Academic Departments & Teaching Learning Processes

Audit Date: 27 June 2025

Prepared by: Dr. Giby Jose, Prof. Akhil Shekharan

Audited Department: **Mechanical Engineering**

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	
3	Faculty list with qualifications and designation	Yes	
4	Department achievements and recognitions (Student/Faculty)	Yes	
5	Student-Faculty Ratio (SFR)	Yes	20.67
6	Faculty Retention Ratio	Yes	75%, Avg 85%

7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	No	2:3:10
8	Is the latest department newsletter and magazine available?	Yes	Newsletter
9	Visiting / Adjunct / Emeritus Faculty Details	No	-
10	Laboratory maintenance records	Yes	
11	Laboratory safety measures and protocols	Yes	
12	Semester-wise student registration details maintained?	No	List with Principal's signature is missing
13	Are the admitted students' details maintained?	NA	-
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	
15	Curriculum Structure and Content are well defined	Yes	
16	Curriculum gap identification and analysis process exists	Yes	

17	Bridge Courses/Add-on/Certificate courses offered	Nil	-
Teaching-Learning Process			
18	Academic calendar availability	Yes	
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	
21	Laboratory class conduct records	Yes	
22	Minor/Honors class records	NA	-
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	
25	Documentation of innovative teaching methods	No	Department level – No Individual Level - Yes
26	Remedial and tutorial class details	Yes	
27	Student feedback on the teaching-learning process	Yes	

	Assessment, Evaluation and Analysis		
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	
31	End-semester result analysis	Yes	
32	CO-PO mapping and Justification	Yes	
33	CO Attainment records	Yes	
34	Quality loop closure process	Yes	
35	Student placements, higher studies and entrepreneurship statistics	NA	-
36	Student Activity Points data maintained	Yes	-

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	Yes	43 Nos.
38	FDPs / Workshops / Seminars organized	Yes	1 ATAL FDP
39	MOOC / Online courses completed by faculty	Yes	2024-25 AY: 3 Nos
40	Conferences attended/Publications by faculty	Yes	2024-25 AY: 2 Publications
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	Yes	3 SCI Publications
42	Citations, book publications, book chapters	No	In AY 2024 - 25
43	PhDs guided / awarded by faculty	Yes	Guides – 7, PhD – 8, Scholars -10
47	Involvement in developmental / institutional activities	Yes	
48	Faculty patents filed / published	No	Not for this AY
49	Consultancy / Funded research projects	Yes	-
50	Participation in professional body activities	Yes	No.: 14

51	Industry / Academic / Research interaction with the outside world	Yes	No.: 9
52	Faculty performance appraisal and development system	Yes	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	
54	Evidence of active alumni interaction and support	Yes	2024-25 AY: 1 No
55	Participation in extracurricular and cocurricular activities by students	Yes	
56	Functioning of student clubs, professional bodies, and associations	Yes	
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Yes	
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Yes	DAC & DQAC to be updated

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	NA	

Quality Initiatives

60	Departmental quality initiatives	No	Initiatives available for higher semesters
61	NBA accreditation status	Yes	SAR submitted for reaccreditation
62	Documentation of best practices and innovative processes	No	

Extension and Outreach

63	Community engagement activities (NSS, NCC, social outreach programs)	Yes	
64	Functional MoUs and academic/industry collaborations	Yes	
65	Conduct of industrial visits, internships, guest lectures	Yes	-

Civil Engineering Department: Internal Audit Report

Audit Date: 27 June 2025

Time: 11:00 am – 12.30 pm

Prepared by: Dr. Pious Thomas, Dr. Sruthy S

3.Academic Departments & Teaching Learning Processes (Previous Academic Year)

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	
3	Faculty list with qualifications and designation	Yes	11 Members
4	Department achievements and recognitions (Student/Faculty)	Nil	Nil for the previous year

5	Student-Faculty Ratio (SFR)	1:18:8	
6	Faculty Retention Ratio	Yes	PhD (3) + 7 =10/11 (1 transferred)
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	Yes 0:2:9	
8	Is the latest department newsletter and magazine available?	Yes	2023-2024 on process, not available
9	Visiting / Adjunct / Emeritus Faculty Details	Not Applicable	
10	Laboratory maintenance records	Yes	
11	Laboratory safety measures and protocols	Yes	Available in Lab
12	Semester-wise student registration details maintained?	Yes	13 Students
13	Are the admitted students' details maintained?	Yes	13 students admitted
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	BoS
15	Curriculum Structure and Content are well defined	Yes	Autonomous Batch

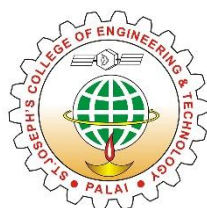| 16	Curriculum gap identification and analysis process exists	Not Applicable	
17	Bridge Courses/Add-on/Certificate courses offered	Nil	
Teaching-Learning Process			
18	Academic calendar availability	Yes	Autonomous Batch
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	
21	Laboratory class conduct records	Yes	
22	Minor/Honors class records	Yes	
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	
25	Documentation of innovative teaching methods	Yes	
26	Remedial and tutorial class details	Yes	

27	Student feedback on the teaching-learning process	Yes	
Assessment, Evaluation and Analysis			
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	
31	End-semester result analysis	Yes	
32	CO-PO mapping and Justification	Yes	
33	CO Attainment records	Yes	
34	Quality loop closure process	Yes	Course Exit Survey of 24SJPCCET205 Mechanics of Solid need action proposed to bridge the gap
35	Student placements, higher studies and entrepreneurship statistics	Not Applicable for Autonomous	
36	Student Activity Points data maintained	Not for Autonomous	

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	Yes	28 Programs attended
38	FDPs / Workshops / Seminars organized	Nil	
39	MOOC / Online courses completed by faculty	Yes	2 MOOC Courses
40	Conferences attended/Publications by faculty	Yes	2 Paper Publications / (prev year conferences)
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	Nil	2024-2025
42	Citations, book publications, book chapters	Yes	200 Citations for 5 faculty members
43	PhDs guided / awarded by faculty	Nil	
47	Involvement in developmental / institutional activities	Yes	1 (Fr. Bennet)
48	Faculty patents filed / published	Nil	
49	Consultancy / Funded research projects	Yes	Rs. 456350/-(Dec-March 2024) 78 Consultancies
50	Participation in professional body activities	Yes	ICI Civil Engineering Association

51	Industry / Academic / Research interaction with the outside world	Yes	8 Numbers, Last Semester
52	Faculty performance appraisal and development system	Yes	Suggestions and comments to be entered

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	Academic and Career Progress to be checked
54	Evidence of active alumni interaction and support	Yes	2/3 in the last semester
55	Participation in extracurricular and cocurricular activities by students	Yes	Not done for Autonomous Batch
56	Functioning of student clubs, professional bodies, and associations	Yes	CEA Guest Talk
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Yes	Agenda, Action taken report not available
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Yes	Maintained Well

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	Yes	Maintained in file Class committee members present, signature missing
Quality Initiatives			
60	Departmental quality initiatives	ISO NBA	Certificates Available
61	NBA accreditation status	Yes	Accredited
62	Documentation of best practices and innovative processes	Yes	College Best Practices
Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)	Nil	Not available for Autonomous
64	Functional MoUs and academic/industry collaborations	02 Functional	6 MoUs Signed
65	Conduct of industrial visits, internships, guest lectures	Nil	Autonomous students not visited

Checklist for Peer – Team Review

Audit Date: 27 June 2025

Prepared by: Prof. Shiblemon K V,Prof. Shanooga Chandran

Academic Departments & Teaching Learning Processes (Previous Academic Year)

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	No	
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	No	
3	Faculty list with qualifications and designation	NA	

4	Department achievements and recognitions (Student/Faculty)	Yes	Student participation in Techfest and sports events
5	Student-Faculty Ratio (SFR)	NA	
6	Faculty Retention Ratio	NA	
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	NA	
8	Is the latest department newsletter and magazine available?	NA	
9	Visiting / Adjunct / Emeritus Faculty Details	NA	
10	Laboratory maintenance records	NA	
11	Laboratory safety measures and protocols	NA	
12	Semester-wise student registration details maintained?	Yes	
13	Are the admitted students' details maintained?	Yes	
Curriculum Design and Development			
14	Curriculum Development Process in Practice	NA	Shared with CSE Dept

15	Curriculum Structure and Content are well defined	NA	
16	Curriculum gap identification and analysis process exists	NA	
17	Bridge Courses/Add-on/Certificate courses offered	No	
Teaching-Learning Process			
18	Academic calendar availability	Yes	
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	
21	Laboratory class conduct records	Yes	
22	Minor/Honors class records	NA	
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	
25	Documentation of innovative teaching methods	No	

26	Remedial and tutorial class details	Yes	
27	Student feedback on the teaching-learning process	Yes	

Assessment, Evaluation and Analysis

28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	
31	End-semester result analysis	Yes	S1=78.3, S2=76.8
32	CO-PO mapping and Justification	Yes	No PSO mapping
33	CO Attainment records	Yes	
34	Quality loop closure process	Yes	
35	Student placements, higher studies and entrepreneurship statistics	NA	
36	Student Activity Points data maintained	Yes	

	Faculty Development and Research	NA	
37	FDPs / Workshops / Seminars attended	NA	
38	FDPs / Workshops / Seminars organized	NA	
39	MOOC / Online courses completed by faculty	NA	
40	Conferences attended/Publications by faculty	NA	
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	NA	
42	Citations, book publications, book chapters	NA	
43	PhDs guided / awarded by faculty	NA	
47	Involvement in developmental / institutional activities	NA	
48	Faculty patents filed / published	NA	
49	Consultancy / Funded research projects	NA	
50	Participation in professional body activities	NA	

51	Industry / Academic / Research interaction with the outside world	NA	
52	Faculty performance appraisal and development system	NA	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	
54	Evidence of active alumni interaction and support	No	
55	Participation in extracurricular and cocurricular activities by students	Yes	
56	Functioning of student clubs, professional bodies, and associations	No	
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	NA	
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	NA	

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	NA	
Quality Initiatives			
60	Departmental quality initiatives	NA	
61	NBA accreditation status	NA	
62	Documentation of best practices and innovative processes	NA	
Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)	Yes	NCC-2 Students
64	Functional MoUs and academic/industry collaborations	NA	
65	Conduct of industrial visits, internships, guest lectures	Yes	Internships- 5 Nos

Checklist for Peer – Team Review

Audited Department: MBA

Date of Mock Audit: 27/06/2025

Auditors: Dr. Renjith Thomas, Prof. Shilpa Lizbeth George

Academic Departments & Teaching Learning Processes

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	Defined and disseminated
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	Defined and disseminated
3	Faculty list with qualifications and designation	Yes	Mentioning of AY is desirable and Signature with dates are desirable.
4	Department achievements and recognitions (Student/Faculty)	Yes	
5	Student-Faculty Ratio (SFR)	Yes	

6	Faculty Retention Ratio	Yes	
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	Yes	AY 2024-25 is maintained, some corrections are required.
8	Is the latest department newsletter and magazine available?	Yes	newsletter
9	Visiting / Adjunct / Emeritus Faculty Details	Nil	
10	Laboratory maintenance records	NA	
11	Laboratory safety measures and protocols	NA	
12	Semester-wise student registration details maintained?	No	On process for S1 & or S2
13	Are the admitted students' details maintained?	No	On process for S1 & or S2
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	BOS file is available, Curriculum Development Process writeup or flowchart can be incorporate (from the scratch to the draft procedure)
15	Curriculum Structure and Content are well defined	Yes	BOS file verified

16	Curriculum gap identification and analysis process exists	Yes	Up to 2022-24 is available, 2023-25 batch results are not published yet.
17	Bridge Courses/Add-on/Certificate courses offered	Yes	Ad-on on Excel, Power BI, financial inclusions are available with 30 Hours.

Teaching-Learning Process

18	Academic calendar availability	Yes	
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	etlab
21	Laboratory class conduct records	NA	
22	Minor/Honors class records	NA	
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	etlab
25	Documentation of innovative teaching methods	Yes	Case studies, Roll play
26	Remedial and tutorial class details	Yes	Remedial

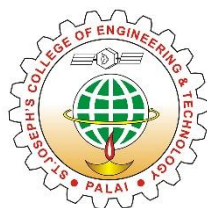| 27	Student feedback on the teaching-learning process	Yes	
Assessment, Evaluation and Analysis			
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	A writeup can be include in DQAC minutes about process.
30	Conduct of End Semester Lab Evaluation as per regulations	NA	
31	End-semester result analysis	Yes	
32	CO-PO mapping and Justification	YES	
33	CO Attainment records	YES	
34	Quality loop closure process	YES	
35	Student placements, higher studies and entrepreneurship statistics	NA	
36	Student Activity Points data maintained	NA	

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	YES	23
38	FDPs / Workshops / Seminars organized	NIL	
39	MOOC / Online courses completed by faculty	YES	4
40	Conferences attended/Publications by faculty	YES	4
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	YES	UGC - 5
42	Citations, book publications, book chapters	YES	Book Chapter – 1 Books - 2
43	PhDs guided / awarded by faculty	YES	Awarded - 1
47	Involvement in developmental / institutional activities	YES	
48	Faculty patents filed / published	NIL	
49	Consultancy / Funded research projects	NIL	
50	Participation in professional body activities	YES	PMA, TRAMA

51	Industry / Academic / Research interaction with the outside world	YES	
52	Faculty performance appraisal and development system	YES	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	YES	Interaction dates & results to be updated in the mentoring diary
54	Evidence of active alumni interaction and support	YES	
55	Participation in extracurricular and cocurricular activities by students	YES	
56	Functioning of student clubs, professional bodies, and associations	YES	Students are involved in association activities (TRAMA)
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	YES	
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	YES	DAC meeting – 1/academic year DQAC meeting – 2/academic year or as and when required, based on departmental needs.

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	YES	
Quality Initiatives			
60	Departmental quality initiatives	YES	Alumni Interactions, IV, Value Added Course, Expert Talk/ Student Training programs are offered
61	NBA accreditation status	NIL	
62	Documentation of best practices and innovative processes	YES	Business Acclimatization Study, Case study, Role Play, Product Launch, Knowing Business Tycoon, Generating advertisement, Analysis of advertisement agency
Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)	YES	Social Outreach - Maria Sadanam visits
64	Functional MoUs and academic/industry collaborations	YES	3 MOUs
65	Conduct of industrial visits, internships, guest lectures	YES	Intership = ongoing IV – 2 nos (24-26 Batch & 23-25 Batch) Guest Lecturers - Nil

Academic Departments & Teaching Learning Processes

Audit Date: 27 June 2025

Prepared by: Dr. Joby P. P., Prof. Deepa Joseph

Audited Department: **Department of AD**

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	Records are Well Maintained
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	Records are Well Maintained
3	Faculty list with qualifications and designation	Yes	Records are Well Maintained
4	Department achievements and recognitions (Student/Faculty)	Yes	Records are Well Maintained
5	Student-Faculty Ratio (SFR)	1: 20	Excellent

6	Faculty Retention Ratio	< 50	Poor
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	No	-
8	Is the latest department newsletter and magazine available?	Yes	Newsletter- 2 Issues per year
9	Visiting / Adjunct / Emeritus Faculty Details	No	-
10	Laboratory maintenance records	Yes	Records are Well Maintained
11	Laboratory safety measures and protocols	Yes	Records are Well Maintained
12	Semester-wise student registration details maintained?	Yes	Records are Well Maintained
13	Are the admitted students' details maintained?	NA	-
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	Relevant documentary evidences are missing
15	Curriculum Structure and Content are well defined	Yes	Records are Well Maintained

16	Curriculum gap identification and analysis process exists	No	Relevant documentary evidences are missing
17	Bridge Courses/Add-on/Certificate courses offered	Nil	-

Teaching-Learning Process

18	Academic calendar availability	Yes	Records are Well Maintained
19	Availability of semester-wise timetable	Yes	Records are Well Maintained
20	Syllabus coverage as per the course plan	Yes	Records are Well Maintained in Etlab
21	Laboratory class conduct records	Yes	Records are Well Maintained
22	Minor/Honors class records	NA	-
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	Records are Well Maintained
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	Records are Well Maintained
25	Documentation of innovative teaching methods	Yes	Records are Well Maintained
26	Remedial and tutorial class details	Yes	Records are Well Maintained

27	Student feedback on the teaching-learning process	Yes	Records are Well Maintained

Assessment, Evaluation and Analysis

28	Availability of Internal Test mark lists and result analysis report	Yes	Records are Well Maintained
29	Internal marks computation and finalization process	Yes	Records are Well Maintained
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	Records are Well Maintained
31	End-semester result analysis	Yes	Records are Well Maintained
32	CO-PO mapping and Justification	Yes	Records are Well Maintained
33	CO Attainment records	Yes	Records are Well Maintained
34	Quality loop closure process	Yes	Records are Well Maintained
35	Student placements, higher studies and entrepreneurship statistics	NA	-
36	Student Activity Points data maintained	NA	-

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	Yes	40 FDPs attended by Faculty
38	FDPs / Workshops / Seminars organized	Yes	1 ATAL FDP
39	MOOC / Online courses completed by faculty	Yes	NPTEL : 10 Courses
40	Conferences attended/Publications by faculty	Yes	Conferences – 23 Publications
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	Yes	Conferences indexed in Scopus -15 Journal indexed in Scopus – 1
42	Citations, book publications, book chapters	Yes	Book Publications -1
43	PhDs guided / awarded by faculty	Yes	1 Research Scholar Guided
47	Involvement in developmental / institutional activities	Yes	Duty List of Various Activities documented
48	Faculty patents filed / published	Yes	1 Nos
49	Consultancy / Funded research projects	Nil	-
50	Participation in professional body activities	Nil	Membership in IAENG-1

51	Industry / Academic / Research interaction with the outside world	Yes	Expert Talks - 8
52	Faculty performance appraisal and development system	Yes	Maintained

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	Mentoring diary, Needs improvement
54	Evidence of active alumni interaction and support	No	-
55	Participation in extracurricular and cocurricular activities by students	Yes	Sports and Cocurricular activity certificates documented
56	Functioning of student clubs, professional bodies, and associations	Yes	8 Events organised by ADSA
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Yes	Well Maintained
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Yes	DAC : Initial Stage DQAC : meetings conducted

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	Yes	Class Committee meeting conducted and documented
Quality Initiatives			
60	Departmental quality initiatives	Yes	Peer Learning, socially relevant Projects documented
61	NBA accreditation status	No	Not Eligible
62	Documentation of best practices and innovative processes	No	Peer Learning, socially relevant Projects documented
Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)	Yes	2 NCC Students
64	Functional MoUs and academic/industry collaborations	No	May document Institution Level MoUs such as NASSCOM, Infosys Springboard, Redhat etc.
65	Conduct of industrial visits, internships, guest lectures	NA	-

Academic Departments & Teaching Learning Processes

Audited Department: Electronics and Communication Engineering

Date of Mock Audit: 27/06/2025

Auditors: Dr. Ginu Ann George, HoD, EEE Dept.

Mr. Al Saheer S S, Asst. Professor, ER Dept.

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	
3	Faculty list with qualifications and designation	Yes	
4	Department achievements and recognitions (Student/Faculty)	Yes	
5	Student-Faculty Ratio (SFR)	15.23	

6	Faculty Retention Ratio	100	
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	Yes	As per computation with equation Cadre ratio is maintained
8	Is the latest department newsletter and magazine available?	Yes	Both Magazine and News letter are available.
9	Visiting / Adjunct / Emeritus Faculty Details	No	
10	Laboratory maintenance records	Yes	
11	Laboratory safety measures and protocols	Yes	SAR details are there
12	Semester-wise student registration details maintained?	Yes	S1 and S2 are processing
13	Are the admitted students' details maintained?	Yes	etlab details
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	BoS details
15	Curriculum Structure and Content are well defined	Yes	BoS details

16	Curriculum gap identification and analysis process exists	NA	
17	Bridge Courses/Add-on/Certificate courses offered	Yes	

Teaching-Learning Process

18	Academic calendar availability	Yes	
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	
21	Laboratory class conduct records	Yes	
22	Minor/Honors class records	NA	
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	
25	Documentation of innovative teaching methods	NPTEL, e-learning	
26	Remedial and tutorial class details	Yes	

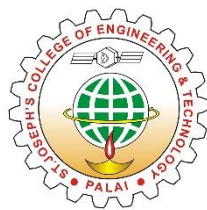|			
27	Student feedback on the teaching-learning process	Yes	
Assessment, Evaluation and Analysis			
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	
31	End-semester result analysis	Yes	
32	CO-PO mapping and Justification	Yes	Available in the individual course file and drive
33	CO Attainment records	Yes	Available in the individual course file and drive
34	Quality loop closure process	Yes	
35	Student placements, higher studies and entrepreneurship statistics	NA	
36	Student Activity Points data maintained	Yes	

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	Yes	37 Nos.
38	FDPs / Workshops / Seminars organized	Yes	3 Nos.
39	MOOC / Online courses completed by faculty	Yes	22 Nos.
40	Conferences attended/Publications by faculty	Yes	7 Nos.
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	Yes	SCI-2 SCOPUS-1 Others-2
42	Citations, book publications, book chapters	Yes	Citatation:538 till date
43	PhDs guided / awarded by faculty	Yes	1 Research Scholar
47	Involvement in developmental / institutional activities	Yes	
48	Faculty patents filed / published	Nil	
49	Consultancy / Funded research projects	Nil	
50	Participation in professional body activities	Yes	No separate file, included in Activity file

51	Industry / Academic / Research interaction with the outside world	Yes	
52	Faculty performance appraisal and development system	Yes	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	Two interactive session for some students
54	Evidence of active alumni interaction and support	Yes	Conducted invited talks
55	Participation in extracurricular and cocurricular activities by students	Yes	
56	Functioning of student clubs, professional bodies, and associations	Yes	IEEE, ISME, SAE etc
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Yes	
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Yes	DAC is updated. DQAC – pending for last semester

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	Yes	
Quality Initiatives			
60	Departmental quality initiatives	Yes	Alumni Interaction, MoUs, Internship
61	NBA accreditation status	Yes	Accredited
62	Documentation of best practices and innovative processes	Yes	Professional Society Activities, Green Audit, etc
Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)	Yes	NCC-2 students
64	Functional MoUs and academic/industry collaborations	Yes	7 Nos.
65	Conduct of industrial visits, internships, guest lectures	Yes	2 students with 3 internship

Checklist for Peer – Team Review

Academic Departments & Teaching Learning Processes

Audited Department: Computer Science & Engineering

Date of Mock Audit: 27/06/2025

Auditors: Dr. Arun P, Prof. Elizabeth Alphonsa Jose

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	Well Maintained
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	Well Maintained
3	Faculty list with qualifications and designation	Yes	23 faculties are in the department in 2024-25 AY.
4	Department achievements and recognitions (Student/Faculty)	Yes	Well Maintained
5	Student-Faculty Ratio (SFR)	Yes	2024-25 Ay – 19.39 (Excluding First year)

6	Faculty Retention Ratio	Yes	W.r.t CAYM2, its 94 %
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	Yes	
8	Is the latest department newsletter and magazine available?	Yes	The 2023-24 AY, magazine available. This year edition process is underway. Newsletter of 2024-25 Issue 1 is available. The work of issue 2 is underway.
9	Visiting / Adjunct / Emeritus Faculty Details	No	
10	Laboratory maintenance records	Yes	Well maintained.
11	Laboratory safety measures and protocols	No	Suitable instructions may be issued to ensure uniform compliance and distinct documentation practices across all departments in this regard.
12	Semester-wise student registration details maintained?	Yes	
13	Are the admitted students' details maintained?	Yes	
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	

15	Curriculum Structure and Content are well defined	Yes	
16	Curriculum gap identification and analysis process exists	NA	
17	Bridge Courses/Add-on/Certificate courses offered		✓ Details of the Induction Program conducted for the first-year students are properly maintained. ✓ All B.Tech students of the 2024–2028 batch have successfully completed the NASSCOM certification.

Teaching-Learning Process

18	Academic calendar availability	Verified	
19	Availability of semester-wise timetable	Verified	
20	Syllabus coverage as per the course plan	Verified	
21	Laboratory class conduct records	Verified	
22	Minor/Honors class records	Not Applicable	
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Verified	
24	Use of ICT tools (LMS, digital tools, etc.)	Etlab, LMS	

25	Documentation of innovative teaching methods		A couple of initiatives are currently being undertaken in the department; a dedicated document should be maintained to record their details and progress.
26	Remedial and tutorial class details	Verified	
27	Student feedback on the teaching-learning process	Verified	
Assessment, Evaluation and Analysis			
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	The marks finalization process is appropriately documented in the class committee registers. Adding dated signatures to these entries is suggested to further strengthen the authenticity of the records.
30	Conduct of End Semester Lab Evaluation as per regulations	Verified	
31	End-semester result analysis	Verified	Cumulative Pass percentage of 2024-28 batch B-Tech is 82 % as per the record. M-Tech its 100 %.
32	CO-PO mapping and Justification	Verified	
33	CO Attainment records	Verified	

34	Quality loop closure process		If the attainment value of any CO reaches 3, its target is revised, while the target values of other COs remain unchanged.
35	Student placements, higher studies and entrepreneurship statistics	NA	
36	Student Activity Points data maintained		Certificates are collected from the students through google drive

Faculty Development and Research			
37	FDPs / Workshops / Seminars attended	Verified	Total no. 53
38	FDPs / Workshops / Seminars organized		Nil
39	MOOC / Online courses completed by faculty		Total no. 13
40	Conferences attended/Publications by faculty		Total no. 30
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)		5
42	Citations, book publications, book chapters		1
43	PhDs guided / awarded by faculty		3

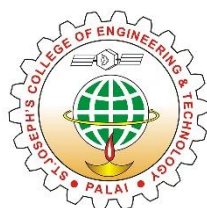| 47	Involvement in developmental / institutional activities	Verified	
48	Faculty patents filed / published	Nil	
49	Consultancy / Funded research projects		Total of six consultancy works have been reported and completed during the period from 01-01-2024 to 31-12-2024. Additionally, the consultancy activity under EDYAN is currently active.
50	Participation in professional body activities	Yes	Well Maintained
51	Industry / Academic / Research interaction with the outside world	Yes	No interaction with Industries are shown.
52	Faculty performance appraisal and development system	Yes	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system		2 sample copies are verified
54	Evidence of active alumni interaction and support	NA	
55	Participation in extracurricular and cocurricular activities by students		Certificates are collected from the students through google drive

56	Functioning of student clubs, professional bodies, and associations	NA	
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Verified	Well Maintained
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Verified	Well Maintained
59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	Verified	Well Maintained
Quality Initiatives			
60	Departmental quality initiatives		
61	NBA accreditation status	Verified	
62	Documentation of best practices and innovative processes	Verified	A file is maintained for departmental initiatives; however, it has not been updated

			with the initiatives undertaken in the current year.
	Extension and Outreach		
63	Community engagement activities (NSS, NCC, social outreach programs)	NA	
64	Functional MoUs and academic/industry collaborations	Verified	9 functional MoUs.
65	Conduct of industrial visits, internships, guest lectures	NA	

Audited by

1. Dr. Arun. P, HoD/EC

2. Ms. Elizabeth Alphonsa Jose

MOCK AUDIT

Department   : Science and Humanities Department

Auditors   : Dr. Binoy Baby and Ms. Liz George

Academic Year and Semester   : Odd and Even (2024-25)

Date of Audit   : 29.06.2025

Academic Departments & Teaching Learning Processes

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)		Not Applicable
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)		Not Applicable

3	Faculty list with qualifications and designation	Yes	
4	Department achievements and recognitions (Student/Faculty)	Yes	Ph. D awarded for one Faculty.
5	Student-Faculty Ratio (SFR)	Yes	1:20
6	Faculty Retention Ratio	Yes	70.6%
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]		Not Applicable One Professor and One Associate Professor
8	Is the latest department newsletter and magazine available?		Not Applicable
9	Visiting / Adjunct / Emeritus Faculty Details	No	
10	Laboratory maintenance records	Yes	
11	Laboratory safety measures and protocols	Yes	
12	Semester-wise student registration details maintained?		Not Applicable
13	Are the admitted students' details maintained?		Not Applicable

Curriculum Design and Development			
14	Curriculum Development Process in Practice		Not Applicable
15	Curriculum Structure and Content are well defined		Not Applicable
16	Curriculum gap identification and analysis process exists		Not Applicable
17	Bridge Courses/Add-on/Certificate courses offered	Yes	One Add-on Course
Teaching-Learning Process			
18	Academic calendar availability	Yes	
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	
21	Laboratory class conduct records		Not Applicable
22	Minor/Honors class records		Not Applicable
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	IQAC do give the instruction that the below details are needed in documents of course files

			1. Stream Co-ordinator sign in Attainments 2. Whether Signature of Faculty, Stream co-ordinator and HoD are needed in QP & Scheme or not. 3. Do we need scrutiny report?
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	
25	Documentation of innovative teaching methods	No	
26	Remedial and tutorial class details	Yes	
27	Student feedback on the teaching-learning process	Yes	Some departments have taken only one feedback in first year.
Assessment, Evaluation and Analysis			
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	
30	Conduct of End Semester Lab Evaluation as per regulations		Not Applicable
31	End-semester result analysis	Yes	
32	CO-PO mapping and Justification	Yes	

33	CO Attainment records	Yes	
34	Quality loop closure process	Yes	
35	Student placements, higher studies and entrepreneurship statistics		Not Applicable
36	Student Activity Points data maintained		Not Applicable

Faculty Development and Research			
37	FDPs / Workshops / Seminars attended	Yes	Total 32 FDPs among the Faculty
38	FDPs / Workshops / Seminars organized	No	
39	MOOC / Online courses completed by faculty	Yes	8 NPTEL courses among the Faculty
40	Conferences attended/Publications by faculty	Yes	One Conference
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	Yes	3 Journal papers
42	Citations, book publications, book chapters	Yes	One Book Chapter

43	PhDs guided / awarded by faculty	No	
47	Involvement in developmental / institutional activities	Yes	
48	Faculty patents filed / published	No	
49	Consultancy / Funded research projects	No	
50	Participation in professional body activities	No	
51	Industry / Academic / Research interaction with the outside world	No	
52	Faculty performance appraisal and development system	Yes	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	
54	Evidence of active alumni interaction and support		Not Applicable
55	Participation in extracurricular and cocurricular activities by students		Not Applicable
56	Functioning of student clubs, professional bodies, and associations		Not Applicable

Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Yes	
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings		Not Applicable
59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)		Not Applicable
Quality Initiatives			
60	Departmental quality initiatives	No	
61	NBA accreditation status		Not Applicable
62	Documentation of best practices and innovative processes	No	

Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)		Not Applicable
64	Functional MoUs and academic/industry collaborations	No	
65	Conduct of industrial visits, internships, guest lectures		Not Applicable

Academic Departments & Teaching Learning Processes

Audited Department: Department of Cyber Security

Date of Mock Audit: 27/06/2025

Auditors: Dr. Rahul Shajan, Prof. Rashmi Annama George

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	Maintained
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	Maintained
3	Faculty list with qualifications and designation	Yes	Maintained
4	Department achievements and recognitions (Student/Faculty)	Yes	Maintained
5	Student-Faculty Ratio (SFR)		19.56
6	Faculty Retention Ratio		100%

7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]		No
8	Is the latest department newsletter and magazine available?	Yes	Newsletter available
9	Visiting / Adjunct / Emeritus Faculty Details		-
10	Laboratory maintenance records	Yes	Maintained
11	Laboratory safety measures and protocols	Yes	Maintained
12	Semester-wise student registration details maintained?	Yes	Maintained
13	Are the admitted students' details maintained?	Yes	Maintained
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	Maintained
15	Curriculum Structure and Content are well defined	Yes	Maintained
16	Curriculum gap identification and analysis process exists	Yes	For two subjects, gaps were identified and proof of communication has been documented.

17	Bridge Courses/Add-on/Certificate courses offered	No	Sample copies of NASSCOM Documented
Teaching-Learning Process			
18	Academic calendar availability	Yes	Maintained
19	Availability of semester-wise timetable	Yes	Maintained
20	Syllabus coverage as per the course plan	Yes	Maintained
21	Laboratory class conduct records	Yes	Maintained
22	Minor/Honors class records	Yes	Maintained
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	S1- 4 Course files S2- 5 Course files
24	Use of ICT tools (LMS, digital tools, etc.)	No	Only Etlab
25	Documentation of innovative teaching methods	No	
26	Remedial and tutorial class details	No	
27	Student feedback on the teaching-learning process	Yes	Documented.

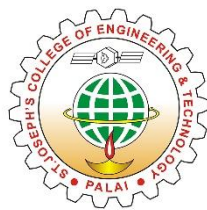|	Assessment, Evaluation and Analysis		
28	Availability of Internal Test mark lists and result analysis report	Yes	Maintained
29	Internal marks computation and finalization process	Yes	Maintained
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	Maintained
31	End-semester result analysis	Yes	Maintained
32	CO-PO mapping and Justification	Yes	Maintained
33	CO Attainment records	Yes	Maintained
34	Quality loop closure process	Yes	Maintained
35	Student placements, higher studies and entrepreneurship statistics		NA
36	Student Activity Points data maintained	Yes	Maintained

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	Yes	Number of FDPs- 54

38	FDPs / Workshops / Seminars organized	No	
39	MOOC / Online courses completed by faculty	Yes	Number of NPTEL-8
40	Conferences attended/Publications by faculty	Yes	Journal -2 Book Chapter -1
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	Yes	UGC Care list- 1
42	Citations, book publications, book chapters	Yes	Number -1
43	PhDs guided / awarded by faculty	No	
47	Involvement in developmental / institutional activities	Yes	Faculty Duty list documented.
48	Faculty patents filed / published	No	
49	Consultancy / Funded research projects	No	
50	Participation in professional body activities	Yes	Not Documented
51	Industry / Academic / Research interaction with the outside world	No	
52	Faculty performance appraisal and development system	Yes	Documented

	Student Support and Progression		
53	Availability and effectiveness of the student mentoring system	Yes	Maintained
54	Evidence of active alumni interaction and support		NA
55	Participation in extracurricular and cocurricular activities by students	Yes	Maintained
56	Functioning of student clubs, professional bodies, and associations	Yes	Maintained
	Academic Planning and Monitoring		
57	Regular conduct and documentation of department staff meetings	Yes	Maintained
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Yes	
59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level	Yes	Maintained

	Advisory Committee (CLAC) (for MTech)		
Quality Initiatives			
60	Departmental quality initiatives	No	
61	NBA accreditation status	No	
62	Documentation of best practices and innovative processes	Yes	Write up documented
Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)	Yes	Maintained
64	Functional MoUs and academic/industry collaborations		
65	Conduct of industrial visits, internships, guest lectures	Yes	Maintained

Academic Departments & Teaching Learning Processes

Audited Department: Electronics and Computer Science

Date of Mock Audit: 27/06/2025

Auditors: Dr. Abyson Scaria, Asst. Professor, ME Dept.

Ms. Nitha M Biju, Asst. Professor, ECE Dept.

Sl. No	Criteria	Verified (Yes/No)	Observations
	Department Profile		
1	Department Vision and Mission (Defined and disseminated)	Yes	
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	
3	Faculty list with qualifications and designation	Yes	
4	Department achievements and recognitions (Student/Faculty)	Yes	
5	Student-Faculty Ratio (SFR)	18	

6	Faculty Retention Ratio	90	
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	No	0:1:9
8	Is the latest department newsletter and magazine available?	No	
9	Visiting / Adjunct / Emeritus Faculty Details	No	
10	Laboratory maintenance records	Yes	
11	Laboratory safety measures and protocols	Yes	
12	Semester-wise student registration details maintained?	Yes	
13	Are the admitted students' details maintained?	Yes	
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	BoS details
15	Curriculum Structure and Content are well defined	Yes	BoS details

16	Curriculum gap identification and analysis process exists	NA	
17	Bridge Courses/Add-on/Certificate courses offered	Yes	
Teaching-Learning Process			
18	Academic calendar availability	Yes	
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	
21	Laboratory class conduct records	Yes	
22	Minor/Honors class records	NA	
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	
25	Documentation of innovative teaching methods	No	
26	Remedial and tutorial class details	Yes	

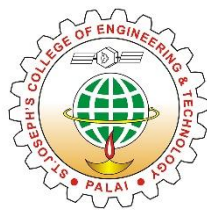|			
27	Student feedback on the teaching-learning process	Yes	
Assessment, Evaluation and Analysis			
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	
31	End-semester result analysis	Yes	
32	CO-PO mapping and Justification	Yes	
33	CO Attainment records	Yes	
34	Quality loop closure process	Yes	
35	Student placements, higher studies and entrepreneurship statistics	NA	
36	Student Activity Points data maintained	Yes	

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	Yes	24
38	FDPs / Workshops / Seminars organized	No	
39	MOOC / Online courses completed by faculty	Yes	8
40	Conferences attended/Publications by faculty	Yes	9
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	No	
42	Citations, book publications, book chapters	Yes	
43	PhDs guided / awarded by faculty	NIL	
47	Involvement in developmental / institutional activities	Yes	
48	Faculty patents filed / published	NIL	
49	Consultancy / Funded research projects	NIL	
50	Participation in professional body activities	NIL	

51	Industry / Academic / Research interaction with the outside world	Yes	
52	Faculty performance appraisal and development system	NIL	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	
54	Evidence of active alumni interaction and support	NA	
55	Participation in extracurricular and cocurricular activities by students	Yes	
56	Functioning of student clubs, professional bodies, and associations	Yes	
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Yes	
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Yes	Update required.

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	Yes	Update required.

Quality Initiatives

60	Departmental quality initiatives	NIL	
61	NBA accreditation status	NA	
62	Documentation of best practices and innovative processes	NIL	

Extension and Outreach

63	Community engagement activities (NSS, NCC, social outreach programs)	Yes	
64	Functional MoUs and academic/industry collaborations	Yes	
65	Conduct of industrial visits, internships, guest lectures	Yes	

Academic Departments & Teaching Learning Processes

Audited Department: Electrical & Electronics Engineering

Date of Mock Audit: 27/06/2025

Auditors: Dr. Jyothis Thomas, HoD, S&H Dept.

Dr. Suma Mathew, Assoc. Professor, MBA Dept.

Sl. No	Criteria	Verified (Yes/No)	Observations
Department Profile			
1	Department Vision and Mission (Defined and disseminated)	Yes	
2	Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) (Defined and disseminated)	Yes	
3	Faculty list with qualifications and designation	Yes	
4	Department achievements and recognitions (Student/Faculty)	Yes	
5	Student-Faculty Ratio (SFR)	15	

6	Faculty Retention Ratio	100	
7	Is the mandatory Cadre Ratio maintained? [As per Norms 1:2:6]	Yes	A
8	Is the latest department newsletter and magazine available?	Yes	
9	Visiting / Adjunct / Emeritus Faculty Details	No	
10	Laboratory maintenance records	Yes	
11	Laboratory safety measures and protocols	Yes	
12	Semester-wise student registration details maintained?	Yes	
13	Are the admitted students' details maintained?	Yes	
Curriculum Design and Development			
14	Curriculum Development Process in Practice	Yes	BoS minutes
15	Curriculum Structure and Content are well defined	Yes	BoS minutes

16	Curriculum gap identification and analysis process exists	NA	
17	Bridge Courses/Add-on/Certificate courses offered	Yes	

Teaching-Learning Process

18	Academic calendar availability	Yes	
19	Availability of semester-wise timetable	Yes	
20	Syllabus coverage as per the course plan	Yes	
21	Laboratory class conduct records	Yes	
22	Minor/Honors class records	NA	
23	Course files (lesson plan, notes, assignments, question papers, etc.)	Yes	
24	Use of ICT tools (LMS, digital tools, etc.)	Yes	
25	Documentation of innovative teaching methods	Yes	
26	Remedial and tutorial class details	Yes	

27	Student feedback on the teaching-learning process	Yes	
Assessment, Evaluation and Analysis			
28	Availability of Internal Test mark lists and result analysis report	Yes	
29	Internal marks computation and finalization process	Yes	
30	Conduct of End Semester Lab Evaluation as per regulations	Yes	
31	End-semester result analysis	Yes	
32	CO-PO mapping and Justification	Yes	Available in the individual course file and drive
33	CO Attainment records	Yes	Available in the individual course file and drive
34	Quality loop closure process	Yes	
35	Student placements, higher studies and entrepreneurship statistics	NA	
36	Student Activity Points data maintained	Yes	

	Faculty Development and Research		
37	FDPs / Workshops / Seminars attended	Yes	
38	FDPs / Workshops / Seminars organized	Yes	
39	MOOC / Online courses completed by faculty	Yes	
40	Conferences attended/Publications by faculty	Yes	
41	Quality publications in refereed / Indexed Journals (SCI, SCOPUS, UGC Care List, etc.)	Yes	
42	Citations, book publications, book chapters	Yes	
43	PhDs guided / awarded by faculty	Yes	
47	Involvement in developmental / institutional activities	Yes	
48	Faculty patents filed / published	Nil	
49	Consultancy / Funded research projects	Nil	
50	Participation in professional body activities	Yes	

51	Industry / Academic / Research interaction with the outside world	Yes	
52	Faculty performance appraisal and development system	Yes	

Student Support and Progression			
53	Availability and effectiveness of the student mentoring system	Yes	
54	Evidence of active alumni interaction and support	Yes	
55	Participation in extracurricular and cocurricular activities by students	Yes	
56	Functioning of student clubs, professional bodies, and associations	Yes	
Academic Planning and Monitoring			
57	Regular conduct and documentation of department staff meetings	Yes	
58	Frequency and documentation of DAC (Department Advisory Committee) and DQAC (Department Quality Assurance Cell) meetings	Yes	

59	Regular conduct and documentation of Class and Course Committee meetings, DLAC (Department Level Advisory Committee), College Level Advisory Committee (CLAC) (for MTech)	Yes	
Quality Initiatives			
60	Departmental quality initiatives	Yes	
61	NBA accreditation status	Yes	Accredited
62	Documentation of best practices and innovative processes	Yes	
Extension and Outreach			
63	Community engagement activities (NSS, NCC, social outreach programs)	Yes	
64	Functional MoUs and academic/industry collaborations	Yes	
65	Conduct of industrial visits, internships, guest lectures	Yes	