

**ACADEMIC AND
ADMINISTRATIVE
AUDIT (AAA)**

AY : 2023-2024

AY: 2023-2024
(ODD SEMESTER)



KNOWLEDGE INSTITUTE OF TECHNOLOGY
(An Autonomous Institution)

Approved by AICTE, Affiliated to Anna University, Accredited by NAAC 'A' Grade and NBA (B.E.: Mech, ECE, EEE & CSE)

Kakapalayam (PO), Salem – 637 504

www.kiot.ac.in

IQAC

Circular No. (2023 – 24) : 805

26.03.2024

CIRCULAR

To	All Directors, HODs and Faculty members
Subject	Academic and Administrative Audit for AY 2023-24 (ODD Sem)
Circular issued by	IQAC

Academic and Administrative Audit (AAA)

Academic and Administrative Audit (AAA) Committee is constituted with following faculty members to conduct the audit for the Academic year 2023-24 (ODD Semester).

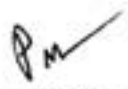
S. No.	Auditors	Dept. to be audited
1.	Dr. A.Gomathi, ASP/IT Dr. T.K.Shanthi, ASP/Eng /ECE Dr. A.Chitra, ASP/MBA Mr. A.Kamalakkannan, AP/Mech. Ms. V.Brindha, AP/AI & DS	CSE
2.	Dr. P.Vijayalakshmi, ASP/CSE Dr. V.Sivakumar, AP/Mech. Mr. J.Murugesan, AP/IT Ms. T.Suganya, AP/MBA	ECE
3.	Dr. V.Kumaresan, ASP/MBA Mr. P.Ganeshen, AP/CSE Mr. S.Pemkumar, AP/ ECE	EEE
4.	Mr. R.Shanmugasundaram, AP/ ECE Ms. P.Malarvizhi, AP/CSE Mr. R.Madhanraj, AP/EEE Mr. R.Karthick, AP/CSBS	Mech.
5.	Ms. S.Vimala, AP/MBA Ms.B.Bhuvaneswari, AP/AI & DS	CIVIL
6.	Mr. M.Dinesh Kumar, AP/ ECE Ms. M.Parameswari, AP/CSE	IT
7.	Ms. R.Saranya, AP/CSE Mr. P.Selvakumar, AP/Civil	AI & DS
8.	Dr. S.Kumarganesh, Prof/ECE Ms. K.Sudha, AP/Maths/ CSE	CSBS
9.	Ms. N.Divya, AP/EEE Mr. R.Ayyappan, AP/IT Dr. P.Soundarrajan, AP/Phy/CSE	MBA
10.	Mr. S.Veerakumar, AP/ECE Mr. M.Prasath, AP/Maths /EEE	Account Section

11.	Mr. J.Prakash, AP/Mech. Mr. L.Krishnan, AP/Civil	Principal Office
12.	Mrs. R.Pushpalatha, AP/CSE Mr. S.Sasidharan, AP/ CSBS	EMS
13.	Dr. G.S.Sivagurunathan, AP/Chem./CSE Dr. G.Rajamanickam, AP/ECE	Library
14.	Mr. C.Eswaramoorthy, AP/Mech. Mr. T.Venkatachalam, AP/Eng. /AI & DS	Placement and Training
15.	Mr. K.Anand Kumar, AP/ Eng. /Mech. Ms K.Saranya, AP/CSE.	Physical Education
16.	Mr. S.E.Murthy, AP/EEE Mr. V.Karthikeyan, AP/Mech	Cells and Forums
17.	Dr. P.A.Gowrishankar, ASP/EEE, Mr. P.Sasikumar, AP/CSE	Statutory and Non-statutory Bodies

Hence, the HODs and faculty are requested to complete the documents and present for the audit.

The auditors are requested to conduct the audit in the allotted departments and submit the Audit reports to Principal on or before 15.04.2024. List of files to be audited and format for conducting auditing will be sent to the HODs email.

A meeting is scheduled for all HODs and Head Auditors on 28.03.2024 at 11.00 am in IQAC to discuss the AAA process.

 Director - IQAC	 PRINCIPAL
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VP	MECH	ECE	EEE	CSE	CIVIL	IT, CSBS, AIDS	MBA	IQAC	Lib.	EMS	PAT	CDT	SA/ CDDA	AO	Residential Warden		Transp ort IC	Security Office	Class Circula- tion	College NB	Cate teria
															LH	GH					
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*							

File:

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



**KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AUTONOMOUS)**

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Kakapalayam (PO), Salem – 637 504

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IQAC

Circular No. KIOT/AAA/2023-24/04

Date

26.03.2024

CIRCULAR

To All Directors, HoDs and Audit members

Subject Academic and Administrative Audit (AAA) Committee Meeting – 01

Circular issued by IQAC

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

Agenda:

Venue : IQAC

Date & Time :28.03.2024 & 11.00 AM

S. No.	Item to be Discussed
1	Procedure for conducting Academic and Administrative Audit for ODD semester of AY-2023-24
2	Any other matter

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

DIRECTOR - IQAC

PRINCIPAL

VP	MECH	ECE	EEE	CSE	CIVIL	IT, CSBS, AIDS	MBA	IQAC	Lib	EMS	PAT	CDT/AO	Transport I/C	Residential Warden LH	Residential Warden GH	Recop tion	Security office	Class Circu lation	Colleg e NB	Cafe teria
*	*	*	*	*	*	*	*	*	*	*	*	*	*							

Checked by Principal office I/C

Verified by the sender

File:

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

PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 504.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (AUTONOMOUS)


Minutes of Academic and Administrative Audit (AAA) Committee Meeting – 01

Meeting No: 01	Venue: IQAC	Time: 11.00AM to 12.00PM	Date: 28.03.2024
Attended by: All Directors, HoDs and Audit members			

S. No.	Agenda	Discussion & Action to be taken	Responsibilities	Target
1.	Procedure for conducting Academic and Administrative Audit for ODD semester of AY-2023-24	The Committee members have discussed the procedure for conducting Academic and Administrative Audit and list of files to be audited for the Odd and Even semesters of AY-2023- 24. The HoDs were asked to keep the files ready for the Audit.	Auditors, HoDs and Faculty In-charges	29.03.2024 To 15.04.2024


Director - IQAC


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
RAKAPALAYAM P.O, SALEM-637 504.


Chairperson - IQAC

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504.

(An Autonomous Institution)

IQAC

Academic and Administrative Audit (AAA) Committee

Academic Year: 2023-2024 (ODD SEM)

Meeting No: 01	Venue: IQAC	Time: 11:00 pm to 12:00 pm	Date: 28.03.2024
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Sathyanathan	DIR-IQAC	Jasat
2.	Dr. P. A. Sankar Sankar	ASP/EEE	P. Sankar 28.03.24
3.	M. Dinakumar	AP/ECE	Dph
4.	N. Dinesh	AP/EEE	N. Dinesh
5.	P. Vijayalakshmi	ASP/CSE	P. Vijay 28/3
6.	K. Anandkumar	AP/Eng	K. Anand 28/3
7.	P. Malavika	AP/CSE	P. Malavika
8.	R. Saranya	AP/CSE	R. Saranya 28/3/24
9.	J. Praveesh	AP/Mech	J. Praveesh 28/3/24
10.	S. E. NURTHY	AP/EEE	S. E. NURTHY
11.	S. Veerakumar	AP/ECE	S. Veerakumar
12.	R. Pushpalathe	AP/CSE	R. Pushpalathe
13.	R. Shanmugasundaram	AP/ECE	R. Shanmugasundaram
14.	C. E. Sureshmoorthy	AP/Mech	C. E. Sureshmoorthy
15.	S. Vimala	AP/MBA	S. Vimala

KNOWLEDGE INSTITUTE OF TECHNOLOGY (AUTONOMOUS), SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-24	Semester	Odd
Department	CSE-UG	Date(s) of Audit	08-04-2024,09-04-2024, 12-04-2024, 13-04-2024 and 15-04-2024

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	S	
3.3	Course Committee Meeting	Dept.	No		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	<ul style="list-style-type: none"> • Attainment sheet Missed • Course committee meeting missed
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	I	
5.2	Arrear Coaching Attendance	Dept.	Yes	I	
6	Mentor mentee file	All faculty	Yes	S	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	S	
7.2	Utilization of department library	Dept.	Yes	I	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	No		Following by System Admin
8.2	Consumable Budget and utilization	Dept.	No		Following by System Admin

8.3	Maintenance Budget and utilization	Dept.	No		Following by System Admin
8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	No		Following by System Admin
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	G	
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	G	
9.2	List of activities conducted through MOU	Dept.	Yes	S	
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	G	
9.5	Students in-plant training	Dept.	Yes	S	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	S	
10.2	Value added course planned and conducted for the faculty	Dept.	No		To be conducted next week
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.	Yes	G	
12.2	Faculty Grievances and Redressal	Dept.	No		
12.3	Supporting Staff Grievances and Redressal	Dept.	No		
13	Placement				
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	G	
15.2	List of start-ups	Dept.	Yes	G	
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.	No		None of the student selected for Govt. Job
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	S	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	I	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	S	
18.5	Programs organized for students through Department association		Yes	S	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	S	
19.2	Awards and Special prizes received by the students	Dept.	Yes	S	

20	Students' participation in co-curricular and extracurricular activities				
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.	No		
21.12	IPR and Patents published and granted	Dept.	Yes	G	
21.13	Industrial Consultancy	Dept.	Yes	G	
21.14	Research proposals submitted and grants received	Dept.	Yes	S	
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	I	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	No		

Auditor Comments:

- Course file contents can be enhanced
- Course committee meeting should be followed and recorded
- Students and Faculty achievements are recorded properly
- Consultancy works are gradually increased


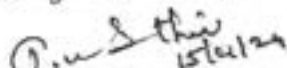
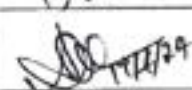
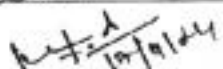
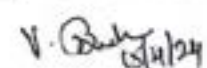
* If No

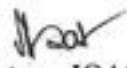
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

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	 15/11/24
2.	Dr.T.K.Shanthi	ASP/Eng/ECE	 15/11/24
3.	Dr.A.Chitra	ASP/MBA	 15/11/24
4.	Mr.A.Kamalakannan	AP/Mech	 15/11/24
5.	Mrs.V.Brindha,	AP/AI&DS	 15/11/24


Director - IQAC


Principal


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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

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3.1	Department Faculty Meeting	Dept.	Yes	G	
3.2	Class Committee Meeting	Dept.	Yes	S	
3.3	Course Committee Meeting	Dept.	No		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	<ul style="list-style-type: none"> • Seminar and Assignment details should be added • Attainment calculation should be done
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	I	
5.2	Arrear Coaching Attendance	Dept.	Yes	I	
6	Mentor mentee file	All faculty	Yes	S	
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7.1	List of books in the department library	Dept.	Yes	S	
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8	Budget and Laboratory				
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8.2	Consumable Budget and utilization	Dept.	No		Following by System Admin

8.3	Maintenance Budget and utilization	Dept.	No		Following by System Admin
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11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
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13	Placement				
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)				
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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	G	
15.2	List of start-ups	Dept.	Yes	G	
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.	No		None of the student selected for Govt. Job
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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	S	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	I	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	S	
18.5	Programs organized for students through Department association		Yes	S	
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	S	
19.2	Awards and Special prizes received by the students	Dept.	Yes	S	

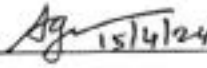
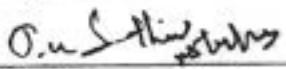
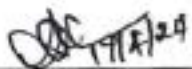
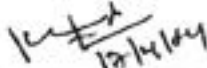
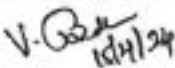
20	Students' participation in co-curricular and extracurricular activities				
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	G	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	I	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	I	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	I	
20.5	Students' participation in other extracurricular activities	Dept.	Yes	I	
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	

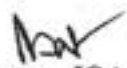

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes	G	
21.11	h-index for faculty and department	Dept.	No		
21.12	IPR and Patents published and granted	Dept.	Yes	G	
21.13	Industrial Consultancy	Dept.	Yes	G	
21.14	Research proposals submitted and grants received	Dept.	Yes	S	
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	I	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	No		

Auditor Comments:

- May conduct awareness session about journal preparation to the PG students
- Course file contents should be updated
- Students conference presentation details are maintained properly

*** 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	 15/4/24
2.	Dr.T.K.Shanthi	ASP/Eng/ECE	
3.	Dr.A.Chitra	ASP/MBA	 17/4/24
4.	Mr.A.Kamalakannan	AP/Mech	 17/4/24
5.	Mrs.V.Brindha,	AP/AI&DS	 18/4/24


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KAKAPALAYAM (PO), SALEM-637 504.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd / Even-
Department	ECE	Date(s) of Audit	12.4.2024 & 13.4.2024 15.4.2024 & 16.4.2024

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	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	Not yet filed in proper.

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	yes	ok.	need to arrange in proper order
3.2	Class Committee Meeting	Dept.	yes	good	-
3.3	Course Committee Meeting	Dept.	yes	ok.	to be improved.
4	Course file (Refer Annexure - A, B & C)	All faculty	yes	ok	HOD sign missing.
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	yes	good	-
5.2	Arrear Coaching Attendance	Dept.	yes	ok	maintain the proper attendance.
6	Mentor mentee file	All faculty	yes	ok	Need to be improvement-
7	Department Library				
7.1	List of books in the department library	Dept.	yes	ok	-
7.2	Utilization of department library	Dept.	yes	ok	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	yes	good	
8.2	Consumable Budget and utilization	Dept.	yes	good	Principal sign missing
8.3	Maintenance Budget and utilization	Dept.	yes	ok	HOD sign missing Need to update

8.4	Stock register for all labs / COEs	Dept.	yes	ok	
8.5	Consumables register	Dept.	yes	good	
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.	yes	ok	
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	yes	good	
9.2	List of activities conducted through MOU	Dept.	yes	ok	
9.3	Students Industrial Visit	Dept.	yes	good	
9.4	Students Internship	Dept.	yes	good	
9.5	Students in-plant training	Dept.	yes	ok	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	-	-	
10.2	Value added course planned and conducted for the faculty	Dept.	-	-	
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	-	-	

11.2	Faculty development programmes attended by the faculty	Dept.	yes	good	
11.3	Staff development programmes conducted	Dept.	-	-	
11.4	Staff development programmes attended	Dept.	yes	OK	Need to participate the programs in the academic year 2013-14
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	yes	good	Need to be update
12.2	Faculty Grievances and Redressal	Dept.	yes	good	
12.3	Supporting Staff Grievances and Redressal	Dept.	yes	good	
13	Placement				
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	ok	need according to order to arrange.
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	yes	good	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	yes	ok	
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	yes	ok	
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	yes	ok	
15.2	List of startups	Dept.	—	—	
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	yes	ok	2023-2024 Academic Year odd sem - NIL -
16.2	List of students appeared for Govt. Exams with proofs	Dept.	yes	ok	,,
16.3	List of students selected for Govt. Jobs	Dept.			,,
17	Faculty achievements - Awards and recognition	Dept.	yes	good	Index page Missing
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	yes	good	5
18.2	Programs organized for students Through Technical clubs	Dept.	yes	good	SDE-club need to update from page.
18.3	Programs organized for students Through Social clubs	Dept.	yes	good	
18.4	Programs organized for students Through Professional Societies	Dept.	yes	good	
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	yes	good	
20.1	Certificate & MOOC Courses attended by the students	Dept.	yes	ok	Improvement needed.
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.	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.	yes	good	
21.3	Faculty with Ph.D.	Dept.	yes	good	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	yes	ok	
21.5	Publication by faculty in National and International Conferences	Dept.	yes	good	
21.6	Publication by faculty National and International Journals	Dept.	yes	good	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	yes	ok	
21.8	Publication by students in National and International Conference	Dept.	yes	ok.	Need to improvement
21.9	Publication by students in National and International Journals	Dept.	yes	ok.	Need to improvement

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes	good	
21.11	h-index for faculty and department	Dept.	NO	-	Need separate file.
21.12	IPR and Patents published and granted	Dept.	Yes	good	
21.13	Industrial Consultancy	Dept.	Yes	good	
21.14	Research proposals submitted and grants received	Dept.	Yes	ok	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	good	
22.3	Activities Conducted using Alumni	Dept.	Yes	ok	
22.4	Activities of alumni Association	KIOT AAS	Yes	ok.	
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.	Yes	ok	need to update
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	ok	Need to update
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	good	
25.2	University Ranks and Gold medals	Dept.	-	-	-

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:

Overall file maintenance is good. Need some files need to be updated.


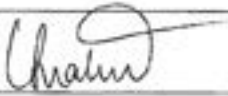

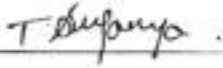
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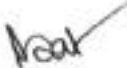
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


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 Vijayalakshmi	ASP / CSE	
2.	Dr. V. Sivalumset	AP / Mech.	
3.	J. murugesan	AP / IT	
4.	T. SUGANYA	AP / MBA.	
5.			


Director - IQAC


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(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd
Department	EEE	Date(s) of Audit	12.04.24,17.04.24&18.04.24

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.	No		
1.2	College Academic Schedule	Dept.	Yes		
1.3	Department Academic Schedule	Dept.	Yes		
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes		
2.2	List of the courses for the semester	Dept.	Yes		
2.3	Inter Office Memo (IOM)	Dept.	Yes		
2.4	Course willingness & Course allocation	Dept.	Yes		
2.5	Timetable for all classes	Dept.	Yes		
2.6	List of electives	Dept.	Yes		

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

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.	Yes		
8.7	Maintenance register for labs and department facilities	Dept.	Yes		
8.8	Special labs / CoEs - Activities conducted	Dept.	Yes		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.			NA
9.2	List of activities conducted through MOU	Dept.	Yes		
9.3	Students Industrial Visit	Dept.	Yes		
9.4	Students Internship	Dept.	Yes		
9.5	Students in-plant training	Dept.	Yes		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.			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

11.2	Faculty development programmes attended by the faculty	Dept.	Yes		
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.			College Common
12.2	Faculty Grievances and Redressal	Dept.			College Common
12.3	Supporting Staff Grievances and Redressal	Dept.			College Common
13	Placement	Dept.			
13.1	List of students opted for placement	Dept.	Yes		
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes		
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		
14.2	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes		
15	Entrepreneurship				



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

20	Students' participation in co-curricular and extracurricular activities		Yes		Consolidated Sheet Required
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes		
20.2	Skill development and personality development programs attended by the students	Dept.			Available at Training Dept.
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes		Consolidated Sheet Required
20.4	Students' participation in Sports and prizes won	Dept.			Physical Education Dept.
20.5	Students' participation in other extracurricular activities	Dept.	Yes		Consolidated Sheet Required
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		
21.3	Faculty with Ph.D.	Dept.	Yes		
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes		Available up to 22-23
21.5	Publication by faculty in National and International Conferences	Dept.	Yes		Need to include proof
21.6	Publication by faculty National and International Journals	Dept.	Yes		
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes		
21.8	Publication by students in National and International Conference	Dept.	Yes		Need to include proof
21.9	Publication by students in National and International Journals	Dept.	Yes		Need to include proof

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes		
21.11	h-index for faculty and department	Dept.			Need to Up date
21.12	IPR and Patents published and granted	Dept.	Yes		Updated 22-23
21.13	Industrial Consultancy	Dept.			Updated 22-23
21.14	Research proposals submitted and grants received	Dept.	Yes		
22	Alumni				
22.1	Year-wise alumni details	Dept.		-	Yet to update
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.	Yes		Need to update
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes		Need to update
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		Yes		Need to Update
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. Few of the files are need to update.
2. Consolidated sheets need to be maintained.
3. HOD signature not available in some of the files.

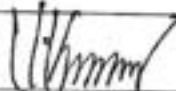

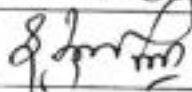
³ If No

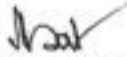
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

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.Ganeshen	AP/CSE	
3.	Prof.S.Premkumar	AP/ECE	


Director - IQAC


Principal


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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd / Even
Department	MECH	Date(s) of Audit	18.04.2024,22.04.2024 & 23.04.2021

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	Filling details need to improve

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	good	Need to maintain the file with MOM
3.2	Class Committee Meeting	Dept.	Yes	good	Filling need to improve
3.3	Course Committee Meeting	Dept.	Yes	ok	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	ok	File Arrangement and some documents missing
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	good	
5.2	Arrear Coaching Attendance	Dept.	Yes	good	Good initiative are taken.
6	Mentor mentee file	All faculty	Yes	good	Need to improve the filling
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	good	
7.2	Utilization of department library	Dept.	Yes	good	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	good	
8.2	Consumable Budget and utilization	Dept.	Yes	good	
8.3	Maintenance Budget and utilization	Dept.	Yes	good	

8.4	Stock register for all labs / COEs	Dept.	Yes	ok	
8.5	Consumables register	Dept.	Yes	good	
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.	Yes	ok	
	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	good	
9.2	List of activities conducted through MOU	Dept.	Yes	ok	
9.3	Students Industrial Visit	Dept.	Yes	good	
9.4	Students Internship	Dept.	Yes	good	
9.5	Students in-plant training	Dept.	Yes	good	
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.	Yes	good	
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	-	-	

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	good	
11.3	Staff development programmes conducted	Dept.	-	-	
11.4	Staff development programmes attended	Dept.	Yes	ok	Need to improve the participation
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	good	
12.2	Faculty Grievances and Redressal	Dept.	Yes	good	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	good	
13	Placement				
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	ok	Need to rearrange the offer letters.
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	good	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	ok	
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	ok	
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	good	
15.2	List of startups	Dept.	Yes	ok	Need to improve the file content
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	ok	
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	ok	
16.3	List of students selected for Govt. Jobs	Dept.	-	-	
17	Faculty achievements - Awards and recognition	Dept.	Yes	ok	
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	Technical Club file content should rearranged .
18.3	Programs organized for students Through Social clubs	Dept.	Yes	good	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	good	
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	Improvement Needed.
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.	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.	Yes	good	
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	good	
21.6	Publication by faculty National and International Journals	Dept.	Yes	good	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	ok	
21.8	Publication by students in National and International Conference	Dept.	Yes	ok	Need to Improvement
21.9	Publication by students in National and International Journals	Dept.	Yes	ok	Need to Improvement

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes	ok	Need to improve.
21.11	h-index for faculty and department	Dept.	Yes	ok	Need to improve.
21.12	IPR and Patents published and granted	Dept.	Yes	ok	Need to improve.
21.13	Industrial Consultancy	Dept.	Yes	good	
21.14	Research proposals submitted and grants received	Dept.	Yes	ok	Need to improve
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	good	
22.3	Activities Conducted using Alumni	Dept.	Yes	good	
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				
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.	Yes	good	
25.2	University Ranks and Gold medals	Dept.	Yes	good	Need to improve

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:

Overall File Maintained is good. Need some rearrangement and missing signs are required.



* If No

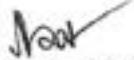
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

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.R.Shanmugasundaram	Assistant Professor/ECE	
2.	Mrs.P.Malarvizhi	Assistant Professor/CSE	
3.	Mr.R.MadhanRaj	Assistant Professor/EEE	
4.	Mr.R.Karthick	Assistant Professor/CSBS	


Director - IQAC


Principal


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KAKAPALAYAM (PO), SALEM-637 504

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd
Department	Civil Engineering	Date(s) of Audit	13/04/2024 & 16/04/2024

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	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	Yes		Instated of log book ERP attendance is maintaining
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	Mentor wise Scheduled
5.2	Arrear Coaching Attendance	Dept.	No	I	
6	Mentor mentee file	All faculty	Yes	S	Mentor wise Scheduled
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 the 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
	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	S	No Industrial Visit for 23-24
9.4	Students Internship	Dept.	Yes	G	Internship and in-plant training need to maintain 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	S	Certificate need to update
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	Ledger is available
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	I	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	I	
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 (Batch wise)	Dept.	Yes	I	
15.2	List of start-ups	Dept.	No		
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.	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	Need to update
19.2	Awards and Special prizes received by the students	Dept.	Yes	G	Need to update

20	Students' participation in co-curricular and extracurricular activities		Yes	G	
20.1	Certificate & MOOC Courses attended by the students	Dept.	No	I	
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	S	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	G	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	S	
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	I	23-24 Nill
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	I	23-24 Nill
21.8	Publication by students in National and International Conference	Dept.	Yes	I	23-24 Nill
21.9	Publication by students in National and International Journals	Dept.	Yes	I	23-24 Nill

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	No		
21.11	h-index for faculty and department	Dept.	Yes	I	23-24 Nil
21.12	IPR and Patents published and granted	Dept.	Yes	G	
21.13	Industrial Consultancy	Dept.	Yes	G	23-24 Nil
21.14	Research proposals submitted and grants received	Dept.	Yes	S	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	S	
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				23-24 will update
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
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	All Faculty	Yes	I	Working Process
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, student MOOC courses, and patents.
3. The department has been coordinated for good execution.


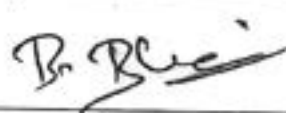
* If No

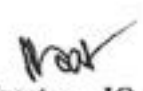
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

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.	Mr.S.Vimala	AP/MBA	
2.	Mrs.B.Bhuvaneshwari	AP/AI & DS	


Director - IQAC


Principal


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KAKAPALAYAM (PO), SALEM-637 504.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	ODD
Department	IT	Date(s) of Audit	17.04.2024

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.	NA		
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	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.	No		

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.	No		
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.	No		
8.5	Consumables register	Dept.	No		
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.	Yes	I	
13.1	List of students opted for placement	Dept.	Yes	I	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	I	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	I	
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.	No		
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	I	
20.5	Students' participation in other extracurricular activities	Dept.	No	I	
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	M. Dinesh Kumar
2.	—	—	—
3.	—	—	—


Director - IQAC


Principal


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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd
Department	AI&DS	Date(s) of Audit	15.04.24,16.04.24, 19.04.24,22.04.24

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.	No		Not Applicable
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.	No		Not Applicable
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	Needs updates on CO-PO attainment 70% of files need to get HoD sign.
5	Arrear Coaching				Separate file to be maintained
5.1	Arrear Coaching timetable	Dept.	No		
5.2	Arrear Coaching Attendance	Dept.	No		
6	Mentor mentee file	All faculty	Yes	I	Mentee's counselling details, participation details needs to be updated.
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	Common to CSBS,IT, AI&DS
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.	No		Not applicable
8.3	Maintenance Budget and utilization	Dept.	Yes	G	

8.4	Stock register for all labs / COEs	Dept.	Yes	I	Needs to get Principal sign in stock register
8.5	Consumables register	Dept.	No		Not applicable
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	S	
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.	No		No activity conducted
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	G	
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.	No		
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.	No		

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.	No		
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	I	Needs to update action taken
12.2	Faculty Grievances and Redressal	Dept.	Yes	I	Nil
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	I	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		Not applicable
16.2	List of students appeared for Govt. Exams with proofs	Dept.	No		Not applicable
16.3	List of students selected for Govt. Jobs	Dept.	No		Not applicable
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	S	
18.3	Programs organized for students Through Social clubs	Dept.	No		Not Applicable
18.4	Programs organized for students Through Professional Societies	Dept.	No		Not Applicable
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	I	Needs to be updated

19.2	Awards and Special prizes received by the students	Dept.	Yes	I	Needs to be updated
20	Students' participation in co-curricular and extracurricular activities	Dept.	Yes	S	Consolidate sheet to be maintained
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	I	
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	I	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	S	Consolidate sheet to be maintained
20.5	Students' participation in other extracurricular activities	Dept.	Yes	S	Consolidate sheet to be maintained
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.	No		Nil
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	No		Nil
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	I	Consolidate sheet to be maintained
21.6	Publication by faculty in National and International Journals	Dept.	Yes	I	Consolidate sheet to be maintained
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	No		Nil
21.8	Publication by students in National and International Conference	Dept.	No		Nil

21.9	Publication by students in National and International Journals	Dept.	No		Nil
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	No		Nil
21.11	h-index for faculty and department	Dept.	No		Nil
21.12	IPR and Patents published and granted	Dept.	No		Nil
21.13	Industrial Consultancy	Dept.	Yes	G	Available for 2023-24 Even Sem only.
21.14	Research proposals submitted and grants received	Dept.	No		Nil
22	Alumni				
22.1	Year-wise alumni details	Dept.	No	-	Not applicable
22.3	Activities Conducted using Alumni	Dept.	No	-	Not applicable
22.4	Activities of alumni Association	KIOI AAS	No	-	Not applicable
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	-	Not applicable
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	No	-	Not applicable
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	No			

Auditor Comments:

1. Need improvements in Mentor-mentee files and records.
2. Need some documents to be updated in Course file and get signed.
3. Need consolidated sheets for participation files related to students and faculties.

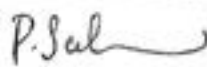

* If No

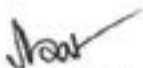
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


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.SELVAKUMAR	Assistant Professor / CIVIL	
2.	Mrs. R. SARANYA	Assistant Professor / CSE	


Director - IQAC


Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 504.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM - 637 504

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023 - 2024	Semester	Odd
Department	CSBS	Date(s) of Audit	23, 24 & 25 April 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.	No		
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	S	

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.	No		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	50% Completed
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	No		
5.2	Arrear Coaching Attendance	Dept.	No		
6	Mentor mentee file	All faculty	Yes	S	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
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.	Yes	S	

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	No		
8.6	List of equipment and software (lab-wise)	Dept.	Yes	S	
8.7	Maintenance register for labs and department facilities	Dept.	No		
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	S	
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.	No		

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	S	
11.3	Staff development programmes conducted	Dept.	No		
11.4	Staff development programmes attended	Dept.	No		
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	G	
12.2	Faculty Grievances and Redressal	Dept.	Yes	S	
12.3	Supporting Staff Grievances and Redressal	Dept.	No		
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.	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.	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.	No		
16.3	List of students selected for Govt. Jobs	Dept.	NA		
17	Faculty achievements - Awards and recognition	Dept.	Yes	S	
18	Students Awards and recognition				
18.1	List of students participated in different contests and prizes won	Dept.	Yes	S	
18.2	Awards and Special prizes received by the students	Dept.	Yes	S	
19	Students' participation in co-curricular and extracurricular activities		Yes	S	
19.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	I	
19.2	Skill development and personality development programs attended by the students	Dept.	Yes	I	
19.3	Conferences, Symposia, and workshops attended by the students	Dept.	No		
19.4	Students' participation in Sports and prizes won	Dept.	No		
19.5	Students' participation in other extracurricular activities	Dept.	No		

20.0	Research, Consultancy and Patents				
20.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
20.2	Research supervisors with details of research scholars	Dept.	Nil		
20.3	Faculty with Ph.D.	Dept.	Yes	S	
20.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Nil		
20.5	Publication by faculty in National and International Conferences	Dept.	Yes	S	
20.6	Publication by faculty National and International Journals	Dept.	Yes	S	
20.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	S	
20.8	Publication by students in National and International Conference	Dept.	No		
20.9	Publication by students in National and International Journals	Dept.	No		
20.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	No		
20.11	h-index for faculty and department	Dept.	Yes	G	
20.12	IPR and Patents published and granted	Dept.	No		
20.13	Industrial Consultancy	Dept.	No		
20.14	Research proposals submitted and grants received	Dept.	No		
21	Alumni				

21.1	Year-wise alumni details	Dept.	NA		
21.3	Activities Conducted using Alumni	Dept.	NA		
21.4	Activities of alumni Association	KIOT AAS	NA		
22	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	NA		
23	Conduction of Programme Assessment Committee (PAC) and QIC meetings		NA		
23.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	-		
23.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	-		
24	University Results and Result analysis				
24.1	Graduation Rate	Dept.	NA		
24.2	University Ranks and Gold medals	Dept.	NA		

Auditor Comments:

1. Internship and Industrial visit file maintained good
2. Faculty and students' Conference and journal publications need to be improved.
3. For slow learners, additional classes may be conducted.
4. File maintenance need to be improved
5. Individual faculty course file need to be improved.

* If the completion status is "Yes"

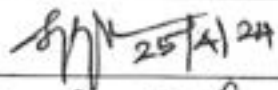
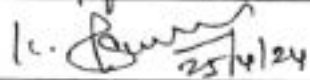
G (Good) - Data Available, Analysed, Action Taken and Improvement Monitored

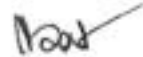
S (Satisfactory) - Data Available and Analysed


I (Improvement needed) - Data Available


NA Not applicable

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.S. Kumarganesh	Professor/ECE	 25/4/24
2.	Prof. Sudha	Assistant Professor/ECE	 25/4/24


IQAC Coordinator


Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 502.

Annexure D

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)					
Internal Quality Assurance Cell (IQAC)					
Academic and Administrative Audit (Files to be maintained by Dept.)					
Academic Year		2023-24	Semester		ODD
Department		MBA	Date(s) of Audit		13.04.2024 & 14.04.2024
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	I		
3.	Attainment of Programme Educational Objective (PEOs) for the batch 2021 – 23	Yes	I		
4.	Innovative Teaching Methods	Yes	S		

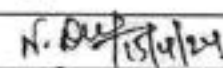
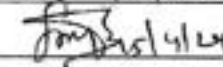
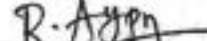
Auditor Comments:

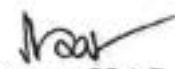
- Need to update the attainment files.


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.	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
(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023 - 24	Semester	ODD
Department	MBA	Date(s) of Audit	13.04.2024 & 14.04.2024

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	S	
3.3	Course Committee Meeting	Dept.	Yes	S	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	Need to update CO-PO Attainment and Innovative Teaching Methodology
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	No	S	
5.2	Arrear Coaching Attendance	Dept.	No	S	
6	Mentor Mentee file	All faculty	Yes	S	Need to revise the format
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		Not Applicable
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.	No		
11.4	Staff development programmes attended	Dept.	No		
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	G	
12.2	Faculty Grievances and Redressal	Dept.	Yes	S	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	S	
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	

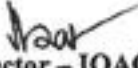

21.9	Publication by students in National and International Journals	Dept.	Yes	G	
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	Yes	G	
21.11	h-index for faculty and department	Dept.	Yes	G	
21.12	IPR and Patents published and granted	Dept.	Yes	G	
21.13	Industrial Consultancy	Dept.	Yes	G	
21.14	Research proposals submitted and grants received	Dept.	No		
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	I	Need to update
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
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.
- Need to update the PO-PSO-PEO attainment.

*** 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. Deep 15/4/24
2.	Dr.P.Soundarrajan	AP/Physics/CSE	Dr. P. Soundarrajan 15/4/24
3.	Mr.R.Ayyappan	AP/IT	R. Ayyappan


Director - IQAC
Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKPALAYAM (PO), SALEM-637 504.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit (Files to be maintained by AO office Account Section)				
Academic Year	2023-24	Semester	Odd	
Department	Accounts Section (AO Office)	Date(s) of Audit	10.04.2024	
S. No.	Name of the file	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
A	Revenue Expenditure			
1.	Faculty and Staff Salary Expenses	Yes	Good	
2.	Students Books and Record Note	Yes	Good	
3.	Employability and Enhancement Expenses	Yes	Good	
4.	Program and Function	Yes	Good	College level Major function, Department Association
5.	E.B.Charges	Yes	Good	
6.	Workshop and Conferences	Yes	Good	
7.	Student and Staff Insurance (Group Policy)-Accidental Claim	Yes	Good	
8.	Statutory expenses	Yes	Good	It Includes AICTE, UGC, Anna University, DOTE
9.	Maintenance Expenses	Yes	Good	
10.	Telephone and Internet Charges	Yes	Good	
11.	Journals and Periodicals	Yes	Good	It Includes Newspaper, e-Journals
12.	Printing and Stationary	Yes	Good	
13.	Lab Consumables and Recurring Maintenance	Yes	Good	
14.	Faculty FDP	Yes	Good	It covers Outside College FDP Program and Swayam NPTEL FDP Program
15.	Transport expenses	Yes	Good	It Includes fuel expenses
16.	Mess Expenses	Yes	Good	It Includes Grocery expenses

17.	Awards and Miscellaneous	Yes	Good	
B	Asset Addition			
18.	Computers and Laptop	Yes	Good	
19.	Lab equipment	Yes	Good	
20.	Wi-fi and Network Implementation	Yes	Good	
21.	Library book	Yes	Good	
C	Income			
22.	Consultancy	Yes	Good	
23.	College fees	Yes	Good	

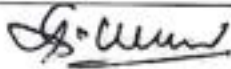

Auditor Comments:

1. We have conducted audits for revenue expenditure, asset addition, and income as per the statutory audit statement files.
2. Overall, document maintenance and explanation are 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.	Mr.S.Veerakumar	Assistant Professor/ECE	
2.	Mr.M.Prasath	Assistant Professor/ Maths/ EEE	


 Director-IQAC


 Principal


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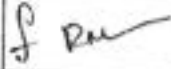
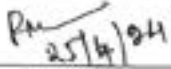
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Annexure H

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit (Files to be maintained by EMS)				
Academic Year	2023-2024		Semester	Odd
Department	EMS		Date(s) of Audit	16/4/24
S. No.	List of files	Completion Status (Yes / No)	Quality of Work	Remarks (If Any)
1.	KIOT academic calendar	Yes	Good	
2.	Curriculum and syllabus for all regulations	Yes	Good	
3.	Internals marks	Yes	Good	
4.	University communications	Yes	Good	
5.	List of electives	Yes	Good	
6.	Result Galley	Yes	Good	
7.	DOTE – approval	Yes	Good	
8.	Result analysis	Yes	Good	
9.	University Rank and medals	.		
10.	Malpractice and punishment	Yes	Good	


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

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.	S.Sasidharan	AP/CSBS	
2.	R.PUSHPALATHA	AP/CSE	 25/4/24
3.			
4.			


Director - IQAC


Principal


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Annexure F

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit (Files to be maintained by Placement & III)				
Academic Year		2023 - 2024	Semester	Odd / Even
Department		PAT & III	Date(s) of Audit	16.04.2024
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.	III webinars	No	-	Not yet conducted
6.	Students internship	Yes	Good	
7.	MoUs with Industries and activities conducted	Yes	Good	
8.	Industry conclave	Yes	Good	
9.	Placement & III committee (Agenda, Minutes of meeting and action taken)	Yes	Good	

10.	Student placement and analysis	yes	Good	
11.	Students feedback	yes	Good	

Auditor Comments:

1. Data are maintained and documented properly
2. Data are presented well manner
3. III webinar is Planned to conduct after two months.

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. C. ESWARAMOORTHY	AP/MECH	C. Suresh Kumar
2.	Mr. T. VENKATACHALAN	AP/ENG/AI&DS	M. S. S. S. S.
3.			
4.			
5.			


Director - IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit (Files to be maintained by CDT)				
Academic Year		2023-2024	Semester	
Department		CDT	Date(s) of Audit	16/4/24
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	
10.	Awards and Recognition	Yes	Good	

Auditor Comments:

1. Data are maintained and documented properly
2. Data are presented well manner
3. 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.	Mn.C.ESWARAMOORTHY	AP/MECH	C. S. S. 16/14/24
2.	M.L.T. VENKATACHALAM	AP/ENG / AI & DS	P.P. 16/04/24
3.			
4.			
5.			


Director - IQAC


Principal


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KAKAPALAYAM (PO), SALEM-637 504.

Annexure G

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

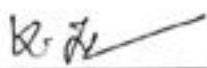

Academic and Administrative Audit
(Files to be maintained by department of physical education)

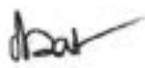
Academic Year	2023 - 24	Semester		Odd / Even	✓
Department	Physical Education	Date(s) of Audit	15/4/2024		
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Anna University Academic Schedule and Department Academic Calendar	Yes	-		
2.	Sport budget and utilization	No		Yet to get from Ao office	
3.	List of sports items and stock register	Yes	-		
4.	List of sports activities organized for KIOT students	Yes	Good	only sports day conducted	
5.	KIOT students participation at zone level and achievements	Yes	Good	Vp PR sign is needed.	
6.	KIOT students participation at university level and achievements	- Nil -	-	no participation at university level	
7.	KIOT students participation at state/ National level and achievements	Yes	Good	-	
8.	KIOT sports day file	Yes	satisfied	photo is needed	
9.	Sports facility at KIOT	Yes	Good.	Need PR sign	
10.	Sports items purchase file	Yes	Good.	Refer. A2 forms	
11.	Sports activities organised by KIOT for other college / school students	Yes	Good.		

Auditor Comments:

Files are there but signature of vp/principal is missing. Need to encourage students participation at University level.

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. Anandkumar	Ap / English - Mech	
2.	K. Saranya	AP / CSE	
3.			
4.			
5.			



Director - IQAC



Principal



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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	2023-24	Semester	Odd	
Department	Principal Office	Date(s) of Audit	18.04.2024	
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	I	PG Pending
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	G	
11.	Staff available	Yes	G	

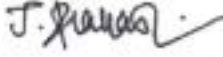
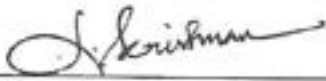
12.	HoDs meeting (Agenda, MoM and action taken)	Yes	G	
13.	Fee structure and fee fixation by committee	Yes	G	
14.	Service register for faculty	NA	-	Department only Maintaining
15.	Students intake and admitted	Yes	G	
16.	Recruitment policy	Yes	G	
17.	List of faculties relived	Yes	G	
18.	College prospects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

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	
2.	Mr. L.KRISHNAN	AP/CIVIL	


Director - IQAC


Principal


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KAKAPALAYAM (PO), SALEM-637 504.

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	2023-2024		Semester	Even
Department	Library		Date(s) of Audit	15.04.2024 & 17.04.2024
S.No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	Accession Register	✓	Good	Available Updated upto April 2024
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., Updated upto 2023-2024
5.	International journals subscription	✓	Good	Springer Updated upto 2023-2024
6.	Magazines	✓	Good	Available
7.	E-Journal	✓	Good	Soft copy as per norms available
8.	E-resources	✓	Good	DEL net, Springer Current year subscriptions available
9.	Library Budget and utilization	✓	Good	Hard copy 2023-2024 available
10.	Digital library	✓	Good	Register maintained

11.	Library committee (Members, Agenda, Minutes Meeting of meetings and action taken)	✓	Good	Updated (1 meeting completed, 1 meeting need to be completed)
12.	AU & AICTE Norms for library resources	✓	Good	Available Based on Annexure 4
13.	Books volumes	✓	Good	Available
14.	Purchase file	✓	Good	Refer S.No 9
15.	OPAC	✓	Good	Campus ilib
16.	Project reports	✓	Good	Available (2023-2024 final years updating starts)
17.	Other facilities in the library (OPAC, Reprography etc.)	✓	Good	

Auditor Comments:

- As per visit on 15.04.2024 & 17.04.2024 almost all the documents available, Library committee second meeting need to be completed. They will complete the second meeting within April-2024 and will be reported.

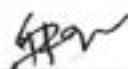
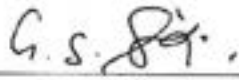
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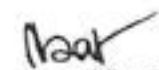
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


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 Rajamanickam G	AP/ECE	
2.	Dr Sivagurnathan G S	AP/CHEMISTRY/CSE	
3.			
4.			
5.			


Director - IQAC


Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 504

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)					
Internal Quality Assurance Cell (IQAC)					
Academic and Administrative Audit					
Academic Year	2023-2024			Semester	ODD
Department	All			Date(s) of Audit	27/03/2024 to 10/04/2024
S. No.	List of Clubs and Forums	Completion Status (Yes / No)	No. of activities conducted	Quality of Work [*]	Remarks (If Any)
A	Department Associations				
1.	Mechanical Engineering Department Student Association (FLAME)	Yes	3	G	
2.	ECE Department Student Association (INTEC)	Yes	4	G	
3.	EEE Department Student Association (AMBER'Z)	Yes	3	G	
4.	CSE Department Student Association (SCINTEL)	Yes	4	G	
5.	Civil Engineering Department Student Association (PACE)	Yes	2	S	
6.	IT Department Student Association (TECHTASTIC)	Yes	2	S	
7.	CSBS Department Student Association (ACID)	Yes	2	S	
8.	AIDS Department Student Association	Yes	2	S	
B	Technical Clubs / Cocurricular Clubs				
1.	Smart Manufacturing Club	Yes	1	S	
2.	Product Design and Analysis Club	Yes	1	S	

3.	Intelligent Automotive Systems Club	Yes	1	1	
4.	Automation, Robotics & Mechatronics (ARM) Club	Yes	1	1	
5.	Sustainable Energy Hive Club	Yes	1	S	
6.	New Gen - Air Conditioning Club	Yes	1	S	
7.	Environmental Health and Safety (EHS) Club	Yes	3	S	
8.	Artificial Intelligence (AI) Club	Yes	1	1	
9.	Wireless Communication Club	Yes	1	1	
10.	VLSI Club	Yes	1	1	
11.	Smart Devices and Embedded Club	Yes	-	1	
12.	Multimedia & Signal Processing Club	Yes	1	1	
13.	IOT Club	Yes	1	S	
14.	Robotics and Intelligence Machines (RIM) Club	Yes	2	S	
15.	Electric Vehicles (EV) Club	Yes	2	S	
16.	Energy Conservation and Smart Energy Management	Yes	2	1	
17.	Big Data Big Insights (BDBI) Club	Yes	1	1	
18.	KIOT CISCO Network Academy	No	-	1	

19.	Code ware Development Club	Yes	1	S	
20.	Web and Mobile App Developers Club	Yes	1	I	
21.	Cloud Computing Tech Club	Yes	1	S	
22.	KIOT Oracle Academy	Yes	1	I	
23.	Construction Engineering Club	Yes	2	I	
24.	Environmental Engineering Club	Yes	1	S	
25.	Structural Design Club	Yes	1	I	
26.	Block Chain Tech Club	Yes	1	S	
27.	Virtual Reality& User Experience (VR&UX) Design Club	No	-	I	
28.	Business Engineers & Innovators (BEI) Club	No	-	I	
29.	Full Stack Developers Club	Yes	3	S	
30.	Machine Learning Club	Yes	1	I	
31.	Data Visual Club	No	-	I	
32.	Frontier Area Awareness Club	Yes	-	S	All Departments are maintain this file
33.	Hackathon Club	Yes	2	I	College Common Forum
34.	Science Club	Yes	2	S	

35.	Leadership Forum	Yes	1	I	
36.	Business Analytics Club	Yes	1	I	
37.	Speakers Forum	Yes	2	I	
38.	Business Insights Club	Yes	1	S	
39.	Marketing Club	Yes	1	S	
40.	Finance Management Club	Yes	2	I	
41.	HR Management Club	Yes	1	S	
42.	Smart Operations and Logistics club	No	1	S	
43.	Library committee (Members, Agenda, Minutes Meeting of meetings and action taken)	-	-	-	-
C	Extra-Curricular and Social Clubs				
1.	KIOT Fine Arts Club	Yes	1	S	
2.	National Service Scheme (NSS)	Yes	2	S	
3.	YRC & RRC	Yes	2	S	
4.	UnnatBarath Abhiyan (UBA)	Yes	1	S	
5.	Tamil Mandram	Yes	-	S	
6.	Women Empowerment Cell (WEC)	Yes	4	S	
7.	Universal Human Values (UHV) Cell	Yes	2	S	

8.	Indian Culture and Heritage Club Cell	Yes	1	I	
9.	SEED (EDC) Forum	-	-	-	-
10.	Yoga and Meditation Club	Yes	2	S	
11.	Rotaract Club	Yes	2	S	
12.	Junior JCI Club	Yes	1	S	
D	Professional Society Linked Club				
1.	Confederation of Indian Industry (CII) – Salem	Yes	-	S	Program Conducted by outside college
2.	Salem Productivity Council (SPC) – Salem	Yes	-	S	Program Conducted by outside college
3.	The Indian Chamber of Commerce & Industry (ICCI) – Salem	Yes	-	I	Program Conducted by outside college
4.	Society of Automotive Engineers INDIA (SAE)	Yes	5	G	
5.	Madras Management Association (MMA) – Salem	Yes	-	S	Program Conducted by outside college
6.	The Institution of Engineers (India)	Yes	2	S	
7.	Indian Society for Technical Education (ISTE) – Faculty Chapter	No	-	-	-
8.	Indian Society for Technical Education (ISTE) – Student Chapter	Yes	2	S	
9.	IEEE Student Branch	Yes	2	S	
10.	IEEE -PES Student Branch	Yes	1	I	
11.	ICT Academy (ICTACT)	Yes	-	I	Program Conducted by outside college

12.	Computer Society of India (CSI)	Yes	1	I	
13.	Standards Club	No	-	I	
14.	The Society of Heating, Refrigerating, Airconditioner Engineers (ISHRAE) Chapter	Yes	1	I	
15.	Quality Circle Forum of India (QCFI)	Yes	-	I	Program Conducted by outside college
16.	National Safety Council (NSC)	Yes	1	I	Maintaining the circular alone sent by NSC Tamilnadu
E	College Level / Common Centres / Forums				
1.	Human Resource Development (HRD) Cell	Yes	4	G	
2.	KIOT Alumni Association Salem (KIOT AAS)	Yes	3	G	
3.	Social Media Cell	Yes	3	G	
4.	i-Can Club for Slow Learners	Yes	3	G	
5.	Remedial Placement Cell	Yes	-	I	
6.	Outreach and Admission Committee	Yes	5	G	
7.	Higher Education Cell (India)	Yes	2	S	
8.	Higher Education Cell (Abroad)	Yes	2	S	
9.	Competitive Examinations Guidance Cell	Yes	2	S	
10.	Corporate Contest Cell	No	-	-	

Auditor Comments:

1. The Clubs and Forum data's are available with faculty in charges.
2. There has to be attach photo proof of each program in the respective file some of the clubs.
3. Few programs faculty and students attendance sheets are not available.
4. Minutes of meeting to be included, if meeting conducted in clubs and forums.

If the completion status is "Yes"

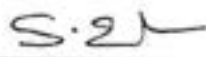
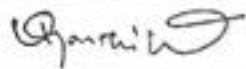
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

NA Not applicable

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.S.E.Murthy	AP/EEE	
2.	Mr.V.Karthikeyan	AP/MECH	
3.			


Director - IQAC


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)					
Internal Quality Assurance Cell (IQAC)					
Academic and Administrative Audit					
Academic Year		2023-24	Semester		Odd
Department		Statutory and Non-Statutory Bodies / Committees	Date(s) of Audit		27.03.2024 to 16.04.2024
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	G	Completed up to AY 2022-23. The academic year 2023-24 Odd semester pending	
6.	Quality Improvement Committee (QIC) (Dept. wise) Overall Coordinator	YES	G	Completed up to AY 2022-23. The academic year 2023-24 Odd semester pending	
7.	Academic and Administrative Audit Committee (AAA)	YES	G	-	
8.	Library Committee	YES	G	The academic year 2023-24 Library Sub-committee pending.	
9.	Examination Reforms (ER) Cell	YES	G	-	
10.	i-START Cell (Innovation, EDP, IPR, IIC, NISP, KISP, Ideal Lab, Incubation, Startup)	YES	G	-	

11.	AICTE Initiative Implementation Committee	-	-	Not yet Reviewed
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	-
2.	Grievance and Redressal Committee for Faculty & Staff	YES	G	Completed up to AY 2022-23. The academic year 2023-24 Odd semester pending
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	-
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:

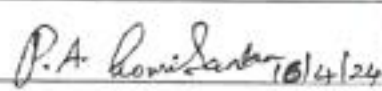
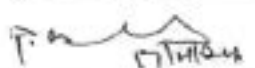
- The majority of the Statutory and Non-Statutory Committees files are updated completely.
- Statutory Committee – PAC & QIC, the concerned in-charge person asked for one week to complete the file process.
- Some of the statutory committee minutes of meeting files need to be signed by the principal.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

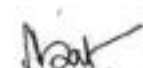
Overall, the file completion status is good.

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.	Mr.P.Sasikumar	Assistant Professor / EEE	
3.			
4.			
5.			


Director - IQAC


Principal



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www.kiot.ac.in

IQAC

Circular No. KIOT/AAA/2023-24/05

Date

15.04.2024

CIRCULAR

To All Directors, HoDs and Audit members

Subject Academic and Administrative Audit (AAA) Committee Meeting – 02

Circular issued by IQAC

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

Agenda:

Venue : IQAC

Date & Time :17.04.2024 & 02.30 PM

S. No. **Item to be Discussed**

1 Review of Academic and Administrative Audit – ODD Semester of AY 2023-24

2 Any other matter

The Heads of AAA committees and HODs are requested to attend the review meeting. The committee Heads are requested to present the findings and deficiencies observed.

DIRECTOR - IQAC

PRINCIPAL

VP	MECH	ECE	EEE	CSE	CIVIL	IT, CSBS, AIDS	NBA	IQAC	LJb	EMS	PAT	CDTAO	Trans port I/C	Residential Warden LH	GH	Recep tion	Security office	Class Circu lation	Colleg e NS	Cafe teria
*	*	*	*	*	*	*	*	*	*	*	*	*	*							

Checked by Principal office I/C

Verified by the sender

File:


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

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KAKAPALAYAM P.O, SALEM-637


KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (AUTONOMOUS)


Minutes of Academic and Administrative Audit (AAA) Meeting – 02

Meeting No: 02		Venue: IQAC		Time: 02.30 pm to 04.30 pm		Date: 17.04.2024	
Attended by: All Directors, HoDs and Auditors							
S. No.	Agenda	Discussions					
1.	Review of Academic and Administrative Audit report – AY-2023-24 Odd Semester	AAA committee has presented the Audit report and the following observation was recorded in different departments.					
		Dept.	Deficiencies recorded	Suggestions			
		Mech.	• No deficiencies are found	<ul style="list-style-type: none"> • Overall file maintenance is good. • Need some files to be rearranged. 			
		ECE	• h – Index for faculty and department	<ul style="list-style-type: none"> • Overall file maintenance is good. • Need some files to be updated. • Provide separate file for H-Index 			
		EEE	• No deficiencies are found	<ul style="list-style-type: none"> • Few files need to be updated. • Consolidate sheets to be maintained. • HOD signature not available in some files 			
		CIVIL	• Industrial visit file need to be updated	<ul style="list-style-type: none"> • Good file maintenance in the department • Department has to focus on research, consultancy and MOOC courses by students. 			
		CSE	<ul style="list-style-type: none"> • Course file - Attainment sheet need to be maintained • Course committee meeting minutes 	<ul style="list-style-type: none"> • Students and faculty Achievements are recorded properly and maintained well. • Industry consultancy works are gradually increased. • Course file content can be enhanced. • Course committee meeting should be followed and recorded. 			
		IT	• Student's participation in sports	<ul style="list-style-type: none"> • Improvement needed on budget and laboratory files, Research, consultancy and patent files 			


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S. No.	Agenda	Dept.	Deficiencies recorded	Suggestions
	Review of Academic and Administrative Audit report – AY-2023-24 Odd Semester	CSBS	<ul style="list-style-type: none"> Course file need to be improved 	<ul style="list-style-type: none"> Internship and industrial visit files maintained good Faculty and students conference and journal publications need to be improved.
		AIDS	<ul style="list-style-type: none"> Course file need to be updated and get HOD signature. 	<ul style="list-style-type: none"> Need Improvements in Mentor-mentee files and recorded Need some documents to be updated in course file
		MBA	<ul style="list-style-type: none"> Need update on PO-PSO-PEO attainment file 	<ul style="list-style-type: none"> Industrial consultancy and research grants are need to be strengthened.
		EMS	<ul style="list-style-type: none"> No deficiencies are found 	-
		Library	<ul style="list-style-type: none"> No deficiencies are found 	-
		PAT & III	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> Data are maintained and documented properly
		CDT	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> Data are maintained and documented properly
		PED	<ul style="list-style-type: none"> Students participation files need to be completed 	<ul style="list-style-type: none"> Files are available but some signatures are missing
		Principal office	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> All major files are available
		Account Section	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> Overall document maintenance and explanation are good.
		Clubs and forums	<ul style="list-style-type: none"> Attendance sheet for students need to be maintained for programs 	<ul style="list-style-type: none"> Minutes of meeting to be maintained in the files
		Statutory and Non Statutory bodies	<ul style="list-style-type: none"> PAC/QIC files need to be updated 	<ul style="list-style-type: none"> Majority of the files are updated completely.
2.	Actions to be taken based on Audit for AY 2023 – 24 Odd semester	The Committee discussed the AAA report and asked the HoDs / Faculty in-charges to take corrective measures to rectify the deficiencies / suggestion mentioned above and complete them within 07.05.2024		


Director - IQAC


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Chairperson - IQAC

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(An Autonomous Institution)

IQAC

Academic and Administrative Audit (AAA) Committee

Academic Year: 2023-2024 (ODD SEM)

Meeting No: 02	Venue: IQAC	Time: 2:30 pm to 04:30 pm	Date: 17.04.2024
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Sathyanathan	DIR-DBAC	M. Sathyanathan
2.	N. Dinesh	AP/EEE	N. Dinesh
3.	P. Malavathi	AP/EEE	P. Malavathi
4.	Dr. P. A. Sankar Sankar	ACP/EEE	Dr. P. A. Sankar Sankar
5.	M. Divya Kumar	AP/EEE	M. Divya Kumar
6.	S. VEERAKUMAR	AP/EEE	S. VEERAKUMAR
7.	R. Saranya	AP/CSE	R. Saranya
8.	K. Anand Kumar	AP/Eng	K. Anand Kumar
9.	P. Vijayalakshmi	ASP/CSE	P. Vijayalakshmi
10.	R. Shannuga Sundran	AP/CLG	R. Shannuga Sundran
11.	R. Pushpalathe	AP/CSE	R. Pushpalathe
12.	P. Selvakumar	AP/civil	P. Selvakumar
13.	J. Pralash	AP/Mech	J. Pralash
14.	C. Eswaramoorthy	AP/mech	C. Eswaramoorthy
15.	A. Kamalakkannan	AP/mech	A. Kamalakkannan



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IQAC

Circular No: KIOT/AAA/2023-24/06

Date

03.05.2024

CIRCULAR

To All Directors, HoDs and Audit members

Subject Academic and Administrative Audit (AAA) Committee Meeting – 03

Circular issued by IQAC

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

Agenda:

Venue : IQAC

Date & Time :08.05.2024 & 02.30 PM

S. No.	Item to be Discussed
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1	Review of Action taken on the Minutes of Meeting of AAA dated 17.04.2024
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2	Any other matter.
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[Signature]

DIRECTOR - IQAC

[Signature]

PRINCIPAL

VP	MECH	ECE	EEE	CSE	CIVIL	IT, CS&S, AIDS	MBA	IQAC	Lib	EMS	PAT	CDTAO	Trans port I/C	Residential Warden LH	Residential Warden GH	Recep tion	Security office	Class Circu lation	Colleg e NB	Cafe teria
*	*	*	*	*	*	*	*	*	*	*	*	*	*							

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Verified by the sender

File:

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

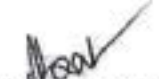
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KAKAPALAYAM P.O, SALEM-637 504.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (AUTONOMOUS)


Minutes of Academic and Administrative Audit (AAA) Meeting – 03

Meeting No: 03	Venue: IQAC	Time: 02.30 PM to 04.00 PM	Date: 08.05.2024
Attended by: All Directors, HoDs and Audit members			

S. No.	Agenda	Discussion	Remarks
1.	Review of Academic and Administrative Audit report – AY-2022-23 ODD Semester	<p>The AAA Auditors presented the final Audited report to the review meeting.</p> <p>The deficiencies pointed out by the Auditors were rectified and files were completed.</p> <p>All the HoDs are instructed to take necessary action on the suggestions given by the auditors.</p>	


Director - IQAC


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KAKAPALAYAM P.O, SALEM-637 504.


Chairperson - IQAC

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IQAC

Academic and Administrative Audit (AAA) Committee

Academic Year: 2023-2024 (ODD SEM)

Meeting No: 03	Venue: IQAC	Time: 2:30 pm to 04:00 pm	Date: 08.05.2024
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Satyanathan	DIR-IQAC	M. Satyanathan
2.	C. E. Sureshmoorthy	AP/Mech	C. E. Sureshmoorthy
3.	P. Vijayalakshmi	ASP/CSE	P. Vijayalakshmi
4.	M. Dinakumar	AP/ECE	M. Dinakumar
5.	N. Dinesh	AP/EEE	N. Dinesh
6.	R. Saranya	AP/CSE	R. Saranya
7.	R. Pushpalathe	AP/CSE	R. Pushpalathe
8.	Dr. P. A. Govindarajan	ASP/EEE	Dr. P. A. Govindarajan
9.	P. Mahalingam	AP/CSE	P. Mahalingam
10.	S. E. Murthy	AP/EEE	S. E. Murthy
11.	P. Shanmugasundaram	AP/ECE	P. Shanmugasundaram
12.	K. Anandkumar	AP/ECE	K. Anandkumar
13.	S. Veerakumar	AP/ECE	S. Veerakumar
14.	J. Prakash	AP/Mech	J. Prakash
15.	Dr. V. Kumaresan	ASP/MBA	Dr. V. Kumaresan

AY: 2023-2024
(EVEN SEMESTER)



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IQAC

Circular No. (2024 – 25) : **437**

09.11.2024

CIRCULAR

To	All Directors, HODs and Faculty Members
Subject	Academic and Administrative Audit for AY 2023-24 (Even Sem)
Circular Issued by	IQAC

Academic and Administrative Audit (AAA)

Academic and Administrative Audit (AAA) committee is Constituted with following faculty members to conduct the audit for the Academic year 2023-24 (Even Semester).

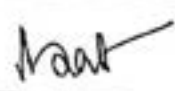
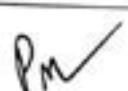
S.No	Auditors	Dept. to be audited
1	Dr.A.Gomathi, ASP / IT ✓ Dr.T.K.Shanthi, ASP/Eng./ECE Dr.A.Chitra, ASP/MBA Mr.A.Kamalakannan, AP/Mech. Ms.V.Brindha, AP/AI&DS	CSE
2	Dr.P.Vijayalakshmi, ASP/CSE Dr.V.Sivakumar, AP/Mech. Mr.J.Murugesan, AP/IT Ms.T.Suganya, AP/MBA	ECE
3	Dr.M.Sankar, ASP/MBA Mr.P.Ganeshen, AP/CSE Mr.S.Premkumar, AP/ECE	EEE
4	Mr.R.Shanmugasundaram, AP/ECE Ms.P.Malarvizhi, AP/CSE Mr.R.Madhanraj, AP/EEE Mr.R.Karthick, AP/CSBS	MECH
5	Ms.S.Vimala, AP/MBA Ms.B.Bhuvaneswari, AP/AI&DS	CIVIL
6	Mr.M.Dinesh Kumar, AP/ECE Mr.K.Boopathi, AP/CSE	IT
7	Ms.R.Saranya, AP/CSE Mr.P.Selvakumar, AP/CIVIL	AI&DS
8	Dr.S.Kumaraganesh, Prof/ECE Ms.K.Sudha, AP/Maths/CSE	CSBS
9	Mr.G.Karthikeyan, AP/EEE Mr.R.Ayyappan, AP/IT Mrs.S.Geetha, AP/Maths/CSE	MBA

S.No	Auditors	Dept. to be audited
10	Mr.S.Veerakumar, AP/ECE Mr.M.Prasath, AP/Maths/EEE	Account Section
11	Mr.L.Krishnan, AP/CIVIL Mr.M.Vinoth, AP/Mech.	Principal Office
12	Mrs.R.Pushpalatha, AP/CSE Mr.S.Sasidharan, AP/CSBS	EMS
13	Dr.G.S.Sivagurunathan, AP/Chem./CSE Dr.G.Rajamanickam, AP/ECE	Library
14	Mr.C.Eswaramoorthy, AP/Mech. Mr.T.Venkatachalam, AP/Eng/AI&DS	Placement and Training
15	Mr.K.Anand Kumar, AP/Eng./Mech. Ms.K.Saranya, AP/CSE.	Physical Education
16	Mr.S.E.Murthy, AP/EEE Mr.V.Karthikeyan, AP/Mech.	Cells and Forums
17	Dr.P.A.Gowrishankar, ASP/EEE Mr.P.Sasikumar, AP/CSE	Statutory and Non-Statutory Bodies

Hence, the HODs and Faculty members are requested to complete the documents and present for the audit.

The auditors are requested to conduct the audit in the allotted departments from 13.11.2024 to 23.11.2024 and submit the Audit reports to Principal on or before 27.11.2024. List of files to be audited and format for conducting auditing will be sent to the HODs Email.

A Meeting is Scheduled for all HODs and Head Auditors on 11.11.2024 at 11.00 am in IQAC to discuss the AAA Process.

	
Director - IQAC	PRINCIPAL

VP	MECH	ECE	EEE	CSE	CIVIL	IT, CSBS, AIDS	MBA	IQAC	Lib	EMS	PAT	CDT	SU/CDDA	AO	Residential Warden	Transport I/C	Security office	Class Circulation	College NB	Cafeteria
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*						
															LH	GII				

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



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IQAC

Circular No. KIOT/AAA/2024-25/04

Date

09.11.2024

CIRCULAR

To All Directors, HoDs and Audit members

Subject Academic and Administrative Audit (AAA) Committee Meeting – 01

Circular issued by IQAC

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

Agenda:

Venue : IQAC

Date & Time :11.11.2024 & 11.00 AM

S. No.	Item to be Discussed
1	Procedure for conducting Academic and Administrative Audit for Even semester of AY-2023-24
2	Any other matter

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

DIRECTOR - IQAC

PRINCIPAL

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

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Verified by the sender

File:

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- 2) Concerned issuing department:


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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (AUTONOMOUS)

Minutes of Academic and Administrative Audit (AAA) Committee Meeting – 01

Meeting No: 01	Venue: IQAC	Time: 11.00AM to 12.00PM	Date: 11.11.2024
Attended by: All Directors, HoDs and Audit members			

S. No.	Agenda	Discussion & Action to be taken	Responsibilities	Target
1.	Procedure for conducting Academic and Administrative Audit for ODD semester of AY-2023-24	The Committee members have discussed the procedure for conducting Academic and Administrative Audit and list of files to be audited for the Even semesters of AY-2023- 24. The HoDs were asked to keep the files ready for the Audit.	Auditors, HoDs and Faculty In-charges	13.11.2024 To 23.11.2024
2.	Report Preparation and Documentation	<ul style="list-style-type: none">The auditors are instructed to do the audit within the allotted time periodSubmit the audit reports, observation sheet and action taken reports to IQAC.	Auditors	27.11.2024


Director - IQAC



Chairperson - IQAC

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IQAC

Academic and Administrative Audit (AAA) Committee

Academic Year: 2023-2024 (EVEN SEM)

Meeting No: 01	Venue: IQAC	Time: 11:00 am to 12:00 pm	Date: 11.11.2024
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Sathyanathan	DIR-IQAC	[Signature]
2.	P. Malavichi	AP/GE	P. Keer-
3.	C. Eswaramoorthy	AP/mech	C. Eswam
4.	Dr. P. A. Ramesh Sundar	ASP/EEE	[Signature] 11.11.24
5.	S. VEERAKUMAR	AP/ECE	[Signature]
6.	R. Saranya	AP/CSE	[Signature] 11/11/24
7.	S. E. Murthy	AP/EEE	[Signature]
8.	R. PUSHPATHA	AP/CSE	[Signature]
9.	M. Dinesh Kumar	AP/ECE	[Signature]
10.	P. Vijayalakshmi	ASP/CSR	[Signature]
11.	R. Shanmugasundaram	AP/ECE	[Signature]
12.	G. Parthasarathy	AP/EEE	[Signature]
13.	K. Anandkumar	AP/Eng	[Signature]
14.	S. Vimala	AP/MBA	[Signature]
15.	A. Kemasakethan	AP/mech	[Signature] 11/11/24

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-24	Semester	Even
Department	CSE - UG	Date(s) of Audit	25.11.2024, 26.11.2024, 27.11.2024, 28.11.2024 30.11.2024

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		
1.2	College Academic Schedule	Dept.	yes		
1.3	Department Academic Schedule	Dept.	yes		
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	yes		
2.2	List of the courses for the semester	Dept.	yes		
2.3	Inter Office Memo (IOM)	Dept.	yes		
2.4	Course willingness & Course allocation	Dept.	yes		
2.5	Timetable for all classes	Dept.	yes		
2.6	List of electives	Dept.	yes		



3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	yes		
3.2	Class Committee Meeting	Dept.	yes		
3.3	Course Committee Meeting	Dept.	No	1	Improvement needed
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes		40 % of attainment sheet completed
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	yes		
5.2	Arrear Coaching Attendance	Dept.	yes		
6	Mentor mentee file	All faculty	yes		
7	Department Library				
7.1	List of books in the department library	Dept.	yes		
7.2	Utilization of department library	Dept.	yes		
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	yes		
8.2	Consumable Budget and utilization	Dept.	Not Applicable		
8.3	Maintenance Budget and utilization	Dept.	yes		

8.4	Stock register for all labs / COEs	Dept.	yes		
8.5	Consumables register	Dept.	Not Applicable		
8.6	List of equipment and software (lab-wise)	Dept.	yes		
8.7	Maintenance register for labs and department facilities	Dept.	yes		
8.8	Special labs / CoEs - Activities conducted	Dept.	yes		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	yes		
9.2	List of activities conducted through MOU	Dept.	yes		
9.3	Students Industrial Visit	Dept.	yes		
9.4	Students Internship	Dept.	yes		
9.5	Students in-plant training	Dept.	yes		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	yes		
10.2	Value added course planned and conducted for the faculty	Dept.	yes		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	yes		

11.2	Faculty development programmes attended by the faculty	Dept.	yes		
11.3	Staff development programmes conducted	Dept.	yes		
11.4	Staff development programmes attended	Dept.	yes		
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.			Common to all dept
12.2	Faculty Grievances and Redressal	Dept.			Common to all dept
12.3	Supporting Staff Grievances and Redressal	Dept.			Common to all dept
13	Placement				
13.1	List of students opted for placement	Dept.	yes		
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	yes		
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Not Applicable		
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Not Applicable		
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Not Applicable		
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Not Applicable		
15.2	List of startups	Dept.	Not Applicable		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Not Applicable		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Not Applicable		
16.3	List of students selected for Govt. Jobs	Dept.	Not Applicable		
17	Faculty achievements - Awards and recognition	Dept.	Not Applicable		
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	yes		
18.2	Programs organized for students Through Technical clubs	Dept.	yes		
18.3	Programs organized for students Through Social clubs	Dept.	yes		
18.4	Programs organized for students Through Professional Societies	Dept.	yes		
18.5	Programs organized for students through Department association	Dept.	yes		
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Not Applicable		
19.2	Awards and Special prizes received by the students	Dept.	Not Applicable		

20	Students' participation in co-curricular and extracurricular activities				
20.1	Certificate & MOOC Courses attended by the students	Dept.	yes		
20.2	Skill development and personality development programs attended by the students	Dept.	yes		
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	yes		
20.4	Students' participation in Sports and prizes won	Dept.	yes		
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		Need to be Updated
21.3	Faculty with Ph.D.	Dept.	Yes		
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Not Applicable		
21.5	Publication by faculty in National and International Conferences	Dept.	Yes		
21.6	Publication by faculty National and International Journals	Dept.	Yes		
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes		
21.8	Publication by students in National and International Conference	Dept.	Yes		
21.9	Publication by students in National and International Journals	Dept.	Yes		

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes		
21.11	h-index for faculty and department	Dept.	Not Applicable		
21.12	IPR and Patents published and granted	Dept.	Yes		
21.13	Industrial Consultancy	Dept.	Yes		
21.14	Research proposals submitted and grants received	Dept.	Yes		
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.	No	I	Improvement needed
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes		
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes		
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes		
25.2	University Ranks and Gold medals	Dept.	Not Applicable		

Auditor Comments:

- Students' and faculty's participation in an external events was increased
- Clubs and Forums conducted considerable activities
- Attainment for each course should be updated
- Students' involvement in higher studies and competitive exams may be encouraged
- Faculty research work can be enhanced

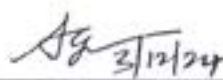
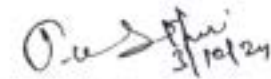
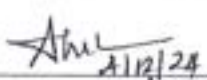
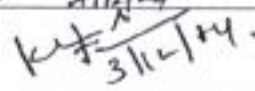

* If No

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.	Dr.A.Chitra	ASP/MBA	
4.	Mr.A.Kamalakaran	AP/MECH	
5.	Mrs.V.Brindha	AP/AI&DS	


Director - IQAC

PRINCIPAL,
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
K & KAPALAYAM (PO), SALEM-637 504.


Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-24	Semester	Even
Department	CSE - PG	Date(s) of Audit	25.11.2024, 26.11.2024, 27.11.2024, 28.11.2024 30.11.2024

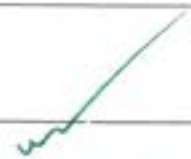
S. No.	List of files	Responsibility	Completion Status (Yes / No)	Quality of Work *	Remarks (If Any)
1	Academic Calendar				
1.1	Anna University Academic Schedule	Dept.	yes		
1.2	College Academic Schedule	Dept.	yes		
1.3	Department Academic Schedule	Dept.	yes		
2	Course allocation system for Faculty	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

3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	yes		
3.2	Class Committee Meeting	Dept.	yes		
3.3	Course Committee Meeting	Dept.	Not Applicable		
4	Course file (Refer Annexure - A, B & C)	All faculty	No	I	Improvement needed
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	yes		
5.2	Arrear Coaching Attendance	Dept.	yes		
6	Mentor mentee file	All faculty	yes		
7	Department Library				
7.1	List of books in the department library	Dept.	yes		
7.2	Utilization of department library	Dept.	yes		
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	yes		
8.2	Consumable Budget and utilization	Dept.	Not Applicable		
8.3	Maintenance Budget and utilization	Dept.	yes		

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8.4	Stock register for all labs / COEs	Dept.	yes		
8.5	Consumables register	Dept.	Not Applicable		
8.6	List of equipment and software (lab-wise)	Dept.	yes		
8.7	Maintenance register for labs and department facilities	Dept.	yes		
8.8	Special labs / CoEs - Activities conducted	Dept.	yes		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	yes		
9.2	List of activities conducted through MOU	Dept.	yes		
9.3	Students Industrial Visit	Dept.	yes		
9.4	Students Internship	Dept.	yes		
9.5	Students in-plant training	Dept.	yes		
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	yes		
10.2	Value added course planned and conducted for the faculty	Dept.	yes		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	yes		

11.2	Faculty development programmes attended by the faculty	Dept.	yes		
11.3	Staff development programmes conducted	Dept.	yes		
11.4	Staff development programmes attended	Dept.	yes		
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.			Common to all dept
12.2	Faculty Grievances and Redressal	Dept.			Common to all dept
12.3	Supporting Staff Grievances and Redressal	Dept.			Common to all dept
13	Placement				
13.1	List of students opted for placement	Dept.	yes		
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	yes		
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Not Applicable		
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Not Applicable		
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Not Applicable		
15	Entrepreneurship				


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15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Not Applicable		
15.2	List of startups	Dept.	Not Applicable		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Not Applicable		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Not Applicable		
16.3	List of students selected for Govt. Jobs	Dept.	Not Applicable		
17	Faculty achievements - Awards and recognition	Dept.	Not Applicable		
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	yes		
18.2	Programs organized for students Through Technical clubs	Dept.	yes		
18.3	Programs organized for students Through Social clubs	Dept.	yes		
18.4	Programs organized for students Through Professional Societies	Dept.	yes		
18.5	Programs organized for students through Department association	Dept.	yes		
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Not Applicable		
19.2	Awards and Special prizes received by the students	Dept.	Not Applicable		

20	Students' participation in co-curricular and extracurricular activities				
20.1	Certificate & MOOC Courses attended by the students	Dept.	yes		
20.2	Skill development and personality development programs attended by the students	Dept.	yes		
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	yes		
20.4	Students' participation in Sports and prizes won	Dept.	yes		
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		Need to be Updated
21.3	Faculty with Ph.D.	Dept.	Yes		
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Not Applicable		
21.5	Publication by faculty in National and International Conferences	Dept.	Yes		
21.6	Publication by faculty National and International Journals	Dept.	Yes		
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes		
21.8	Publication by students in National and International Conference	Dept.	Yes		
21.9	Publication by students in National and International Journals	Dept.	Yes		

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	Yes		
21.11	h-index for faculty and department	Dept.	Not Applicable		
21.12	IPR and Patents published and granted	Dept.	Yes		
21.13	Industrial Consultancy	Dept.	Yes		
21.14	Research proposals submitted and grants received	Dept.	Yes		
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.	No	I	Improvement needed
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes		
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes		
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes		
25.2	University Ranks and Gold medals	Dept.	Not Applicable		

Auditor Comments:

- Clubs and Forums conducted considerable activities
- Course files should be updated
- Faculty research work can be enhanced

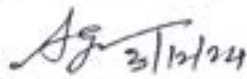
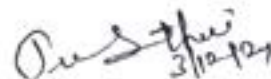
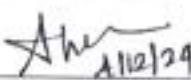
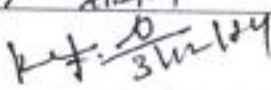
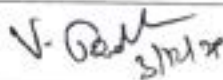
* If No

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	 3/12/24
2.	Dr.T.K.Shanthi	ASP/ENG/ECE	 3/12/24
3.	Dr.A.Chitra	ASP/MBA	 1/12/24
4.	Mr.A.Kamalakannan	AP/MECH	 3/12/24
5.	Mrs.V.Brindha	AP/AI&DS	 3/12/24


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Principal

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-24	Semester	Even
Department	CSE	Date(s) of Audit	25.11.2024, 26.11.2024, 27.11.2024, 28.11.2024 30.11.2024

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
4	Course file of the courses for the semester (II,IV,VI,VIII Sem Courses)	Course Committee Meeting, Course End Survey, Signature, and CO-PO attainment sheet are missing	CO-PO attainment sheet to be filed	
14	Students Higher studies	Not included the list of students opted for Higher studies	Can include the students opted for Higher studies list and encourage them to do higher studies	
16	Competitive exams	Need to initiate the competitive exam participation	Faculty should address the students to enrol in competitive exams	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.A.Gomathi	ASP/IT	<i>Ag</i> 3/11/24
2.	Dr.T.K.Shanthi	ASP/ENG/ECE	<i>Shan</i> 3/11/24
3.	Dr.A.Chitra	ASP/MBA	<i>Chitra</i> 11/11/24
4.	Mr.A.Kamalakaran	AP/MECH	<i>Ket</i> 3/11/24
5.	Mrs.V.Brindha	AP/AI&DS	<i>V. Brindha</i> 3/11/24

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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd / Even ✓
Department	ECE	Date(s) of Audit	13.11.2024 to 23.11.2024

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		
1.2	College Academic Schedule	Dept.	Yes		
1.3 ✓	Department Academic Schedule	Dept.	Yes		
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes		
2.2	List of the courses for the semester	Dept.	Yes		
2.3	Inter Office Memo (IOM)	Dept.	Yes		
2.4	Course willingness & Course allocation	Dept.	Yes		
2.5	Timetable for all classes	Dept.	Yes		
2.6	List of electives	Dept.	Yes		

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

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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.	Yes		
8.7 ✓	Maintenance register for labs and department facilities	Dept.	Yes		
8.8	Special labs / CoEs - Activities conducted	Dept.	Yes		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes		AY 23-24 not available
9.2	List of activities conducted through MOU	Dept.	Yes		
9.3	Students Industrial Visit	Dept.	Yes		
9.4	Students Internship	Dept.	Yes		
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		
10.2	Value added course planned and conducted for the faculty	Dept.	NA		
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Nil		✓ PRINCIPAL

11.2	Faculty development programmes attended by the faculty	Dept.	Yes		
11.3	Staff development programmes conducted	Dept.	Nil		
11.4	Staff development programmes attended	Dept.	Yes		
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes		
12.2	Faculty Grievances and Redressal	Dept.	Yes		
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes		
13	Placement				
13.1	List of students opted for placement	Dept.	Yes		
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes		
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.	Yes		
15	Entrepreneurship				

PRINCIPAL
 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 (AN AUTONOMOUS INSTITUTION)
 KAKAPALAYAM (PO), SALEM-637 504.

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Nil		
15.2	List of startups	Dept.	Yes		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes		
16.3	List of students selected for Govt. Jobs	Dept.	Yes		
17	Faculty achievements - Awards and recognition	Dept.			
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes		
18.2	Programs organized for students Through Technical clubs	Dept.	Yes		
18.3	Programs organized for students Through Social clubs	Dept.			Not available
18.4	Programs organized for students Through Professional Societies	Dept.	Yes		
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.	Yes		
19.2	Awards and Special prizes received by the students	Dept.	Yes		

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20	Students' participation in co-curricular and extracurricular activities		Yes		
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes		
20.2	Skill development and personality development programs attended by the students	Dept.	Yes		Need to update
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes		
20.4	Students' participation in Sports and prizes won	Dept.	Yes		
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		
21.3	Faculty with Ph.D.	Dept.	Yes		
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes		
21.5	Publication by faculty in National and International Conferences	Dept.	Yes		
21.6	Publication by faculty National and International Journals	Dept.	Yes		
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes		
21.8	Publication by students in National and International Conference	Dept.	Yes		
21.9	Publication by students in National and International Journals	Dept.	Yes		Separate file is required.

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.	Yes		Separate file is required
21.13	Industrial Consultancy	Dept.	Yes		
21.14	Research proposals submitted and grants received	Dept.	Yes		
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	-	Need to arrange as per Academic year
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.	Yes		
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes		Need update on
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes		
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				
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 separate file all the documents.

* If No


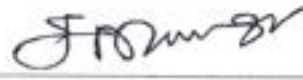
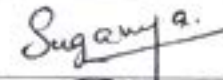

G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

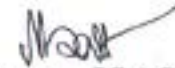
S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
 (AN AUTONOMOUS INSTITUTION)
 KAKAPALAYAM (PC), M-637 504.

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr. P. vijayalaxmi	ASP / CSE	
2.	Mr. J. MURUGESAN	AP/IT	
3.	Mrs. Suganya.T	AP / MBA.	
4.	Dr. V. Sivakumar.	AP / Mech.	
5.			


Director - IQAC


Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 504.


Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd / Even
Department	EEE	Date(s) of Audit	25.11.2024

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	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	Yet to update	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	I	Improvement needed - Data Available,
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	No		Not available
5.2	Arrear Coaching Attendance	Dept.	No		Not available
6	Mentor mentee file	All faculty	Yes	I	Improvement needed - Data Available
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	Good	
7.2	Utilization of department library	Dept.	Yes	Good	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	No		Data not available
8.2	Consumable Budget and utilization	Dept.	No		Data not available
8.3	Maintenance Budget and utilization	Dept.	No		Data not available


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 KAKAPALAYAM (PO), SALEM-637 504.

8.4	Stock register for all labs / COEs	Dept.	Yes	Good	
8.5	Consumables register	Dept.	Yes	Good	
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.	Yes	Good	
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	Good	
9.2	List of activities conducted through MOU	Dept.	Yes	Satisfactory	
9.3	Students Industrial Visit	Dept.	Yes	Good	
9.4	Students Internship	Dept.	Yes	Good	
9.5	Students in-plant training	Dept.			
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	No		
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		Need to add Agenda, Attendance and invitation

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 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 (AN AUTONOMOUS INSTITUTION)
 KAKAPALAYAM (PO), SALEM-641 014.

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	Satisfactory	Need to be update
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	Good	
12.2	Faculty Grievances and Redressal	Dept.	Yes	Good	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	Good	
13	Placement	Dept.	Yes	Good	
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	Good	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	Satisfactory	Need to have consolidated list
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	Good	


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 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 (AN AUTONOMOUS INSTITUTION)
 KAKAPALAYAM (PO), SALEM-637 504.

15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes		
15.2	List of startups	Dept.	Yes		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes		
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes		
16.3	List of students selected for Govt. Jobs	Dept.	Yes		
17	Faculty achievements - Awards and recognition	Dept.	Yes		
18	Students Awards and recognition				
18.1	List of students participated in different contests and prizes won	Dept.	Yes	Good	
18.2	Awards and Special prizes received by the students	Dept.	Yes	Good	
19	Students' participation in co-curricular and extracurricular activities		Yes	Good	
19.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	Good	
19.2	Skill development and personality development programs attended by the students	Dept.	Yes	Satisfactory	
19.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	Satisfactory	
19.4	Students' participation in Sports and prizes won	Dept.	Yes	Satisfactory	
19.5	Students' participation in other extracurricular activities	Dept.	Yes	Satisfactory	

20.0	Research, Consultancy and Patents				
20.1	Faculty pursuing Ph.D.	Dept.	Yes	Good	
20.2	Research supervisors with details of research scholars	Dept.	Yes		
20.3	Faculty with Ph.D.	Dept.	Yes	Good	
20.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	Satisfactory	
20.5	Publication by faculty in National and International Conferences	Dept.	Yes	Good	
20.6	Publication by faculty National and International Journals	Dept.	Yes	Good	
20.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	Good	
20.8	Publication by students in National and International Conference	Dept.	Yes	Good	
20.9	Publication by students in National and International Journals	Dept.	No		
20.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	Yes	Good	
20.11	h-index for faculty and department	Dept.	Yes		Need to update
20.12	IPR and Patents published and granted	Dept.	Yes		
20.13	Industrial Consultancy	Dept.	Yes		
20.14	Research proposals submitted and grants received	Dept.	Yes		
21	Alumni				
21.1	Year-wise alumni details	Dept.	Yes	Good	


21.3	Activities Conducted using Alumni	Dept.	Yes	Good	
21.4	Activities of alumni Association	KIOT AAS			
22	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	I	Need to update
23	Conduction of Programme Assessment Committee (PAC) and QIC meetings		Yes		Need to update
23.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	Satisfac- tory	Need to update
23.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	Satisfac- tory	Need to update in sepa- rate file
24	University Results and Result analysis				
24.1	Graduation Rate	Dept.	Yes	Good	
24.2	University Ranks and Gold medals	Dept.	No		

Auditor Comments:

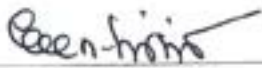
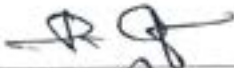
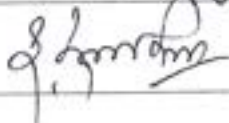
1. Few files needed to update.
2. Few files not available

* If the completion status is "Yes"


G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored
S (Satisfactory) - Data Available and Analysed
I (Improvement needed) - Data Available
NA Not applicable



PRINCIPAL
 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 (AN AUTONOMOUS INSTITUTION)
 KAKAPALAYAM (PO), SALEM-577 504.

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.M.Sankar	ASP / MBA	
2.	Mr.P.Ganeshen	AP / CSE	
3.	Mr.S. Premkumar	AP / ECE	
4.			
5.			


IQAC Coordinator

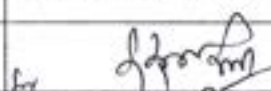
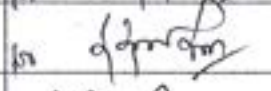
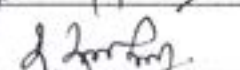

Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 504.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023-24	Semester	Even
Department	EEE	Date(s) of Audit	25.11.2024

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
4	Course file (Refer Annexure - A, B & C)	CO-PO attainment sheet missing	CO-PO attainment sheet to be filed	
6	Mentor mentee file	Samples only shown	Need to show all mentors file	
11.1	Faculty development programmes organized by the department	Few details missing	Need to add Agenda, Attendance and invitation	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Need to have consolidated list	-	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.M.Sankar	ASP / MBA	
2.	Mr.P.Ganeshen	AP / CSE	
3.	Mr.S. Premkumar	AP / ECE	


Director – IQAC




Principal

PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 504.


KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Even
Department	MECH	Date(s) of Audit	21.11.24 & 25.11.24

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	Good	
1.2	College Academic Schedule	Dept.	Yes	Improvement Needed	Academic schedule need to prepared
1.3	Department Academic Schedule	Dept.	Yes	Good	Signature is missed in many places in file.
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	Improvement Needed	Department Syllabus Spiral Copy need to prepared
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	Improve ment Needed	Agenda and File Arrangement is Needed.
3.2	Class Committee Meeting	Dept.	Yes	Good	
3.3	Course Committee Meeting	Dept.	Yes	Good	
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	Improve ment Needed	Common format need to Maintain
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	Good	
7.2	Utilization of department library	Dept.	Yes	Good	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	Good	
8.2	Consumable Budget and utilization	Dept.	Yes	Good	
8.3	Maintenance Budget and utilization	Dept.	Yes	Good	

8.4	Stock register for all labs / COEs	Dept.	Yes	Improve ment Needed	Automotive Lab stock register not available
8.5	Consumables register	Dept.	Yes	Good	
8.6	List of equipment and software (lab-wise)	Dept.	Yes	Good	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	Improve ment Needed	Few labs not updated
8.8	Special labs / CoEs - Activities conducted	Dept.	Yes	Good	
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	Good	Active MOU is Less number.
9.2	List of activities conducted through MOU	Dept.	Yes	Improve ment Needed	
9.3	Students Industrial Visit	Dept.	Yes	Good	
9.4	Students Internship	Dept.	Yes	Good	
9.5	Students in-plant training	Dept.	Yes	Good	
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.	Yes	Good	
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	NO	Improve ment Needed	Details are available few certificate are missing.

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	Good	
11.3	Staff development programmes conducted	Dept.	Yes	Good	
11.4	Staff development programmes attended	Dept.	Yes	Improve ment Needed	Need to improve the count.
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	Good	Common
12.2	Faculty Grievances and Redressal	Dept.	Yes	Good	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	Good	
13	Placement	Dept.	Yes	Good	
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	Good	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	Improve ment Needed	Few Details are missing
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	Good	
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	No	Need to Improve ment	
15.2	List of startups	Dept.	No	Need to Improve ment	
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	No	Need to Improve ment	
16.2	List of students appeared for Govt. Exams with proofs	Dept.	No	Need to Improve ment	
16.3	List of students selected for Govt. Jobs	Dept.	No	Need to Improve ment	
17	Faculty achievements - Awards and recognition	Dept.	No	Need to Improve ment	
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.	Yes	Good	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	Good	
18.5	Programs organized for students through Department association	Dept.	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	Dept.	Yes	Need to Improve ment	Few Missing Details
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.	Yes	Need to Improve ment	Separate file to be maintained
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.	Yes	Good	
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	Good	
21.6	Publication by faculty National and International Journals	Dept.	Yes	Good	
21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	Good	
21.8	Publication by students in National and International Conference	Dept.	Yes	Good	
21.9	Publication by students in National and International Journals	Dept.	Yes	Good	

26	Annexure D-Attainment of CO PO Mapping	Dept.	No	Need to Improve ment	
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:

Details are Available Proper Filling is needed.

* If No

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


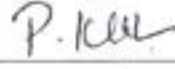
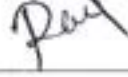
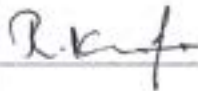
S (Satisfactory) - Data Available and Analysed


I (Improvement needed) - Data Available


✓
PRINCIPAL
 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 (AN AUTONOMOUS INSTITUTION)
 KAKAPALAYAM (PO), SALEM-637 504.


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

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	R.Shanmuga sundaram	AP/ECE	
2.	P.Malarvizhi	AP/CSE	
3.	R.Madhanraj	AP/EEE	
4.	R.Kartick	AP/CSBS	
5.			


Director - IQAC

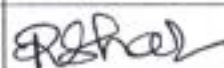
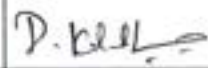
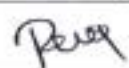
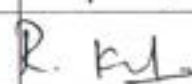

Principal


KNOWLEDGE & TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM-637 504.


KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023-2024	Semester	Even
Department	MECH	Date(s) of Audit	21.11.24 & 25.11.24

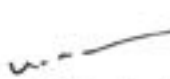
Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
2.1	Curricula, Regulations and syllabi for all regulations	Department Regulation and Syllabus copy is not available	Need to maintain separate copy in department	
3.1	Department Faculty Meeting	Details are available but not in arrangement	Need to maintain in proper format.	
9.1	List of MOUs signed	Most of the MOU are Expire	Need to renewal the MOU	
11.4	Staff development programmes attended	Very few faculty only attended	Insist all faculties attend the FDP as per college norms.	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	R.Shanmuga sundaram	AP/ECE	
2.	P.Malarvizhi	AP/CSE	
3.	R.Madhanraj	AP/EEE	
4.	R.Kartick	AP/CSBS	


Director – IQAC


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KNOWLEDGE INSTITUTE OF TECHNOLOGY
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KAKAPALAYAM (PO), SALEM - 637 504


Principal

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Even
Department	IT	Date(s) of Audit	22.11.2024 & 30.11.2024

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.	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.	No	S	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	NA	-	
8.2	Consumable Budget and utilization	Dept.	NA	-	
8.3	Maintenance Budget and utilization	Dept.	NA	-	

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	NA	-	
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	G	
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.	No		
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.	No		
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				
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	Student's 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	G	
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.	NA	-	
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.	No		
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.	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	G	
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.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	Yes	G	
26	Annexure D-Attainment of CO PO Mapping	-	-	-	
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:

Improvements needed on Course File, Budget and Laboratory File, Research ,Consultancy and Patents, Department Library

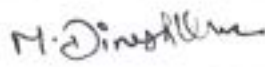

* If No

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.	Mr.M.Dineshkumar	AP/ECE	
2.	Mr.K.Boopathi	AP/CSE	


Director – IQAC

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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
(An Autonomous Institution)

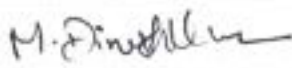

Internal Quality Assurance Cell (IQAC)

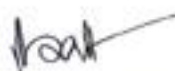
Academic and Administrative Audit

Academic Year	2023-2024	Semester	Even
Department	IT	Date(s) of Audit	22.11.2024 & 30.11.2024

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
4	Course file	CO-PO attainment sheet missing	CO-PO attainment sheet to be filled	
10	Certificate Courses (CC) and Value-Added Courses (VAC)	Certificate courses and Value-added courses are not conducted	Need to incorporate in the upcoming semester	
21	Research, Consultancy and Patents	Research, Consultancy and Patents work	Need to improve the research, consultancy and patents work	


S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.M.Dineshkumar	AP/ECE	
2.	Mr.K.Boopathi	AP/CSE	



Director – IQAC



Principal


PRINCIPAL,
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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Even
Department	AI&DS	Date(s) of Audit	27.11.2024, 2.12.2024

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.	No		Not Applicable
1.2	College Academic Schedule	Dept.	Yes	S	
1.3	Department Academic Schedule	Dept.	Yes	S	
2	Course allocation system for Faculty				
2.1	Curricula, Regulations and syllabi for all regulations	Dept.	Yes	S	
2.2	List of the courses for the semester	Dept.	Yes	S	
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	I	Need to Get HoD sign

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.	No		
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	Needs updates on CO-PO attainment
5	Arrear Coaching				Separate file to be maintained
5.1	Arrear Coaching timetable	Dept.	No		
5.2	Arrear Coaching Attendance	Dept.	No		
6	Mentor mentee file	All faculty	No		
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	Common to CSBS,IT, AI&DS
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.	No		Not applicable
8.3	Maintenance Budget and utilization	Dept.	Yes	G	

8.4	Stock register for all labs / COEs	Dept.	Yes	S	
8.5	Consumables register	Dept.	No		Not applicable
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	S	
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	S	
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	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.	No		

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.	No		
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	I	
12.2	Faculty Grievances and Redressal	Dept.	No		
12.3	Supporting Staff Grievances and Redressal	Dept.	No		
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		Not applicable
16.2	List of students appeared for Govt. Exams with proofs	Dept.	No		Not applicable
16.3	List of students selected for Govt. Jobs	Dept.	No		Not applicable
17	Faculty achievements - Awards and recognition	Dept.	Yes	I	Consolidate sheet to be maintained
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	S	Consolidate sheet to be maintained
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	Dept.	No		
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	S	
19.2	Awards and Special prizes received by the students	Dept.	Yes	S	Needs to get HoD Sign

20	Students' participation in co-curricular and extracurricular activities	Dept.	No		
20.1	Certificate & MOOC Courses attended by the students	Dept.	No		
20.2	Skill development and personality development programs attended by the students	Dept.	No		
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	No		
20.4	Students' participation in Sports and prizes won	Dept.	Yes	G	
20.5	Students' participation in other extracurricular activities	Dept.	No		
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	S	
21.2	Research supervisors with details of research scholars	Dept.			Not Applicable
21.3	Faculty with Ph.D.	Dept.	Yes	S	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	No		Nil
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	I	Separate file to be maintained
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.	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		Nil
21.11	h-index for faculty and department	Dept.	No		Nil
21.12	IPR and Patents published and granted	Dept.	No		Nil
21.13	Industrial Consultancy	Dept.	No		Nil
21.14	Research proposals submitted and grants received	Dept.	No		Nil
22	Alumni				
22.1	Year-wise alumni details	Dept.	No	-	Not applicable
22.3	Activities Conducted using Alumni	Dept.	No	-	Not applicable
22.4	Activities of alumni Association	KIOT AAS	No	-	Not applicable
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	No	-	Not applicable
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	No	-	Not applicable
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	No	-	Not applicable
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	No			
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Auditor Comments:

1. Need to maintain Mentor-mentee files and counselling records.
2. Students and faculty participation files to be maintained.
3. Program organized for students files to be maintained.


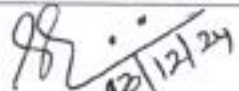
* If No

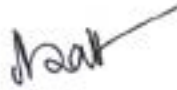
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

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.SELVAKUMAR	Assistant Professor / CIVIL	 02.12.24
2.	Mrs. R. SARANYA	Assistant Professor / CSE	 02/12/24


Director - IQAC


Principal


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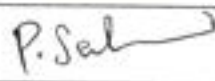

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Even
Department	AI&DS	Date(s) of Audit	27.11.2024, 02.12.2024


Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
5.	Arrear coaching File	No documents found for AY23-24 Even sem	File the necessary documents for special coaching	
6.	Mentor Mentee file	Mentor mentee counselling records not updated	Need to maintain the record.	
20.	Students participation in co-curricular and Extracurricular activities	No file found	Need to maintain a separate file	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr. P.SELVAKUMAR	AP/CIVIL	
2.	Mrs. R. SARANYA	AP/CSE	


Director – IQAC


Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
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AKAPALAYAM (PO), SALEM-637 504

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023 - 2024	Semester	Even
Department	CSBS	Date(s) of Audit	26 & 27.11.2024 and 2.12.2024

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	S	Need to be improved
3.2	Class Committee Meeting	Dept.	Yes	G	
3.3	Course Committee Meeting	Dept.	-	-	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	50% Completed
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	Need to be improved
5.2	Arrear Coaching Attendance	Dept.	Yes	S	Need to be improved
6	Mentor mentee file	All faculty	Yes	S	Need to be improved
7	Department Library				
7.1	List of books in the department li- brary	Dept.	No		
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.	Yes	S	Need to be improved

8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	No		
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
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.	No		
9.2	List of activities conducted through MOU	Dept.	No		
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	S	Need to be improved
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.	No		

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	S	Need to be improved
11.3	Staff development programmes conducted	Dept.	No		
11.4	Staff development programmes attended	Dept.	No		
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				
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	S	Need to be improved
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	S	Need to be improved
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	S	Need to be improved
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	No		
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.	No		
16.3	List of students selected for Govt. Jobs	Dept.	No		
17	Faculty achievements - Awards and recognition	Dept.	Yes	S	Need to be improved
18	Students Awards and recognition				
18.1	List of students participated in different contests and prizes won	Dept.	Yes	S	Need to be improved
18.2	Awards and Special prizes received by the students	Dept.	Yes	S	Need to be improved
19	Students' participation in co-curricular and extracurricular activities		Yes	S	Need to be improved
19.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	I	Need to be improved
19.2	Skill development and personality development programs attended by the students	Dept.	Yes	I	Need to be improved
19.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	I	Need to be improved
19.4	Students' participation in Sports and prizes won	Dept.	Yes	I	Need to be improved
19.5	Students' participation in other extracurricular activities	Dept.	No		

20.0	Research, Consultancy and Patents				
20.1	Faculty pursuing Ph.D.	Dept.	Yes	G	
20.2	Research supervisors with details of research scholars	Dept.	Nil		
20.3	Faculty with Ph.D.	Dept.	Yes	G	
20.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Nil		
20.5	Publication by faculty in National and International Conferences	Dept.	Yes	S	Need to be improved
20.6	Publication by faculty National and International Journals	Dept.	Yes	S	Need to be improved
20.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	S	Need to be improved
20.8	Publication by students in National and International Conference	Dept.	Yes	S	Need to be improved
20.9	Publication by students in National and International Journals	Dept.	No		
20.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	No		
20.11	h-index for faculty and department	Dept.	Yes	I	Need to be improved
20.12	IPR and Patents published and granted	Dept.	No		
20.13	Industrial Consultancy	Dept.	No		
20.14	Research proposals submitted and grants received	Dept.	No		
21	Alumni				

21.1	Year-wise alumni details	Dept.	Yes	S	Need to be improved
21.3	Activities Conducted using Alumni	Dept.	No		
21.4	Activities of alumni Association	KIOT AAS	No		
22	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	No		
23	Conduction of Programme Assessment Committee (PAC) and QIC meetings		No		
23.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	-		
23.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	-		
24	University Results and Result analysis				
24.1	Graduation Rate	Dept.	Yes	I	Need to be improved
24.2	University Ranks and Gold medals	Dept.	-		

Auditor Comments:

1. Some files are missing the Head of Department's (HoD) signature and need to be completed promptly.
2. The quality and quantity of conference and journal publications by faculty and students need to be improved.
3. For slow learners, the process of conducting additional classes needs to be improved.
4. The content of each faculty member's course file need significant improvement.
5. The current state of file organization and maintenance requires significant improvement.

* If the completion status is "Yes"

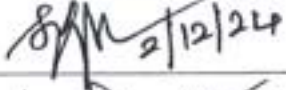
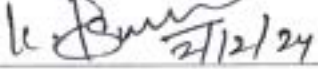
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available


NA Not applicable

Audited by:

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.S. Kumarganesh	Professor/ECE	 2/12/24
2.	Mrs. K. Sudha	Assistant Professor/CSE/Maths	 2/12/24


IQAC Coordinator


Principal


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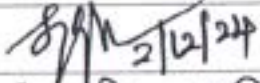
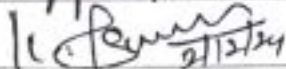
KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023-24	Semester	Odd / Even
Department	CSBS	Date(s) of Audit	26 & 27.11.24 and 2.12.24

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
3.1	Department Faculty Meeting	✓ Faculty attendance missing ✓ HoD signature missing	Need to be improved	
4	Course file	✓ 50% only completed ✓ Some of the content missing in file	The content of each faculty member's course file need significant improvement	
5.1	Arrear Coaching timetable	6 subjects document incomplete	Need to be improved	
5.2	Arrear Coaching Attendance	6 subjects document incomplete	Need to be improved	
6	Mentor mentee file	File incomplete	Need to be improved	
8.3	Maintenance Budget and utilization	HoD signature missing	Need to be improved	
9.4	Students Internship	Some of proof document missing	Need to be improved	
11.2	Faculty development programmes attended by the faculty	Faculty list and some proof document missing	Need to be improved	
13.2	List of students selected for different companies with proofs (Offer letters)	Some of offer letter missing	Need to be improved	
14.1	List of students opted for Higher studies	Student list missing	Need to be improved	
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Student admitted proof missing	Need to be improved	


17	Faculty achievements - Awards and recognition	Faculty list and some proof document missing	Need to be improved	
18.1	List of students participated in different contests and prizes won	Student list and some proof document missing	Need to be improved	
18.2	Awards and Special prizes received by the students	Student list and some proof document missing	Need to be improved	
19	Students' participation in co-curricular and extracurricular activities	Student list and some proof document missing	Need to be improved	
19.1	Certificate & MOOC Courses attended by the students	Student list and some proof document missing	Need to be improved	
19.2	Skill development and personality development programs attended by the students	Student list and some proof document missing	Need to be improved	
19.3	Conferences, Symposia, and workshops attended by the students	Student list and some proof document missing	Need to be improved	
19.4	Students' participation in Sports and prizes won	Student list and some proof document missing	Need to be improved	
20.5	Publication by faculty in National and International Conferences	Some proof document missing	Need to be improved	
20.6	Publication by faculty National and International Journals	Some proof document missing	Need to be improved	
20.7	List of research papers published in UGC / Scopus / SCI journals	Some proof document missing	Need to be improved	
20.8	Publication by students in National and International Conference	Student list and some proof document missing	Need to be improved	

20.11	h-index for faculty and department	Some proof document missing	Need to be improved	
21.1	Year-wise alumni details	some proof document missing	Need to be improved	
24.1	Graduation Rate	some proof document missing	Need to be improved	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.S. Kumarganesh	Professor/ECE	 2/12/24
2.	Mrs. K. Sudha	Assistant Professor/CSE/Maths	 2/12/24


Director - IQAC


Principal


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Internal Quality Assurance Cell (IQAC)


Academic and Administrative Audit


Academic Year	2023-2024	Semester	Even
Department	MBA	Date(s) of Audit	25.11.24 to 29.11.24

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	
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	



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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	Documents need to be Signed.
3.3	Course Committee Meeting	Dept.	Yes	G	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	CO PO Attainment, Sign missing.
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	No		
5.2	Arrear Coaching Attendance	Dept.	No		
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.	No		
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	S	HoD & AO sign pending
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	I	Need to Update 23-24 even sem.
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.	NA		Yet to conduct event.
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	S	Consolidated list needed for academic year 23-24
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	G	

11.2	Faculty development programmes attended by the faculty	Dept.	Yes	S	Need consolidated list
11.3	Staff development programmes conducted	Dept.	No		
11.4	Staff development programmes attended	Dept.	No		
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.	No		
13	Placement	Dept.	Yes	G	
13.1	List of students opted for placement	Dept.	Yes	G	Sign pending
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				


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15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	No		
15.2	List of startups	Dept.	No		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	S	Need Consolidate list and sign
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	G	
16.3	List of students selected for Govt. Jobs	Dept.	No		
17	Faculty achievements - Awards and recognition	Dept.	Yes	G	Need Consolidate list
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	S	Need Consolidate list
18.3	Programs organized for students Through Social clubs	Dept.	NA		
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	Need Consolidate list
18.5	Programs organized for students through Department association	Dept.	Yes	G	Need Consolidate list
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	Need consolidate list

20	Students' participation in co-curricular and extracurricular activities		Yes	G	Need consolidate list and sign missing
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.	No		
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	S	Consolidated list needed. Updation needed.
21.9	Publication by students in National and International Journals	Dept.	Yes	G	

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	No		Not conducted
21.11	h-index for faculty and department	Dept.	Yes	S	Proof not available
21.12	IPR and Patents published and granted	Dept.	Yes	G	
21.13	Industrial Consultancy	Dept.	Yes	G	Consolidated list needed.
21.14	Research proposals submitted and grants received	Dept.	Yes	S	Consolidated list needed. Updation needed.
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.	No		
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	Sign pending
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	Sign pending
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	Need updation
25.2	University Ranks and Gold medals	Dept.	Yes	G	
26	Annexure D-Attainment of CO PO Mapping		Yes	G	
27	Annexure E – CDT				

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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:

- Consolidate List need to be maintained.
- CO-PO Attainment awareness need to improve among faculties.
- Slow learners improvement measures need to be taken.

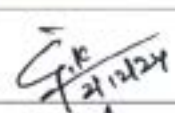
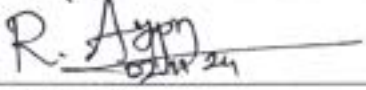
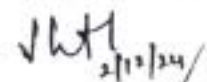
*** If No**

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.G.Karthikeyan	AP/EEE	 21/12/24
2.	Mr.R.Ayyappan	AP/IT	 21/12/24
3.	Mrs.S.Geetha	AP/MathsCSE	 21/12/24


Director – IQAC


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Page 8 of 8


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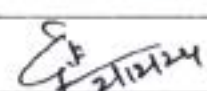
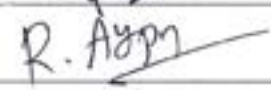
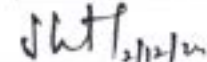
Internal Quality Assurance Cell (IQAC)

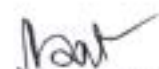
Academic and Administrative Audit


Academic Year	2023-2024	Semester	Even
Department	MBA	Date(s) of Audit	25.11.24 to 29.11.24

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
4	Course files	CO-PO attainment sheet missing	CO-PO attainment sheet to be filed	
5.1, 5.2	Arrear coaching	Arrear coaching not scheduled	Slow learners improvement measures has to be taken	
11.3, 11.4	Staff development programmes conducted and attended	Staff event participation is NILL. Staff development programmes not conducted	Staff development measures need to be taken.	
15	Entrepreneurship	Entrepreneur status is NILL	Students need to be motivated and involved in istart activities.	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.G.Karthikeyan	AP/EEE	
2.	Mr.R.Ayyappan	AP/IT	
3.	Mrs.S.Geetha	AP/Maths - CSE	


Director – IQAC


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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit
(Files to be maintained by AO office Account Section)

Academic Year	2023-24	Semester	Even	
Department	Accounts Section (AO Office)	Date(s) of Audit	30.11.2024	
S. No.	Name of the file	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
A	Revenue Expenditure			
1.	Faculty and Staff Salary Expenses	Yes	Good	
2.	Students Books and Record Note	Yes	Good	
3.	Employability and Enhancement Expenses	Yes	Good	
4.	Program and Function	Yes	Good	College level Major function, Department Association
5.	E.B.Charges	Yes	Good	
6.	Workshop and Conferences	Yes	Good	
7.	Student and Staff Insurance (Group Policy)-Accidental Claim	Yes	Good	
8.	Statutory expenses	Yes	Good	It Includes AICTE, UGC, Anna University, DOTE
9.	Maintenance Expenses	Yes	Good	
10.	Telephone and Internet Charges	Yes	Good	
11.	Journals and Periodicals	Yes	Good	It Includes Newspaper, e-Journals
12.	Printing and Stationary	Yes	Good	
13.	Lab Consumables and Recurring Maintenance	Yes	Good	
14.	Faculty FDP	Yes	Good	It covers Outside College FDP Program and Swayam NPTEL FDP Program
15.	Transport expenses	Yes	Good	It Includes fuel expenses
16.	Mess Expenses	Yes	Good	It Includes Grocery expenses

17.	Awards and Miscellaneous	Yes	Good	
B	Asset Addition			
18.	Computers and Laptop	Yes	Good	
19.	Lab equipment	Yes	Good	
20.	Wi-fi and Network Implementation	Yes	Good	
21.	Library book	Yes	Good	
C	Income			
22.	Consultancy	Yes	Good	
23.	College fees	Yes	Good	

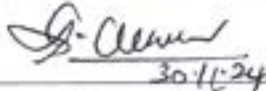
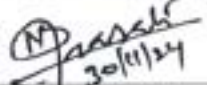
Auditor Comments:

1. We have conducted audits for revenue expenditure, asset addition, and income as per the statutory audit statement files.
2. Overall, document maintenance and explanation are 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.	Mr.S.Veerakumar	Assistant Professor/ECE	 30/11/24
2.	Mr.M.Prasath	Assistant Professor/ Maths/ EEE	 30/11/24



Director-IQAC


Principal


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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)				
Internal Quality Assurance Cell (IQAC)				
Academic and Administrative Audit (Files to be maintained by Principal office)				
Academic Year		2023-2024	Semester	Odd / Even: Even
Department		Principal Office	Date(s) of Audit	26.11.2024 & 27.11.2024
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	S	
7.	Students (i) Admitted I & II year (ii) Transferred (iii) Readmission (iv) Drop out	Yes	I	
8.	Students disciplinary action suspended/debarred	Yes	I	
9.	Faculty requirement and approval	Yes	G	
10.	Faculty available and SSR with experience	Yes	G	
11.	Staff available	Yes	I	 PRINCIPAL

12.	HoDs meeting (Agenda, MoM, and action taken)	Yes	S	
13.	Fee structure and fee fixation by committee	Yes	G	
14.	Service register for faculty	Yes	-	Concern Dept only Maintaining
15.	Students intake and admitted	Yes	G	Ref.S.No. 4 DOTE Approval
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	S	Available with Respective Department. A part of documents only available
21.	Salary structure	Yes	G	
22.	College Calendar	Yes	G	

23.	TNEA Admission	Yes	G	
24.	Management admissions self-finance consortium	Yes	G	
25.	Faculty Increment	Yes	G	
26.	Faculty leave	Yes	G	
27.	Faculty OD	Yes	G	

28.	Various policies	Yes	G	
29.	Faculty appraisal and promotion	No	I	
30.	DOTE circular	Yes	G	Ref. S.No. 4
31.	COE - circular	NA	G	
32.	Anna university circulars	NA	G	
33.	Anna university communication	NA	G	

Auditor Comments:

- Major Files Available.
- Suggested to maintain separate files for few documents.

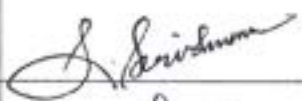
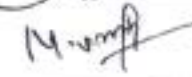
If No

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.	L.Krishnan	Assistant Professor/Civil	
2.	M.Vinoth	Assistant Professor/Mech	

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Principal


KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023-2024	Semester	Odd / Even: Even
Department	Principal Office	Date(s) of Audit	26.11.2024 & 27.11.2024

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
6.	Faculty Recruitment	Advertisement copy only available.	<ul style="list-style-type: none"> The consolidated list of Faculty Applied/Recruited Details is to be filed. 	
7.	Students (i) Admitted I & II year (ii) Transferred (iii) Readmission (iv) Drop out	Consolidated Summary not available	<ul style="list-style-type: none"> Consolidated list to be filed. 	
8.	Students disciplinary action/ suspended/debarred	Available as Circular only. List of Students not available	<ul style="list-style-type: none"> Consolidated list for each category to be filed. Collect the data from the Discipline Committee and maintain separate files. 	
11.	Staff Available	Details of Faculty Available not maintained	<ul style="list-style-type: none"> A separate file shall be maintained. 	
12.	HoDs meeting (Agenda, MoM, and action taken)	Action Taken Report not available. Few Agenda, MoM are missing.	<ul style="list-style-type: none"> Consolidated list to be filed. Action Taken Report shall be filed (Case to Case basis) 	
20.	MoUs	Only a few MoUs are available.	<ul style="list-style-type: none"> List of MoUs documents to be filed with consolidated copy. 	
29.	Faculty Appraisal and Promotion	Data Not Available	<ul style="list-style-type: none"> List of Best Faculty/Supporting Staff shall be maintained. Separate file for Faculty Promoted to be filed. 	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	L.Krishnan	Assistant Professor/Civil	
2.	M.Vinoth	Assistant Professor/Mech	


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Internal Quality Assurance Cell (IQAC)

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

Academic Year	2023-2024	Semester	EVEN	
Department	EMS	Date(s) of Audit	28.11.24 to 30.11.24	
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	AU academic calendar	NA	NA	CDDA Dept.
2.	KIOT academic calendar	NA	NA	CDDA Dept.
3.	Curriculum and syllabus for all regulations	NA	NA	CDDA Dept.
4.	Internals marks	Yes	Good	
5.	University communications	Yes	Good	
6.	List of electives	NA	NA	CDDA Dept.
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	

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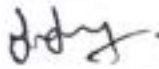
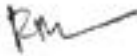
12.	Exam fee	Yes	Good	
13.	Anna university exams accounts	Yes	Good	
14.	Theory exam remunerations	Yes	Good	
15.	Practical exam remunerations	Yes	Good	
16.	Revaluation and photo copy	Yes	Good	
17.	Anna university result - Challenge	Yes	Good	
18.	Arrear details	Yes	Good	
19.	Exam registration	Yes	Good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

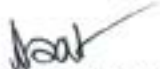



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Auditor Comments:

All files and relevant data are available for the AY 2024 – 2025 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.	Mr. S. Sasidharan	AP/CSBS	
2.	Mrs. R. Pushpalatha	AP/CSE	
3.			
4.			


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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)					
Internal Quality Assurance Cell (IQAC)					
Academic and Administrative Audit (Files to be maintained by Main Library)					
Academic Year		2023-2024		Semester	Even
Department		Library		Date(s) of Audit	29.11.2024 & 02.12.2024
S.No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Accession Register	✓	Good	Available Updated up to 2024	
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., Subscription Completed upto 2023-2024	
5.	International journals subscription	✓	Good	Springer Subscription Completed upto 2023-2024	
6.	Magazines	✓	Good	Subscription Completed upto 2023-2024	
7.	E-Journal	✓	Good	Soft copy as per norms available Subscription Completed upto 2023-2024	
8.	E-resources	✓	Good	DEL net, Springer Current year subscriptions available	
9.	Library Budget and utilization	✓	Good	Hard copy available	
10.	Digital library	✓	Good	Register maintained	

11.	Library committee (Members, Agenda, Minutes Meeting of meetings and action taken)	✓	Good	2023-24 Completed
12.	AU & AICTE Norms for library resources	✓	Good	Available Based on Annexure 4
13.	Books volumes	✓	Good	Available
14.	Purchase file	✓	Good	Refer S.No 9
15.	OPAC	✓	Good	Campus ilib
16.	Project reports	✓	Good	Available 2023-2024 Completed
17.	Other facilities in the library (OPAC, Reprography etc.)	✓	Good	

Auditor Comments:

- As per visit on 29.11.2024 & 02.12.2024 almost all the documents available, Scheduled library committee meetings are completed.

IfNo

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

S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available


Audited by:

Audited by:

S.No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr Rajamanickam G	AP/ECE	 19/12/19
2.	Dr Sivagurnathan G S	AP/CHEMISTRY/CSE	 19/12/19
3.			
4.			
5.			


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

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

Academic Year	2023-24	Semester	Odd / Even [✓]	
Department	PAT & III	Date(s) of Audit	14/11/24	
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.	III webinars	No	-	Yes to Conduct
6.	Students internship	Yes	Good	
7.	MoUs with Industries and activities conducted	Yes	Good	
8.	Industry conclave	Yes	Good	
9.	Placement & III committee (Agenda, Minutes of meeting and action taken)	Yes	Good	


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10.	Student placement and analysis	Yes	Good	
11.	Students feedback	Yes	Good	

Auditor Comments:

1. Data were Presented well manner
2. Data were maintained and documented properly
3. IIII webinar is planned to 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.	C. Eswaramoorthy	AP Mech	C. Eswamy 19/11/24
2.	T. Venkatchalam	AP/Eng/AI EDS	AP 11/11/24
3.			
4.			
5.			


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Internal Quality Assurance Cell (IQAC)

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

Academic Year	2023-24	Semester	Odd / Even [✓]	
Department	CDT	Date(s) of Audit	14/11/2024	
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	
10.	Awards and Recognition	No	-	



Auditor Comments:

1. Data were maintained and documented properly.
2. Data were presented well manner.
3. Skill development training by KIOT faculty so far only one programme conducted.
4. AMCAT Exam yet to conduct for III-Year students.
5. Need consolidated report for all files.

If No

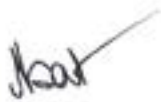
G (Good) - Data Available, Analysed, Action Taken and Improvement Monitored


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.	C. Eswaramoorthy	AP / mech	C. Eswaramoorthy 14/11/24
2.	T. Venkateshalam	AP/Eng/AI&DS	T. Venkateshalam 14/11/24
3.			
4.			
5.			


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Internal Quality Assurance Cell (IQAC)

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

Academic Year	2023 - 24	Semester	Odd / Even <input checked="" type="checkbox"/>	
Department	Physical Education	Date(s) of Audit	22/11/2024	
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	Completed	-
2.	Sport budget and utilization	yes	Completed	23-24 even budget need to be update in file
3.	List of sports items and stock register	yes	Completed	-
4.	List of sports activities organized for KIOT students	yes	Completed	-
5.	KIOT students participation at zone level and achievements	yes	Completed	-
6.	KIOT students participation at university level and achievements	yes	Completed	-
7.	KIOT students participation at state/ National level and achievements	yes	Completed	-
8.	KIOT sports day file	yes	Completed	-
9.	Sports facility at KIOT	yes	Completed	-
10.	Sports items purchase file	yes	Completed	-
11.	Sports activities organised by KIOT for other college / school students	yes	Completed	-

Auditor Comments:

State level & national level participation
have 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-Mech	
2.	K. Saranya	AP / CSE	
3.			
4.			
5.			


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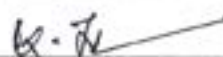
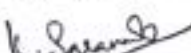

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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023-24	Semester	Odd / Even ✓
Department	Physical Education	Date(s) of Audit	22/11/2024


Auditor's Observation


File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
2.	Sport Budget and Utilization	23-24 Even Budget Copy Missing	23-24 Even Budget Copy to be filed	


S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	K. Anand Kumar	AP/Eng-Mech	
2.	K. Saranya	AP/CSE	


Director – IQAC



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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)					
Internal Quality Assurance Cell (IQAC)					
Academic and Administrative Audit					
Academic Year		2023-2024		Semester	Odd / Even
Department		Clubs and Forums		Date(s) of Audit	02.12.24 & 03.12.24
S. No.	List of Clubs and Forums	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
A	Department Associations				
1.	Mechanical Engineering Department Student Association (FLAME)	Yes	S		
2.	ECE Department Student Association (INTEC)	Yes	S		
3.	EEE Department Student Association (AMBER'Z)	Yes	S		
4.	CSE Department Student Association (SCINTEL)	Yes	S		
5.	Civil Engineering Department Student Association (PACE)	Yes	S		
6.	IT Department Student Association (TECHTASTIC)	Yes	S		
7.	CSBS Department Student Association (ACID)	Yes	S		
8.	AIDS Department Student Association	Yes	S		
B	Technical Clubs / Cocurricular Clubs				
1.	Smart Manufacturing Club	Yes	I		
2.	Product Design and Analysis Club	Yes	I		

3.	Intelligent Automotive Systems Club	Yes	I	
4.	Automation, Robotics & Mechatronics (ARM) Club	Yes	S	
5.	Sustainable Energy Hive Club	Yes	I	
6.	New Gen - Air Conditioning Club	Yes	S	
7.	Environmental Health and Safety (EHS) Club	Yes	S	
8.	Artificial Intelligence (AI) Club	Yes	S	
9.	Wireless Communication Club	Yes	S	
10.	VLSI Club	Yes	S	
11.	Smart Devices and Embedded Club	Yes	S	
12.	Multimedia & Signal Processing Club	Yes	S	
13.	IOT Club	Yes	S	
14.	Robotics and Intelligence Machines (RIM) Club	Yes	S	
15.	Electric Vehicles (EV) Club	Yes	S	
16.	Energy Conservation and Smart Energy Management	Yes	S	
17.	Big Data Big Insights (BDBI) Club	Yes	S	
18.	KIOT CISCO Network Academy	Yes	S	

19.	Code ware Development Club	Yes	S	
20.	Web and Mobile App Developers Club	Yes	S	
21.	Cloud Computing Tech Club	Yes	S	
22.	KIOT Oracle Academy	Yes	S	
23.	Construction Engineering Club	Yes	S	
24.	Environmental Engineering Club	Yes	S	
25.	Structural Design Club	Yes	S	
26.	Block Chain Tech Club	Yes	S	
27.	Virtual Reality& User Experience (VR&UX) Design Club	No	I	
28.	Business Engineers & Innovators (BEI) Club	Yes	S	
29.	Full Stack Developers Club	Yes	S	
30.	Machine Learning Club	Yes	S	
31.	Data Visual Club	Yes	S	
32.	Frontier Area Awareness Club	Yes	S	
33.	Hackathon Club	Yes	S	
34.	Science Club	Yes	S	

35.	Leadership Forum	Yes	S	
36.	Business Analytics Club	Yes	S	
37.	Speakers Forum	Yes	S	
38.	Business Insights Club	Yes	S	
39.	Marketing Club	Yes	S	
40.	Finance Management Club	Yes	S	
41.	HR Management Club	Yes	S	
42.	Smart Operations and Logistics club	No	I	
43.	Library committee (Members, Agenda, Minutes Meeting of meetings and action taken)			Audited by statutory Committee
C	Extra-Curricular and Social Clubs			
1.	KIOT Fine Arts Club	Yes	G	
2.	National Service Scheme (NSS)	Yes	G	
3.	YRC & RRC	Yes	S	
4.	UnnatBarath Abhiyan (UBA)	Yes	G	
5.	Tamil Mandram	Yes	S	
6.	Women Empowerment Cell (WEC)	Yes	G	
7.	Universal Human Values (UHV) Cell	Yes	G	 PRINCIPAL

8.	Indian Culture and Heritage Club Cell	No	I	
9.	SEED (EDC) Forum	No	I	
10.	Yoga and Meditation Club	Yes	G	
11.	Rotaract Club	Yes	G	
12.	Junior JCI Club	Yes	I	
D	Professional Society Linked Club			
1.	Confederation of Indian Industry (CII) – Salem	Yes	S	Faculty attending outside programs conducted by CII
2.	Salem Productivity Council (SPC) – Salem	Yes	I	Faculty attending outside programs conducted by SPC
3.	The Indian Chamber of Commerce & Industry (ICCI) – Salem	Yes	I	
4.	Society of Automotive Engineers INDIA (SAE)	Yes	G	
5.	Madras Management Association (MMA) – Salem	Yes	S	Faculty attending outside programs conducted by MMA
6.	The Institution of Engineers (India)	Yes	G	
7.	Indian Society for Technical Education (ISTE) – Faculty Chapter	Yes	I	
8.	Indian Society for Technical Education (ISTE) – Student Chapter	Yes	G	
9.	IEEE Student Branch	Yes	G	
10.	IEEE -PES Student Branch	Yes	G	
11.	ICT Academy (ICTACT)	Yes	G	


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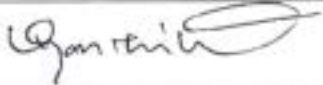
12.	Computer Society of India (CSI)	Yes	S	
13.	Standards Club	No	I	
14.	International Society of Heating Refrigerating (ISHRAE) Chapter	Yes	I	
15.	Quality Circle Forum of India (QCFI)	No	I	
16.	National Safety Council (NSC)	Yes	I	
E	College Level / Common Centres / Forums			
1.	Human Resource Development (HRD) Cell	Yes	G	
2.	KIOT Alumni Association Salem (KIOT AAS)	Yes	G	
3.	Social Media Cell	Yes	G	
4.	i-Can Club for Slow Learners	Yes	G	
5.	Remedial Placement Cell	Yes	I	
6.	Outreach and Admission Committee	Yes	G	
7.	Higher Education Cell (India)	Yes	S	
8.	Higher Education Cell (Abroad)	Yes	S	
9.	Competitive Examinations Guidance Cell	Yes	S	
10.	Corporate Contest Cell	Yes	S	


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Auditor Comments:

1. Club in charges maintaining program-related data and files.
2. Provide faculty incharges with directions for maintaining uniform file papers.
3. Few of the clubs and forums are conducting programs but not maintaining the data.
4. College level forums are conducting good no.of programs.
5. Ensure that all programs require a geotagged photo in their file copies.
6. Faculty incharges cooperate well during audits.

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.S.E.Murthy	AP/EEE	
2.	Mr.V.Karthikeyan	AP/MECH	


Director - IQAC
Principal
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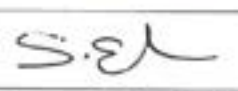
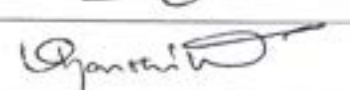
Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit


Academic Year	2023-2024	Semester	Odd / Even
Department	Clubs and Forums	Date(s) of Audit	02.12.24 & 03.12.24

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
1.	All department few club file	1.Geotagged Photo proof not available 2.Participants attendance sheet not available	Include both geotagged photo and attendance sheet for missing	Remaining all are satisfied

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.S.E.Murthy	AP/EEE	
2.	Mr.V.Karthikeyan	AP/MECH	


Director – IQAC


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Principal

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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year		2023-24	Semester	Even
Department		Statutory and Non-Statutory Bodies / Committees	Date(s) of Audit	13.11.2024 to 23.11.2024
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	Document completed, Principal Signature & Action taken report pending
2.	Planning and Monitoring Committee	YES	G	-
3.	Internal Quality Assurance Cell (IQAC)	YES	G	Document completed, Principal Signature pending
4.	NBA Implementation Committee	YES	G	-
5.	Program Assessment Committee (PAC) (Dept. wise) Overall Coordinator	YES	G	-
6.	Quality Improvement Committee (QIC) (Dept. wise) Overall Coordinator	YES	G	-
7.	Academic and Administrative Audit Committee (AAA)	YES	G	-
8.	Library Committee	YES	G	-
9.	Examination Reforms (ER) Cell	YES	G	-
10.	i-START Cell (Innovation, EDP, IPR, IIC, NISP, KISP, Ideal Lab, Incubation, Startup)	YES	G	Document completed, Principal Signature pending

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	-
2.	Grievance and Redressal Committee for Faculty & Staff	YES	G	-
3.	Anti-Sexual Harassment Cell (WEC)	YES	G	-
4.	OBC Cell	YES	G	-
5.	Grievances Redressal and Empowerment Committee for SC/ST Students	YES	G	-
6.	Equal Opportunity Cell	YES	G	-
7.	Discipline and Welfare Committee	YES	G	-
8.	Anti-Ragging Committee and Anti-Ragging Squad	YES	G	A glimpse of photo evidence is needed for their events.
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.
- Some of the statutory committee minutes of meeting files need to be verify and 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.

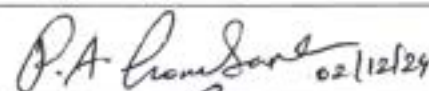
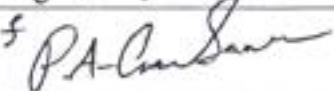
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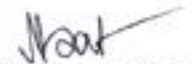
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored

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	 02/12/24
2.	Mr.P.Sasikumar	Assistant Professor / CSE	
3.			
4.			
5.			


Director – IQAC

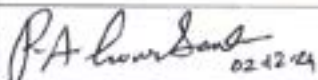
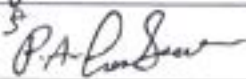

Principal

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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023-24	Semester	Even
Department	Statutory and Non-Statutory Bodies / Committees	Date(s) of Audit	13.11.2024 to 23.11.2024

Auditor's Observation

S.No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
1.	Governing Council	Document completed, Principal Signature & Action taken report pending	-	-
2.	Internal Quality Assurance Cell (IQAC)	Document completed, Principal Signature pending	-	-
3.	i-START Cell	Document completed, Principal Signature pending	-	-
4.	Anti-Ragging Committee and Anti-Ragging Squad	A glimpse of photo evidence is needed for their events.	-	-

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.P.A.Gowri Sankar	Associate Professor / EEE	 02.12.24
2.	Mr.P.Sasikumar	Assistant Professor / CSE	
3.			
4.			


Director – IQAC

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Principal


KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504
(An Autonomous Institution)




Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2023-2024	Semester	Odd / Even
Department	Civil Engineering	Date(s) of Audit	23,27,30.11.2024

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.			
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	23-24 need to update
2.5	Timetable for all classes	Dept.	Yes	G	
2.6	List of electives	Dept.	Yes	G	


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3	Department Faculty Meetings (Agenda, Minutes of Meeting and Actions Taken)				
3.1	Department Faculty Meeting	Dept.	Yes	S	Maintaining as a ledger
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)				CO-PO attainment is pending
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	No special timetable
5.2	Arrear Coaching Attendance	Dept.	Yes	G	
6	Mentor mentee file		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	I	Common document in the 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.	Yes	I	No activity conducted
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	S	Learning report and Photographs need to update
9.4	Students Internship	Dept.	Yes	G	Internship and in-plant training need to maintain in the 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	S	Certificate need to update
11.3	Staff development programmes conducted	Dept.	Yes	I	Programs conducted and attended
11.4	Staff development programmes attended	Dept.	Yes	I	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	I	Combined Ledger is available
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	I	Calico binding yet to prepare
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	I	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	G	One student doing higher studies
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				


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15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	I	
15.2	List of startups	Dept.	No		
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	I	One student data is 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	Combined file with student participation
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	S	Combined file with student participation
20.3	Conferences, Symposia, and workshops attended by the students	Dept.	Yes	G	
20.4	Students' participation in Sports and prizes won	Dept.	Yes	S	
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	No supervisors' details for 23-34-nil
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	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.	Yes	I	Publication is Nil
21.9	Publication by students in National and International Journals	Dept.	Yes	I	Publication is Nil

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.	No		
21.11	h-index for faculty and department	Dept.	Yes	I	
21.12	IPR and Patents published and granted	Dept.	Yes	G	2 patents
21.13	Industrial Consultancy	Dept.	Yes	S	Without money did one consultancy
21.14	Research proposals submitted and grants received	Dept.	Yes	S	Applied for TANSCST
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	S	
22.3	Activities Conducted using Alumni	Dept.	Yes	S	
22.4	Activities of alumni Association	KIOT AAS			
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.			Yet to prepare
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	Yet to get principal sir signature
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	
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	I	Working Process
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				

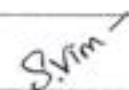
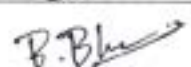
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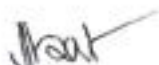
1. Good file maintenance in the department.
2. The department should focus on research, consultancy, student MOOC courses, patents and staff development programmes.
3. The department has been coordinated for good execution.

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2023-2024	Semester	Odd / <u>Even</u>
Department	Civil Engineering	Date(s) of Audit	23,27,30.11.2024

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
3.1	Department Faculty Meeting	Instead of a notebook, do file it in a tag file.	Prepare a circular for the meeting and file it in the tag file.	
4	Course file (Refer Annexure - A, B & C)	CO-PO attainment sheet missing	CO-PO attainment sheet to be filed.	
5.1	Arrear Coaching timetable	Special timetable is missing	Prepare the timetable and add a photograph	
8.8	Special labs / CoEs - Activities conducted	Special Lab is underutilized.	Conduct the activity	
21.9	Publication by students in National and International Journals	No publication	Will try for student publication along with faculty	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mrs.S.Vimala	AP/MBA	
2.	Mrs.B.Bhuvaneshwari	AP/AI & DS	


Director – IQAC


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Principal

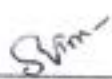
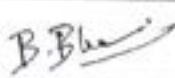
* If No

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.S.Vimala	AP/MBA	
2.	Mrs.B.Bhuvaneshwari	AP/AI & DS	


Director - IQAC


Principal


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(AUTONOMOUS)**

Approved by AICTE, Affiliated to Anna University, Accredited by
NAAC and NBA (B.E: Mech., ECE, EEE & CSE)

Kakapalayam (PO), Salem – 637 504

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IQAC

Circular No. KIOT/AAA/2024-25/05

Date

29.11.2024

CIRCULAR

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

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

Agenda:

Venue : IQAC **Date & Time :02.12.2024 & 10.30 AM**

S. No.	Item to be Discussed
1	Review of Academic and Administrative Audit – Even Semester of AY 2023-24
2	Any other matter

The Heads of AAA committees and HODs are requested to attend the review meeting. The committee Heads are requested to present the findings and deficiencies observed.


DIRECTOR - IQAC


PRINCIPAL


IQAC	VP Office	MECH	ECE	EEE	CSE	CIVIL	IT, CSBS & AD	Lib.	EMS	Dir. / P & III	Dir. / CDT	AO	Transport IC	Residential Warden LH	Residential Warden GH	Reception	Security Office	Class Circulation	College NB	Officer/ File
*	*	*	*	*	*	*	*	*	*	*	*	*								*
MBA/KBSS		*				Scope					Canteen						TCS - ION			

Checked by Principal office I/C

Verified by the sender

File:

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


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KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (AUTONOMOUS)

Minutes of Academic and Administrative Audit (AAA) Meeting – 02

Meeting No: 02	Venue: IQAC	Time: 10.30 am to 11.30 am	Date: 02.12.2024
Attended by: All Directors, HoDs and Auditors			
S. No.	Agenda	Discussions	
	AAA committee has presented the Audit report and the following observation was recorded in different departments.		
		Dept.	Deficiencies recorded
		Mech.	<ul style="list-style-type: none"> No deficiencies are found
		ECE	<ul style="list-style-type: none"> No deficiencies are found
		EEE	<ul style="list-style-type: none"> No deficiencies are found
		CIVIL	<ul style="list-style-type: none"> Course File – CO-PO attainment sheet not filed Arrear Coaching timetable is not filed
		CSE	<ul style="list-style-type: none"> Course file – Course committee meeting, course End survey, signature and CO-PO attainment sheet are missing. List of students opted for Higher Education
		IT	<ul style="list-style-type: none"> Course file – Course committee meeting, course End survey, signature and CO-PO attainment sheet are missing.
1.	Review of Academic and Administrative Audit report – AY-2023-24 Even Semester		<ul style="list-style-type: none"> Few files need to be updated. CO-PO Attainment sheet to be filed. Need to File the timetable CO-PO Attainment sheet to be filed. Industry consultancy works are gradually increased. Document the list of students. CO-PO Attainment sheet to be filed.

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S. No.	Agenda	Dept.	Deficiencies recorded	Suggestions	
2.	Review of Academic and Administrative Audit report – AY-2023-24 Even Semester	CSBS	<ul style="list-style-type: none"> Maintenance Budget and Utilization Internship – students proof documents Certificate & MOOC Courses attended by the students – Students list 	<ul style="list-style-type: none"> Need to get signature from HoD. Need to update with necessary documents. Student's list needs to be updated. 	
		AIDS	<ul style="list-style-type: none"> Mentor mentees files and Counselling records Students Participation and faculty participation file 	<ul style="list-style-type: none"> Need to update the Counselling records. Need to update the participation list and certificates. 	
		MBA	<ul style="list-style-type: none"> Course File – CO-PO attainment sheet not filed 	<ul style="list-style-type: none"> CO-PO Attainment sheet to be filed. 	
		EMS	<ul style="list-style-type: none"> No deficiencies are found 	--	
		Library	<ul style="list-style-type: none"> No deficiencies are found 	--	
		PAT & III	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> Data are maintained and documented properly 	
		CDT	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> Data are maintained and documented properly 	
		PED	<ul style="list-style-type: none"> Sports Budget and Utilization 	<ul style="list-style-type: none"> 23-24 Even sem budget copy need to be filed. 	
		Principal office	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> All major files are available and some files need to update with consolidated sheets. 	
		Account Section	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> Overall document maintenance and explanation are good. 	
		Clubs and forums	<ul style="list-style-type: none"> Participant's attendance sheet not filed in few clubs. 	<ul style="list-style-type: none"> Include attendance sheets and geo-tagged photos in file. 	
		Statutory and Non Statutory bodies	<ul style="list-style-type: none"> No deficiencies are found 	<ul style="list-style-type: none"> Majority of the files are updated completely. 	
			<p>The Committee discussed the AAA report and asked the HoDs / Faculty in-charges to take corrective measures to rectify the deficiencies / suggestion mentioned above and complete them within 05.12.2024</p>		


Director - IQAC

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Chairperson - IQAC

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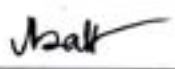
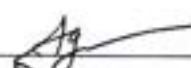
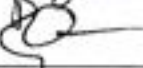

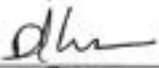
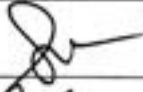
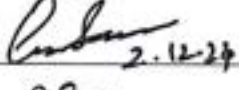
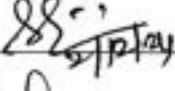
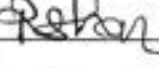
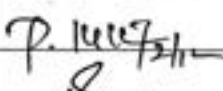
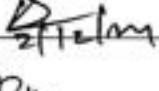
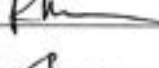
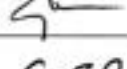
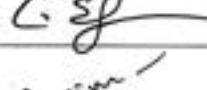
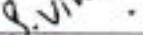
IQAC

Academic and Administrative Audit (AAA) Committee

Academic Year: 2023-2024 (EVEN SEM)

Meeting No: 02	Venue: IQAC	Time: 10:30 am to 11:30 am	Date: 02.12.2024
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Satyanathan	DIR-IQAC	
2.	Dr. A. Gomathi	ASP/IT	
3.	R. M. Lakshmi	AP/EEE	
4.	P. Vijayalakshmi	ASP/CSK	
5.	M. D. Nishanth	AP/EECE	
6.	S. E. Murthy	AP/EEE	
7.	Dr. P. A. Ganga Sowmya	ASP/EEE	 2.12.24
8.	R. Saranya	AP/CSE	
9.	R. Shanmug Sundaram	AP/ECE	
10.	P. Mahalingam	AP/ISE	
11.	K. Anand Kumar	AP/ENG	
12.	R. PUSHPATHA	AP/CE	
13.	G. Karthikeyan	AP/EEE	
14.	C. Eswaramoorthy	AP/mech	
15.	S. Vimala	AP/MBA	



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(AUTONOMOUS)**

Approved by AICTE, Affiliated to Anna University, Accredited by
NAAC and NBA (B.E: Mech., ECE, EEE & CSE)

Kakapalayam (PO), Salem – 637 504

www.kiot.ac.in

IQAC

Circular No. KIOT/AAA/2024-25/06

Date

03.12.2024

CIRCULAR

To All Directors, HoDs and Audit members

Subject Academic and Administrative Audit (AAA) Committee Meeting – 03

Circular issued by IQAC

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

Agenda:

Venue : IQAC

Date & Time :05.12.2024 & 02.30 PM

S. No.

Item to be Discussed

1 Review of Action taken on the Minutes of Meeting of AAA dated 02.12.2024

2 Any other matter

DIRECTOR - IQAC

PRINCIPAL

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

Checked by Principal office I/C

Verified by the sender

File:

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

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 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 (AN AUTONOMOUS INSTITUTION)
 KAKAPALAYAM (PO), SALEM-637 504

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (AUTONOMOUS)

Minutes of Academic and Administrative Audit (AAA) Meeting – 03

Meeting No: 03	Venue: IQAC	Time: 02.30 PM to 04.00 PM	Date: 05.12.2024
Attended by: All Directors, HoDs and Audit members			

S. No.	Agenda	Discussion	Remarks
1.	Review of Academic and Administrative Audit report – AY-2022-23 Even Semester	<p>The AAA Auditors presented the final Audited report to the review meeting.</p> <p>The deficiencies pointed out by the Auditors were rectified and files were completed.</p> <p>All the HoDs are instructed to take necessary action on the suggestions given by the auditors.</p>	-



Director - IQAC



Chairperson - IQAC

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(AN AUTONOMOUS INSTITUTION)
KAKAPAL AVENUE, SALEM - 637 504

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504.

(An Autonomous Institution)

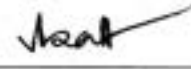


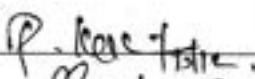
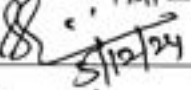
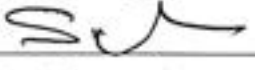
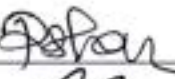

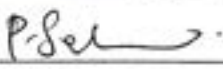
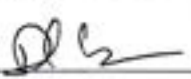
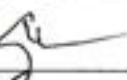
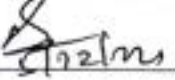
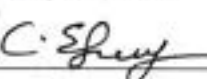
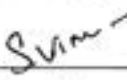
IQAC

Academic and Administrative Audit (AAA) Committee

Academic Year: 2023-2024 (EVEN SEM)

Meeting No: 03	Venue: IQAC	Time: 02:30am to 04:00Pm	Date: 05.12.2024
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1	M. Sathyamathan	DIR - IQAC	
2	P. Vejayalakshmi	ASP/CSE	
3	R. PUSHPAATHA	AP/CSE	
4	P. Malavichi	AP/CSE	
5	R. Saranya	AP/CSE	
6	S. E. Murthy	AP/EEE	
7	R. Shanmugasundaram	AP/ECE	
8	Dr. P. Gowri Sankar	ASP/EE	
9	P. SELVAKUMAR	AP/EMC	
10	M. Dineshkumar	AP/ECE	
11	G. Karthikeyan	AP/EEE	
12	K. Anandkumar	AP/EMC	
13	C. Esuvaramoorthy	AP/mech	
14	S. Virajala	AP/MBA	
15	Dr. A. Gomathi	ASP/IT	