

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-23	Semester	Odd
Department	CSE	Date(s) of Audit	20.12.23, 27.12.23, 28.12.23, 02.01.204, 05.1.2024

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	G	
1.2	College Academic Schedule	Dept.	Yes	G	
1.3	Department Academic Schedule	Dept.	Yes	G	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	G	
2.2	List of the courses for the semester	Dept.	Yes	G	
2.3	Inter Office Memo (IOM)	Dept.	Yes	G	
2.4	Course willingness & Course allocation	Dept.	Yes	G	
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	G	
3.2	Class Committee Meeting	Dept.	Yes	G	
3.3	Course Committee Meeting	Dept.	NA		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	G	
5.2	Arrear Coaching Attendance	Dept.	Yes	G	
6	Mentor mentee file	All faculty	Yes	I	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	S	
7.2	Utilization of department library	Dept.	Yes	S	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	G	Common to CSE+ dept
8.2	Consumable Budget and utilization	Dept.	Yes	G	Common to CSE+ dept
8.3	Maintenance Budget and utilization	Dept.	Yes	G	Common to CSE+ dept

8.4	Stock register for all labs / COEs	Dept.	Yes	G	Common to CSE+ dept
8.5	Consumables register	Dept.	Yes	G	Common to CSE+ dept
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	Common to CSE+ dept
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	Common to CSE+ dept
8.8	Special labs / CoEs - Activities conducted	Dept.	Yes	G	Common to CSE+ dept
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	G	
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	G	
9.5	Students in-plant training	Dept.	NA		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	G	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Yes	S	

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	No		
11.4	Staff development programmes attended	Dept.	Yes	G	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.			Common
12.2	Faculty Grievances and Redressal	Dept.			Common
12.3	Supporting Staff Grievances and Redressal	Dept.			Common
13	Placement	Dept.	Yes	G	
13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	G	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	G	
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	G	
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	S	
15.2	List of startups	Dept.	Yes	S	
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	G	
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	G	
16.3	List of students selected for Govt. Jobs	Dept.	Yes	S	
17	Faculty achievements - Awards and recognition	Dept.	Yes	G	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	G	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	
18.5	Programs organized for students through Department association	Dept.	Yes	G	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	G	
19.2	Awards and Special prizes received by the students	Dept.	Yes	G	

20	Students' participation in co-curricular and extracurricular activities	Dept.	Yes	G	
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	G	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	G	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	G	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	G	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	G	
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	G	
21.6	Publication by faculty National and International Journals	Dept.	Yes	G	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	G	
21.8	Publication by students in National and International Conference	Dept.	Yes	G	
21.9	Publication by students in National and International Journals	Dept.	Yes	G	

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes	G	
21.11	h-index for faculty and department	Dept.	Yes	G	
21.12	IPR and Patents published and granted	Dept.	Yes	S	
21.13	Industrial Consultancy	Dept.	Yes	I	
21.14	Research proposals submitted and grants received	Dept.	Yes	G	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	G	
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
22.4	Activities of alumni Association	KIOT AAS			Common to all dept
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	G	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	Yes	G	
26	Annexure D-Attainment of CO PO Mapping	Dept.	Yes	G	

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
Internal Quality Assurance Cell (IQAC)
Academic and Administrative Audit

(Files to be maintained by Dept.)

Academic Year		2022-2023		Semester	Odd
Department		CSE		Date(s) of Audit	27.12.23 and 28.12.23
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Attainment of CQPO Mapping	Yes	G		
2.	Attainment of programme outcome for the batch (2019 – 23)	Yes	G		
3.	Attainment of Programme Educational Objective (PEOs) for the batch (2019 – 23)	Yes	G		
4.	Innovative Teaching Methods	Yes	G		

Auditor Comments:

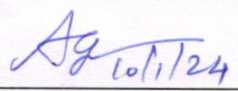
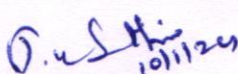
- Academic files are maintained well documented manner
- Department library utilization may be improved
- Staff development programs should be enhanced

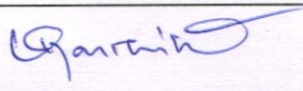
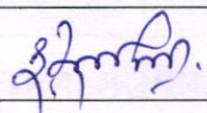
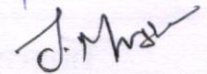
If No
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

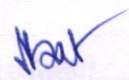
S (Satisfactory) - Data Available and Analysed

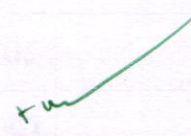
I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.A.Gomathi	ASP/IT	
2.	Dr.T.K.Shanthi	ASP/ENG/ECE	

3.	Mr.V.Karthikeyan	AP/MECH	
4.	Mr.S.Premkumar	AP/ECE	
5.	Mr.A.Musthaffa	AP/MBA	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-23	Semester	Even
Department	CSE	Date(s) of Audit	20.12.23, 27.12.23, 28.12.23, 02.01.2024, 05.1.2024

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	G	
1.2	College Academic Schedule	Dept.	Yes	G	
1.3	Department Academic Schedule	Dept.	Yes	G	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	G	
2.2	List of the courses for the semester	Dept.	Yes	G	
2.3	Inter Office Memo (IOM)	Dept.	Yes	G	
2.4	Course willingness & Course allocation	Dept.	Yes	G	
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	G	
3.2	Class Committee Meeting	Dept.	Yes	G	
3.3	Course Committee Meeting	Dept.	NA		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	G	
5.2	Arrear Coaching Attendance	Dept.	Yes	G	
6	Mentor mentee file	All faculty	Yes	I	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	S	
7.2	Utilization of department library	Dept.	Yes	S	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	G	Common to CSE+ dept
8.2	Consumable Budget and utilization	Dept.	Yes	G	Common to CSE+ dept
8.3	Maintenance Budget and utilization	Dept.	Yes	G	Common to CSE+ dept

8.4	Stock register for all labs / COEs	Dept.	Yes	G	Common to CSE+ dept
8.5	Consumables register	Dept.	Yes	G	Common to CSE+ dept
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	Common to CSE+ dept
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	Common to CSE+ dept
8.8	Special labs / CoEs - Activities conducted	Dept.	Yes	G	Common to CSE+ dept
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	G	
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	G	
9.5	Students in-plant training	Dept.	NA		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	G	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Yes	S	

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	No		
11.4	Staff development programmes attended	Dept.	Yes	G	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.			Common
12.2	Faculty Grievances and Redressal	Dept.			Common
12.3	Supporting Staff Grievances and Redressal	Dept.			Common
13	Placement	Dept.	Yes	G	
13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	G	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	G	
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	G	
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	S	
15.2	List of startups	Dept.	Yes	S	
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	G	
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	G	
16.3	List of students selected for Govt. Jobs	Dept.	Yes	S	
17	Faculty achievements - Awards and recognition	Dept.	Yes	G	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	G	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	
18.5	Programs organized for students through Department association	Dept.	Yes	G	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	G	
19.2	Awards and Special prizes received by the students	Dept.	Yes	G	

20	Students' participation in co-curricular and extracurricular activities	Dept.	Yes	G	
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	G	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	G	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	G	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	G	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	G	
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	G	
21.6	Publication by faculty National and International Journals	Dept.	Yes	G	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	G	
21.8	Publication by students in National and International Conference	Dept.	Yes	G	
21.9	Publication by students in National and International Journals	Dept.	Yes	G	

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes	G	
21.11	h-index for faculty and department	Dept.	Yes	G	
21.12	IPR and Patents published and granted	Dept.	Yes	S	
21.13	Industrial Consultancy	Dept.	Yes	I	
21.14	Research proposals submitted and grants received	Dept.	Yes	G	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	G	
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
22.4	Activities of alumni Association	KIOT AAS			Common to all dept
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	G	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	Yes	G	
26	Annexure D-Attainment of CO PO Mapping	Dept.	Yes	G	

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

(Files to be maintained by Dept.)

Academic Year		2022-23		Semester	Even
Department		CSE		Date(s) of Audit	02.01.204 and 05.1.2024
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Attainment of CO PO Mapping	Yes	G		
2.	Attainment of programme outcome for the batch (Eg. 2019 – 23)	Yes	G		
3.	Attainment of Programme Educational Objective (PEOs) for the batch (Eg. 2019 – 23)	Yes	G		
4.	Innovative Teaching Methods	Yes	G		

Auditor Comments:

- Department and academic files are maintaining properly
- Course committee meeting should be followed
- VAC should be planned for faculty

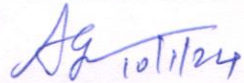
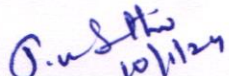
If No

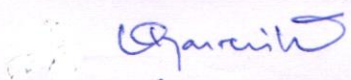
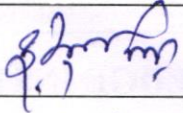
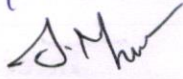
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed


I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.A.Gomathi	ASP/IT	
2.	Dr.T.K.Shanthi	ASP/ENG/ECE	

3.	Mr.V.Karthikeyan	AP/MECH	
4.	Mr.S.Premkumar	AP/ECE	
5.	Mr.A.Musthaffa	AP/MBA	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-23	Semester	Odd / Even ✓
Department	EEE	Date(s) of Audit	03.01.24 .

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	G	Final Page HOD Sign Secretary
1.2	College Academic Schedule	Dept.	Yes	G	
1.3	Department Academic Schedule	Dept.	Yes	G	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	G	
2.2	List of the courses for the semester	Dept.	Yes	G	
2.3	Inter Office Memo (IOM)	Dept.	Yes	G	
2.4	Course willingness & Course allocation	Dept.	Yes	G	
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	G	
3.2	Class Committee Meeting	Dept.	Yes	G	
3.3	Course Committee Meeting	Dept.	Yes	G	
4	Course file (Refer Annexure - A, B & C)	All faculty			
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	
5.2	Arrear Coaching Attendance	Dept.	Yes	S	
6	Mentor mentee file	All faculty	Yes		
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	S	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	G	
8.2	Consumable Budget and utilization	Dept.	Yes	G	
8.3	Maintenance Budget and utilization	Dept.	Yes	G	

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	Yes	G	
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	
8.8	Special labs / CoEs - Activities conducted	Dept.	Yes	S	
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	G	
9.3	Students Industrial Visit	Dept.	Yes	G ✓	✓
9.4	Students Internship	Dept.	Yes	G	
9.5	Students in-plant training	Dept.	Yes	G	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	G	
10.2	Value added course planned and conducted for the faculty	Dept.	Yes	G	
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Yes	S	

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	No	S	
11.4	Staff development programmes attended	Dept.	Yes	G	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.			
12.2	Faculty Grievances and Redressal	Dept.			
12.3	Supporting Staff Grievances and Redressal	Dept.			
13	Placement	Dept.	Yes	G	
13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	No	S	Min Number
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	S	Minimum Number
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	S	Minimum Number
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	G.	Minimum data
15.2	List of startups	Dept.			
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	I	
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	I	
16.3	List of students selected for Govt. Jobs	Dept.	Yes	I	
17	Faculty achievements - Awards and recognition	Dept.			
18	Clubs and forums (E. Vehicle Club, Award Energy, Innovation, Robotics, 3D)				
18.1	List of clubs in the dept.	Dept.			
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G.	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	G	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G.	
18.5	Programs organized for students through Department association				
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	Good	
19.2	Awards and Special prizes received by the students	Dept.	Yes	G	

20	Students' participation in co-curricular and extracurricular activities				
20.1	Certificate & MOOC Courses attended by the students	Dept.		I	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	G	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	G	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	G	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	G	
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	G	
21.6	Publication by faculty National and International Journals	Dept.	Yes	G	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	G	
21.8	Publication by students in National and International Conference	Dept.	Yes	G	
21.9	Publication by students in National and International Journals	Dept.	Yes	G	

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Y/m.		
21.11	h-index for faculty and department	Dept.	Y/m.	G	
21.12	IPR and Patents published and granted	Dept.	Y/m.	S	
21.13	Industrial Consultancy	Dept.	Y/m.	S	
21.14	Research proposals submitted and grants received	Dept.	Y/m.	G	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Y/m.	G	
22.3	Activities Conducted using Alumni	Dept.		S	
22.4	Activities of alumni Association	KIOT AAS		S	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.			
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.			
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.			
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Y/m.	G	
25.2	University Ranks and Gold medals	Dept.	Y/m.	G	

26	Annexure D-Attainment of CO PO Mapping		Yrs.	G.	
27	Annexure E – CDT				
28	Annexure F -PAT & III				
29	Annexure G -Physical Education				
30	Annexure H – EMS				
31	Annexure I - Library				
32	Annexure J - PR office				
33	Annexure K - List of Clubs and Forums				
34	Annexure L - CoE and ILL				
35	Annexure M - Statutory and Non-statutory Bodies				

Auditor Comments:

GATE, Compleative Exam, Selected students
Count in minimum Number.

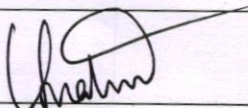
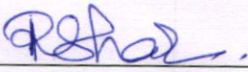
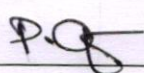
*** If No**


G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	D. V. Sivakumar .	Asst. Prof / Mech .	
2.	M. R. Shanmuga Sundar	Asst. Prof / ECE	
3.	Mr. Ganesan .	Asst. Prof / CSE	
4.	—	—	—
5.	—	—	—


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-2023	Semester	Odd / Even
Department	Mechanical Engineering	Date(s) of Audit	15/12/23, 20/12/23, 26/12/23 & 27/12/23

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	Good	Nil
1.2	College Academic Schedule	Dept.	Yes	Good	Nil
1.3	Department Academic Schedule	Dept.	Yes	Good	Nil
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	Good	Nil
2.2	List of the courses for the semester	Dept.	Yes	Good	Nil
2.3	Inter Office Memo (IOM)	Dept.	Yes	Good	Nil
2.4	Course willingness & Course allocation	Dept.	Yes	Good	Nil
2.5	Timetable for all classes	Dept.	Yes	Good	Nil
2.6	List of electives	Dept.	Yes	Good	Nil

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	Good	Nil
3.2	Class Committee Meeting	Dept.	Yes	Good	Nil
3.3	Course Committee Meeting	Dept.	Yes	-	Available with individual faculty course file. Separate file to be maintained in the department.
4	Course file (Refer Annexure - A, B & C)	All faculty	No	-	Yet to be completed Only 29 Subjects submitted
5	Arrear Coaching (Class Advisor)				
5.1	Arrear Coaching timetable	Dept.	No		Not conducted Not available
5.2	Arrear Coaching Attendance	Dept.	No		Not available
6	Mentor mentee file	All faculty			List available. Documentations need to be improved by individual faculty.
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	Good	Nil
7.2	Utilization of department library	Dept.	Yes	Good	Nil
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	Good	Nil
8.2	Consumable Budget and utilization	Dept.	Yes	Good	Nil

8.3	Maintenance Budget and utilization	Dept.			Yet to submit
-----	------------------------------------	-------	--	--	---------------

8.4	Stock register for all labs / COEs	Dept.	Yes	Good	Nil
8.5	Consumables register	Dept.			Data to be maintained in Register. Data available in sheets.
8.6	List of equipment and software (lab-wise)	Dept.			
8.7	Maintenance register for labs and department facilities	Dept.	Yes	Good	Nil
8.8	Special labs / CoEs - Activities conducted	Dept.			
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	01	-	-
9.2	List of activities conducted through MOU	Dept.	01	-	-
9.3	Students Industrial Visit	Dept.	Yes	Good	IV photos, Students learned details from IV not available.
9.4	Students Internship	Dept.	Yes	Good	Nil
9.5	Students in-plant training	Dept.	Yes	Good	Nil
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	Good	Nil
10.2	Value added course planned and conducted for the faculty	Dept.	Nil	-	-
11	Faculty and Staff development				

11.1	Faculty development programmes organized by the department	Dept.	Nil	-	Not organized any FDP
------	--	-------	-----	---	-----------------------

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	Good	Nil
11.3	Staff development programmes conducted	Dept.	Nil	-	-
11.4	Staff development programmes attended	Dept.	Nil	-	-
12	Grievances and Redressal				
12.1	Student Grievances and Redressal	Dept.	Nil		No Grievances
12.2	Faculty Grievances and Redressal	Dept.	Nil		No Grievances
12.3	Supporting Staff Grievances and Redressal	Dept.	Nil		No Grievances
13	Placement	Dept.			
13.1	List of students opted for placement	Dept.		Yes	Good
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.		Yes	Good
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	-	-
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	-	-
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	01	-	-

15	Entrepreneurship				
-----------	-------------------------	--	--	--	--

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.			Not available
15.2	List of startups	Dept.	Nil		
16	Competitive exams				
161	List of students opted for Govt. Exams	Dept.			Not available
16.2	List of students appeared for Govt. Exams with proofs	Dept.			Not available
16.3	List of students selected for Govt. Jobs	Dept.			Not available
17	Faculty achievements - Awards and recognition	Dept.	Yes	Partial	Signature and proof needed.
18	Clubs and forums		Yes	Good	Nil
18.1	List of clubs in the dept.	Dept.	Yes	Good	List of clubs with authorised sign needed.
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	-	Attendance pending
18.3	Programs organized for students Through Social clubs	Dept.	Yes	-	-
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	-	Students list, report
18.5	Programs organized for students through Department association		Yes	-	-
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.			80% Completed. Name list Needed.

19.2	Awards and Special prizes received by the students	Dept.	Nil	-	-
20	Students' participation in co-curricular and extracurricular activities		Yes	-	Consolidated list needed.
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	Good	-
20.2	Skill development and personality development programs attended by the students	Dept.			
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes		-
20.4	Students' participation in Sports and prizes won	Dept.	Yes		20.3, 20.4&20.5 available in single file.
20.5	Students' participation in other extracurricular activities	Dept.	Yes		-
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes		
21.2	Research supervisors with details of research scholars	Dept.	Yes		Authorised sign Needed
21.3	Faculty with Ph.D.	Dept.	Yes		Authorised sign Needed
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes		Authorised sign Needed
21.5	Publication by faculty in National and International Conferences	Dept.	Yes		Authorised sign Needed
21.6	Publication by faculty National and International Journals	Dept.	Yes		Authorised sign Needed
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes		Authorised sign Needed
21.8	Publication by students in National and International Conference	Dept.	Yes	-	-

P21.9	Publication by students in National and International Journals	Dept.	Yes		Data pending
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	Yes	-	-
21.11	h-index for faculty and department	Dept.	Yes	-	-
21.12	IPR and Patents published and granted	Dept.	Nil	-	No patent in this academic year
21.13	Industrial Consultancy	Dept.			Consolidated list to be updated
21.14	Research proposals submitted and grants received	Dept.			No research proposal in this academic year
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	-	
22.3	Activities Conducted using Alumni	Dept.	Yes	-	
22.4	Activities of alumni Association	KIOT AAS	Yes	-	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.			
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.			Not Available
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.			Even semester details yet to submit.
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes		

25.2	University Ranks and Gold medals	Dept.	Yes		
26	Annexure D-Attainment of CO PO Mapping	All Faculty			
27	Annexure E – CDF				
28	Annexure F -PAT & III				
29	Annexure G -Physical Education				
30	Annexure H – EMS				
31	Annexure I - Library				
32	Annexure J - PR office				
33	Annexure K - List of Clubs and Forums		Yes		Higher education aboard Three activities conducted
34	Annexure L - CoE and ILL				
35	Annexure M - Statutory and Non-statutory Bodies				

Auditor Comments:

YRC, RRC list of students participated missing.

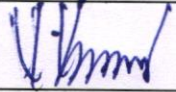
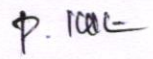
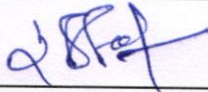
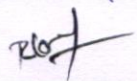
*** If No**


G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

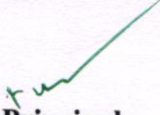
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.V.Kumaresan	ASP/MBA	
2.	Prof. P. Malarvizhi	AP/CSE	
3.	Prof.S.Manoharan	AP/ECE	
4.	Prof.R.Karthick	AP/CSBS	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-2023	Semester	<u>Odd</u> / Even		
Department	Civil Engineering	Date(s) of Audit			
S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	G	
1.2	College Academic Schedule	Dept.	Yes	G	
1.3	Department Academic Schedule	Dept.	Yes	G	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	G	
2.2	List of the courses for the semester	Dept.	Yes	G	
2.3	Inter Office Memo (IOM)	Dept.	Yes	G	
2.4	Course willingness & Course allocation	Dept.	Yes	S	
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	S	
3.2	Class Committee Meeting	Dept.	Yes	S	
3.3	Course Committee Meeting	Dept.	No		Single Class-NA
4	Course file (Refer Annexure - A, B & C)	All faculty			
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	Mentor wise Scheduled
5.2	Arrear Coaching Attendance	Dept.	Yes	S	
6	Mentor mentee file	All faculty			
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	G	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	I	Common document in main office
8.2	Consumable Budget and utilization	Dept.	Yes	I	
8.3	Maintenance Budget and utilization	Dept.	Yes	I	

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	Yes	G	
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	
8.8	Special labs / CoEs - Activities conducted	Dept.	No		No Special Labs
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	G	
9.3	Students Industrial Visit	Dept.	Yes	G	Add Photos & Learning report
9.4	Students Internship	Dept.	Yes	G	Internship and in-plant training need to be maintain as a separate file
9.5	Students in-plant training	Dept.	Yes	G	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	G	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	No		

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	Yes	I	
11.4	Staff development programmes attended	Dept.	Yes	I	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	I	Maintaining as a ledger
12.2	Faculty Grievances and Redressal	Dept.	Yes	I	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	I	
13	Placement	Dept.			
13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	I	This academic year no students opted for higher studies
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	I	This academic year no students appeared for Exams
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	I	This academic year no students pursuing higher studies
15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batch wise)	Dept.	No		Data not available

15.2	List of startups	Dept.	No		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	I	Appropriate data not available
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	I	
16.3	List of students selected for Govt. Jobs	Dept.	Yes	I	
17	Faculty achievements - Awards and recognition	Dept.	Yes	S	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	G	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	
18.5	Programs organized for students through Department association		Yes	G	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	G	
19.2	Awards and Special prizes received by the students	Dept.	Yes	G	
20	Students' participation in co-curricular and extracurricular activities		Yes	G	

20.1	Certificate & MOOC Courses attended by the students	Dept.	No	I	No students attended online course
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	S	2021
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	S	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	S	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	G	Students related data is repeated
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	G	
21.6	Publication by faculty National and International Journals	Dept.	Yes	G	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	G	
21.8	Publication by students in National and International Conference	Dept.	Yes	I	
21.9	Publication by students in National and International Journals	Dept.	Yes	I	22-23 Nil
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	Yes	I	22-23 Nil

21.11	h-index for faculty and department	Dept.	Yes	G	
21.12	IPR and Patents published and granted	Dept.	Yes	I	Workshop related documents available
21.13	Industrial Consultancy	Dept.	Yes	G	
21.14	Research proposals submitted and grants received	Dept.	Yes	I	No proposals have not submitted by the department. Student TNSCST report has been filed
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	S	Have to update passed-out
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
22.4	Activities of Alumni Association	KIOT AAS			
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.			
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings		Yes	I	2023 will update
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	2023 will update
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	2023 will update
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	I	
25.2	University Ranks and Gold medals	Dept.	Yes	G	
26	Annexure D-Attainment of CO PO Mapping		Yes	G	

27	Annexure E – CDT				
28	Annexure F -PAT & III				
29	Annexure G -Physical Education				
30	Annexure H – EMS				
31	Annexure I - Library				
32	Annexure J - PR office				
33	Annexure K - List of Clubs and Forums				
34	Annexure L - CoE and ILL				
35	Annexure M - Statutory and Non-statutory Bodies				

Auditor Comments:

1. Good file maintenance in the department.
2. The department has a focus on research, consultancy and patents.
3. The department has been coordinated for good execution.

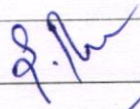

*** If No**

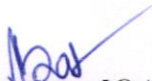
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

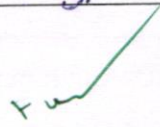
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.Rekha	HoD/S & H	
2.	Mr.S.Vimala	AP/MBA	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-2023	Semester	Odd / <u>Even</u>		
Department	Civil Engineering	Date(s) of Audit			
S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	G	
1.2	College Academic Schedule	Dept.	Yes	G	
1.3	Department Academic Schedule	Dept.	Yes	G	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	G	
2.2	List of the courses for the semester	Dept.	Yes	G	
2.3	Inter Office Memo (IOM)	Dept.	Yes	G	
2.4	Course willingness & Course allocation	Dept.	Yes	S	
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	S	
3.2	Class Committee Meeting	Dept.	Yes	S	
3.3	Course Committee Meeting	Dept.	No		Single Class-NA
4	Course file (Refer Annexure - A, B & C)	All faculty			
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	Mentor wise Scheduled
5.2	Arrear Coaching Attendance	Dept.	Yes	S	
6	Mentor mentee file	All faculty			
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	G	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	I	Common document in main office
8.2	Consumable Budget and utilization	Dept.	Yes	I	
8.3	Maintenance Budget and utilization	Dept.	Yes	I	

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	Yes	G	
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	
8.8	Special labs / CoEs - Activities conducted	Dept.	No		No Special Labs
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	G	
9.3	Students Industrial Visit	Dept.	Yes	G	Add Photos & Learning report
9.4	Students Internship	Dept.	Yes	G	Internship and in-plant training need to be maintain as a separate file
9.5	Students in-plant training	Dept.	Yes	G	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	G	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	No		

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	Yes	I	
11.4	Staff development programmes attended	Dept.	Yes	I	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	I	Maintaining as a ledger
12.2	Faculty Grievances and Redressal	Dept.	Yes	I	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	I	
13	Placement	Dept.			
13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	I	This academic year no students opted for higher studies
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	I	This academic year no students appeared for Exams
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	I	This academic year no students pursuing higher studies
15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batch wise)	Dept.	No		Data not available

15.2	List of startups	Dept.	No		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	I	Appropriate data not available
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	I	
16.3	List of students selected for Govt. Jobs	Dept.	Yes	I	
17	Faculty achievements - Awards and recognition	Dept.	Yes	S	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	G	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	
18.5	Programs organized for students through Department association		Yes	G	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	G	
19.2	Awards and Special prizes received by the students	Dept.	Yes	G	
20	Students' participation in co-curricular and extracurricular activities		Yes	G	

20.1	Certificate & MOOC Courses attended by the students	Dept.	No	I	No students attended online course
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	S	2021
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	S	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	S	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	G	Students related data is repeated
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	G	
21.6	Publication by faculty National and International Journals	Dept.	Yes	G	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	G	
21.8	Publication by students in National and International Conference	Dept.	Yes	I	
21.9	Publication by students in National and International Journals	Dept.	Yes	I	22-23 Nil
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	Yes	I	22-23 Nil

21.11	h-index for faculty and department	Dept.	Yes	G	
21.12	IPR and Patents published and granted	Dept.	Yes	I	Workshop related documents available
21.13	Industrial Consultancy	Dept.	Yes	G	
21.14	Research proposals submitted and grants received	Dept.	Yes	I	No proposals have not submitted by the department. Student TNSCST report has been filed
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	S	Have to update passed-out
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
22.4	Activities of Alumni Association	KIOT AAS			
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.			
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings		Yes	I	2023 will update
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	2023 will update
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	2023 will update
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	I	
25.2	University Ranks and Gold medals	Dept.	Yes	G	
26	Annexure D-Attainment of CO PO Mapping		Yes	G	

27	Annexure E – CDT				
28	Annexure F -PAT & III				
29	Annexure G -Physical Education				
30	Annexure H – EMS				
31	Annexure I - Library				
32	Annexure J - PR office				
33	Annexure K - List of Clubs and Forums				
34	Annexure L - CoE and ILL				
35	Annexure M - Statutory and Non-statutory Bodies				

Auditor Comments:

1. Good file maintenance in the department.
2. The department has a focus on research, consultancy and patents.
3. The department has been coordinated for good execution.

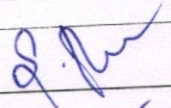
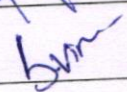
*** If No**

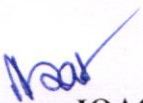
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

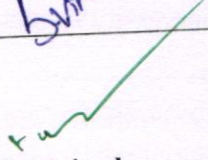
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.Rekha	HoD/S & H	
2.	Mr.S.Vimala	AP/MBA	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-2023	Semester	ODD
Department	IT	Date(s) of Audit	20.12.2023

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	Good	
1.2	College Academic Schedule	Dept.	Yes	Good	
1.3	Department Academic Schedule	Dept.	Yes	Good	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	Good	
2.2	List of the courses for the semester	Dept.	Yes	Good	
2.3	Inter Office Memo (IOM)	Dept.	Yes	Good	
2.4	Course willingness & Course allocation	Dept.	Yes	Good	
2.5	Timetable for all classes	Dept.	Yes	Good	
2.6	List of electives	Dept.	Yes	Good	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	Good	
3.2	Class Committee Meeting	Dept.	Yes	Good	
3.3	Course Committee Meeting	Dept.	No		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	Good	
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	Good	
5.2	Arrear Coaching Attendance	Dept.	Yes	Good	
6	Mentor mentee file	All faculty	Yes	Good	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	Good	
7.2	Utilization of department library	Dept.	No		
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	No		
8.2	Consumable Budget and utilization	Dept.	No		
8.3	Maintenance Budget and utilization	Dept.	No		

8.4	Stock register for all labs / COEs	Dept.	Yes		
8.5	Consumables register	Dept.	Yes		
8.6	List of equipment and software (lab-wise)	Dept.	No		
8.7	Maintenance register for labs and department facilities	Dept.	No		
8.8	Special labs / CoEs - Activities conducted	Dept.	No		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	Good	
9.2	List of activities conducted through MOU	Dept.	Yes	Good	
9.3	Students Industrial Visit	Dept.	Yes	Good	
9.4	Students Internship	Dept.	Yes	Good	
9.5	Students in-plant training	Dept.	No		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	Good	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	No		

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	Good	
11.3	Staff development programmes conducted	Dept.	No		
11.4	Staff development programmes attended	Dept.	Yes	Good	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	No		
12.2	Faculty Grievances and Redressal	Dept.	No		
12.3	Supporting Staff Grievances and Redressal	Dept.	No		
13	Placement	Dept.	NA		
13.1	List of students opted for placement	Dept.	NA		
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	NA		
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	NA		
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	NA		
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	NA		
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	NA		
15.2	List of startups	Dept.	NA		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	NA		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	NA		
16.3	List of students selected for Govt. Jobs	Dept.	NA		
17	Faculty achievements - Awards and recognition	Dept.	Yes	Good	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	Good	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	Good	
18.3	Programs organized for students Through Social clubs	Dept.	No		
18.4	Programs organized for students Through Professional Societies	Dept.	No		
18.5	Programs organized for students through Department association		Yes	Good	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	Good	
19.2	Awards and Special prizes received by the students	Dept.	Yes	Good	

20	Students' participation in co-curricular and extracurricular activities		Yes	Good	
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	Good	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	Good	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	Good	
20.4	Students' participation in Sports and prizes won	Dept.	No		
20.5	Students' participation in other extracurricular activities	Dept.	No		
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes		
21.2	Research supervisors with details of research scholars	Dept.	No		
21.3	Faculty with Ph.D.	Dept.	Yes	Good	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	Good	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	I	
21.6	Publication by faculty National and International Journals	Dept.	Yes	I	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	I	
21.8	Publication by students in National and International Conference	Dept.	No		
21.9	Publication by students in National and International Journals	Dept.	No		

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	No		
21.11	h-index for faculty and department	Dept.	No		
21.12	IPR and Patents published and granted	Dept.	No		
21.13	Industrial Consultancy	Dept.	No		
21.14	Research proposals submitted and grants received	Dept.	No		
22	Alumni				
22.1	Year-wise alumni details	Dept.	NA	-	
22.3	Activities Conducted using Alumni	Dept.	NA	-	
22.4	Activities of alumni Association	KIOT AAS	NA	-	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	Good	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	No		
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	No		
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	NA		
25.2	University Ranks and Gold medals	Dept.	NA		

26	Annexure D-Attainment of CO PO Mapping		Yes	Good	
27	Annexure E – CDT				
28	Annexure F -PAT & III				
29	Annexure G -Physical Education				
30	Annexure H – EMS				
31	Annexure I - Library				
32	Annexure J - PR office				
33	Annexure K - List of Clubs and Forums				
34	Annexure L - CoE and ILL				
35	Annexure M - Statutory and Non-statutory Bodies				

Auditor Comments:

Improvement needed on Budget and Laboratory file, Research, Consultancy and Patents, Department Library

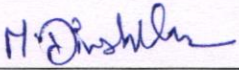

*** If No**

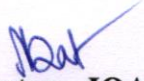
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	M. Dinesh Kumar	Assistant Professor/ECE	
2.	P. Sasikumar	Assistant Professor/CSE	
3.	—	—	—
4.	—	—	—
5.	—	—	—


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**Internal Quality Assurance Cell (IQAC)****Academic and Administrative Audit**

Academic Year	2022-2023	Semester	Even
Department	IT	Date(s) of Audit	29.12.2023

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	Good	
1.2	College Academic Schedule	Dept.	Yes	Good	
1.3	Department Academic Schedule	Dept.	Yes	Good	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	Good	
2.2	List of the courses for the semester	Dept.	Yes	Good	
2.3	Inter Office Memo (IOM)	Dept.	Yes	Good	
2.4	Course willingness & Course allocation	Dept.	Yes	Good	
2.5	Timetable for all classes	Dept.	Yes	Good	
2.6	List of electives	Dept.	Yes	Good	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	Good	
3.2	Class Committee Meeting	Dept.	Yes	Good	
3.3	Course Committee Meeting	Dept.	No		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	Good	
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	Good	
5.2	Arrear Coaching Attendance	Dept.	Yes	Good	
6	Mentor mentee file	All faculty	Yes	Good	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	Good	
7.2	Utilization of department library	Dept.	No		
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	No		
8.2	Consumable Budget and utilization	Dept.	No		
8.3	Maintenance Budget and utilization	Dept.	No		

8.4	Stock register for all labs / COEs	Dept.	Yes		
8.5	Consumables register	Dept.	Yes		
8.6	List of equipment and software (lab-wise)	Dept.	No		
8.7	Maintenance register for labs and department facilities	Dept.	No		
8.8	Special labs / CoEs - Activities conducted	Dept.	No		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	Good	
9.2	List of activities conducted through MOU	Dept.	Yes	Good	
9.3	Students Industrial Visit	Dept.	Yes	Good	
9.4	Students Internship	Dept.	Yes	Good	
9.5	Students in-plant training	Dept.	No		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	Good	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	No		

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	Good	
11.3	Staff development programmes conducted	Dept.	No		
11.4	Staff development programmes attended	Dept.	Yes	Good	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	No		
12.2	Faculty Grievances and Redressal	Dept.	No		
12.3	Supporting Staff Grievances and Redressal	Dept.	No		
13	Placement	Dept.	NA		
13.1	List of students opted for placement	Dept.	NA		
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	NA		
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	NA		
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	NA		
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	NA		
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	NA		
15.2	List of startups	Dept.	NA		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	NA		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	NA		
16.3	List of students selected for Govt. Jobs	Dept.	NA		
17	Faculty achievements - Awards and recognition	Dept.	Yes	Good	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	Good	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	Good	
18.3	Programs organized for students Through Social clubs	Dept.	No		
18.4	Programs organized for students Through Professional Societies	Dept.	No		
18.5	Programs organized for students through Department association		Yes	Good	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	Good	
19.2	Awards and Special prizes received by the students	Dept.	Yes	Good	

20	Students' participation in co-curricular and extracurricular activities		Yes	Good	
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	Good	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	Good	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	Good	
20.4	Students' participation in Sports and prizes won	Dept.	No		
20.5	Students' participation in other extracurricular activities	Dept.	No		
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes		
21.2	Research supervisors with details of research scholars	Dept.	No		
21.3	Faculty with Ph.D.	Dept.	Yes	Good	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	Good	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	I	
21.6	Publication by faculty National and International Journals	Dept.	Yes	I	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	I	
21.8	Publication by students in National and International Conference	Dept.	No		
21.9	Publication by students in National and International Journals	Dept.	No		

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	No		
21.11	h-index for faculty and department	Dept.	No		
21.12	IPR and Patents published and granted	Dept.	No		
21.13	Industrial Consultancy	Dept.	No		
21.14	Research proposals submitted and grants received	Dept.	No		
22	Alumni				
22.1	Year-wise alumni details	Dept.	NA	-	
22.3	Activities Conducted using Alumni	Dept.	NA	-	
22.4	Activities of alumni Association	KIOT AAS	NA	-	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	Good	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	No		
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	No		
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	NA		
25.2	University Ranks and Gold medals	Dept.	NA		

26	Annexure D-Attainment of CO PO Mapping		Yes	Good	
27	Annexure E – CDT				
28	Annexure F -PAT & III				
29	Annexure G -Physical Education				
30	Annexure H – EMS				
31	Annexure I - Library				
32	Annexure J - PR office				
33	Annexure K - List of Clubs and Forums				
34	Annexure L - CoE and ILL				
35	Annexure M - Statutory and Non-statutory Bodies				

Auditor Comments:

Improvement needed on Budget and Laboratory file, Research, Consultancy and Patents, Department Library

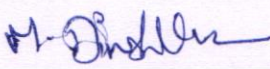

*** If No**

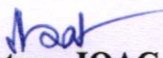
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	M. Dinesh Kumar	Assistant Professor/ECE	
2.	P. Sasikumar	Assistant Professor/CSE	
3.	—	—	—
4.	—	—	—
5.	—	—	—


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022-2023	Semester	Odd / Even
Department	AIDS	Date(s) of Audit	20-12-23

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	yes	Good	
1.2	College Academic Schedule	Dept.	yes	Good	
1.3	Department Academic Schedule	Dept.	NO		NIL
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	yes	Good	
2.2	List of the courses for the semester	Dept.	yes	Good	
2.3	Inter Office Memo (IOM)	Dept.	yes	Good	
2.4	Course willingness & Course allocation	Dept.	NO		NIL
2.5	Timetable for all classes	Dept.	yes	Good	
2.6	List of electives	Dept.	NO		Not Applicable

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	yes	Good	
3.2	Class Committee Meeting	Dept.	yes		Minutes of meeting is not available
3.3	Course Committee Meeting	Dept.	NO		NIL
4	Course file (Refer Annexure - A, B & C)	All faculty			Few course files are available
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	yes	Good	
5.2	Arrear Coaching Attendance	Dept.	yes		Partially Completed
6	Mentor mentee file	All faculty	yes		List only available
7	Department Library				
7.1	List of books in the department library	Dept.	NO		Not applicable
7.2	Utilization of department library	Dept.	NO		Not Applicable
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	yes	Good	
8.2	Consumable Budget and utilization	Dept.	NO		Not Applicable
8.3	Maintenance Budget and utilization	Dept.	Yes	Good	

8.4	Stock register for all labs / COEs	Dept.	Yes	Good	
8.5	Consumables register	Dept.	No		Not Applicable
8.6	List of equipment and software (lab-wise)	Dept.	Yes	Good	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	Good	
8.8	Special labs / CoEs - Activities conducted	Dept.	No		Not Applicable
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	No		Not Applicable
9.2	List of activities conducted through MOU	Dept.	No		
9.3	Students Industrial Visit	Dept.	Yes	Good	Industry report is not available
9.4	Students Internship	Dept.	Yes	Good	
9.5	Students in-plant training	Dept.	No		NIL
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	Good	
10.2	Value added course planned and conducted for the faculty	Dept.	No		NIL
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	No		NIL

11.2	Faculty development programmes attended by the faculty	Dept.	yes	Good	
11.3	Staff development programmes conducted	Dept.	NO		NU
11.4	Staff development programmes attended	Dept.	yes	Good	.
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	yes	Good	
12.2	Faculty Grievances and Redressal	Dept.	NO		Not applicable
12.3	Supporting Staff Grievances and Redressal	Dept.	NO		Not applicable
13	Placement	Dept.	NO		Not applicable
13.1	List of students opted for placement	Dept.	NO		Not applicable
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	NO		Not applicable
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	NO		Not applicable
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	NO		Not applicable
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	NO		Not applicable
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	NO		Not Applicable
15.2	List of startups	Dept.	NO		Not Applicable
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	NO		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	NO		
16.3	List of students selected for Govt. Jobs	Dept.	NO		
17	Faculty achievements - Awards and recognition	Dept.	Yes	Good	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	Good	
18.2	Programs organized for students Through Technical clubs	Dept.	NO		NU
18.3	Programs organized for students Through Social clubs	Dept.	NO		NU
18.4	Programs organized for students Through Professional Societies	Dept.	NO		NU
18.5	Programs organized for students through Department association		NO		NU
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	Good	
19.2	Awards and Special prizes received by the students	Dept.	Yes	Good	

20	Students' participation in co-curricular and extracurricular activities		yes	Good	
20.1	Certificate & MOOC Courses attended by the students	Dept.	NO		N/A
20.2	Skill development and personality development programs attended by the students	Dept.	NO		N/A
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	yes	Good	
20.4	Students' participation in Sports and prizes won	Dept.	yes	Good	
20.5	Students' participation in other extracurricular activities	Dept.	yes	Good	
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	yes	Good	
21.2	Research supervisors with details of research scholars	Dept.	NO		Not Applicable
21.3	Faculty with Ph.D.	Dept.	NO		"
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	NO		"
21.5	Publication by faculty in National and International Conferences	Dept.	NO		
21.6	Publication by faculty National and International Journals	Dept.	NO		
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	NO		
21.8	Publication by students in National and International Conference	Dept.	NO		
21.9	Publication by students in National and International Journals	Dept.	NO		

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	NO		
21.11	h-index for faculty and department	Dept.	NO		
21.12	IPR and Patents published and granted	Dept.	NO		
21.13	Industrial Consultancy	Dept.	NO		
21.14	Research proposals submitted and grants received	Dept.	NO		
22	Alumni				
22.1	Year-wise alumni details	Dept.	NO	-	Not applicable
22.3	Activities Conducted using Alumni	Dept.	NO	-	,,
22.4	Activities of alumni Association	KIOT AAS	NO	-	,,
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	NO		
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings		NO		
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	NO		
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	NO		
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	NO		Not applicable
25.2	University Ranks and Gold medals	Dept.	NO		Not applicable

26	Annexure D-Attainment of CO PO Mapping	0/1	No			
27	Annexure E – CDT	0/1				
28	Annexure F -PAT & III	0/1				
29	Annexure G -Physical Education	0/1				
30	Annexure H – EMS	0/1				
31	Annexure I - Library					
32	Annexure J - PR office	0/1				
33	Annexure K - List of Clubs and Forums	0/1				
34	Annexure L - CoE and ILL	0/1				
35	Annexure M - Statutory and Non-statutory Bodies	0/1				

Auditor Comments:

- * need to increase the Teaching and Learning Tools
- * Department grievances and redressal mechanism to be strengthened.
- * Industrial consultancy works are to be strengthened.

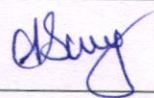

* If No


G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

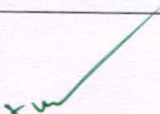
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	A Selvakumar	AP / Mech	
2.	S Sath Kumar	AP / Phy / Civil	
3.	—	—	—
4.	—	—	—
5.	—	—	—


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2022 - 2023	Semester	Odd / Even
Department	AIDS	Date(s) of Audit	20-12-23 29-12-23

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	Good	
1.2	College Academic Schedule	Dept.	Yes	Good	
1.3	Department Academic Schedule	Dept.	NO		NIL
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	Good	
2.2	List of the courses for the semester	Dept.	Yes	Good	
2.3	Inter Office Memo (IOM)	Dept.	Yes	Good	
2.4	Course willingness & Course allocation	Dept.	No		NIL
2.5	Timetable for all classes	Dept.	Yes	Good	
2.6	List of electives	Dept.	NO		Not Applicable

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	yes	wood	
3.2	Class Committee Meeting	Dept.	yes		Minutes of the meeting is not available, only one meeting only conducted
3.3	Course Committee Meeting	Dept.	NO		NIL
4	Course file (Refer Annexure - A, B & C)	All faculty			Nine course files are available and partially completed
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	yes	wood	
5.2	Arrear Coaching Attendance	Dept.	yes		Partially completed
6	Mentor mentee file	All faculty	yes		List only available
7	Department Library				
7.1	List of books in the department library	Dept.	NO		Not Applicable
7.2	Utilization of department library	Dept.	NO		Not Applicable
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	yes	wood	
8.2	Consumable Budget and utilization	Dept.	NO		Not Applicable.
8.3	Maintenance Budget and utilization	Dept.	yes	wood	

8.4	Stock register for all labs / COEs	Dept.	yes	Good	
8.5	Consumables register	Dept.	NO		Not Applicable
8.6	List of equipment and software (lab-wise)	Dept.	yes	Good	
8.7	Maintenance register for labs and department facilities	Dept.	yes	Good	
8.8	Special labs / CoEs - Activities conducted	Dept.	NO		Not Applicable
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	NO		Not Applicable
9.2	List of activities conducted through MOU	Dept.	NO		
9.3	Students Industrial Visit	Dept.	yes	Good	Industrial report is not available
9.4	Students Internship	Dept.	NO		Not Applicable.
9.5	Students in-plant training	Dept.	NO		NIL
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	yes	Good	
10.2	Value added course planned and conducted for the faculty	Dept.	NO		NIL
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	NO		NIL

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	Good	
11.3	Staff development programmes conducted	Dept.	NO		NIL
11.4	Staff development programmes attended	Dept.	Yes	Good	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	Good	
12.2	Faculty Grievances and Redressal	Dept.	NO		NIL
12.3	Supporting Staff Grievances and Redressal	Dept.	NO		NIL
13	Placement	Dept.	NO		Not Applicable
13.1	List of students opted for placement	Dept.	NO		Not Applicable
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	NO		Not Applicable
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	NO		Not Applicable
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	NO		Not Applicable
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	NO		Not Applicable
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	NO		Not applicable
15.2	List of startups	Dept.	NO		Not applicable
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	NO		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	NO		
16.3	List of students selected for Govt. Jobs	Dept.	NO		
17	Faculty achievements - Awards and recognition	Dept.	Yes	Good	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	Good	
18.2	Programs organized for students Through Technical clubs	Dept.	NO		NIL
18.3	Programs organized for students Through Social clubs	Dept.	NO		NIL
18.4	Programs organized for students Through Professional Societies	Dept.	NO		NIL
18.5	Programs organized for students through Department association		NO		NIL
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	Good	
19.2	Awards and Special prizes received by the students	Dept.	Yes	Good	

20	Students' participation in co-curricular and extracurricular activities		yes	Good	
20.1	Certificate & MOOC Courses attended by the students	Dept.	NO		NIL
20.2	Skill development and personality development programs attended by the students	Dept.	NO		NIL
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	yes	Good.	
20.4	Students' participation in Sports and prizes won	Dept.	yes	Good	
20.5	Students' participation in other extracurricular activities	Dept.	yes	Good.	
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	yes	Good	
21.2	Research supervisors with details of research scholars	Dept.	NO		Not Applicable
21.3	Faculty with Ph.D.	Dept.	NO		??
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	NO		??
21.5	Publication by faculty in National and International Conferences	Dept.	NO		??
21.6	Publication by faculty National and International Journals	Dept.	NO		??
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	NO		??
21.8	Publication by students in National and International Conference	Dept.	NO		??
21.9	Publication by students in National and International Journals	Dept.	NO		??

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	NO		not applicable
21.11	h-index for faculty and department	Dept.	NO		”
21.12	IPR and Patents published and granted	Dept.	NO		”
21.13	Industrial Consultancy	Dept.	NO		”
21.14	Research proposals submitted and grants received	Dept.	NO		”
22	Alumni				
22.1	Year-wise alumni details	Dept.	NO	-	”
22.3	Activities Conducted using Alumni	Dept.	NO	-	”
22.4	Activities of alumni Association	KIOT AAS	NO	-	”
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	NO		”
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	NO		”
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	NO		”
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	NO		”
25.2	University Ranks and Gold medals	Dept.	NO		”

26	Annexure D-Attainment of CO PO Mapping	NO			NIL
27	Annexure E – CDT				
28	Annexure F -PAT & III				
29	Annexure G -Physical Education				
30	Annexure H – EMS				
31	Annexure I - Library				
32	Annexure J - PR office				
33	Annexure K - List of Clubs and Forums				
34	Annexure L - CoE and ILL				
35	Annexure M - Statutory and Non-statutory Bodies				

Auditor Comments:

- * Need to add more Innovation and Teaching methods
- * Department grievance redressal Mechanism to be strengthened.
- * Industry consultancy work to be strengthened.

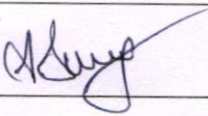

*** If No**

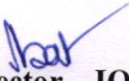
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

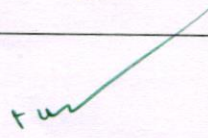
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	A. Sathakumar	AP / Mech	
2.	S. Sathakumar	AP / phy / civil	
3.	—	—	—
4.	—	—	—
5.	—	—	—


Director - IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit
(Files to be maintained by Dept.)

Academic Year		2022-2023	Semester	Odd / Even
Department		AIDS	Date(s) of Audit	20-12-23
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	Attainment of CO PO Mapping	NO		
2.	Attainment of programme outcome for the batch (Eg. 2017 – 21)	NO		
3.	Attainment of Programme Educational Objective (PEOs) for the batch (Eg. 2017 – 21)	NO		
4.	Innovative Teaching Methods	YES		

Auditor Comments:

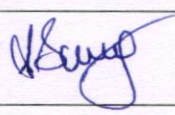

If No

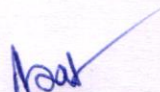
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

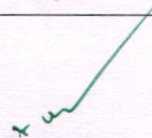
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	A.Selvakumar	AP / Mech	
2.	S. Basikumar	AP / Phy / Civil	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**Internal Quality Assurance Cell (IQAC)****Academic and Administrative Audit**

Academic Year	2022 - 23	Semester	ODD
Department	MBA	Date(s) of Audit	15.12.2023 & 18.12.2023

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	G	
1.2	College Academic Schedule	Dept.	Yes	G	
1.3	Department Academic Schedule	Dept.	Yes	G	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	G	
2.2	List of the courses for the semester	Dept.	Yes	G	
2.3	Inter Office Memo (IOM)	Dept.	Yes	G	
2.4	Course willingness & Course allocation	Dept.	Yes	G	
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	G	
3.2	Class Committee Meeting	Dept.	Yes	G	
3.3	Course Committee Meeting	Dept.	Yes	G	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	G	
5.2	Arrear Coaching Attendance	Dept.	Yes	G	
6	Mentor Mentee file	All faculty	Yes	G	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	G	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	G	
8.2	Consumable Budget and utilization	Dept.	Yes	G	
8.3	Maintenance Budget and utilization	Dept.	Yes	G	

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	Yes	G	
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	
8.8	Special labs / CoEs - Activities conducted	Dept.	No		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	G	
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	G	
9.5	Students In-plant training	Dept.	No		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	G	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Yes	G	

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	Yes	G	
11.4	Staff development programmes attended	Dept.	Yes	G	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	G	
12.2	Faculty Grievances and Redressal	Dept.	Yes	G	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	G	
13	Placement	Dept.	Yes	G	
13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	No		
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	No		
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	No		

15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	G	
15.2	List of startups	Dept.	No		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	No		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes		
16.3	List of students selected for Govt. Jobs	Dept.	No		
17	Faculty achievements - Awards and recognition	Dept.	Yes	G	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.	No		
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	
18.5	Programs organized for students through Department association	Dept.	No		
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	G	

19.2	Awards and Special prizes received by the students	Dept.	Yes	G	
20	Students' participation in co-curricular and extracurricular activities	Dept.	Yes	G	
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	G	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	G	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	G	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	G	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	G	
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	G	
21.6	Publication by faculty National and International Journals	Dept.	Yes	G	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	G	
21.8	Publication by students in National and International Conference	Dept.	Yes	G	


21.9	Publication by students in National and International Journals	Dept.	Yes	G	
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	Yes	G	
21.11	h-index for faculty and department	Dept.	Yes	G	
21.12	IPR and Patents published and granted	Dept.	Yes	G	
21.13	Industrial Consultancy	Dept.	Yes	I	
21.14	Research proposals submitted and grants received	Dept.	Yes	G	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	G	
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
22.4	Activities of alumni Association	KIOT AAS	Yes	G	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	S	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	Yes	G	


Auditor Comments:

- Awareness Program on CO - PO attainment Calculation to be conducted.
- Industrial Consultancy is to be strengthened
- Corrective actions are to be taken for the unattained COs

*** If No****G (Good)** -Data Available, Analysed, Action Taken and Improvement Monitored**S (Satisfactory)** - Data Available and Analysed**I (Improvement needed)** - Data Available**Audited by:**

S. No.	Name of the Auditor	Designation / Department	Signature of the Auditor
1.	Mrs.N.Divya	AP/EEE	N. Divya
2.	Dr.P.Soundarrajan	AP/Physics/CSE	P. Soundarrajan
3.	Mr.R.Ayyappan	AP/IT	R. Ayyappan


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

**Academic and Administrative Audit
(Files to be maintained by Dept.)**

Academic Year		2022-23		Semester	ODD
Department		MBA		Date(s) of Audit	18.12.2023
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Attainment of CO PO Mapping	Yes	S		
2.	Attainment of Programme outcome for the batch 2021 – 23	Yes	G		
3.	Attainment of Programme Educational Objective (PEOs) for the batch 2021 – 23	Yes	G		
4.	Innovative Teaching Methods	Yes	G		

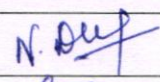
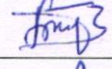
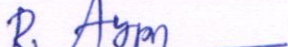
Auditor Comments:

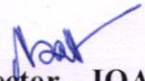
Awareness Program on CO - PO attainment calculation to be conducted.


If No

- ✓ **G (Good)** -Data Available, Analysed, Action Taken and Improvement Monitored
- ✓ **S (Satisfactory)** - Data Available and Analysed
- ✓ **I (Improvement needed)** - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mrs.N.Divya	AP/EEE	
2.	Dr.P.Soundarrajan	AP/Physics/CSE	
3.	Mr.R.Ayyappan	AP/IT	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**Internal Quality Assurance Cell (IQAC)****Academic and Administrative Audit**

Academic Year	2022 - 23	Semester	Even
Department	MBA	Date(s) of Audit	19.12.2023 & 20.12.2023

S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	Yes	G	
1.2	College Academic Schedule	Dept.	Yes	G	
1.3	Department Academic Schedule	Dept.	Yes	G	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	G	
2.2	List of the courses for the semester	Dept.	Yes	G	
2.3	Inter Office Memo (IOM)	Dept.	Yes	G	
2.4	Course willingness & Course allocation	Dept.	Yes	G	
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	G	
3.2	Class Committee Meeting	Dept.	Yes	G	
3.3	Course Committee Meeting	Dept.	Yes	G	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	
5.2	Arrear Coaching Attendance	Dept.	Yes	S	
6	Mentor Mentee file	All faculty	Yes	G	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	G	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	G	
8.2	Consumable Budget and utilization	Dept.	Yes	G	
8.3	Maintenance Budget and utilization	Dept.	Yes	G	

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	Yes	G	
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	
8.8	Special labs / CoEs - Activities conducted	Dept.	No		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	G	
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	G	
9.5	Students In-plant training	Dept.	No		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	G	
10.2	Value added course planned and conducted for the faculty	Dept.	No		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Yes	G	

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	Yes	S	
11.4	Staff development programmes attended	Dept.	Yes	S	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	G	
12.2	Faculty Grievances and Redressal	Dept.	Yes	G	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	G	
13	Placement	Dept.	Yes	G	
13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	No		
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	No		
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	No		

15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	G	
15.2	List of startups	Dept.	No		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	No		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	S	
16.3	List of students selected for Govt. Jobs	Dept.	No		
17	Faculty achievements - Awards and recognition	Dept.	Yes	G	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.	No		
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	
18.5	Programs organized for students through Department association	Dept.	No		
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	G	

19.2	Awards and Special prizes received by the students	Dept.	Yes	G	
20	Students' participation in co-curricular and extracurricular activities	Dept.	Yes	G	
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	G	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	G	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	G	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	G	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	G	
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	G	
21.6	Publication by faculty National and International Journals	Dept.	Yes	G	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	G	
21.8	Publication by students in National and International Conference	Dept.	Yes	G	

21.9	Publication by students in National and International Journals	Dept.	Yes	G	
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	Yes	G	
21.11	h-index for faculty and department	Dept.	Yes	G	
21.12	IPR and Patents published and granted	Dept.	Yes	G	
21.13	Industrial Consultancy	Dept.	Yes	I	
21.14	Research proposals submitted and grants received	Dept.	Yes	I	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	G	
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
22.4	Activities of alumni Association	KIOT AAS	Yes	G	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	S	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	Yes	G	

Auditor Comments:

- Industrial Consultancy and Research Grants are to be strengthened.

* If No

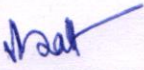
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation / Department	Signature of the Auditor
1.	Mrs.N.Divya	AP/EEE	N. Divya
2.	Dr.P.Soundarrajan	AP/Physics/CSE	P. Soundarrajan
3.	Mr.R.Ayyappan	AP/IT	R. Ayyappan


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

**Academic and Administrative Audit
(Files to be maintained by Dept.)**

Academic Year		2022-23		Semester	EVEN
Department		MBA		Date(s) of Audit	19.12.2023& 20.12.2023
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Attainment of CO PO Mapping	Yes	S		
2.	Attainment of Programme outcome for the batch 2021 – 23	Yes	G		
3.	Attainment of Programme Educational Objective (PEOs) for the batch 2021 – 23	Yes	G		
4.	Innovative Teaching Methods	Yes	G		

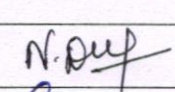
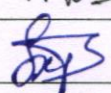
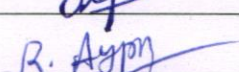
Auditor Comments:


- Awareness Program on CO - PO attainment calculation to be conducted.
- Corrective actions are to be taken for unattained COs

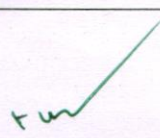
If No

- ✓ **G (Good)** -Data Available, Analysed, Action Taken and Improvement Monitored
- ✓ **S (Satisfactory)** - Data Available and Analysed
- ✓ **I (Improvement needed)** - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mrs.N.Divya	AP/EEE	
2.	Dr.P.Soundarrajan	AP/Physics/CSE	
3.	Mr.R.Ayyappan	AP/IT	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit (Files to be maintained by Principal office)				
Academic Year		2022-23		Semester
Department		Principal Office		Date(s) of Audit
				20.12.2023
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	AICTE Approval	Yes	G	
2.	Anna university affiliation	Yes	G	
3.	UGC 2f	Yes	G	
4.	DOTe approval	Yes	G	
5.	Anna university communication	Yes	G	
6.	Faculty Recruitment	Yes	G	
7.	Students (i) Admitted I & II year (ii) Transferred (iii) Readmission (iv) Drop out	Yes	G	
8.	Students disciplinary action suspended / debarred	Yes	G	
9.	Faculty requirement and approval	Yes	G	
10.	Faculty available and SSR with experience	Yes	I	
11.	Staff available	Yes	G	

12.	HoDs meeting (Agenda, MoM and action taken)	Yes	G	
13.	Fee structure and fee fixation by committee	Yes	G	
14.	Service register for faculty	NA	-	Department only Maintaining
15.	Students intake and admitted	Yes	G	
16.	Recruitment policy	Yes	G	
17.	List of faculties relived	Yes	G	
18.	College prospects and brochure	Yes	G	Available with Mr.SIVA PRO
19.	Students Scholarships	Yes	G	
20.	MoUs	Yes	G	Available with Respective Department
21.	Salary structure	Yes	G	
22.	College calendar	Yes	G	
23.	Fees concession	Yes	G	
24.	Transport	NA	-	AO Office only Maintaining
25.	Hostel	NA	-	AO Office only Maintaining
26.	TNEA admission	Yes	G	

27.	Management admissions self-finance consortium	Yes	G	
28.	Faculty Increment	Yes	G	
29.	Faculty leave	Yes	G	
30.	Faculty OD	Yes	G	
31.	Various polices (PF, ESI)	Yes	G	
32.	Faculty appraisal and promotion	Yes	G	
33.	DOTE circular	Yes	G	
34.	COE - circular	NA	-	Maintained by Examcell
35.	Anna university circulars	NA	-	Maintained by Examcell
36.	Anna university communication	NA	-	Maintained by Examcell

Auditor Comments:

- All Major files are Available.
- Principal Office staffs requesting file racks to maintain 100 Files

If No

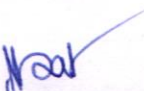
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr. J.PRAKASH	AP/MECH	J. Prakash 28/12/23
2.	Mr. L.KRISHNAN	AP/CIVIL	L. Krishnan 28/12/23
3.	—	—	—
4.	—	—	—
5.	—	—	—


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
Internal Quality Assurance Cell (IQAC)
Academic and Administrative Audit
 (Files to be maintained by EMS)

Academic Year		2022-2023		Semester	Odd
Department		EMS		Date(s) of Audit	26.12.23 to 28.12.23
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	AU academic calendar	Yes	Good		
2.	KIOT academic calendar	Yes	Good		
3.	Curriculum and syllabus for all regulations	Yes	Good		
4.	Internals marks	Yes	Good		
5.	University communications	Yes	Good		
6.	List of electives	Yes	Good		
7.	Result Galley	Yes	Good		
8.	DOTE – approval	Yes	Good		
9.	Result analysis	Yes	Good		
10.	University Rank and medals	Yes	Good		
11.	Malpractice and punishment	Yes	Good		

12.	Exam fee	Yes	Good	
13.	Anna university exams accounts	Yes	Good	
14.	Theory exam remunerations	Yes	Good	
15.	Practical exam remunerations	Yes	Good	
16.	List of electives	Yes	Good	
17.	Revaluation and photo copy	Yes	Good	
18.	Anna university result - Challenge	Yes	Good	
19.	Arrear details	Yes	Good	
20.	Exam registration	Yes	Good	
21.	Theory exam conduction	Yes	Good	
22.	Practical exam conduction	Yes	Good	
23.	List of students (I – year, Lateral, Transfer, Readmission)	Yes	Good	
24.	Grade sheet, Consolidated mark sheet, Provisional certificate and degree certificate - photo copy	Yes	Good	
25.	Consolidated mark sheet and Provisional certificate distribution register	Yes	Good	
26.	Degree certificate distribution register	Yes	Good	

Auditor Comments:

All files are maintained and sample
Proof are available for the academic year
2022-23 - odd Semester.

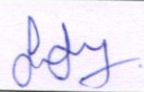
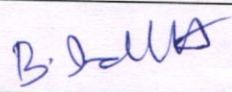
If No

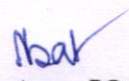
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

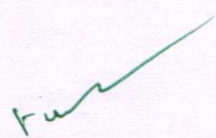
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	S.Sasidharan	AP/CSBS	
2.	B.Indumathi	AP/Phy/Mech	
3.	—	—	—
4.	—	—	—


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
Internal Quality Assurance Cell (IQAC)
Academic and Administrative Audit
 (Files to be maintained by EMS)


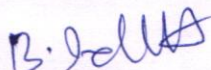
Academic Year		2022-2023		Semester	Even
Department		EMS		Date(s) of Audit	26.12.23 to 28.12.23
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	AU academic calendar	Yes	Good		
2.	KIOT academic calendar	Yes	Good		
3.	Curriculum and syllabus for all regulations	Yes	Good		
4.	Internals marks	Yes	Good		
5.	University communications	Yes	Good		
6.	List of electives	Yes	Good		
7.	Result Galley	Yes	Good		
8.	DOTE – approval	Yes	Good		
9.	Result analysis	Yes	Good		
10.	University Rank and medals	Yes	Good		
11.	Malpractice and punishment	Yes	Good		

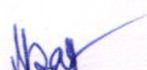
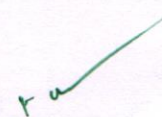
12.	Exam fee	Yes	Good	
13.	Anna university exams accounts	Yes	Good	
14.	Theory exam remunerations	Yes	Good	
15.	Practical exam remunerations	Yes	Good	
16.	List of electives	Yes	Good	
17.	Revaluation and photo copy	Yes	Good	
18.	Anna university result - Challenge	Yes	Good	
19.	Arrear details	Yes	Good	
20.	Exam registration	Yes	Good	
21.	Theory exam conduction	Yes	Good	
22.	Practical exam conduction	Yes	Good	
23.	List of students (I – year, Lateral, Transfer, Readmission)	Yes	Good	
24.	Grade sheet, Consolidated mark sheet, Provisional certificate and degree certificate - photo copy	Yes	Good	
25.	Consolidated mark sheet and Provisional certificate distribution register	Yes	Good	
26.	Degree certificate distribution register	Yes	Good	

Auditor Comments:

All files are maintained and sample proof are available for the academic year 2022-23 - Even Semester.

If No**G (Good)** -Data Available, Analysed, Action Taken and Improvement Monitored**S (Satisfactory)** - Data Available and Analysed**I (Improvement needed)** - Data Available**Audited by:**

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	S.Sasidharan	AP/CSBS	
2.	B.Indumathi	AP/Phy/Mech	
3.	—	—	—
4.	—	—	—


Director – IQAC
Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit (Files to be maintained by Main Library)				
Academic Year		2022-2023		Semester
Department		Library		Date(s) of Audit
				18.12.2023 & 28.12.2023
S.No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	Accession Register	✓	Good	Available
2.	List of Text books – Department wise	✓	Good	Soft copy only available
3.	List of reference books			Soft copy only available
4.	National journals subscription	✓	Good	As per norms – 6 each dept.,
5.	International journals subscription	✓	Good	Springer
6.	Magazines	✓	Good	Available
7.	E-Journal	✓	Good	Soft copy as per norms available
8.	E-resources	✓	Good	DEL net
9.	Library Budget and utilization	✓	Good	Hard copy
10.	Digital library	✓	Good	Registrar maintained

11.	Library committee (Members, Agenda, Minutes Meeting of meetings and action taken)	✓	Good	Updated
12.	AU & AICTE Norms for library resources	✓	Good	Available
13.	Books volumes	✓	Good	Available
14.	Purchase file	✓	Good	Refer S.No 9
15.	OPAC	✓	Good	Campus icib
16.	Project reports	✓	Good	Available
17.	Other facilities in the library (OPAC, Reprography etc.)	✓	Good	

Auditor Comments:

- As per visit on 18.12.2023 almost all the documents available, but library committee file was not completed then we instructed to complete library committee file.
- In second visit on 28.12.2023 submitted all the file, and Library committee file is in completing stage.

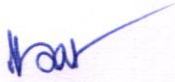
IfNo


G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:			
S.No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr Sivagurnathan G S	AP/CHEMISTRY/CSE	G.S. Siva - 28/12/23
2.	Ms Yogambal N	AP/MBA	N. Yogambal
3.	—		
4.	—		
5.	—		


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit (Files to be maintained by CDT)

Academic Year		2022-2023		Semester	Odd Semester
Department		CDT		Date(s) of Audit	26 & 28.12.2023
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Training budget and utilization	Yes	Good		
2.	Training programs approval and payment	Yes	Good		
3.	Training programs conducted with report	Yes	Good		
4.	Training feedback	Yes	Good		
5.	AMCAT and other Assessments	Yes	Good		
6.	Students Assessments	Yes	Good		
7.	Skill development training by KIOT faculty	Yes	Good		
8.	Online portals subscribed	Yes	Good		
9.	Japanese language training	Yes	Good		

Auditor Comments:

- Data are maintained and documented properly
- Data are presented well manner
- Need Consolidated report for all the files

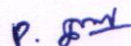
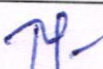
If No


G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.P.Elambarathi	AP/Chemistry / Mechanical	
2.	Mr.T.Venkatachalam	AP/English / AI&DS	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit (Files to be maintained by Placement & III)

Academic Year		2022-2023	Semester	Odd Semester
Department		PAT & III	Date(s) of Audit	26 & 28.12.2023
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	On campus Recruitment process	Yes	Good	
2.	Pooled Recruitment process	Yes	Good	
3.	Employer feedback	Yes	Good	
4.	Offer letters	Yes	Good	
5.	Students internship	Yes	Satisfactory	
6.	MoUs with Industries and activities conducted	Yes	Good	
7.	Company Contact Report	Yes	Good	
8.	Job Description	Yes	Good	
9.	Placement & III committee (Agenda, Minutes of meeting and action taken)	Yes	Good	
10.	III webinars	No	-	Not Yet Conducted

Auditor Comments:

- Data are maintained and documented properly
- Data are presented well manner
- Need Consolidated report for all the files

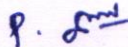

If No

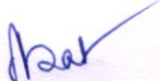
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.P.Elambarathi	AP/Chemistry / Mechanical	
2.	Mr.T.Venkatachalam	AP/English / AI&DS	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit (Files to be maintained by CDT)

Academic Year		2022-2023		Semester	Even Semester
Department		CDT		Date(s) of Audit	26 & 28.12.2023
S. No.	List of files		Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	Training budget and utilization		Yes	Good	
2.	Training programs approval and payment		Yes	Good	
3.	Training programs conducted with report		Yes	Good	
4.	Training feedback		Yes	Good	
5.	AMCAT and other Assessments		Yes	Good	
6.	Students Assessments		Yes	Good	
7.	Skill development training by KIOT faculty		Yes	Good	
8.	Online portals subscribed		Yes	Good	
9.	Japanese language training		Yes	Good	

Auditor Comments:

- Data are maintained and documented properly
- Data are presented well manner
- Need Consolidated report for all the files

If No

G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.P.Elambarathi	AP/Chemistry / Mechanical	P. Elambarathi
2.	Mr.T.Venkatachalam	AP/English / AI&DS	T. Venkatachalam

Director – IQAC

Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit (Files to be maintained by Placement & III)

Academic Year		2022-2023	Semester	Even Semester
Department		PAT & III	Date(s) of Audit	26 & 28.12.2023
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	On campus Recruitment process	Yes	Good	
2.	Pooled Recruitment process	Yes	Good	
3.	Employer feedback	Yes	Good	
4.	Offer letters	Yes	Good	
5.	Students internship	Yes	Satisfactory	
6.	MoUs with Industries and activities conducted	Yes	Good	
7.	Company Contact Report	Yes	Good	
8.	Job Description	Yes	Good	
9.	Placement & III committee (Agenda, Minutes of meeting and action taken)	Yes	Good	
10.	III webinars	No	-	Not Yet Conducted

Auditor Comments:

- Data are maintained and documented properly
- Data are presented well manner
- Need Consolidated report for all the files

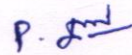

If No

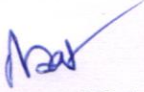
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.P.Elambarathi	AP/Chemistry / Mechanical	
2.	Mr.T.Venkatachalam	AP/English / AI&DS	


Director – IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit
(Files to be maintained by department of physical education)

Academic Year		2022 - 23	Semester	Odd / Even
Department		Physical Education	Date(s) of Audit	27/12/2023
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	Anna University Academic Schedule and Department Academic Calendar	Yes	--	
2.	Sport budget and utilization	No		Not allotted last year
3.	List of sports items and stock register	Yes	--	Maintained
4.	List of sports activities organized for KIOT students	Yes	Satisfied	-
5.	KIOT students participation at zone level and achievements	Yes	Good	-
6.	KIOT students participation at university level and achievements	No	-	No participation
7.	KIOT students participation at state/ National level and achievements	Yes	Satisfied	Won State 2nd Rank
8.	KIOT sports day file	Yes	Satisfied	-
9.	Sports facility at KIOT	Yes	Satisfied	-
10.	Sports items purchase file	Yes	Satisfied	-
11.	Sports activities organised by KIOT for other college / school students	No	-	No activities were conducted

Auditor Comments:

All are satisfied, yet National level competition has to be encouraged.

If No

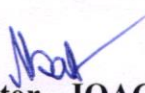
G (Good) - Data Available, Analysed, Action Taken and Improvement Monitored

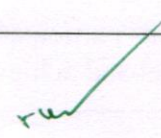
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	K. Anand Kumar	AP / English	K. Anand Kumar
2.	R. Vinod Kumar	AP / Maths	R. Vinod Kumar
3.	—	—	—
4.	—	—	—
5.	—	—	—


Director - IQAC


Principal

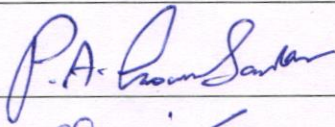
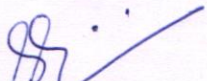
KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit				
Academic Year		2022-23	Semester	Odd / Even
Department		College & Department Level	Date(s) of Audit	08.12.2023 to 20.12.2023
S. No.	Name of Statutory / Non-Statutory Bodies / Committees	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
A	Administration Related			
1.	Governing Council	YES	G	-
2.	Planning and Monitoring Committee	YES	G	-
3.	Internal Quality Assurance Cell (IQAC)	YES	G	-
4.	NBA Implementation Committee	YES	G	-
5.	Program Assessment Committee (PAC) (Dept. wise) Overall Coordinator	YES	S	Requested a one-week time period to complete the file process.
6.	Quality Improvement Committee (QIC) (Dept. wise) Overall Coordinator	YES	S	Requested a one-week time period to complete the file process.
7.	Academic and Administrative Audit Committee (AAA)	YES	G	
8.	Library Committee	YES	G	-
9.	Examination Reforms (ER) Cell	YES	G	-
10.	iStart Cell (Innovation, EDP, IPR, IIC, NISP, KISP, Ideal Lab, Incubation, Startup)	YES	S	Requested a one-week time period to complete the file process.
11.	AICTE Initiative Implementation Committee	YES	G	-

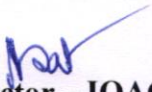

12.	Outreach and Admission Committee	YES	G	-
13.	Social Media Cell	YES	G	-
B	Grievances / Welfare Related			
1.	Grievance and Redressal Committee for Students	YES	G	A glimpse of photo evidence is needed for their events.
2.	Grievance and Redressal Committee for Faculty & Staff	YES	G	A glimpse of photo evidence is needed for their events.
3.	Anti-Sexual Harassment Cell (WEC)	YES	G	-
4.	OBC Cell	YES	G	A glimpse of photo evidence is needed for their events.
5.	Grievances Redressal and Empowerment Committee for SC/ST Students	YES	G	A glimpse of photo evidence is needed for their events.
6.	Equal Opportunity Cell	YES	G	-
7.	Discipline and Welfare Committee	YES	G	A glimpse of photo evidence is needed for their events.
8.	Anti-Ragging Committee and Anti-Ragging Squad	YES	G	-
9.	Anti-Drug committee	YES	G	-
10.	i-Can Club for Slow Learners	YES	G	-
C	Maintenance Related			
1.	Cyber Security Cell	YES	G	-

Auditor Comments:

- The majority of the Statutory and Non-Statutory Committees files are updated completely.
- Statutory Committee - PAC, QIC and Non-Statutory Committee – iStart, the concerned in-charge person asked for one week to complete the file process.
- Some of the statutory committee minutes of meeting files need to be signed by the principal.
- Some of the statutory committees need to maintain a glimpse of photo proof for their committee events.
- Overall, the file completion status is good.

If No**G (Good)** -Data Available, Analysed, Action Taken and Improvement Monitored**S (Satisfactory)** - Data Available and Analysed**I (Improvement needed)** - Data Available**Audited by:**

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.P.A.Gowri Sankar	Associate Professor / EEE	
2.	Mrs.R.Saranya	Assistant Professor / CSE	


Director – IQAC
Principal