



7.2(c) Internal Audit and Action Taken



**JAWAHARLAL COLLEGE OF ENGINEERING AND TECHNOLOGY**  
JAWAHAR GARDENS, LAKSHIDE, MAGALAM (PO), PALAKKAD



**DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING**

**Internal Audit Rating and Action Taken: 2022-2023, Odd Semester**

Key Aspects	Rating	Actions taken
Class/course committee meetings and action taken report	Excellent(5)	Monitoring will continue as such
Advisory meetings and action taken report	Excellent(5)	Monitoring will continue as such
Schedule of Time Table	Excellent(5)	Monitoring will continue as such
Conduct of Practical classes and test	Excellent(5)	Monitoring will continue as such
Conduct of remedial/minor/honours classes	Excellent(5)	Monitoring will continue as such
Conduct of seminar classes	Excellent(5)	Monitoring will continue as such
Conduct of Tutorial Classes	Excellent(5)	Monitoring will continue as such
Conduct of series tests	Excellent(5)	Monitoring will continue as such
Syllabus coverage of practical course	Excellent(5)	Monitoring will continue as such
Evaluation of students performance in practical classes	Excellent(5)	Monitoring will continue as such
Facility to do experiments in the lab	Excellent(5)	Monitoring will continue as such
Assessment of Outcomes	Good(4)	More monitoring required
Faculty evaluation & remarks of the HOD	Good(4)	Periodic evaluation required
Facility in the department library for references	Good(4)	Students should motivated to use the library for more reference
Maintenance of course file	Excellent(5)	Monitoring will continue as such
Maintenance of course diary	Excellent(5)	Monitoring will continue as such
Syllabus coverage as per course plan	Excellent(5)	Monitoring will continue as such
Attendance of students	Excellent(5)	Monitoring will continue as such
Quantity & Quality of Assignments/Mini Projects	Excellent(5)	Monitoring will continue as such
Use of ICT enabled teaching & Digital courses	Excellent(5)	Monitoring will continue as such

*VISITHA G*  
IQAC Co-ordinator



DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Internal Audit Rating and Action Taken: 2022-2023, Even Semester

Key Aspects	Rating	Actions taken
Class/course committee meetings and action taken report	Excellent(5)	Monitoring will continue as such
Advisory meetings and action taken report	Excellent(5)	Monitoring will continue as such
Schedule of Time Table	Excellent(5)	Monitoring will continue as such
Conduct of Practical classes and test	Excellent(5)	Monitoring will continue as such
Conduct of remedial/minor/honours classes	Excellent(5)	Monitoring will continue as such
Conduct of seminar classes	Excellent(5)	Monitoring will continue as such
Conduct of Tutorial Classes	Excellent(5)	Monitoring will continue as such
Conduct of series tests	Excellent(5)	Monitoring will continue as such
Syllabus coverage of practical course	Excellent(5)	Monitoring will continue as such
Evaluation of students performance in practical classes	Excellent(5)	Monitoring will continue as such
Facility to do experiments in the lab	Excellent(5)	Monitoring will continue as such
Assessment of Outcomes	Good(4)	More monitoring required
Faculty evaluation & remarks of the HOD	Good(4)	Periodic evaluation required
Facility in the department library for references	Good(4)	Students should motivated to use the library for more reference
Maintenance of course file	Excellent(5)	Monitoring will continue as such
Maintenance of course diary	Excellent(5)	Monitoring will continue as such
Syllabus coverage as per course plan	Excellent(5)	Monitoring will continue as such
Attendance of students	Excellent(5)	Monitoring will continue as such
Quantity & Quality of Assignments/Mini Projects	Excellent(5)	Monitoring will continue as such
Use of ICT enabled teaching & Digital courses	Excellent(5)	Monitoring will continue as such

VIGNITHA G  
IQAC Co-ordinator



**CONSOLIDATED INTERNAL AUDIT REPORT**

Program: B.Tech

Branch: Electronics and Communication

Academic Year: 2022-2023 (Odd)

Date of audit: 09/12/2023

BRANCH SPECIFIC ASPECTS AND RATINGS						
Key Aspects	Very Poor(1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Auditor's Remarks
Class/course committee meetings and action taken report					√	Monitoring will continue as such
Advisory meetings and action taken report					√	As per the format
Schedule of Time Table					√	As per curriculum
Conduct of Practical classes and test				√		More monitoring required
Conduct of remedial/minor/honours classes					√	Organized
Conduct of seminar classes				√		Sufficient
Conduct of Tutorial Classes					√	Satisfactory
Conduct of series tests					√	As per KTU Academic Calendar
Syllabus coverage of practical course					√	Followed KTU Academic Calendar
Evaluation of students performance in practical classes					√	Satisfactory
Facility to do experiments in the lab					√	Sufficient
Assessment of Outcomes				√		More monitoring required

Faculty evaluation & remarks of the HOD					√	Periodic Evaluation required.
Facility in the department library for references				√		Facilities can be improved.
Maintenance of course file					√	Maintained well
Maintenance of course diary					√	Maintained well
Syllabus coverage as per course plan					√	Followed KTU Academic Calender
Attendance of students					√	Satisfactory
Quantity & Quality of Assignments/Mini Projects					√	Satisfactory
Use of ICT enabled teaching & Digital courses					√	Sufficient
Quality & Progress of projects					√	Satisfactory

## 7.2 e Non Conformance Report

**INTERNAL QUALITY AUDITING  
NON CONFORMANCE REPORT**

Audit plan reference: ISO 9001:2015

Audit No: 2

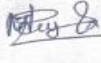
Date of Audit: 14/07/2023


Department Audited: ECE

Sl.No	Details of Non-Conformance	Reference
MAT 20A	- Remedial class details	8.1 Operational planning & control
ECE 28U	- Sample of Assg & Exms. - Remedial details	
BET 474, 402 466	Question paper Answer key missing.	8.5.2 Identification and traceability

Name Sign

Name Sign

L.Auditee Sayana. 

Auditor 1: Chithra. K. V. 

CORRECTIVE & PREVENTIVE ACTION

Sl.No	Root Cause	Proposed Corrective & Preventive action	Probable date of Completion
1	Need Improvement in filing	Need improvement	16/7/23
2			
3			
4			
5			

FOLLOW UP AUDIT

Sl.No	Details of Follow up audit	NCR Status (Closed/Non Closed)
1	Completed	closed

Name

Auditor :

Shirya KC

Sign



Review by Management Representative: NCR Closed/Not Closed

Signature of Management Representative:

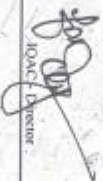
Date: 16/7/23



Sl No	Course code		% of completion	ECT 201	ECT 202	ECT 204	ECT 206	HO 200	NE 201	ECT 284	% of completion
7	Internal assessment - II Scheme of valuation	✓	X	✓							
8	Retest question paper - Series 1	✓		✓							
9	Retest Scheme - Series 1	✓		✓							
10	Retest answer booklet sample - Series 1	✓		✓							
11	Retest question paper - Series 2	✓		✓							
12	Retest Scheme - Series 2	✓		✓							
13	Retest answer booklet sample 1 Series 2	✓		✓							
14	Slow learners - Identification sheet	✓		✓							
15	List of slow learners	✓		✓							
16	List of advanced learners	✓		✓							
17	Remedial class - Attendance sheet	✓		✓							
18	Remedial class plan	✓		✓							
19	Remedial class - Makeup test	✓		✓							
20	Remedial class - Makeup test sample	✓		✓							
21	Assignment - 1 and 2 Samples	✓		✓							
22	Internal assessment - 1 and 2 Samples	✓		✓							
23	Tutorial Workbook Samples	✓		✓							
24	Final Internal Marks Statement copy (Uploaded in KIU portal)	✓		✓							
25	Course Diary Verified By HOD & Principal	✓		✓							
26	Entry in remedial register	✓		✓							
27	Entry in tutorial register - If applicable	✓		✓							

Chithra, K S, 

HOD - Coordinator 

HOD - Director 

N. Kumar 

Names and signatures of T/JAC auditors

HOD - Coordinator

HOD - Director

Principal