

ACADEMIC AND  
ADMINISTRATIVE  
AUDIT(AAA)  
AY:2020-21

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504				Date	28.05.2021		
A	Name of the Committee		Academic and Administrative Audit (AAA)				
B	Composition and members :						
	Period	From	01.06.2021	To	30.05.2022		
S.No	Name	Affiliation	Position	Contact Details			
1	Dr.PSS.Srinivasan	Principal	Chairman	97900 51515			
2	Dr.K.Visagavel	Vice Principal & HoD/MECH	Co-Chairman	95009 41414			
3	Dr.A.Stephen	Director (MBA)	Member	96009 91166			
4	Dr.P.Rajendran	Director (PAT & III)	Member	99941 33333			
5	Dr.M.Thangavel	Director (CDT)	IQAC coordinator	97900 71717			
6	Dr.N.Panneerselvam	ASP/MECH	Convener	99944 93074			
C	<b>Details about Establishment</b>						
	Academic and Administrative Audit (AAA) process was introduced in 2015-16 to review the quality of academic processes and to evaluate the efficiency and effectiveness of the administrative procedures.						
D	<b>Objectives</b>						
	1. To carry out AAA every semester through a standard format. 2. To verify the record keeping level and making them to rectify any deviations. 3. To identify strength, weakness and suggestions improvement and reforms (Academic, Administrative Examination Related). 4. To help in continuously improving quality in-line with NAAC, NBA and other bodies.						
E	<b>Role and Responsibilities</b>						
	1. To conduct the Academic Audit each semester. 2. To conduct the Administrative Audit each semester. 3. To conduct meeting of AAA committee and ensure the rectification of deficiencies given in the audit. 4. To give suggestions for improvement in Academic and Administrative processes.						
F	<b>Tenure of Members</b>						
	Internal members	01 year					
	External Members	Nil					
G	<b>Frequency of Meeting</b>	Six in a year					
H	<b>Meeting Details</b>						
	Meeting No.	01	02	03	04	05	06
	Agenda						
	Attendance						
	Minutes of the Meeting						
	Follow up /Review						

  
 PRINCIPAL



AAA-AY:2020-21

ODD SEMESTER

**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**CIRCULAR**

<b>Circular No.</b>	<b>KIOT/AAA/2020-21/01</b>	<b>Date</b>	<b>15.07.2021</b>
<b>To</b>	All Directors, HoDs and members		
<b>Subject</b>	Academic and Administrative Audit (AAA) Committee Meeting - 01		
<b>Circular issued by</b>	<b>IQAC</b>		

Academic and Administrative Audit (AAA) committee Opening Meeting is planned at IQAC office to discuss the following agenda. The committee members are requested to attend the meeting to share their valuable suggestions.



**Date:** 23.07.2021

**Time:** 10.30 AM to 11.30 AM

<b>S.No</b>	<b>Name</b>	<b>Affiliation</b>	<b>Position</b>	<b>Contact Details</b>
1	Dr.PSS.Srinivasan	Principal	Chairman	97900 51515
2	Dr.K.Visagavel	Vice Principal & HoD/MECH	Co-Chairman	95009 41414
3	Dr.A.Stephen	Director (MBA)	Member	96009 91166
4	Dr.P.Rajendran	Director (PAT & III)	Member	99941 33333
5	Dr.M.Thangavel	Director (CDT)	IQAC Coordinator	97900 71717
6	Dr.N.Panneerselvam	ASP/MECH	Convenor	99944 93074

**Agenda:**

<b>S. No.</b>	<b>Item to be Discussed</b>
1	Review of Previous year AAA Reports and suggestion for improvement
2	Approval of format for Academic and Administrative Audit (AAA) report for the ODD semester of AY 2020-21.
3	Guidelines for conducting Academic and Administrative Audit (AAA) for the ODD semester of AY 2020-21.

 <b>SENDER</b>		 <b>PRINCIPAL</b>
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IQAC	VP Office	MECH	ECE	EEE	CSE	CIVIL	IT & CSBS	Lib.	EMS	Dir. / P & III	Dir. / CDT	AO	Trans port I/C	Residential Warden LH GH	Recep tion	Security Office	Class Circula- tion	College NB	Office/ File
*	*	*	*	*	*	*	*	*	*	*	*	*							
MBA/KBSS		*			Scope					Canteen					TCS - ION				

Checked by Principal office I/C		Verified by the sender	
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**File:**

1. Principal Office / File
2. Concerned HODs / Incharges



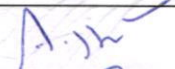
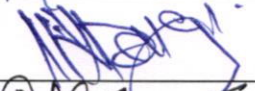
**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**

**Minutes of Academic and Administrative Audit (AAA) Committee Meeting 1**

<b>Meeting No.</b>	KIOT/AAA/2021-22/01	<b>Date &amp; Time</b>	23.07.2021, 10.30 to 11.30 AM
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<b>Venue</b>	IQAC
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**Members Present**

S. No.	Name	Affiliation	Position	Signature
1	Dr.PSS.Srinivasan	Principal	Chairman	
2	Dr.K.Visagavel	Vice Principal & HoD/MECH	Co-Chairman	
3	Dr.A.Stephen	Director (MBA)	Member	
4	Dr.P.Rajendran	Director (PAT & III)	Member	
5	Dr.M.Thangavel	Director (CDT)	IQAC coordinator	
6	Dr.N.Panneerselvam	ASP/MECH	Convener	

**Minutes of the Meeting**

1.	<b>Review of Previous year AAA Report and its suggestion for improvement</b>		
	Report of AAA conducted for the even semester of academic year 2019 – 20 has been reviewed. It is decided to use a format for collecting summary of Audit.		
2.	<b>Approval of format for Academic and Administrative Audit (AAA) Summary sheet for the ODD semester of AY 2020-21.</b>		
	The formats for conducting AAA and Audit summary have been approved.		
3.	<b>Guidelines for conducting Academic and Administrative Audit (AAA) for the ODD semester of AY 2020-21.</b>		
	(a) The following faculties have been nominated as auditors for conducting AAA.		
	<b>S. No.</b>	<b>Auditors</b>	<b>Dept to be audited</b>
	1.	Mr. V.Karthikeyan, AP/Mech. Mr. A.Selvakumar, AP/Mech.	CSE
	2.	Mrs. S.Kalapanadevi, ASP/EEE Mr. D.Ragul, AP/EEE	ECE
	3.	Mr. R.Shanmugasundaram., AP/ ECE Mr. A.Arun, AP/ECE	EEE
	4.	Mrs.P.Malarvizhi, AP/CSE Mrs.C.Vanitha, AP/CSE	MECH
	5.	Mrs.S.Vimala, AP/MBA Mrs.P.Revathi, AP/MBA	CIVIL
	6.	Mr. S.Sasikumar, AP/(Phy)Civil Mr. S.Prabhakaran, AP/(Eng.)Civil	MBA
	7.	Dr. C.Muniraj ,Prof & Head EEE Mr. S.E.Murthy, AP/EEE	Account Section
	8.	Mr. M.Sathyanathan, ASP/Mech Mr.J.Prakash, AP/Mech	Principal Office

9.	Dr. K.Visagavel, Prof & Head, Mech/ VP Dr. K.S.Prabhakaran, ASP/Mech	EMS
10.	Dr. V.Kumar, Prof & Head CSE Mr. K.Ravikumar, ASP/CSE	Library
11.	Dr. N.Santhiyakumari, Prof & Head /ECE Mr.S.Veerakumar, AP/ECE	Placement and Training
12.	Mr. R.Vinothkumar, AP/Mech.	Physical Education
(b) AAA will be conducted during July / August 2021 and the audit report will be submitted to IQAC on or before 31.07.2021.		

  
IQAC-Coordinator

  
Chairman



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504

## CIRCULAR

Circular No.	008	Date	20.07.2021
To	All Directors and HODs		
Subject	Academic and Administrative Audit – Reg		
Circular issued by	IQAC		

Academic and Administrative Audit (AAA) Committee is constituted with following faculty members to conduct the audit for the Academic year 2021-22.

S. No.	Auditors	Dept to be audited
1.	Mr. V.Karthikeyan, AP/Mech. Mr. A.Selvakumar, AP/Mech.	CSE
2.	Ms. S.Kalapanadevi, ASP/EEE Mr. D.Ragul, AP/EEE	ECE
3.	Mr. R.Shanmugasundaram., AP/ ECE Mr. A.Arun, AP/ECE	EEE
4.	Ms.P.Malarvizhi, AP/CSE Ms.C.Vanitha, AP/CSE	MECH
5.	Ms.S.Vimala, AP/MBA Ms.P.Revathi, AP/MBA	CIVIL
6.	Mr. S.Sasikumar, AP/(Phy.)Civil Mr. S.Prabakaran, AP/(Eng.)Civil	MBA
7.	Dr. C.Muniraji Prof & Head EEE Mr. S.E.Murthy, AP/EEE	Account Section
8.	Mr. M.Sathyanathan, ASP/Mech Mr.J.Prakash, AP/Mech	Principal Office
9.	Dr. K.Visagavel, Prof & Head, Mech/ VP Dr. K.S.Prabhakaran, ASP/Mech	EMS
10.	Dr. V.Kumar, Prof & Head CSE Mr. K.Ravikumar, ASP/CSE	Library
11.	Dr. N.Santhiyakumari, Prof & Head /ECE Mr. S.Veerakumar, AP/ECE	Placement and Training
12.	Mr. R.Vinothkumar, AP/Mech.	Physical Education


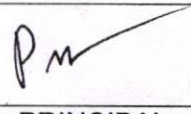
The Academic and Administrative Audit for the odd semester of the AY 2020 – 21 is scheduled from 26.07.2021 to 29.07.2021. Hence, the HODs and faculty are requested to complete the documents and present for the audit.

The auditors are requested to conduct the audit in the allotted departments and submit the Audit report to Principal on or before 31.07.2021.

In this regard, a meeting of Academic and Administrative Audit committee is scheduled on 22.07.2021 at 3.00 pm in IQAC to discuss the auditing procedure.

Dr.N.Panneerselvam, ASP/Mech. is the overall coordinator for the Audit.

The list of documents to be audited is given in the attachment.

 SENDER	 PRINCIPAL
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MECH	VP Office	CIVIL	EEE	ECE	CSE	IT & CS BS	PD	LIB	EMS	AO	Trans- port I/C	Hostel NB	Director / Training	Director / Placement	Residential Warden	College NB	Office / File	Class Circulation	Security Office	KBS	Reception
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

Checked by Principal  
office I/C

Verified by the  
sender

File:

- 1) Principal Office :
- 2) Concerned issuing department :



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN EMESTER)**

Department:

Date:

Time:

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
1.0	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar		
2.0	Department Academic Calendar		
2.1	Department Academic Calendar		
3.0	Subject allocation system for Faculty		
3.1	Course willingness file		
3.2	Course allocation file		
3.3	Time table file		
	a) Master time table file		
	b) Individual faculty time table file		
4.0	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)		
5.0	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)		
5.2	Class advisors meeting file		
6.0	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)		
7.0	IAT performance review and remedial classes		
7.1	IAT time table file		
7.2	IAT invigilation duty file		
7.3	Result analysis file		
7.4	Course file (Refer Annexure – A, B & C)		
8.0	Arrear coaching		
8.1	Arrear coaching class time table file		
8.2	Arrear coaching class file		
9.0	University results and improvement measures		
9.1	University results analysis file		
10.0	Mid semester faculty appraisal by students		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
10.1	Mid semester feedback file		
11.0	End semester faculty appraisal by students		
11.1	End semester feedback file		
12.0	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register		
13.0	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)		
14.0	ICT usage of faculty ( No. of Faculty utilized / Total Strength)		
15.0	E-content development by faculty		
16.0	Use of LMS by faculty		
17.0	Use of Campus ERP by faculty		
17.1	ERP file		
18.0	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file		
18.2	Curriculum gap identification file		
19.0	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file		
20.0	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
21.0	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file		
21.2	Students participation in Extra-curricular activities file		
22.0	FDPs attended by faculty		
22.1	FDP file		
23.0	SDPs attended by Supporting Staff		
24.0	Mentor-Mentee system		
24.1	Mentor mentee file		
25.0	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file		
25.2	QIC file		
26.0	Student feedback systems and implementation		
26.1	ERP file		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
27.0	Student grievances and redressal		
27.1	Student grievance file		
27.2	Redressal file		
28.0	Programs organized for faculty and staff		
29.0	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)		
30.0	Participation level (%) of students in competitions and achievements		
31.0	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)		
32.0	Percentage rate of placement and salary levels		
32.1	Department placement file		
33.0	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files		
34.0	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file		
35.0	Funded proposals submitted and grants obtained		
35.1	Funded project file		
36.0	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file		
37.0	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file		
37.2	Publication in National conference file		
38.0	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files		
38.2	Students Award and recognition files		
39.0	MOU with industry and III activities and guest lectures		
39.1	MOU file		
39.2	III activities files		
40.0	Laboratory up gradation		
40.1	Laboratory stock register		
41.0	New lab established		
41.1	Laboratory stock register		
42.0	Maintenance of department facilities		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
42.1	Maintenance register		
43.0	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files		
44.0	Road map of the department		
44.1	Department road map		
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.		
46.0	IPR and Patents		
46.1	IPR file		
46.2	Patents file		
47.0	Consultancy		
47.1	Consultancy file		
48.0	Students Research Papers		
48.1	Students Research Paper file		
49.0	Contest Participation & prizes		
49.1	Contest Participation & prizes files		
50.0	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file		

**Audited by:**

S.No	Name of the Auditor	Designation	Department	Signature with Date

**IQAC - Coordinator**

**PRINCIPAL**

**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic and Administrative Audit (AAA) – Summary Sheet**

**Department**

**Date**

**Period of Audit**

**Academic Audit**

**Key Strengths**

**Major Weaknesses**

**Administrative Audit**

**Key Strengths**

**Major Weaknesses**

**Suggestions for improvement**

**Academic Audit**

**Administrative Audit**

**Auditor – Team Head**

**PRINCIPAL**



**KNOWLEDGE INSTITUTE OF TECHNOLOGY,SALEM - 637 504**  
**Academic Year-(2020-2021)**  
**Academic and Administrative Audit (AAA) Report**

Department:

Semester:

Date:

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	

Table 1-Academic audit report

A,B,C,D,E,F-file label

\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor

Table 2-Remarks and Corrective Action(CA) report

Team Head/Auditors

Overall AAA Coordinator

Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (ODD SEMESTER)**

**Department: MECH**

**Date:29.07.2021**

**Time: 10.30 AM- 4.00PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file b) Individual faculty time table file	Yes	
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	
<b>10.0</b>	Mid semester faculty appraisal by students		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
10.1	Mid semester feedback file	Yes	
11.0	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
12.0	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
13.0	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
14.0	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
15.0	E-content development by faculty	Yes	
16.0	Use of LMS by faculty	-	
17.0	Use of Campus ERP by faculty	Yes	
17.1	ERP file		
18.0	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
19.0	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
20.0	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
21.0	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
22.0	FDPs attended by faculty		
22.1	FDP file	Yes	
23.0	SDPs attended by Supporting Staff	Yes	
24.0	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
25.0	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	
25.2	QIC file	Yes	
26.0	Student feedback systems and implementation		
26.1	ERP file	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>27.0</b>	Student grievances and redressal		
27.1	Student grievance file	N/A	Due to pandemic
27.2	Redressal file	N/A	Due to pandemic
<b>28.0</b>	Programs organized for faculty and staff	Yes	
<b>29.0</b>	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
<b>30.0</b>	Participation level (%) of students in competitions and achievements	Yes	
<b>31.0</b>	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
<b>32.0</b>	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
<b>33.0</b>	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
<b>34.0</b>	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
<b>35.0</b>	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
<b>36.0</b>	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
<b>37.0</b>	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
<b>38.0</b>	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
<b>39.0</b>	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
<b>40.0</b>	Laboratory up gradation		
40.1	Laboratory stock register	Yes	
<b>41.0</b>	New lab established		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
41.1	Laboratory stock register	Yes	
42.0	Maintenance of department facilities		
42.1	Maintenance register	Yes	
43.0	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
44.0	Road map of the department		
44.1	Department road map	Yes	
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
46.0	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
47.0	Consultancy		
47.1	Consultancy file	Yes	
48.0	Students Research Papers		
48.1	Students Research Paper file	Yes	
49.0	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
50.0	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	Mrs. C. Vanitha	AP/CSF	C. Vanitha
2.	Mrs. P. Malavizhi	AP/CSF	P. Malavizhi

IQAC - Coordinator

PRINCIPAL

**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**  
**Academic Year- (2020-2021)**  
**Academic and A Audit Report**

Semester: ODD

Date: 29.07.2021

Department: MECH

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed (Yes/No)	
1	Mr.K.Anandkumar	Communicative English	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes			
2	Ms.K.Banupriya	Engineering Mathematics I	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes			
3	Mr.P.Elambarathi	Engineering Chemistry	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes	I/I/A	Yes	
4	Ms.B.Indumathi	Engineering Physics	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes			
5	Mr.M.Vinoth	Engineering Graphics	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes			
6	Mr. R.Vinoth Kumar	Engineering Graphics	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes			
7	Mr.S.V.Giri Prasad	Engineering Graphics	MECH	B.E.	I/I/B	Yes	Yes	Yes	100	Yes			
8	Mr. A.Kamalakkannan	Engineering Graphics	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes			
9	Mrs .A.Elavarasi	Engineering Graphics	ECE	B.E.	I/I/B	Yes	Yes	Yes	100	Yes			
10	Mr. S.Santhosh	Engineering Graphics	MECH	B.E.	I/I/C	Yes	Yes	Yes	100	Yes			
11	Mr.D.Madhan	Engineering Graphics	MECH	B.E.	I/I/CSBS	Yes	Yes	Yes	100	Yes			
12	Mr. N.Kamalakkannan	Engineering Graphics	MECH	B.E.	I/I/IT	Yes	Yes	Yes	100	Yes			



S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks**
											Year/Sem	completed( Yes/No)	(Yes/No)
13	Mr. P.Karthikeyan	Engineering Graphics	MECH	B.E.	I/I/CIVIL	Yes	Yes	Yes	100	Yes			
14	Mr.K.Mugundhan	Engineering Graphics	MECH	B.E.	I/I/A	Yes	Yes	Yes	100	Yes			
15	Mr.S.Ramesh	Transforms and Partial Differential Equations	MECH	B.E.	II/III/A	Yes	Yes	Yes	100	Yes			
16	Mr.P.Madheswaran	Transforms and Partial Differential Equations	MECH	B.E.	II/III/B	Yes	Yes	Yes	100	Yes			
17	Mr.P.Vijay	Engineering Thermodynamics	MECH	B.E.	II/III/A	Yes	Yes	Yes	100	Yes			
18	Mr.S.Rajesh	Engineering Thermodynamics	MECH	B.E.	II/III/B	Yes	Yes	Yes	100	Yes			
19	Prof.A.Selvakumar	Fluid Mechanics and Machinery	MECH	B.E.	II/III/A	Yes	Yes	Yes	100	Yes	II/III/B	Yes	
20	Mr.S.Surendar	Fluid Mechanics and Machinery	MECH	B.E.	II/III/B	Yes	Yes	Yes	100	Yes			
21	Mr.J.Prakash	Manufacturing Technology - I	MECH	B.E.	II/III/A	Yes	Yes	Yes	100	Yes	II/III/A	Yes	
22	Mr.R.Venkatraman	Manufacturing Technology - I	MECH	B.E.	II/III/B	Yes	Yes	Yes	100	Yes			
23	Mr.J.Prakash	Manufacturing Technology Laboratory - I	MECH	B.E.	II/III/A	Yes	Yes	Yes	100	Yes			
24	Mr.R.Venkatraman	Manufacturing Technology Laboratory - I	MECH	B.E.	II/III/B	Yes	Yes	Yes	100	Yes			
25	Mr.A.Selvakumar	Computer Aided Machine Drawing	MECH	B.E.	II/III/A	Yes	Yes	Yes	100	Yes			
26	Mr.K.V.Rangasamy	Computer Aided Machine Drawing	MECH	B.E.	II/III/B	Yes	Yes	Yes	100	Yes			

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	
27	Mr.D.Madhan	Thermal Engineering- II	MECH	B.E.	III/V/A	Yes	Yes	Yes	100	Yes			
28	Mr.V.Karthikeyan	Thermal Engineering- II	MECH	B.E.	III/V/B	Yes	Yes	Yes	100	Yes	III/V/B	Yes	
29	Mr.S.Suresh Balaji	Design of Machine Elements	MECH	B.E.	III/V/A	Yes	Yes	Yes	100	Yes			
30	Dr.N.Panneer selvam	Design of Machine Elements	MECH	B.E.	III/V/B	Yes	Yes	Yes	100	Yes			
31	Mr.M.Vinothkumar	Metrology and Measurements	MECH	B.E.	III/V/A	Yes	Yes	Yes	100	Yes			
32	Mr.S.Nandhakumar	Metrology and Measurements	MECH	B.E.	III/V/B	Yes	Yes	Yes	100	Yes			
33	Mr.K.S.Prabhakaran	Dynamics of Machines	MECH	B.E.	III/V/A	Yes	Yes	Yes	100	Yes	III/V/A	Yes	
34	Mr.S.Rajeshkanna	Dynamics of Machines	MECH	B.E.	III/V/B	Yes	Yes	Yes	100	Yes			
35	Mr.K.V.Rangasamy	Lean Manufacturing	MECH	B.E.	III/V/A	Yes	Yes	Yes	100	Yes			
36	Mr.K.Mugundhan	Lean Manufacturing	MECH	B.E.	III/V/B	Yes	Yes	Yes	100	Yes			
37	Mr.K.Mugundhan	Kinematics and Dynamics Laboratory	MECH	B.E.	III/V/A	Yes	Yes	Yes	100	Yes			
38	Mr.S.Rajeshkanna	Kinematics and Dynamics Laboratory	MECH	B.E.	III/V/B	Yes	Yes	Yes	100	Yes			
39	Mr.D.Madhan	Thermal Engineering Laboratory	MECH	B.E.	III/V/A	Yes	Yes	Yes	100	Yes			
40	Mr.V.Karthikeyan	Thermal Engineering Laboratory	MECH	B.E.	III/V/B	Yes	Yes	Yes	100	Yes			



S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	(Yes/No)
41	Mr.M.Vinothkumar	Metrology and Measurements Laboratory	MECH	B.E.	III/IV/A	Yes	Yes	Yes	100	Yes			
42	Mr.S.Nandhakumar	Metrology and Measurements Laboratory	MECH	B.E.	III/IV/B	Yes	Yes	Yes	100	Yes			
43	Mrs.A.Elavarasi	Mechatronics	MECH	B.E.	IV/VII/A	Yes	Yes	Yes	100	Yes			
44	Mr.S.Santhosh	Mechatronics	MECH	B.E.	IV/VII/B	Yes	Yes	Yes	100	Yes			
45	Mr.S.Karthick	Mechatronics	MECH	B.E.	IV/VII/C	Yes	Yes	Yes	100	Yes			
46	Mr.S.V.Giri Prasad	Mechatronics	MECH	B.E.	IV/VII/D	Yes	Yes	Yes	100	Yes			
47	Mr.S.Surendar	Power Plant Engineering	MECH	B.E.	IV/VII/A	Yes	Yes	Yes	100	Yes			
48	Mr.G.Thangaraj	Power Plant Engineering	MECH	B.E.	IV/VII/B	Yes	Yes	Yes	100	Yes			
49	Mr.P.Vijay	Power Plant Engineering	MECH	B.E.	IV/VII/C	Yes	Yes	Yes	100	Yes			
50	Mr.S.Rajesh	Power Plant Engineering	MECH	B.E.	IV/VII/D	Yes	Yes	Yes	100	Yes			
51	Mr.N.Kamalakannan	Process Planning and Cost Estimation	MECH	B.E.	IV/VII/A	Yes	Yes	Yes	100	Yes			
52	Mr.K.Mugundhan	Process Planning and Cost Estimation	MECH	B.E.	IV/VII/B	Yes	Yes	Yes	100	Yes			
53	Mr.C.Eswaramoorthy	Process Planning and Cost Estimation	MECH	B.E.	IV/VII/C	Yes	Yes	Yes	100	Yes			
54	Mr.S.Naveenkumar	Process Planning and Cost Estimation	MECH	B.E.	IV/VII/D	Yes	Yes	Yes	100	Yes			



S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	(Yes/No)
55	Mr.R.Vinothkumar	Robotics	MECH	B.E.	IV/VII/A	Yes	Yes	Yes	100	Yes			
56	Mr.J.Prakash	Robotics	MECH	B.E.	IV/VII/B	Yes	Yes	Yes	100	Yes			
57	Mr.K.V.Rangasamy	Robotics	MECH	B.E.	IV/VII/C	Yes	Yes	Yes	100	Yes			
58	Mr.S.Nandhakumar	Robotics	MECH	B.E.	IV/VII/D	Yes	Yes	Yes	100	Yes			
59	Mr.M.Vinoth	Unconventional Machining Processes	MECH	B.E.	IV/VII/A	Yes	Yes	Yes	100	Yes	IV/VII/A	Yes	
60	Mr.P.Karthikeyan	Unconventional Machining Processes	MECH	B.E.	IV/VII/B	Yes	Yes	Yes	100	Yes	IV/VII/B	Yes	
61	Mr.S.Dheepak	Unconventional Machining Processes	MECH	B.E.	IV/VII/C	Yes	Yes	Yes	100	Yes	IV/VII/C	Yes	
62	Mr.A.Kamalakkannan	Unconventional Machining Processes	MECH	B.E.	IV/VII/D	Yes	Yes	Yes	100	Yes	IV/VII/D	Yes	
63	Mr.C.Eswaramoorthy	Selection of Materials	MECH	B.E.	IV/VII/A	Yes	Yes	Yes	100	Yes			
64	Mr.S.Rajeshkannna	Selection of Materials	MECH	B.E.	IV/VII/B	Yes	Yes	Yes	100	Yes			
65	Mr.R.Venkatraman	Selection of Materials	MECH	B.E.	IV/VII/C	Yes	Yes	Yes	100	Yes			
66	Mr.S.Karthick	Selection of Materials	MECH	B.E.	IV/VII/D	Yes	Yes	Yes	100	Yes			
67	Mr.R.Vinothkumar	Simulation and Analysis Laboratory	MECH	B.E.	IV/VII/A	Yes	Yes	Yes	100	Yes			



S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	
68	Mr.C.Eswaramoorthy	Simulation and Analysis Laboratory	MECH	B.E.	IV/VII/B	Yes	Yes	Yes	100	Yes			
69	Mr.N.Kamalakannan	Simulation and Analysis Laboratory	MECH	B.E.	IV/VII/C	Yes	Yes	Yes	100	Yes			
70	Mr.S.Naveenkumar	Simulation and Analysis Laboratory	MECH	B.E.	IV/VII/D	Yes	Yes	Yes	100	Yes			
71	Mr.S.Ramesh	Probability and Statistical Methods	MECH	M.E.	I/I	Yes	Yes	Yes	100	Yes			
72	Dr.N.Panneer Selvam	Principles of Safety Management	MECH	M.E.	I/I	Yes	Yes	Yes	100	Yes			
73	Prof.S.Sureshbalaji	Environmental Safety	MECH	M.E.	I/I	Yes	Yes	Yes	100	Yes			
74	Dr.K.Visagavel	Occupational Health and Industrial Hygiene	MECH	M.E.	I/I	Yes	Yes	Yes	100	Yes			
75	Mr.T.Dheenathayalan	Industrial Safety, Health and Environment Acts	MECH	M.E.	I/I	Yes	Yes	Yes	100	Yes			
76	Dr.PSS.Srinivasan	Work Study & Ergonomics	MECH	M.E.	I/I	Yes	Yes	Yes	100	Yes			
77	Mr.G.Thangaraj	Technical Seminar - I	MECH	M.E.	I/I	Yes	Yes	Yes	100	Yes			
78	Mr.G.Thangaraj	Reliability Engineering	MECH	M.E.	II/III	Yes	Yes	Yes	100	Yes	II/III	Yes	
79	Mr.M.Sathyanathan	Safety in Engineering Industry	MECH	M.E.	II/III	Yes	Yes	Yes	100	Yes			
80	Mr.T.Dheenathayalan	Disaster Management	MECH	M.E.	II/III	Yes	Yes	Yes	100	Yes			
81	Dr.N.Panneerselvam	Project Work Phase I	MECH	M.E.	II/III	Yes	Yes	Yes	100	Yes			



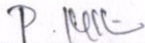
S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	
82	Mr.G.Thangaraj	Industrial Safety Assessment – Internship	MECH	M.E.	II/III	Yes	Yes	Yes	100	Yes			

Table 1-Academic audit report


\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor

Table 2-Remarks and Corrective Action(CA) report

  
Team Head/Auditors

  
Overall AAC Coordinator

  
Principal



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>10.0</b>	Mid semester faculty appraisal by students		
10.1	Mid semester feedback file	Yes	
<b>11.0</b>	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
<b>12.0</b>	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
<b>13.0</b>	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
<b>14.0</b>	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
<b>15.0</b>	E-content development by faculty	Yes	
<b>16.0</b>	Use of LMS by faculty	-	
<b>17.0</b>	Use of Campus ERP by faculty		
17.1	ERP file	Yes	
<b>18.0</b>	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Incomplete	Completed 8/5
<b>19.0</b>	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
<b>20.0</b>	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
<b>21.0</b>	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
<b>22.0</b>	FDPs attended by faculty		
22.1	FDP file	Yes	
<b>23.0</b>	SDPs attended by Supporting Staff	Yes	
<b>24.0</b>	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
<b>25.0</b>	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	

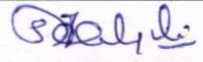
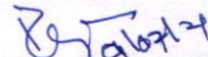


S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
25.2	QIC file	Yes	
<b>26.0</b>	Student feedback systems and implementation		
26.1	ERP file	Yes	
<b>27.0</b>	Student grievances and redressal		
27.1	Student grievance file	Yes	
27.2	Redressal file	Yes	
<b>28.0</b>	Programs organized for faculty and staff	Yes	
<b>29.0</b>	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
<b>30.0</b>	Participation level (%) of students in competitions and achievements	Yes	
<b>31.0</b>	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
<b>32.0</b>	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
<b>33.0</b>	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
<b>34.0</b>	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
<b>35.0</b>	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
<b>36.0</b>	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
<b>37.0</b>	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
<b>38.0</b>	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
<b>39.0</b>	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
<b>40.0</b>	Laboratory up gradation		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
40.1	Laboratory stock register	Yes	
<b>41.0</b>	New lab established		
41.1	Laboratory stock register	Yes	
<b>42.0</b>	Maintenance of department facilities		
42.1	Maintenance register	Yes	
<b>43.0</b>	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
<b>44.0</b>	Road map of the department		
44.1	Department road map	Yes	
<b>45.0</b>	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
<b>46.0</b>	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
<b>47.0</b>	Consultancy		
47.1	Consultancy file	Yes	
<b>48.0</b>	Students Research Papers		
48.1	Students Research Paper file	Yes	
<b>49.0</b>	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
<b>50.0</b>	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	S. Kalpanadevi	ASPIEEE	
2.	R. Madhan Raj	APIEEE	

IQAC - Coordinator

PRINCIPAL



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic Year-(2020-2021)  
Academic and Administrative Audit Report**

Department: ECE

Semester: ODD

Date: 29/7/21

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed (Yes/No)	
1	Dr. N. Santhiyakumari	MLT	ECE	B.E.	IV/VII/A	yes		yes	100	yes			
2	Dr. M. Thangavel	DC	ECE	B.E.	III/IV/A	yes		yes	100	yes			
3	Mr. V. Saravanan	TE	ECE	B.E.	IV/VII/A	yes		yes	100	yes	IV/VII/A	yes	
4	Mr. M. Srinivasan	CN	ECE	B.E.	III/IV/B	yes		yes	100	yes			
5		AWSN	ECE	B.E.	IV/VII/B	yes		yes	100	yes			
6	Mr. P. Shanmugasundaram	ERTS	ECE	B.E.	IV/VII/A	yes		yes	100	yes			
7	Mr. R. Shanmugasundaram	SS	ECE	B.E.	II/III/A	yes		yes	100	yes			
8		DTSP	ECE	B.E.	III/IV/A	yes		yes	100	yes	III/IV/A	yes	
9	Mrs. M. Shenbagapriya	AME	ECE	B.E.	IV/VII/B	yes		yes	100	yes			
10		DE	ECE	B.E.	II/III/A	yes		yes	100	yes	II/III/A	yes	
11	Mr. S. Premkumar	MPMC	CSE	B.E.	III/IV/A	yes		yes	100	yes			
12		MPMC	CSE	B.E.	III/IV/B	yes		yes	100	yes			
13	Mr. M. Chandraman	RA	ECE	B.E.	III/IV/B	yes		yes	100	yes			
14		ERTS	ECE	B.E.	IV/VII/B	yes		yes	100	yes	IV/VII-B	yes	
15	Mr. S. Veerakumar	OCN	ECE	B.E.	IV/VII/B	yes		yes	100	yes			

16		OCN	ECE	B.E.	IV/VII/A	yes	yes	100	yes			
17	Mr. G. Rajamanickam	CAO	ECE	B.E.	III/IV/A	yes	yes	100	yes			
18		EC 1	ECE	B.E.	II/III/A	yes	yes	100	yes			
19	Mrs. T. Devika	DE	ECE	B.E.	II/III/B	yes	yes	100	yes			
20		DTSP	ECE	B.E.	III/IV/B	yes	yes	100	yes			
21	Mr. N. Vigneshwaran	AME	ECE	B.E.	IV/VII/A	yes	yes	100	yes			
22		CE	CSE	B.E.	II/III/A	yes	yes	100	yes			
23	Mr. A. Arun	CAO	ECE	B.E.	III/IV/B	yes	yes	100	yes	III/B	yes	
24		EC 1	ECE	B.E.	II/III/B	yes	yes	100	yes			
25	Mr. V. Nagaraj	CN	ECE	B.E.	III/IV/A	yes	yes	100	yes			
26		TE	ECE	B.E.	IV/VII/A	yes	yes	100	yes			
27	Mr. V. Vimal Raj	CE	CSE	B.E.	II/III/B	yes	yes	100	yes			
28		DC	ECE	B.E.	III/IV/B	yes	yes	100	yes			
29	Mr. K. Nandakumar	SS	ECE	B.E.	II/III/B	yes	yes	100	yes	III/B	yes	
30		AWSN	ECE	B.E.	IV/VII/A	yes	yes	100	yes			
31	Mrs. R. Hemalatha	DPSD	CSE	B.E.	II/III/A	yes	yes	100	yes			
32		DPSD	CSE	B.E.	II/III/B	yes	yes	100	yes			
33	Mr. K. Gopi	MLT	ECE	B.E.	IV/VII/B	yes	yes	100	yes			
34	Mr. T. Praveenkumar	RA	ECE	B.E.	III/IV/A	yes	yes	100	yes			
35	Dr. T.K. Shanthi	COMM. ENG.	ECE	B.E.	I/A	yes	yes	100	yes			
36		COMM. ENG.	ECE	B.E.	I/B	yes	yes	100	yes			



37	Mrs. J. Saritha	EM 1	ECE	B.E.	I/I/A	yes		yes	100	yes			
38		EM 1	ECE	B.E.	I/I/B	yes		yes	100	yes			
39	Mrs. P. Shyamaladevi	EP	ECE	B.E.	I/I/A	yes		yes	100	yes			
40		EP	ECE	B.E.	I/I/B	yes		yes	100	yes			
41	Mr. T. Raja	LAPDE	ECE	B.E.	II/III/A	yes		yes	100	yes			
42		LAPDE	ECE	B.E.	II/III/B	yes		yes	100	yes			

A,B,C,D,E,F-file label

Table 1-Academic audit report

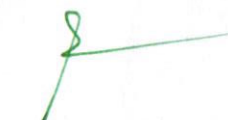
attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor

Table 2-Remarks and Corrective Action(CA) report

  
 Head/Auditors

  
 Overall AAC Coordinator

  
 Principal



KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504			
Academic and Administrative Audit (AAA) – Summary Sheet			
Department	Electronics and Communication Engineering	Date	29.07.21
Period of Audit	26.07.21 to 29.7.21		
Academic Audit			
Key Strengths		Major Weaknesses	
<p>Timely documentation is done</p> <p>All faculty members have course file.</p>		<p>Less innovative teaching learning.</p> <p>Co-PO - assessment need to be done (Result not published)</p>	
Administrative Audit			
Key Strengths		Major Weaknesses	
<p>All files available as per the requirement</p>		<p>Activities conducted are not available with checklist.</p>	
Suggestions for improvement			
Academic Audit		Administrative Audit	
<p>Period of audit will be increased.</p>		<p>Period of audit will be improved / increased.</p>	
<p>D. R. S. 29/07/21</p>		<p>PM</p>	
Auditor – Team Head		PRINCIPAL	



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (ODD SEMESTER)**

**Department:EEE**

**Date:29.07.2021**

**Time: 09.30 AM- 04.30PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file b) Individual faculty time table file	Yes	
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	
<b>10.0</b>	Mid semester faculty appraisal by students		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
10.1	Mid semester feedback file	Yes	
11.0	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
12.0	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
13.0	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
14.0	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
15.0	E-content development by faculty	Yes	
16.0	Use of LMS by faculty	-	
17.0	Use of Campus ERP by faculty		
17.1	ERP file	Yes	
18.0	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
19.0	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
20.0	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
21.0	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Not updated	updated
21.2	Students participation in Extra-curricular activities file	Yes	
22.0	FDPs attended by faculty		
22.1	FDP file	Yes	
23.0	SDPs attended by Supporting Staff	Yes	
24.0	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
25.0	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	
25.2	QIC file	Yes	
26.0	Student feedback systems and implementation		
26.1	ERP file	Yes	

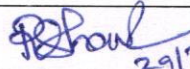
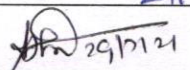


S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
25.2	QIC file	Yes	
<b>26.0</b>	Student feedback systems and implementation		
26.1	ERP file	Yes	
<b>27.0</b>	Student grievances and redressal		
27.1	Student grievance file	Yes	
27.2	Redressal file	Yes	
<b>28.0</b>	Programs organized for faculty and staff	Yes	
<b>29.0</b>	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
<b>30.0</b>	Participation level (%) of students in competitions and achievements	Yes	
<b>31.0</b>	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
<b>32.0</b>	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
<b>33.0</b>	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
<b>34.0</b>	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
<b>35.0</b>	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
<b>36.0</b>	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
<b>37.0</b>	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
<b>38.0</b>	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
<b>39.0</b>	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
<b>40.0</b>	Laboratory up gradation		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
40.1	Laboratory stock register	Yes	
<b>41.0</b>	New lab established		
41.1	Laboratory stock register	Yes	
<b>42.0</b>	Maintenance of department facilities		
42.1	Maintenance register	Yes	
<b>43.0</b>	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
<b>44.0</b>	Road map of the department		
44.1	Department road map	Yes	
<b>45.0</b>	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
<b>46.0</b>	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
<b>47.0</b>	Consultancy		
47.1	Consultancy file	Yes	
<b>48.0</b>	Students Research Papers		
48.1	Students Research Paper file	Yes	
<b>49.0</b>	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
<b>50.0</b>	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

**Audited by:**

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	R. Shanmuga Sundaram	Assistant Professor ECE	 29/12/24
2.	A. ARUN	AP / ECE	 29/12/24

  
IQAC - Coordinator

  
PRINCIPAL



KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504  
Academic Year-(2020-2021)  
Academic and A Audit Report

Department: **EEE**

Semester: **ODD**

Date: **29.07.21**

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed (Yes/No)	
1	Dr.C.Muniraj	EE8701 - High Voltage Engineering	EEE	B.E	IV/VII/A	✓	✓	✓	100	✓			
2	Mr.B.Sasikumar	OIT552 - Cloud Computing	EEE	B.E	III/V	✓	✓	✓	100	✓	IV/VII	✓	
		ET5152 - Design of Embedded Systems	EEE	M.E	I/I	✓	✓	✓	100	✓			
3	Mrs.S.Kalpanadevi	EC8351 - Electronic Devices and Circuits	EEE	B.E	II/II	✓	✓	✓	100	✓	IV/VII	✓	
		EC8311 - Electronics Laboratory	EEE	B.E	II/III	✓	✓	✓	100	✓			
		IN5092 - Digital Instrumentation	EEE	M.E	I/I	✓	✓	✓	100	✓			
4	Dr.P.A.Gowri sankar	EC8391 - Control System Engineering	EEE	B.E	II/III/B	✓	✓	✓	100	✓			
		OCH752 - Energy Technology	EEE	B.E	IV/VII/A	✓	✓	✓	100	✓			
		ET5191 - Software for Embedded Systems	EEE	M.E	I/I	✓	✓	✓	100	✓			
		EE8511- Control and Instrumentation Laboratory	EEE	B.E	III/I	✓	✓	✓	100	✓			
5	Mr.S.E.Murthy	EE8701 - High Voltage Engineering	EEE	B.E	IV/VII/B	✓	✓	✓	100	✓			
		GE8077 - Total Quality Management	EEE	B.E	IV/VII/A	✓	✓	✓	100	✓			
		EE8351 - Electrical Engineering Laboratory	EEE	B.E	I/II/A	✓	✓	✓	100	✓			
6	Mr.B.Dhinesh	EE8702 - Power System Operation and Control	EEE	B.E	IV/III/B	✓	✓	✓	100	✓			
		EE8711 - Power System Simulation Laboratory	EEE	B.E	IV/VII/A	✓	✓	✓	100	✓			
7	Mr.M.Jagadeeshraja	EE8351 - Digital Logic Circuits	EEE	B.E	II/III	✓	✓	✓	100	✓	I/I	✓	
		EE8311 - Electrical Machines Lab - I	EEE	B.E	II/III	✓	✓	✓	100	✓			
		IN5079 - Robotics and Automation	EEE	M.E	II/II	✓	✓	✓	100	✓			
8	Mr.P.Balaji	EE8552 - Power Electronics	EEE	B.E	III/IV/A	✓	✓	✓	100	✓	III/V	✓	
		EE8703 - Renewable Energy Systems	EEE	B.E	IV/VII/B	✓	✓	✓	100	✓			
		EE8712 - Renewable Energy Systems Laboratory	EEE	B.E	IV/VII/A	✓	✓	✓	100	✓			
9	Mrs.N.Divya	EE8551 - Microprocessors and Microcontrollers	EEE	B.E	III/II	✓	✓	✓	100	✓			
		EE8711 - Power System Simulation Laboratory	EEE	B.E	IV/III/B	✓	✓	✓	100	✓			



10	Mr.L.Manivannan	EE8591 - Digital Signal Processing	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
		OCH752 - Energy Technology	CSE	B.E	IV/V/B	✓	✓	✓	100	✓			
		EE8311 - Electrical Machines Lab - I	EEE	B.E	II/III	✓	✓	✓	100	✓			
11	Mrs.K.Yadhari	EE8702 - Power System Operation and Control	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
		GE8074 - Human Rights	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
		EE8711 - Power System Simulation Laboratory	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
12	Mr.D.Ragul	EE8301 - Electrical Machines - I	EEE	B.E	III/IV/B	✓	✓	✓	100	✓			
		EE8501 - Power System Analysis	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
		EE8712 - Renewable Energy Systems Laboratory	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
13	Mr.P.Naveenkumar	OCS752 - Introduction to C Programming	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
		EE8353 - Electronic Drives and Controls	EEE	B.E	II/III/A	✓	✓	✓	100	✓			
		ET5151 - Microcontroller Based System Design	EEE	B.E	I/II	✓	✓	✓	100	✓			
		ET5007 - Embedded Networking and Automation of Electrical System	CSE	M.E	II/III	✓	✓	✓	100	✓			
		ET5311 - Project Work Phase I	CSE	M.E	II/III	✓	✓	✓	100	✓			
14	Mrs.P.Rekha	OCS752 - Introduction to C Programming	EEE	B.E	IV/V/A	✓	✓	✓	100	✓			
		OCH752 - Energy Technology	EEE	B.E	IV/V/A	✓	✓	✓	100	✓			
		ET5101 - Advanced Digital Principles and Design	EEE	M.E	I/II	✓	✓	✓	100	✓			
		ET5312 - Technical Seminar	EEE	B.E	IV/V	✓	✓	✓	100	✓			
		ET5111 - Embedded System Lab I	EEE	M.E	I/II	✓	✓	✓	100	✓			
15	Mr.R.Kathiresan	ME8792 - Power Plant Engineering	EEE	B.E	III/IV	✓	✓	✓	100	✓	II/III	✓	
		ET5013 - Wireless and Mobile Communication	CSE	M.E	II/III	✓	✓	✓	100	✓			
16	Mr.G.Karthikeyan	GE8074 - Human Rights	EEE	B.E	IV/V/A	✓	✓	✓	100	✓			
		EC8391 - Control System Engineering	EEE	B.E	II/III	✓	✓	✓	100	✓			
		EE8511- Control and Instrumentation Laboratory	EEE	B.E	III/IV	✓	✓	✓	100	✓			
17	Mr.M.Rajasekar	EE8391 - Electro Magnetic Theory	EEE	B.E	II/III	✓	✓	✓	100	✓			
		EE8353 - Electronic Drives and Controls	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			
		EE8711 - Power System Simulation Laboratory	EEE	B.E	IV/V/B	✓	✓	✓	100	✓			



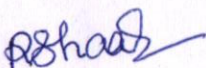
18	Mrs.V.Kiruthiga devi	EE8702 - Power System Operation and Control	EEE	B.E	IV/A	✓	✓	✓	100	✓			
		GE8077 - Total Quality Management	EEE	B.E	IV/A	✓	✓	✓	100	✓			
19	Dr.S.Rekha	Engineering Chemistry	EEC	B.E	I/II	✓	✓	✓	100	✓			
20	Mrs.K.V Manjula	HS8561 - Professional Communication	EEC	B.E	I/II	✓	✓	✓	100	✓			

Table 1-Academic audit report

\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor
			NIL		

Table 2-Remarks and Corrective Action(CA) report



Head/Auditors



Overall AAC Coordinator



Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN SEMESTER)**

**Department:** Civil Engineering

**Date:** 28.07.21

**Time:** 10.00 am to 04.30 pm.

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file	Yes	
	b) Individual faculty time table file		
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	
<b>10.0</b>	Mid semester faculty appraisal by students	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
10.1	Mid semester feedback file	Yes	
11.0	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
12.0	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
13.0	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
14.0	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
15.0	E-content development by faculty	Yes	
16.0	Use of LMS by faculty	Yes	
17.0	Use of Campus ERP by faculty	Yes	
17.1	ERP file	Yes	
18.0	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
19.0	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
20.0	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1	Yes	
21.0	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
22.0	FDPs attended by faculty		
22.1	FDP file	Yes	
23.0	SDPs attended by Supporting Staff	Yes	
24.0	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
25.0	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	
25.2	QIC file	Yes	
26.0	Student feedback systems and implementation		
26.1	ERP file	yes	

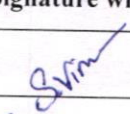
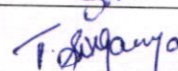


S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
27.0	Student grievances and redressal	Yes	File not updated <i>updated S.V.M</i>
27.1	Student grievance file		
27.2	Redressal file		
28.0	Programs organized for faculty and staff	Yes	
29.0	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
30.0	Participation level (%) of students in competitions and achievements		
31.0	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
32.0	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
33.0	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
34.0	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
35.0	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
36.0	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
37.0	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
38.0	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
39.0	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
40.0	Laboratory up gradation		
40.1	Laboratory stock register	Yes	
41.0	New lab established		




S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
41.1	Laboratory stock register	Yes	
42.0	Maintenance of department facilities		
42.1	Maintenance register	Yes	
43.0	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
44.0	Road map of the department		
44.1	Department road map	Yes	
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
46.0	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
47.0	Consultancy		
47.1	Consultancy file	Yes	
48.0	Students Research Papers		
48.1	Students Research Paper file	Yes	
49.0	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
50.0	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1	Mrs.S.VIMALA	AP/MBA	
2	Mrs.T.SUGANYA	AP/MBA	

  
IQAC - Coordinator

  
PRINCIPAL



Academic Year: 2020-21

Academic Audit Report



Department: Civil Engineering

Semester: Odd

Date: 28.07.21

S. No.	Faculty Name	Course Name	Department	Programme	Year / Sem. / Sec.	(A) Course file Completed (Yes/No)	(B) Log book Completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of Syllabus Coverage	(E) CO Assessment Carried Out (Yes/No)	(F) Class Advisor File		Remarks*
											Year / Sem.	Completed (Yes/No)	
1	Mr.T.Sarathivelan	Structural Design And Drawing	Civil	B.E. Civil	IV/VII	Yes	Yes	Yes	Yes	Yes			
2	Dr.G.Sivanatarajan	Engineering Geology	Civil	B.E. Civil	II/III	Yes	Yes	Yes	Yes	Yes			
		Design Project	Civil	B.E. Civil	IV/VII	Yes	Yes	Yes	Yes	Yes			
		Geographic Information System	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
3	Mr.S.Pradeep Kumar	Surveying	Civil	B.E. Civil	II/III	Yes	Yes	Yes	Yes	Yes			
		Surveying Lab	Civil	B.E. Civil	II/III	Yes	Yes	Yes	Yes	Yes			
		Estimation, Costing And Valuation Engineering	Civil	B.E. Civil	IV/VII	Yes	Yes	Yes	Yes	Yes			
		Structural Analysis I	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
4	Mr.J.Gopikrishna	Strength of Materials - I	Civil	B.E. Civil	II/III	Yes	Yes	Yes	Yes	Yes			
		Survey Camp (2 weeks-During V Semester)	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
		Railways, Airports, Docks And Harbour Engineering	Civil	B.E. Civil	IV/VII	Yes	Yes	Yes	Yes	Yes	IV/VII	Yes	
5	Mr.P.Selvakumar	Construction Materials	Civil	B.E. Civil	II/III	Yes	Yes	Yes	Yes	Yes			
		Construction Materials Lab	Civil	B.E. Civil	II/III	Yes	Yes	Yes	Yes	Yes			
		Design of Reinforced Cement Concrete Elements	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
6	Mr.N.Sadham Hussian	Fluid Mechanics	Civil	B.E. Civil	II/III	Yes	Yes	Yes	Yes	Yes	II/III	Yes	
		Water Supply Engineering	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
		Water and Waste Water Analysis Laboratory	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
7	Mrs.S.Nathiya	Environment and Agriculture	Civil	B.E. Civil	IV/VII	Yes	Yes	Yes	Yes	Yes	III/V	Yes	
8	Mr.L.Krishnan	Foundation Engineering	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
		Soil Mechanics Lab	Civil	B.E. Civil	III/V	Yes	Yes	Yes	Yes	Yes			
		Municipal Solid Waste Management	Civil	B.E. Civil	IV/VII	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
		Industrial Training	Civil	B.E. Civil	IV/VII	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
9	Mr.S.Sasikumar	Engineering Physics	Civil	B.E. Civil	I/I	Yes	Yes	Yes	Yes	Yes	Yes	Yes	



10	Mr.U.Balamurugan	Transforms and Partial Differential Equations		B.E. Civil	II/III	Yes	Yes		Yes	Yes	Yes	Yes	
		Engineering Mathematics -I	Civil	B.E. Civil	I/I	Yes	Yes	Yes	Yes	Yes			

NC-Non Conformance

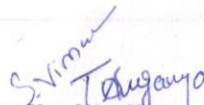
A,B,C,D,E,F,G-file label

Table 1 - Academic Audit Report

\*If Remarks is any, attach separately in table 2 format

S.No	Faculty Name	NC file label	Remarks	Corrective Action (CA)	Signature of Auditor

Table 2 - Non Conformance (NC) and Corrective Action (CA) Report

  
Team Head/Auditors

  
Overall AAC Coordinator

  
Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (ODD SEMESTER)**

**Department: CSE**

**Date: 29.07.2021**

**Time: 09.30 AM- 04.30PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file	Yes	
	b) Individual faculty time table file		
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Incomplete	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	

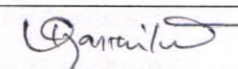
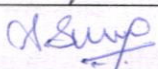


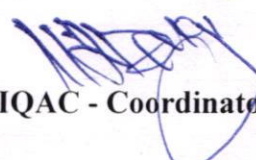
S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>10.0</b>	Mid semester faculty appraisal by students		
10.1	Mid semester feedback file	Yes	
<b>11.0</b>	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
<b>12.0</b>	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
<b>13.0</b>	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
<b>14.0</b>	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
<b>15.0</b>	E-content development by faculty	Yes	
<b>16.0</b>	Use of LMS by faculty	-	
<b>17.0</b>	Use of Campus ERP by faculty		
17.1	ERP file	Yes	
<b>18.0</b>	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
<b>19.0</b>	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
<b>20.0</b>	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
<b>21.0</b>	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
<b>22.0</b>	FDPs attended by faculty		
22.1	FDP file	Yes	
<b>23.0</b>	SDPs attended by Supporting Staff	Yes	
<b>24.0</b>	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
<b>25.0</b>	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
40.1	Laboratory stock register	Yes	
<b>41.0</b>	New lab established		
41.1	Laboratory stock register	Yes	
<b>42.0</b>	Maintenance of department facilities		
42.1	Maintenance register	Yes	
<b>43.0</b>	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
<b>44.0</b>	Road map of the department		
44.1	Department road map	Yes	
<b>45.0</b>	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
<b>46.0</b>	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
<b>47.0</b>	Consultancy		
47.1	Consultancy file	Yes	
<b>48.0</b>	Students Research Papers		
48.1	Students Research Paper file	Yes	
<b>49.0</b>	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
<b>50.0</b>	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

**Audited by:**

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	V. KARTHIKEYAN	AP/Mech	
2.	A. Selval Kumar	AP/Mech	

  
IQAC - Coordinator

  
PRINCIPAL



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
25.2	QIC file	Yes	
<b>26.0</b>	Student feedback systems and implementation		
26.1	ERP file	Yes	
<b>27.0</b>	Student grievances and redressal		
27.1	Student grievance file	Yes	
27.2	Redressal file	Yes	
<b>28.0</b>	Programs organized for faculty and staff	Yes	
<b>29.0</b>	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
<b>30.0</b>	Participation level (%) of students in competitions and achievements	Yes	
<b>31.0</b>	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
<b>32.0</b>	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
<b>33.0</b>	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
<b>34.0</b>	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
<b>35.0</b>	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
<b>36.0</b>	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
<b>37.0</b>	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
<b>38.0</b>	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
<b>39.0</b>	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
<b>40.0</b>	Laboratory up gradation		



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**  
**Academic Year-(2020-2021)**  
**Academic and A Audit Report**

Department: CSE

Semester: ODD

Date: 29.07.2021

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed (Yes/No)	
1	Dr.V.Kumar	Fundamentals of Data Structures in C (II ECE A)	Computer science Engineering	B.E	II / ECE / A	Yes	Yes	Yes	100	Yes			
2	Dr.P.Rajendran	Data Structures (II CSE B)	Computer science Engineering	B.E	II / ECE / B	Yes	Yes	Yes	100	Yes			
3	Mr.K.Ravikumar	Programming in C (I CSE A)	Computer science Engineering	B.E	I / CSE / A	Yes	Yes	Yes	100	Yes	II / CSE / A	Yes	
	Mr.I.Rajesh	Programming in C (I CSE C) Programming in C (I CSE B)	Computer science Engineering	B.E	I / CSE / C	Yes	Yes	Yes	100	Yes			
4	Mr.I.Rajesh	Software Testing (III CSE A)	Computer science Engineering	B.E	III / CSE / A	Yes	Yes	Yes	100	Yes			
		Software Testing (III CSE B)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			
5	Dr.P.Sachidhanandam	Problem Solving and Python Programming (I IT)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			
6	Dr.S.Sakthivel	Information Retrieval Techniques (IV CSE A)	Computer science Engineering	B.E	IV / CSE / A	Yes	Yes	Yes	100	Yes	IV / CSE / A	Yes	
	Dr.J.Gowrishankar	Information Retrieval Techniques (IV CSE B)	Computer science Engineering	B.E	IV / CSE / B	Yes	Yes	Yes	100	Yes			
7	Dr.J.Gowrishankar	Problem Solving and Python Programming (I CSE A)	Computer science Engineering	B.E	I / CSE / A	Yes	Yes	Yes	100	Yes			
		Problem Solving and Python Programming (I CSE B)	Computer science Engineering	B.E	I / CSE / B	Yes	Yes	Yes	100	Yes			
8	Mr.M.Senthilkumar	Advanced Computer Architecture (I ME CSE)	Computer science Engineering	B.E	I / ME / CSE	Yes	Yes	Yes	100	Yes			
9	Mr.T.Karthikeyan	Artificial Intelligence (III CSE A)	Computer science Engineering	B.E	III / CSE / A	Yes	Yes	Yes	100	Yes	III / CSE / A	Yes	
	Mrs.P.Malarvizhi	Artificial Intelligence (III CSE A)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			



10	Mr.R.Karthick	Geographical Information Systems (III CSE A)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes	III / CSE / B	Yes	
		Geographical Information Systems (III CSE B)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			
11	Mrs.P.Malarvizhi	Computer Architecture (II CSE A)	Computer science Engineering	B.E	II / CSE / A	Yes	Yes	Yes	100	Yes			
		Computer Architecture (II CSE B)	Computer science Engineering	B.E	II / CSE / B	Yes	Yes	Yes	100	Yes			
12	Mrs.C.Vanitha	Database Management Systems (II CSE A)	Computer science Engineering	B.E	II / CSE / A	Yes	Yes	Yes	100	Yes	II / CSE / B	Yes	
	Mrs.B.Narmadha	Database Management Systems (II CSE B)	Computer science Engineering	B.E	II / CSE / B	Yes	Yes	Yes	100	Yes			
13	Mr.P.Nareshkumar	Operating Systems (II CSE A)	Computer science Engineering	B.E	II / CSE / A	Yes	Yes	Yes	100	Yes			
		Operating Systems (II CSE B)	Computer science Engineering	B.E	II / CSE / B	Yes	Yes	Yes	100	Yes			
14	Mrs.B.Narmadha	Theory of Computation (III CSE B)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			
		Problem Solving and Python Programming (I ECE B)	Computer science Engineering	B.E	I / ECE / B	Yes	Yes	Yes	100	Yes			
15	Ms.S.S.Kiruthika	Compiler Design (III CSE A)	Computer science Engineering	B.E	III / CSE / A	Yes	Yes	Yes	100	Yes			
	Mr.R.Karthick	Compiler Design (III CSE B)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			
16	Mr.A.Sekar	Design and Analysis of Algorithms (II CSE A)	Computer science Engineering	B.E	II / CSE / A	Yes	Yes	Yes	100	Yes			
	Ms.S.S.Kiruthika	Design and Analysis of Algorithms (II CSE B)	Computer science Engineering	B.E	II / CSE / B	Yes	Yes	Yes	100	Yes			
17	Mrs.R.Saranya	Professional Ethics in Engineering (IV CSE A)	Computer science Engineering	B.E	IV / CSE / A	Yes	Yes	Yes	100	Yes			
	Mr.G.Venkatesh	Professional Ethics in Engineering (IV CSE A)	Computer science Engineering	B.E	IV / CSE / B	Yes	Yes	Yes	100	Yes			
18	Mr.C.Sivakumar	Mobile Computing (III CSE A)	Computer science Engineering	B.E	III / CSE / A	Yes	Yes	Yes	100	Yes			
	Mr.C.Sivakumar	Mobile Computing (III CSE B)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			
19	Mr.P.Sakthivel	Cloud Computing (III ECE A & B)	Computer science Engineering	B.E	III / ECE / A & B	Yes	Yes	Yes	100	Yes			
		Problem Solving and Python Programming (I ECE A)	Computer science Engineering	B.E	II / CSE / B	Yes	Yes	Yes	100	Yes			



20	Mr.G.Venkatesh	Distributed Systems (III CSE A)	Computer science Engineering	B.E	III / CSE / A	Yes	Yes	Yes	100	Yes			
		Distributed Systems (III CSE B)	Computer science Engineering	B.E	III / CSE / B	Yes	Yes	Yes	100	Yes			
21	Mrs. T. Dhivya	Advanced Data Structures and Algorithms	Computer science Engineering	B.E	I / ME / CSE	Yes	Yes	Yes	100	Yes			
22	Mrs.C.Yuvarani	Cloud Computing (IV CSE A)	Computer science Engineering	B.E	IV / CSE / A	Yes	Yes	Yes	100	Yes			
		Cloud Computing (IV CSE A)	Computer science Engineering	B.E	IV / CSE / A	Yes	Yes	Yes	100	Yes			
23	Mrs.K.Saranya	Cryptography and Network Security (IV CSE B)	Computer science Engineering	B.E	IV / CSE / B	Yes	Yes	Yes	100	Yes			
		Fundamentals of Data Structures in C (II ECE B)	Computer science Engineering	B.E	II / ECE / B	Yes	Yes	Yes	100	Yes			
24	Mr.C.Sivakumar	Design and Analysis of Algorithms (II CSE A)	Computer science Engineering	B.E	II / CSE / A	Yes	Yes	Yes	100	Yes			
		Design and Analysis of Algorithms (II CSE B)	Computer science Engineering	B.E	II / CSE / B	Yes	Yes	Yes	100	Yes			
25	Mrs.K.Sudha / Maths	Probability and Queueing Theory (II CSE A)	Computer science Engineering	B.E	II / CSE / A	Yes	Yes	Yes	100	Yes	I / CSE / C	Yes	
		Engineering Mathematics II (I CSE C)	Computer science Engineering	B.E	I / CSE / C	Yes	Yes	Yes	100	Yes			
26	Mr. M. Prasath / Maths	Engineering Mathematics II (I CSE C)	Computer science Engineering	B.E	I / CSE / C	Yes	Yes	Yes	100	Yes			
		Numerical Methods (II EEE)	Computer science Engineering	B.E	II / EEE	Yes	Yes	Yes	100	Yes			
27	Mrs. R. Shanmugavalli / Maths	Probability and Queueing Theory (II CSE B)	Computer science Engineering	B.E	II / CSE / B	Yes	Yes	Yes	100	Yes			
	Mrs. S.Geetha / Maths	Engineering Mathematics II (I IT)	Computer science Engineering	B.E	I / IT	Yes	Yes	Yes	100	Yes			
28	Mrs. S.Geetha / Maths	Engineering Mathematics II (I CSE B)	Computer science Engineering	B.E	I / CSE / B	Yes	Yes	Yes	100	Yes	I / CSE / C	Yes	
29	Mrs.K.Prema / Physics	Physics for Information Science (I CSE A)	Computer science Engineering	B.E	I / CSE / A	Yes	Yes	Yes	100	Yes			
	Ms.S.J.Kalijoothi /English	Physics for Information Science (I CSE B)	Computer science Engineering	B.E	I / CSE / B	Yes	Yes	Yes	100	Yes			



30	Dr.G.S.Sivagurunathan /Chemistry	Engineering Chemistry (I CSE A)	Computer science Engineering	B.E		Yes	Yes	Yes	100	Yes	I / CSE / C	Yes	
		Engineering Chemistry (I CSE B)	Computer science Engineering	B.E	I / CSE / B	Yes	Yes	Yes	100	Yes			
31	Mr.T.Srinivasa Raja /English	Environmental Science and Engineering (I CSE A)	Computer science Engineering	B.E	I / CSE / A	Yes	Yes	Yes	100	Yes			
	Mr.M.Sivaperumal /Chemistry	Environmental Science and Engineering (I CSE A)	Computer science Engineering	B.E	I / CSE / A	Yes	Yes	Yes	100	Yes			
32	Ms.S.J.Kalijoothi /English	HS8151 Communicative English (I IT)	Computer science Engineering	B.E	I / IT	Yes	Yes	Yes	100	Yes			
		HS8151 Communicative English (I CSBS)	Computer science Engineering	B.E	I / CSBS	Yes	Yes	Yes	100	Yes			
33	Mrs.T.Ranjini /Maths	MA8151 Engineering Mathematics – I (I IT)	Computer science Engineering	B.E	I / IT	Yes	Yes	Yes	100	Yes			
34	Dr.M.Shankar/Physics	PH8151 Engineering Physics(I IT)	Computer science Engineering	B.E	Physics (I IT)	Yes	Yes	Yes	100	Yes			
		PH8151 Engineering Physics(I CSBS)	Computer science Engineering	B.E	Physics (I CSBS)	Yes	Yes	Yes	100	Yes			

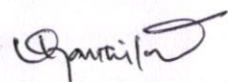
A,B,C,D,E,F-file label


Table 1-Academic audit report


\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor

Table 2-Remarks and Corrective Action(CA) report

  
Team Head/Auditors

  
Overall AAC Coordinator

  
Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (ODD SEMESTER)**

**Department: MBA**

**Date: 27.07.2021**

**Time: 09.30 AM- 04.30PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Not Updated	update
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file	Yes	
	b) Individual faculty time table file		
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Not Updated	update
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>10.0</b>	Mid semester faculty appraisal by students		
10.1	Mid semester feedback file	Yes	
<b>11.0</b>	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
<b>12.0</b>	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
<b>13.0</b>	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
<b>14.0</b>	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
<b>15.0</b>	E-content development by faculty	Yes	
<b>16.0</b>	Use of LMS by faculty	-	
<b>17.0</b>	Use of Campus ERP by faculty		
17.1	ERP file	Yes	
<b>18.0</b>	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
<b>19.0</b>	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
<b>20.0</b>	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
<b>21.0</b>	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
<b>22.0</b>	FDPs attended by faculty		
22.1	FDP file	Yes	
<b>23.0</b>	SDPs attended by Supporting Staff	Yes	
<b>24.0</b>	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
<b>25.0</b>	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	

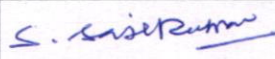
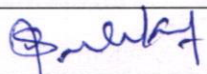


S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
27.0	Student grievances and redressal		
27.1	Student grievance file	Not Updated	Updated #
27.2	Redressal file	Not Updated	Updated #
28.0	Programs organized for faculty and staff	Yes	Sp
29.0	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
30.0	Participation level (%) of students in competitions and achievements	Yes	
31.0	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
32.0	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
33.0	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	-	
34.0	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	-	
35.0	Funded proposals submitted and grants obtained		
35.1	Funded project file	-	
36.0	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
37.0	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
38.0	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
39.0	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
40.0	Laboratory up gradation		
40.1	Laboratory stock register	Yes	
41.0	New lab established		
41.1	Laboratory stock register	Yes	
42.0	Maintenance of department facilities		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
42.1	Maintenance register	Yes	
<b>43.0</b>	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
<b>44.0</b>	Road map of the department		
44.1	Department road map	Yes	
<b>45.0</b>	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
<b>46.0</b>	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
<b>47.0</b>	Consultancy		
47.1	Consultancy file	Yes	
<b>48.0</b>	Students Research Papers		
48.1	Students Research Paper file	Yes	
<b>49.0</b>	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
<b>50.0</b>	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

**Audited by:**

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	S.Sasi Kumar	AP/Physics/Civil	
2.	S.Prabhakaran	AP/English/IT	

  
IQAC - Coordinator

  
PRINCIPAL



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**  
**Academic Year-(2020-2021)**  
**Academic and A Audit Report**

Department: MBA

Semester: ODD

Date: 27-07-21

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed(Yes/No)	(B) Log book completed(Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks (Yes/No)
											Year/Sem	completed (Yes/No)	
1	T.SUGANYA	BA5012-SECURITY ANALYSIS & PORT FOLIO MANAGEMENT	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES			
2	T.SUGANYA	BA5203-ACCOUNTING FOR MANAGEMENT	MBA	MBA	2020-21 /I/I	YES	YES	YES	100	YES	2020-21 /I/I	YES	
3	S.VIMALA	BA5203-ACCOUNTING FOR MANAGEMENT	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES			
4	S.VIMALA	BA5011 MERCHANT BANKING & FINANCIAL SERVICES	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES			
5	Dr.A.S.SATHISH KUMAR	BA5107 TOTAL QUALITY MANAGEMENT	MBA	MBA	2020-21 /I/I	YES	YES	YES	100	YES			
6	Dr.A.S.SATHISH KUMAR	BA5028 PROJECT MANAGEMENT	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES			
7	Dr.A.S.SATHISH KUMAR	BA5025 LOGISTICS MANAGEMENT	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES			
8	S.NESAKUMARAN	BA5004 INTERGRATED MARKETING	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES			
9	S.NESAKUMARAN	BA5005 RETAIL MARKETING	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES			
10	S.NESAKUMARAN	BA5030 SUPPLY CHAIN MANAGEMENT	MBA	MBA	2020-21 /I/III	YES	YES	YES	100	YES	2020-21 /I/III	YES	
11	S.NESAKUMARAN	BA5111 SPOKEN & WRITTEN COMMUNICATION	MBA	MBA	2020-21 /I/I	YES	YES	YES	100	YES			
12	B.GANESH KUMAR	BA5106 STATISTIC FOR MANAGEMENT	MBA	MBA	2020-21 /I/I	YES	YES	YES	100	YES			
13	Dr.V.KUMARESAN	BA5104 LEGAL ASPECTS OF BUSINESS	MBA	MBA	2020-21 /I/I	YES	YES	YES	100	YES			
14	Dr.V.KUMARESAN	BA5105 INDUSTRIAL RELATION & LABOUR WELFARE	MBA	MBA	2020-21 /I/I	YES	YES	YES	100	YES			
15	Dr.M.KOTTEESWARAN	BA5014 ENTREPREURSHIP & DEVELOPMET	MBA	MBA	2020-21 /I/I	NO	NO	YES	100	YES			
16	Dr.M.KOTTEESWARAN	BA5101 ECONOMIC ANALYSIS FOR BUSINESS	MBA	MBA	2020-21 /I/I	NO	NO	YES	100	YES			



\*If Remarks is any, attach separately in table 2









S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor
1	T.SUGANYA		CO-PO ATTIANMENT SHEET NOT COMPLETED BECAUSE RESULT NOT COME	AFTER UNIVERSITY RESULT CO-PO TO BE COMPLETED	
2	S.VIMALA		CO-PO ATTIANMENT SHEET NOT COMPLETED BECAUSE RESULT NOT COME	AFTER UNIVERSITY RESULT CO-PO TO BE COMPLETED	
3	Dr.A.S.SATHISH KUMAR		CO-PO ATTIANMENT SHEET NOT COMPLETED BECAUSE RESULT NOT COME	AFTER UNIVERSITY RESULT CO-PO TO BE COMPLETED	
4	S.NESAKUMARAN		CO-PO ATTIANMENT SHEET NOT COMPLETED BECAUSE RESULT NOT COME	AFTER UNIVERSITY RESULT CO-PO TO BE COMPLETED	
5	B.GANESH KUMAR		CO-PO ATTIANMENT SHEET NOT COMPLETED BECAUSE RESULT NOT COME	AFTER UNIVERSITY RESULT CO-PO TO BE COMPLETED	
6	Dr.V.KUMARESAN		CO-PO ATTIANMENT SHEET NOT COMPLETED BECAUSE RESULT NOT COME	AFTER UNIVERSITY RESULT CO-PO TO BE COMPLETED	
7	Dr.M.KOTTEESWARAN		CO-PO ATTIANMENT SHEET NOT COMPLETED BECAUSE RESULT NOT COME	AFTER UNIVERSITY RESULT CO-PO TO BE COMPLETED	

Table 2-Remarks and Corrective Action(CA) report



Team Head/Auditors

Overall AAC Coordinator

  
Principal



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM

## ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21, EXAM MANGEMENT SYSTEM (EMS)

File No.	List of Files	Completion Status (Yes / No)	Remarks
<b>I. ANNA UNIVERSITY</b>			
1.1	ASSESSMENT SCHEDULE	yes	
1.2	AU ACADEMIC SCHEDULE	yes	
1.3	AU CONVOCATION FILE	yes	
1.4	UNIVERSITY RANK HOLDERS LIST	yes	
1.5	ADDITIONAL ELECTIVE	yes	
1.6	RE-ADMISSION ADDITIONAL COURSES	yes	
1.7	ANNA UNIVERSITY IN	yes	
1.8	ANNA UNIVERSITY OUT	yes	
1.9	UP / PG ELECTIVES	yes	
1.10	RESULT GALLEY	yes	
1.11	ADMISSION FILE [UG/PG I-YEAR, LATERAL ENTRY, RE-ADIMISSON & TRANSFERRED]	yes	
1.12	ATTENDANCE & IAT MARK ENTRY FILE	yes	
1.13	TRANSFER DOTE ORDER	yes	
1.14	STUDENT PROFILE CORRECTION	yes	
1.15	MALPRACTICE DETAILS	yes	
1.16	QP COMMENTS	yes	
1.17	NOT REGISTERED DETAILS - STUDENT	yes	
1.18	PROFORMA, I TO VI	yes	
1.19	LAB ARREAR DETAILS	yes	
1.20	PHOTOCOPY DETAILS	yes	
1.21	DEBARRED ORDER - FACULTY	yes	
1.22	INTERNSHIP DETAILS	yes	
1.23	ANNA UNIVERSITY EXAM ACCOUNTS DETAILS	yes	
1.24	GRADE SHEETS DESPACHED FILE	yes	
1.25	REVALUATION DETAILS	yes	
1.26	REVIEW DETAILS	yes	
<b>2. ZONAL</b>			
2.1	ZONAL IN/OUT	yes	
2.2	RECEIVED ORDERS FOR PRACTICALS	yes	
2.3	RECEIVED ORDERS FOR THEORY	yes	
2.4	ZONAL STATIONARY, KIOT	yes	
2.5	AUR ORDER FILE	yes	
2.6	CODE BOOK REQUEST	yes	



3.KIOT FILES			
3.1	RESULT ANALYSIS	yes	
3.2	ES-01	NO	yes, Rectified-
3.3	KIOT ACADEMIC SCHEDULE	yes	
3.4	KIOT - IAT CIRCULARS	yes	
3.5	EXAM CIRCULAR FILE	yes	
3.6	KIOT CIRCULAR FILE	yes	
3.7	DISCONTINUED DETAILS	yes	
3.8	AU THEORY EXAM ABSENT LIST	yes	
3.9	CHEQUE & DD PHOTOCOPY	yes	
3.1	STUDENT REQUISITION LETTER	yes	
3.1	Ph. D. DETAILS	yes	
3.12	NAAC, IQAC & GCM MEET FILES	yes	
3.13	FEES PENDING FILE	yes	
3.1	SERVICES RULES FOR FACULTY AND STAFF	yes	
3.15	AU ACADEMIC PERFORMANCE	yes	
3.16	REMUNERATION DETAILS	yes	
3.2	PURCHASING FILES	yes	
3.18	EMS-NON STATUTORY COMMITTEE	NO	yes, Rectified.

4.OTHER EXAMS			
4.1	TNPSC - GROUP - IV 06.01.2016	yes	
4.2	TNPSC - JAA - 2017 24.09.2017	yes	
4.3	TNPSC GROUP - IV 11.02.2018	yes	
4.4	NEET EXAM - 05.05.2019	yes	
4.5	TNPSC GROUP - IV 01.09.2019	yes	
4.6	TNCWWB 01.12.2019	yes	
4.7	TNEB EXAM 15.03.2020	yes	
4.8	NEET EXAM - 13.09.2020	yes	
4.9	TN POLICE EXAM 13.12.2020	yes	

5.PHOTOCOPIER MACHINE			
5.1	UNICOM PURCHES FILE	yes	
5.2	UNICOM SERVICE FILE	yes	
5.3	CANNON SERVICES FILE	yes	

Audited by:

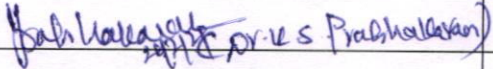

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	Dr. K. Visaganel, VP, KIOT	VP/KIOT	✓
2.	Dr. K. S. Prabhakaran, AP/Mech	AP/Mech	✓

IQAC Coordinator

PRINCIPAL



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504****Academic and Administrative Audit (AAA) – Summary Sheet**

<b>Department</b>	<b>EMS</b>	<b>Date</b>	<b>26.07.2021</b>
<b>Period of Audit</b>	<b>25.07.2021</b>		
<b>Academic Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
<ul style="list-style-type: none"><li>• Documents are well arranged</li><li>• All communications are maintained</li></ul>		<ul style="list-style-type: none"><li>• To strengthen EMS non statutory committee.</li></ul>	
<b>Administrative Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
<b>Suggestions for improvement</b>			
<b>Academic Audit</b>		<b>Administrative Audit</b>	
<ul style="list-style-type: none"><li>• University question paper booklet for all departments may be maintained in semester wise.</li><li>• All government related examination question paper collection can be made available in central library/KIOT website.</li><li>• Software provision can be given to communicate about attendance /Test/Results performance to parents.</li></ul>			
			
<b>Auditor – Team Head</b>		<b>PRINCIPAL</b>	



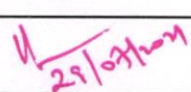
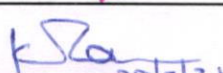
# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM

## ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 - 21(ODD SEM) LIBRARY

DATE : 29/07/2021

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Accession Register	Yes	
1.2	Book Purchase Receipts	Yes	
1.3	National Journal-Purchase Order & Receipts	Yes	
1.4	International Journal- Purchase Order & Receipts	Yes	
1.5	E-Journals- Receipts	Yes	
1.6	DELNET - Institutional Membership	Yes	
1.7	Magazine- Purchase Order & Receipts	Yes	
1.8	NPTEL	No	Not Upated Updated kSa
1.9	Library Software	Yes	
1.10	Previous NAAC File	Yes	
1.11	Previous NBA File	Yes	
1.12	Students Due Reminder	Yes	
1.13	Textbook & Journal Recommendation	Yes	
1.14	Most Book Borrower Award	Yes	
1.15	Project Reports	No	List Not Upated Updated kSa

Audited by:

S. No.	Name of the Auditor	Designation / Department	Signature with Date
1	Dr. V.Kumar	HOD/CSE	 29/07/2021
2	Mr. K.Ravikumar	ASP/CSE	 29/7/21

  
IQAC Coordinator

  
PRINCIPAL



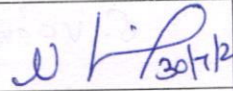
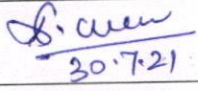
# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM-637 504

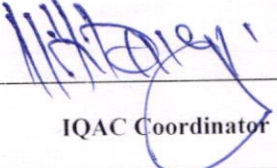

ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21

Centre for Placement & Industry Institute Interaction

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Recruitment Process Details	yes	
1.2	Pooled Campus Details	yes	
1.3	Employers & HR Feedback	yes	
1.4	Offer Letters	yes	
1.5	Industry Institute Interaction(III) Webinar	yes	
1.6	Internship Details	yes	

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	Dr. N. Santhiyakumari	Profz Head	 30/7/21
2	S. Veerakumar	AP/ECE	 30.7.21

	
IQAC Coordinator	Principal



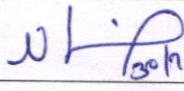
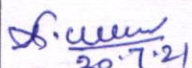
# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM-637 504



ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21

Centre for Career Development and Training (C-CDT)

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Internal Training File a) Circular b) Attendance c) Students feedback	yes	
1.2	External Training File a) Circular b) Attendance c) Students feedback	yes	
1.3	Japanese Language Training File a) Circular b) Attendance c) JLPT Exam Qualified Students Certificates	yes	

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	Dr. N. Santhiyakumari	Prof & Head	 30/7/21
2.	S. Veerakumar	AP/ECE	 30.7.21

	
IQAC Coordinator	Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic and Administrative Audit (AAA) – Summary Sheet**

<b>Department</b>	PAT & III & CDT	<b>Date</b>	30.07.2021
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<b>Period of Audit</b>	AY 2020-2021
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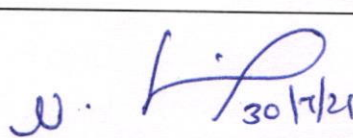

**Academic Audit**

Key Strengths	Major Weaknesses

**Administrative Audit**

Key Strengths	Major Weaknesses
<p>Centre for PAT &amp; III</p> <p>* Recruitment process details available</p> <p>* Placement offer letters available centre to CDT</p> <p>* Attendance, Training circular feedback, Photograph available</p>	<p>* Industry Institute Interaction webinar photograph to be arranged.</p> <p>* Page separation may be fixed.</p>

**Suggestions for improvement**

Academic Audit	Administrative Audit
	<p>* Need to update photograph for webinar</p>
 30/7/21	
Auditor – Team Head	PRINCIPAL






# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM

## ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21, Physical Education

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Sports Day Activity File	Yes	
1.2	Sports Expenses File	Yes	
1.3	Anna University Zone Vies, Inter Zone Tournaments File	Yes	
1.4	District, State & National Level Tournaments File	Yes	
1.5	PD Official Letter File	Yes	
1.6	Club Activity Organized for Inside & Outside File	Yes	
1.7	Sports Achievements File	Yes	
1.8	Sports Award Function File	Yes	
1.9	Ground Details File	Yes	
1.10	Sports items purchase file	Yes	
1.11	Stock Book	Yes	



Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	R-VINODH KUMAR, AP/MECHANICAL	AP/MECH	 26/07/2021
			
	IQAC Coordinator	PRINCIPAL	

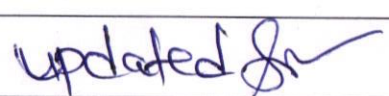


**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

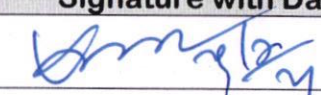


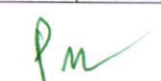
**Academic and Administrative Audit (AAA) – Summary Sheet**

<b>Department</b>	MECHANICAL ENGINEERING.		<b>Date</b>	30/07/2024.
<b>Period of Audit</b>				
<b>Academic Audit</b>				
<b>Key Strengths</b>		<b>Major Weaknesses</b>		
<p>* we have separate basket ball court.</p> <p>* we have foot ball ground.</p>		<p>* for Indoor Games.</p> <p>we need Exclusive space</p> <p>* Requirement available for the students strengths is not sufficient. (Eg: Foot ball, Voley Ball).</p>		
<b>Administrative Audit</b>				
<b>Key Strengths</b>		<b>Major Weaknesses</b>		
<b>Suggestions for improvement</b>				
<b>Academic Audit</b>		<b>Administrative Audit</b>		
		<p>* Indoor Games stadium can be built.</p>		
				
<b>Auditor – Team Head</b>		<b>PRINCIPAL</b>		




KIOT	KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637504				
	AAA - Auditing Files in AO Office				
	FY: 2020 - 2021				Date of audit 29.07.2021
File. No.	Name of the file	Requirement	Available (Y/N)	Updated (Y/N)	Remarks
KIOT - AO.01	Budget allocation and utilization file	NBA & NAAC	Y	Y	
KIOT - AO.02	Audited account statement file	NBA & NAAC	Y	Y	
KIOT - AO.03	Government fund sanctioned and utilization file	NBA & NAAC	Y	N	updated 
KIOT - AO.04	Consultancy amount sanctioned and utilization file	NBA & NAAC	Y	Y	
KIOT - AO.05	External financial audit file	NBA & NAAC	Y	Y	
KIOT - AO.06	Internal financial audit file	NBA & NAAC	Y	Y	
KIOT - AO.07	Faculty, staff and students insurance file	NBA & NAAC	Y	Y	
KIOT - AO.08	Salary acquittance file	NBA & NAAC	Y	Y	
KIOT - AO.09	IT Form 16 copy file	NBA & NAAC	Y	Y	

**Audited By**

Sl.No.	Name of the Auditor	Designation / Department	Signature with Date
1.	Dr.C.Muniraj	Professor & Head / EEE	
2.	Mr.S.E.Murthy	Assistant Professor / EEE	
			
IQAC COORDINATOR		PRINCIPAL	



 Beyond Knowledge	<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY</b>	
	Approved by AICTE, Affiliated to Anna University, Accredited by NAAC and NBA (B.E: Mech., ECE, EEE & CSE)	
	Kakapalayam (PO), Salem – 637 504	www.kiot.ac.in
<b>IQAC</b>	Circular No. KIOT/AAA/2021-22/02	<b>Date</b> 02.08.2021

### CIRCULAR



To	All Directors, HoDs and Audit members
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 02
Circular issued by	IQAC

Academic and Administrative Audit (AAA) committee review meeting is planned at IQAC office to discuss the following agenda :

### Agenda

<b>Venue : IQAC</b>		<b>Date &amp; Time : 09.08.2021 &amp; 11.30 am</b>
<b>S. No.</b>	<b>Item to be discussed</b>	
1	Review of Academic and Administrative Audit report of Odd Semester of AY 2020-21	
2	Action to be taken based on Academic and Administrative Audit report of Odd Semester of AY - 2020-21	
3	Any other matter	

The AAA committee Auditors and HODs are requested to attend the meeting to discuss the Audit report.

 <b>SENDER</b>	 <b>PRINCIPAL</b>
--	---

IQAC	VP Office	MECH	ECE	EEE	CSE	CIVIL	IT , CSBS & AD	Lib.	EMS	Dir. / P & III	Dir. / CDT	AO	Trans port I/C	Residential Warden		Recep tion	Security Office	Class Circula tion	College NB	Office/ File
														LH	GH					
*	*	*	*	*	*	*	*	*	*	*	*	*								*
MBA/KBSS		*			Scope					Canteen						TCS - iON				

Checked by Principal office I/C	Verified by the sender
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File:

- 1) Principal Office:
- 2) Concerned issuing department:



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637504**

**Academic and Administrative Audit (AAA) Meeting - 02**

Date: 09.09.2021

**Time:** 11.30am

**Venue:** IQAC

## Attendance

S.No.	Name of the Faculty	Designation	Department	Signature
1.	Dr. PSS. Srinivasan	Principal	-	Pm
2.	Dr. K. Visagavel	Professor	Mech.	u... .. o.k.e.t.h
3.	Dr. M. Thangavel	IDAC Coordinator	ECE	<del>Thangavel</del>
4.	Dr. A. Stephen	Director	MBA	A. Stephen
5.	DR. P. RAJENDRAN	DIR	POT	P. Rajendran
6.	M. SATHYANATHAN	ASP	MECH.	Sathy
7.	Dr. V. Kumar	Prof + Head	CSE	V. Kumar
8.	P. Malavizhi	AP	CSE	P. Malavizhi
9.	Dr. P. Sachidharandam	ASP & Head	IT ACSBS	P. Sachidharandam
10.	K. Ravikumar	ASP	CSE	K. Ravikumar
11.	V. KARTHIKEYAN	AP	MECH	V. Karthikeyan
12.	A Selvakumar	AP	Mech	A. Selvakumar
13.	C. VANITHA	AP	CSE	C. Vanitha
14.	R. Madhan Reddy	AP	EEE	R. Madhan Reddy
15.	Dr. C. Muniraj	Prof & Head	EEE	C. Muniraj
16.	R.VENKATA DUMAR	AP	MECHANICAL	R. Venkata Dumar
17.	Dr. N. Santhya Kumari	Prof & Head	ECC	N. Santhya Kumari
18.	J. PRAKASH	AP	MECHANICAL	J. Prakash







**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**Minutes of Academic and Administrative Audit (AAA) Meeting – 02**


<b>Meeting No:</b> 02	<b>Venue:</b> IQAC	<b>Time:</b> 11.30AM to 12.30PM	<b>Date:</b> 09.08.2021
<b>Subject:</b> AAA review meeting for odd semester of AY: 2020-21		<b>Attended by:</b> All Directors, HoDs and Audit members	

S.No.	Agenda	Discussion & Action to be taken	Responsibilities	Target
1.	Review of Academic and Administrative Audit report - AY-2020-21 (Odd Semester)	The Auditors of Academic and Administrative Audit (AAA) Committee have presented the Audit report. The following deficiencies / lapses have been recorded by the committee in different departments.	-	-
		<b>Dept.</b>		
		<b>Deficiencies recorded</b>		
		MECH	Students Grievances and Redressal file is not updated	HoDs and Faculty In-charges
		ECE	Curriculum gap identification file is incomplete	
		EEE	Students participation in Co-curricular activities file is not updated	
		CIVIL	Result analysis file is not updated	
		CSE	IAT invigilation duty file is incomplete	
		MBA	Course willingness file is not updated In Faculty Logbook, CO-PO Mapping is not completed. Students grievances and redressal file is incomplete	
		EMS	Non-statutory committee file is not updated	
		Library	Magazine - Purchase order and receipts file is not updated, only soft copies were maintained. Most book borrower award file is not updated.	
		PAT & III	No deficiency is recorded	
		CDT	No deficiency is recorded	
		PED	No deficiency is recorded	
		PR Office	No deficiency is recorded	
		Account Sec.	Government fund sanctioned and utilization file is not updated	
2.	Action to be taken based on Academic and Administrative Audit report - AY-2020-21	The Committee discussed the AAA report and asked the HoDs / Faculty in-charge to take corrective measures to rectify the deficiencies mentioned above and complete them in one week time	HoDs	1 week

  
**IQAC Coordinator**

  
**Chairman**



 Beyond Knowledge	<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY</b>	
	Approved by AICTE, Affiliated to Anna University, Accredited by NAAC and NBA (B.E: Mech., ECE, EEE & CSE)	
	Kakapalayam (PO), Salem – 637 504	www.kiot.ac.in
<b>IQAC</b>	Circular No. KIOT/AAA/2021-22/03	<b>Date</b> 17.08.2021

**CIRCULAR**

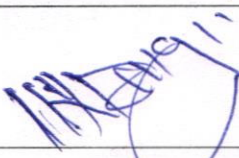

To	All Directors, HoDs and Audit members
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 03
Circular issued by	IQAC

Academic and Administrative Audit (AAA) committee meeting is scheduled for reviewing the action taken on the AAA committee report.

**Agenda:**

<b>Venue : IQAC</b>	<b>Date &amp; Time :23.08.2021 &amp; 02.30 PM</b>
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S. No.	Item to be Discussed
1	Review of Action taken on the Minutes of Meeting of AAA dated 09.08.2021
2	Any other matter

 <b>SENDER</b>	 <b>PRINCIPAL</b>
--	---

IQAC	VP Office	MECH	ECE	EEE	CSE	CIVIL	IT, CSBS & AD	Lib.	EMS	Dir. / P & III	Dir. / CDT	AO	Trans port I/C	Residential Warden LH	Residential Warden GH	Recep tion	Security Office	Class Circula- tion	College NB	Office/ File
*	*	*	*	*	*	*	*	*	*	*	*	*	*							*
MBA/KBSS			*			Scope					Canteen					TCS - iON				

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File:

- 1) Principal Office:
- 2) Concerned issuing department:



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637504


## Academic and Administrative Audit (AAA) Meeting -

Date: 23.02.2021

Time: 02.30 PM

Venue: IQAC

### Attendance

S.No.	Name of the Faculty	Designation	Department	Signature
1	Dr. PSS. Srinivasan	Principal	-	PM
2	Dr. K. Visagavel	Professor	MECH	u. u. u. 20/2/21
3	Dr. M. Thangavel	IQAC Coordinator	ECE	
4	Dr. A. Stephen	Director	MBA	
5	Dr. P. RAGENDRAN	DIR/PAT	PAT	P. R. 2
6	Dr. V. KUMAR	Prof & Head	CSE	V. 20/2/21
7	K. RAVIKOMAR	ASP	CSE	K. R.
8	C. VANITHA	AP	CSE	C. Vanitha
9	Dr. P. Sachidharandam	ASP & HOD	IT & CSBS	P. Sachidharandam 20/2/21
10	Dr. N. Santhya Kumari	Prof & Head	ECE	N. Santhya Kumari
11	P. Malavizhi	AP	CSE	P. M.
12	M. SATHYANATHAN	ASP	MECH	M. S.
13	R. Madhan Raj	AP	EEE	R. M.
14	V. KARTHIKEYAN	AP	MECH	V. K.
15	Selvakumar. A	AP	Mech	S. Selvakumar
16	J. PRAKASH.	AP	Mech	J. Prakash
17	Dr. C. Muniraj	Pro & Head	EEE	C. Muniraj
18	R. VINOOD KUMAR	AP	Mechanical	R. V.







**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALLAM – 637 504**  
**Minutes of Academic and Administrative Audit (AAA) Meeting – 03**

<b>Meeting No:</b> 03	<b>Venue:</b> IQAC	<b>Time:</b> 02.30PM to 04.00PM	<b>Date:</b> 23.08.2021
<b>Subject:</b> AAA review meeting for odd semester of AY: 2020-21		<b>Attended by:</b> All Directors, HoDs and Audit members	

S.No.	Agenda	Discussion & Action to be taken		Action taken
1.	Review of Academic and Administrative Audit report - AY-2020-21	The auditors of AAA has presented the final Audit report with the deficiencies recorded already and corrective actions were taken as given below:		-
		<b>Dept.</b>	<b>Deficiencies recorded</b>	
		MECH	Students grievances and redressal file is not updated	Updated
		ECE	Curriculum gap identification file is incomplete	Completed
		EEE	Students participation in Co-curricular activities file is not updated	Updated
		CIVIL	Result analysis file is not updated	Completed
		CSE	IAT invigilation duty file is incomplete	finalized
		MBA	Course willingness file is not updated	Updated
			In Faculty Logbook, CO-PO Mapping is not completed.	Completed
			Students grievances and redressal file is incomplete	Completed
		EMS	Non statutory committee file is not updated	Updated
		Library	Magazine - Purchase order and receipts file is not updated	Updated
			Most book borrower award file is not updated.	Updated
		PAT & III	No deficiency is recorded	-
		CDT	No deficiency is recorded	-
		PED	No deficiency is recorded	-
		PR Office	No deficiency is recorded	
		Account Sec.	Government fund sanctioned and utilization file is not updated	Updated
2.	CO - PO Attainment calculation for odd semester of AY 2020-21	Due to COVID-19, an additional opportunity was given by Annan University for all the students to improve their marks or results in odd semester University exams of AY 2020-21. Hence, CO – PO attainment could not be completed in all departments. It will be completed after the improvement exam.		-

  
**IQAC Coordinator**

  
**Chairman**



AAA-AY:2020-21  
EVEN SEMESTER



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504

## CIRCULAR

<b>Circular No.</b>	318	<b>Date</b>	10.02.2022
<b>To</b>	All Directors and HODs		
<b>Subject</b>	Academic and Administrative Audit – Reg.		
<b>Circular issued by</b>	IQAC		

Academic and Administrative Audit (AAA) Committee is constituted with following faculty members to conduct the audit for the Academic year 2021-22.

S. No.	Auditors	Dept to be audited
1.	Mr. V.Karthikeyan, AP/Mech. Mr. A.Selvakumar, AP/Mech.	CSE
2.	Ms. S.Kalapanadevi, ASP/EEE Mr. R.Madhan Raj, AP/EEE	ECE
3.	Mr. R.Shanmugasundaram., AP/ ECE Mr. A.Arun, AP/ECE	EEE
4.	Ms.P.Malarvizhi, AP/CSE Ms.C.Vanitha, AP/CSE	MECH
5.	Ms.S.Vimala, AP/MBA Ms.P.Revathi, AP/MBA	CIVIL
6.	Dr.V.Sivakumar, AP/Mech. Mr.P.Karthikeyan, AP/Mech.	IT & CSBS
7.	Mr. S.Sasikumar, AP/(Phy.)Civil Mr. S.Prabakaran, AP/(Eng.)Civil	MBA
8.	Dr. C.Muniraji Prof & Head EEE Mr. S.E.Murthy, AP/EEE	Account Section
9.	Mr. M.Sathyanathan, ASP/Mech Mr.J.Prakash, AP/Mech	Principal Office
10.	Dr K.Visagavel, Prof & Head, Mech/ VP Dr. K.S.Prabhakaran, ASP/Mech	EMS
11.	Dr. V.Kumar, Prof & Head CSE Mr. K.Ravikumar, ASP/CSE	Library
12.	Dr. N.Santhiyakumari, Prof & Head /ECE Mr. S.Veerakumar, AP/ECE	Placement and Training
13.	Mr. R.Vinothkumar, AP/Mech..	Physical Education


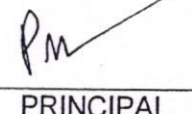
The Academic and Administrative Audit for the even semester of the AY 2020 – 21 is scheduled from 14.02.2022 to 17.02.2022. Hence, the HODs and faculty are requested to complete the documents and present for the audit.

The auditors are requested to conduct the audit in the allotted departments and submit the Audit report to Principal or before 21.02.2022.

In this regard, a meeting of Academic and Administrative Audit committee is scheduled on 12.02.2022 at 03.00 pm in IQAC to discuss the auditing procedure.

Dr.N.Panneerselvam, ASP/Mech. is the overall coordinator for the Audit.

The list of documents to be audited is given in the attachment.

	
IQAC Coordinator	PRINCIPAL

CH	VP Office	CIVIL	EEE	ECE	CSE	IT, CSBS & AID S	PD	LIB	EMS	AO	Transport I/C	Hostel NB	Director / Training	Director / Placement	Residential Warden LH	Residential Warden GH	College NB	Office / File	Class Circulation	Security Office	KBS	Reception
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

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office I/C

Verified by the  
sender

File:

- 1) Principal Office :
- 2) Concerned issuing department :



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN EMESTER)**

**Department:**

**Date:**

**Time:**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
1.0	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar		
2.0	Department Academic Calendar		
2.1	Department Academic Calendar		
3.0	Subject allocation system for Faculty		
3.1	Course willingness file		
3.2	Course allocation file		
3.3	Time table file		
	a) Master time table file		
	b) Individual faculty time table file		
4.0	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)		
5.0	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)		
5.2	Class advisors meeting file		
6.0	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)		
7.0	IAT performance review and remedial classes		
7.1	IAT time table file		
7.2	IAT invigilation duty file		
7.3	Result analysis file		
7.4	Course file (Refer Annexure – A, B & C)		
8.0	Arrear coaching		
8.1	Arrear coaching class time table file		
8.2	Arrear coaching class file		
9.0	University results and improvement measures		
9.1	University results analysis file		
10.0	Mid semester faculty appraisal by students		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
10.1	Mid semester feedback file		
11.0	End semester faculty appraisal by students		
11.1	End semester feedback file		
12.0	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register		
13.0	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)		
14.0	ICT usage of faculty ( No. of Faculty utilized / Total Strength)		
15.0	E-content development by faculty		
16.0	Use of LMS by faculty		
17.0	Use of Campus ERP by faculty		
17.1	ERP file		
18.0	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file		
18.2	Curriculum gap identification file		
19.0	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file		
20.0	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
21.0	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file		
21.2	Students participation in Extra-curricular activities file		
22.0	FDPs attended by faculty		
22.1	FDP file		
23.0	SDPs attended by Supporting Staff		
24.0	Mentor-Mentee system		
24.1	Mentor mentee file		
25.0	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file		
25.2	QIC file		
26.0	Student feedback systems and implementation		
26.1	ERP file		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
27.0	Student grievances and redressal		
27.1	Student grievance file		
27.2	Redressal file		
28.0	Programs organized for faculty and staff		
29.0	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)		
30.0	Participation level (%) of students in competitions and achievements		
31.0	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)		
32.0	Percentage rate of placement and salary levels		
32.1	Department placement file		
33.0	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files		
34.0	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file		
35.0	Funded proposals submitted and grants obtained		
35.1	Funded project file		
36.0	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file		
37.0	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file		
37.2	Publication in National conference file		
38.0	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files		
38.2	Students Award and recognition files		
39.0	MOU with industry and III activities and guest lectures		
39.1	MOU file		
39.2	III activities files		
40.0	Laboratory up gradation		
40.1	Laboratory stock register		
41.0	New lab established		
41.1	Laboratory stock register		
42.0	Maintenance of department facilities		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
42.1	Maintenance register		
43.0	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files		
44.0	Road map of the department		
44.1	Department road map		
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.		
46.0	IPR and Patents		
46.1	IPR file		
46.2	Patents file		
47.0	Consultancy		
47.1	Consultancy file		
48.0	Students Research Papers		
48.1	Students Research Paper file		
49.0	Contest Participation & prizes		
49.1	Contest Participation & prizes files		
50.0	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file		

**Audited by:**

S.No	Name of the Auditor	Designation	Department	Signature with Date

**IQAC - Coordinator**

**PRINCIPAL**



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504****Academic and Administrative Audit (AAA) – Summary Sheet****Department****Date****Period of Audit****Academic Audit****Key Strengths****Major Weaknesses****Administrative Audit****Key Strengths****Major Weaknesses****Suggestions for improvement****Academic Audit****Administrative Audit****Auditor – Team Head****PRINCIPAL**



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**  
**Academic Year-(2020-2021)**  
**Academic and Administrative Audit (AAA) Report**

Department:

Semester:

Date:

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	

Table 1-Academic audit report

A,B,C,D,E,F-file label

\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor


Table 2-Remarks and Corrective Action(CA) report

Team Head/Auditors

Overall AAA Coordinator

Principal



 <i>Pursuing Knowledge</i>	<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY</b>		
	Approved by AICTE, Affiliated to Anna University, Accredited by NAAC and NBA (B.E: Mech., ECE, EEE & CSE)		
	Kakapalayam (PO), Salem – 637 504	www.kiot.ac.in	
<b>IQAC</b>	Circular No. KIOT/AAA/2021-22/04	<b>Date</b>	10.02.2022

### CIRCULAR



To	All Directors, HoDs and Audit members
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 04
Circular issued by	IQAC

Academic and Administrative Audit (AAA) committee meeting is planned at IQAC office to discuss the following Agenda :

### Agenda

<b>Venue : IQAC</b>		<b>Date &amp; Time : 12.02.2022 &amp; 03.00 PM</b>
<b>S. No.</b>	<b>Item to be discussed</b>	
1	Procedure for conducting Academic and Administrative Audit for Even semester of AY-2020-21	
2	CO – PO Attainment calculation for odd semester of AY 2020-21	

The AAA committee Auditors and HODs are requested to attend the meeting to discuss the Audit procedure.

	
<b>SENDER</b>	<b>PRINCIPAL</b>

IQAC	VP Office	MECH	ECE	EEE	CSE	CIVIL	IT , CSBS & AD	Lib.	EMS	Dir. / P & III	Dir. / CDT	AO	Trans port I/C	Residential Warden		Recep tion	Security Office	Class Circula- tion	College NB	Office/ File
														LH	GH					
*	*	*	*	*	*	*	*	*	*	*	*	*								*
MBA/KBSS		*			Scope						Canteen						TCS - iON			

Checked by Principal office I/C	Verified by the sender
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File:

- 1) Principal Office:
- 2) Concerned issuing department:



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637504


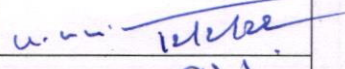
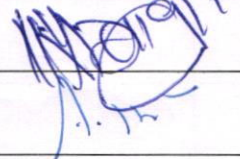
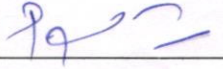
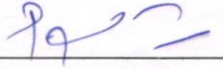
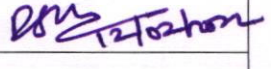
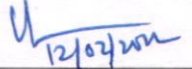
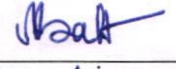
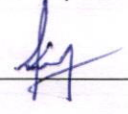
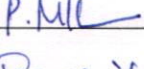
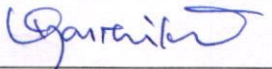
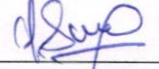
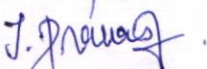
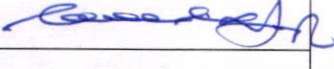


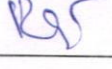
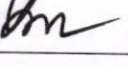
## Academic and Administrative Audit (AAA) Meeting -

Date: 12.02.2022

Time: 03:00 pm

Venue: IQAC

### Attendance

S.No.	Name of the Faculty	Designation	Department	Signature
1	Dr. PSS. Srinivasan	Principal		
2	Dr. K. Visagavel	Professor	Mech.	
3	Dr. M. Thangavel	IQAC Coordinator	ECE	
4	Dr. A. Stephen	Director	MBA	
5	Dr. P. Rajendran	DIR	PAT	
6	Dr. P. Sachidharan	ASP & Head	IT & CSBS	
7	Dr. V. Kumar	Prp & Head	CSE	
8	M. SATHYANATHAN	ASP	MECH	
9	P. KARUNARAYAN	AP	Mech	
10	P. Malavizhi	AP	CSE	
11	V. KARTHIKEYAN	AP	MECH	
12	A. Selvaraj	AP	Mechanical	
13	J. PRACASH.	AP	Mechanical	
14	R. VENKAT KUMAR	AP	MECHANICAL	
15	C. VANITHA	AP	CSE	
16	K. RAVIKUMAR	ASP	CSE	
17	R. Madhan Raj	AP	EEE	
18	Dr. C. Manikumar	Prp & Head	EEE	








**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**Minutes of Academic and Administrative Audit (AAA) Committee Meeting -- 04**

<b>Meeting No:</b> 04	<b>Venue:</b> IQAC	<b>Time:</b> 03.00PM to 04.30PM	<b>Date:</b> 12.02.2022
<b>Subject:</b> AAA review meeting for even semester of AY: 2020-21		<b>Attended by:</b> All Directors, HoDs and Audit members	

S. No.	Agenda	Discussion & Action to be taken	Responsibilities	Target
1.	Procedure for conducting Academic and Administrative Audit for Even semester of AY-2020-21	The Committee members have discussed procedure for conducting Academic and Administrative Audit and list files to be audited for the even semester of AY-2020-21. The HoDs were asked to keep the files ready for the Audit.	Auditors, HoDs and Faculty In-charges	14.02.2022 to 17.02.2022
2.	CO – PO Attainment calculation for odd semester of AY 2020-21	Due to Covid 19, Anna University has given an additional opportunity for all the students (including those who failed) to improve their marks or results of Odd Semester examination of AY 2020-21. Hence, CO-PO attainment calculations were not completed during the last Audit. The auditors are requested to audit the CO-PO attainment of Odd Semester of AY 2020-21.	Auditors, HoDs and Faculty In-charges	12.02.2022 to 26.02.2022

  
**IQAC Coordinator**

  
**Chairman**



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN SEMESTER)**

**Department: MECH**

**Date:17.02.2022**

**Time: 03.00- 4.10PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file b) Individual faculty time table file	Yes	
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	N/A	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	
<b>10.0</b>	Mid semester faculty appraisal by students		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
10.1	Mid semester feedback file	Yes	
11.0	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
12.0	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
13.0	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
14.0	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
15.0	E-content development by faculty	Yes	
16.0	Use of LMS by faculty	Yes	
17.0	Use of Campus ERP by faculty		
17.1	ERP file	Yes	
18.0	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
19.0	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
20.0	Participation level (%) of students in CC, VAC and VET	N/A	
20.1	Refer 19.1		
21.0	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	N/A	
22.0	FDPs attended by faculty		
22.1	FDP file	Yes	
23.0	SDPs attended by Supporting Staff	N/A	
24.0	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
25.0	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	
25.2	QIC file	Yes	
26.0	Student feedback systems and implementation		
26.1	ERP file	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>27.0</b>	Student grievances and redressal		
27.1	Student grievance file	N/A	Nil
27.2	Redressal file	N/A	Nil
<b>28.0</b>	Programs organized for faculty and staff	Yes	
<b>29.0</b>	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
<b>30.0</b>	Participation level (%) of students in competitions and achievements		
<b>31.0</b>	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
<b>32.0</b>	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
<b>33.0</b>	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
<b>34.0</b>	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
<b>35.0</b>	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
<b>36.0</b>	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
<b>37.0</b>	Publication in Conferences (IC & NC)	Yes	
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
<b>38.0</b>	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	N/A	
<b>39.0</b>	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
<b>40.0</b>	Laboratory up gradation		
40.1	Laboratory stock register	Yes	
<b>41.0</b>	New lab established	N/A	Nil
41.1	Laboratory stock register	Yes	
<b>42.0</b>	Maintenance of department facilities		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
42.1	Maintenance register	Yes	
43.0	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
44.0	Road map of the department		
44.1	Department road map	N/A	
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
46.0	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
47.0	Consultancy		
47.1	Consultancy file	Yes	
48.0	Students Research Papers		
48.1	Students Research Paper file	Yes	Conference
49.0	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
50.0	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

**Audited by:**

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	P. Malavizhi	AP / CSE	P. Malavizhi
2.	C. VANITHA	AP / CSE	C. Vanitha

**IQAC - Coordinator**

**PRINCIPAL**



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic Year- (2020-2021)**

**Academic and Administrative Audit Report**

Department: MECH

Semester: EVEN

Date: 17.02.22

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	
1	Mr.R.Venkatraman	Engineering Practices Laboratory	MECH	B.E.	I/II/A	Yes	Yes	Yes	100	Yes			
2	Mr.S.Naveen Kumar	Engineering Practices Laboratory	EEE	B.E.	I/II	Yes	Yes	Yes	100	Yes			
3	Mr.R.Vinothkumar	Engineering Practices Laboratory	ECE-A	B.E.	I/II/A	Yes	Yes	Yes	100	Yes			
4	Mr.S.V.Giri Prasad	Engineering Practices Laboratory	ECE-B	B.E.	I/II/B	Yes	Yes	Yes	100	Yes			
5	Mr.A.Kamalakkannan	Engineering Practices Laboratory	CSE-A	B.E.	I/II/A	Yes	Yes	Yes	100	Yes			
6	Mrs.A.Elavarasi	Engineering Practices Laboratory	CSE-B	B.E.	I/II/B	Yes	Yes	Yes	100	Yes			
7	Mr.M.Vinoth	Engineering Practices Laboratory	CSE-C	B.E.	I/II/C	Yes	Yes	Yes	100	Yes			
8	Mr.R.Venkatraman	Engineering Practices Laboratory	IT	B.E.	I/II	Yes	Yes	Yes	100	Yes			
9	Mr.S.Nandha Kumar	Engineering Practices Laboratory	CSBS	B.E.	I/II	Yes	Yes	Yes	100	Yes			
10	Mr.P.Karthikeyan	Engineering Practices Laboratory	CIVIL	B.E.	I/II	Yes	Yes	Yes	100	Yes			
11	Mr.K.Mugundhan	Engineering Mechanics	MECH	B.E.	I/II	Yes	Yes	Yes	100	Yes			
12	Mr.N.Kamalakkannan	Engineering Mechanics	CIVIL	B.E.	I/II	Yes	Yes	Yes	100	Yes			
13	Mr.P.Elambarathi	Environmental Science And Engineering	CIVIL	B.E.	I/II	Yes	Yes	Yes	100	Yes			
14	Mr. P.Vijay	Basic Civil and Mechanical Engineering	EEE	B.E.	I/II	Yes	Yes	Yes	100	Yes			
15	Ms.K.Banupriya	Engineering Mathematics-II	EEE	B.E.	I/II	Yes	Yes	Yes	100	Yes			
16	Mrs.B.Indumathi	Physics for Information Science	CSE-C	B.E.	I/II/C	Yes	Yes	Yes	100	Yes			
17	Mr.S.Ramesh	Statistics and Numerical Methods	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes			
18	Mr.P.Madheswaran	Statistics and Numerical Methods	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
19	Mr.J.Prakash	Kinematics of Machinery	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes	II/IV/B	Yes	



S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	(Yes/No)
20	Mr.S.Santhosh	Kinematics of Machinery	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
21	Mr.T.Dheenathayalan	Manufacturing Technology – II	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes	II/IV/A	Yes	
22	Mr.S.Karthick	Manufacturing Technology – II	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
23	Mr.K.Mugundhan	Engineering Metallurgy	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes			
24	Mrs.A.Elavarasi	Engineering Metallurgy	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
25	Mr.C.Eswaramoorthy	Strength of Materials for Mechanical Engineers	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes			
26	Mr.A.Selvakumar	Strength of Materials for Mechanical Engineers	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
27	Mr.S.Surendar	Thermal Engineering- I	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes			
28	Mr.P.Vijay	Thermal Engineering- I	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
29	Mr.T.Dheenathayalan	Manufacturing Technology Laboratory – II	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes			
30	Mr.S.Karthick	Manufacturing Technology Laboratory – II	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
31	Mr.J.Prakash & Mr.S.Surendar	Strength of Materials and Fluid Mechanics and Machinery	MECH	B.E.	II/IV/A	Yes	Yes	Yes	100	Yes			
32	Mr.A.Selvakumar & Mr.P.Vijay	Strength of Materials and Fluid Mechanics and Machinery	MECH	B.E.	II/IV/B	Yes	Yes	Yes	100	Yes			
33	Mr.K.Anandkumar	Advanced Reading and Writing	MECH	B.E.	II/IV/A/B	Yes	Yes	Yes	100	Yes			
34	Mr.S.Sureshbalaji	Design of Transmission Systems	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes			
35	Mr.C.Eswaramoorthy	Design of Transmission Systems	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes			
36	Mr.S.V.Giri Prasad	Computer Aided Design and Manufacturing	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes			
37	Mr. N.Kamalakannan	Computer Aided Design and Manufacturing	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes			
38	Mr.D.Madhan	Heat and Mass Transfer	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes			
39	Mr. V.Karthikeyan	Heat and Mass Transfer	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes			



S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	
40	Mr.S.Naveenkumar	Finite Element Analysis	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes			
41	Mr.S.Rajeshkannna	Finite Element Analysis	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes			
42	Dr.K.S.Prabhakaran	Hydraulics and Pneumatics	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes	III/VI/A	Yes	
43	Mr.S.Nandhakumar	Hydraulics and Pneumatics	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes	I/II	Yes	
44	Mr.G.Thangaraj	Automobile Engineering	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes			
45	Mr.R.Vinothkumar	Automobile Engineering	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes			
46	Mr. S.Santhosh	CAD / CAM Laboratory	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes			
47	Mr. S.Rajeshkannna	CAD / CAM Laboratory	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes			
48	Dr. K.S.Prabhakaran	Design and Fabrication Project	MECH	B.E.	III/VI/A	Yes	Yes	Yes	100	Yes			
49	Mr. V.Karthikeyan	Design and Fabrication Project	MECH	B.E.	III/VI/B	Yes	Yes	Yes	100	Yes	III/VI/B	Yes	
50	Mr. K.Anandkumar	Professional Communication	MECH	B.E.	III/VI/A/B	Yes	Yes	Yes	100	Yes			
51	Mr. M.Vinoth	Principles of Management	MECH	B.E.	IV/VIII/A	Yes	Yes	Yes	100	Yes			
52	Mr. P.Karthikeyan	Principles of Management	MECH	B.E.	IV/VIII/B	Yes	Yes	Yes	100	Yes			
53	Mr. S.Dheepak	Principles of Management	MECH	B.E.	IV/VIII/C	Yes	Yes	Yes	100	Yes			
54	Dr. N.Panneer Selvam	Principles of Management	MECH	B.E.	IV/VIII/D	Yes	Yes	Yes	100	Yes			
55	Mr. M.Sathyanathan	Professional Ethics in Engineering	MECH	B.E.	IV/VIII/A	Yes	Yes	Yes	100	Yes			
56	Mr. R.Venkatraman	Professional Ethics in Engineering	MECH	B.E.	IV/VIII/B	Yes	Yes	Yes	100	Yes			
57	Dr. K.Visagavel/ Mr.D.Madhan	Professional Ethics in Engineering	MECH	B.E.	IV/VIII/C	Yes	Yes	Yes	100	Yes			
58	Mr. A.Kamalakkannan	Professional Ethics in Engineering	MECH	B.E.	IV/VIII/D	Yes	Yes	Yes	100	Yes			
59	Mr. M.Vinoth	Project Work	MECH	B.E.	IV/VIII/A	Yes	Yes	Yes	100	Yes	IV/VIII/A	Yes	
60	Mr. P.Karthikeyan	Project Work	MECH	B.E.	IV/VIII/B	Yes	Yes	Yes	100	Yes	IV/VIII/B	Yes	



S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed( Yes/No)	(B) Log book completed( Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/Sem	completed( Yes/No)	
61	Mr. S.Dheepak	Project Work	MECH	B.E.	IV/VIII/C	Yes	Yes	Yes	100	Yes	IV/VIII/C	Yes	
62	Mr. A.Kamalakkannan	Project Work	MECH	B.E.	IV/VIII/D	Yes	Yes	Yes	100	Yes	IV/VIII/D	Yes	
63	G.Thangaraj	Fire Engineering and Explosion Control	MECH	M.E.	I/II	Yes	Yes	Yes	100	Yes			
64	T.Dheenathayalan	Computer Aided Hazard Analysis	MECH	M.E.	I/II	Yes	Yes	Yes	100	Yes			
65	G.Thangaraj	Safety in Chemical Industries	MECH	M.E.	I/II	Yes	Yes	Yes	100	Yes	I/II	Yes	
66	Dr.N.Panneer Selvam	Transport Safety	MECH	M.E.	I/II	Yes	Yes	Yes	100	Yes			
67	T.Dheenathayalan	Industrial Safety Laboratory	MECH	M.E.	I/II	Yes	Yes	Yes	100	Yes			
68	Mr.S.Naveenkumar	Technical Seminar - II	MECH	M.E.	I/II	Yes	Yes	Yes	100	Yes	II/IV	Yes	
69	Dr.N.Panneer Selvam	Project Work (Phase II)	MECH	M.E.	II/IV	Yes	Yes	Yes	100	Yes			

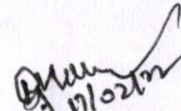
Table 1-Academic audit report


\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor

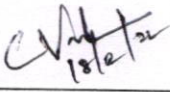

Table 2-Remarks and Corrective Action(CA) report

1. P. MU  
2. CHA  
Team Head/Auditors

  
Overall AAC Coordinator

  
Principal



<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504</b>			
<b>Academic and Administrative Audit (AAA) - Summary Sheet</b>			
<b>Department</b>	Mechanical Engineering	<b>Date</b>	18.02.2022
<b>Period of Audit</b>	14.02.2022 - 17.02.2022		
<b>Academic Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
Model based Teaching and Open ended problems			
<b>Administrative Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
1.Patents file 2.Time Table file		All documents are available but need to be rearranged as per the index.	
<b>Suggestions for Improvement</b>			
<b>Academic Audit</b>		<b>Administrative Audit</b>	
1. Hard copy of Proof need to be maintained for Innovative teaching practiced.		1.Student's publication file need to be improved 2. Programs organized details need to be updated in file then and there.	
			
Auditor - Team Head		PRINCIPAL	



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN SEMESTER)**

**Department:** ECE

**Date:** 16.02.22

**Time:** 09:30AM-04:30PM

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	<b>Anna University and College and Department Academic Calendar preparation</b>		
1.1	Anna University and College Calendar	YES	
<b>2.0</b>	<b>Department Academic Calendar</b>		
2.1	Department Academic Calendar	YES	
<b>3.0</b>	<b>Subject allocation system for Faculty</b>		
3.1	Course willingness file	YES	
3.2	Course allocation file	YES	
3.3	Time table file		
	a) Master time table file	YES	
	b) Individual faculty time table file		
<b>4.0</b>	<b>Class Committee Meetings</b>		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	YES	
<b>5.0</b>	<b>Department Faculty and Staff Meetings (Agenda and Minutes)</b>		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	YES	
5.2	Class advisors meeting file	YES	
<b>6.0</b>	<b>Syllabus completion monitoring</b>		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	.	
<b>7.0</b>	<b>IAT performance review and remedial classes</b>		
7.1	IAT time table file	YES	
7.2	IAT invigilation duty file	YES	
7.3	Result analysis file	YES	
7.4	Course file (Refer Annexure – A, B & C)	YES	
<b>8.0</b>	<b>Arrear coaching</b>		
8.1	Arrear coaching class time table file	YES	
8.2	Arrear coaching class file	YES	
<b>9.0</b>	<b>University results and improvement measures</b>		
9.1	University results analysis file	YES	
<b>10.0</b>	<b>Mid semester faculty appraisal by students</b>		



10.1	Mid semester feedback file	YES	
<b>11.0</b>	<b>End semester faculty appraisal by students</b>		
11.1	End semester feedback file	YES	
<b>12.0</b>	<b>Sufficiency of text and reference books in central and department library</b>		
12.1	Central and Department library stock register	YES	
<b>13.0</b>	<b>Library utilization by department faculty and students</b>		
13.1	Department Library utilization by faculty and students (issue register)	YES	
<b>14.0</b>	<b>ICT usage of faculty ( No. of Faculty utilized / Total Strength)</b>	YES	
<b>15.0</b>	<b>E-content development by faculty</b>	YES	
<b>16.0</b>	<b>Use of LMS by faculty</b>	NO	
<b>17.0</b>	<b>Use of Campus ERP by faculty</b>		
17.1	ERP file	YES	
<b>18.0</b>	<b>CO-PO-PSO attainment and curriculum improvement</b>		
18.1	CO-PO-PSO attainment file	YES	
18.2	Curriculum gap identification file	Processing	Completed 87
<b>19.0</b>	<b>Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)</b>		
19.1	CC, VAC and VET file		
<b>20.0</b>	<b>Participation level (%) of students in CC, VAC and VET</b>	YES	
20.1	Refer 19.1		
<b>21.0</b>	<b>Social club activities and participation level (%) of students</b>	YES	
21.1	Students participation in Co-curricular activities file		
21.2	Students participation in Extra-curricular activities file		
<b>22.0</b>	<b>FDPs attended by faculty</b>	YES	
22.1	FDP file		
<b>23.0</b>	<b>SDPs attended by Supporting Staff</b>	NO	
<b>24.0</b>	<b>Mentor-Mentee system</b>	YES	
24.1	Mentor mentee file		
<b>25.0</b>	<b>Conduction of Programme Assessment Committee (PAC) and QIC meetings</b>	YES	
25.1	PAC file		
25.2	QIC file		
<b>26.0</b>	<b>Student feedback systems and implementation</b>		
26.1	ERP file	YES	

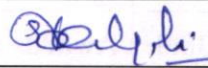
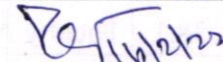


<b>27.0</b>	<b>Student grievances and redressal</b>	YES	
27.1	Student grievance file		
27.2	Redressal file		
<b>28.0</b>	<b>Programs organized for faculty and staff</b>	YES	
<b>29.0</b>	<b>Programs organized for students through various clubs</b>		
29.1	List of clubs (Agenda and Minutes of Meeting)	YES	
<b>30.0</b>	<b>Participation level (%) of students in competitions and achievements</b>	YES	
<b>31.0</b>	<b>Graduation rate and university ranks</b>		
31.1	Graduation file ( Exam Cell)	YES	
<b>32.0</b>	<b>Percentage rate of placement and salary levels</b>		
32.1	Department placement file	YES	
<b>33.0</b>	<b>Percentage rate of higher studies students (India and Abroad)</b>		
33.1	Higher studies students files	YES	
<b>34.0</b>	<b>Percentage rate of participation in competitive exam and success rate</b>		
34.1	Competitive exam file	YES	
<b>35.0</b>	<b>Funded proposals submitted and grants obtained</b>		
35.1	Funded project file	YES	
<b>36.0</b>	<b>Publications in journals (IJ / NJ) and citations</b>	YES	
36.1	Publication in International and National journals and citations file		
<b>37.0</b>	<b>Publication in Conferences (IC &amp; NC)</b>	YES	
37.1	Publication in International conference file		
37.2	Publication in National conference file		
<b>38.0</b>	<b>Awards and recognition by Dept., faculty and students</b>	YES	
38.1	Faculty Award and recognition files		
38.2	Students Award and recognition files		
<b>39.0</b>	<b>MOU with industry and III activities and guest lectures</b>	YES	
39.1	MOU file		
39.2	III activities files		
<b>40.0</b>	<b>Laboratory up gradation</b>	YES	
40.1	Laboratory stock register		
<b>41.0</b>	<b>New lab established</b>	YES	
41.1	Laboratory stock register		
<b>42.0</b>	<b>Maintenance of department facilities</b>	YES	
42.1	Maintenance register		



43.0	Department level alumni engagement (No. of Alumni / Year)	YES	
43.1	Alumni files		
44.0	Road map of the department	YES	
44.1	Department road map		
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	YES	
46.0	IPR and Patents	YES	
46.1	IPR file		
46.2	Patents file		
47.0	Consultancy	Processing	Completed
47.1	Consultancy file		
48.0	Students Research Papers	No activity	
48.1	Students Research Paper file		
49.0	Contest Participation & prizes	YES	
49.1	Contest Participation & prizes files		
50.0	Students Intra & Inter-Institute Paper Presentations	YES	
50.1	Students Intra & Inter-Institute Paper Presentations file		

**Audited by:**

S.No	Name of the Auditor	Designation	Department	Signature with Date
1.	S. Kalpanadevi	ASP	EEE	
2.	D. Madhan Raj	AP	EEE	

  
IQAC - Coordinator

  
PRINCIPAL



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic Year- EVEN (2020-2021)**

**Academic and Administrative Audit Report**

**Department:** ECE

**Semester:** EVAN

**Date:** 27/09/22

S.No.	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F)		Remarks* (Yes/No)
											Year/Sem	completed (Yes/No)	
1	Dr.N.Santhiyakumari	DIP	ECE	B.E	IV/VIII/A	Yes	Yes	Yes	100%	Yes			
2	Dr.M.Thangavel	-	-	-	-	-	-	-	-	-			
3	Mr.V.Saravanan	PSP	ECE	B.E	IV/VIII/A	Yes	Yes	Yes	100%	Yes			
		Project Phase II	VLSI Design	M.E	II/IV	Yes	Yes	Yes	100%	Yes			
		VSP	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			
4	Dr.P.Shanmuga Sundaram	PEE	ECE	B.E	IV/VIII/B	Yes	Yes	Yes	100%	Yes			
5	Mr.M.Srinivasan	WN	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
		MPMC LAB	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		CA	ECE	B.E	I/II/A	Yes	Yes	Yes	100%	Yes			
6	Mr.R.Shanmuga Sundaram	Project Work	ECE	B.E	IV/VIII/A&B	Yes	Yes	Yes	100%	Yes			
		EMF	ECE	B.E	II/IV/A	Yes	Yes	Yes	100%	Yes			
		WC	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes/No	51/51	Yes	
7	Mr.S.Premkumar	MPMC	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
		MPMC LAB	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
		CA	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes			
8	Mr.M.Chandraman	POM	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
		POM	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		C&D LAB	ECE	B.E	I/II/A	Yes	Yes	Yes	100%	Yes			
9	Mr.S.Veerakumar	Project Work	ECE	B.E	IV/VIII/A&B	Yes	Yes	Yes	100%	Yes			
		TLRF	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
10	Mr.G.Rajamanickam	LIC	ECE	B.E	II/IV/A	Yes	Yes	Yes	100%	Yes			
		LIC LAB	ECE	B.E	II/IV/A	Yes	Yes	Yes	100%	Yes			
		ED	ECE	B.E	I/II/A	Yes	Yes	Yes	100%	Yes			
11	Mrs.T.Devika	LIC	ECE	B.E	II/IV/B	Yes	Yes	Yes	100%	Yes			
		LIC LAB	ECE	B.E	II/IV/B	Yes	Yes	Yes	100%	Yes			
		ED	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes			



S.No.	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F)		Remarks*
											Year/Sem	completed (Yes/No)	
12	Mr.N.Vigneshwaran	SC	ECE	B.E	IV/VIII/B	Yes	Yes	Yes	100%	Yes			
		WC	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		Technical Seminar	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
		EP LAB CSE	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes			
13	Mr.V.Nagaraj	VLSI Design	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
		VLSI Design Lab	ECE	B.E	III/VI/A	Yes	Yes	Yes	100%	Yes			
		TVC	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			
		DPSD	CSE	B.E	II/IV/A	Yes	Yes	Yes	100%	Yes			
14	Mr.A.Arun	MPMC	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		EC II	ECE	B.E	II/IV/B	Yes	Yes	Yes	100%	Yes			
		CD & S LAB	ECE	B.E	II/IV/B	Yes	Yes	Yes	100%	Yes			
15	Mr.M.Dinesh kumar	WN	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		CT	ECE	B.E	II/IV/B	Yes	Yes	Yes	100%	Yes			
		Technical Seminar	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		EP LAB CSE	ECE	B.E	I/II/A	Yes	Yes	Yes	100%	Yes			
16	Mrs.R.Hemalatha	VLSI Design	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		VLSI Design Lab	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		DPSD	CSE	B.E	II/IV/B	Yes	Yes	Yes	100%	Yes			
17	Mr.V.Vimalraj	CT	ECE	B.E	II/IV/A	Yes	Yes	Yes	100%	Yes			
		CD & S LAB	ECE	B.E	II/IV/A	Yes	Yes	Yes	100%	Yes			
		SIHSD	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			
18	Mr.K.Gopi	EC II	ECE	B.E	II/IV/A	Yes	Yes	Yes	100%	Yes			
		C&D LAB	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes			
		DAFSC	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			
		VDL II	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			
19	Mr.T.Praveenkumar	TLEF	ECE	B.E	III/VI/B	Yes	Yes	Yes	100%	Yes			
		EP LAB ECE	ECE	B.E	I/II/A	Yes	Yes	Yes	100%	Yes			
		LPVD	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			
		TPWS	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			

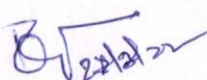



S.No.	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F)		Remarks*
											Year/Sem	completed (Yes/No)	
20	Mr.S.Hariharan	EMF	ECE	B.E	II/IV/B	Yes	Yes	Yes	100%	Yes			
		EP LAB ECE	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes			
		ESD	VLSI Design	M.E	I/II	Yes	Yes	Yes	100%	Yes			
21	Dr.T.K.Santhi	PC	ECE	B.E	III/VI/ A&B	Yes	Yes	Yes	100%	Yes			
		TE	ECE	B.E	I/II/A	Yes	Yes	Yes	100%	Yes			
		TE	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes			
22	Mrs.P.Shyamala Devi	PEE	ECE	B.E	I/II/A	Yes	Yes	Yes	100%	Yes			
		PEE	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes			
23	Mrs.J.Saritha	EM II	ECE	B.E	I/II/A	Yes	Yes	Yes/No	~100%	Yes	I/II	Yes	
		EM II	ECE	B.E	I/II/B	Yes	Yes	Yes	100%	Yes	I/II	Yes	
24	Mr.T.Raja	PRP	ECE	B.E	II/IV/ A	Yes	Yes	Yes	100%	Yes			
		PRP	ECE	B.E	II/IV/ B	Yes	Yes	Yes	100%	Yes			


\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor
1.	S. Kalpanadevi	ASPI/EE			
2.	P. Madhan Raj	APIS/EE			

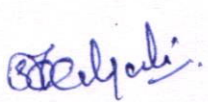

Table 2-Remarks and Corrective Action(CA) report

  
Team Head/Auditors

  
Overall AAC  
Coordinator

  
Principal



<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504</b>			
<b>Academic and Administrative Audit (AAA) – Summary Sheet</b>			
<b>Department</b>	Electronics and Communication Engineering	<b>Date</b>	16.2.2022
<b>Period of Audit</b>	14.02.2022 to 17.02.2022		
<b>Academic Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
Timely documentation is done. All the faculty members have course file		Proof for executing innovative teaching learning pedagogy to be improved.  CO-PO-PSO attainment files completion to be improved.	
<b>Administrative Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
Proof for all activities are well documented		QIC and PAC updation to be improved	
<b>Suggestions for improvement</b>			
<b>Academic Audit</b>		<b>Administrative Audit</b>	
Students level publications need to be improved		Student participation outside institution need to be improved	
			
<b>Auditor – Team Head</b>		<b>PRINCIPAL</b>	



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN SEMESTER)**

**Department:**

**EEE**

**Date:**

**17.02.22**

**Time: 3:00-04:30PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	<b>Anna University and College and Department Academic Calendar preparation</b>		
1.1	Anna University and College Calendar	YES	
<b>2.0</b>	<b>Department Academic Calendar</b>		
2.1	Department Academic Calendar	YES	
<b>3.0</b>	<b>Subject allocation system for Faculty</b>		
3.1	Course willingness file	YES	
3.2	Course allocation file	YES	
3.3	Time table file		
	a) Master time table file b) Individual faculty time table file	YES	
<b>4.0</b>	<b>Class Committee Meetings</b>		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	YES	
<b>5.0</b>	<b>Department Faculty and Staff Meetings (Agenda and Minutes)</b>		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	YES	
5.2	Class advisors meeting file	YES	
<b>6.0</b>	<b>Syllabus completion monitoring</b>		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	.	
<b>7.0</b>	<b>IAT performance review and remedial classes</b>		
7.1	IAT time table file	YES	
7.2	IAT invigilation duty file	YES	
7.3	Result analysis file	YES	
7.4	Course file (Refer Annexure – A, B & C)	YES	
<b>8.0</b>	<b>Arrear coaching</b>		
8.1	Arrear coaching class time table file	YES	
8.2	Arrear coaching class file	YES	
<b>9.0</b>	<b>University results and improvement measures</b>		
9.1	University results analysis file	YES	
<b>10.0</b>	<b>Mid semester faculty appraisal by students</b>		



10.1	Mid semester feedback file	YES	
<b>11.0</b>	<b>End semester faculty appraisal by students</b>		
11.1	End semester feedback file	YES	
<b>12.0</b>	<b>Sufficiency of text and reference books in central and department library</b>		
12.1	Central and Department library stock register	YES	
<b>13.0</b>	<b>Library utilization by department faculty and students</b>		
13.1	Department Library utilization by faculty and students (issue register)	YES	
<b>14.0</b>	<b>ICT usage of faculty ( No. of Faculty utilized / Total Strength)</b>	YES	
<b>15.0</b>	<b>E-content development by faculty</b>	YES	
<b>16.0</b>	<b>Use of LMS by faculty</b>	NO	
<b>17.0</b>	<b>Use of Campus ERP by faculty</b>		
17.1	ERP file	Processing	Completed Refer
<b>18.0</b>	<b>CO-PO-PSO attainment and curriculum improvement</b>		
18.1	CO-PO-PSO attainment file	YES	
18.2	Curriculum gap identification file	YES	
<b>19.0</b>	<b>Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)</b>		
19.1	CC, VAC and VET file		
<b>20.0</b>	<b>Participation level (%) of students in CC, VAC and VET</b>	YES	
20.1	Refer 19.1		
<b>21.0</b>	<b>Social club activities and participation level (%) of students</b>	YES	
21.1	Students participation in Co-curricular activities file		
21.2	Students participation in Extra-curricular activities file		
<b>22.0</b>	<b>FDPs attended by faculty</b>	YES	
22.1	FDP file		
<b>23.0</b>	<b>SDPs attended by Supporting Staff</b>	NO	
<b>24.0</b>	<b>Mentor-Mentee system</b>	YES	
24.1	Mentor mentee file		
<b>25.0</b>	<b>Conduction of Programme Assessment Committee (PAC) and QIC meetings</b>	Processing	Completed Refer
25.1	PAC file		
25.2	QIC file		
<b>26.0</b>	<b>Student feedback systems and implementation</b>		
26.1	ERP file	YES	



<b>27.0</b>	<b>Student grievances and redressal</b>	YES	
27.1	Student grievance file		
27.2	Redressal file		
<b>28.0</b>	<b>Programs organized for faculty and staff</b>	YES	
<b>29.0</b>	<b>Programs organized for students through various clubs</b>		
29.1	List of clubs (Agenda and Minutes of Meeting)	YES	
<b>30.0</b>	<b>Participation level (%) of students in competitions and achievements</b>	YES	
<b>31.0</b>	<b>Graduation rate and university ranks</b>		
31.1	Graduation file ( Exam Cell)	YES	
<b>32.0</b>	<b>Percentage rate of placement and salary levels</b>		
32.1	Department placement file	YES	
<b>33.0</b>	<b>Percentage rate of higher studies students (India and Abroad)</b>		
33.1	Higher studies students files	YES	
<b>34.0</b>	<b>Percentage rate of participation in competitive exam and success rate</b>		
34.1	Competitive exam file	YES	
<b>35.0</b>	<b>Funded proposals submitted and grants obtained</b>		
35.1	Funded project file	YES	
<b>36.0</b>	<b>Publications in journals (IJ / NJ) and citations</b>	YES	
36.1	Publication in International and National journals and citations file		
<b>37.0</b>	<b>Publication in Conferences (IC &amp; NC)</b>	YES	
37.1	Publication in International conference file		
37.2	Publication in National conference file		
<b>38.0</b>	<b>Awards and recognition by Dept., faculty and students</b>	YES	
38.1	Faculty Award and recognition files		
38.2	Students Award and recognition files		
<b>39.0</b>	<b>MOU with industry and III activities and guest lectures</b>	YES	
39.1	MOU file		
39.2	III activities files		
<b>40.0</b>	<b>Laboratory up gradation</b>	YES	
40.1	Laboratory stock register		
<b>41.0</b>	<b>New lab established</b>	YES	
41.1	Laboratory stock register		
<b>42.0</b>	<b>Maintenance of department facilities</b>	YES	
42.1	Maintenance register		



43.0	Department level alumni engagement (No. of Alumni / Year)	YES	
43.1	Alumni files		
44.0	Road map of the department	YES	
44.1	Department road map		
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	YES	
46.0	IPR and Patents	YES	
46.1	IPR file		
46.2	Patents file		
47.0	Consultancy	YES	
47.1	Consultancy file		
48.0	Students Research Papers	No activity	Completed Review
48.1	Students Research Paper file		
49.0	Contest Participation & prizes	YES	
49.1	Contest Participation & prizes files		
50.0	Students Intra & Inter-Institute Paper Presentations	YES	
50.1	Students Intra & Inter-Institute Paper Presentations file		

Audited by:

S.No	Name of the Auditor	Designation	Department	Signature with Date
1.	R. Shanmuga Sundaram	Assistant Professor	FCE	[Signature] 17/2/22
2.	A. ARUN	Assistant Professor	ECE	[Signature] 17/2/22

IQAC - Coordinator

PRINCIPAL



Department: EEE

Semester: EVEN

Date: 17.02.22

S.No.	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/ Sem	completed (Yes/No)	
1	Dr.C.Muniraj	EE8015/Electric Energy Generation, Utilization and Conservation	B.E(EEE)	B.E	IV/VIII/A	Yes		Yes	100	Yes			
2	Mr.B.Sasikumar	ET5002 / Embedded Linux	M.E (EST)	M.E	I/II	Yes		Yes	100	No/Yes			
2	Dr.P.A.Gowrisankar	EE8602/Protection and Switchgear	B.E(EEE)	B.E	III/VI	Yes		Yes	100	Yes			
		IS5203/Electrical Safety	M.E(ISE)	B.E	I/II	Yes		Yes	100	Yes			
		GE8261/Engineering Practices Laboratory	B.E(IT)	B.E	I/II	Yes		Yes	100	Yes			
3	Mrs.S.Kalpana Devi	IC8451/Control Systems	B.E(EEE)	B.E	II/IV	Yes		Yes	100	Yes			
		EE8811/Project Work	B.E(EEE)	B.E	IV/VIII/A	Yes		Yes	100	Yes			
		ET5005/Automotive Embedded System	M.E(EST)	B.E	I/II	Yes		Yes	100	No/Yes			
4	Mr.S.E.Murthy	BE8253/Basic Electrical, Electronics and Instrumentation Engineering	B.E(MECH)	B.E	I/II	Yes		Yes	100	Yes			
		BE8261/Basic Electrical, Electronics and Instrumentation Engineering Laboratory	B.E(MECH)	B.E	I/II	Yes		Yes	100	Yes			
5	Mr.B.Dhinesh	EE8015 /Electric Energy Generation, Utilization and Conservation	B.E(EEE)	B.E	IV/VIII/B	Yes		Yes	100	Yes			
		EE8412/Technical Seminar	B.E(EEE)	B.E	II/IV	Yes		Yes	100	Yes			
6	Mr.M.Jagadeeshraja	EE8251/Circuit Theory	B.E(EEE)	B.E	I/II	Yes		Yes	100	Yes	Yes	Yes	
		EE8261/Electric Circuits Laboratory	B.E(EEE)	B.E	I/II	Yes		Yes	100	Yes			
		ET5411/Project Work Phase II	M.E(EST)	B.E	II/IV	Yes		Yes	100	Yes			
		ET5202/RISC Processor Architecture and Programming	M.E(EST)	B.E	I/II	Yes		Yes	100	Yes			
7	Mr.P.Balaji	EE8601/Solid State Drives	B.E(EEE)	B.E	III/VI	Yes		Yes	100	Yes	Yes	Yes	
		EE8611/Power Electronics and Drives Laboratory	B.E(EEE)	B.E	III/VI	Yes		Yes	100	Yes			
		ET5203/Internet of Things	M.E(EST)	B.E	I/II	Yes		Yes	100	Yes			
8	Mrs.N.Divya	EE8018/Microcontroller Based System Design	B.E(EEE)	B.E	IV/VIII/A	Yes		Yes	100	Yes			
		BE8254/Basic Electrical and Instrumentation Engineering	B.E(ECE-A)	B.E	I/II	Yes		Yes	100	Yes			
		EE8681/Microprocessors and Microcontrollers Laboratory	B.E(EEE)	B.E	III/VI	Yes		Yes	100	Yes			
9	Mrs.K.Yadhari	EE8402/Transmission and Distribution	B.E(EEE)	B.E	III/VI	Yes		Yes	100	Yes			
		BE8254/Basic Electrical and Instrumentation Engineering	B.E(ECE-B)	B.E	I/II	Yes		Yes	100	Yes			
		GE8261/Engineering Practices Laboratory	B.E(CIVIL)	B.E	I/II	Yes		Yes	100	Yes			
10	Mr.D.Ragul	EE8401/Electrical Machines - II	B.E(EEE)	B.E	II/IV	Yes		Yes	100	Yes			
		EE8411/Electrical Machines Laboratory – II	B.E(EEE)	B.E	II/IV	Yes		Yes	100	Yes			
		BE8255/Basic Electrical, Electronics and Measurement Engineering	B.E(CSE-C)	B.E	I/II	Yes		Yes	100	Yes			



11	Mr.P.Naveenkumar	EE8018/Microcontroller Based System Design	B.E(EEE)	B.E	IV/VIII/B	Yes	Yes	100	Yes			
		BE8255/Basic Electrical, Electronics and Measurement Engineering	B.E(CSE-A)	B.E	I/II	Yes	Yes	100	Yes			
		EE8811/Project Work	B.E(EEE)	B.E	IV/VIII/B	Yes	Yes	100	Yes			
		ET5251/Real Time Operating Systems	M.E(EST)	M.E	I/II	Yes	Yes	100	Yes			
12	Mr.R.Kathiresan	EE8451/Linear Integrated Circuits and Applications	B.E(EEE)	B.E	II/IV	Yes	Yes	100	Yes	R/S	Yes	
		EE8611/Mini Project	B.E(EEE)	B.E	III/VI	Yes	Yes	100	Yes			
		BE8251/Basic Electrical and Electronics Engineering	B.E(CIVIL)	B.E	I/II	Yes	Yes	100	Yes			
		ET5201/Pervasive Devices and Technology	M.E(EST)	B.E	I/II	Yes	Yes	100	Yes			
13	Mrs.P.Rekha	EE8403/Measurements and Instrumentation	B.E(EEE)	B.E	II/IV	Yes	Yes	100	Yes			
		EE8691/Embedded Systems	B.E(EEE)	B.E	III/VI	Yes	Yes	100	Yes			
		EE8461/Linear and Digital Integrated Circuits Laboratory	B.E(EEE)	B.E	II/IV	Yes	Yes	100	Yes			
		ET5211/Embedded System Lab-II	M.E(EST)	B.E	I/II	Yes	Yes	100	Yes			
14	Mr.M.Rajasekar	GE8075/Intellectual Property Rights	B.E(EEE)	B.E	III/VI	Yes	Yes	100	Yes			
		GE8261/Engineering Practices Laboratory	B.E(EEE)	B.E	I/II	Yes	Yes	100	Yes			
15	Mr.G.Karthikeyan	EE8006/Power Quality	B.E(EEE)	B.E	III/VI	Yes	Yes	100	Yes			
		BE8255/Basic Electrical, Electronics and Measurement Engineering	B.E(CSE-B)	B.E	I/II	Yes	Yes	100	Yes			
		GE8261/Engineering Practices Laboratory	B.E(MECH)	B.E	I/II	Yes	Yes	100	Yes			
16	Mrs.V.Kiruthiga Devi	BE8255/Basic Electrical, Electronics and Measurement Engineering	B.E(IT&CSBS)	B.E	I/II	Yes	Yes	100	Yes			
		GE8261/Engineering Practices Laboratory	B.E(CSBS)	B.E	I/II	Yes	Yes	100	Yes			

Table 1-Academic audit report

\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	label	Remarks	Corrective Action(CA)	Signature of Auditor

Table 2-Remarks and Corrective Action(CA) report

*Rehan*  
17/5/22  
Team Head/Auditors

*Overall AAC Coordinator*  
Overall AAC Coordinator

*Principal*  
Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic and Administrative Audit (AAA) – Summary Sheet**

<b>Department</b>	EEE	<b>Date</b>	23/03/22
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<b>Period of Audit</b>	14.02.2022 to 17.02.2022.
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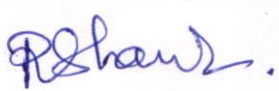

**Academic Audit**

Key Strengths	Major Weaknesses
<ul style="list-style-type: none"> <li>* All faculties have Course file as per check list.</li> <li>* Innovation in Teaching supporting materials.</li> </ul>	<ul style="list-style-type: none"> <li>* Arrangement of content in the files is missing</li> </ul>

**Administrative Audit**

Key Strengths	Major Weaknesses
<ul style="list-style-type: none"> <li>* All files are available as per parameters.</li> </ul>	<ul style="list-style-type: none"> <li>* Updation of Activities and arrangements is needed</li> </ul>

**Suggestions for improvement**

Academic Audit	Administrative Audit
<ul style="list-style-type: none"> <li>* More number of Repetition of the Content</li> </ul>	<ul style="list-style-type: none"> <li>* Audit timing and periodic will be increased.</li> </ul>
	
<b>Auditor – Team Head</b>	<b>PRINCIPAL</b>



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN SEMESTER)**

**Department: CIVIL**

**Date: 17.02.2022**

**Time: 09.30 AM- 04.30PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file b) Individual faculty time table file	Yes	
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	
<b>10.0</b>	Mid semester faculty appraisal by students		
10.1	Mid semester feedback file	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>11.0</b>	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
<b>12.0</b>	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
<b>13.0</b>	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
<b>14.0</b>	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
<b>15.0</b>	E-content development by faculty	Yes	
<b>16.0</b>	Use of LMS by faculty	-	
<b>17.0</b>	Use of Campus ERP by faculty		
17.1	ERP file	Yes	
<b>18.0</b>	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
<b>19.0</b>	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
<b>20.0</b>	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
<b>21.0</b>	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
<b>22.0</b>	FDPs attended by faculty		
22.1	FDP file	Yes	
<b>23.0</b>	SDPs attended by Supporting Staff	Yes	
<b>24.0</b>	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
<b>25.0</b>	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	
25.2	QIC file	Yes	
<b>26.0</b>	Student feedback systems and implementation		
26.1	ERP file	Yes	
<b>27.0</b>	Student grievances and redressal		
27.1	Student grievance file	Yes	

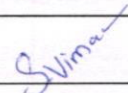
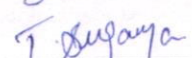



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
27.2	Redressal file	No	Completed 7/10
28.0	Programs organized for faculty and staff	Yes	
29.0	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
30.0	Participation level (%) of students in competitions and achievements		
31.0	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
32.0	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
33.0	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
34.0	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
35.0	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
36.0	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
37.0	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
38.0	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
39.0	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
40.0	Laboratory up gradation		
40.1	Laboratory stock register	Yes	
41.0	New lab established		
41.1	Laboratory stock register	Yes	
42.0	Maintenance of department facilities		
42.1	Maintenance register	Yes	
43.0	Department level alumni engagement (No. of Alumni / Year)		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
43.1	Alumni files	Yes	
44.0	Road map of the department		
44.1	Department road map	Yes	
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
46.0	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
47.0	Consultancy		
47.1	Consultancy file	Yes	
48.0	Students Research Papers		
48.1	Students Research Paper file	Yes	
49.0	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
50.0	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1	Mrs.S.VIMALA	AP/MBA	
2	Mrs.T.SUGANYA	AP/MBA	

  
IQAC - Coordinator

  
PRINCIPAL



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALLAM - 637 504**

**Academic Year: 2020-21**

**Academic Audit Report**

**Department:** Civil Engineering

**Semester:** Even

**Date:** 17.09.22

S. No.	Faculty Name	Course Name	Department	Programme	Year / Sem. / Sec.	(A) Course file Completed (Yes/No)	(B) Log book Completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of Syllabus Coverage	(E) CO Assessment Carried Out (Yes/No)	(F) Class Advisor		Remarks* (Yes/No)
											Year / Sem.	Completed (Yes/No)	
1	Mr.U.Balamurugan	Numerical Methods	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes			
2	Mr.L.Krishnan	Construction Techniques and Practices	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes	IV/VIII	Yes	
		Strength of Materials Laboratory	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes			
		Structural Analysis II	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
3	Mr.J.Gopi Krishna	Strength of Materials II	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes			
		Highway Engineering	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
		Highway Engineering Laboratory	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
4	Mr.N.Sadham Hussain	Applied Hydraulic Engineering	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes	III/VI	No	
		Irrigation and Environmental Engineering Drawing	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
		Geo-Environmental Engineering	Civil	B.E. Civil	IV/VIII	Yes	No	Yes	Yes	Yes			
5	Mr.P.Selvakumar	Concrete Technology	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes	II/IV	Yes	
		Design of Steel Structural Elements	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
		Project Work	Civil	B.E. Civil	IV/VIII	Yes	No	Yes	Yes	Yes			
6	Mr.S.Pradeep Kumar	Soil Mechanics	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes			
		Wastewater Engineering	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			



S. No.	Faculty Name	Course Name	Department	Programme	Year / Sem. / Sec.	(A) Course file Completed (Yes/No)	(B) Log book Completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of Syllabus Coverage	(E) CO Assessment Carried Out (Yes/No)	(F) Class Advisor		Remarks* (Yes/No)
											Year / Sem.	Completed (Yes/No)	
7	Dr.G.Sivanatarajan	Hydraulic Engineering Laboratory	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes			
		Irrigation Engineering	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
8	Mr.S.Prabakaran / English	Advanced Reading and Writing	Civil	B.E. Civil	II/IV	Yes	No	Yes	Yes	Yes			
		Professional Communication	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
9	Mr.V.Gowtham Kumar	Ground Improvement Techniques	Civil	B.E. Civil	III/VI	Yes	No	Yes	Yes	Yes			
10	Dr.P.Manikandan	Maintenance, Repair and Rehabilitation of Structures	Civil	B.E. Civil	IV/VIII	Yes	No	Yes	Yes	Yes			

NC-Non Conformance

A,B,C,D,E,F,G-file label

Table 1 - Academic Audit Report

\*If Remarks is any, attach separately in table 2 format

S.No	Faculty Name	NC file label	Remarks	Corrective Action (CA)	Signature of Auditor

Table 2 - Non Conformance (NC) and Corrective Action (CA) Report

*S. Vimala*  
Team Head/Auditors

*@am*  
Overall AAC Coordinator

*[Signature]*  
Principal



KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504			
Academic and Administrative Audit (AAA) – Summary Sheet : AY 2020-2021 (ODD SEMESTER)			
Department	Civil Engineering	Date	17.04.22
Period of Audit			
Academic Audit			
Key Strengths		Major Weaknesses	
Improvized file management Systems		TO arrange the document as per the academic year	
Administrative Audit			
Key Strengths		Major Weaknesses	
Improvized file management Systems.		—	
Suggestions for improvement			
Academic Audit		Administrative Audit	
Good and timely upgradation of relevant files.		timely upgradation of relevant files.	
S. Vime		Pm	
Auditor – Team Head		PRINCIPAL	



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21 (EVEN SEMESTER)**

**Department: CSE**

**Date: 17.02.2022**

**Time: 09.30 AM- 04.30PM**

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	Anna University and College and Department Academic Calendar preparation		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	Department Academic Calendar		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	Subject allocation system for Faculty		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file		
	a) Master time table file b) Individual faculty time table file	Yes	
<b>4.0</b>	Class Committee Meetings		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	Department Faculty and Staff Meetings (Agenda and Minutes)		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	Syllabus completion monitoring		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	IAT performance review and remedial classes		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	Arrear coaching		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	University results and improvement measures		
9.1	University results analysis file	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>10.0</b>	Mid semester faculty appraisal by students		
10.1	Mid semester feedback file	Yes	
<b>11.0</b>	End semester faculty appraisal by students		
11.1	End semester feedback file	Yes	
<b>12.0</b>	Sufficiency of text and reference books in central and department library		
12.1	Central and Department library stock register	Yes	
<b>13.0</b>	Library utilization by department faculty and students		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
<b>14.0</b>	ICT usage of faculty ( No. of Faculty utilized / Total Strength)	Yes	
<b>15.0</b>	E-content development by faculty	Yes	
<b>16.0</b>	Use of LMS by faculty	-	
<b>17.0</b>	Use of Campus ERP by faculty		
17.1	ERP file	Yes	
<b>18.0</b>	CO-PO-PSO attainment and curriculum improvement		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
<b>19.0</b>	Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)		
19.1	CC, VAC and VET file	Yes	
<b>20.0</b>	Participation level (%) of students in CC, VAC and VET		
20.1	Refer 19.1		
<b>21.0</b>	Social club activities and participation level (%) of students		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
<b>22.0</b>	FDPs attended by faculty		
22.1	FDP file	Yes	
<b>23.0</b>	SDPs attended by Supporting Staff	Yes	
<b>24.0</b>	Mentor-Mentee system		
24.1	Mentor mentee file	Yes	
<b>25.0</b>	Conduction of Programme Assessment Committee (PAC) and QIC meetings		
25.1	PAC file	Yes	

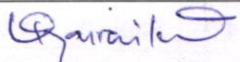
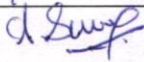


S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
25.2	QIC file	Yes	
26.0	Student feedback systems and implementation		
26.1	ERP file	Yes	
27.0	Student grievances and redressal		
27.1	Student grievance file	Yes	
27.2	Redressal file	Yes	
28.0	Programs organized for faculty and staff	Yes	
29.0	Programs organized for students through various clubs		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
30.0	Participation level (%) of students in competitions and achievements	Yes	
31.0	Graduation rate and university ranks		
31.1	Graduation file ( Exam Cell)	Yes	
32.0	Percentage rate of placement and salary levels		
32.1	Department placement file	Yes	
33.0	Percentage rate of higher studies students (India and Abroad)		
33.1	Higher studies students files	Yes	
34.0	Percentage rate of participation in competitive exam and success rate		
34.1	Competitive exam file	Yes	
35.0	Funded proposals submitted and grants obtained		
35.1	Funded project file	Yes	
36.0	Publications in journals (IJ / NJ) and citations		
36.1	Publication in International and National journals and citations file	Yes	
37.0	Publication in Conferences (IC & NC)		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
38.0	Awards and recognition by Dept., faculty and students		
38.1	Faculty Award and recognition files	Incomplete	Completed
38.2	Students Award and recognition files	Yes	
39.0	MOU with industry and III activities and guest lectures		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
40.0	Laboratory up gradation		




S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
40.1	Laboratory stock register	Yes	
41.0	New lab established		
41.1	Laboratory stock register	Yes	
42.0	Maintenance of department facilities		
42.1	Maintenance register	Yes	
43.0	Department level alumni engagement (No. of Alumni / Year)		
43.1	Alumni files	Yes	
44.0	Road map of the department		
44.1	Department road map	Yes	
45.0	Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.	Yes	
46.0	IPR and Patents		
46.1	IPR file	Yes	
46.2	Patents file	Yes	
47.0	Consultancy		
47.1	Consultancy file	Yes	
48.0	Students Research Papers		
48.1	Students Research Paper file	Yes	
49.0	Contest Participation & prizes		
49.1	Contest Participation & prizes files	Yes	
50.0	Students Intra & Inter-Institute Paper Presentations		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

**Audited by:**

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	V. KARTHIKEYAN	AP / MECH	
2.	A. Selvakomal	AP / Mech	

  
IQAC - Coordinator

  
PRINCIPAL



Academic Year-(2020-2021)

Academic and Administrative Audit Report

Department: Computer Science Engineering ( CSE)

Semester: EVEN

Date: 17/02/22

S.No	Faculty Name	Course Name	Department	Programme	Year/Sem/Sec	(A) Course file completed (Yes/No)	(B) Log book completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of syllabus coverage	(E) CO Assessment carried out (Yes/No)	(F) Class Advisor File		Remarks*
											Year/ Sem	completed (Yes/No)	
1	Dr.V.Kumar	Operating Systems (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			
2	Dr.P.Rajendran	Design and Analysis of Algorithms (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			
3	Mr.K.Ravikumar	Programming in C (I CSE A)	CSE	B.E. - CSE	I / CSE / A	Yes	ERP	Yes	100	Yes	II / CSE / A	Yes	
		Programming in C (I CSE C) Programming in C (I IT)	CSE	B.E. - CSE	I / CSE / C	Yes	ERP	Yes	100	Yes			
4	Mr.I.Rajesh	Software Testing (III CSE A)	CSE	B.E. - CSE	III / CSE / A	Yes	ERP	Yes	100	Yes			
		Software Testing (III CSE B)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
		Mini Project (III CSE A&B)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
5	Dr.S.Sakthivel	Information Retrieval Techniques (IV CSE A)	CSE	B.E. - CSE	IV / CSE / A	Yes	ERP	Yes	100	Yes	IV / CSE / A	Yes	
		Information Retrieval Techniques (IV CSE B)	CSE	B.E. - CSE	IV / CSE / B	Yes	ERP	Yes	100	Yes			
		Project Work (IV CSE)	CSE	B.E. - CSE	IV / CSE / B	Yes	ERP	Yes	100	Yes			



6	Dr.J.Gowrishankar	Software Engineering (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			
		Software Engineering (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
		C Programming Laboratory (I CSE A) Mini Project (III CSE A&B)	CSE	B.E. - CSE	A)(III CSE A&B)	Yes	ERP	Yes	100	Yes			
7	Mr.T.Karthikeyan	Artificial Intelligence (III CSE A)	CSE	B.E. - CSE	III / CSE / A	Yes	ERP	Yes	100	Yes	III / CSE / A	Yes	
		Artificial Intelligence (III CSE A)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
		C Programming Laboratory (I CSE A) Mini Project (III CSE A&B)	CSE	B.E. - CSE		Yes	ERP	Yes	100	Yes			
8	Mr.P.Sakthivel	Mobile Computing (III CSE A)	CSE	B.E. - CSE	III / CSE / A	Yes	ERP	Yes	100	Yes	III / CSE / B	Yes	
		Mobile Computing (III CSE B)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
		Operating Systems Laboratory (II CSE A)	CSE	B.E. - CSE	III / CSE / A	Yes	ERP	Yes	100	Yes			
9	Mrs.P.Malarvizhi	Computer Architecture (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			
		Computer Architecture (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
		Operating Systems Laboratory (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
10	Mrs.C.Vanitha	Database Management Systems (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes	II / CSE / B	Yes	
		Database Management Systems (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
		Database Management Systems Laboratory (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			



11	Mr.P.Nareshkumar	Operating Systems (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			
		Operating Systems (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
		Internet Programming Laboratory (III CSE A)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
12	Ms.S.S.Kiruthika	Compiler Design (III CSE A)	CSE	B.E. - CSE	III / CSE / A	Yes	ERP	Yes	100	Yes			
		Compiler Design (III CSE B)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
		C Programming Laboratory (I CSE C)	CSE	B.E. - CSE	I / CSE / C	Yes	ERP	Yes	100	Yes			
13	Mr.A.Sekar	Internet Programming (III CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			
		Internet Programming (III CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
		Internet Programming Laboratory (III CSE B)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
14	Mrs.R.Saranya	Professional Ethics in Engineering (IV CSE A)	CSE	B.E. - CSE	IV / CSE / A	Yes	ERP	Yes	100	Yes			
		Professional Ethics in Engineering (IV CSE B)	CSE	B.E. - CSE	IV / CSE / B	Yes	ERP	Yes	100	Yes			
		Project Work (IV CSE) C Programming Laboratory (I CSE B)	CSE	B.E. - CSE	CSE)(I CSE B	Yes	ERP	Yes	100	Yes			
15	Mr.C.Sivakumar	Design and Analysis of Algorithms (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			
		Design and Analysis of Algorithms (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
		Mobile Application Development Laboratory (III CSE B)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			



16	Mr.G.Venkatesh	Distributed Systems (III CSE A)	CSE	B.E. - CSE	III / CSE / A	Yes	ERP	Yes	100	Yes			
		Distributed Systems (III CSE B)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
		Mobile Application Development Laboratory (III CSE A)	CSE	B.E. - CSE	III / CSE / B	Yes	ERP	Yes	100	Yes			
17	Mrs.K.Sudha / Maths	Probability and Queuing Theory (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes	I / CSE / C	Yes	
		Engineering Mathematics II (I CSE C)	CSE	B.E. - CSE	I / CSE / C	Yes	ERP	Yes	100	Yes			
18	Mr. M. Prasath / Maths	Engineering Mathematics II (I CSE A)	CSE	B.E. - CSE	I / CSE / C	Yes	ERP	Yes	100	Yes			
		Numerical Methods (II EEE)	CSE	B.E. - CSE	II / EEE	Yes	ERP	Yes	100	Yes			
19	Mrs. R. Shanmugavalli / Maths	Probability and Queuing Theory (II CSE B)	CSE	B.E. - CSE	II / CSE / B	Yes	ERP	Yes	100	Yes			
		Engineering Mathematics II (I IT)	CSE	B.E. - CSE	I / IT	Yes	ERP	Yes	100	Yes			
20	Mrs. S.Geetha / Maths	Engineering Mathematics II (I CSE B)	CSE	B.E. - CSE	I / CSE / B	Yes	ERP	Yes	100	Yes	I / CSE / B	Yes	
21	Mrs.K.Prema / Physics	Physics for Information Science (I CSE A)	CSE	B.E. - CSE	I / CSE / A	Yes	ERP	Yes	100	Yes			
		Physics for Information Science (I CSE B)	CSE	B.E. - CSE	I / CSE / B	Yes	ERP	Yes	100	Yes			
22	Dr.G.S.Sivagurunathan /Chemistry	Environmental Science and Engineering (I CSE A)	CSE	B.E. - CSE	I / CSE / A	Yes	ERP	Yes	100	Yes	I / CSE / A	Yes	
		Environmental Science and Engineering (I CSE B)	CSE	B.E. - CSE	I / CSE / B	Yes	ERP	Yes	100	Yes			



23	Mr.T.Srinivasa Raja /English	Technical English (I CSE B)	CSE	B.E. - CSE	I / CSE / B	Yes	ERP	Yes	100	Yes			
		Technical English (I CSE C)	CSE	B.E. - CSE	I / CSE / C	Yes	ERP	Yes	100	Yes			
		Professional Communication Lab (III CSE A)	CSE	B.E. - CSE	III / CSE / A	Yes	ERP	Yes	100	Yes			
		Advanced Reading and Writing (II CSE A)	CSE	B.E. - CSE	II / CSE / A	Yes	ERP	Yes	100	Yes			

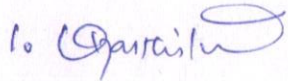
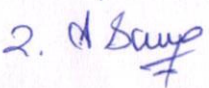
A,B,C,D,E,F-file label

Table 1-Academic audit report

\*If Remarks is any, attach separately in table 2

S.No	Faculty Name	Label	Remarks					Corrective Action(CA)					Signature of Auditor

Table 2-Remarks and Corrective Action(CA) report

1.   
2.   
Team Head/Auditors

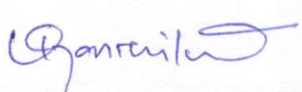

  
Overall AAA Coordinator

  
Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic and Administrative Audit (AAA) – Summary Sheet**

<b>Department</b>	Computer Science Engg.	<b>Date</b>	17/09/22
<b>Period of Audit</b>			
<b>Academic Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
* All faculties have course file as per checklist.		* MAP student strengths need to be increased.	
<b>Administrative Audit</b>			
<b>Key Strengths</b>		<b>Major Weaknesses</b>	
<b>Suggestions for improvement</b>			
<b>Academic Audit</b>		<b>Administrative Audit</b>	
* Student event participation need to be increased.		* All the data are available	
			
<b>Auditor – Team Head</b>		<b>PRINCIPAL</b>	



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020-21 (EVEN SEMESTER)

Department: MBA

Date: 14.02.22

Time: 11.00 to 4.00 pm

S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>1.0</b>	<b>Anna University and College and Department Academic Calendar preparation</b>		
1.1	Anna University and College Calendar	Yes	
<b>2.0</b>	<b>Department Academic Calendar</b>		
2.1	Department Academic Calendar	Yes	
<b>3.0</b>	<b>Subject allocation system for Faculty</b>		
3.1	Course willingness file	Yes	
3.2	Course allocation file	Yes	
3.3	Time table file	Yes	
	a) Master time table file b) Individual faculty time table file	Yes	
<b>4.0</b>	<b>Class Committee Meetings</b>		
4.1	Class Committee Meetings file (3 - Agenda and Minute of Meeting)	Yes	
<b>5.0</b>	<b>Department Faculty and Staff Meetings (Agenda and Minutes)</b>		
5.1	Faculty meeting file (Agenda and Minute of Meeting)	Yes	
5.2	Class advisors meeting file	Yes	
<b>6.0</b>	<b>Syllabus completion monitoring</b>		
6.1	Log book (Lesson plan, Attendance, IAT Marks etc.,)	Yes	
<b>7.0</b>	<b>IAT performance review and remedial classes</b>		
7.1	IAT time table file	Yes	
7.2	IAT invigilation duty file	Yes	
7.3	Result analysis file	Yes	
7.4	Course file (Refer Annexure – A, B & C)	Yes	
<b>8.0</b>	<b>Arrear coaching</b>		
8.1	Arrear coaching class time table file	Yes	
8.2	Arrear coaching class file	Yes	
<b>9.0</b>	<b>University results and improvement measures</b>		
9.1	University results analysis file	Yes	
<b>10.0</b>	<b>Mid semester faculty appraisal by students</b>		
10.1	Mid semester feedback file	Yes	



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
<b>11.0</b>	<b>End semester faculty appraisal by students</b>		
11.1	End semester feedback file	Yes	
<b>12.0</b>	<b>Sufficiency of text and reference books in central and department library</b>		
12.1	Central and Department library stock register	Yes	
<b>13.0</b>	<b>Library utilization by department faculty and students</b>		
13.1	Department Library utilization by faculty and students (issue register)	Yes	
<b>14.0</b>	<b>ICT usage of faculty ( No. of Faculty utilized / Total Strength)</b>	Yes	
<b>15.0</b>	<b>E-content development by faculty</b>	Yes	
<b>16.0</b>	<b>Use of LMS by faculty</b>	Yes	
<b>17.0</b>	<b>Use of Campus ERP by faculty</b>		
17.1	ERP file	Yes	
<b>18.0</b>	<b>CO-PO-PSO attainment and curriculum improvement</b>		
18.1	CO-PO-PSO attainment file	Yes	
18.2	Curriculum gap identification file	Yes	
<b>19.0</b>	<b>Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)</b>		
19.1	CC, VAC and VET file	Yes	
<b>20.0</b>	<b>Participation level (%) of students in CC, VAC and VET</b>		
20.1	Refer 19.1	Yes	
<b>21.0</b>	<b>Social club activities and participation level (%) of students</b>		
21.1	Students participation in Co-curricular activities file	Yes	
21.2	Students participation in Extra-curricular activities file	Yes	
<b>22.0</b>	<b>FDPs attended by faculty</b>		
22.1	FDP file	Yes	
<b>23.0</b>	<b>SDPs attended by Supporting Staff</b>	No	
<b>24.0</b>	<b>Mentor-Mentee system</b>		
24.1	Mentor mentee file	Yes	
<b>25.0</b>	<b>Conduction of Programme Assessment Committee (PAC) and QIC meetings</b>		
25.1	PAC file	Yes	
25.2	QIC file	Yes	
<b>26.0</b>	<b>Student feedback systems and implementation</b>		
26.1	ERP file	Yes	
<b>27.0</b>	<b>Student grievances and redressal</b>		
27.1	Student grievance file	Yes	

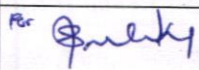
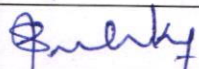



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
27.2	Redressal file	Yes	
<b>28.0</b>	<b>Programs organized for faculty and staff</b>	Yes	
<b>29.0</b>	<b>Programs organized for students through various clubs</b>		
29.1	List of clubs (Agenda and Minutes of Meeting)	Yes	
<b>30.0</b>	<b>Participation level (%) of students in competitions and achievements</b>	Yes	
<b>31.0</b>	<b>Graduation rate and university ranks</b>		
31.1	Graduation file (Exam Cell)	Yes	
<b>32.0</b>	<b>Percentage rate of placement and salary levels</b>		
32.1	Department placement file	Yes	
<b>33.0</b>	<b>Percentage rate of higher studies students (India and Abroad)</b>		
33.1	Higher studies students files	NA	
<b>34.0</b>	<b>Percentage rate of participation in competitive exam and success rate</b>		
34.1	Competitive exam file	NA	
<b>35.0</b>	<b>Funded proposals submitted and grants obtained</b>		
35.1	Funded project file	NA	-
<b>36.0</b>	<b>Publications in journals (IJ / NJ) and citations</b>		
36.1	Publication in International and National journals and citations file	Yes	
<b>37.0</b>	<b>Publication in Conferences (IC &amp; NC)</b>		
37.1	Publication in International conference file	Yes	
37.2	Publication in National conference file	Yes	
<b>38.0</b>	<b>Awards and recognition by Dept., faculty and students</b>		
38.1	Faculty Award and recognition files	Yes	
38.2	Students Award and recognition files	Yes	
<b>39.0</b>	<b>MOU with industry and III activities and guest lectures</b>		
39.1	MOU file	Yes	
39.2	III activities files	Yes	
<b>40.0</b>	<b>Laboratory up gradation</b>		
40.1	Laboratory stock register	Yes	
<b>41.0</b>	<b>New lab established</b>		
41.1	Laboratory stock register	NA	
<b>42.0</b>	<b>Maintenance of department facilities</b>		
42.1	Maintenance register	Yes	
<b>43.0</b>	<b>Department level alumni engagement (No. of Alumni / Year)</b>		



S. No.	Parameters & List of files to be audited	Completion Status (Yes / No)	Remarks (If Any)
43.1	Alumni files	Yes	
<b>44.0</b>	<b>Road map of the department</b>		
44.1	Department road map	Yes	
<b>45.0</b>	<b>Program on gender equality, values and ethics, national integration, non-violence, social inclusions, sustainable environment, community development, patriotism and constitutional obligations.</b>	Yes	
<b>46.0</b>	<b>IPR and Patents</b>		
46.1	IPR file	NA	
46.2	Patents file	NA	
<b>47.0</b>	<b>Consultancy</b>		
47.1	Consultancy file	NA	
<b>48.0</b>	<b>Students Research Papers</b>		
48.1	Students Research Paper file	Yes	
<b>49.0</b>	<b>Contest Participation &amp; prizes</b>		
49.1	Contest Participation & prizes files	Yes	
<b>50.0</b>	<b>Students Intra &amp; Inter-Institute Paper Presentations</b>		
50.1	Students Intra & Inter-Institute Paper Presentations file	Yes	

**Audited by:**

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	S. Sasi Kumar	AP/Physics/Civil	Per 
2.	S. Prabakaran	AP/English/IT	

  
IQAC - Coordinator

  
Principal



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504

Academic Year: 2020-21

## Academic Audit Report

Semester: I/II (EVEN)

Department: MBA

Date: 17.02.22

S. No.	Faculty Name	Course Name	Department	Programme	Year / Sem. / Sec.	(A) Course file Completed (Yes/No)	(B) Log book Completed (Yes/No)	(C) Innovative Teaching Practiced (Yes/No)	(D) Percentage of Syllabus Coverage	(E) CO Assessment Carried Out (Yes/No)	(F) Class Advisor File		Remarks* (Yes/No)
											Year / Sem.	Completed (Yes/No)	
1	Dr. M.Kotteeswaran	Operations Management	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes			
2	Dr. V.Kumaresan	Human Resource Management	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes			
3	Dr. A.S.Sathishkumar	Business Research Methods	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes			
		DABM	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes			
4	Prof. S.Nesakumaran	Marketing Management	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes			
5	Prof. S.Vimala	Financial Management	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes			
6	Prof. T.Suganya	Information Management	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes	2020 - 2021	Yes	
7	Prof. B.Ganeshkumar	Applied Operation Research	MBA	MBA	I/II	Yes	Yes	Yes	100	Yes	2020 - 2021	Yes	

NC-Non Conformance

A,B,C,D,E,F-file label

  
Team Head/Auditors

  
Overall AAC Coordinator

  
Principal



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM

## ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2021 -22, EXAM MANGEMENT SYSTEM (EMS)

File No.	List of Files	Completion Status (Yes / No)	Remarks
<b>I. ANNA UNIVERSITY</b>			
1.1	ASSESSMENT SCHEDULE	yes	
1.2	AU ACADEMIC SCHEDULE	yes	
1.3	AU CONVOCATION FILE	yes	
1.4	UNIVERSITY RANK HOLDERS LIST	yes	
1.5	ADDITIONAL ELECTIVE	yes	
1.6	RE-ADMISSION ADDITIONAL COURSES	yes	
1.7	ANNA UNIVERSITY IN	yes	
1.8	ANNA UNIVERSITY OUT	yes	
1.9	UP / PG ELECTIVES	yes	
1.10	RESULT GALLEY	yes	
1.11	ADMISSION FILE [UG/PG I-YEAR, LATERAL ENTRY, RE-ADIMISSON & TRANSFERRED]	yes	
1.12	ATTENDANCE & IAT MARK ENTRY FILE	yes	
1.13	TRANSFER DOTE ORDER	yes	
1.14	STUDENT PROFILE CORRECTION	yes	
1.15	MALPRACTICE DETAILS	yes	
1.16	QP COMMENTS	yes	
1.17	NOT REGISTERED DETAILS - STUDENT	yes	
1.18	PROFORMA, I TO VI	yes	
1.19	LAB ARREAR DETAILS	yes	
1.20	PHOTOCOPY DETAILS	yes	
1.21	DEBARRED ORDER - FACULTY	yes	
1.22	INTERNSHIP DETAILS	No	Not updated
1.23	ANNA UNIVERSITY EXAM ACCOUNTS DETAILS	yes	
1.24	GRADE SHEETS DESPACHED FILE	yes	
1.25	REVALUATION DETAILS	yes	
1.26	REVIEW DETAILS	yes	
1.27	VALUE ADDED COURSES	yes	only for CSE available
<b>2. ZONAL</b>			
2.1	ZONAL IN/OUT	yes	
2.2	RECEIVED ORDERS FOR PRACTICALS	yes	
2.3	RECEIVED ORDERS FOR THEORY	yes	
2.4	ZONAL STATIONARY, KIOT	yes	
2.5	AUR ORDER FILE	yes	
2.6	CODE BOOK REQUEST	yes	

updated  
6/2/22

only for CSE available  
updated  
6/2/22

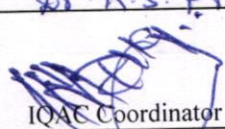



3.KIOT FILES			
3.1	RESULT ANALYSIS	yes	Principal Signature missing
3.2	ES-01	yes	Pending for online Exams
3.3	KIOT ACADEMIC SCHEDULE	yes	
3.4	KIOT - IAT CIRCULARS	yes	
3.5	EXAM CIRCULAR FILE	yes	
3.6	KIOT CIRCULAR FILE	yes	
3.7	DISCONTINUED DETAILS	yes	
3.8	AU THEORY EXAM ABSENT LIST	yes	
3.9	CHEQUE & DD PHOTOCOPY	yes	
3.10	STUDENT REQUISITION LETTER	yes	
3.11	Ph. D. DETAILS	yes	
3.12	NAAC, IQAC & GCM MEET FILES	yes	
3.14	FEES PENDING FILE	yes	
3.15	SERVICES RULES FOR FACULTY AND STAFF	yes	
3.16	AU ACADEMIC PERFORMANCE	yes	
3.17	REMUNERATION DETAILS	yes	updatation needed?
3.18	EMS-NON STATUTORY COMMITTEE	yes	updatation needed
3.19	STUDENT GRIEVANCE REDRESSAL FILE	yes	need updatation
3.20	KIOT-EMS FINANCE	yes	
3.21	AUTONOMOUS	yes	
3.22	PURCHASING FILES	yes	
4.OTHER EXAMS			
4.1	TNPSC - GROUP - IV 06.01.2016	-	NA
4.2	TNHB - JAA - 2017 24.09.2017	-	NA
4.3	TNPSC GROUP - IV 11.02.2018	-	NA
4.4	NEET EXAM - 05.05.2019	-	NA
4.5	TNPSC GROUP - IV 01.09.2019	-	NA
4.6	TNCWWB 01.12.2019	-	NA
4.7	TNEB EXAM 15.03.2020	-	NA
4.8	NEET EXAM - 13.09.2020	-	NA
4.9	TN POLICE EXAM 13.12.2020	-	NA
4.10	NEET EXAM - 12.09.2021	yes	
5.PHOTOCOPIER MACHINE			
5.1	UNICOM PURCHASE FILE	yes	
5.2	UNICOM SERVICE FILE	yes	
5.3	CANNON SERVICES FILE	yes	

Completed on  
7/3/22  
6/3/22

Completed  
7/3/22

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	Dr. K. Visagayaraj	Prof / Mech.	21/02/2022
2.	Dr. K. S. Prabhakaran	Asp / Mech.	21/02/22
 IQAC Coordinator		 PRINCIPAL	



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic and Administrative Audit (AAA) – Summary Sheet**

Department	Mechanical Engineering	Date	21/02/2022
Period of Audit	14/2/2022 to 17/2/2022		

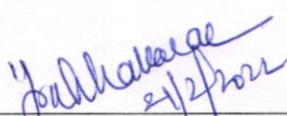
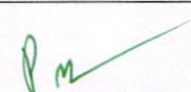
**Academic Audit**

Key Strengths	Major Weaknesses
-	-

**Administrative Audit**

Key Strengths	Major Weaknesses
<ul style="list-style-type: none"> <li>* Files are maintained Properly</li> <li>* File updation are done Periodically.</li> </ul>	<ul style="list-style-type: none"> <li>* Ems - Non Statutory Committee meeting is to be strengthened.</li> </ul>

**Suggestions for improvement**

Academic Audit	Administrative Audit
-	<ul style="list-style-type: none"> <li>* Autonomous related work for Ems may be Concentrated Well.</li> </ul>
 Auditor – Team Head	 PRINCIPAL



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM**  
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 - 21 (EVEN SEM)**  
**LIBRARY**

17-02-2022

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Accession Register	Yes	
1.2	Book Purchase Receipts	Yes	
1.3	National Journal-Purchase Order & Receipts	Yes	
1.4	International Journal- Purchase Order & Receipts	Yes	
1.5	E-Journals- Receipts	Yes	
1.6	DELNET - Institutional Membership	Yes	
1.7	Magazine- Purchase Order & Receipts	No	No Receipt for few Magazines <i>Completed</i>
1.8	NPTEL	Yes	<i>KR</i>
1.9	Library Software	Yes	
1.10	Previous NAAC File	Yes	
1.11	Previous NBA File	Yes	
1.12	Students Due Reminder	Yes	
1.13	Textbook & Journal Recommendation	Yes	
1.14	Most Book Borrower Award	Yes	
1.15	Project Reports	No	Not maintained in specific format Need to fix guidelines (Like send Circular in particular time and collect List and Report) <i>Devised</i>

**Audited by:**

S. No.	Name of the Auditor	Designation / Department	Signature with Date
1	Dr. V.Kumar	HOD/CSE	<i>[Signature]</i>
2	Mr. K.Ravikumar	ASP/CSE	<i>KR</i> 17/2/22

*[Signature]*  
**IQAC Coordinator**

*[Signature]*  
**PRINCIPAL**



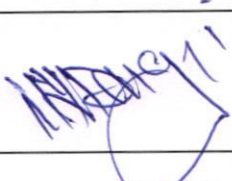

**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM-637 504**

**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21**

**Centre for Career Development and Training (C-CDT)**

**Date:17.02.2022**

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Internal Training File a) Circular b)Attendance c) Students feedback	Yes	Nil
1.2	External Training File a) Circular b)Attendance c) Students feedback	Yes	Nil
1.3	Japanese Language Training File a) Circular b)Attendance c) JLPT Exam Qualified Students Certificates	Yes	Nil
Audited by:			
S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	Dr.N. Santhiyakumari	Professor & Hod/ECE	U. [Signature] 17/2/22
2.	Mr. S. Veerakumar	AP/ECE	S. [Signature] 17.2.22

	
IQAC Coordinator	Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM-637 504**

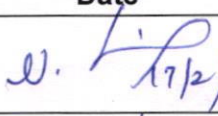
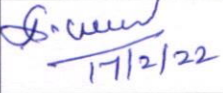
**ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21**

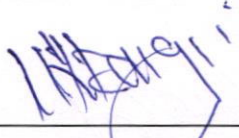

**Placement & Industry Institute Interaction**

**Date:17.02.2022**

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Recruitment Process Details	Yes	Nil
1.2	Pooled Campus Details	Yes	Nil
1.3	Employers & HR Feedback	Yes	Nil
1.4	Offer Letters	Yes	Nil
1.5	Industry Institute Interaction(III) Webinar	Yes	Nil
1.6	Internship Details	Yes	Nil

**Audited by:**

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	Dr. N. Santhiyakumari	Professor & HOD /ECE	 17/2/22
2.	Mr. S. Veerakumar	AP/ECE	 17/2/22

	
IQAC Coordinator	Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504**

**Academic and Administrative Audit (AAA) – Summary Sheet**

<b>Department</b>	Centre for Career development & Training Centre for PAT & III	<b>Date</b>	17.02.2022
<b>Period of Audit</b>	14.02.2022 to 17.02.2022		

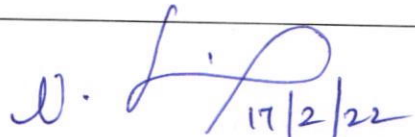

**Academic Audit**

Key Strengths	Major Weaknesses
—	—

**Administrative Audit**

Key Strengths	Major Weaknesses
<p>C - CDT.</p> <p>* Training documents were arranged as per consolidation.</p> <p>Centre for PAT &amp; III</p> <p>* Recruitment Process, ON/ OFF campus details, HR feedback, offer letter     webinar, Internship details are available.</p>	—
	Need to Place page splitter in Internship file

**Suggestions for improvement**

Academic Audit	Administrative Audit
—	<p>* Need to Place worksheet in front of Skill wise training</p> <p>* Need to Include Page number for offer letter consolidation.</p>
 17/2/22	
Auditor – Team Head	PRINCIPAL

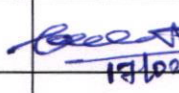


# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM


ACADEMIC AND ADMINISTRATIVE AUDIT: AY 2020 -21, Physical Education (EVEN SEM)

File No.	List of Files	Completion Status (Yes / No)	Remarks
1.1	Sports Day Activity File	Yes	
1.2	Sports Expenses File	Yes	
1.3	Anna University Zone Vies, Inter Zone Tournaments File	Yes	
1.4	District, State & National Level Tournaments File	Yes	
1.5	PD Official Letter File	Yes	
1.6	Club Activity Organized for Inside & Outside File	Yes	
1.7	Sports Achievements File	Yes	
1.8	Sports Award Function File	Yes	
1.9	Ground Details File	Yes	
1.10	Sports items purchase file	Yes	
1.11	Stock Book	Yes	

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature with Date
1.	R. VANDANA KUMAR.	AP/MECH	 15/02/2022

  
IQAC Coordinator

  
PRINCIPAL



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM 637504**

**DEPARTMENT OF MECHANICAL ENGINEERING**

**ACADEMIC ADMINISTRATIVE AUDIT (AAA) REPORT**

**Name of the Department: Principle office**

20.02.2022

S.No	Proof to be collected	File Name	Yes / No	Remarks
1.	Name and Address of the Institution	AICTE	Yes	
2.	Communication of Steering Committee	Appointment order	Yes	
3.	Status of the Institution	AICTE	Yes	
4.	Type of Institution	AICTE	Yes	
5.	a) Establishment of College	AICTE	Yes	
	b) Affiliation status	Anna University	Yes	
	c) Detail of UGC Recognition	2 (f)	Yes	
	d) Recognition of statutory body	AICTE	Yes	
6.	Location of Campus	Building plan	Yes	
7.	Programmes offered by College	AICTE	Yes	
8.	Self-finance programmes	AICTE	Yes	
9.	New programmes	AICTE	Yes	
10.	Courses offered by the Dept.	AICTE	Yes	
11.	No. of Teaching and non-teaching position	Faculty Profile	Yes	
12.	Qualification of Teaching staff	Faculty Profile	Yes	
13.	Student admission	DOT	Yes	
14.	Enrolment of students	DOT	Yes	
15.	Dropout rate in UG and PG	Anna University	Yes	
16.	Unit Cost of Education	Anna University	Yes	
17.	Teacher : Student ratio	Anna University	Yes	
18.	No of Working days Schedule	Anna University	Yes	
19.	Any other Relevant Data a) Business Incubation Centre b) IIT Bombay	MSME File General File IIT Workshop File	Yes	

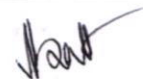
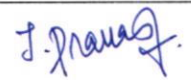


S.No	Proof to be Collected	File Name	Yes / No	Remarks
20	State the Vision, Mission and Objectives of the Institution	Vision Mission File	Yes	
21	(i) HODs Meeting (chaired by the Principal)	Meeting Circular File	No (Due to Covid19 only softcopy Available)	Hard copy Updated
22	Proof of Board of Studies	BoS File	Yes	
23	(i) Admission	Admission File	Yes	
	(ii) Fees Structure	Fees Structure File		
	(iii) Faculty Qualification	Faculty Qualification File		
	(iv) Salary	Salary File		
24	Proof of Increasing Intake of admission	Admission File	Yes	
25	Admission process: 1.Publicity: Counseling Announcement by University & Proof mentioned under 2. Transparency: Counseling brochure for First year & Lateral.	Admission process	Yes	
26	Student data Base (Reservation and special category)	Student profile File (Special category)	Yes	
27	Student Intake for four years	Admission File	Yes	
28	Recruitment policy, retention strategy details	Recruitment file	Yes	
29	Experience of faculty members	Faculty profile file	Yes	
30	Proof of OD given to R&D activities of staff members.	OD File	Yes	
31	Proof for awards listed in 3.6.10.	Institution Achievements File	Yes	
32	College Prospectus, placement brochures, department news-letters, college newsletters, and calendars.	Prospectus File	Yes	



33	scholarship details as given in Annexure-IV	Scholarship file	Yes	
34	Government scholarship details	Scholarship file	Yes	
35	Policies and strategies for participation of students in Co-curricular and extra-curricular activities	Policies for Student participation	Yes	
36	Details of grievance redressal cell	Grievance redressal file	Yes	
37	Sexual harassment mitigation	Sexual harassment mitigation file	Yes	
38	Anti-ragging committee	Anti-ragging committee file	Yes	
39	Special cell details mentioned under 6.1.5	Institution calendar/ handbook committee	Yes	
40	Green Audit-Proof	Environment Consciousness	Yes	
41	MoUs	Innovations file	Yes	
42	Faculty Tour	Innovations file	Yes	
43	Yearly salary Increment	Innovations file	Yes	
44	College Calendar	Innovations file	Yes	
45	Tuition fee concession details	Innovations file	Yes	

Audited by:

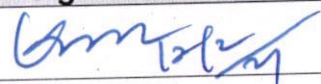

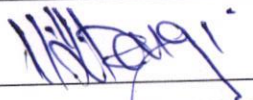
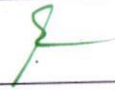
S.No.	Name of the Auditor	Designation/Department	Signature with date
1	Mr.M.SATHYANATHAN	HOD/MECH	
2	Mr.J.PRAKASH	AP/MECH	

  
IQAC – Coordinator


  
PRINCIPAL



KIOT	KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504				
	AAA - Auditing Files in AO office				Date of audit
	FY: 2020 - 2021				17.02.2021
File. No.	Name of the file	Requirement	Available (Y/N)	Updated (Y/N)	Remarks
KIOT - AO.01	Budget allocation and utilization file	NBA & NAAC	Y	Y	
KIOT - AO.02	Audited account statement file	NBA & NAAC	Y	Y	
KIOT - AO.03	Government fund sanctioned and utilization file	NBA & NAAC	Y	Y	
KIOT - AO.04	Consultancy amount sanctioned and utilization file	NBA & NAAC	Y	Y	
KIOT - AO.05	External financial audit file	NBA & NAAC	Y	Y	
KIOT - AO.06	Internal financial audit file	NBA & NAAC	Y	Y	
KIOT - AO.07	Faculty, staff and students insurance file	NBA & NAAC	Y	Y	
KIOT - AO.08	Salary acquittance file	NBA & NAAC	Y	Y	
KIOT - AO.09	IT Form 16 copy file	NBA & NAAC	Y	Y	

Audited By		Designation / Department	Signature with Date
Sl.No.	Name of the Auditor		
1.	Dr.C.Muniraj	Professor & Head / EEE	
2.	Mr.S.E.Murthy	Assistant Professor / EEE	
			
IQAC COORDINATOR		PRINCIPAL	



 Beyond Knowledge	<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY</b>	
	Approved by AICTE, Affiliated to Anna University, Accredited by NAAC and NBA (B.E: Mech., ECE, EEE & CSE)	
	Kakapalayam (PO), Salem – 637 504	www.kiot.ac.in
<b>IQAC</b>	Circular No. KIOT/AAA/2021-22/05	<b>Date</b> 23.02.2022

### CIRCULAR

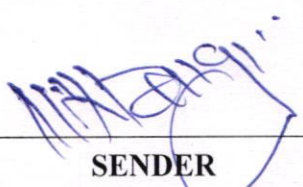

To	All Directors, HoDs and Audit members
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 05
Circular issued by	IQAC

Academic and Administrative Audit (AAA) committee review meeting is planned at IQAC office to discuss the following Agenda :

### Agenda

<b>Venue : IQAC</b>		<b>Date &amp; Time : 28.02.2022 &amp; 11.00 am</b>
S. No.	Item to be discussed	
1	Review of Academic and Administrative Audit report of Even Semester of AY 2020-21	
2	Action to be taken based on Academic and Administrative Audit report of Even Semester of AY - 2020-21	
3	Any other matter	

The AAA committee Auditors and HODs are requested to attend the meeting to discuss the Audit report.

 <b>SENDER</b>	 <b>PRINCIPAL</b>
--	---

IQAC	VP Office	MECH	ECE	EEE	CSE	CIVIL	IT , CSBS & AD	Lib.	EMS	Dir. / P & III	Dir. / CDT	AO	Trans port I/C	Residential Warden		Recep tion	Security Office	Class Circula tion	College NB	Office/ File
														LH	GH					
*	*	*	*	*	*	*	*	*	*	*	*	*								*
MBA/KBSS		*			Scope		Canteen								TCS - iON					

Checked by Principal office I/C	Verified by the sender
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File:

- 1) Principal Office:
- 2) Concerned issuing department:



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637504

## Academic and Administrative Audit (AAA) Meeting - 05

Date: 28.02.2022

Time: 11.00am

Venue: IQAC

### Attendance

S.No.	Name of the Faculty	Designation	Department	Signature
1	Dr. PSS. Srinivasan	Principal		Pm
2	Dr. K. Visagavel	Professor	MECH	visagavel
3	Dr. M. Thangavel	IQAC Coordinator	ECE	Thangavel
4	Dr. A. Stephen	Director	MBA	A. Stephen
5	Dr. P. Rajanoran	DIR	PAT	P. Rajanoran
6	M. SATHYANATHAN	ASP	MECH	Sathyanathan
7	Dr. V. KUMAR	Prof + Head	CSE	V. Kumar
8	V. KARTHIKEYAN	AP	MECH	Karthikeyan
9	R. VENKAT KUMAR	AP	MECHANICAL	R. Venkat Kumar
10	C. VANITHA	AP	CSE	C. Vanitha
11	A. Selvakumar	AP	Mechanical	A. Selvakumar
12	J. PRAKASH	AP	Mechanical	J. Prakash
13	P. Maheshwari	AP	CSE	P. Maheshwari
14	P. KANAKAKESAVAN	AP	Mechanical	P. Kanakakrishnan
15	Dr. P. Sachidhanandan	ASP & Head	IT & CSBS	P. Sachidhanandan
16	K. RAVIKUMAR	ASP	CSE	K. Ravikumar
17	R. Madhan Raj	AP	EEE	R. Madhan Raj
18	Dr. C. Muniswamy	Prof & Head	EEE	C. Muniswamy








**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**  
**Minutes of Academic and Administrative Audit (AAA) Meeting – 05**

<b>Meeting No:</b> 05	<b>Venue:</b> IQAC	<b>Time:</b> 11.00AM to 12.30PM	<b>Date:</b> 28.02.2022
<b>Subject:</b> AAA review meeting for even semester of AY: 2020-21		<b>Attended by:</b> All Directors, HoDs and Auditors	

S.No.	Agenda	Discussion & Action to be taken		Target
1.	Review of Academic and Administrative Audit report – AY-2020-21 Even Semester	The Auditors of AAA committee has presented the Audit report and the following deficiencies were recorded in different departments.		-
		<b>Dept.</b>	<b>Deficiencies recorded</b>	1 week
		MECH	Arrear Coaching Class and time table files are not updated	
			Student grievances and redressal file is not updated	
		ECE	Curriculum gap identification file is not updated	
			Consultancy work is not updated	
			Students research paper file is incomplete	
		EEE	ERP File is not updated	
			Conduction of Programme Assessment Committee and QIC Meeting files are not updated	
			Students research paper file is incomplete	
		CIVIL	Student grievances and redressal file is not updated	
		CSE	Faculty and Staff award and recognition file is incomplete	
		IT & CSBS	No deficiency is found	
		MBA	Curriculum gap identification file is not updated	
			Student participation file is incomplete	
		EMS	Internship and Remuneration files are not updated	
			Student grievances and redressal file is not updated	
			Result analysis file is incomplete	
		Library	International Journal - Purchase order and receipts file are not updated	
			Students Project reports are not maintained in specific format	
		PAT & III	No deficiency is found	
		CDT	No deficiency is found	
		PED	No deficiency is found	




		PR Office	HoD meeting circular file – only soft copy is available	
		Account Sec.	No deficiency is found	
2.	CO – PO Attainment calculation for odd semester of AY 2020-21	CO – PO Attainment calculation for odd semester of AY 2020-21 has also been completed by all the departments.		
3.	Action to be taken based on Academic and Administrative Audit report of Even Semester of AY - 2020-21	The Committee discussed the AAA report and asked the HoDs / Faculty in-charges to take corrective measures to rectify the deficiencies mentioned above and complete them within 09.03.22.		
				09.03.2022

  
**IQAC Coordinator**

  
**Chairman**



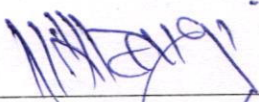

	<b>KNOWLEDGE INSTITUTE OF TECHNOLOGY</b>	
	Approved by AICTE, Affiliated to Anna University, Accredited by NAAC and NBA (B.E: Mech., ECE, EEE & CSE)	
	Kakapalayam (PO), Salem – 637 504	www.kiot.ac.in
<b>IQAC</b>	Circular No. KIOT/AAA/2021-22/06	<b>Date</b> 11.03.2022

**CIRCULAR**

To	All Directors, HoDs and Audit members
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 06
Circular issued by	IQAC

Academic and Administrative Audit (AAA) committee meeting is scheduled for reviewing the action taken on the AAA committee report.

**Agenda:**

Venue : IQAC		Date & Time :16.03.2022 & 02.30 PM
S. No.	Item to be Discussed	
1	Review of Action taken on the Minutes of Meeting of AAA dated 28.02.2022	
2	Any other matter	
		
SENDER		PRINCIPAL

QAC	VP Office	MECH	ECE	EEE	CSE	CIVIL	IT, CSBS & AD	Lib.	EMS	Dir. / P & III	Dir. / CDT	AO	Trans port I/C	Residential Warden LH GH	Recep tion	Security Office	Class Circula- tion	College NB	Office/ File
*	*	*	*	*	*	*	*	*	*	*	*	*							*
MBA/KBSS		*		Scope				Canteen				TCS - iON							

Checked by Principal office I/C	Verified by the sender
---------------------------------	------------------------

File:

- 1) Principal Office:
- 2) Concerned issuing department:



# KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637504

## Academic and Administrative Audit (AAA) Meeting -06

Date: 16-03-2022

Time: 02.30 Pm.

Venue: IQAC

### Attendance

S.No.	Name of the Faculty	Designation	Department	Signature
1.	Dr. PSS. Srinivasan	Principal		Pm
2.	Dr. K. VISAGAVEL	Professor	MECH	10/3/2022
3.	Dr. M. Thangavel	IQAC - Coordinator Professor	IQAC	
4.	Dr. A. Stephen	Director	MBA	
5.	Dr. P. RAJENDRAN	DIR	POT	
6.	Dr. V. KUMAR	Project Head	CSE	
7.	M. SATHYANATHAN	ASP	MECH	
8.	Dr. P. Sachidhanandan	ASP & Head	IT & CSBS	10/3/2022
9.	C. VANITHA	AP	CSE	
10.	P. Malavizhi	AP	CSE	P. M.
11.	K. Ravikumar	ASP	CSE	
12.	R. Madhan Raj	AP	EEE	
13.	V. KARTHIKEYAN	AP	MECH	
14.	A. Subal Kumar	AP	Mech	
15.	J. PRAKASH	AP	Mech	J. Prakash
16.	Dr. C. Munisuj	Asst. Prof	EEE	
17.	P. KARTHIKEYAN	AP	Mech	
18.	Dr. N. Santhya Kumari	Proj. Head	EEG	



[illegible]

**IQAC - Coordinator**

Principal



**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**

**Minutes of Academic and Administrative Audit (AAA) Meeting – 06**

<b>Meeting No:</b> 06	<b>Venue:</b> IQAC	<b>Time:</b> 02.30 PM to 04.00 PM	<b>Date:</b> 16.03.2022
<b>Subject:</b> AAA review meeting for even semester of AY: 2020-21		<b>Attended by:</b> All Directors, HoDs and Auditors	

S.No.	Agenda	Discussion & Action to be taken		Action taken
1.	Review of Academic and Administrative Audit report – AY-2020-21 Even Semester	The auditors of AAA has presented the final Audit report with the deficiencies recorded already and corrective actions were taken as given below:		-
		<b>Dept.</b>	<b>Deficiencies recorded</b>	
		MECH	Arrear Coaching Class and time table files are not updated	Updated
			Student grievances and redressal file is not updated	Updated
		ECE	Curriculum gap identification file is not updated	Updated
			Consultancy work is not updated	Updated
			Students research paper file is incomplete	Completed
		EEE	ERP File is not updated	Updated
			Conduction of Programme Assessment Committee and QIC Meeting files are not updated	Updated
			Students research paper file is incomplete	Completed
		CIVIL	Student grievances and redressal file is not updated	Updated
		CSE	Faculty and Staff award and recognition file is incomplete	Completed
		IT & CSBS	No deficiency is found	Only available applicable document up to first year
		MBA	Curriculum gap identification file is not updated	Updated
			Student participation file is incomplete	Completed
		EMS	Internship and Remuneration files are not updated	Updated
			Student grievances and redressal file is not updated	Updated
			Result analysis file is incomplete	Completed



		Library	International Journal - Purchase order and receipts file are not updated	Updated
			Students Project reports are not maintained in specific format	Standard Template were given
		PAT & III	No deficiencies are found	-
		CDT	No deficiencies are found	-
		PED	No deficiencies are found	-
		PR Office	HoD meeting circular file – only soft copy is available	File updated with Hard copy
		Account Sec.	No deficiency is found	-

  
**IQAC Coordinator**

  
**Chairman**