

Government Engineering college Kozhikode



KTU INTERNAL AUDIT PLAN

Scope of Audit: All departments

Date: 05/12/19

Date	Time	Prog UG/PG to be audited	Auditor		Procedures to be Covered
			Name	Department	
13/12/19	9.30 to 10.00	Opening meeting			Discussion of schedule
	10.00 to 11.30	Chemical Engineering UG & PG	Dr.RAGESH P P Sri SREEJITH S	CE AE & I	Department files as per items 4.2 in KTU audit manual
	10.00 to 11.30	Electronics Engineering UG	Sri SAEED P A Sri. ADIL MUHAMMED	ASc CHE	Department files as per items 4.2 in KTU audit manual
	10.00 to 11.30	Civil Engineering UG	Dr. SANDHYA M Dr. PADMAVATHY K S	ME CHE	Department files as per items 4.2 in KTU audit manual
	11.30 to 1.00	Mechanical Engineering UG & PG	Dr.RAGESH P P Sri SREEJITH S	CE AE & I	Department files as per items 4.2 in KTU audit manual
	11.30 to 1.00	Applied Electronics & Instrumentation UG & PG	Dr. SANDHYA M Dr. PADMAVATHY K S	ME CHE	Department files as per items 4.2 in KTU audit manual
	11.30 to 1.00	Administration (College specific Assessment)	Sri SAEED P A Sri. ADIL MUHAMMED	ASc CHE	College specific files as per items 4.1 in KTU audit manual
	2.30-3.00	Closing meeting			Report preparation in KTU format

KTU Audit Co-ordinator



Principal

INTERNAL AUDIT ON 13.12.2019.....GEC, KOZHIKODE
COLLEGE SPECIFIC DOCUMENTS AVAILABLE FOR AUDIT

Sl.No.	Documents	Maintained or Not (Mark ✓ or X)	Rating (5) / Remarks
1	Academic calendar with days earmarked with working days, holidays, other activities etc.	✓	KTU Calendar is followed 5
2	Minutes and action taken reports of student's grievances and appeal committee meetings.	✓	5
3	Minutes and action taken reports of discipline and welfare committee meetings.	✓	5
4	Detailed reports of co curricular and extracurricular activities.	✓	4
5	Teaching and technical staff details with acquittance roll.	✓	5
6	Arrangements made in case of faculty left in between, taken long leave etc.	✓	5
7	Central library register showing volume and title of books, journals etc.	✓	4
8	IQAC meeting minutes, internal audit reports etc	✓	5
9	Average student to faculty ratio. (20xTotal number of faculty)/(Total sanctioned strength for all programmes)	✓ $SFR = \frac{20 \times 95}{1308}$	5 (SFR = 1.45)
10	Faculty Retention.	✓	5
11	Faculty Qualification Index: $FQ = (10X + 4Y)/F$ where X is number of regular faculty with Ph.D, Y is number of regular faculty with PG, F is number of regular faculty required to comply 1:20 faculty student ratio.	$\frac{10 \times 35 + 4 \times 60}{68}$ $= 8.676$ ✓	5
12	Number of qualified technical staff.	✓	5
13	Functioning of IQAC and Progress of IQAC report uploading.	✓	5
14	Principal's response on previous audit reports.	✓	4

Overall Rating (out of 5): 4.78

Name & Signature of IQAC Audit Members

1. Adil Muhammed 
2. Saeed.P.A 

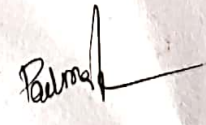

Applied Electronics
and Instrumentation

INTERNAL AUDIT ON 13/12/2019 Department of
DEPARTMENT SPECIFIC DOCUMENTS AVAILABLE FOR AUDIT

Sl.No.	Documents	Maintained or Not (Mark ✓ or X)	Rating (5) /Remarks
1	Minutes and action taken reports of course/class committees of UG/PG.	✓	5
2	Minutes and action taken reports of advisory meetings. (DAC)	✓	5
3	Schedule of Time Table	✓	5
4	Tutorial Log book.	✓ To be updated for the current semester	3+1=4
5	Course Diary for all the courses including practical, seminar, project etc.	Theory	✓ 5
		workshop	✓ 5
		Project/seminar	✓ 5
6	Course File, CO and PO attainment.	✓	5
7	Internal test question paper and sample answer scripts.	✓	5
8	Equipment Log registers used in Laboratories.	✓	5
9	Laboratory manual, records and course file for all practical courses.	✓	5
10	Practical test question paper and sample answer scripts.	✓	5
11	Log book for summer and contact courses.	Not registered.	
12	Project (Mini project/Design project/Final semester project) progress review reports.	Design project cleared to be updated. ✓	4
13	Result Analysis (UG/PG)	✓	5
14	Details showing the conduct of remedial/minor/honours classes.	honours not applied.	
15	Details of faculty evaluation and action taken on it.	✓	5
16	Department library register showing volume and title of books, journals etc.	✓	4+1=5
17	Register showing activity points.	✓	5
18	Details of MOOC courses taken by UG/PG students	Kept in activity point register	5
19	Details of computing facility in the computer lab (UG/PG).	✓	4
20	Conduct of PG thesis work	✓	5
21	Details of relevant licensed software available in the department	✓	4

Overall Rating (out of 5): 4.789

Name & signature of IQAC audit members

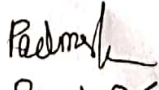

- 1) Dr. PadmaVathy K.S. 
- 2) Dr. Sandhya M. 

12/12/19
INTERNAL AUDIT ON Civil... Engg... Department of Civil... Engg
DEPARTMENT SPECIFIC DOCUMENTS AVAILABLE FOR AUDIT

Sl.No.	Documents	Maintained or Not (Mark ✓ or X)	Rating (5) /Remarks
1	Minutes and action taken reports of course/class committees of UG/PG.	✓	4
2	Minutes and action taken reports of advisory meetings. (DAC)	Need updation	1
3	Schedule of Time Table	✓	5
4	Tutorial Log book.	✓	5
5	Course Diary for all the courses including practical, seminar, project etc.	Theory ✓	} 4
		workshop ✓	
		Project/seminar ✓	
6	Course File, CO and PO attainment.	✓	5
7	Internal test question paper and sample answer scripts.	✓	5
8	Equipment Log registers used in Laboratories.	✓	5
9	Laboratory manual, records and course file for all practical courses.	✓	4
10	Practical test question paper and sample answer scripts.	✓	5
11	Log book for summer and contact courses.	Not registered	-
12	Project (Mini project/Design project/Final semester project) progress review reports.	Design project file need updation	4
13	Result Analysis (UG/PG)	✓	5
14	Details showing the conduct of remedial/minor/honours classes.	Honours classes from this semester only	5
15	Details of faculty evaluation and action taken on it.	✓	5
16	Department library register showing volume and title of books, journals etc.	✓	5
17	Register showing activity points.	✓	5
18	Details of MOOC courses taken by UG/PG students	✓	5
19	Details of computing facility in the computer lab (UG/PG).	✓	5
20	Conduct of PG thesis work	NA.	-
21	Details of relevant licensed software available in the department	✓	4

Overall Rating (out of 5): 4.5

Name & signature of IQAC audit members

- 1) Dr Padmanabhy K.S 
- 2) Dr Sandhya M 

INTERNAL AUDIT ON ...13.12.2019... Department of ...CHEMICAL ENGN... .

DEPARTMENT SPECIFIC DOCUMENTS AVAILABLE FOR AUDIT

Sl.No.	Documents	Maintained or Not (Mark ✓ or X)	Rating (5) /Remarks
1	Minutes and action taken reports of course/class committees of UG/PG.	✓	5
2	Minutes and action taken reports of advisory meetings. (DAC)	✓	5
3	Schedule of Time Table	✓	5
4	Tutorial Log book.	✓	3 (Need details)
5	Course Diary for all the courses including practical, seminar, project etc.	Theory ✓	4 (course plan incomplete)
		workshop ✓	NA
		Project/seminar ✓	5
6	Course File, CO and PO attainment.	✓	4
7	Internal test question paper and sample answer scripts.	✓	5
8	Equipment Log registers used in Laboratories.	✓	5
9	Laboratory manual, records and course file for all practical courses.	✓	4 (insufficient numbers experiments)
10	Practical test question paper and sample answer scripts.	✓	5
11	Log book for summer and contact courses.	✓	5
12	Project (Mini project/Design project/Final semester project) progress review reports.	✓	5
13	Result Analysis (UG/PG)	✓	5
14	Details showing the conduct of remedial/minor/honours classes.	✓	5
15	Details of faculty evaluation and action taken on it.	✓	5
16	Department library register showing volume and title of books, journals etc.	✓	5
17	Register showing activity points.	✓	5
18	Details of MOOC courses taken by UG/PG students	✓	5
19	Details of computing facility in the computer lab (UG/PG).	✓	5
20	Conduct of PG thesis work	✓	4 (one review only)
21	Details of relevant licensed software available in the department	✓	5

Overall Rating (out of 5): 4.71

Name & signature of IQAC audit members

1) Dr. RACESH . P . P .

2) Sreejith S



INTERNAL AUDIT ON ...13.12.2019.... Department of ...EC.....

DEPARTMENT SPECIFIC DOCUMENTS AVAILABLE FOR AUDIT

Sl.No.	Documents	Maintained or Not (Mark ✓ or X)	Rating (5) /Remarks
1	Minutes and action taken reports of course/class committees of UG/PG.	✓	5
2	Minutes and action taken reports of advisory meetings. (DAC)	✓	5
3	Schedule of Time Table	✓	5
4	Tutorial Log book.	✓	5
5	Course Diary for all the courses including practical, seminar, project etc.	Theory ✓	5
		workshop ✓	5
		Project/seminar ✓	5
6	Course File, CO and PO attainment.	✓	5
7	Internal test question paper and sample answer scripts.	✓	5
8	Equipment Log registers used in Laboratories.	✓	5
9	Laboratory manual, records and course file for all practical courses.	✓	5
10	Practical test question paper and sample answer scripts.	✓	5
11	Log book for summer and contact courses.	-	
12	Project (Mini project/Design project/Final semester project) progress review reports.	Design project do updated	4
13	Result Analysis (UG/PG)	✓	5
14	Details showing the conduct of remedial/minor/honours classes.	No honours classes	
15	Details of faculty evaluation and action taken on it.	✓	5
16	Department library register showing volume and title of books, journals etc.	✓	5
17	Register showing activity points.	✓	5
18	Details of MOOC courses taken by UG/PG students	Kept along with activity file	5
19	Details of computing facility in the computer lab (UG/PG).	✓	4
20	Conduct of PG thesis work	-	
21	Details of relevant licensed software available in the department	✓	4

Overall Rating (out of 5): 4.83

Name & signature of IQAC audit members

- 1) Adil Muhammed 
- 2) Saeed P. A 



MELW

INTERNAL AUDIT ON ...13.12.2019..... Department of ...MECHANICAL ENGG...
 DEPARTMENT SPECIFIC DOCUMENTS AVAILABLE FOR AUDIT

Sl.No.	Documents	Maintained or Not (Mark ✓ or X)	Rating (5) /Remarks
1	Minutes and action taken reports of course/class committees of UG/PG,	✓	5
2	Minutes and action taken reports of advisory meetings, (DAC)	✓	5
3	Schedule of Time Table	✓	5
4	Tutorial Log book.	✓	3 (Need details)
5	Course Diary for all the courses including practical, seminar, project etc.	Theory ✓	5
		workshop ✓	4
		Project/seminar ✓	3
6	Course File, CO and PO attainment.	✓	4
7	Internal test question paper and sample answer scripts.	✓	4
8	Equipment Log registers used in Laboratories.	✓	5
9	Laboratory manual, records and course file for all practical courses.	✓	5
10	Practical test question paper and sample answer scripts.	✓	4 (Sample script missing)
11	Log book for summer and contact courses.	-	-
12	Project (Mini project/Design project/Final semester project) progress review reports.	✓	4 (Split up required)
13	Result Analysis (UG/PG)	✓	4 (Missing Test 2)
14	Details showing the conduct of remedial/minor/honours classes.	✓	5
15	Details of faculty evaluation and action taken on it.	✓	5
16	Department library register showing volume and title of books, journals etc.	✓	5
17	Register showing activity points.	✓	4 (Incomplete)
18	Details of MOOC courses taken by UG/PG students	✓	5
19	Details of computing facility in the computer lab (UG/PG).	✓	5
20	Conduct of PG thesis work	✓	3 (Details required)
21	Details of relevant licensed software available in the department	✓	5

Overall Rating (out of 5): 4.41

Name & signature of IQAC audit members

- 1) Dr. RAJESH. P.P 
- 2) Sreejith S 

4.8