback, course feedback, follow-up in case of deviation. ➤ Employer feedback ➤ Alumni feedback 	<p>Feedback file</p> <p>Placement File</p> <p>Alumni file</p>	<p>Not yet received from COE</p> <p>Verified</p> <p>Verified</p>
11.	Laboratory related files	<ul style="list-style-type: none"> ➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted. ➤ Laboratory manuals for lab courses ➤ Lab schedules ➤ improvement in lab exercise (Linked with new regulations) 	Lab Files	Verified
12.	IIPC	<ul style="list-style-type: none"> ➤ Evidence for consultancy activities taken up – Industries visited - MoUs, 	IIPC File	Verified

		<p>Activities with respect to MoU companies.</p> <ul style="list-style-type: none"> ➢ Extension Activities and Institutional social responsibility ➢ Faculty participation list in IIPC (refer last two years) 		
13.	Semester Result File	<ul style="list-style-type: none"> ➢ Semester result analysis – counseling for failed students by class advisor ➢ Any special analysis for courses and faculty ➢ one course different section analysis 	Class Advisor File Not Applicable	Verified
14.	Customer complaint and communication	<ul style="list-style-type: none"> ➢ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result ➢ letters sent to parents for tests and semester exams - evidence 	QR10 File SMS Format –sample is enclosed in class advisor file	Verified Verified
15.	Association Activity File Department Library and New Letters	<ul style="list-style-type: none"> ➢ Action Plan ➢ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc) ➢ Evidences ➢ Students participation in inter college events list – Evidence ➢ Books & Journal List ➢ Students attendance in library ➢ Usage of books by faculty and students ➢ Copies of Newsletter 	Association file Library File Student Entry Register Book Issue Register 2 News Letter for the ODD semester	Verified Verified No Students Entry for even semester
16.	Department objectives monitoring records	<ul style="list-style-type: none"> ➢ Department Quality Objectives Monitored. ➢ Entered in monitoring and improvement file. 	QR06 File	Verified
17.	Non Conformity register	<ul style="list-style-type: none"> ➢ Deviation with respect to quality plan ➢ follow-up action 	QR 11	Verified

S.Nandhini devi /8.NUL 7/3/19

Signature of Department Coordinators (with name)

N.T.R.C (N.T.Renkadevi CT-VG)
7/3/19

Signature of Auditors (with name and dept.)

7/3/19

Head of the Department (with seal)

KONGU ENGINEERING COLLEGE PERUNDURAI ERODE

Academic Audit Check List and Findings - Academic Year & Semester 2018-2019 – Odd Semester

Auditor Name with Designation and Address :

Internal Auditor -01	Internal Auditor -02
Dr.G.R.Sreekanth Assistant Professor(SRG) Department of CT-PG Kongu Engineering College.	Dr.P.Ananthi Assistant Professor Department of CT-PG Kongu Engineering College.

Date of Audit : 01.03.2019

Department Audited : Computer Technology -PG

Sl. No.	Criteria	Sub criteria	Sample records taken for audit with details	Audit findings
1.	Curriculum aspects	Course Design form: (R2018) <ul style="list-style-type: none"> ➤ Inputs from stake holders recorded ➤ Inputs considered in framing curriculum and syllabus. ➤ Improvement Regulations 	Curriculum enrichment done based on the inputs from stakeholders in R2014. IoT, front end technologies, E-Technologies included. Industrial training offered in 9 th semester. (R2018)	BOS file verified
		➤ Minutes of meeting	Minutes verified in BOS file.	Found as per the format.
		➤ Copy of regulation, curriculum & Syllabus.	Regulation & curriculum found. Syllabus found up to second semester.(R2018)	BOS file verified
		➤ Copy of syllabus given to students	Issued to 2014 regulation. 2018 regulation yet to be finalized.	Verified
		➤ Feedback Systems from stake holders and action in regulations	Found and incorporated feedback in 2018 regulation.	BOS file verified

		<ul style="list-style-type: none"> ➤ Curriculum Enrichment 	New courses, Online courses, Industrial training were added.(R2018)	BOS file verified
		<p>Time table</p> <ul style="list-style-type: none"> ➤ Evidence for allotting courses to faculty based on expertise. ➤ Allotment of adequate number of hours in time table(1 credit = at least 1 hour for theory) Approved time table displayed in Notice Board and kept in file. 	Subject allotted based on the skill matrix for 2018-2019 odd semester. Yes	TR-02 Verified Physically verified.
2.	Teaching Process Monitoring	<ul style="list-style-type: none"> ➤ Course plan – syllabus completion during each test verification by HOD in course file. ➤ Cycle test marks analysis. ➤ Course teacher, follow-up / remedial measures taken for failed students, evidence in course file. ➤ Students with 3 or more failure in tests - counseling given, recorded in counseling file – follow up action by class advisor. ➤ Periodical verification by HOD for attendance marking, syllabus completion, test marks entry, assignment marks, etc. ➤ faculty Lecture note and initial of HoD ➤ Extra classes for completing the syllabus ➤ Action for slow learners ➤ Course end survey 	18ISC14 – Digital Principles 1 st semester file verified. AC-07 file verified 14IST31 – Java programming file verified Class Advisors Counseling file checked. 14IST31 – Java programming file verified 14IST35 Design and analysis of algorithm lecture note verified. 14IST31 Probability and Statistical methods course file verified Course feedback yet to be received for the 2018-2019 odd semester.	Course file verified. File verified Course file verified. Counseling file verified. Course file verified. lecture note verified End semester result 100% Course feedback file exists for up to 2017- 2018 even semester.

3.	Faculty information and Contribution	➤ List of Faculty and Skill Matrix	TR01- Skill matrix verified	Found as per format
		➤ Faculty Training details –	TR02- Training Record file verified	Found as per format
		➤		
		➤ Faculty research details – Journal & conference papers, Funded Project List—compare with last two years progress	Faculty research details verified.	R&D file checked and found ok.
		➤ FDP, Conference, Workshop attended records.	TR02- Training Record file verified	Found as per format
		➤ Faculty Interaction outside /Abroad	Mr.P.Thangaraj /AP, has delivered Children's Day Address at Rajendra Matriculation Higher Secondary School, Vadugapatti, Arachalur on 03/11/2018.	Faculty Outside Interaction file verified
		➤ Awards received	Dr.P.Balasubramanie DKIRF Award - 2018	1 award received
		➤ Faculty IPR& involvement in TBI activity	Nil	Nil
		➤ Improvement of faculty research publications	Two Scopus publication.	R&D file verified.
		➤ Any collaboration projects	Nil	Nil
4.	Course outcome and program outcome	➤ Mapping of CO and PO	R2018- I Semester – CO and PO mapping made.	2018 Regulation file verified.
		➤ Average PO for same course in different sections course	Not Applicable. Since there is only one section.	Not Applicable. Since there is only one section.
		➤ CCC minutes	Not Applicable. Since there is only one section.	Not Applicable. Since there is only one section.
		➤ activity based learning (example for outcome)	14IST52 – Web Technology. Mini project done by the students.	Course file verified.

		➤ PAC and C files	Not Applicable	Not Applicable
5	Students performance& Activities	➤ Students Record and its updation(till date)	15ISR006 verified	Students Record verified
		➤ Students Progression (Sample) - previous and present semester.	15ISR006 verified CGPA improved.	
		➤ Students participation and activities		
		➤ Students level of attendance during each test period – counseling the students, recorded in counseling file	17ISR053 – Attendance percentage improved.	EX-03 verified
		➤ List of students and companies	PR-02 & PR-03 file verified.	Found as per format
		➤ List of projects		
		➤ Project review details Follow-up rubrics.	Project rubrics-Review II- checked for 7 th semester.	Project file verified
		➤ Industry permission, student declaration, Principal Approval, IV Report	Permission letter verified for 15ISR010.	verified.
		➤ Usage of industry for placement through IV industry	Nil	Nil
		➤ list of students who have not undergone industrial visit and implant training - action taken ➤ Feedback report	List of students not undergone industrial visit are noted, They will undertake Industry Project during their 7 th and 10 th semester.	IV file verified.
		➤ Value added Programme / Non formal programme	Three programmes were conducted.	Three Value added Programme / Non formal programme files verified.
6.	Continues Improvement	➤ New facility created	Nil	Nil
		➤ List of research scholars registered in department	01	R&D file verified.
		➤ Faculty research improvement through research scholars –focus on improvement	01	R&D file verified.
		➤ Maintenance of documents	File noted	File noted

		<ul style="list-style-type: none"> ➤ Purchase of non-recurring last two years if any improvement ➤ Students internship /exchange program if any ➤ one batch of percentage of result analysis from third semester to Eighth semester according to program duration applicability if any 	<p>Non recurring register verified</p> <p>7th semester full time project, 44 student undergone internship.</p> <p>2014-2019 batch results. Semester 1 to 9 noted.</p>	Verified Project file verified Verified
7.	Innovations and best practices	<ul style="list-style-type: none"> ➤ Best practices ➤ Innovations 	Brainstorming, Scenario based application & flipped classes noted. Outcome based education method followed for all courses in 2018-19 odd semesters.	OBE file Verified
		<ul style="list-style-type: none"> ➤ Environment consciousness 	Students were informed about various environmental awareness programmes, Motivated the students to take part in those activities.	Circular file verified.
8.	Placement file	<ul style="list-style-type: none"> ➤ List of companies and students placed – offer letter evidence 	Offer letter for 14ISR002 – Placed in Infosys noted.	Placement file verified.
		<ul style="list-style-type: none"> ➤ list of not willing candidates /willing candidates 	Willing candidates /not willing candidates noted.	
		<ul style="list-style-type: none"> ➤ percentage matching 	84% placed, remaining students are attending campus drives.	
		<ul style="list-style-type: none"> ➤ % of placement last two academic year, if any deviation, give action taken 	Not applicable	
9.	Supplementary process	<ul style="list-style-type: none"> ➤ Alumni 	Alumni file verified	Verified.
		<ul style="list-style-type: none"> ➤ Association activities 	Conducted 10 activities as planned.	Association file verified.
		<ul style="list-style-type: none"> ➤ Awareness program for higher Studies 	List of students attended higher studies is noted.	HEC file verified.

		➤ maintainance of safety equipment - check service and due date	Centrally kept in QA department.	-
10.	Customer feedback and communication	➤ Any complaint – negative remarks mentioned by students, parent, employer – entered - complaint redressed (Any action taken) Result	QR-10 file verified	Found as per format
		➤ letters sent to parents for tests and semester exams – evidence	SMS sent – Report stored as a PDF document.	Soft copy verified.
		➤ Course teacher feedback, course feedback, follow-up in case of deviation.	Course feedback yet to be received for the 2018-2019 odd semester.	-
		➤ Employer feedback.	Not applicable	Not applicable
		➤ Alumni feedback	Alumni file verified	Alumni file verified
11.	Laboratory related files	➤ Lab equipments details, maintenance records, software details, license and expiry dates, computer details, etc. ➤ Adequacy of equipments, software etc, for the course / programme conducted.	Stock register verified.	Found as per format
		➤ Laboratory manuals for lab courses ➤ Lab schedules	LT-09 verified for 14ISL33- Software Engineering Laboratory course.	Verified
		➤ improvement in lab exercise (Linked with new regulations)	18ISC14 Digital Principles Lab component course – new exercise added.	Syllabus verified
		➤ Evidence for consultancy activities taken up – Industries visited - MoUs, Activities with respect to MoU companies.	MoU Signed with Live stream technologies,Coimbatore.	MoU file verified.
12.	IIPC	➤ Extension Activities and Institutional social responsibility	IIPC file verified.	Verified

		➤ Faculty participation list in IIPC (refer last two years)	IIPC file verified.	Verified
13.	Semester Result File	➤ Semester result analysis – counseling for failed students by class advisor	Counseling file verified.	Verified
		➤ Any special analysis for courses and faculty		
		➤ one course different section - analysis report any	Not applicable	Not applicable
14.	Association Activity File Department Library and New Letters	➤ Action Plan	Association file verified. MeScia - 2K18 on 12 th September 2018 noted.	Verified
		➤ Activities conducted (Guest Lecture, Seminar, Symposium, Quiz, etc)		
		➤ Evidences		
		➤ Students participation in inter college events list - Evidence	Student co-curricular activity file verified.	Verified
		➤ Books & Journal List	No separate library.	Due to space constraint.
		➤ Students attendance in library		
		➤ Usage of books by faculty and students		
		➤ Copies of Newsletter	News letter file verified	Verified
15.	Department objectives monitoring records	➤ Department Quality Objectives Monitored.	QR-06 File verified	Verified
		➤ Entered in monitoring and improvement file.		
16.	Non Conformity register	➤ Deviation with respect to quality plan ➤ Follow-up action	QR-11 file verified	Verified

C. Jai

Signature of Department Coordinators (with name)

[C.Jamunadevi]

1. Dr.G.R.Sreekanth
2. Dr.P.Ananthi

Signature of Auditors (with name and dept.)

1. Dr.G.R.Sreekanth/CT-PG
2. Dr.P.Ananthi/CT-PG

KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE – 638 060
 (Autonomous)

Internal Quality Assurance Cell (IQAC)

Midterm Audit Report– Academic Year 2018 – 19

Name of the Auditor: P. Saranya Devi, AP/ENGLISH
 Department: PHYSICS
 Department IQAC co-ordinator: Dr. P.Malarkodi

Date of Audit: 08.03.2019

SI. No.	Criteria	Parameters / Items / Details	Sample records taken with details	Audit Findings
1	Curriculum	Course Design	i. Suggestions from the stakeholders - received ii. Copy of regulation, curriculum and syllabus	Verified Verified
		Time table	iii. The time table displayed in the class room	Verified
2	Teaching Process monitoring	Course File	iv. Syllabus, Course Plan, Cycle Test mark analysis and follow-up Faculties: Ms. C. Karthika – I year – I Sem - MTS B – Aug 2018 – Dec 2018	Verified
3	Faculty Information and Contribution	Research Details	v. Number of papers published in journals for the academic year 18 – 19 by the faculty members.	Verified
		Skill Matrix	vi. For the academic year 2018-19	Recommended to update the file
4	Course Outcome	CO & PO, CCC minutes, activity based learning	vii. UGC – DAE file K. V. Gunavathy viii. CCC minutes – For Odd sem	Verified
				Need to be updated
5	Student Performance activity	Student record	ix. Student record	Verified
6	Continuous Improvement		x. List of scholars registered	Verified

7	Innovation and best practices	Best Practices, Innovations and Environment consciousness	xi. Models	Verified
8	Placement file			Not applicable
9	Supplementary process	Maintenance of Safety Equipment	xii. Check service and due date record	Recommended to update the file
10	Customer Feed back	Complaints	xiii. No complaints received so far. xiv. Course & course teacher feed back	Verified
11	Laboratory related files	Lab equipment details & Maintenance record	xv. Stock register	Verified
		Lab manual	xvi. Lab manual	Verified
12	IIPC	Consultancy activity	xvii. Consultancy File	Verified
13	Semester result analysis	Semester result	xviii. Counseling Record	Verified
14	Association activity			Not applicable
	Department Library			Verified
15.	Department Objective monitoring	Department quality objective	xix. Monitoring and improvement file	Recommended to create the file
16.	Non Conformity register		xx. Non conformity file	Recommended to update the file

Signature of the Department Coordinators

Signature of the Auditor

Head of the Department
(With seal)

KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE – 638 060

(Autonomous)

Internal Quality Assurance Cell (IQAC)

Midterm Audit Report– Academic Year 2018 – 19

Date of Audit: 02.03.2019

Name of the Auditor: Dr. K. PRABU, AP(Sr.G)/PHYSICS

Department: MATHEMATICS

Department IQAC co-ordinators: Ms. V.YAMUNA, AP/MATHEMATICS

SI. No.	Criteria	Parameters / Items / Details	Sample records taken with details	Audit Findings
1	Curriculum	Course Design	i. Syllabus discussed in the department meeting – suggestions from the faculties – received. ii. Copy of regulation, curriculum and syllabus.	Verified
		Time table	iii. The time table displayed in the class room (ECE – B class room display).	Verified
2	Teaching Process monitoring	Course File	iv. Syllabus, Course Plan, Cycle Test mark analysis and follow-up (18MAC11 - Mathematics-I) Faculty: Dr. M. Dhavamani – I year – I Sem - CSE B – Aug 2018 – Dec 2018 & Dr. K. Arun Prakash– I year – I Sem - Civil D – Aug 2018 – Dec 2018.	Verified
3	Faculty Information and Contribution	Research Details	v. Number of papers published in journals for the academic year 2018 – 2019 by the faculty members.	Verified
		Outside interaction	vi. Number of Guest lecturers given by the staff members in the academic year 2018-2019.	Verified
4	Course Outcome and program outcome	CO & PO, CCC minutes, activity based learning	vii. CCC minutes	Verified
5	Student Performance and activities	Student record	viii. Student record	Verified
		Feedback	ix. 2018-19	Verified
6	Continuous		x. List of scholars registered	Verified

(MATHS)

	Improvement			
7	Innovation and best practices	Best Practices, Innovations and Environment consciousness	xi. SPD activity file	Verified
8	Placement file			Not applicable
9	Supplementary process	Maintenance of Safety Equipment	xii. Association activities (Scientium – 19)	Verified
10	Customer Feed back	Complaints	xiii. No complaints received so far. xiv. Course & course teacher feed back	Verified
11	Laboratory related files	Lab equipment details & Maintenance record Lab manual	xv. Stock register xvi. Lab manual	Verified
12	IIPC	Consultancy activity	xvii. Consultancy File	Verified
13	Semester result analysis	Semester result analysis – any special analysis – one course different section analysis	xviii. Counseling Record	Verified
14	Association activity		xix. Scientium – 19 File	Verified
	Department Library		xx. Department Library File	Verified
15.	Department Objective monitoring records	Department quality objective	xxi. Monitoring and improvement file	Verified
16.	Non Conformity register		xxii. Non conformity file	Verified

Signature of the Department Coordinators

Signature of the Auditor

(Dr. K. Leasy)
AP (Sr. h) / MySQL

Head of the Department
Dr. P. VISHWANATHAN
(With seal)

PROFESSOR & HEAD
DEPARTMENT OF MATHEMATICS
SCHOOL OF SCIENCE & HUMANITIES
KONGU ENGINEERING COLLEGE
THOOPUPALAYAM (PO)

KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE – 638 060
 (Autonomous)

Internal Quality Assurance Cell (IQAC)

Midterm Audit Report– Academic Year 2018 – 19

Date of Audit: 02.03.2019

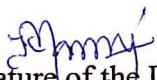
Name of the Auditor: Dr. S. Vengataasalam, ASP/Maths

Department: Chemistry

Department IQAC Co-ordinators: Dr.K.Manjula Rani

SI. No.	Criteria	Parameters / Items / Details	Sample records taken with details	Audit Findings
1	Curriculum	Course Design	➤ Syllabus discussed in the department meeting – suggestions from the faculties - received	Verified
			➤ Copy of regulation, curriculum and syllabus	Verified
		Time table	➤ Evidence for allotting course to faculty based on expertise(Same subject)	Verified
2	Teaching Process monitoring	Course File	➤ Syllabus, Course Plan, Cycle Test mark analysis and follow-up Faculties:Dr. S. Sathish Kumar – I year – I Sem - FT – Aug 2018 – Dec 2018 ➤ Remedial action for failed students-FT Dilipkumar S(18FTR014) Sathyarajeswari R(18FTR046) YuasriA(18FTR055)	No discrepancy
3	Faculty Information	Research Details	➤ R&D file Verified for paper publications in journals for the academic year 17 -18 & 18 – 19 by the faculty members.	Verified
		Outside interaction	➤ Guest lecturer by the staff membersin the academic year 17–18(Dr.P.Manikandan)	Verified
4	Course Outcome	CO & PO, CCC minutes, activity based learning	➤ CO & PO Not yet framed/Under process. ➤ Activity based learning-Electroplating Model developed and explain the concept and process	Verified
5	Student Performance activity	Student record	➤ Student record – 18CER149 (I BE- Civil “D”)	No discrepancy
		Feedback	➤ 2018-19 Not yet received	-

6	Continuous Improvement		➤ List of scholars registered-Nil	-
7	Innovation and best practices	Best Practices, Innovations and Environment consciousness	➤ Models related to the concepts in Syllabus are created by students	Verified
8	Placement file		-	Not applicable
9	Supplementary process	Maintenance of Safety Equipment	➤ Checked service and due date record (Next due date for service 24.05.2020)	Verified
10	Customer Feedback and communication	Complaints	➤ No complaints received so far. ➤ Letters sent to parents for tests and Semester exams-Through SMS -Dean Office ➤ Course & course teacher feedback not yet received.	Verified
11	Laboratory related files	Lab equipment details & Maintenance record	➤ Stock registers	Verified
		Lab manual	➤ Lab manual	Verified
12	IIPC	Consultancy activity	➤ Consultancy File- Rs.9000.00 received through consultancy activity by guiding M.Sc projects.	Verified
13	Semester result analysis	Semester result analysis – any special analysis – one course different section analysis	➤ Result analysis report not yet completed (Some students results are WH)	Verified
14	Association activity		➤ Scientium -2019 –MathsDept	-
	Department Library		➤ Department Library Register.	Verified
15.	Department Objective monitoring	Department quality objective	➤ Monitoring and improvement file	Verified
16.	Non Conformity register		➤ Non conformity file	Verified


Signature of the Department Coordinators


Signature of the Auditor


Head of the Department
(With seal)
Dr. P.N.PALANISAMY

PROFESSOR & HEAD
DEPARTMENT OF CHEMISTRY
SCHOOL OF SCIENCE & HUMANITIES
KONJU ENGINEERING COLLEGE
(Autonomous PC)
PERUMALUR TIRUNELVELI 627 402

KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE – 638 060

(Autonomous)

Internal Quality Assurance Cell (IQAC)

Midterm Audit Report– Academic Year 2018 – 19

Date of Audit: 14.03.2019

Name of the Auditor: Dr. P. MANIKANDAN, AP(SG)/CHEMISTRY

Department: ENGLISH

Department IQAC co-ordinators: Ms. P. Saranya Devi & Ms. D. Ramya

SI. No.	Criteria	Parameters / Items / Details	Sample records taken with details	Audit Findings
1	Curriculum	Course Design	i. Syllabus discussed in the department meeting – suggestions from the faculties - received ii. Copy of regulation, curriculum and syllabus	Recommended to create a new file.
		Time table	iii. The time table displayed in the class room (MTS – B class room display).	Verified
2	Teaching Process monitoring	Course File	iv. Syllabus, Course Plan, Cycle Test mark analysis and follow-up (18MER095 & 17MER036 & 17MER047) Faculties: Mr. S. Karthik – I year – I Sem - Mech B – Aug 2018 – Dec 2018 & Ms. D. Ramya – I year – II Sem - Mech A – Jan 2018 – May 2018	Verified
3	Faculty Information	Research Details	v. 11 Number of papers published in journals for the academic year 17 -18 & 18 – 19 by the faculty members.	Verified
		Outside interaction	vi. 6 number of Guest lecturers given by the staff members in the academic year 17-18	Verified
4	Course Outcome	CO & PO, CCC minutes, activity based learning	vii. CCC minutes – For Odd sem – 09.07.18 & 11.08.18 For Even Sem – 04.04.18 (Civil A - 63.27%) & 23.05.18 (MechA & D - 67.86 & 67.92%)	Verified
5	Student Performance activity	Student record	viii. Student record – 18FTR030	Verified
		Feedback	ix. 2017 -18 & 2018-19	Verified
6	Continuous Improvement		x. List of scholars registered	Verified

7	Innovation and best practices	Best Practices, Innovations and Environment consciousness	xi. SPD activity file	Verified
8	Placement file			Not applicable
9	Supplementary process	Maintenance of Safety Equipment	xii. Check service and due date record	Recommended to update the file
10	Customer Feed back	Complaints	xiii. No complaints received so far. xiv. Course & course teacher feed back	Verified
11	Laboratory related files	Lab equipment details & Maintenance record	xv. Stock register	Recommended for separate file for the maintenance record.
		Lab manual	xvi. Lab manual	Verified
12	IIPC	Consultancy activity	xvii. Consultancy File	Verified
13	Semester result analysis	Semester result analysis – any special analysis – one course different section analysis	xviii. Counseling Record	Verified Common file – maintained by NBA co-ordinator
14	Association activity			Not applicable
	Department Library			Only few books are available in the library.
15.	Department Objective monitoring	Department quality objective	xix. Monitoring and improvement file	Verified
16.	Non Conformity register		xx. Non conformity file	Verified

1.

2. D.N.Jr.

Signature of the Department Coordinators

P. Manikandan
(P. Manikandan)

Signature of the Auditor

Head of the Department
(With seal)