



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

Academic Audit Report
2019 - 2020

Basic Details

Institution	M.DASAN INSTITUTE OF TECHNOLOGY
First Auditor Name	Renjith V Ravi
Second Auditor Name	
Visit	First
Semester Type	Odd

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU	Fair(3)	The institution can prepare the college academic calendar by including the dates of series examinations, publication of marks, extra and co-curricular activities etc. For the same, the Principal can assign two separate faculty members as Dean(UG) and Dean(PG) according to the circular received from university on 26.04.2019 through email.	1. Academic calendar both institution wise and department wise have been prepared for even semester.2. Appointed PG and UG Dean.
Functioning of students grievances and appeal committee	Good(4)	Include the action taken reports in grievance committee files.	Noted for future compliance.

Functioning of Academic Discipline & Welfare committee	Good(4)	Increase the accuracy of documentation process by filing necessary orders and circulars of Principal/ Management.	Noted for future compliance.
Facility for co- curricular and extracurricular activities	Excellent(5)	The co-curricular and extra-curricular activities are functioning well. But the documentation should be in an order.	Noted
Average student to faculty ratio	Excellent(5)	The value obtained was 1.06. The institution can update its website by including the department wise details of faculty members according to the Annexure 10 of AICTE APH 2019-20. Also, necessary name boards can be placed on the departments for notifying the details of faculty members.	Updated in the website
Faculty Retention	Excellent(5)	The institution can update its website by including the department wise details of faculty members according to the Annexure 10 of AICTE APH 2019-20. Also, necessary name boards can be placed on the departments for notifying the details of faculty members.	Updated
Faculty Qualification Index	Poor(2)	The institution is required to recruit more number of Ph.D qualified faculty members to improve the FQI.	Noted and steps have initiated
Number of qualified technical staff	Excellent(5)	Verified the registers. If the designation of technical staff is written with the name of department, the verification will be easy for the auditors.	Noted

Facility of central library with respect to volume and title of books, online & print journals	Good(4)	The library can subscribe more number of journals indexed in WoS and/or Scopus	Noted
Functioning of IQAC and progress of IQAC report uploading	Excellent(5)	The name of IQAC director can be mentioned in the IQAC window on website.	Updated in the website
Principal's response on previous audit reports	Excellent(5)	Verified the last audit report and found that the Principal has responded to the comments and made some improvements.	

Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage	Good(4)		
Lab Facility and conduct of Labs	Good(4)	Some students were written that the lab facility for M.Tech Environmental Engineering is to be improved.	Labs are provided as per AICTE norms
Co-curricular facility	Fair(3)		
Extra-curricular facility	Good(4)		
All intimation from University conveyed properly in time	Good(4)		
Extra fees/fine imposed on students	Not Relevant	Some of the students were written that, an extra fees of Rs 5000 per year collected as other fees.	
Approach of the management in addressing student grievances	Fair(3)		
Availability of Faculty for all subjects	Good(4)		
Any other remarks	Not Relevant	Some of the students were written that the bus facility is to be improved.	

B.Tech

No of B.Tech Students	870
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COMPUTER ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	Minutes should be prepared in a professional manner. Action taken report should be included.	Noted for future compliance.
Advisory meetings and action taken report	Fair(3)	Advisory committee should be constituted with proper designations as mentioned in the regulation. The action taken reports of each minutes should be included.	Noted for future compliance.
Schedule of Time Table	Excellent(5)	The time table is scheduled in the department in a well manner.	
Conduct of Tutorial Classes	Excellent(5)	The tutorial log book is maintained well in the department.	
Conduct of series tests	Good(4)	The marks should be published with date of publication, signature of faculty adviser/ senior faculty adviser and HoD	noted
Syllabus coverage of practical course	Excellent(5)		
Evaluation of students performance in practical classes	Excellent(5)	More than 75% of experiments were completed.	
Conduct of Practical test	Excellent(5)		
Facility to do experiments in the lab	Excellent(5)		

Conduct of remedial/minor/honours classes	Good(4)	The register should include total number of week students and total number of students participated in the remedial class.	
Assessment of Outcomes	Poor(2)	<p>The internal and assignment question papers should mention about COs and knowledge levels.</p> <p>The institution can use appropriate software tools for CO/PO assessment for increasing the accuracy.</p> <p>The institution can fix the targets as specified in section 5 of academic audit manual.</p>	Noted for future compliance.A software has been used for CO/PO mapping
Faculty evaluation & remarks of the HOD	Poor(2)	<p>Faculty evaluation should conduct with a provision to calculate the overall score of a faculty member. Also the remarks of HoD is required for each faculty member.</p> <p>The faculty evaluation report should include the name of institution, department, course, semester, academic year etc. Number of faculty evaluation in this semester is 1 in online mode.</p>	correction has been incorporated in the feedback mechanism
Facility in the department library for references	Fair(3)	The department library can be expanded with more number of books.	noted
Maintenance of course diary	Good(4)	The course diary should include the necessary slides/details of topics and list of topics taken in ICT/digital mode of instruction.	noted

Syllabus coverage as per course plan	Good(4)		
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MECHANICAL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Good(4)	Action taken reports are to be included in the documentation. Both the minutes and action taken reports should be prepared in a professional manner.	Noted for future compliance.
Advisory meetings and action taken report	Good(4)	Advisory committee should be constituted according to the section 4 of B.Tech regulation 2019 of APJAKTU. Action taken reports are to be included in the documentation. Both the designations SFA and FA should be mentioned in the minutes. Both the minutes and action taken reports should be prepared in a professional manner.	Noted for future compliance.
Schedule of Time Table	Excellent(5)	Time Tables for each semesters were prepared well.	
Conduct of Tutorial Classes	Excellent(5)		
Conduct of series tests	Good(4)		
Syllabus coverage of practical course	Excellent(5)		
Evaluation of students performance in practical classes	Good(4)	The faculty members can put the date of signature while approving each experiments. More than 75% of experiments were completed.	Noted
Conduct of Practical test	Excellent(5)		
Facility to do experiments in the lab	Excellent(5)		

Conduct of remedial/minor/honours classes	Good(4)	Remedial classes are conducting. But, the rating process will be easier, if the total number of weak students and total number of students attended in each class is mentioned in the document.	Noted for future compliance.
Assessment of Outcomes	Very Poor(1)	<p>The internal and assignment question papers should mention about COs and knowledge levels.</p> <p>The institution can use appropriate software tools for CO/PO assessment for increasing the accuracy.</p> <p>The institution can fix the targets as specified in section 5 of academic audit manual.</p>	Noted for future compliance. A software has been used for CO/PO mapping
Faculty evaluation & remarks of the HOD	Poor(2)	<p>The number of faculty evaluation completed so far is 1 in online mode.</p> <p>Faculty evaluation should conduct with a provision to calculate the overall score of a faculty member. Also the remarks of HoD is required for each faculty member.</p> <p>The faculty evaluation report should include the name of institution, department, course, semester, academic year etc.</p>	correction has been incorporated in the feedback mechanism
Facility in the department library for references	Fair(3)	The department library can be expanded with more number of books.	noted

Maintenance of course diary	Good(4)	It will be more accurate, if the faculty members include the list of topics taken in ICT/ Digital mode ad its proof in the course diary.	noted
Syllabus coverage as per course plan	Good(4)		

ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Good(4)		
Advisory meetings and action taken report	Good(4)	Minutes of advisory meeting should include name of SFA, FA with proper designations.	noted
Schedule of Time Table	Excellent(5)		
Conduct of Tutorial Classes	Excellent(5)		
Conduct of series tests	Excellent(5)		
Syllabus coverage of practical course	Excellent(5)		
Evaluation of students performance in practical classes	Good(4)	More than 75% of total experiments is completed.	
Conduct of Practical test	Excellent(5)		
Facility to do experiments in the lab	Excellent(5)		
Conduct of remedial/minor/honours classes	Fair(3)	The register should include total number of weak students and total number of students participated in the remedial class.	Noted for future compliance.

Assessment of Outcomes	Very Poor(1)	<p>The internal and assignment question papers should mention about COs and knowledge levels.</p> <p>The institution can use appropriate software tools for CO/PO assessment for increasing the accuracy.</p> <p>The institution can fix the targets as specified in section 5 of academic audit manual.</p>	Noted for future compliance.A software has been used for CO/PO mapping
Faculty evaluation & remarks of the HOD	Poor(2)	<p>Faculty evaluation should conduct with a provision to calculate the overall rating of a faculty member. Also the remarks of HoD is required for each faculty member.</p> <p>The faculty evaluation report should include the name of institution, department, course, semester, academic year etc.</p> <p>Number of faculty evaluation in this semester is 1 in online mode.</p>	correction has been incorporated in the feedback mechanism
Facility in the department library for references	Fair(3)	The department library can be expanded with more number of books.	noted
Maintenance of course diary	Good(4)	The course diary should include the necessary slides/details of topics and list of topics taken in ICT/digital mode of instruction.	noted
Syllabus coverage as per course plan	Good(4)	Syllabus coverage is almost similar to the course plan	

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	Minutes should be prepared in a professional manner. Action taken reports should be included.	Noted for future compliance.
Advisory meetings and action taken report	Fair(3)	Minutes of advisory meeting should include name of SFA, FA with proper designations.	Noted for future compliance.
Schedule of Time Table	Excellent(5)		
Conduct of Tutorial Classes	Excellent(5)		
Conduct of series tests	Good(4)		
Syllabus coverage of practical course	Excellent(5)	80% of experiments in the syllabus are doing the practical classes.	
Evaluation of students performance in practical classes	Excellent(5)	More than 80% of experiments were completed.	
Conduct of Practical test	Excellent(5)		
Facility to do experiments in the lab	Excellent(5)		
Conduct of remedial/minor/honours classes	Fair(3)	The register should include total number of weak students and total number of students participated in the remedial class.	noted
Assessment of Outcomes	Very Poor(1)	The internal and assignment question papers should mention about COs and knowledge levels. The institution can use appropriate software tools for CO/PO assessment for increasing the accuracy. The institution can fix the targets as specified in section 5 of academic audit manual.	Noted for future compliance.A software has been used for CO/PO mapping

Faculty evaluation & remarks of the HOD	Fair(3)	<p>Faculty evaluation should conduct with a provision to calculate the overall rating of a faculty member. Also the remarks of HoD is required for each faculty member.</p> <p>The faculty evaluation report should include the name of institution, department, course, semester, academic year etc.</p> <p>No. of faculty evaluation in this semester is 1 in online mode.</p>	correction has been incorporated in the feedback mechanism
Facility in the department library for references	Fair(3)	The department library can be expanded with more number of books.	noted
Maintenance of course diary	Good(4)	The course diary should include the necessary slides/details of topics and list of topics taken in ICT/digital mode of instruction.	noted
Syllabus coverage as per course plan	Good(4)	The syllabus coverage as per course plan is good. Only normal delay is there.	

ELECTRICAL AND ELECTRONICS ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	Minutes should be prepared in a professional manner. Action taken reports should be included.	Noted for future compliance.
Advisory meetings and action taken report	Fair(3)	Advisory committee should be constituted with proper designations as mentioned in the regulation. The action taken reports of each minutes should be included.	Noted for future compliance.

Schedule of Time Table	Excellent(5)		
Conduct of Tutorial Classes	Good(4)		
Conduct of series tests	Excellent(5)		
Syllabus coverage of practical course	Excellent(5)	The minimum number of experiments mentioned in the syllabus is being covered.	
Evaluation of students performance in practical classes	Good(4)	The faculty members can sign the record with date of signature. More than 75% of experiments were completed.	noted
Conduct of Practical test	Excellent(5)		
Facility to do experiments in the lab	Excellent(5)		
Conduct of remedial/minor/honours classes	Good(4)	The register should include total number of weak students and total number of students participated in the remedial class.	Noted for future compliance.
Assessment of Outcomes	Very Poor(1)	<p>The internal and assignment question papers should mention about COs and knowledge levels.</p> <p>The institution can use appropriate software tools for CO/PO assessment for increasing the accuracy.</p> <p>The institution can fix the targets as specified in section 5 of academic audit manual.</p>	Noted for future compliance.A software has been used for CO/PO mapping

Faculty evaluation & remarks of the HOD	Fair(3)	<p>Faculty evaluation should conduct with a provision to calculate the overall rating of a faculty member. Also the remarks of HoD is required for each faculty member.</p> <p>The faculty evaluation report should include the name of institution, department, course, semester, academic year etc.</p> <p>Number of faculty evaluation in this semester is 1 in online mode.</p>	correction has been incorporated in the feedback mechanism
Facility in the department library for references	Fair(3)	The department library can be expanded with more number of books.	noted
Maintenance of course diary	Good(4)	The course diary should include the necessary slides/details of topics and list of topics taken in ICT/digital mode of instruction.	noted
Syllabus coverage as per course plan	Good(4)	Syllabus coverage is almost as per the course plan	

CIVIL ENGINEERING-(Part Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report	Fair(3)	Minutes should be prepared in a professional manner. Action taken reports should be included.	Noted for future complian
Advisory meetings and action taken report	Fair(3)	Minutes of advisory meeting should include name of SFA, FA with proper designations.	Noted for future complian
Schedule of Time Table	Excellent(5)		

Conduct of Tutorial Classes	Fair(3)	Tutorial log book should be maintained properly.	Noted for future compliance
Conduct of series tests	Good(4)		
Syllabus coverage of practical course	Good(4)	80% of experiments were completed in the laboratory.	
Evaluation of students performance in practical classes	Fair(3)		will try to improve
Conduct of Practical test	Good(4)		
Facility to do experiments in the lab	Excellent(5)		
Conduct of remedial/minor/honours classes	Good(4)	The register should include total number of weak students and total number of students attended.	Noted for future complian
Assessment of Outcomes	Very Poor(1)	<p>The internal and assignment question papers should mention about COs and knowledge levels.</p> <p>The institution can use appropriate software tools for CO/PO assessment for increasing the accuracy.</p> <p>The institution can fix the targets as specified in section 5 of academic audit manual.</p>	Noted for future compliance.A software has been used for CO/PO mapping
Faculty evaluation & remarks of the HOD	Very Poor(1)	Faculty evaluation should be done properly for B.Tech part Time programme also.	Noted
Facility in the department library for references	Fair(3)	The department library can be expanded with more number of books.	Noted
Maintenance of course diary	Good(4)		
Syllabus coverage as per course plan	Good(4)		

M.Tech

No of M.Tech Students	18
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COMPUTER SCIENCE AND ENGINEERING(COMPUTER SCIENCE AND ENGINEERING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Maintenance of course diary	Good(4)	The course diary should include the necessary slides/details of topics and list of topics taken in ICT/digital mode of instruction.	
Syllabus coverage as per course plan	Excellent(5)		
Class committee meetings and action taken report	Fair(3)	Minutes should be prepared in a professional manner. Action taken report should be included.	
Conduct of Seminar & Mini project	Excellent(5)		
Conduct of Thesis	Excellent(5)		
Faculty with Ph.D for the program	Very Poor(1)		
Students attending MOOC or other online courses	Poor(2)	Attending MOOC by PG Students is poor.	
Facility in the department library for journal reference	Fair(3)		
Computing facility in the department	Excellent(5)		
Facility available in the department to do thesis work(all relevant licensed software)	Excellent(5)		

CIVIL ENGINEERING(ENVIRONMENTAL ENGINEERING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
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Maintenance of course diary	Good(4)	The course diary should include the necessary slides/details of topics and list of topics taken in ICT/digital mode of instruction.	noted
Syllabus coverage as per course plan	Excellent(5)		
Class committee meetings and action taken report	Good(4)	Minutes should be prepared in a professional manner. Action taken report should be included.	Noted for future compliance.
Conduct of Seminar & Mini project	Fair(3)	The seminar topics should be taken from standard resources. Seminar reports should be maintained properly.	Instruction has been given to staff concerned
Conduct of Thesis	Fair(3)	Topics should be taken from standard resources.	Instruction has been given to staff concerned
Faculty with Ph.D for the program	Excellent(5)		
Students attending MOOC or other online courses	Very Poor(1)	Kindly insist your students to attend the MOOC	Students are instructed to the registration for MOOC
Facility in the department library for journal reference	Fair(3)		Noted
Computing facility in the department	Good(4)		
Facility available in the department to do thesis work(all relevant licensed software)	Good(4)		