



**APJ Abdul Kalam Technological University**  
**CET Campus, Thiruvananthapuram**  
**Kerala -695016**  
**India**

**Academic Audit Report**  
**2019 - 2020**

**Basic Details**

Institution	<b>GOVT. ENGINEERING COLLEGE, KOZHIKODE</b>
First Auditor Name	<b>JAGET BABU N R</b>
Second Auditor Name	
Visit	<b>First</b>
Semester Type	<b>Odd</b>

**College Specific Assessments**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Compliance to the Academic Calendar of KTU	Good(4)	Flooding of Aug 2018 has affected to some degree compliance to the Academic Calendar	
Functioning of students grievances and appeal committee	Excellent(5)	Functioning is good. To pending issues are in the process of settlement.	
Functioning of Academic Discipline & Welfare committee	Excellent(5)	Minor issues have been handled. No major issues are here	
Facility for co- curricular and extracurricular activities	Fair(3)	Students gave their view on this aspect.	Steps will be taken to improve facilities.
Average student to faculty ratio	Excellent(5)	SFR ratio is 1.45	
Faculty Retention	Excellent(5)	Faculty strength has been consistent over the last one year (on;y last one year was examined)	

Faculty Qualification Index	Excellent(5)	35 members of faculty have earned Ph.D. Current faculty strength is 95	
Number of qualified technical staff	Excellent(5)	All 52 staff members have ITI or Diploma	
Facility of central library with respect to volume and title of books, online & print journals	Excellent(5)	Well-stocked library, with books. Need to add a few print journals	
Functioning of IQAC and progress of IQAC report uploading	Excellent(5)	Functioning is good. IQAC members can take initiative to disseminate quality standards to all faculty body.	
Principal's response on previous audit reports	Excellent(5)	Prompt	

### **Student Interaction**

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage	Good(4)	Coverage is fairly good.	
Lab Facility and conduct of Labs	Excellent(5)	Quite adequate	
Co-curricular facility	Poor(2)	There is no support, students are not encouraged. Taking NPTEL courses is encouraged..	Each department association organizes various co-curricular activities.
Extra-curricular facility	Poor(2)	There is no support or encouragement to students.	Tech fest, Sports etc are organized as per KTU calendar and College Union also organizes several activities
All intimation from University conveyed properly in time	Excellent(5)	Functioning is good	
Extra fees/fine imposed on students	Excellent(5)	There are no issues here.	
Approach of the management in addressing student grievances	Excellent(5)	Management has willingness in this respect	
Availability of Faculty for all subjects	Excellent(5)	Faculty members are available for all subjects.	
Any other remarks	Fair(3)	There is no funding for projects. The number of working days for covering the syllabus becomes fewer because of unexpected holidays. Class on Saturdays deprive students of study time and study leave. Teachers rush through the syllabus when there are not enough days to complete coverage.	Students are encouraged to apply for CERD and KSCSTE project funding.

### B.Tech

No of B.Tech Students	1272
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**MECHANICAL ENGINEERING-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Class/course committee meetings and action taken report	Good(4)	Minutes of meetings were shown. Adopt a formal format for the minutes of meeting. The agenda must be similar to that given in the regulation.Action-taken report is desirable	We will follow as per regulation. Action taken report will be included in coming semesters.
Advisory meetings and action taken report	Good(4)	Meetings have been carried out. Ensure that the agenda is similar to R4.1 to R4.9 in the academic regulation	We will ensure the agenda as per academic regulation.
Schedule of Time Table	Fair(3)	Some labs have FN session, some periods have 2-hour duration. Labs must have preferably AN session, and lecture session must have 1 hour duration.	Only one workshop lab in S1 was scheduled in FN session due to first year lab for many programs.
Conduct of Tutorial Classes	Good(4)	Tutorial log book was shown. Relevant details must be added: mod of conduct, no of students, no of staff, etc	We will improve the documentation of tutorial log book.
Conduct of series tests	Good(4)	A test was for 1.5 hr, POM. For S3,S5,S7 the duration is 1 hour on 20 marks. Show date of return of answer scripts scripts to indicate punctuality.	All series test we are conducting in 1 hr duration. We will show the date of return of answer scripts.
Syllabus coverage of practical course	Excellent(5)	Course diary indicated timely coverage.	
Evaluation of students performance in practical classes	Excellent(5)	Printed material is used as work-record. At any rate students must write what they DO in the lab.	
Conduct of Practical test	Fair(3)	Will be conducted before the semester ends	We have completed all the practical tests before the end of the semester

Facility to do experiments in the lab	Good(4)	There is facility to do experiments in the lab. Equipment log register, stock register, attendance register need attention.	We will improve the maintenance of such registers.
Conduct of remedial/minor/honours classes	Excellent(5)	Govt funding is available (Rs 1.25 lakhs). In addition to documents for Govt, maintain a separate remedial log register. Funding is only for remedial class for SC/ST students. Arrange remedial class for others too.	
Assessment of Outcomes	Fair(3)	Partially done. For courses of S1 one or two outcomes need to be assessed.	CO attainment will be completed after all continuous assessments, end semester examinations and other indirect assessments, if any
Faculty evaluation & remarks of the HOD	Very Poor(1)	Faculty evaluation not carried out.	we will carry out two evaluations as per regulation.
Facility in the department library for references	Excellent(5)	1213 books are available.	
Maintenance of course diary	Good(4)	Complete use of course diary is not seen. Make cent per cent use of course diary.	We will make more usage of course diary.
Syllabus coverage as per course plan	Good(4)	Entries in the course diary show that coverage is fairly good.	

#### **ELECTRONICS & COMMUNICATION ENGG-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
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Class/course committee meetings and action taken report	Good(4)	Meeting has been conducted Minutes of meeting have to be refined. Points of discussion must be similar to the agenda in the regulation..Adopt a good format for minutes of meeting. Action-taken report is desirable.	Communicated the advisors to refine the class/course committee meeting agenda
Advisory meetings and action taken report	Good(4)	Meeting was carried out. As the meeting is of an advisory nature formulate good agenda from the pointers in the regulation. Include action-taken report	Communicated the advisors to include discussion of non academic matters in the advisory meeting
Schedule of Time Table	Good(4)	Workshop has FN schedule. As far as possible set practicals in the AN session. (Forced circumstances here)	Time table will be scheduled so that almost all the lab sessions are in AN
Conduct of Tutorial Classes	Good(4)	Tutorial has been conducted. Add details in the tutorial log register; mode of conduct, no f students, no f teachers, etc	The tutorial log book will be modified to include the student strength and mode of conduct.three teachers will be assigned the duty
Conduct of series tests	Excellent(5)	Use of test booklet is in practice (good, but entails expense)Indicate punctuality by adding date of intimation of marks to students.	
Syllabus coverage of practical course	Excellent(5)	Indication is that academic regulation of KTU is in practice.	
Evaluation of students performance in practical classes	Excellent(5)	Conformity with KTU regulations is seen in the course diary	
Conduct of Practical test	Good(4)	To conduct hereafter, as it is scheduled just before semester closes.	

Facility to do experiments in the lab	Good(4)	Facility is adequate. Add equipment log register, attendance register	Communicated the lab in charges to arrange the equipment log/attendance register
Conduct of remedial/minor/honours classes	Excellent(5)	Govt funding is available (Rs 1.25 lakhs for the two programs, AEI, ECE ). In addition to documents for Govt, maintain a separate remedial log register. Funding is only for remedial class for SC/ST students. Arrange remedial class for others too.	
Assessment of Outcomes	Good(4)	Partially done. Will do by the end of the semester. Assessment for S1 is required, at least 1 or 2 COs of a course.	CO evaluation would be done at the end of the semester
Faculty evaluation & remarks of the HOD	Good(4)	Evaluation ass been carried out. Improvement, indicated by the evaluation, should be carried out..	HOD has to take necessary steps
Facility in the department library for references	Excellent(5)	A little over 1000 books are available.	
Maintenance of course diary	Excellent(5)	Make complete use of the diary. The advantage is that documentation can be minimized.	
Syllabus coverage as per course plan	Good(4)	Show complete evidence for this aspect, with dates of test, meekly coverage, etc in the course diary.	Faculty members are directed to complete the course diary in all respects

#### **APPLIED ELECTRONICS & INSTRUMENTATION ENGINEERING-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
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Class/course committee meetings and action taken report	Good(4)	Meeting has been conducted Minutes of meeting have to be refined. Points of discussion must be similar to the agenda in the regulation. Budget was discussed which is not on the agenda. .Adopt a good format for minutes of meeting	Communicated the advisors to refine the class/course committee meeting agenda
Advisory meetings and action taken report	Good(4)	Meeting was carried out. As the meeting is of an advisory nature formulate good agenda from the pointers in the regulation.	Communicated the advisors to include discussion of non academic matters in the advisory meeting
Schedule of Time Table	Good(4)	Some labs were scheduled in the morning. Afternoon schedule of lab is preferred. (forced decision)	Time table will be scheduled so that almost all the lab sessions are in AN
Conduct of Tutorial Classes	Good(4)	Tutorial has been conducted. For a class of 61, three teachers are preferred rather than one. All courses having mandated tutorial courses must have tutorial session scheduled. It was seen that courses did not have tutorial sessions though University had prescribed it.	The tutorial log book will be modified to include the student strength and mode of conduct.three teachers will be assigned the duty
Conduct of series tests	Excellent(5)	Usage of test booklet is good practice, though expensive. Add date of intimation of marks to students to indicate punctuality in this respect.	
Syllabus coverage of practical course	Excellent(5)	Shows timely progress (course diary).	
Evaluation of students performance in practical classes	Excellent(5)	Course diary shows conformance with regulations.	



Conduct of Practical test	Excellent(5)	To conduct by the end of the semester. Some have been conducted. Show marks for viva voce, 5 marks in ESE	
Facility to do experiments in the lab	Good(4)	Facility is adequate. Add equipment log register, attendance register	Communicated the lab in charges to arrange the equipment log/attendance register
Conduct of remedial/minor/honours classes	Excellent(5)	Govt funding is available (Rs 1.25 lakhs for the two programs, AEI, ECE ). In addition to documents for Govt, maintain a separate remedial log register. Funding is only for remedial class for SC/ST students. Arrange remedial class for others too.	
Assessment of Outcomes	Good(4)	Partially done. Will carry out by the end of the semester.	CO evaluation would be done at the end of the semester
Faculty evaluation & remarks of the HOD	Good(4)	Evaluation ass been carried out. Improvement, indicated by the evaluation, should be carried out..	HOD has to take necessary steps
Facility in the department library for references	Excellent(5)	1300 books are available for AEI and ECE programs.	
Maintenance of course diary	Good(4)	Usage is 90% Make it 100%	
Syllabus coverage as per course plan	Good(4)	Show complete evidence for this aspect, with dates of test, meekly coverage, etc in the course diary.	Faculty members are directed to complete the course diary in all respects

#### **CHEMICAL ENGINEERING-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
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Class/course committee meetings and action taken report	Fair(3)	Class committee meeting minutes were shown. Adopt a formal format for the minutes. The agenda must be similar to that given in the regulation. Course Committee meetings were not shown.	Will be done as per KTU regulations.
Advisory meetings and action taken report	Fair(3)	Meeting was carried out. As the meeting is of an advisory nature formulate good agenda from the pointers in the regulation.	We will ensure the agenda as per academic regulation.
Schedule of Time Table	Fair(3)	One practical course was arranged in the FN session. Set practical sessions in the AN session. Assign just one hour period for a theory course.	Most of the lab sessions are in the AN session. Only one lab was scheduled in FN session due to the availability of lab.
Conduct of Tutorial Classes	Good(4)	Tutorial session conducted. Add details to the log.	We will improve the documentation of tutorial log book.
Conduct of series tests	Good(4)	Liberal marking was noted. Indicate punctuality, i.e. prompt return of answer scripts to students	We will ensure the policy as per academic regulation.
Syllabus coverage of practical course	Excellent(5)	Shows timely progress(course diary).	
Evaluation of students performance in practical classes	Excellent(5)	Course diary shows conformance with regulations.	
Conduct of Practical test	Poor(2)	Two experiments per session have been seen . Each practical session must be given due importance for thorough understanding and appreciation.	Designed the laboratory experiment that to be conducted and completed within 3 hrs
Facility to do experiments in the lab	Good(4)	adequate	

Conduct of remedial/minor/honours classes	Excellent(5)	Govt funding is available (Rs 1.25 lakhs for the two programs, AEI, ECE ). In addition to documents for Govt, maintain a separate remedial lg register. Funding is only for R class for SC/ST students.. Arrange for others too.	We will improve the maintenance of such registers.
Assessment of Outcomes	Fair(3)	Done for a few courses. Must do for S1, CO1 and CO2 as a minimum.	CO attainment will be completed after all continuous assessments, end semester examinations and other indirect assessments, if any.
Faculty evaluation & remarks of the HOD	Excellent(5)	Adopt measures for improvement as indicted by the evaluation	
Facility in the department library for references	Excellent(5)	1010 books are available.	
Maintenance of course diary	Poor(2)	Complete use of course diary is not seen. Only attendance has been entered. Usage is only about 30%	We will make more usage of course diary.
Syllabus coverage as per course plan	Good(4)	Though course diary was not used, this aspect was seen in the test paper	We have ensured the syllabus coverage.

### **CIVIL ENGINEERING-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Class/course committee meetings and action taken report	Not Relevant	rating and remarks have been entered in a similar page of Civil Engg	
Advisory meetings and action taken report	Not Relevant		
Schedule of Time Table	Not Relevant		
Conduct of Tutorial Classes	Not Relevant		
Conduct of series tests	Not Relevant		

Syllabus coverage of practical course	Not Relevant		
Evaluation of students performance in practical classes	Not Relevant		
Conduct of Practical test	Not Relevant		
Facility to do experiments in the lab	Not Relevant		
Conduct of remedial/minor/honours classes	Not Relevant		
Assessment of Outcomes	Not Relevant		
Faculty evaluation & remarks of the HOD	Not Relevant		
Facility in the department library for references	Not Relevant		
Maintenance of course diary	Not Relevant		
Syllabus coverage as per course plan	Not Relevant		

#### **CIVIL ENGINEERING-(Part Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Class/course committee meetings and action taken report	Fair(3)	Minutes were seen. The agenda should be similar to that in the regulation. Adopt a good format for the minutes. (Signature below discussion points)	Agenda as per KTU regulations will be used for future Class/Course Committee meetings.

Advisory meetings and action taken report	Very Poor(1)	No meeting is seen to have been scheduled. Arrange a meeting urgently. Committee: HOD, Dept academic coordinator, all faculty members of a class and all students. Agenda advise them to give their best to earn the engineering education	These remarks will be considered for next semesters.
Schedule of Time Table	Fair(3)	Lab schedule is seen in FN session. Two periods for a course (MOS) is seen. Lab session must be in the AN session. One hour period at one time for a course, not to hour session.	All AN hours in Chemistry lab is engaged for S1 students and S3 Chemical Engineering except one slot. Hence there is no other option to shift this slot to AN.
Conduct of Tutorial Classes	Good(4)	Done. Add details to the entry of tutorial sessions.	
Conduct of series tests	Excellent(5)	Test is carried out by the regulations. Test booklet is in use. Add date of return of answer scripts .	Series Test marks published in notice boards in the stipulated period with dated signature of Staff Advisor and HOD
Syllabus coverage of practical course	Excellent(5)	Course diary shows timely progress.	
Evaluation of students performance in practical classes	Fair(3)	One lab showed evaluation was by approved standards. S3 drafting lab showed that mark for session as 10. Actual marks should be 60+10 per session	Internal marks calculated as per marks specified in syllabus. Such changes will be taken care in future
Conduct of Practical test	Good(4)	Will be schedule at the appropriate time	All practical tests conducted as per KTU regulations.
Facility to do experiments in the lab	Good(4)	Facility is adequate. Maintain equipment log register, attendance register where there are none.	Equipment Log register is maintained, but the name was given as Issue Register. Name of the register will be modified as Equipment Log Register

Conduct of remedial/minor/honours classes	Excellent(5)	Govt funding is available (Rs 1.25 lakhs). In addition to documents for Govt, maintain a separate remedial log register. Funding is only for remedial class for SC/ST students. Arrange remedial class for others too.	
Assessment of Outcomes	Poor(2)	Not done. Assessment at least for S1 courses, one or two COs will be desirable.	Assessment of Outcomes is done after completing the semester for each course
Faculty evaluation & remarks of the HOD	Fair(3)	In progress at the time of evaluation.	Faculty evaluation completed by online for each semester using the available software.
Facility in the department library for references	Excellent(5)	600 books are available.	
Maintenance of course diary	Good(4)	Some course diaries did not show test marks. Make full use of the diary.	Series test marks and assignment marks are given in ISO Format separately and hence not given in Course Diary
Syllabus coverage as per course plan	Fair(3)	Show this aspect in course diary. There is no need to use other documents like that for ISO. All course diaries do not show entries for this aspect.	Course plan print outs are kept in course files

### M.Tech

<b>No of M.Tech Students</b>	91
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### MECHANICAL ENGINEERING(ENERGY SYSTEMS ANALYSIS AND DESIGN)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Good(4)	Complete use is not seen. Make full use of the course diary.	We will make more usage of course diary.
Syllabus coverage as per course plan	Good(4)	It is adequate.	

Class committee meetings and action taken report	Fair(3)	Adopt a good format for the minutes.Add clarity. Follow the agenda in the regulation.	We will follow as per regulation. Action taken report will be included in coming semesters.
Conduct of Seminar & Mini project	Fair(3)	Need to understand intent of the regulation. Practice does not reflect it. Report must be revised a couple of times before it is finalized. Once the final state is arrived at, then the presentation follows.	We will follow the regulation.
Conduct of Thesis	Fair(3)	KTU regulation must be followed in this respect.	We will follow the regulation.
Faculty with Ph.D for the program	Excellent(5)	13 Ph.D holders are available.	
Students attending MOOC or other online courses	Poor(2)	None has registered.	We will instruct the students to register for MOOC courses.
Facility in the department library for journal reference	Poor(2)	Not adequate.	Space limitation existing and new facility will be available after shifting of laboratory in the new block.
Computing facility in the department	Excellent(5)	The facility is good	
Facility available in the department to do thesis work(all relevant licensed software)	Excellent(5)	Facility is good. There are six licensed softwares	

#### **ELECTRONICS AND COMMUNICATION ENGINEERING(SIGNAL PROCESSING)-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Maintenance of course diary	Fair(3)	There is the need to make complete use of the course diary.	Faculty members are directed to complete the course diary in all respects
Syllabus coverage as per course plan	Good(4)	There is timely coverage.	

Class committee meetings and action taken report	Fair(3)	The agenda must be the same as in the regulation. Adopt a good format for the minutes. Action-taken report is also needed.	Communicated the advisors to refine the class/course committee meeting agenda
Conduct of Seminar & Mini project	Fair(3)	Need to understand intent of the regulation. Practice does not reflect it. Report must be revised a couple of times before it is finalized. Once the final state is arrived at, then the presentation follows.	Communicated to the faculty in charge
Conduct of Thesis	Fair(3)	KTU regulation must be followed in this respect.	Communicated to the faculty in charge
Faculty with Ph.D for the program	Excellent(5)	Seven Ph.D holders are available.	
Students attending MOOC or other online courses	Poor(2)	None	Communicated to the staff advisor
Facility in the department library for journal reference	Poor(2)	not adequate	Online facility available for journal reference
Computing facility in the department	Excellent(5)	There is enough computing facility.	
Facility available in the department to do thesis work(all relevant licensed software)	Excellent(5)	Facility is good. There are seven separate softwares.	

#### **CHEMICAL ENGINEERING(COMPUTER AIDED PROCESS DESIGN)-(Full Time)**

<b>Key Aspects</b>	<b>Rating</b>	<b>Auditor Remarks</b>	<b>Principal's Response</b>
Maintenance of course diary	Fair(3)	Complete usage is not seen. Need to use it completely.	We will make more usage of course diary
Syllabus coverage as per course plan	Good(4)	There is timely coverage.	
Class committee meetings and action taken report	Fair(3)	Adopt a good format for the minutes.Add clarity. Follow the agenda in the regulation.	We will follow as per regulation.



Conduct of Seminar & Mini project	Fair(3)	Need to understand intent of the regulation. Practice does not reflect it. Report must be revised a couple of times before it is finalized. Once the final state is arrived at, then the presentation follows.	We will follow as per regulation.
Conduct of Thesis	Fair(3)	KTU regulation must be followed in this respect.	We will follow as per regulation.
Faculty with Ph.D for the program	Excellent(5)	There are seven Ph.D holders	
Students attending MOOC or other online courses	Poor(2)	None	We will instruct the students to register for MOOC courses
Facility in the department library for journal reference	Poor(2)	Not adequate	Journals are available online and students can access from college facilities.
Computing facility in the department	Excellent(5)	The facility is shared both by B.Tech and M.Tech students.	
Facility available in the department to do thesis work(all relevant licensed software)	Excellent(5)	Three licensed softwares are available.	