Government Engineering College Sreekrishnapuram

Department Documents – HoD File
Second Internal Audit 2019 – Odd Semester

Date: 19/12/19

Department: CSE

Sl No	Documents	Remarks
1	Minutes and action taken reports of Department Advisory Committee(DAC) meetings	DAC formed. Meetings not conducted for S1, S3, S5, S7.
2	Academic calendar with days earmarked with working days, holidays, other activities etc.	Available
3	Log book for summer and contact courses if any.	Summer courses not conducted. Contact courses not conducted
4	Tutorial log book	Available, Subject wise sorting of tutorial questions is suggested. Details of batch & faculty to be included.
5	Details showing the conduct of remedial/minor/honours classes	Remedial classes conducted. Attendance details available.
6	Details of faculty evaluation and action taken on it	Faculty Evaluation conducted. Evaluation forms to be communicated to other dept. Faculty evaluation of S3 completed. S1, S5, S7 missing.
7	Department library register showing volume and title of books, journals etc.	Available. Journals not available in dept. library.

Scanned by CamScanner

8	Details of computing facility in the computer lab	Details are available.
9	Details of relevant licensed software available in the department	No licensed softwares are being used, open source softwares are being used.
10	Students achievements details	Available
11	Students placement details	Available, 37 B.Tech students 6 M.Tech students

Internal Auditor1:

Name: Shamla.B

Signature:

Internal Auditor2:

Name: R Jayadevan

Signature: Ravi
19/12/19

Government Engineering College Sreekrishnapuram
Group Tutor File - Second Internal Audit 2019 – Odd Semester
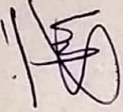
Date: 19/12/19

Department: CSE

Sl No	Documents	Class						
		Group Tutors	S1	S3	S5	S7	M1	M3
			Sanyan PV	Naseer C	Rashad M	Rameez Mohammed	Binu R	Shibily Joseph
	Remarks							
1	Minutes and action taken reports of course/class committees		✓	✓	✓	✓	✓	✓
2	Academic calendar with days earmarked with working days, holidays, other activities etc.		✓	✓	✓	✓	✓	✓
3	Students List		✓	✓	✓	✓	✓	✓
4	Class Time Table & Faculty List		✓	✓	✓	✓	✓	✓
5	Consolidated Series Test Analysis		✓	Not consolidated	✓	Not consolidated	✓	X
6	Internal Result Analysis		Internal marks available. Analysis not done	Internal marks available. Analysis's not done.	Internal marks available Analysis's not done	Internal marks available Analysis's not done	Internal marks available Analysis's not available	Internal marks not available Analysis's not available X

7	Student Eligibility Report of current semester	✓	✗	✓	✓	✗
8	Previous university results analysis	NA	✓	✓	NA	✓
9	Consolidate attendance statement of current semester	✓	✓	✓	✓	✗
10	Register showing activity points	✓	✓	✓	✓	—
11	Details of MOOC courses taken by students	NA	✓	✓	✗	✗
12	Class PTA meeting minutes	✓	✓	✓	NA	NA

Internal Auditor1:

Name: Shamla.B

Signature: [signature]

Internal Auditor2:

Name: R Jayadevan

Signature: [signature] 19/12/2019

R JAYADEVAN
Pen: 854063
Assistant Professor
Department Of Electronics &
Communication Engineering
Government Engineering College
Sreekrishnapuram, Palakkad - 678633

Government Engineering College Sreekrishnapuram
Second Internal Audit 2019 – Odd Semester
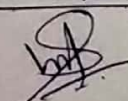
Course Files

Date: 19/12/2019

Department: CSE

B.Tech

Semester 1		
	Missing Documents	Comments/Remarks
Theory Course File	Co attainment not completely done in all subjects	Faculty signature missing in some answer sheets filed.
Laboratory Course File	Co-PO attainment not completely done in all labs.	—
List of course files along with faculty names not submitted in the department	1. Electrical workshop - Sarath c 2. Electronics workshop - Nirmala K V	—

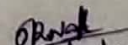| Semester 3		
	Missing Documents	Comments/Remarks
Theory Course File	Co attainment not completely done	* Filed assignment sheets are not properly valued.
Laboratory Course File	Co-po attainment not completely done	—
List of course files along with faculty names not submitted in department	All course files are available.	—

* Auditing is done based on the attached check list.

	Semester 5	
	Missing Documents	**Comments/Remarks**
Theory Course File	Co attainment not done completely, in all subjects	—
Laboratory Course File	Co-po attainment not done completely	—
Design project course file	All documents as per checklist are available	Evaluation committee was not formed.
List of course files along with faculty names not submitted in department	1. CS501 — Balu John	—
	Semester 7	
	Missing Documents	**Comments/Remarks**
Theory Course File	* Answer key of series tests are missing in some course files. * Co attainment not done completely	—
Laboratory Course File	Co-po attainment not done completely	—
Seminar/ Project preliminary course file	* Co-po attainment not done	* Evaluation comittee marks not available.
List of course files along with faculty names not submitted in department	All course files available.	—

Auditor 1

Shamla. B
19/12/19.

Auditor 2

R Jayadevan

19/12/19

Government Engineering College Sreekrishnapuram
Second Internal Audit 2019 – Odd Semester

Course Files

Date: 19/12/2019

Department: CSE

M. Tech

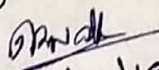| Semester 1		
	Missing Documents	**Comments/Remarks**
Theory Course File	Co-Po mapping Co-attainment	—
Laboratory Course File	Continous Evaluation Sheet.	—
Seminar course file	Not submitted	—
List of course files along with faculty names not submitted in the department	1. CS 451 – Seminar and Project Preliminary (Balu John)	—
Semester 3		
	Missing Documents	**Comments/Remarks**
Theory Course File	Co-Po Mapping Co-Attainment	—
Laboratory Course File	NA	—
Seminar Course file	1. Schedule of Presentation 2. Gouide list	Sample seminar reports not signed.

* Auditing is done based on the attached checklist.

Main project Course file	1. Schedule of presentation 2. Evaluation committee members mark split up 3. Sample reports	—
List of course files along with faculty names not submitted in department	All course files available	—

Auditor 1

19/12/19.
Shamla·B

Auditor 2

R Jayadevan

19/12/19

Government Engineering College Sreekrishnapuram
Group Tutor File - Second Internal Audit 2019 – Odd Semester

Date: 20/12/2019

Department: ECE

Sl No	Documents	Class	Group Tutors				Remarks
			S_1	S_3	S_5	S_7	
			VIJEESH CHITHIRA	SHAMLA LINSCY	ANWAR VISHNUPRASAD ANITA	HARIPRASAD	
1	Minutes and action taken reports of course/class committees		✓	✓	✓		
2	Academic calendar with days earmarked with working days, holidays, other activities etc.		✓	✓	✓		
3	Students List		✓	✓	✓	✗	
4	Class Time Table & Faculty List		✓	✓	✓	✓	
5	Consolidated Series Test Analysis		✗	✓	✗	✗	
6	Internal Result Analysis		Not applicab	✓	✓	✓	

#	Item					
7	Student Eligibility Report of current semester	Not applicable	✓	✓		
8	Previous university results analysis	Not applicable	✓	✓	✓	
9	Consolidate attendance statement of current semester	✗	✓	✓	✗	✗
10	Register showing activity points	✗	✓	✓	✗	✗
11	Details of MOOC courses taken by students	✗	✗	✗	✓	✓
12	Class PTA meeting minutes	✓	✓	✓	✓	

Internal Auditor1:

Name: Praveen S Babu

Signature: Praveen S Babu
20/12/2019

Internal Auditor2:

Name: Muhammad Fanusu E r

Signature: 20/12/19

Government Engineering College Sreekrishnapuram

Department Documents – HoD File
Second Internal Audit 2019 – Odd Semester

Date: 20/12/2019

Department: ECE

Sl No	Documents	Remarks
1	Minutes and action taken reports of Department Advisory Committee(DAC) meetings	✓
2	Academic calendar with days earmarked with working days, holidays, other activities etc.	✓
3	Log book for summer and contact courses if any.	Summer courses – Submitted. Contact course – not applicable.
4	Tutorial log book	✓
5	Details showing the conduct of remedial/minor/honours classes	Not applicable.
6	Details of faculty evaluation and action taken on it	✓
7	Department library register showing volume and title of books, journals etc.	✓

Praveen S Babu
20/12/2019

muhammed Feroze
20/12/18

1/2

8	Details of computing facility in the computer lab	✓
9	Details of relevant licensed software available in the department	No Licensed software available.
10	Students achievements details	✗
11	Students placement details	✓

Internal Auditor1:

Name: Praveen S Babu

Signature: Praveen S Babu
20/11/2019

Internal Auditor2:

Name: Muhammed Farooque EV

Signature: 20/11/19.

2/2

Government Engineering College Sreekrishnapuram
Second Internal Audit 2019 – Odd Semester

Course Files

Date: 20/12/2019

Department: ECE

Semester 1		
	Missing Documents	Comments/Remarks
Theory Course File	Series question papers, subject coverage are missing in some of the files.	—
Laboratory Course File	Sample record missing.	—
List of course files along with faculty names not submitted in the department	—	—
Semester 3		
	Missing Documents	Comments/Remarks
Theory Course File	In some of the files course plan, course outcomes, consolidated mark sheets are missing.	—

Praveen S Babu
20/11/19
Praveen S Babu
[AP, DEE]

1/3

20/12/19
Muhammad Fanospuer

Laboratory Course File	—	—
List of course files along with faculty names not submitted in department	One of the course file not submitted.	—

Semester 5		
	Missing Documents	Comments/Remarks
Theory Course File	Series question paper missing in some of the files.	—
Laboratory Course File	—	—
Design project course file	—	—

Praveen S Babu
20/12/2019

[Praveen S Babu
AP, DEE]

2/3

20/12/19
Muhammed Faruqu

List of course files along with faculty names not submitted in department	—	—

Semester 7		
	Missing Documents	**Comments/Remarks**
Theory Course File	Answer key for semes test is missing in some of the files .	—
Laboratory Course File	Time table and continuous evaluation missing in some of the files .	—
Seminar/ Project preliminary course file (Continuous evaluation sheet format, Batches for Projects with project topics and Guide, presentation schedule, Log book – weekly report etc.)	—	—
List of course files along with faculty names not submitted in department	—	—

Praveen S Baby
[Praveen S Baby]
AP, DEF

3/3

Muhammad Farrque Er

22/12/19

Government Engineering College Sreekrishnapuram

Department Documents - HoD File
Second Internal Audit 2019 - Odd Semester

Date: 20|12|19
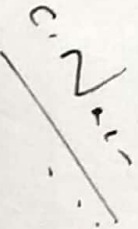
Department: Information Technology

SI No	Documents	Remarks
1	Minutes and action taken reports of Department Advisory Committee(DAC) meetings	Available
2	Academic calendar with days earmarked with working days, holidays, other activities etc.	Available
3	Log book for summer and contact courses if any.	No summer classes in this semester. File maintained.
4	Tutorial log book	Available
5	Details showing the conduct of remedial/minor/honours classes	Available
6	Details of faculty evaluation and action taken on it	Soft copy available

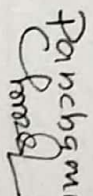|		
7	Department library register showing volume and title of books, journals etc.	Available
8	Details of computing facility in the computer lab	Available
9	Details of relevant licensed software available in the department	No licensed softwares available. Open source software only.
10	Students achievements details	Not available.
11	Students placement details	Available

Internal Auditor1:

Name: Naseema

Signature: N

Internal Auditor2:

Name: Panchami V.U.
Chonel

Signature:

Government Engineering College Sreekrishnapuram
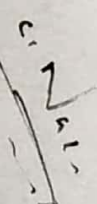## Group Tutor File - Second Internal Audit 2019 - Odd Semester

Date: 20/12/19

Department: Information Technology

Sl No	Documents	Class			
	Group Tutors	Prof: Sujo Prof: Rani	Prof: Nimaya - Chandran Prof: Sankar K.v.	Prof: Susima Alias Haritha Prof: Anila	Prof: Ranjith k Prof: Silpa Prof: Sangeetha
		S1	S3	S5	S7
			Remarks		
1	Minutes and action taken reports of course/class committees	✓	✓	✓	✓
2	Academic calendar with days earmarked with working days, holidays, other activities etc.	✓	✓	✓	✓
3	Students List	✓	✓	✓	✓
4	Class Time Table & Faculty List	✓	✓	✓	✓
5	Consolidated Series Test Analysis	2nd series available - not available	✓	✓	2nd series - not available

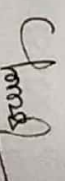|		S1	S3	S5	S7
6	Internal Result Analysis	Not available	Available	available	Available
7	Student Eligibility Report of current semester	✓	✓	✓	
8	Previous university results analysis	Not Applicable	✓	✓	
9	Consolidate attendance statement of current semester	✓	✓	✓	
10	Register showing activity points	✓	✓	✓	
11	Details of MOOC courses taken by students	Not Applicable	available	available	
12	Class PTA meeting minutes	Attendance available-	Attendance Available	Attendance available	Attendance available

Internal Auditor1:

Name: Naseen's

Signature:

Internal Auditor2:

Name: Panchami. V. U.

Signature:

Government Engineering College Sreekrishnapuram
Second Internal Audit 2019 – Odd Semester

Course Files

Date: 20/12/19

Department: Information Technology

Semester 1		
	Missing Documents	Comments/Remarks
Theory Course File	EST130 – All documents are available	—
Laboratory Course File	PHL120 – Continuous evaluation sheet not available. List of students missing.	—
List of course files along with faculty names not submitted in the department	Electrical & Electronic Workshop – course file not maintained	—
Semester 3		
	Missing Documents	Comments/Remarks
Theory	CS205 data structures – all documents are available	—

Course File		—
Laboratory Course File	Digital Circuits Lab - All documents are available	—
List of course files along with faculty names not submitted in department	—	—

Semester 5

	Missing Documents	Comments/Remarks
Theory Course File	CS 305 Microprocessor & Micro-controller — all documents are available	—
Laboratory Course File	IT331 Microcontroller lab — all documents are available.	—

Design project course file	IT341 — all documents are available	—
List of course files along with faculty names not submitted in department	TOC — Prof: Vinaya chandran SADP — Prof: John C John	—

Semester 7		
	Missing Documents	Comments/Remarks
Theory Course File	IT465 Cyber Forensics — all documents are available	—
Laboratory Course File	IT431 Web Application Development Lab — All documents are available	Need clarification in continuous evaluation sheet.
Seminar/ Project preliminary course file (Continuous evaluation sheet format, Batches for Projects with	IT451 — All documents are available.	—

project topics and Guide, presentation schedule, Log book – weekly report etc.)		
List of course files along with faculty names not submitted in department	IT 409 Web Application Development — Prof : Vinayachandran	—

c. Nash.
Nasu.c

Chomsl
Panchami . V. U .

Government Engineering College Sreekrishnapuram

Department Documents – HoD File
Second Internal Audit 2019 – Odd Semester

Date: 20/12/2019

Department: EEE

Sl No	Documents	Remarks
1	Minutes and action taken reports of Department Advisory Committee(DAC) meetings	Available
2	Academic calendar with days earmarked with working days, holidays, other activities etc.	Available
3	Log book for summer and contact courses if any.	Not applicable, as summer courses had not been offered so far.
4	Tutorial log book	Available
5	Details showing the conduct of remedial/minor/honours classes	Documentation for remedial classes available.
6	Details of faculty evaluation and action taken on it	Available for the present semester
7	Department library register showing volume and title of books, journals etc.	Available

8	Details of computing facility in the computer lab	Department does not have computational facilities. It is a major concern and needs to be addressed soon.
9	Details of relevant licensed software available in the department	Not available
10	Students achievements details	No major achievements to be reported
11	Students placement details	Available

Internal Auditor1: Dr. Pramod Das k

Name: AP, ME

Signature: Pramod

Internal Auditor2: Dr. Madhusoodanan M R

Name: AP, ME

Signature: Jady

Government Engineering College Sreekrishnapuram

Group Tutor File - Second Internal Audit 2019 – Odd Semester

Date: 20/12/2019

Department: EEE

Sl No	Documents	Class	S1	S3	S5	S7
		Group Tutors	Prof. Sajitha M.	Prof. Abdul Kareem	Dr. Vinita C.	Prof. Mohd. Shafeeque
1	Minutes and action taken reports of course/class committees		Available	Available	Available	Available
2	Academic calendar with days earmarked with working days, holidays, other activities etc.		Available	Available	Available	Available
3	Students List		Available	Available	Available	Available
4	Class Time Table & Faculty List		Available	Available	Available	Available
5	Consolidated Series Test Analysis		Available	Available	Available	Available
6	Internal Result Analysis		Available	Available	Available	Available

7	Student Eligibility Report of current semester	Available	Available	Available	Available	Available
8	Previous university results analysis	N.A	Available	Available	Available	Available
9	Consolidate attendance statement of current semester	Available	Available	Available	Available	Available
10	Register showing activity points	N.A	N.A	Available	Available	Available
11	Details of MOOC courses taken by students	N.A	N.A	Available	Available	Available
12	Class PTA meeting minutes	Available	Available	Available	Available	Available

Internal Auditor1: Dr. Pramode Das k
AP, ME

Name:

Signature: Pramode

Internal Auditor2: Dr. Madhusudann me
AP, ME

Name:

Signature:

Government Engineering College Sreekrishnapuram
Second Internal Audit 2019 – Odd Semester

Course Files

Date:20/12/2019

Department: EEE

Semester 1		
	Missing Documents	**Comments/Remarks**
Theory Course File	Basic Mechanical Engg.	
Laboratory Course File	Nil.	
List of course files along with faculty names not submitted in the department	Basic Mechanical Engg. (Prof. Leeju C.J)- Incomplete: Second series marks and consolidated attendance details to be updated. The concerned faculty has promised to complete the file within a day.	

Semester 3		
	Missing Documents	**Comments/Remarks**
Theory Course File	Nil	CO mapping is missing in assignment questions.

Laboratory Course File	Nil	
List of course files along with faculty names not submitted in department	Nothing is missing	

Semester 5

	Missing Documents	Comments/Remarks
Theory Course File	Nil	CO mapping is missing in assignment questions.
Laboratory Course File	Nil	
Design project course file	Available	Rubric for evaluation of deign project needs to be documented.

List of course files along with faculty names not submitted in department	Nothing is missing	

Semester 7

	Missing Documents	Comments/Remarks
Theory Course File	Nil	CO mapping is missing in assignment questions.
Laboratory Course File	Nil	
Seminar/ Project preliminary course file (*Continuous evaluation sheet format, Batches for Projects with project topics and Guide, presentation schedule, Log book – weekly report etc.*)	Documentary evidences for allocation of supervisors, formation of evaluation committee and schedule for evaluation are missing in the course file. Some of the documents have not been signed by the concerned faculty.	
List of course files along with faculty names not submitted in department	Nil	

Dr. Pramod das k

AP, MC

Bramode .

Dr. madhusoodanan mr

AP, MC

dadhy

Government Engineering College Sreekrishnapuram
Second Internal Audit 2019 – Odd Semester

Course Files

Date: 20/12/2019

Department: Mechanical Engineering

Semester 1		
	Missing Documents	Comments/Remarks
Theory Course File	CYT100 – All documents available	HOD Signature is not present
Laboratory Course File	CYL120 – Continuous Assessment, Lab Manual, Sample Record	
List of course files along with faculty names not submitted in the department	Life Skill – Mr. Krishnadasan V.B.	

Semester 3		
	Missing Documents	Comments/Remarks
Theory Course File	ME201 – All documents available ME205 – Incomplete	

	Missing Documents	Comments/Remarks
Laboratory Course File	CE230 - Roll List and Sample Record Musing	
List of course files along with faculty names not submitted in department	NIL	

	Semester 5	
	Missing Documents	Comments/Remarks
Theory Course File	HS300 - Answer key, CO-PO Mapping, Course Outcome Musing. ME303 - Incomplete .	
Laboratory Course File	ME331 - Continuous Evaluation and Roll List Missing .	
Design project course file	Available	

List of course files along with faculty names not submitted in department	NIL	

Semester 7		
	Missing Documents	Comments/Remarks
Theory Course File	ME463 – Assignment, Answer Key, Roll List	Update the documents
Laboratory Course File	ME431 – Roll List	
Seminar/ Project preliminary course file (Continuous evaluation sheet format, Batches for Projects with project topics and Guide, presentation schedule, Log book – weekly report etc.)	Incomplete	
List of course files along with faculty names not submitted in department	NIL	

Dhanya k.M.

Srinas Alias Haritha. Z A

Government Engineering College Sreekrishnapuram
Group Tutor File - Second Internal Audit 2019 – Odd Semester

Date: 20/12/2019
Department: Mechanical Engineering

SI No	Documents	Class	I year	II year	III year	IV year		
		Group Tutors	Mr. Leeju CJ/ Mr. Safvan.	Dr. Balakrichnan K/ Mr. Anil KB.	Dr. Madhu Soodhanan M.R/ Mr. Tasmin K.	Dr. Pramod Das K/ Mr. Ajith K. Mon Anto		
1	Minutes and action taken reports of course/class committees		Action taken report missing	Action taken report missing	Action taken report missing	Action taken report missing		
2	Academic calendar with days earmarked with working days, holidays, other activities etc.		✓	✓	✓	✓		
3	Students List		✓	✗	✓	✓		
4	Class Time Table & Faculty List		✓	✓	✓	✓		
5	Consolidated Series Test Analysis		✓	✓	✓	✓ Test 2 is to be collected		
6	Internal Result Analysis		Analysis to be done	Analysis to be done	Analysis to be done	Analysis to be done		

Remarks

7	Student Eligibility Report of current semester	X	X	✓	X		
8	Previous university results analysis	NA	✓	✓	✓		
9	Consolidate attendance statement of current semester	✓	✓	✓	X		
10	Register showing activity points	NA	Not Available	✓	✓		
11	Details of MOOC courses taken by students	NA	Not Available	X	✓		
12	Class PTA meeting minutes	✓	✓	✓	✓		

Internal Auditor1:

Name: _Dhanya Sc. M._

Signature:

Internal Auditor2:

Name: SASINAS ALIAS HARITHA·Z A

Signature:

Government Engineering College Sreekrishnapuram

Department Documents – HoD File
Second Internal Audit 2019 – Odd Semester

Date: 20/12/2019

Department: Mechanical Engineering.

SI No	Documents	Remarks
1	Minutes and action taken reports of Department Advisory Committee(DAC) meetings	✓
2	Academic calendar with days earmarked with working days, holidays, other activities etc.	✓
3	Log book for summer and contact courses if any.	Not Available .
4	Tutorial log book	✓
5	Details showing the conduct of remedial/minor/honours classes	~~Not Ava~~ ✓
6	Details of faculty evaluation and action taken on it	✓
7	Department library register showing volume and title of books, journals etc.	✓

8	Details of computing facility in the computer lab	✓
9	Details of relevant licensed software available in the department	✓
10	Students achievements details	✓
11	Students placement details	✓

Internal Auditor1:

Name: _Dhanya K.M._

Signature:

Internal Auditor2:

Name: SASINAS ALIAS HARITHA Z. A.

Signature: