KEC

KONGU ENGINEERING COLLEGE

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ISO 21001:2018

Educational Organizations Management System (EOMS)

Manual Documented Information

Contact Address

Internal Quality Assurance Cell (IQAC)
Kongu Engineering College
(Autonomous)
Perundurai, Erode – 638060.

KONGU

Assuring the best

S.NO	MDI NUMBER	DOCUMENT NAME
1.	MDI - 01	IQAC COMPOSITION
2.	MDI – 02	CORE COMMITTEE
3.	MDI – 03	MASTER LIST OF SYSTEM MANUAL DOCUMENTS INFORMATION
4.	MDI – 04	FORMAT CHANGE REQUISITION SLIP
5.	MDI – 05	REVISION OF FORMATS
6.	MDI – 06	MASTER LIST OF REVISION
7.	MDI – 07	LIST OF EXTERNAL DOCUMENTS
8.	MDI – 08	CUSTOMER COMPLAINT REGISTER
9.	MDI – 09	QUALITY PLAN
10.	MDI – 10	AUDIT PLAN AND SCHEDULE
11.	MDI – 11	INTRA DEPARTMENT AUDIT REPORT
12.	MDI – 12	INTER DEPARTMENT AUDIT REPORT
13.	MDI – 13	NON-CONFORMANCE REPORT
14.	MDI - 14	NON CONFORMITY REGISTER
15.	MDI - 15	ACTION TAKEN REPORT FOR AUDIT
16.	MDI - 16	ACTION TAKEN FOR STUDENT FEEDBACK ABOUT THE FACULTY
17.	MDI - 17	MONITORING MEASUREMENT & IMPROVEMENT REGISTER
18.	MDI - 18	NCR MATRIX
19.	MDI – 19	AGENDA OF THE MANAGEMENT REVIEW MEETING
20.	MDI – 20	MINUTES OF THE MANAGEMENT REVIEW MEETING
21.	MDI – 21	AGENDA OF THE CORE COMMITTEE MEETING
22.	MDI – 22	MINUTES OF THE CORE COMMITTEE MEETING

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KONGU ENGINEERING COLLEGE INTERNAL QUALITY ASSURANCE CELL PERUNDURAI ERODE - 638 060

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KONGU ENGINEERING COLLEGE TRANSFORM YOURSELF (Autonomous)	Doc. No: KEC/EOMS/MDI/01	
	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
IQAC COMPOSITION	Issue. No	00

S.no	Name of the faculty	Designation	Department	Responsibility
1.		Senior Professor		Dean
2.		Associate Professor		IQAC coordinator
3.		Associate Professor		IQAC coordinator
4.		Associate Professor		IQAC coordinator
5.		Associate Professor		IQAC coordinator
6.		Associate Professor		IQAC coordinator
7.		Assistant Professor		IQAC coordinator
8.		Assistant Professor		IQAC coordinator
9.		Assistant Professor		Department coordinator
10.		Associate Professor		Department coordinator
11.		Associate Professor		Department coordinator
12.		Associate Professor		Department coordinator
13.		Associate Professor		Department coordinator
14.		Associate Professor		Department coordinator
15.		Associate Professor		Department coordinator
16.				Department coordinator

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IQAC coordinator

Dean/IQAC & Accreditation

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KEC KONGU ENGINEERING COLLEGE TRANSFORM YOURSELF (Autonomous)	Doc. No: KEC/EOMS /MDI/02	
	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	0 1.01.2026
CORE COMMITTEE	Issue. No	00

Date: 01.02.2026

Formation of Internal Quality Assurance Cell (IQAC)

National Assessment and Accreditation Council (NAAC) proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. The IQAC is functioning at Kongu Engineering College (KEC) from 01 .06.2016. With effective from DD.MM.YYYY, the IQAC of KEC will function with the following members.

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One / two nominees from local society, Students and Alumni
6. One / two nominees from Employers / Industrialists / Stakeholders
7. One of the senior teachers as the Coordinator / Director of the IQAC

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KEC KONGU ENGINEERING COLLEGE — TRANSFORM YOURSELF — (Autonomous)	Doc. No: KEC/EOMS/MDI/03	
	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
MASTER LIST OF SYSTEM MANUAL DOCUMENTS INFORMATION	Issue. No	00

S.No	MDI. No	MDI. Name	Format. No	Format Name	Page. No	Rev. No	Date
1.	1	Time Table	TT/01	Faculty Training Need Identification		0	01.01.2026
2.	1	Time Table	TT/02	Course Allocation		0	01.01.2026
3.	1	Time Table	TT/03	List of Course Coordinators		0	01.01.2026
4.	1	Time Table	TT/04	Class Time Table		0	01.01.2026
5.	1	Time Table	TT/05	Faculty Time Table		0	01.01.2026
6.	1	Time Table	TT/06	Laboratory Time-Table		0	01.01.2026
7.	1	Time Table	TT/07	Master Time- Table		0	01.01.2026
8.	2	Academic	AC/01	Course Coordinator Meeting Agenda		0	01.01.2026
9.	2	Academic	AC/02	Course Coordinator Meeting Minutes		0	01.01.2026
10.	2	Academic	AC/03	Class Log book		0	01.01.2026
11.	2	Academic	AC/04	Departmental Advisory Committee (DAC)		0	01.01.2026
12.	2	Academic	AC/05	Course Plan - Theory		0	01.01.2026
13.	2	Academic	AC/06	Continuous Assessment Report (Excel)		0	01.01.2026
14.	2	Academic	AC/07	Test & Examination Result - Consolidated Report (Excel)		0	01.01.2026
15.	2	Academic	AC/08	Semester Examination Report (Excel)		0	01.01.2026
16.	2	Academic	AC/09	Outcome Based Teaching Learning Report		0	01.01.2026
17.	2	Academic	AC/10	Laboratory session Schedule (Team wise Experiments)		0	01.01.2026
18.	2	Academic	AC/11	Laboratory session Schedule (Batch wise Experiments)		0	01.01.2026
19.	2	Academic	AC/12	Laboratory Assessment Rubrics		0	01.01.2026
20.	2	Academic	AC/13	Identification of Fast/Slow learners		0	01.01.2026
21.	2	Academic	AC/14	Impact Analysis of Remedial Action Taken		0	01.01.2026

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S.No	MDI. No	MDI. Name	Format. No	Format Name	Page. No	Rev. No	Date
22.	2	Academic	AC/15	PTM for Slow learners		0	01.01.2026
23.	2	Academic	AC/16	Overall Impact of Remedial Action		0	01.01.2026
24.	2	Academic	AC/17	Mentor-mentee details		0	01.01.2026
25.	2	Academic	AC/18	Mentee personal and academic details (for individual students / team)		0	01.01.2026
26.	2	Academic	AC/19	Semester wise curricular, co-curricular and extracurricular activities		0	01.01.2026
27.	2	Academic	AC/20	Semester wise academic performance		0	01.01.2026
28.	2	Academic	AC/21	Student counseling form (individual)		0	01.01.2026
29.	3	Project	PR/01	Project Details		0	01.01.2026
30.	3	Project	PR/02	Project Rubrics		0	01.01.2026
31.	3	Project	PR/03	Project Report Check List		0	01.01.2026
32.	3	Project	PR/04	Project Review Report		0	01.01.2026
33.	4	CO/PO	PO/01	Programme Articulation Matrix		0	01.01.2026
34.	4	CO/PO	PO/02	Direct CO-PO Attainment (Theory)		0	01.01.2026
35.	4	CO/PO	PO/03	Direct CO-PO Attainment (Lab)		0	01.01.2026
36.	4	CO/PO	PO/04	Direct CO-PO Attainment (Project)		0	01.01.2026
37.	4	CO/PO	PO/05	Programme Outcome Direct Attainment Matrix		0	01.01.2026
38.	4	CO/PO	PO/06	Student Portfolio PO mapping & Indirect Assessment - PO Target		0	01.01.2026
39.	4	CO/PO	PO/07	Indirect PO attainment Rubrics		0	01.01.2026
40.	4	CO/PO	PO/08	Programme Outcome Direct Attainment Matrix		0	01.01.2026
41.	5	Lab	LT/01	Laboratory Manual		0	01.01.2026
42.	5	Lab	LT/02	Equipment Register		0	01.01.2026
43.	5	Lab	LT/03	Laboratory Issue Register		0	01.01.2026
44.	5	Lab	LT/04	Register For Consumables / Semi Consumables		0	01.01.2026
45.	5	Lab	LT/05	Break Down Maintenance Register		0	01.01.2026
46.	5	Lab	LT/06	Preventive Maintenance Schedule		0	01.01.2026

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47.	5	Lab	LT/07	Preventive Maintenance Record		0	O1.01.2026
48.	5	Lab	LT/08	Calibration Schedule		0	O1.01.2026
49.	5	Lab	LT/09	Calibration Record		0	O1.01.2026
50.	6	Feedback	FB/01	Agenda of the Class Monitoring Committee Meeting		0	O1.01.2026
51.	6	Feedback	FB/02	Minutes of the Class Monitoring Committee Meeting		0	O1.01.2026
52.	6	Feedback	FB/03	Student Feedback About course Faculty		0	O1.01.2026
53.	6	Feedback	FB/04	Course End Survey		0	O1.01.2026
54.	6	Feedback	FB/05	Feedback on Common Facilities		0	O1.01.2026
55.	6	Feedback	FB/06	Feedback for PO & PSOs from Employers		0	O1.01.2026
56.	6	Feedback	FB/07	Graduate Exit survey for PO & PSOs		0	O1.01.2026
57.	6	Feedback	FB/08	Feedback About programme and facilities from Parents		0	01.01.2026
58.	7	IIPC	IC/01	Industry consultancy/ Testing Identification report		0	01.01.2026
59.	7	IIPC	IC/02	MoU List and Activity Record		0	01.01.2026
60.	7	IIPC	IC/03	Consultancy / Test Report		0	01.01.2026
61.	7	IIPC	IC/04	Industry Training / Self-Supporting Programmes Organized		0	01.01.2026
62.	7	IIPC	IV/01	Industrial Visit Permission Letter		0	01.01.2026
63.	7	IIPC	IV/02	Industrial Visit - Approval Form		0	01.01.2026
64.	7	IIPC	IV/03	Industrial Visit Declaration By Students And Parents		0	01.01.2026
65.	7	IIPC	IV/04	Industrial Visit Report		0	01.01.2026
66.	7	IIPC	IV/05	Field Visit Approval Form		0	01.01.2026
67.	7	IIPC	IV/06	Field Visit - Semester Report		0	01.01.2026
68.	7	IIPC	IP/01	In-plant Training Report		0	01.01.2026
69.	7	IIPC	FIT/01	Faculty Industry Training Report		0	01.01.2026
70.	8	Research	RD/01	R&D Proposals and Professional Events submitted by Faculty		0	01.01.2026
71.	8	Research	RD/02	Publications by the faculty (SCI/SCOPUS)		0	01.01.2026
72.	8	Research	RD/03	Student projects into publications/patent		0	01.01.2026

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73.	8	Research	RD/04	Awards/Outside Interaction/ Collaboration of the faculty		0	O1.01.2026
74.	8	Research	RD/05	Ph.D. Pursuing and Completed Details		0	O1.01.2026
75.	8	Research	RD/06	Membership in Professional Bodies		0	O1.01.2026
76.	8	Research	RD/07	Sponsored Programmes Organized		0	O1.01.2026
77.	8	Research	RD/08	Sponsored Research Projects		0	O1.01.2026
78.	9	Training Faculty & Staff	TR/01	Faculty/ Staff Training Need Identification Record		0	O1.01.2026
79.	9	Training Faculty & Staff	TR/02	Faculty/Staff Training Record		0	O1.01.2026
80.	9	Training Faculty & Staff	TR/03	Training Feedback Form		0	O1.01.2026
81.	10	Association	CA/01	Association/Club /Cell Events Plan		0	O1.01.2026
82.	10	Association	CA/02	Association/Club /Cell Events Report		0	O1.01.2026
83.	10	Association	CA/03	Association/Club /Cell Events Feedback Sheet		0	O1.01.2026
84.	10	Association	CA/04	Association/Club /Cell Events Participants Details		0	O1.01.2026
85.	11	Budget	BD/01	Budget Proposed and Sanctioned		0	O1.01.2026
86.	11	Budget	BD/02	Budget Utilization Record		0	01.01.2026
87.	11	Budget	BD/03	Imprest Money Utilization Register		0	01.01.2026
88.	11	Budget	BD/04	Institute Budget for Engineering		0	01.01.2026
89.	11	Budget	BD/05	Institute Budget for MBA/MCA		0	01.01.2026
90.	11	Budget	BD/06	Capital Expenditure & Operational Expenditure		0	01.01.2026
91.	11	Budget	BD/07	Department Level Budget and Actual Expenditure		0	01.01.2026
92.	12	Alumni	AL/01	Alumni Details of xxxx Batch		0	01.01.2026
93.	12	Alumni	AL/02	Alumni Interaction Monitoring Record		0	01.01.2026
94.	12	Alumni	AL/03	Alumni Status Record		0	01.01.2026
95.	12	Alumni	AL/04	Alumni Chapters and Activities		0	01.01.2026
96.	13	Test	TE/01	Continuous Assessment Test Time/table		0	01.01.2026
97.	13	Test	TE/02	Question Paper Requisition		0	01.01.2026

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S.No	MDI. No	MDI. Name	Format. No	Format Name	Page. No	Rev. No	Date
98.	13	Test	TE/03	Question Paper Scrutiny Form		0	O1.01.2026
99.	13	Test	TE/04	Seating Arrangement		0	O1.01.2026
100.	13	Test	TE/05	CAT Hall Supervisor List		0	O1.01.2026
101.	13	Test	TE/06	Absentees Statement		0	O1.01.2026
102.	14	Placement	PT/01	List of Companies visited		0	O1.01.2026
103.	14	Placement	PT/02	List of Eligible Students (Passing out Batch/wise)		0	O1.01.2026
104.	14	Placement	PT/03	Training Details		0	O1.01.2026
105.	14	Placement	PT/04	Internship Details		0	O1.01.2026
106.	14	Placement	PT/05	Placement Record		0	O1.01.2026
107.	15	Minutes of Meeting	MM/01	Agenda of the Governing Council Meeting		0	O1.01.2026
108.	15	Minutes of Meeting	MM/02	Minutes of the Governing Council Meeting		0	O1.01.2026
109.	15	Minutes of Meeting	MM/03	Agenda of the Academic Council Meeting		0	O1.01.2026
110.	15	Minutes of Meeting	MM/04	Minutes of the Academic Council Meeting		0	O1.01.2026
111.	15	Minutes of Meeting	MM/05	Agenda of the Board of Studies Meeting		0	01.01.2026
112.	15	Minutes of Meeting	MM/06	Minutes of the Board of Studies Meeting		0	01.01.2026
113.	15	Minutes of Meeting	MM/07	Agenda of the Deans/ Heads of the Department Meeting		0	01.01.2026
114.	15	Minutes of Meeting	MM/08	Minutes of the Deans/ Heads of the Department Meeting		0	01.01.2026
115.	15	Minutes of Meeting	MM/09	Agenda of the IQAC Meeting		0	01.01.2026
116.	15	Minutes of Meeting	MM/10	Minutes of the IQAC Meeting		0	01.01.2026
117.	15	Minutes of Meeting	MM/11	Agenda of the Department Advisory Committee Meeting		0	01.01.2026
118.	15	Minutes of Meeting	MM/12	Minutes of the Department Advisory Committee Meeting		0	01.01.2026
119.	15	Minutes of Meeting	MM/13	Agenda of the R and D coordinators Meeting		0	01.01.2026
120.	15	Minutes of Meeting	MM/14	Minutes of the R and D coordinators Meeting		0	01.01.2026
121.	15	Minutes of Meeting	MM/15	Agenda of the IIPC Coordinators Meeting		0	01.01.2026
122.	15	Minutes of Meeting	MM/16	Minutes of the IIPC Coordinators Meeting		0	01.01.2026
123.	15	Minutes of Meeting	MM/17	Agenda of the Department Faculty Meeting		0	01.01.2026

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S.No	MDI. No	MDI. Name	Format. No	Format Name	Page. No	Rev. No	Date
124.	15	Minutes of Meeting	MM/18	Minutes of the Department Faculty Meeting		0	01.01.2026
125.	15	Minutes of Meeting	MM/19	Agenda of the Parents Meeting		0	01.01.2026
126.	15	Minutes of Meeting	MM/20	Minutes of the Department Parents Meeting		0	01.01.2026
127.	15	Minutes of Meeting	MM/21	Agenda of the Budget Meeting		0	01.01.2026
128.	15	Minutes of Meeting	MM/22	Minutes of the Department Budget Meeting		0	01.01.2026
129.	16	COE	COE/01	Academic Schedule		0	01.01.2026
130.	16	COE	COE/02	Individual Course wise Consolidated Attendance		0	01.01.2026
131.	16	COE	COE/03	Overall Attendance Report		0	01.01.2026
132.	16	COE	COE/04	Student Attendance Shortage Details		0	01.01.2026
133.	16	COE	COE/05	Medical Leave Application Form		0	01.01.2026
134.	16	COE	COE/06	Application for Withdrawal from Examination		0	01.01.2026
135.	16	COE	COE/07	Application for authorised break of study		0	01.01.2026
136.	16	COE	COE/08	Course wise Internal marks		0	01.01.2026
137.	16	COE	COE/09	Individual Course wise Consolidated Internal marks statement		0	01.01.2026
138.	16	COE	COE/10	Hall Ticket		0	01.01.2026
139.	16	COE	COE/11	Panel of Experts for Question Paper Setting		0	01.01.2026
140.	16	COE	COE/12	Question Paper Scrutiny Report		0	01.01.2026
141.	16	COE	COE/13	End Semester Examinations – Valuation		0	01.01.2026
142.	16	COE	COE/14	Application for receiving Photocopy of Answer Script		0	01.01.2026
143.	16	COE	COE/15	Application for Revaluation of Answer Script		0	01.01.2026
144.	16	COE	COE/16	Malpractice Report by Student		0	01.01.2026
145.	16	COE	COE/17	Malpractice Report by Hall Invigilator / Squad		0	01.01.2026
146.	16	COE	COE/18	Malpractice Enquiry Proceedings		0	01.01.2026
147.	16	COE	COE/19	Application for issue of replacement of grade certificate		0	01.01.2026
148.	16	COE	COE/20	Application for issue of duplicate certificate		0	01.01.2026
149.	17	Library	LB/01	Book Accession Register		0	01.01.2026

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150.	17	Library	LB/02	Student / Staff Book Issue Register		0	O1.01.2026
151.	17	Library	LB/03	Library Usage Details (Entry / Exit Register)		0	O1.01.2026
152.	17	Library	LB/04	Periodical Register		0	O1.01.2026
153.	17	Library	LB/05	Binding Register		0	O1.01.2026
154.	17	Library	LB/06	Journal Subscription		0	O1.01.2026
155.	17	Library	LB/07	Non/receipt of Journal		0	O1.01.2026
156.	17	Library	LB/08	Requisition for Purchase of Books		0	O1.01.2026
157.	17	Library	LB/09	Customer Satisfaction Survey		0	O1.01.2026
158.	17	Library	LB/10	Photocopy Machine Register		0	O1.01.2026
159.	17	Library	LB/11	Fine Collection Register		0	O1.01.2026
160.	17	Library	LB/12	Purchase Orders / Books		0	O1.01.2026
161.	18	Physical Education	PD/01	Department activities planned for the year		0	O1.01.2026
162.	18	Physical Education	PD/02a	Selection trails for Sports Quota		0	O1.01.2026
163.	18	Physical Education	PD/03	List of admitted students in sports quota		0	O1.01.2026
164.	18	Physical Education	PD/04	Undertaking for adherence of rules and regulations for sports quota students		0	O1.01.2026
165.	18	Physical Education	PD/05	College Team Selection trials		0	O1.01.2026
166.	18	Physical Education	PD/06	Approval for participation in tournament		0	O1.01.2026
167.	18	Physical Education	PD/07	Attendance certificate I		0	O1.01.2026
168.	18	Physical Education	PD/09	Department activities conducted in the year		0	O1.01.2026
169.	18	Physical Education	PD/10	List of coaches in the academic year		0	O1.01.2026
170.	18	Physical Education	PD/11	Budget Proposed and Sanctioned		0	O1.01.2026
171.	18	Physical Education	PD/12	Imprest Money Utilization Register		0	O1.01.2026
172.	18	Physical Education	PD/12b	Consumable issue Register		0	O1.01.2026
173.	18	Physical Education	PD/12c	Preventive Maintenance Schedule		0	O1.01.2026
174.	18	Physical Education	PD/12d	Preventive Maintenance Record		0	O1.01.2026

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S.No	MDI. No	MDI. Name	Format. No	Format Name	Page. No	Rev. No	Date
175.	18	Physical Education	PD/13	Expenditure Form / TA/DA		0	01.01.2026
176.	18	Physical Education	PD/14	Tournament Participation Report		0	01.01.2026
177.	18	Physical Education	PD/15	Tournament Performance Record		0	01.01.2026
178.	19	Transport	TS/01	Vehicle Details		0	01.01.2026
179.	19	Transport	TS/02	Transport Drivers Details		0	01.01.2026
180.	19	Transport	TS/03	Transport Drivers Fitness		0	01.01.2026
181.	19	Transport	TS/04	பேருந்து வழித்தட விவரங்கள்		0	01.01.2026
182.	19	Transport	TS/05	பேருந்து ஒதுக்கீடு பதிவு		0	01.01.2026
183.	19	Transport	TS/06	Preventive Maintenance Register		0	01.01.2026
184.	19	Transport	TS/07	Breakdown Register		0	01.01.2026
185.	19	Transport	TS/08	Accident Register		0	01.01.2026
186.	19	Transport	TS/09	Accident Investigation Report		0	01.01.2026
187.	19	Transport	TS/10	ஓட்டுநர்விவரங்கள்		0	01.01.2026
188.	20	Admission	AD-01	First Year B.E / B. Tech Admission Registration Form		0	01.01.2026
189.	20	Admission	AD-02	First Year MBA / MCA / M.E. / M.Tech Admission Registration Form		0	01.01.2026
190.	20	Admission	AD-03	M.Sc. - Software Systems Admission Registration Form		0	01.01.2026
191.	20	Admission	AD-04	B.Sc Admission Registration Form		0	01.01.2026
192.	20	Admission	AD-05	Lateral Entry Admission Registration Form		0	01.01.2026
193.	20	Admission	AD-06	Check List		0	01.01.2026
194.	21	CDC	CDC-01	Members of Governing Council		0	01.01.2026
195.	21	CDC	CDC-02	Members of Academic Council		0	01.01.2026
196.	21	CDC	CDC-03	BoS members list		0	01.01.2026
197.	21	CDC	CDC-04	Approval for Value Added Course		0	01.01.2026
198.	21	CDC	CDC-05	Value Added Course (One Two Credits) - (Consolidated) (Excel)		0	01.01.2026
199.	21	CDC	CDC-06	Approval for Online Course		0	01.01.2026
200.	21	CDC	CDC-07	List of NPTEL online courses (Excel)		0	01.01.2026

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S.No	MDI. No	MDI. Name	Format. No	Format Name	Page. No	Rev. No	Date
201.	21	CDC	CDC-08	List of NPTEL online courses offered as PhD Course work (Excel)		0	01.01.2026
202.	21	CDC	CDC-09	Amendment Form for Regulation, Curriculum, Syllabus		0	01.01.2026
203.	21	CDC	CDC-10	Application Form for Opting out Honours Degree Programme		0	01.01.2026
204.	21	CDC	CDC-11	Honours Degree Programme - Students Registered		0	01.01.2026
205.	21	CDC	CDC-12	Application Form for Honours Degree Programme		0	01.01.2026
206.	21	CDC	CDC-13	Form for Readmission		0	01.01.2026
207.	22	Hostel	HOS-01	Room Allotment & Vacating Details		0	01.01.2026
208.	22	Hostel	HOS-02	Students In and Out Register		0	01.01.2026
209.	22	Hostel	HOS-03	Hostel Room Details		0	01.01.2026
210.	22	Hostel	HOS-04	Hostel Materials receiving and inspection sheet		0	01.01.2026
211.	22	Hostel	HOS-05	Raw Material Quality Rejection and Return Register		0	01.01.2026
212.	22	Hostel	HOS-06	Raw Materials (NABL) Testing Schedule Format		0	01.01.2026
213.	22	Hostel	HOS-07	தினசரிசெலவுபட்டியல்		0	01.01.2026
214.	22	Hostel	HOS-08	Weekly Menu Preparation Plan		0	01.01.2026
215.	22	Hostel	HOS-09	Taste and Quality Check		0	01.01.2026
216.	22	Hostel	HOS-10	Food Feedback Register		0	01.01.2026
217.	22	Hostel	HOS-11	Cleaning Machine Usage Record		0	01.01.2026
218.	22	Hostel	HOS-12	Toilet Cleaning Log -Sheet		0	01.01.2026
219.	22	Hostel	HOS-13	Kitchen Cleaning Record		0	01.01.2026
220.	22	Hostel	HOS-14	Hostel Administration Organization Chart		0	01.01.2026
221.	22	Hostel	HOS-15	Mess Meeting Circular		0	01.01.2026
222.	22	Hostel	HOS-16	Minutes of the Mess Committee Meeting		0	01.01.2026
223.	22	Hostel	HOS-17	Hostel Calendar		0	01.01.2026
224.	22	Hostel	HOS-18	Mess Worker Attendances Format		0	01.01.2026
225.	22	Hostel	HOS-19	Mess Worker Training Schedule Format		0	01.01.2026
226.	22	Hostel	HOS-20	Mess Workers Bio Data FORMAT		0	01.01.2026

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
FORMAT CHANGE REQUISITION SLIP	Issue. No	00

Date :

MDI No. : MDI Name :

Format No. : Format Name :

Page No. :

Existing details :

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Reason for change :

Change initiated by Reviewed by Forwarded By

(Process Owner) (IQAC Coordinator) (HOD/Dean)

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
REVISION OF FORMATS	Issue. No	00

S. No	Date	MDI No	MDI Name	Format No	Format Name	Page No	Change initiated by	Recommendation by Dean / IQAC	Status Approved / Rejected	Approved By
1.										
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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
MASTER LIST OF REVISION	Issue. No	00

Sl. No	MDI. No	MDI Name	Format Number	Format Name	Revision number & Date	Revision number & Date	Revision number & Date	Revision number & Date	Revision number & Date
1.									
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KEC KONGU ENGINEERING COLLEGE TRANSFORM YOURSELF (Autonomous)	Doc. No: KEC/EOMS/MDI/07	
	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
LIST OF EXTERNAL DOCUMENTS	Issue. No	00

Sl. No.	Date	Document Name	Source	Responsibility	Validity Period	Remarks

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
CUSTOMER COMPLAINT REGISTER	Issue. No	00

S. No	Date	Customer	Source of the Complaint	Details of Complaint / Grievances	Corrective Action taken	Communication to Customers	Responsibility

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KEC KONGU ENGINEERING COLLEGE TRANSFORM YOURSELF (Autonomous)	Doc. No: KEC/EOMS/MDI/09	
	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
QUALITY PLAN	Issue. No	00

S. No	Criteria	Key Indicators	Measurement	Acceptance level
1.	Student Enrollment and Progression of Students	Students Enrollment UG/PG	Enrolment Ratio = No. of seats filled / No of Seats Approved	90 % / program
		Students Enrollment Ph.D.	No of new students enrolled for the doctoral program	02/year / per program
		Diversity of Students	Students admitted from other States /International	5% / program
		Percentage of placement of outgoing students	Percentage of placement based on approved intake	70%
		Capacity development and skills enhancement initiatives	Programmes conducted Students benefited	1/Dept. All Students
		Percentage of students who have progressed to higher education	Students Joined	5%
		Percentage of students qualifying in state/ national/ international level examinations	Students qualified in exams like GATE, TOFEL, ILETS, TANCET etc.	5%
		Guidance for competitive examinations	Programmes conducted Students benefited	1/Dept. 20% of Students
		Entrepreneurship	No of startups/Dept.	1/ intake
			No of students attended trainings / Dept.	10% of Students
		VAC / One credit / 2 credit courses offered	No of courses / department /year	1 / intake
		Innovative projects development by students	No of projects developed / department / Academic Year No of projects presentation/ student/ Academic Year (through IIC/IEF)	2 2
		Participation of students in Co/Extra-curricular activities	No of events Participation / student/ Semester	2
		Paper presentation by students	Premier Institutions Minimum presentation/ student during entire course of study	1
			Other Institutions Minimum presentation/ student / Academic Year	1
			Within institution Minimum presentation/ student/ Academic Year	1
		Industrial visits by students	No of visits during entire course of study	2

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		In-plant Training	No of 5 days training during entire course of study / student	1
		Association / Chapter activities (Clubs may plan 50 % activity exclusive)	Minimum Membership/ student	1
			Membership by students in societies /clubs	1
			No of Association activities/ Academic Year	8
			No of Lectures by Industry personnel/ eminent people/ Academic Year	4
			No of alumni Lecture/ Academic Year	4
			No of National event like symposium/ Academic Year	1
			No of News Letter / semester	2
			No of Intra dept. event like Symposium/ Academic Year	1
2	Research	Number of quality publications in refereed/SCI Journals, citations, Books/Book Chapters etc.	SCI Faculty / dept SCOPUS Faculty / dept Others Faculty / non engg dept Minimum no of citations Faculty / dept/ Academic Year	50% 100% 50% 5
		PhD awarded	No of candidates/Year	1
		Project to Paper Conversion	UG Scopus PG Scopus Journal SCI Journal	100% 50% 50 %
		Funded research from outside	Govt agencies	15 Lakhs on going/dept
		No of R and D proposals to be submitted		1/ faculty
		Consultancy (From Industry)	Only consultancy / intake Academic Year	1 Lakh
		Consultancy (testing and Others)	Testing / corporate training Courses/ intake/ Academic Year	1 Lakh
		Patents Published and Granted	Applied / intake /Academic Year Published/ intake /2 Academic Years	1 1
		Workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR)	No of Programmes / Department/Academic Year No of Faculty benefited/Academic Year No of Students benefited/Academic Year	1 50 % Faculty 25% Students
		Number of Collaborative activities per year for research	No of Faculty Initiated / Department/Academic Year	10 %
		Number of functional MoUs with institutions	No of new MoUs/ Department/Academic Year No of activities / Department/Academic Year	1 2
3	Teaching Leaning	Innovative Teaching Methods OBTL(OBE) initiatives such as real life examples, design thinking/case study, Collaborative Learning,	Planned in Lecture plan and its compliance per course	1

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		Practical oriented learning etc		
		Developing e-content to encourage self-learning aspects	Developing materials and assessment tools / You tube Videos etc through ICT tools	1
		Virtual Lab Experiments / Mini project based experiments	Experiments per course for 2 and 3 years	1
		Micro projects in Theory Courses	Simulation / Project based Assessment for tutorials for 2 and 3 years / Semester	1
		Field visits for courses	One day factory visits for Theory courses for self-learning in 2 and 3 year of study / dept.	50%
		Assessment and Evaluation activities	CAT: Percentage of Pass in each course	80 % Theory 75%Analytical
			ESE : Percentage of Pass in each course	90 % Theory 85%Analytical
			Remedial Sessions based on CAT Pass % deviation / CMC feedback (if) hours/course	2
			Remedial Sessions based on ESE Pass % deviation(if) hours/course	5
			Laboratory: Continuous Evaluation of Records/ Manuals/CAT	3
			CCC Meetings for courses	4 Theory 3 Lab
			Attendance percentage per course	As per regulation
			Overall Attendance percentage	
4	Continuous Improvements	Students	Feed back in CMC	3/ semester
			Course End Survey (Theory/Lab/Project/VAC) / Semester for All core and PE courses	1
			Feedback about the teacher/ Semester for All courses	1
			Feedback for design and review of syllabus/ Semester for All courses	1
			About Facilities/ Year from All students /Year	1
		Alumni	Graduate Exit survey for PO & PSOs at the end of the programme	1
			Feedback for design and review of Curriculum end of the programme	1
		Parents	About programme and facilities / Semester	1
		Employers	Feedback for design and review of Curriculum /Academic Year	1
			Feedback for PO & PSOs for all batches/Academic Year	1
		Teachers	Feedback for design and review of course for All courses /Semester	1
			Feedback for design and review of Curriculum /Academic Year	1
5	Examinations	Continuous Assessments and End Semester Examinations	Theory, Laboratory, Programming, VAC courses	As per regulations
6	Human Resource	Faculty	Student Faculty Ratio Engg Dept. Applied Science	

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			S & H MBA	
			Cadre Ratio	1:2:6
			No of Ph. D.	30%
			Retention	75 %
			Training attended by faculty members (STTP/ FDP/NPTEL,etc. & industrial training) (minimum 5 days) /Faculty /Academic Year	1
			Conferences attended by the each faculty /Academic Year	1
			Knowledge transfer activities outside by Faculty / department /Academic Year	25 %
			Research laboratories visits like DRDO, CSIR, IITs, IISc, CDAC, Industrial research Centre etc. by Faculty / department /Academic Year	5 %
			Developmental activities / department /Academic Year Product Development (IIC, TBI, etc)	10 %
		Staff	Skill up-gradation training /Staff / Academic Year	50 %
7	Budget Allocation & Utilization	Program Specific Budget	Budget Utilization against Sectioned	80%
		Industry Sponsored labs	Financed by Industry/ department/ 3 years	1
		Centre of Excellence and revenue generated	Revenue generated / Centre / Academic Year	50,000/-
8	Others	No of new books added Library	Institute / Academic Year	As per AICTE norms
		No of e-resources and Digital Library	Institute / Academic Year	
		Availability of Computers and Printers	Department	

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
AUDIT PLAN AND SCHEDULE	Issue. No	00

S.No	Date	Department	Name of the Audit	Auditor's

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Audit Evaluation Sheet for the Academic Year 2025-2026 ODD SEMESTER
(Intra Department)

Auditors Name and Designation :

Date of Audit :

Audited Department :

S.No.	Criteria (Max Mark)	Parameters	File Name Audited	Observations
1.	Curricular Aspects	Curriculum Design and Development process		
		Curriculum and syllabus – Planning and Implementation		
		Dissemination of regulation, curriculum & Syllabus		
		Minutes of BOS Meeting		
		Revision in Elective courses		
		Value Added Courses – Organized and Participation of students		
		Student involvement in field projects/internships		

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		Feedback System on Curriculum - Alumni, Course End Survey, Employer, Faculty, Graduate Exit Survey, Parent		
		Mapping of Course Outcomes and Programme Outcomes		
		Allotting courses to faculty based on expertise		
		Allotment of adequate number of hours in time table for theory/practical/project		
2.	Teaching –Learning Process	Student Enrolment & Improvement in Student Quality		
		Student Teacher Ratio, Cadre Ratio & Adjunct Faculty		
		Structured Course Plan		
		Course Coordination Meeting		
		Course Delivery Methods – Use of ICT tools		
		Continuous Assessment (CA) Test Question Paper standards		
		Conduct of Continuous Assessment Tests		
		Remedial Measures for Slow Learners		
		Adequate number of Assignments and Tutorials		

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		Laboratory Plan		
		Quality of Laboratory Manual		
		Project Work Review Schedule		
		Evaluation of CA Test papers		
		Evaluation of Assignments/Tutorials		
		Evaluating experiments – Rubrics/Periodically		
		Evaluation of Projects through Review – Rubrics followed		
		Continuous Assessment Test – Analysis		
		End Semester Result Analysis		
		Course Outcomes and Programme Outcomes Analysis – Direct & Indirect Assessments & Action Taken		
		Quality of Project Reports		
		PAC and QIC formulation and Meeting minutes		
		Student Feedback on Course and Teacher		

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		Course Monitoring Committee Meeting		
3.	Research, Innovation and Extension	Seed money Proposals (student funding through IIC may be consider)		
		Submission of Project Proposals		
		Research Grants received		
		Conference / seminar / workshop/FDP/STTP proposals submitted		
		Conference / seminar / workshop/FDP/SSTP organized		
		Promotion of Start-ups		
		Paper presentation by students		
		Conversion of student projects into paper		
		Quality Publications by faculty		
		Books/Book chapters/Conference proceedings		
		Patents filed/ published/granted		
		Awards for Innovation won by Teachers/Research scholars/ Clubs		

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		Faculty as Resource persons		
		Professional development/ administrative training programmes organized details		
		Industrial Consultancy/Testing Works		
		Corporate Training (IIPC/Other Grants)		
		Association activities / Clubs/Professional Societies		
		In plant Training/Internship		
		MoUs signed and activities		
		Industrial visits arranged for students		
		One Faculty- One Industry Progress		
		Faculty interaction with industries and monitoring		
4.	Infrastructure and Learning Resources	Physical facilities – Classrooms, Faculty cabin, seminar hall, Projectors, Printers, etc.		
		Laboratory Maintenance Records/Registers		
		Equipment working conditions/Calibration		

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		Latest/Research Level equipments – Availability and Utilization		
		Utilization of budget		
		Department Library – Maintenance and utilization		
		Computing Facilities - Maintenance and utilization		
		E-content development – Videos developed		
5.	Student Support and Progression	Placement details and training plan for Skill Development		
		Awareness programmes on Higher Education		
		Student participation and success in competitive examinations		
		Percentage of students placed (Improvement over 3 years)		
		Percentage of students joined higher education		
		Student's participation in Co/Extra-curricular activities (Cultural, Sports, etc.)		
		Student achievements and awards		
		Alumni Visits, Meetings and Guest Lectures		

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6.	Governance, Leadership and Management	SWOT Analysis – Review Meeting		
		Academic Audit –Action Taken		
		Strategic Development – Centre of Excellence, Collaboration with Foreign Universities, New Courses		
		Faculty Training – FDP/NPTEL/Industry		
		Faculty Qualification Improvement & Retention		
		Skill up-gradation training for Supporting Staff		
		Day to Day Activities and Parents-Teachers Meeting		
7.	Institutional Values and Best Practices	Department Best Practices		
		Contribution towards Institutional Values and Social Responsibilities		
		Contribution towards Special programmes		
		Human values and Professional Ethics related activities		
		Contribution towards Institutional Distinctiveness		
		Practices for Student Self learning		

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S.No.	Criteria	Major Remarks / Comments
1.	Curricular Aspects	
2.	Teaching –Learning Process	
3.	Research, Innovation and Extension	
4.	Infrastructure and Learning Resources	
5.	Student Support and Progression	
6.	Governance Leadership and Management	
7.	Institutional Values and Best Practices	
	Overall Comments	

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Signature of Department Coordinators
(with name)

Head of the Department
(with seal)

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Audit Evaluation Sheet for the Academic Year 2025-2026
(Inter Department)

Date of Audit :

Auditors Name and Designation :

Audited Department :

S.No.	Criteria (Max Mark)	Parameters	File Name Audited	Observations
1.	Curricular Aspects	1.1 Curriculum Design and Development process	CDC-01, CDC-02	
		1.2 Curriculum and syllabus – Planning and Implementation	CDC-03,04,06	
		1.3 Dissemination of regulation, curriculum & Syllabus	CDC-05,10	
		1.4 Minutes of BOS Meeting	CDC- 08,09	
		1.5 Revision in Elective courses	CDC-11	
		1.6 Value Added Courses – Organized and Participation of students	NVC-01 To 06	
		1.7 Student involvement in field projects/internships	PR01, PC-05/PT-04*,PR-01*	
		1.8 Feedback System on Curriculum - Alumni, Course End Survey, Employer, Faculty, Graduate Exit Survey, Parent	CDC-07A, 07C,07E,07F,07G, 07P	
		1.9 Mapping of Course Outcomes and Programme Outcomes	CDC-03,04, 06	
		1.10 Allotting courses to faculty based on expertise	TT1-01,02 / TT-01, 02*	
		1.11 Allotment of adequate number of hours in time table for theory/practical/project	TT1 -03,04,05/ TT-03-06*	
2.	Teaching –Learning Process	2.1 Student Enrolment & Improvement in Student Quality Enrolment Ratio = No. of seats filled / No of Seats Approved	HoD -03	
		2.2 Student Teacher Ratio, Cadre Ratio & Adjunct Faculty	HoD -04	
		2.3Structured Course Plan	CCO-01/ AC03*	
		2.4 Course Coordination Meeting	CC0-02/ AC-01A, 02*	
		2.5 Class Monitoring Committee Meeting	FB 01A, 01*	
		2.6 Course Delivery Methods – Use of ICT tools / Outcome Based Teaching learning Report	AC-14(Course file)/ AC-03*	

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		2.7 Continuous Assessment (CA) Test Question Paper standards	ACO -06 / TE-03*	
		2.8 Conduct of Continuous Assessment Tests	TCO -01 to 07 / TE-01* #	
		2.9 Evaluation of CA Test papers with Answer key	Course files	
		2:10 Adequate number of Assignments and Tutorials & Evaluation of Assignment & Tutorial	ACO-01, ACO-07/ Course file	
		2.11 Virtual Lab Experiments / Mini project based experiments - Experiments per course for 2 and 3 years	Course files	
		2.12 Micro projects in Theory Courses - Simulation / Project based Assessment for tutorials for 2 and 3 years / Semester	Course files	
		2.13 Field visits for courses - One day factory visits for Theory courses for self-learning in 2 and 3 year of study / dept.	Course files	
		2.14 Remedial Measures for Slow Learners with proof	Course file / AC12*, 13*	
		2.15 Laboratory Plan	LT-01/LT 03, LT04 / AC-09*, AC-10*	
		2.16 Quality of Laboratory Manual	LT-01*, Lab manuals / AC-11*/ Course file	
		2.17 Evaluating experiments – Rubrics/Periodically	AC11*, Course file for Lab	
		2.18 Project Work Review Schedule	PR02 / PR-01 to 04*	
		2.19 Quality of Project Reports	Project Reports	
		2.20 Evaluation of Projects through Review – Rubrics followed	PR-04*, PR-02*	
		2.21 Continuous Assessment Test Report and Consolidated Report	AC06*, AC07* (Inspro plus)	
		2.22 End Semester Result Analysis	AC08*	
		2.23 PAC and QIC formulation and Meeting minutes	MM11- MM14*	
		2.24 Student Feedback on Course and Teacher	Course & teacher feedback	
		2.25 Course Outcomes and Programme Outcomes Analysis – Direct & Indirect Assessments & Action Taken	PMO 01 to 05/ (2019-23 Batch) PO 01-08*	
		2.26 Alumni - Graduate Exit survey for PO & PSOs at the end of the	Corresponding files	
3.	Research, Innovation and Extension	3.1 Seed money Proposals (student funding through IIC may be consider)	Corresponding files	
		3.2 Submission of Project Proposals	RC01/ RD01*	
		3.3 Research Grants received	RD-10*	
		3.4 Conference / seminar / workshop/FDP/STTP proposals submitted	RC01/ RD01*	
		3.5 Conference / seminar / workshop/FDP/SSTP organized	RD09*	
		3.6 Promotion of Start-ups	EMC-01 TO 05	
		3.7 Conversion of student projects into paper / Patent	RD03*	
		3.8 Quality Publications by faculty (SCI/Scopus)	RD02*	
		3.9 Books/Book chapters/Conference/Patent filed/granted/Published by	RD04*	

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		3.10 Awards / Outside Interaction/ Collaboration of the faculty	RD05*	
		3.11 PhD pursuing & Completed details	RD-07*	
		3.12 Membership in Professional Bodies	RD-08*	
		3.13 Students Enrollment Ph.D. - No of new students enrolled for the doctoral program	Corresponding files	
		3.14 Minimum no of citations Faculty / dept/Academic year	Corresponding files	
		3.15 PhD awarded - No of candidates/Year	Corresponding files	
		3.16 Conferences attended - Faculty /Academic Year	Corresponding files	
		3.17 Research laboratories visits like DRDO, CSIR, IITs, IISc, CDAC, Industrial research Centre etc - Faculty / department /Academic Year	Corresponding files	
		3.18 Industrial Consultancy/Testing Identification Report	IC 01*, IC-03*	
		3.19 MoUs signed and activities Record	IC 02*	
		3.20 Industrial Training (IIPC/Other Grants)/ Self Supporting Program	IC– 04*	
		3.21 In plant Training/Internship	IP -01*	
		3.22 Industrial visits arranged for students	IV-01,02,03,04*	
		3.23 Association activities / Clubs/Professional Societies/ Cell's	CA01 –CA04*	
		3.24No of News Letter	Minimum 4 per year	
		3.25 Developmental activities - No of Activities / department /Academic Year Product Development (IIC, TBI, etc)		
4.	Infrastructure and Learning Resources	4.1 Physical facilities – Classrooms, Faculty cabin, seminar hall, Projectors, Printers, etc.	FMM-01 TO 04	
		4.2 Laboratory Maintenance Records/Registers	LT03, LT05, LT07*	
		4.3 Equipment working conditions/Calibration	LT05, LT06, LT08, LT09*	
		4.4 Latest/Research Level equipments – Availability and Utilization	Stock & utilization register	
		4.5 Utilization of budget	BD01-BD03, MM23 – MM24*	
		4.6 Department Library – Maintenance and utilization	Maintenance & utilization register/ Record	
		4.7 Computing Facilities - Maintenance and utilization	LT07	
		4.8 E-content development – Videos developed	Question banks PPT/ Records website link	
5.	Student Support and Progression	5.1 Placement details and training plan for Skill Development	PT 01- PT05*	
		5.2 Percentage of students placed (Improvement over 3 years)	PT 01-05*	
		5.3 Awareness programmes on Higher Education	HEC-01 TO 05	
		5.4 Student participation and success in competitive examinations	HEC -01 TO 05	
		5.5 Percentage of students joined higher education	HEC -04	
		5.6 Entrepreneurship - No of students attended trainings / Dept	Proof as per Quality plan	
		5.7 Entrepreneurship - No of startups/Dept	Proof	

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		5.8 Student's participation in Co/Extra-curricular activities (Cultural, Sports, etc.) Paper Presentation/ Project Presentation	SAP files SAP 01 TO 04	
		5.9 Innovative projects development by students - No of projects developed / department / Academic Year	Proof as per Quality plan	
		5.10 Innovative projects development by students - No of projects presentation/ student/ Academic Year (through IIC/IEF)	Proof as per Quality plan	
		5.11 Paper / Project presentation by students - Premier Institutions Minimum presentation/ student during entire course of study	Proof as per Quality plan	
		5.12 Paper / Project presentation by students - Other Institutions Minimum presentation/ student / Academic Year	Proof as per Quality plan	
		5.13 Paper / Project presentation by students - Within institution Minimum presentation/ student/ Academic Year	Proof as per Quality plan	
		5.14 Student achievements and awards	Student paper & project files	
		5.15 Alumni Visits, Meetings and Guest Lectures	AL01 – AL04*	
		5.16 Student Mentoring Report	Corresponding file	
6.	Governance, Leadership and Management	6.1 SWOT Analysis – Review Meeting	HOD file / MM11 – MM14*	
		6.2 Academic Audit –Action Taken	IQ 04	
		6.3 Strategic Development – Centre of Excellence, Collaboration with Foreign Universities, New Courses	Corresponding file	
		6.4 Faculty Training – FDP/NPTEL/Industry	TR01- TR03*	
		6.5 Faculty Qualification Improvement & Retention	Training file	
		6.6 Skill up-gradation training for Supporting Staff	TR-02	
		6.7 Day to Day Activities and Parents-Teachers Meeting	PRO-01 TO 04/ MM21*, MM22*	
		6.8 Department faculty meeting	MM19*, MM20*	
7.	Institutional Values and Best Practices	7.1 Department Best Practices	IIPC file	
		7.2 Contribution towards Institutional Values and Social Responsibilities	CoE file	
		7.3 Contribution towards Special programmes	Association file	
		7.4 Human values and Professional Ethics related activities	Association file	
		7.5 Contribution towards Institutional Distinctiveness	Corresponding file	
		7.6 Practices for Student Self learning	Corresponding file	

The following parameters are not applicable for S&H department 1.5,1.7,2.1,2.2,2.11,2.12,2.13,2.18,2.19,2.20,2.26,3.7,3.21,3.22,5.1 to 5.7,5.15

* Even sem onwards

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S.No.	Criteria	Major Remarks / Comments
1.	Curricular Aspects	
2.	Teaching –Learning Process	
3.	Research, Innovation and Extension	
4.	Infrastructure and Learning Resources	
5.	Student Support and Progression	
6.	Governance Leadership and Management	
7.	Institutional Values and Best Practices	
	Overall Comments	

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Signature of Department Coordinators
(with name)

Signature of Auditors
(with name)

Head of the Department
(with seal)

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KEC KONGU ENGINEERING COLLEGE TRANSFORM YOURSELF (Autonomous)	Doc. No: KEC/EOMS/MDI/13	
	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
NON-CONFORMITY REPORT	Issue. No	00

Department: **Date:**

Non-Conformities

S.No.	Criteria	Non-Conformities	Actual level	Deviation from Quality level	Cause Analysis	Corrective Actions	Preventive Action (if any)	Responsibility	Due date
1.									
2.									
3.									
4.									

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Observations (Opportunities for improvement)

S.No.	Criteria	Observations	Cause Analysis	Action to be Taken	Preventive Action (if any)	Responsibility	Due date
1.							
2.							
3.							
4.							

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Signature of Auditor
(Name with Designation & Dept.)

Auditee
Dept. IQAC Co-ordinator

Auditee
Dept. HOD

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
NON-CONFORMITY REGISTER	Issue. No	00

Sl. No.	Date & Audit	Department	Non Conformity	Potential non conformity	Actual level	Deviation from Quality level	Cause analysis	Corrective Action	Preventive Action (if any)	Target Date

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IQAC-COORDINATOR

DEAN/ IQAC & ACCREDITATION

PRINCIPAL

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KEC KONGU ENGINEERING COLLEGE TRANSFORM YOURSELF (Autonomous)	Doc. No: KEC/EOMS/MDI/15	
	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
ACTION TAKEN REPORT FOR AUDIT	Issue. No	00

Department: **Date:**

Nonconformities

S.No.	Process	Findings	Results of Root Cause Analysis	Intended Corrections and Corrective Actions	Responsibility	Due date
1.						
2.						
3.						
4.						

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Observations (Opportunities for improvement)

S.No.	Process	Findings	Action to be Taken	Responsibility	Date
1.					
2.					
3.					
4.					
5.					

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Signature of Auditor
(Name with Designation & Dept.)

Auditee
Dept. IQAC Co-ordinator

Auditee
Dept. HOD

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
ACTION TAKEN FOR STUDENT FEEDBACK ABOUT THE FACULTY	Issue. No	00

Academic Year: **Semester:**

Department: **Date:**

S. No.	Semester/ year	Name of the Course	Faculty	Cause Analysis (by handling faculty)	Action Taken
1.					
2.					
3.					
4.					

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Department IQAC Coordinator **Head of the Department**

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
MONITORING MEASUREMENT & IMPROVEMENT REGISTER	Issue. No	00

DEPARTMENT:

Date of review	Objective/ Parameter Monitored	Previous level	Current Level	Factors contributing improvement	Next Target level	Target Date	Action plan for achieving / improving the Objectives / parameter	HOD Signature

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
NCR MATRIX	Issue. No	00

Audit Number –

Audit date –

DEPARTMENT	Minor	Major	Observation	TOTAL
CIVIL				
MECHANICAL				
MECHATRONICS				
AUTOMOBILE				
ELECTRICAL AND ELECTRONICS				
ELECTRONICS AND INSTRUMENTATION				
ELECTRONICS AND COMMUNICATION				
ARTIFICIAL INTELLIGENCE				
COMPUTER SCIENCE				
COMPUTER SYSTEM AND DESIGN				
FOOD TECHNOLOGY				
COMPUTER APPLICATIONS				
INFORMATION TECHNOLOGY				
COMPUTER TECHNOLOGY- UG				
COMPUTER TECHNOLOGY- PG				
CHEMICAL				
MANAGEMENT STUDIES				
SCIENCE and HUMANITY				
ADMISSION & ADMINISTRATION				
LIBRARY				
EXAMINATION				
PLACEMENT				
IIPC				
PHYSICAL EDUCATION				
TRANSPORT				
IQAC				
TOTAL				

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IQAC-COORDINATOR DEAN/ IQAC & ACCREDITATION PRINCIPAL

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
AGENDA OF THE MANAGEMENT REVIEW MEETING	Issue. No	00

Academic Year: **Semester: Odd/Even** **Date:**

Members to be Present:	
Meeting Date:	
Venue:	

Points to be discussed

1. Review of Minutes of Previous Meeting.
2. .
3. .
4. .
5. Any other points

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
MINUTES OF MANAGEMENT REVIEW MEETING	Issue. No	00

Academic Year: **Semester: Odd/Even** **Date:**

Members Present:	
Date:	
Venue:	

S. No	Points Discussed	Action Plan	Responsibility	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
Agenda of the Core Committee Meeting	Issue. No	00

Academic Year: **Semester: Odd/Even** **Date:**

Members to be Present:	
Meeting Date:	
Venue:	

Points to be discussed

1. Review of Minutes of Previous Meeting.
2. .
3. .
4. .
5. Any other points

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	Rev. No	00
INTERNAL QUALITY ASSURANCE CELL	Rev. Date	01.01.2026
Minutes of the Core Committee Meeting	Issue. No	00

Academic Year: **Semester: Odd/Even** **Date:**

Members Present:	
Date:	
Venue:	

S.No.	Points Discussed	Action Plan	Responsibility	Remarks

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IQAC Coordinator **DEAN-IQAC**

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