



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

Academic Audit Report
2020 - 2021

Basic Details

Institution	BASELIOS MATHEWS II COLLEGE OF ENGINEERING
First Auditor Name	ARUN BABY ZACHARIA
Second Auditor Name	
Visit	Second
Semester Type	Odd

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU (B)	Excellent(5)		Will be maintained
Functioning of students grievances and appeal committee (B)	Good(4)	Committee meetings are scheduled to conduct at least once in every 6 months or on receipt of a grievance	
Average student to faculty ratio (A)	Excellent(5)	Average student to faculty ratio= 1.10 Actual Strength=688	Will be maintained
Faculty Qualification Index (A)	Fair(3)	5.3	Trying to improve. More number of our faculties are currently doing PhD
Number of qualified technical staff (A)	Good(4)		

Facility of central library with respect to volume, title of books, online print journals (A)	Excellent(5)		Will be maintained
Functioning of IQAC and Progress of IQAC report uploading (A)	Good(4)		Noted

Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage (B)	Good(4)	Used both Online mode and contact sessions	Contact sessions started as per direction from university, online sessions were provided till then
Effectiveness of teaching/learning process	Good(4)		
Conduct of Labs (B)	Good(4)		
Continuous assessment (B)	Good(4)		
Interaction/discussion/doubt clearing etc (A)	Good(4)		
Net connectivity issue	Not Relevant	In case of the situation were students go offline, Extra sessions or recorded class were provided through respective teacher.	Offline videos and materials were provided to rectify network issue
Extra fees/fine imposed on students (B)	Not Relevant	No extra fees/fine imposed. Always conditions were made favourable to students	No extra fees/fine were collected
Approach of the management/institution in addressing student grievances (B)	Good(4)		
Availability of Faculty for all subjects (A)	Excellent(5)		Noted
Any other remarks (C)	Good(4)		

B.Tech

No of B.Tech Students	464
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APPLIED ELECTRONICS & INSTRUMENTATION ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Conducted as per Academic Calendar	
Advisory meetings and action taken report (B)	Good(4)	Updation needed	Advisory committee meetings conducted periodically. Departments were informed to complete the records of all meetings conducted till date.
Result analysis of previous odd semester (A)	Fair(3)		Trying to improve. Provided more attention to slow learners. Ensured the availability of study materials to all students
Syllabus coverage as per course plan (A)	Good(4)	Syllabus covered in time as planned	
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Google classroom, google meet	For all online sessions, materials are provided through google classroom
Conduct of minor/honours classes (A)	Excellent(5)	Maintained the records of students who are taking minor	Noted
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Recommended	
Conduct of Internal assessments for theory and lab classes (A)	Good(4)	Online mode assessment for theory. Offline assessment given to third semester students.	

The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	By googleform	
Conduct of series tests (A)	Excellent(5)	Online mode	Records maintained
Maintenance of course diary (A)	Excellent(5)	Maintained properly	
Register showing Activity points (B)	Good(4)	Kept properly	
Conduct of laboratory classes with relevant details(A)	Excellent(5)	Conducted online. Filed documents of all sessions	Noted
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Completed the evaluation procedure with the assistance of Advisors	

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)		
Advisory meetings and action taken report (B)	Good(4)	Conducted meetings, needed to update file	
Result analysis of previous odd semester (A)	Fair(3)		Trying to improve. Provided more attention to slow learners. Ensured the availability of study materials to all students
Syllabus coverage as per course plan (A)	Excellent(5)	Covered as per course plan	Will be maintained
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Google Classroom. All materials uploaded in google class room	
Conduct of minor/honours classes (A)	Excellent(5)	Minor classes conducted	
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Students registered	Recommended NPTEL topics to students

Conduct of Internal assessments for theory and lab classes (A)	Good(4)	Conducted Internal Assessment for theory – online and lab assessment conducted offline.	
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Feedback taken online	
Conduct of series tests (A)	Excellent(5)	Online mode	Records maintained
Maintenance of course diary (A)	Good(4)	Available	Records maintained
Register showing Activity points (B)	Good(4)	Need to update	Advisors were informed to complete all relevant documents
Conduct of laboratory classes with relevant details(A)	Excellent(5)	Completed	Noted
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)		

ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Conducted as per the Academic calendar	Committee meetings were conducted as per the academic calendar and recorded the minutes and action taken
Advisory meetings and action taken report (B)	Excellent(5)	Meeting conducted and reported the action taken	Recorded the minutes and action taken
Result analysis of previous odd semester (A)	Good(4)		Provided more attention to slow learners. Ensured the availability of study materials to all students
Syllabus coverage as per course plan (A)	Good(4)		Covered the portions as scheduled.
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Uploaded the materials in Google Class room	Google classroom, google meet

Conduct of minor/honours classes (A)	Good(4)		
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Recommended	Noted
Conduct of Internal assessments for theory and lab classes (A)	Good(4)	Systematic. Documents filed	Conducted as scheduled, records maintained
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Online feedback taken through google forms	
Conduct of series tests (A)	Good(4)	As directed by KTU	
Maintenance of course diary (A)	Excellent(5)	Well kept	Up-to-date
Register showing Activity points (B)	Good(4)	Complete	Up-to-date
Conduct of laboratory classes with relevant details(A)	Good(4)	Conducted and maintained relevant documents	Covered all experiments and records maintained
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Kept in file	

COMPUTER SCIENCE & ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Conducted and minutes filed	Minutes and action taken were recorded
Advisory meetings and action taken report (B)	Good(4)	Active	Meetings are conducted periodically, the committee remains active
Result analysis of previous odd semester (A)	Fair(3)		Trying to improve. Provided more attention to slow learners. Ensured the availability of study materials to all students
Syllabus coverage as per course plan (A)	Good(4)	Up-to-date	As per KTU schedule

Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Google classroom	Used Google classroom, google meet
Conduct of minor/honours classes (A)	Good(4)		
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Students registered	Recommended
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Online mode	
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	One feedback taken, Online mode	Conducted Online feedback method through google form
Conduct of series tests (A)	Excellent(5)	Conducted online	As scheduled
Maintenance of course diary (A)	Excellent(5)		Systematic
Register showing Activity points (B)	Good(4)		Complete
Conduct of laboratory classes with relevant details(A)	Excellent(5)	Conducted. Advised to maintain a portion completion status	
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Online	

MECHANICAL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Conducted	
Advisory meetings and action taken report (B)	Good(4)	Conducted, Some of the reports not filed	Informed to complete the records of all meetings conducted till date.

Result analysis of previous odd semester (A)	Fair(3)		Trying to improve. Provided more attention to slow learners. Ensured the availability of study materials to all students
Syllabus coverage as per course plan (A)	Excellent(5)	Classes were conducted as planned	
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Google class room, recorded and live video classes were given.	Course materials and lectures uploaded through google classroom and google meet
Conduct of minor/honours classes (A)	Good(4)	Classes were handled offline. Maintained relevant records	
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Recommended	
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Internal assessment for theory conducted online. For lab both Online and offline sessions were provided	
The mechanisms for taking feedback as to whether the online classes are effective (B)	Excellent(5)	Online	
Conduct of series tests (A)	Excellent(5)	Online	
Maintenance of course diary (A)	Good(4)		
Register showing Activity points (B)	Good(4)	Need to complete	
Conduct of laboratory classes with relevant details(A)	Excellent(5)	Online mode. Records maintained	Noted
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)		

ELECTRICAL AND ELECTRONICS ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Conducted as per the academic calendar	
Advisory meetings and action taken report (B)	Good(4)	Conducted meetings. Filed Action taken reports	
Result analysis of previous odd semester (A)	Fair(3)	Filed	Trying to improve. Provided more attention to slow learners. Ensured the availability of study materials to all students
Syllabus coverage as per course plan (A)	Excellent(5)	Covered as per the course plan	As per KTU schedule
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Google class room, Uploaded notes in google classroom, formed Whatsapp group for each semester as a followup	
Conduct of minor/honours classes (A)	Good(4)		
NPTEL/SWAYAM course materials recommended for reading (B)	Good(4)	Recommended	
Conduct of Internal assessments for theory and lab classes (A)	Excellent(5)	Online mode, Provided offline exam for 2019 scheme students	Records maintained
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)	Feedback is taken with Google form	Conducted Online feedback method through google form
Conduct of series tests (A)	Excellent(5)	Online mode. Question papers and copy of answer sheets filed	Records maintained
Maintenance of course diary (A)	Excellent(5)	Up-to-date	Noted
Register showing Activity points (B)	Good(4)	Complete	

Conduct of laboratory classes with relevant details(A)	Good(4)	Provided online class, maintained relevant records.	
Online Faculty evaluation amp remarks of the HoD (A)	Good(4)	Kept in Course file	

M.Tech

No of M.Tech Students	7
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COMPUTER SCIENCE AND ENGINEERING(COMPUTER SCIENCE AND ENGINEERING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)		
Result analysis of previous odd semester (A)	Excellent(5)		Will be maintained
Syllabus coverage as per course plan (A)	Excellent(5)	Up-to-date	Up-to-date
Platform used for LMS/Course materials and lectures uploaded (A)	Good(4)	Google meet, course materials uploaded in class room	Google meet
The mechanisms for taking feedback as to whether the online classes are effective (B)	Good(4)		Online
Maintenance of course diary (A)	Excellent(5)		Complete
Conduct of Seminar Mini project (A)	Excellent(5)		Complete
Faculty with Ph.D for the program (A)	Good(4)		
Students attending MOOC or other online courses (B)	Good(4)		
Conduct of Thesis (A)	Good(4)	First Phase	Completed first phase of Thesis

