INTERNAL AUDIT DETAILS   PERIOD OF AUDITING-16/05/2019- 14/05/2019

ACADEMIC YEAR 2018-19

A. Common Activities (Administrative Office)

Scope : University communications related to administrative matters / affiliation / submission of application / fee payments / admissions / student registration

Sl No	Activity	Date of Auditing	Responsibility	Schedule as per KTU	Completion Status	Remarks and Signature of Internal Auditor
1	Affiliation Request Application Date	17/05/2019	Administrative Officer	14/03/2018	Completed	
2	Affiliation Fee Payment	17/05/2019	Administrative Officer	16/05/2018	Completed	
3	Inspection by KTU	17/05/2019	Administrative Officer	25/04/2018	Completed	
4	Deficiencies/ Compliances	17/05/2019	Administrative Officer	22/09/2018	Completed	
5	Admission Procedures	17/05/2019	Administrative Officer	30/09/2018	Completed	
6	Commencement of Classes	17/05/2019	Administrative Officer	28/01/2019	28/01/2019	
7	Student Registration	17/05/2019	Administrative Officer	26/09/2018	Completed	
8	Student Registration Fee Payment	17/05/2019	Administrative Officer	27/09/2018	Completed	

Signature of the Convener 16/5/19

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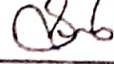
INTERNAL AUDIT DETAILS

PERIOD OF AUDITING- 16/03/2019- 14/05/2019

ACADEMIC YEAR 2018-19

B. Common Activities (Academics)

Scope: - Academic schedule / University communication related to Academics / Co curricular / Extracurricular activates

Sl No	Activity	Date of Auditing	Responsibility	Schedule As Per K T U / Academic Calendar	Completion Status	Remarks and Signature of Internal Auditor
1	Academic Schedule	17/05/2019	Principal	28/01/2019 to 31/05/2019		
2	Series Test I	17/05/2019	HOD- ECE	25/01/2019 to 02/03/2019	Completed	
3	Series Test II	17/05/2019	HOD- ECE	16/04/19 to 25/04/19	Completed	
4	Assignment 1	17/05/2019	HOD- ECE	07/03/2019	Completed	
5	Assignment II	17/05/2019	HOD- ECE	12/04/2019	Completed	
6	Attendance Publication	17/05/2019	HOD- ECE	14/05/2019	Completed	Consolidated attendance published
7	Course Committee Meeting-I	17/05/2019	HOD- ECE	31/01/2019	Completed	
8	Course Committee Meeting-II	17/05/2019	HOD- ECE	20/03/2019	Completed	
9	Course Committee Meeting-III	17/05/2019	HOD- ECE	06/05/2019	Completed	
10	Internal Marks	17/05/2019	HOD- ECE	07/05/2019	Completed	

16/5/19

Signature of the Convener

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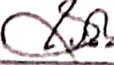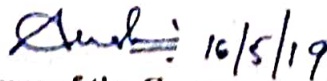## Vavanoor, Palakkad - 679 533

INTERNAL AUDIT DETAILS

SPT/IA/F003

PERIOD OF AUDITING-16/03/2019- 14/05/2019

<u>ACADEMIC YEAR 2018-19</u>

C1. Department Activities –Electronics & Communication Engineering

Sl No	Activity	Schedule as per K T U / Academic Calendar	Completion Status	Deficiencies / Deviations	Remarks and Signature of the Auditor
1	Course Committee Meeting I	31/01/2018	Completed		
2	Course Committee Meeting II	20/03/2019	Completed		
3	Course Committee Meeting III	06/05/2019	Completed		
4	Class Committee Meeting I	31/01/2018	Completed		
5	Class Committee Meeting II	20/03/2019	Completed		
6	Class Committee Meeting III	06/05/2019	Completed		
7	Attendance Publication	14/05/2019	Completed		
8	Series Test related matters		Completed two series test		
9	Internal marks publication	07/05/2019	Completed		
10	Conduct of University Examinations	27/05/2019	-------		
9	Publication of Marks	07/05/2019	-------		

16/5/19

Signature of the Convener 16/5/19

INTERNAL AUDIT DETAILS

PERIOD OF AUDITING-16/03/2019- 14/05/2019

ACADEMIC YEAR 2018-19

C2. Department Activities (Academics)
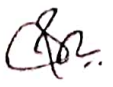
Name of the Department: Electronics and Communication Engineering Department.

Semester: S8

Scope: - Course file / Attendance Register / Class notes / Question papers of Internal Tests / Tutorial Sheets / Assignment / Mark list etc of individual Subjects / Labs.

Sl No	Subject	Name of Faculty Member	Course Plan Availability	No. of periods handled	Syllabus Coverage	Question Paper / Lab Manual / Tutorials - Quality	Deviations / Shortcomings	Remarks and Signature of Internal Auditor with date
1	EC 402 NANO ELECTRONICS	NISANTH	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
2	EC 404 ADVANCED COMMUNICATION SYSTEMS	SUGESH M S	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
3	EC 468 SECURE COMMUNICATION	ANJALI ANANTHAN	✓	70	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	

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No.	Course	Faculty	✓		Syllabus Status	Format	Deviation	Sign
4	EC 474 COMPUTER VISION	RAGESH M N	✓	71	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
5	BT362 SUSTAINABLE ENERGY PROCESS	SREEKANTH E M	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
6	CE482 ENVIRONMENTAL IMPACT ASSESSMENT	SHYAM PRASAD G	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
7	CS484 COMPUTER GRAPHICS	SREESHMA K	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
8	EE474 ENERGY AUDITING AND MANAGEMENT	DILEEPAN V M	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
9	IE488 TOTAL QUALITY MANAGEMENT	YEDU P DEV	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
10	FS482 RESPONSIBLE ENGINEERING	DR. GEORGE CT / HITHES P	✓	67	6 Modules completed	As per KTU Format	Nil / As per KTU Syllabus	
11	EC 492 PROJECT	SUGESH M S	✓	148	2 PRESENTATIONS COMPLETED	As per KTU Format	Nil / As per KTU Syllabus	

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Signature of the Convener 16/5/19

INTERNAL AUDIT DETAILS

PERIOD OF AUDITING- 16/03/2019- 14/05/2019

ACADEMIC YEAR 2018-19

C3. Department Activities – Co curricular / Extra Curricular

1. **Details of Seminars / Conferences / Workshops conducted in the Department.**
   - Coding Practice training programme by FACE was conducted for S6 ECE students on 15/03/2019 and 16/03/2019.
   - Workshop on Embedded system and Aurdino was conducted for S6 ECE students by Mr.Sebin Sunny on 23/03/2019.

2. **Details of Seminars / Conferences / Workshops attended by the Department Staff members**

3. **Department initiatives for improving quality of Course delivery / Student performance**
   - Placement Training Classes.
   - Assignments & Tutorials prepared by the staff under the direct supervision of HOD & senior staff to improve the quality.
   - Feedback taken from students via in-house attendance management system and meetings to improve quality course delivery.

4. **Staff Achievements**
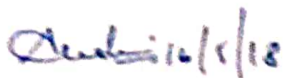
5. **Student Achievements**
   - 4 students from S6 ECE, secured prize at Women's day quiz held at college on 08/03/2019.
   - 18 Students form S8 ECE cleared the GD round of CCTS recruitment drive held at SIMAT on 27/03/2019.
   - Anjali K of S8 ECE got placed at Numato labs, Banglore.
   - Sowmya S of S8 EE got placed at Blueiz Informatics interview held at IES COllge of Engineering on 17/04/2019.

6. **Any Other**
   - Face Recrutiment drive was conducted at SIMAT on 01/04/2019
   - 9 students from S4 ECE attended NSS camp from 06/03/2019 to 10/03/2019.
   - 10 students from S6 ECE participated in KPSC aptitude test for engineering test in the college on 09/03/2019.
   - 6 Students form S8 ECE attended LXI technologies, Pathiripala interview at their office on 15/03/2019.

- 3 Students form S8 ECE attended Sayone recruitment drive at Rajagiri College

- 12 Students from S8 ECE attended Numato labs placement drive at banglore on 04/04/2019. Shahana ,Anjali K and Vaisakh moved to the final round.

- 31 students of S8 ECE attended Blueiz Informatics Online Aptitude test. Anjali K, Soumya ,Vaisakh and Akshaya Bharathan qualified the aptitude test.

- S4 and S6 KTU university lab examination was conducted on 13/04/2019 and 27/04/2019.

- S8 ECE final project evaluation was completed on 26/04/2019.

- Comprehensive Exams for S6 ECE students was completed on 02/05/2019.

16/5/18

Signature of the Convener

INTERNAL AUDIT DETAILS

PERIOD OF AUDITING: 30.07.2015 to 22.09.2015

Branch: BTECH (ECE)

ACADEMIC YEAR 2015-16

A. **Common Activities (Administrative Office)**
   Scope: - University communications related to administrative matters / affiliation / submission of application / fee payments / admissions / student registration

Sl No	Activity	Date of Auditing	Responsibility	Schedule as per K T U	Completion Status	Remarks and Signature of Internal Auditor
1	Affiliation Request Application dt.	22.09.2015	Administrative Officer	13.05.2015	08.05.2015	
2	Affiliation fee payment	22.09.2015	Administrative Officer	13.05.2015	08.05.2015	
3	Inspection by KTU	22.09.2015	Administrative Officer	02.06.2015	02.06.2015	
4	Deficiency / Compliance Report	22.09.2015	Administrative Officer	30.07.2015	21.07.2015	
5	Admission Procedure	22.09.2015	Administrative Officer	15.08.2015	13.08.2015	
6	Student Registration	22.09.2015	Administrative Officer	20.08.2015	20.08.2015	
7	Student Registration Fee Payment	22.09.2015	Administrative Officer	20.08.2015	20.08.2015	
8						
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INTERNAL AUDIT DETAILS

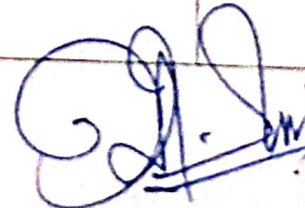SPT/IA/F002

PERIOD OF AUDITING: 30.07.2015 to 22.09.2015

ACADEMIC YEAR 2015-16

Branch: BTech (ECE)

B. Common Activities (Academics)

Scope: - Academic schedule / University communication related to Academics / Co curricular / Extracurricular activates

Sl No	Activity	Date of Auditing	Responsibility	Schedule As Per K T U / Academic Calendar	Completion Status	Remarks and Signature of Internal Auditor
1	Academic Schedule	22/9/2015	HOD, AS&H DEPT	03.08.2015 to 27.11.2015	30.07.2015 to 27.11.2015	
2	Series Test I	22/9/2015	HOD, AS&H DEPT	09.09.2015	09.09.2015	
3	Assignment No.1	22/9/2015	HOD, AS&H DEPT	--	01.09.2015	
4	Assignment No.2	22/9/2015	HOD, AS&H DEPT			
5	Attendance Publication	22/9/2015	HOD, AS&H DEPT	2.9.15		Not published in KTU site
6						
7						
8						
9						
10						

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INTERNAL AUDIT DETAILS

PERIOD OF AUDITING
30/7/15 - 22/9/15

ACADEMIC YEAR 2015-16

C1. Department Activities – Common - ELECTRONICS & COMMUNICATION ENGINEERING

Sl No	Activity	Schedule as per K T U / Academic Calendar	Completion Status	Deficiencies / Deviations	Remarks and Signature of the Auditor
1	Course Committee Meeting	4/8/2015 17/9/2015	Completed	-	Various Committees formed. Regular meetings. Audi 22/9
2	Class Committee Meeting	N A	N A	-	From III rd Sem. Audi. 22/9
3	Attendance Publication	2/9/15	Pending	-	Audi. 22/9
4	Series Test related matters	18/9 - Publish 1st series marks	Pending to upload in KTU site		Test Completed as per KTU schedule Audi:
5	Student Registration	13/8/15	Completed	-	Audi 22/9
6	Internal marks publication				
7	Conduct of University Examinations				
8	Publication of Marks				
9	Supplementary Examinations				
10	Summer Courses				

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INTERNAL AUDIT DETAILS

PERIOD OF AUDITING
30/7/2015 – 22/9/2015

ACADEMIC YEAR 2015-16

C2. Department Activities (Academics)

Name of the Department: ELECTRONICS & COMMUNICATION ENGINEERING

Semester: I

Scope: - Course file / Attendance Register / Class notes / Question papers of Internal Tests / Tutorial Sheets / Assignment / Mark list etc of individual Subjects / Labs.

Sl No	Subject	Name of Faculty Member	Course Plan Availability	No. of periods handled	Syllabus Coverage	Question Paper / ~~Lab Manual~~ / Tutorials - Quality	Deviations / Shortcomings	Remarks and Signature of Internal Auditor with date
1	MA 101 Calculus	Bagyasree P G	✓	24	I & II Complete III - Progress	Good	I & II mod 15 hrs Taken 18hrs	Additional hrs taken on holidays/sat/evening class. *Sd/-* 22/9
2	CY 100 Engineering Chemistry	Jyothi K K	✓	24	,,	Good	I & II mod 16 hrs Taken 20hrs	,, *Sd/-* 22/9
3	BE 110 Engineering Graphics	Sreedath M K	✓	30	,,	Good	I & II mod 19 hrs Taken 25hrs	,, *Sd/-* 22/9
4	BE 101-04 Introduction to Electronics Engineering	Ragesh M N	✓	18	,,	Good	I & II mod - 14hrs Taken 16hrs	,, *Sd/-* 22/9
5	BE 103 Introduction to Sustainable Engineering	Sarath K	✓	21	I, II & III Complete	Good	-	On schedule *Sd/-* 22/9
6	EE 100 Basics of Electrical Engineering	Bincy M	✓	19	I & II Complete III - Progress	Good	I & II mod - 12 hrs Taken 13hrs	Additional hrs taken on holidays/sat/evening class. *Sd/-* 22/9

Sl No	Subject	Name of Faculty Member	Course Plan Availability	No. of periods handled /batch	Syllabus Coverage	Question Paper / Lab Manual / Tutorials - Quality	Deviations / Shortcomings	Remarks and Signature of Internal Auditor with date
7	CY 110 Engineering Chemistry Lab	Jyothi K K, Amrutha K	✓	10	As per Course Plan	Good	−	Audi. 22/9
8	EE 110 Electrical Engineering Workshop	Nimisha Ravi	✓	12	,,	Good	−	Audi. 22/9
9	EC 110 Electronics Engineering Workshop	Ragesh M N, Santhi R	✓	12	,,	Good	−	Audi. 22/9
10	Language lab	Priya S/Jishnu N	✓	10	,,	Good	−	Audi. 22/9

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PERIOD OF AUDITING
30/7/15 - 22/9/15

INTERNAL AUDIT DETAILS
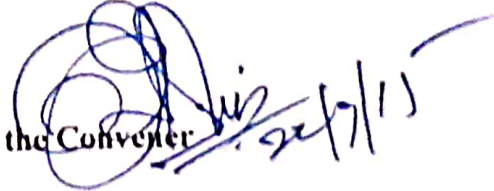
ACADEMIC YEAR 2015-16

C3. Department Activities – Co curricular / Extra Curricular

1. Details of Seminars / Conferences / Workshops conducted in the Department

Bridge Course / Orientation Program
Talk by C.K. Suresh - NSS / Atma Foundation
English Communication Skill - Language Lab / Sunny. K

2. Details of Seminars / Conferences / Workshops attended by the Department Staff members

3. Department initiatives for improving quality of Course delivery / Student performance   Course Committee meetings are regularly held in which there is an open discussion regarding shortcomings of staff & students. Special classes, additional tutorial hours, evening classes, counselling are some steps taken to improve quality of course delivery / student achievement.

4. Student Achievements

Collected Poor aid fund as a part of Onam kit distribution to the Poor.
Monetary help to the family of a deceased fellow student   (21/8/15)

5. Any Other   Student feedback was collected b/w 17-08-15 to 21/08/15
Class PTA meeting was conducted on 17/9/15

Signature of the Convener

22/7/15

22/9/15