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

Academic Audit Report
2018 - 2019

Basic Details

Institution	**MET'S SCHOOL OF ENGINEERING, MALA**
Auditor Name	**Biju C V**
Visit	**First**
Semester Type	**Odd**

General Assessment

Auditor's Comment	Principal's Response
1. Good initiatives were observed for the improvement of academic quality of the students. 2. The evaluation of the assignments can be more systematic. 3. Digital resources like NPTEL materials can be included in the teaching plan.	More systematic evaluation of all assignments will be ensured. Proper implementation and documentation of the usage of Digital teaching resources will be taken care.

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU	Excellent(5)		
Functioning of students grievances and appeal committee	Good(4)	The constitution of the committee may be documented.	Committee constitution will be documented hereafter.
Functioning of Academic Discipline & Welfare committee	Good(4)	The student community should be aware about functioning of the committee.	Students will be more educated in detail about the functioning of all committees.

Student feedback on co-curricular and extracurricular activities	Good(4)	Athletic events also can be included in the odd semester	Conducted games event in this semester. We will arrange a seperate athletic meet in the coming semester.
Average student to faculty ratio index	Fair(3)	Sanctioned intake= 2184 No.of faculty having KTU ID =88 Student Faculty ratio Index=0.8059	We have taken steps to improve the index. Actual intake is very less compared to the sanctioned intake. We are trying our best to improve the admission also.
Progress of Monthly report uploading	Excellent(5)	The report can be more specific and all the activities can be included.	Will incorporate these points from next report onwards.
Principal's response ON previous audit reports	Excellent(5)		

B.Tech

No of B.Tech Students	476

BIOTECHNOLOGY

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Formation of the committee need to be documented.	Have implemented the same.
Schedule of Time Table	Excellent(5)		
Attendance of students	Excellent(5)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Assignments should be evaluated systematically and marks should be presented in the assignment book let.	Will ensure this point from next semester onwards.
Conduct of Tutorial Classes	Excellent(5)		
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Excellent(5)		

Key Aspects	Rating	Auditor Remarks	Principal's Response
Conduct of Practical classes	Good(4)	KTU guidelines should be followed in the practical classes.	The slight flaws in documentation will be corrected.
Syllabus coverage of practical courses	Good(4)	Experiments should be completed as per the schedule.	Strictly noted and will be ensured.
Evaluation of students performance in practical classes	Fair(3)	In consistency in the entry of mark should be avoided.	Will be taken care seriously.
Conduct of remedial/bridge classes	Excellent(5)		
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Excellent(5)		
Student feedback on curriculum coverage	Good(4)	Curriculum coverage should be specifically included in the list of parameters considered in the feed back form.	Will be seperately included hereafter.
Student feedback on infrastructural facilities	Excellent(5)		
Performance of students in the previous semester	Good(4)	45.19%	Creative strategies are implemented for improving the results.
Conduct of seminar classes	Good(4)	Seminar presentations should be evenly planned. Sufficient time should be provided to submit final report so that the corrections mentioned in the presentation can be incorporated.	Will be incorporated in the coming semesters.
Quality & Progress of projects	Excellent(5)	Funded projects are highly appreciated.	

ELECTRICAL AND ELECTRONICS ENGINEERING

Key Aspects	Rating	Auditor Remarks	Principal's Response

Functioning of class/course committees	Good(4)	Documents regarding the formation of the committee is expected. Action taken on the minutes of the meeting can be included.	Both the points will be ensured properly.
Schedule of Time Table	Excellent(5)		
Attendance of students	Excellent(5)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Attention is invited to enter assignment mark without error in the software and answer book.	Strictly noted and will ensure error free.
Conduct of Tutorial Classes	Good(4)	Tutorial classes can be more effective.	Will take steps to make it more effective.
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Fair(3)	NPTEL / ICT enabled teaching materials need to included in the teaching plan.	Already in use. Will include in the plan too from next semester onwards.
Conduct of Practical classes	Excellent(5)		
Syllabus coverage of practical courses	Excellent(5)		
Evaluation of students performance in practical classes	Excellent(5)		
Conduct of remedial/bridge classes	Good(4)	Bridge classes can be planned for related subjects.	Will be incorporated in the coming semesters.
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Good(4)	Based on the feed back, corrective measures are expected.	Corrective measures have been taken and this will be properly documented hereafter.
Student feedback on curriculum coverage	Excellent(5)		

Student feedback on infrastructural facilities	Good(4)	Students need better clarity about the parameters included in the feed back of infrastructure is anticipated.	Will be educating the students with more clarity.
Performance of students in the previous semester	Good(4)		
Conduct of seminar classes	Good(4)	Evenly distribution of seminar presentation can be considered. In order to incorporate corrections, sufficient time may be provided between seminar presentation and report submission.	Will follow this from next semester onwards.
Quality & Progress of projects	Excellent(5)		

ELECTRONICS & COMMUNICATION ENGG

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Committee comprises of all faculty handling subjects and student representatives from the corresponding class.	Will ensure this in all semesters.
Schedule of Time Table	Excellent(5)		
Attendance of students	Good(4)	Overall attendance can be improved.	Seriously noted.
Quantity & Quality of Assignments/Mini Projects	Good(4)	Evaluation of the assignments should be more systematic and realistic.	Will strictly monitor the evaluation process hereafter.
Conduct of Tutorial Classes	Excellent(5)		
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Good(4)	Sufficient number of NPTEL videos can be included in the course plan.	Already in use. Will include in the plan too from next semester onwards.

Conduct of Practical classes	Good(4)	As far as possible, provide individual allotment for the experiments.	Will follow this from next semester onwards.
Syllabus coverage of practical courses	Excellent(5)		
Evaluation of students performance in practical classes	Good(4)	Attempt should be taken to complete the evaluation on the same day itself and mark should be entered in the student record.	Will ensure this point from next semester onwards.
Conduct of remedial/bridge classes	Excellent(5)		
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Good(4)	Corrective measures should be presented.	Corrective measures have been taken and this will be properly documented hereafter.
Student feedback on curriculum coverage	Excellent(5)		
Student feedback on infrastructural facilities	Good(4)	In the list of feed back analysis questionnaire, curriculum coverage should be included specifically.	Will be seperately included hereafter.
Performance of students in the previous semester	Fair(3)	31.80%	Trying with creative strategies to raise the result.
Conduct of seminar classes	Good(4)	Seminar presentations should be arranged evenly and sufficient time should be provided between seminar presentation and submission of report, so that suggestions mentioned in the presentation can be incorporated in the report.	Will be incorporated in the coming semesters.
Quality & Progress of projects	Excellent(5)	Time line for the completion of the project can be improved.	Will ensure this point from next semester onwards.

MECHANICAL ENGINEERING

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Response of the students should also be included in the minutes.	Have implemented the same.
Schedule of Time Table	Excellent(5)		
Attendance of students	Excellent(5)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Assignment evaluation can be more specific.	Will follow this from next semester onwards.
Conduct of Tutorial Classes	Excellent(5)		
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Fair(3)	Digital materials - NPTEL, ICT etc.. can be included in the teaching plan.	Already in use. Will include in the plan too from next semester onwards.
Conduct of Practical classes	Excellent(5)		
Syllabus coverage of practical courses	Excellent(5)		
Evaluation of students performance in practical classes	Good(4)	Evaluation of the practical classes can be completed on the same day itself.	Will ensure this point from next semester onwards.
Conduct of remedial/bridge classes	Good(4)	Documents related to remedial / bridge classes are incomplete	Both points have taken with serious priority and will be documented clearly.
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Good(4)	Based on the feed back report corrective measures can be expected.	Corrective measures have been taken and this will be properly documented hereafter.
Student feedback on curriculum coverage	Good(4)	In the list of parameters provided in the feed back analysis, curriculum coverage can be specifically included.	Will be seperatly included hereafter.

Key Aspects	Rating	Auditor Remarks	Principal's Response
Student feedback on infrastructural facilities	Excellent(5)		
Performance of students in the previous semester	Good(4)		
Conduct of seminar classes	Good(4)	Seminar can be planned evenly, and sufficient time may be provided between seminar presentation and report submission. So that suggestions mentioned in the presentation can be incorporated in the report.	Will be incorporated in the coming semesters.
Quality & Progress of projects	Excellent(5)		

COMPUTER SCIENCE & ENGINEERING

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	The constitution of the committee can be documented. The response of the students should be included in the minutes of the meeting.	Have implemented the same.
Schedule of Time Table	Excellent(5)		
Attendance of students	Good(4)	Steps to improve overall attendance of the batch is expected.	Steps will be taken in the coming semesters.
Quantity & Quality of Assignments/Mini Projects	Good(4)	Evaluation of the assignments should be more specific.	Will follow this from next semester onwards.
Conduct of Tutorial Classes	Good(4)	Can be more effective. Students also should have clarity about the objective of the tutorial classes.	More effectiveness will be ensured.
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Fair(3)	NPTEL, ICT enabled classes can be included.	Already in use. Will include in the plan too from next semester onwards.

Key Aspects	Rating	Auditor Remarks	Principal's Response
Conduct of Practical classes	Excellent(5)		
Syllabus coverage of practical courses	Excellent(5)		
Evaluation of students performance in practical classes	Good(4)	Evaluation and documentation can be completed in the same day itself.	Will ensure this point from next semester onwards.
Conduct of remedial/bridge classes	Good(4)	sufficient number of bridge classes can be planned for related courses.	Will follow this from next semester onwards.
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Excellent(5)		
Student feedback on curriculum coverage	Good(4)	Specific parameter can be included in the feed back format	Will be seperately included hereafter.
Student feedback on infrastructural facilities	Good(4)	Students are expected to have clarity about the feed back parameters and the methodology adopted can be improved.	Students will be more clearly educated about the parameters and steps will be taken to improve.
Performance of students in the previous semester	Fair(3)	12.6%	Creative strategies have been taken to raise the results.
Conduct of seminar classes	Good(4)	Can be planned and executed evenly throughout the semester.	Will be incorporated in the coming semesters.
Quality & Progress of projects	Excellent(5)		

CIVIL ENGINEERING

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	As per the direction of KTU constitution of the class / course committee can be improved.	Constitution of the Committee will be improved
Schedule of Time Table	Excellent(5)		

Attendance of students	Excellent(5)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Evaluation and documentation should be improved.	Will improve the evaluation and documentation.
Conduct of Tutorial Classes	Excellent(5)		
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Fair(3)	NPTEL & ICT enabled digital classes should be included.	Already in use. Will include in the plan too from next semester onwards.
Conduct of Practical classes	Excellent(5)		
Syllabus coverage of practical courses	Excellent(5)		
Evaluation of students performance in practical classes	Good(4)	Evaluation of the student performance should be completed in the same day itself.	Will ensure this point from next semester onwards.
Conduct of remedial/bridge classes	Good(4)	The quality of remedial classes can be improved. Sufficient number of bridge classes can be planned for related courses.	Both points have taken with serious priority and will be implemented and documented clearly.
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Excellent(5)		
Student feedback on curriculum coverage	Excellent(5)		
Student feedback on infrastructural facilities	Good(4)	Methodology adopted for assessment can be improved.	Will be incorporated in the coming semesters.
Performance of students in the previous semester	Fair(3)	20.2% Need special attention and effective initiatives were observed during the visit.	We are trying to improve the results with creative strategies.
Conduct of seminar classes	Good(4)	The schedule can be modified and balanced allocation may be followed.	Will follow this from next semester onwards.

Quality & Progress of projects	Excellent(5)		

M.Tech

No of M.Tech Students	28

COMPUTER SCIENCE AND ENGINEERING(COMPUTER SCIENCE AND ENGINEERING)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Formation of the committee and students response in the meeting are expected.	Have implemented the same.
Schedule of Time Table	Excellent(5)		
Attendance of students	Excellent(5)		
Quantity & Quality of Assignments/Mini Projects	Excellent(5)		
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Fair(3)	Sufficient NPTEL, ICT enabled video classes can be included in the course plan.	Already in use. Will include in the plan too from next semester onwards.
Conduct of Practical classes	Excellent(5)		
Syllabus coverage of practical courses	Excellent(5)		
Evaluation of students performance in practical classes	Good(4)	Assessment strategy can be improved.	Improvement is ensured hereafter.
Conduct of remedial/bridge classes	Fair(3)	Documents related to remedial classes are expected.	Will document prpoerly.
Maintenance of course diary	Excellent(5)		

Faculty evaluation by students	Good(4)	Corrective measures are expected for improved performance.	Corrective measures have been taken and this will be properly documented hereafter.
Student feedback on curriculum coverage	Good(4)	Curriculum coverage can be set as specific parameter in the feed back evaluation questionnaire.	Will be seperately included hereafter.
Student feedback on infrastructural facilities	Excellent(5)		
Performance of students in the previous semester	Not Relevant		
Conduct of seminar classes	Good(4)	Seminar presentations can be scheduled evenly.	Will be incorporated in the coming semesters.
Quality & Progress of projects	Not Relevant		

ELECTRONICS AND COMMUNICATION ENGINEERING(VLSI DESIGN)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Formation of the committee should be documented.	Have implemented the same.
Schedule of Time Table	Excellent(5)		
Attendance of students	Excellent(5)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Systematic approach is expected.	Will ensure this point from next semester onwards.
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Fair(3)	Digital materials - NPTEL should be included in the teaching plan.	Already in use. Will include in the plan too from next semester onwards.
Conduct of Practical classes	Excellent(5)		
Syllabus coverage of practical courses	Excellent(5)		

Key Aspects	Rating	Auditor Remarks	Principal's Response
Evaluation of students performance in practical classes	Good(4)	KTU time line should be followed.	Strictly noted and will ensure the same.
Conduct of remedial/bridge classes	Good(4)	Sufficient number of remedial classes will improve the overall performance of the batch.	Will be incorporated in the coming semesters.
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Excellent(5)		
Student feedback on curriculum coverage	Excellent(5)		
Student feedback on infrastructural facilities	Excellent(5)		
Performance of students in the previous semester	Excellent(5)		
Conduct of seminar classes	Good(4)	Should be evenly distributed.	Will follow this from next semester onwards.
Quality & Progress of projects	Excellent(5)		

COMPUTER SCIENCE AND ENGINEERING(CYBER SECURITY)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Constitution of the committee should be documented	Have implemented the same.
Schedule of Time Table	Excellent(5)		
Attendance of students	Excellent(5)		
Quantity & Quality of Assignments/Mini Projects	Good(4)	Systematic approach should followed in the evaluation process.	Will follow this from next semester onwards.
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Excellent(5)		

Key Aspects	Rating	Auditor Remarks	Principal's Response
Use of ICT enabled teaching & Digital courses	Good(4)	More digital resources can be effectively included in the teaching plan.	Already in use. Will include in the plan too from next semester onwards.
Conduct of Practical classes	Good(4)	special attention is invited to meet the objective of the course.	Will ensure the same in the coming semesters
Syllabus coverage of practical courses	Excellent(5)		
Evaluation of students performance in practical classes	Excellent(5)		
Conduct of remedial/bridge classes	Good(4)	Effective conduct of remedial / bridge classes will improve the academic quality.	Will ensure this point from next semester onwards.
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Excellent(5)		
Student feedback on curriculum coverage	Good(4)	Explicit method can be included for the assessment of curriculum coverage.	Will include seperatly hereafter.
Student feedback on infrastructural facilities	Excellent(5)		
Performance of students in the previous semester	Not Relevant		
Conduct of seminar classes	Not Relevant		
Quality & Progress of projects	Not Relevant		

BIO TECHNOLOGY(BIOPROCESS ENGINEERING)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Functioning of class/course committees	Good(4)	Formation of the committee may be documented.	Have implemented the same.
Schedule of Time Table	Excellent(5)		
Attendance of students	Excellent(5)		

Quantity & Quality of Assignments/Mini Projects	Good(4)	Assignments should be evaluated more systematically.	Will follow this from next semester onwards.
Conduct of Tutorial Classes	Not Relevant		
Syllabus coverage as per course plan	Excellent(5)		
Use of ICT enabled teaching & Digital courses	Fair(3)	Digital resources - NPTEL can be included in the teaching plan	Already in use. Will include in the plan too from next semester onwards.
Conduct of Practical classes	Good(4)	Documentation can be improved.	Improvement will be ensured.
Syllabus coverage of practical courses	Good(4)	KTU time line should be strictly followed.	Strictly noted and the same will be monitored.
Evaluation of students performance in practical classes	Good(4)	Proper documentation is expected.	Will ensure this point from next semester onwards.
Conduct of remedial/bridge classes	Good(4)	Conduct of remedial and bridge classes are expected.	Will be conducted more effectively hereafter.
Maintenance of course diary	Excellent(5)		
Faculty evaluation by students	Excellent(5)		
Student feedback on curriculum coverage	Excellent(5)		
Student feedback on infrastructural facilities	Good(4)	Better tools can be incorporated for the evaluation process.	Will take special care in this.
Performance of students in the previous semester	Excellent(5)		
Conduct of seminar classes	Good(4)	Seminar presentation should be evenly planned.	Will be incorporated in the coming semesters.
Quality & Progress of projects	Excellent(5)		