


**ACADEMIC AND
ADMINISTRATIVE
AUDIT (AAA)**

**AY : 2024-2025
(ODD SEMESTER)**

	KNOWLEDGE INSTITUTE OF TECHNOLOGY (An Autonomous Institution)		IQAC
	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. (2024 – 25) : 810 (Revised)		04.04.2025

CIRCULAR

To	All Directors, HODs and Faculty Members
Subject	Academic and Administrative Audit for AY 2024-25 (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 2024-25 (ODD Semester).

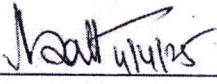
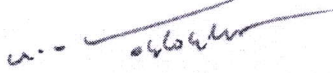
S.No	Auditors	Dept. to be audited
1	Dr.A.Gomathi, ASP / IT Dr.T.K.Shanthi, ASP/Eng./ECE Dr.A.Chitra, ASP/MBA Mr.A.Kamalakannan, AP/Mech. Ms.V.Brindha, AP/AI&DS	CSE
2	Dr.P.Vijayalakshmi, ASP/CSE Mr.R.Vinoth Kumar, AP/Mech. Mrs.S.Lalithambikai, AP/IT Ms.T.Suganya, AP/MBA	ECE
3	Dr.M.Sankar, ASP/MBA Mr.P.Ganeshen, AP/CSE Mr.S.Premkumar, AP/ECE	EEE
4	Dr.P.Malarvizhi, AP/CSE Mr.R.Madhanraj, AP/EEE Mr.R.Karthick, AP/CSBS Ms.B.Bhuvaneshwari, AP/AI&DS	MECH
5	Ms.S.Vimala, AP/MBA Mr.R.Kathiresan, AP/EEE	CIVIL
6	Mr.M.Dinesh Kumar, AP/ECE Mr.R.Elavarasan, AP/CIVIL	IT
7	Ms.R.Saranya, AP/CSE Mr.K.Rajesh, AP/ECE	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 Mrs.P.Shyamala Devi, AP/Phy/IT	Account Section
11	Mr.L.Krishnan, AP/CIVIL Mrs.C.Vanitha, AP/CSBS	Principal Office
12	Mrs.R.Pushpalatha, AP/CSE Mrs.T.Devika, AP/ECE	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 09.04.2025 to 17.04.2025 and submit the Audit reports to Principal on or before 24.04.2025. 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 04.04.2025 at 02.00 pm in IQAC to discuss the AAA Process.


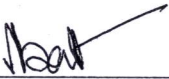

	
Director - IQAC	PRINCIPAL

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

Checked by Principal Office I/C		Verified by the Sender	
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File:


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

	KNOWLEDGE INSTITUTE OF TECHNOLOGY (AUTONOMOUS)		IQAC
	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/2024-25/07	Date:	01.04.2025
CIRCULAR			
To	All Directors, HoDs and Audit members		
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 04 (AY: 2024-25)		
Circular issued by	IQAC		
Academic and Administrative Audit (AAA) committee meeting is planned at IQAC office to discuss the following Agenda:			
<u>Agenda:</u>			
Venue : IQAC		Date & Time :04.04.2025 & 02.00 PM	
S. No.	Item to be Discussed		
1	Procedure for conducting Academic and Administrative Audit for Odd semester of AY-2024-25		
2	Any other matter		
The AAA committee Auditors and HODs are requested to attend the meeting.			
			
DIRECTOR - IQAC			PRINCIPAL

Checked by Principal office I/C		Verified by the sender	
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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 – 04 (AY: 2024-2025)

Meeting No: 04	Venue: IQAC	Time: 2.00PM to 3.00PM	Date: 04.04.2025
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-2024-25	The Committee members have discussed the procedure for conducting Academic and Administrative Audit and list of files to be audited for the Odd semesters of AY-2024- 25. The HoDs were asked to keep the files ready for the Audit.	Auditors, HoDs and Faculty In-charges	09.04.2025 To 17.04.2025
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	24.04.2025



Director - IQAC



Chairperson - IQAC

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(An Autonomous Institution)

IQAC

Academic and Administrative Audit (AAA) Committee

Academic Year: 2024-2025 (ODD SEM)

Meeting No: 04	Venue: IQAC	Time: 02:00 pm to 03:00 pm	Date: 04.04.2025
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Sathyanathan	DIR-IQAC	M. Sath
2.	Dr. A. Gomathi	ASP/IT	A. Gomathi
3.	Dr. M. Shankar	ASP/MBA	Dr. M. Shankar
4.	P. Vijayalakshmi	ASP/CSE	P. Vijayalakshmi
5.	Dr. P. Gowri Shankar	ASP/EEE	Dr. P. Gowri Shankar 04/04/25
6.	P. Selvakumar	AP/Civil	P. Selvakumar 4.4.25
7.	R. Saranya	AP/CSE	R. Saranya 4/4/25
8.	S. E. Murthy	AP/EEE	S. E. Murthy
9.	M. Dinakaran	AP/EEE	M. Dinakaran
10.	K. Anand Kumar	AP/English	K. Anand Kumar
11.	P. Malavathi	AP/CSE	P. Malavathi
12.	S. Veerakumar	AP/ECE	S. Veerakumar
13.	R. Pushpalatha	AP/CSE	R. Pushpalatha 4/4/25
14.	G. Kasthuri Kanyan	AP/EEE	G. Kasthuri Kanyan
15.	C. Eswaramoorthy	AP/mech	C. Eswaramoorthy

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(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2024 -25	Semester	Odd / Even
Department	CSE - UG	Date(s) of Audit	16-4-2025, 17-4-2025, 18-4-2025 and 19-4-2025

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	I	<ul style="list-style-type: none"> Most of the Faculty not signed in the attendance sheet HOD sign missed in agenda and minutes
3.2	Class Committee Meeting	Dept.	Yes	S	

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3.3	Course Committee Meeting	Dept.	No	*	Not Available
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	I	<ul style="list-style-type: none"> • There is no attainment sheet • CCM Missed • Content Beyond Syllabus Not available • TLP Not available • SAS Not available • Course Plan missed in few files
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	S	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	I	
7.2	Utilization of department library	Dept.	Yes	S	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	S	
8.2	Consumable Budget and utilization	Dept.	NA	*	
8.3	Maintenance Budget and utilization	Dept.			Common – maintained by Admin
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.	NA	*	
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.	Yes	S	
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.	NA	*	
11.4	Staff development programmes attended	Dept.	Yes	S	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	S	
12.2	Faculty Grievances and Redressal	Dept.	Yes	S	

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12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	S	
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	S	
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.	Yes	S	
15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	S	
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	G	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	

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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				
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	*	Not Applicable
21.11	h-index for faculty and department	Dept.	Yes	S	
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	G	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	G	
22.3	Activities Conducted using Alumni	Dept.	Yes	S	
22.4	Activities of alumni Association	KIOT AAS	Yes	-	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	S	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	S	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	S	

25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	No	*	Not Applicable

Auditor Comments:

- Internship and MoU signed activities are considerably improved than previous semester
- Research progresses among the faculty are enhanced by publishing more research papers in the reputed journals
- Club activities are nurturing the students by sharing current trends in the CSE field
- Course file contents and its authorization should be improved
- Students should be encouraged by their mentor to attend the competitive exams

*** 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	<i>Ag</i> 23/4/25
2.	Dr.T.K.Shanthi	ASP/ENG/ECE	<i>P. S. Shanthy</i> 23/4/25
3.	Dr.A.Chitra	ASP/MBA	<i>for Ag</i> 24/4/25
4.	Mr.A.Kamalakannan	AP/MECH	<i>ket</i> 23/4/25
5.	Mrs.V.Brindha	AP/AI&DS	-

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

Jack
Director – IQAC

[Signature]
Principal

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

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2024 -25	Semester	Odd / Even
Department	CSE - PG	Date(s) of Audit	16-4-2025, 17-4-2025 & 18-4-2025

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	I	<ul style="list-style-type: none"> • Most of the Faculty not signed in the attendance sheet • HOD sign missed in agenda and minutes
3.2	Class Committee Meeting	Dept.	Yes	S	

3.3	Course Committee Meeting	Dept.	No	*	Not Available
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	I	<ul style="list-style-type: none"> • There is no attainment sheet • Course Plan missed in few files
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	I	
7.2	Utilization of department library	Dept.	Yes	S	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	S	
8.2	Consumable Budget and utilization	Dept.	NA	*	
8.3	Maintenance Budget and utilization	Dept.			Common – maintained by Admin
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.	NA	*	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes	I	
10.2	Value added course planned and conducted for the faculty	Dept.	Yes	I	
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.	NA	*	
11.4	Staff development programmes attended	Dept.	Yes	S	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	S	
12.2	Faculty Grievances and Redressal	Dept.	Yes	S	
12.3	Supporting Staff Grievances and Redressal	Dept.	Yes	S	
13	Placement				

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13.1	List of students opted for placement	Dept.	Yes	G	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	G	
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	I	
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.	Yes	I	
15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	S	
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	G	
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	G	
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.	Yes	G	
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	

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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	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	

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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	*	Not Applicable
21.11	h-index for faculty and department	Dept.	Yes	S	
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	G	
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	G	
22.3	Activities Conducted using Alumni	Dept.	Yes	S	
22.4	Activities of alumni Association	KIOT AAS	Yes	-	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	S	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	S	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	S	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	No	*	Not Applicable

Auditor Comments:

- Research progresses among the faculty are enhanced by publishing more research papers in the reputed journals
- Course file contents and its authorization should be improved
- Students should be encouraged by their mentor to attend the competitive exams

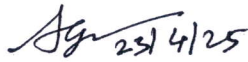
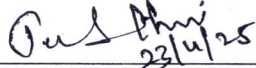
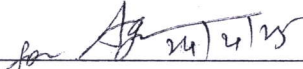
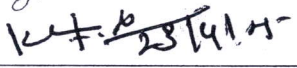
* If No


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	 23/4/25
2.	Dr.T.K.Shanthi	ASP/ENG/ECE	 23/4/25
3.	Dr.A.Chitra	ASP/MBA	 24/4/25
4.	Mr.A.Kamalakannan	AP/MECH	 23/4/25
5.	Mrs.V.Brindha	AP/AI&DS	-


Director – IQAC

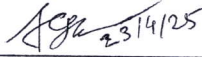
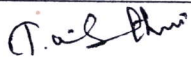



Principal


PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
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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	2024-25	Semester	Odd
Department	CSE	Date(s) of Audit	16-4-2025, 17-4-2025, 18-4-2025 and 19-4-2025

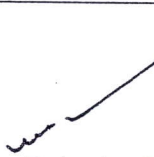
Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
3.3	Course Committee Meeting (CCM)	<ul style="list-style-type: none"> CCM file is not available 	CCM circular, agenda and minutes should be filed properly	
4	Course files	<ul style="list-style-type: none"> Attainment sheet is missed in few files Content Beyond Syllabus is missed TLP & SAS are included in few files Course Plan missed in few files 	Attainment calculations should be trained (for faculty) and completed	
11.3	Staff Development Programme (SDP) conducted	<ul style="list-style-type: none"> Didn't conducted any SDP 	May conduct any SDP for NTS	
15.2	List of Startups	<ul style="list-style-type: none"> Students didn't initiated any Startups 	Mentors can encourage their mentees to involve in Startup activities	

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.Kamalakannan	AP/MECH	
5.	Mrs.V.Brindha	AP/AI&DS	-


Director – IQAC

PRINCIPAL
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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	2024-25	Semester	Odd / Even
Department	ECE	Date(s) of Audit	15.04.2025 TO 17.04.2025

S. No.	List of files	Respon sibility	Completi on 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	Ok	Need to update and Get the HoD sign
3.3	Course Committee Meeting	Dept.	Yes	Good	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	Improvement	Need to update few documents
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	AY:2024-25 Yet to be update
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	Satisfactory	Need to update
8.2	Consumable Budget and utilization	Dept.	Yes	Satisfactory	Need to update
8.3	Maintenance Budget and utilization	Dept.	Yes	Satisfactory	Need to update

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	Good	
9.3	Students Industrial Visit	Dept.	Yes	Improvement needed	Need to update analysis report
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.	-	--	
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.	Yes	Good	

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	Satisfactory	
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	Satisfactory	Need to update
13.1	List of students opted for placement	Dept.	Yes	Satisfactory	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	Yes	Satisfactory	Need to update
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	Satisfactory	Keep a Separate file
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	Satisfactory	Keep a Separate file
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	Satisfactory	Keep a Separate file
15	Entrepreneurship				

15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	Good	
15.2	List of startups	Dept.	Yes	Good	
16	Competitive exams				
16.1	List of students opted for Govt. Exams	Dept.	Yes	Satisfactory	Consolidate List Need to Update
16.2	List of students appeared for Govt. Exams with proofs	Dept.	Yes	Satisfactory	Consolidate List Need to Update
16.3	List of students selected for Govt. Jobs	Dept.	Yes	Satisfactory	Consolidate List Need to Update
17	Faculty achievements - Awards and recognition	Dept.	Yes	Satisfactory	Need to attached the consolidated list
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	ISTE,IEEE & IEI available
18.5	Programs organized for students through Department association				Need to get HOD sign
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.	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	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	

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	Satisfactory	Need to update
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.	Yes	Good	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	Good	Yet to be update
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	Good	Yet to be update
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	Good	
25.2	University Ranks and Gold medals	Dept.	Yes	Good	

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:

1. Signatures of the Head of the department missing on a few documents.
2. The analysis report for the industrial visit needs to be update.
3. The Mentor-Mentee files are yet to be updated.
4. PAC & QIC files need to be updated.



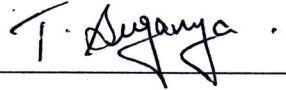

*** If No**


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.Vijayalakshmi	ASP/CSE	
2.	Mrs.S.Lalithambigai	AP/IT	
3.	Mrs.T.Suganya	AP/MBA	
4.	Mr.R.Vinothkumar	AP/Mech	


Director - IQAC


Principal


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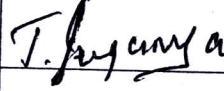
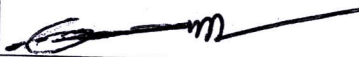
Internal Quality Assurance Cell (IQAC)


Academic and Administrative Audit

Academic Year	2024-25	Semester	Odd / Even
Department	ECE	Date(s) of Audit	15.4.2025 to 17.4.2025

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
2.2	List of the courses for the semester	CO-PO attainment sheet missing for Some subjects	CO-PO attainment sheet to be filed	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.P.Vijayalakshmi	ASP/CSE	
2.	S.Lalithambigai	AP/IT	
3.	T.Suganya	AP/MBA	
4.	Mr.R.Vinoth Kumar	AP/Mech	


Director – IQAC


Principal

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(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)


Academic and Administrative Audit

Academic Year	2024 - 2025	Semester	ODD
Department	EEE	Date(s) of Audit	17/04/2025, 22/04/2025


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	Need to update, 65% Completed.
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	S	Need to update
5.2	Arrear Coaching Attendance	Dept.	Yes	G	
6	Mentor mentee file	All faculty	Yes	G	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	G	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	-		
8.2	Consumable Budget and utilization	Dept.	Yes	S	Need to maintain separate File
8.3	Maintenance Budget and utilization	Dept.	Yes	G	
8.4	Stock register for all labs / COEs	Dept.	Yes	G	
8.5	Consumables register	Dept.	Yes	G	
8.6	List of equipment and software (lab-wise)	Dept.	Yes	G	
8.7	Maintenance register for labs and department facilities	Dept.	Yes	G	
8.8	Special labs / CoEs - Activities conducted	Dept.	Yes	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.	Yes	G	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				

10.1	Certificate course planned and conducted for the students	Dept.	-	I	Need to improve
10.2	Value added course planned and conducted for the faculty	Dept.	Yes	S	Need to update File
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Yes	G	
11.2	Faculty development programmes attended by the faculty	Dept.	Yes	G	
11.3	Staff development programmes conducted	Dept.	Yes	G	
11.4	Staff development programmes attended	Dept.	Yes	G	
12	Grievances and redressal				
12.1	Student Grievances and Redressal	Dept.	Yes	G	
12.2	Faculty Grievances and Redressal	Dept.	-		
12.3	Supporting Staff Grievances and Redressal	Dept.	-		
13	Placement	Dept.	Yes	S	Need to add offer letter
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	Include offer letter
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	G	
14.2	List of students appeared for Exams (GATE, TANCET, CAT, GRE, TOFEL, GMAT etc.) with proofs (Hall Ticket, Scorecard)	Dept.	Yes	G	
14.3	List of students got admissions for pursuing Higher studies with proofs (Admission order)	Dept.	Yes	G	
15	Entrepreneurship				
15.1	List of students opted for Entrepreneurship (Batchwise)	Dept.	Yes	S	Need to update
15.2	List of startups	Dept.	Yes	S	Need to update
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.	-		
17	Faculty achievements - Awards and recognition	Dept.	Yes	S	Need to update
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	S	Need to update
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	G	
18.3	Programs organized for students Through Social clubs	Dept.			
18.4	Programs organized for students Through Professional Societies	Dept.			
18.5	Programs organized for students through Department association				
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	S	Need to update
19.2	Awards and Special prizes received by the students	Dept.	Yes	G	
20	Students' participation in co-curricular and extracurricular activities				
20.1	Certificate & MOOC Courses attended by the students	Dept.	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.			
21.13	Industrial Consultancy	Dept.			
21.14	Research proposals submitted and grants received	Dept.			
22	Alumni				
22.1	Year-wise alumni details	Dept.	Yes	S	Need to get signature
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
22.4	Activities of alumni Association	KIOT AAS	Yes	S	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	Yes	G	
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	
25.2	University Ranks and Gold medals	Dept.	Yes	G	
26	Annexure D-Attainment of CO PO Mapping				
27	Annexure E – CDT				
28	Annexure F -PAT & III				


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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:

Files are properly arranged as per the order and Faculty members were coordinated well. Few files are need to be updated. Few areas they have to improve


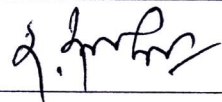
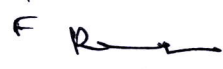
* If No


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.	P.GANESHEN	AP / CSE	
2.	S. PREMKUMAR	AP / ECE	
3.	P.REVATHI	AP / MBA	


Director – IQAC

PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
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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	2024-2025	Semester	Odd / Even
Department	MECH	Date(s) of Audit	14/4/25, 17/4/25 & 23/4/25

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		
3.3	Course Committee Meeting	Dept.	Yes	I	CO target can be improved based on previous attainment, also maintain separate file
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	I	Need to file all documents based on SAS
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		
7	Department Library		Yes		
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	I	Very few books are taken by students
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		
9.2	List of activities conducted through MOU	Dept.	Yes		
9.3	Students Industrial Visit	Dept.	Yes	G	
9.4	Students Internship	Dept.	Yes	G	
9.5	Students in-plant training	Dept.	Yes	G	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				
10.1	Certificate course planned and conducted for the students	Dept.	Yes		
10.2	Value added course planned and conducted for the faculty	Dept.	No		To be planned
11	Faculty and Staff development				
11.1	Faculty development programmes organized by the department	Dept.	Yes	I	Organize more programs

11.2	Faculty development programmes attended by the faculty	Dept.	Yes		
11.3	Staff development programmes conducted	Dept.	No	I	To be initiated
11.4	Staff development programmes attended	Dept.	Yes	I	To be improved
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	I	To be initiated
15	Entrepreneurship				


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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		No students opted the exams
16.3	List of students selected for Govt. Jobs	Dept.	Yes		
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		No. of Red ribbon programs to be improved
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		To be filed for all students
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				
20.1	Certificate & MOOC Courses attended by the students	Dept.	Yes	I	Certificates to be filed for all participants
20.2	Skill development and personality development programs attended by the students	Dept.	Yes	I	Certificates to be filed for all participants
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	Certificates to be filed for all participants
20.5	Students' participation in other extracurricular activities	Dept.	Yes	I	Certificates to be filed for all participants
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	I	Publications to be improved
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	Few papers published during the period
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.	Yes		
21.12	IPR and Patents published and granted	Dept.	Yes		
21.13	Industrial Consultancy	Dept.	Yes	I	Consultancy work to be improved
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	I	Separate file can be maintained
22.4	Activities of alumni Association	KIOT AAS	Yes	G	
23	PO-PSO-PEO attainment (Refer Annexure D)	Dept.	No		24-25 odd semester attainment to be updated with consolidated sheet
24	Conduction of Programme Assessment Committee (PAC) and QIC meetings				
24.1	PAC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	Action taken to be updated
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	I	To be updated
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:

- Maintain separate files for placement and alumni details.
- FDP/Workshop certificate of students to be filed for all participants.
- Encourage interested students to attend higher studies and competitive exams.
- Research proposal submission to be improved.
- PO attainment and QIC meeting minutes to be updated.

*** If No**

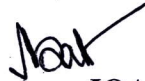
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


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. Malavizhi	AP/CS E	P. Malavizhi
2.	Mr. R. Madhanraj	AP/EEE	R. Madhanraj
3.	Mr. R. Karthick	AP/CS BS	R. Karthick
4.	Ms. B. Bhuvaneshwari	AP/AIDS	B. Bhuvaneshwari
5.			


Director - IQAC


Principal


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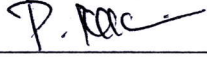
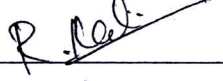
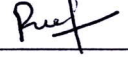

Internal Quality Assurance Cell (IQAC)


Academic and Administrative Audit


Academic Year	2024-2025	Semester	Odd / Even
Department	MECH	Date(s) of Audit	14/4/25,17/4/25 & 23/4/25


Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
3.3	Course Committee meeting	Course outcome targets can be improved	Previous year CO attainment to be referred	
4	Course File	<ul style="list-style-type: none"> • Attainment sheet is missed in few files • Content Beyond Syllabus is missed in few files • Innovative teaching/student centric methods missed in few files 	Follow as per student activity sheet and file the document in course file	
7.2	Utilization of department library	Limited books are taken by students in dept. library	Most of students using central library, awareness can be given to use dept. library.	
11.4	Staff development programmes attended	Very few programmes conducted for Staff	Programmes to be organized	
13.2	List of students selected for different companies with proof	Common file available	Separate copy can be filed in department level	
18.3	Programs organized for students through social clubs	Very few programs in Red ribbon club	To be improved	
21.13	Industrial consultancy	Very few Consultancy work initiated	To be improved	
23	PO-PSO-PEO attainment	Consolidated CO-PO attainment sheet missing	Consolidated CO-PO attainment sheet to be filed	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Dr.P.Malarvizhi	AP/CSE	
2.	Mr.R.Madhanraj	AP/EEE	
3.	Mr.R.Karthick	AP/CSBS	
4.	Ms.B.Bhuvaneswari	AP/AIDS	


Director - IQAC


Principal


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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2024-2025	Semester	<u>Odd</u> / Even
Department	Civil Engineering	Date(s) of Audit	17.04.2025,22.04.2025 & 9.05.2025


S. No.	List of files	Respon sibility	Completi on 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	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	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)	All faculty			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	All faculty	Yes	G	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	G	
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	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 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	Certificates need to update
11.3	Staff development programmes conducted	Dept.	Yes	I	No 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 2024-2025 odd not updated
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	Current year nil
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.	Yes	I	
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	Photo proof need to attached
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	

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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	I	Need to register the Ph D
21.2	Research supervisors with details of research scholars	Dept.	Yes	G	No supervisors' details for 24-25-nil
21.3	Faculty with Ph.D.	Dept.	Yes	G	
21.4	Faculty completed Ph.D. (Academic year wise)	Dept.	Yes	G	Nil Report
21.5	Publication by faculty in National and International Conferences	Dept.	Yes	S	
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	1 patents
21.13	Industrial Consultancy	Dept.	Yes	S	No 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				

Auditor Comments:

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.

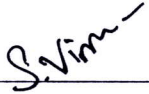

* If No


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.Kathiresan	AP/EEE	


Director - IQAC

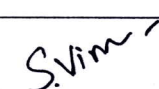
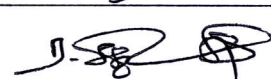

Principal



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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	2024-2025	Semester	Odd / Even
Department	Civil Engineering	Date(s) of Audit	17.04.2025,22.04.2025 & 9.05.2025

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.	
8.8	Special labs / CoEs - Activities conducted	Special Lab is underutilized.	Conduct the activity	
9.3	Students Industrial Visit	Learning Report need to add in the file	Collect learning report once completed the industrial visit	
11.4	Staff development programmes attended	Motivate the staff to attend the development program	Staff development program need to educate	
21.9	Publication by students in National and International Journals	No publication	Will try for student publication along with faculty	
21.6	Publication by faculty National and International Journals	Publication status need to improve	Try to publish one article per semester	

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mrs.S.Vimala	AP/MBA	
2.	Mrs.R.Kathiresan	AP/EEE	


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	2024-2025	Semester	ODD
Department	IT	Date(s) of Audit	16.04.2025 & 17.04.2025

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		
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.	No		
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	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	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.	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.	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.	Yes	G	
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.	Yes	G	
22.3	Activities Conducted using Alumni	Dept.	Yes	G	
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.	NA	-	
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

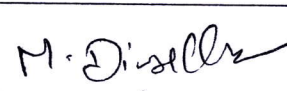
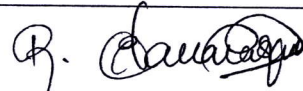
*** If No**

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.R.Elavarasan	AP/Civil	

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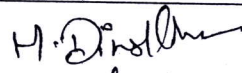
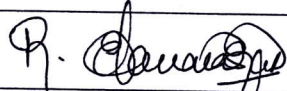

 Director – IQAC



 Principal


KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2024-2025	Semester	ODD
Department	IT	Date(s) of Audit	16.04.2025 & 17.04.2025

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 filed	
7.2	Utilization of department library	Book Issue note is not maintained	Put separate note for department books utilization	
9	Industry Institute Interaction	List of MOUs signed, and activities need to conduct	List of activities conducted through MOU need to improve	
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.R.Elavarasan	AP/Civil	


Director – IQAC


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KAKAPALAYAM (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	2024-2025	Semester	ODD
Department	AI&DS	Date(s) of Audit	17.04.25,18.04.25,21.04.25

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	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		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	S	But document must be proper order
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	S	Need to file in order
13.1	List of students opted for placement	Dept.	No	S	
13.2	List of students selected for different companies with proofs (Offer letters)	Dept.	No	S	
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				

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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	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	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 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	S	Need to be update the file
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		
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 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.
4. Need to have the proper data in order wise, other than that data's are available

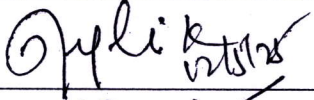

*** If No**

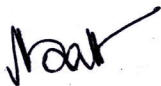
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


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. K.RAJESH	Assistant Professor / ECE	 12/5/25
2.	Mrs. R. SARANYA	Assistant Professor / CSE	 12/5/25


Director - IQAC


Principal


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(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2024-25	Semester	Odd / Even
Department	CSBS	Date(s) of Audit	15.04.2025 TO 17.04.2025

S. No.	List of files	Respon sibility	Completi on 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	S	
3.2	Class Committee Meeting	Dept.	Yes	S	Need to update and Get the HoD sign
3.3	Course Committee Meeting	Dept.	Yes	No	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	Need to update the course files for most of the faculty
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	Good	
5.2	Arrear Coaching Attendance	Dept.	Yes	S	
6	Mentor mentee file	All faculty	Yes	S	Need to update and Get the HoD sign
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	S	
7.2	Utilization of department library	Dept.	No		
8	Budget and Laboratory				
8.1	Equipment Budget and utilization	Dept.	Yes	S	Need to update
8.2	Consumable Budget and utilization	Dept.	No		
8.3	Maintenance Budget and utilization	Dept.	No		

8.4	Stock register for all labs / COEs	Dept.	Yes	Good	
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.	Yes	Good	
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.	-	-	
9.3	Students Industrial Visit	Dept.	Yes	S	Need to update the analysis report
9.4	Students Internship	Dept.	Yes	S	Need to update
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.	-	--	
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.	No		

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.	No		
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	S	Need to update
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 update
14	Students Higher studies (India & Abroad)				
14.1	List of students opted for Higher studies	Dept.	Yes	S	Need to update
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.	Yes	S	Need to update
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 update
18	Clubs and forums				
18.1	List of clubs in the dept.	Dept.	Yes	S	Need to update
18.2	Programs organized for students Through Technical clubs	Dept.	Yes	S	Need to update
18.3	Programs organized for students Through Social clubs	Dept.	Yes	S	Need to update
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	S	Need to update
18.5	Programs organized for students through Department association				
19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	S	Need to update
19.2	Awards and Special prizes received by the students	Dept.	Yes	S	Need to update

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

21.10	Workshops/Symposia/Seminars/ Conferences conducted for research	Dept.			
21.11	h-index for faculty and department	Dept.	Yes	S	File maintenance needs to be improved.
21.12	IPR and Patents published and granted	Dept.	Yes	S	File maintenance needs to be improved.
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.	Yes	S	File maintenance needs to be improved.
22.3	Activities Conducted using Alumni	Dept.	Yes	S	File maintenance needs to be improved.
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.	Yes	S	Yet to be update
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	S	Yet to be update
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	Good	
25.2	University Ranks and Gold medals	Dept.	No		

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:


- ✓ Signatures of the Head of the Department are missing on some documents.
- ✓ Individual faculty course files need to be improved.
- ✓ Conference and journal publications by faculty and students need to be improved
- ✓ The industrial visit analysis report needs to be updated.
- ✓ Overall file maintenance needs to be improved

* If No

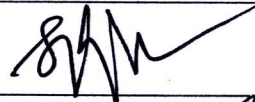
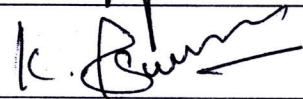
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed


I (Improvement needed) - Data Available



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

Audited by:

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


Director - IQAC


Principal


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

Academic and Administrative Audit

Academic Year	2024-2025	Semester	Odd
Department	MBA	Date(s) of Audit	17.04.25 to 21.04.25

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	Pending
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	Few Sign pending.
3.2	Class Committee Meeting	Dept.	Yes	S	Sign & Action taken report pending.
3.3	Course Committee Meeting	Dept.	Yes	G	
4	Course file (Refer Annexure - A, B & C)	All faculty	Yes	S	CO-PO attainment mapping is incomplete or has missing signatures. Internal Assessment Test (IAT) II question paper and answer key need to be updated. Answer scripts for IAT II need to be submitted or uploaded. Assignment 2 question paper and student scripts require updating. Some Course End Survey responses are missing and need to be collected.
5	Arrear Coaching				
5.1	Arrear Coaching timetable	Dept.	Yes	G	
5.2	Arrear Coaching Attendance	Dept.	No	S	May month it is scheduled to be conducted
6	Mentor mentee file	All faculty	Yes	G	
7	Department Library				
7.1	List of books in the department library	Dept.	Yes	G	
7.2	Utilization of department library	Dept.	Yes	I	24-25 Odd Sem need to update

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	I	Need to Update 24-5 odd sem.
8.8	Special labs / CoEs - Activities conducted	Dept.	No		
9	Industry Institute Interaction				
9.1	List of MOUs signed	Dept.	Yes	S	Pending
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	G	
9.5	Students in-plant training	Dept.	Yes	G	
10	Certificate Courses (CC) and Value-Added Courses (VAC)				

10.1	Certificate course planned and conducted for the students	Dept.	NA	-	Not conducted (NILL)
10.2	Value added course planned and conducted for the faculty	Dept.	NA	-	Not conducted (NILL)
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.	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.	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.	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.	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	S	Need Certificate proof
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.	NA		
18.4	Programs organized for students Through Professional Societies	Dept.	Yes	G	
18.5	Programs organized for students through Department association	Dept.	NA	-	

19	Students Awards and recognition				
19.1	List of students participated in different contests and prizes won	Dept.	Yes	S	Certificates pending
19.2	Awards and Special prizes received by the students	Dept.	Yes	S	Certificates pending
20	Students' participation in co-curricular and extracurricular activities		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.	No		
20.5	Students' participation in other extracurricular activities	Dept.	No		
21.0	Research, Consultancy and Patents				
21.1	Faculty pursuing Ph.D.	Dept.	Yes	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	S	24-25 Odd Sem pending
21.6	Publication by faculty National and International Journals	Dept.	Yes	S	24-25 Odd Sem pending

21.7	List of research papers published in UGC / Scopus / SCI journals	Dept.	Yes	S	24-25 Odd Sem pending
21.8	Publication by students in National and International Conference	Dept.	Yes	S	24-25 Odd Sem pending
21.9	Publication by students in National and International Journals	Dept.	Yes	S	24-25 Odd Sem pending
21.10	Workshops/Symposia/Seminars/Conferences conducted for research	Dept.	No		Not conducted
21.11	h-index for faculty and department	Dept.	Yes	S	Need to Update
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	G	
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	
24.2	QIC (Agenda, Minutes of Meeting and actions taken)	Dept.	Yes	G	
25	University Results and Result analysis				
25.1	Graduation Rate	Dept.	Yes	G	

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

Auditor Comments:

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


*** If No**

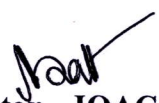
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


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	
2.	Mr. R. Ayyappan.	AP / IT	R. Ayyappan 25/04/25
3.	Mrs. S. Geetha.	AP/ Maths CSE	J LTL


Director – IQAC


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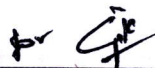
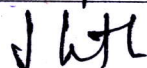
Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year	2024-2025	Semester	Odd
Department	MBA	Date(s) of Audit	17.04.25 to 21.04.25


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 conducted	Slow learners improvement measures has to be executed.	
11.3, 11.4	Staff development programmes conducted and attended	Staff event participation is NIL. Staff development programmes not conducted	Staff development measures need to be taken.	
21	Research	Publication by faculty & Students in Conferences, Journals is pending.	Students & faculty publications proof has to be collected and updated.	

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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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	2024-25		Semester	Odd
Department	Accounts Section (AO Office)		Date(s) of Audit	17.04.2025
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:

- i) The above mentioned files were maintained properly in account section.
ii) All the details were verified

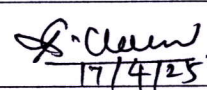
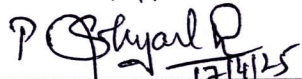
If No


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	 17/4/25
2.	Mrs.P.Shyamala Devi	Assistant Professor/Physics /IT	 17/4/25


Director-IQAC


Principal

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

Internal Quality Assurance Cell (IQAC)

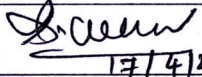
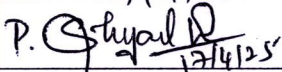
Academic and Administrative Audit

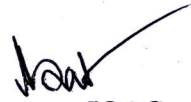
Academic Year	2024-2025	Semester	Odd
Department	Account Section (AO office)	Date(s) of Audit	17.04.2025

Auditor's Observation


File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
A	Revenue Expenditure			
1.	Faculty and Staff Salary Expenses	Nil	-	
2.	Students Books and Record Note	Nil	-	
3.	Employability and Enhancement Expenses	Nil	-	
4.	Program and Function	Nil	-	
5.	E.B.Charges	Nil	-	
6.	Workshop and Conferences	Nil	-	
7.	Student and Staff Insurance (Group Policy)-Accidental Claim	Nil	-	
8.	Statutory expenses	Nil	-	
9.	Maintenance Expenses	Nil	-	
10.	Telephone and Internet Charges	Nil	-	
11.	Journals and Periodicals	Nil	-	
12.	Printing and Stationary	Nil	-	
13.	Lab Consumables and Recurring Maintenance	Nil	-	
14.	Faculty FDP	Nil	-	
15.	Transport expenses	Nil	-	
16.	Mess Expenses	Nil	-	
17.	Awards and Miscellaneous	Nil	-	

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

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	Mr.S.Veerakumar	Assistant Professor/ECE	 17/4/25
2.	Mrs.P.Shyamala Devi	Assistant Professor/Physics /IT	 17/4/25


Director - IQAC


Principal


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KAKAPALAYAM (PO), SALEM - 637 504.

Annexure J

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		2024-2025	Semester	
Department		Principal Office	Date(s) of Audit	11.04.2025,21.04.2025 & 24.04.2025
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	AICTE Approval	Yes	G	Available
2.	Anna university affiliation	Yes	G	Available
3.	UGC 2f	Yes	G	Available
4.	DOTE approval	Yes	G	Available
5.	Anna university communication	Yes	G	Available
6.	Faculty Recruitment	Yes	S	Available, Need Improvement
7.	Students (i) Admitted I & II year (ii) Transferred (iii) Readmission (iv) Drop out	Yes	S	Available (Consolidated Summary to be updated)
8.	Students disciplinary action suspended/debarred	Yes	I	Available, Need Improvement
9.	Faculty requirement and approval	Yes	G	Available
10.	Faculty available and SSR with experience	Yes	I	Available, Need Improvement

11.	Staff available	Yes	G	Available, Need Improvement.
12.	HoDs meeting (Agenda, MoM, and action taken)	Yes	I	Available, Need Improvement.
13.	Fee structure and fee fixation by the committee	Yes	G	Available
14.	Service register for faculty	-	-	Maintained by Concerned Dept.
15.	Students intake and admitted	Yes	G	Available S.No. 4 DOTE Approval
16.	Recruitment policy	Yes	S	Available in the form of Faculty Norms & Institution Policy available
17.	List of faculties relieved	Yes	I	Need Improvement
18.	College prospects and brochure	Yes	G	Available with Mr. SIVA PRO
19.	Students Scholarships	Yes	G	Available
20.	MoUS	Yes	S	Available (Updated with Consolidated summary).
21.	Salary structure	Yes	G	As per S.No. 16 Available
22.	College Calendar	Yes	G	Available
23.	Fees concession	NA	-	AO office only Maintaining
24.	Transport	NA	-	AO office only Maintaining
25.	Hostel	NA	-	AO office only Maintaining
26.	TNEA admission	Yes	G	Available

27.	Management admissions self-finance consortium	Yes	G	Available
28.	Faculty Increment	Yes	G	Available
29.	Faculty leave	Yes	G	Available
30.	Faculty OD	Yes	G	Available
31.	Various policies	Yes	S	Available up to 2018. (Research Policy shall be included)
32.	Faculty appraisal and promotion	No	G	Available
33.	DOTE circular	Yes	G	Available Ref. S.No. 4
34.	COE - circular	NA	-	maintained by Exam cell
35.	Anna University circulars	NA	-	maintained by Exam cell
36.	Anna University communication	NA	-	Available

Auditor Comments:


- Major Files Available.
- On par with previous Audit 2024-2025 (Even), file updation is satisfactory.

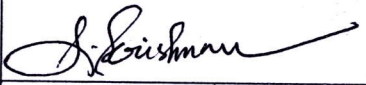

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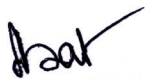
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


S (Satisfactory) - Data Available and Analysed


I (Improvement needed) - Data Available


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

Audited by			
S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	L.Krishnan	Assistant Professor/Civil	
2.	C.Vanitha	Assistant Professor/CSBS	


Director - IQAC

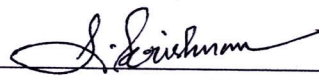


Principal

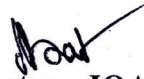

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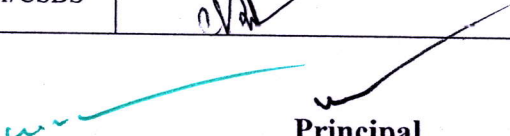
KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504 (An Autonomous Institution)			
Internal Quality Assurance Cell (IQAC)			
Academic and Administrative Audit			
Academic Year	2024-2025	Semester	Odd / Even: Odd
Department	Principal Office	Date(s) of Audit	11.04.2025,21.04.2025 & 24.04.2025

Auditor's Observation

File No.	Name of the file	Deficiencies Observed	Suggestions to improve	Remarks
6.	Faculty Recruitment	Advertisement copy only available.	Consolidated list of Faculty Applied/Recruited Details to be filed.	Improvement is observed.
7.	Students (i) Admitted I & II year (ii) Transferred (iii) Readmission (iv) Drop out	Consolidated Summary not available	Consolidated list for each category to be filed.	Improvement is observed.
8.	Students disciplinary action/ suspended/debarred	Available as Circular only. List of Students not available	Consolidated list for each category to be filed.	Need Improvement.
11.	Staff Available	Details of Faculty Available are not maintained	List of Staff Available - A separate file shall be maintained dept. wise	Improvement is observed.
12.	HoDs meeting (Agenda, MoM, and action taken)	Action Taken Report not available.	Action Taken Report shall be filed (on case-by-case basis)	Need Improvement.
20.	MoUs	Recent MoUs are available.	List of MoUs active & need for renewal to be updated.	Improvement is observed.
32.	Faculty Appraisal and Promotion	Data Available	The list of Faculty Appraisal/Promoted list shall be filed dept. wise.	Improvement is observed.

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	L.Krishnan	Assistant Professor/Civil	
2.	C.Vanitha	Assistant Professor/CSBS	


Director – IQAC


Principal

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

Academic Year		2024-2025	Semester	Even
Department		EMS	Date(s) of Audit	16.04.25 to 17.04.25
S. No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)
1.	AU Convocation File	Yes	Good	
2.	Anna University Exam Accounts Details	Yes	Good	
3.	AU Web portal Photo Updation File	Yes	Good	
4.	Auditing File	Yes	Good	
5.	AUR Details	Yes	Good	
6.	Booklet Stock Register Note	Yes	Good	
7.	Cannon Services File	Yes	Good	
8.	Consolidated Grade Sheet And Provisional Certificate Distribution Register	Yes	Good	
9.	Degree Certificate Distribution Register	Yes	Good	
10.	ESE Conduction File	Yes	Good	
11.	ESE Valuation File	Yes	Good	

12.	Exam Circular File	Yes	Good	
13.	Grade Sheet Distribution	Yes	Good	
14.	KIOT - IAT Circulars	Yes	Good	
15.	KIOT Academic Calendar	Yes	Good	
16.	KIOT Circular File	Yes	Good	
17.	Malpractice And Punishment	Yes	Good	
18.	Photocopy Details	Yes	Good	
19.	Practical Exam Conduction	Yes	Good	
20.	Practical Exam Remunerations	Yes	Good	
21.	Qp Feedback	Yes	Good	
22.	Qp File	Yes	Good	
23.	Result Analysis	Yes	Good	
24.	Result Galley	Yes	Good	
25.	Revaluation Details	Yes	Good	
26.	Squad Details	Yes	Good	
27.	Student Grievance Redressal File	Yes	Good	
28.	Unicom Service File	Yes	Good	

29.	University Rank and medals	Yes	Good	
30.	Dummy No. File	Yes	Good	

Auditor Comments:

In EMS, all files and relevant data are available for the AY 2024 – 2025 Odd Semester and few files like AU academic calendar, KIOT academic calendar, Curriculum and syllabus for all regulations, and List of electives files may be available in CDDA department.

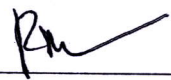
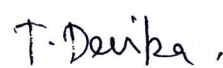
If No

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. R. Pushpalatha	AP/CSE	
2.	Mrs. T. Devika	AP/ECE	
3.			
4.			


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 (Files to be maintained by Main Library)					
Academic Year		2024-2025		Semester	Even
Department		Library		Date(s) of Audit	03.05.2025 & 07.05.2025
S.No.	List of files	Completion Status (Yes / No)	Quality of Work*	Remarks (If Any)	
1.	Accession Register	✓	Good	Available Updated upto May 2025	
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 2024-25 (114 available)	
5.	International journals subscription	✓	Good	Springer Subscription Completed up to 2024-25 (314 available)	
6.	Magazines	✓	Good	Subscription Completed up to 2024-25 (42 available)	
7.	E-Journal	✓	Good	Subscription Completed up to 2024-25	
8.	E-resources	✓	Good	DELNET, Springer Current year subscriptions available	
9.	Library Budget and utilization	✓	Good	Hard copy 2024-2025 available. For 2025- 2026 budget requested	
10.	Digital library	✓	Good	Register maintained up to 01.04.2025 – Hardcopy. 02.04.2025 onwards online registration started through software	

11.	Library committee (Members, Agenda, Minutes Meeting of meetings and action taken)	✓	Good	2024-25 First meeting completed, 2 nd meeting in progress
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 2024-25 In Progress
17.	Other facilities in the library (OPAC, Reprography etc.)	✓	Good	


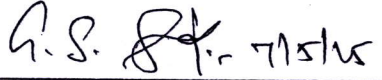
Auditor Comments:

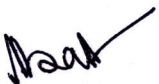
- As per visit on 03.05.2025 & 07.05.2025 almost all the documents available, Library committee second meeting will be completed in May 2025. They will complete the Library Committee meeting within May -2025 and will be reported.
- In digital library, Register maintained up to 01.04.2025 – Hardcopy and 02.04.2025 onwards online registration started through software.

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


Audited by:

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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


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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		2024 - 2025	Semester	Odd / Even
Department		PAT & III	Date(s) of Audit	16/04/2025
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		yet to planned
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. III webinar is planned to conducted

If No

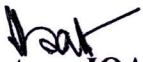
G (Good) -Data Available, Analysed, Action Taken and Improvement Monitored


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. S. Prasad 16/4/25
2.	T. Venkateshalem	AP/Eng/AI&DS	VP
3.			
4.			
5.			


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 (Files to be maintained by CDT)				
Academic Year		2024 - 2025	Semester	✓ Odd / Even
Department		CDT	Date(s) of Audit	17.04.2025
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	

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Auditor Comments:

1. Data were Presented well manner
2. Data were maintained and documented properly
3. Training program conducted report yet to prepare
4. Skill development training by KIOT faculty yet to prepare document.

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
2.	T. Venkateshaleem	AP/Eng/AI&DS	M
3.			
4.			
5.			


Director - IQAC


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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 department of physical education)

Academic Year	2024-25 (ODD)	Semester	✓ Odd / Even	
Department	Physical Education	Date(s) of Audit	17/4/2025	
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	Yes	Good	
3.	List of sports items and stock register	Yes	--	
4.	List of sports activities organized for KIOT students	Yes	Satisfied	
5.	KIOT students participation at zone level and achievements	Yes	Satisfied	
6.	KIOT students participation at university level and achievements	No	-	Yet to do
7.	KIOT students participation at state/ National level and achievements	Yes	Need to improve	
8.	KIOT sports day file	Yes	Good	
9.	Sports facility at KIOT	Yes	Good	
10.	Sports items purchase file	Yes	Good	
11.	Sports activities organised by KIOT for other college / school students	Yes	Good	

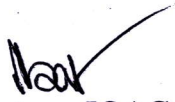
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Auditor Comments:


Documents are maintained and Files are kept ready for reference. Need improvement in our college students sports activities.

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

S. No.	Name of the Auditor	Designation/ Department	Signature of the Auditor
1.	K. Anand Kumar	AP/English	K. Anand Kumar 17/11/25
2.	K. Saranya	AP/CSE	K. Saranya 17/11/25
3.			
4.			
5.			


Director - IQAC


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Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year		2024-2025		Semester		Odd / Even	
Department		Clubs and Forums		Date(s) of Audit	17.04.2025 18.04.2025		
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	G				
2.	ECE Department Student Association (INTEC)	Yes	G				
3.	EEE Department Student Association (AMBER'Z)	Yes	G				
4.	CSE Department Student Association (SCINTEL)	Yes	G				
5.	Civil Engineering Department Student Association (PACE)	Yes	G				
6.	IT Department Student Association (TECHTASTIC)	Yes	G				
7.	CSBS Department Student Association (ACID)	Yes	G				
8.	AIDS Department Student Association	Yes	G				
B	Technical Clubs / Cocurricular Clubs						
1.	Smart Manufacturing Club	Yes	S	Name changed as Smart Automation Club			
2.	Product Design and Analysis Club	Yes	S	Name changed as Technology for Agriculture Club			

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

19.	Code ware Development Club	Yes	G	
20.	Web and Mobile App Developers Club	Yes	G	
21.	Cloud Computing Tech Club	Yes	G	
22.	KIOT Oracle Academy	Yes	G	
23.	Construction Engineering Club	Yes	G	
24.	Environmental Engineering Club	Yes	G	
25.	Structural Design Club	Yes	G	
26.	Block Chain Tech Club	Yes	G	
27.	Virtual Reality & User Experience (VR&UX) Design Club	Yes	G	
28.	Business Engineers & Innovators (BEI) Club	Yes	G	
29.	Full Stack Developers Club	Yes	G	
30.	Machine Learning Club	Yes	G	
31.	Data Visual Club	Yes	G	
32.	Frontier Area Awareness Club	Yes	G	
33.	Hackathon Club	Yes	G	
34.	Science Club	Yes	G	

35.	Leadership Forum	Yes	G	
36.	Business Analytics Club	Yes	G	
37.	Speakers Forum	Yes	G	
38.	Business Insights Club	Yes	G	
39.	Marketing Club	Yes	G	
40.	Finance Management Club	Yes	G	
41.	HR Management Club	Yes	G	
42.	Smart Operations and Logistics club	Yes	G	
43.	Library committee (Members, Agenda, Minutes Meeting of meetings and action taken)			Audited by Non- saturatory 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	G	
4.	Unnat Barath Abhiyan (UBA)	Yes	G	
5.	Tamil Mandram	Yes	S	
6.	Women Empowerment Cell (WEC)	Yes	G	
7.	Universal Human Values (UHV) Cell	Yes	G	

8.	Indian Culture and Heritage Club Cell	Yes	G	
9.	SEED (EDC) Forum	Yes	G	
10.	Yoga and Meditation Club	Yes	S	
11.	Rotaract Club	Yes	G	
12.	Junior JCI Club	Yes	S	
D	Professional Society Linked Club			
1.	Confederation of Indian Industry (CII) – Salem	Yes	G	
2.	Salem Productivity Council (SPC) – Salem	Yes	S	
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	G	
6.	The Institution of Engineers (India)	Yes	G	
7.	Indian Society for Technical Education (ISTE) – Faculty Chapter			ISTE faculty and student chapter are same in our college
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	G	
13.	Standards Club	Yes	I	
14.	International Society of Heating Refrigerating (ISHRAE) Chapter	Yes	I	
15.	Quality Circle Forum of India (QCFI)	Yes	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	G	
6.	Outreach and Admission Committee	Yes	G	
7.	Higher Education Cell (India)	Yes	G	
8.	Higher Education Cell (Abroad)	Yes	G	
9.	Competitive Examinations Guidance Cell	Yes	G	
10.	Corporate Contest Cell	Yes	G	

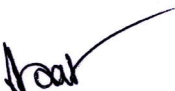


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Auditor Comments:

1. A few of technical club's merged to form new clubs.
2. All the forums are conducted programs
3. Rather than normal photos for proof better to have geotag photos only for few clubs
4. Faculty must take photos at the location when they attend external programs in forums like SPC, CII, etc.
5. Faculty must keep the visitor profile up to date in the concerned club file.
6. Data maintenance has improved somewhat since the last audit.

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.V.Karthikeyan	AP/MECH	—
2.	Mr.S.E.Murthy	AP/EEE	S.E. Murthy 7/5/25
3.			
4.			
5.			


Director – IQAC
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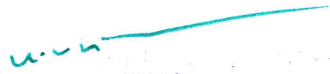
Internal Quality Assurance Cell (IQAC)

Academic and Administrative Audit

Academic Year		2024-25	Semester		Odd
Department		Statutory and Non-Statutory Bodies / Committees	Date(s) of Audit		09.04.2025 to 17.04.2025
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	-	
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	Document completed, Principal Signature pending	
9.	Examination Reforms (ER) Cell	Yes	S	Document need to Complete.	
10.	i-START Cell (Innovation, EDP, IPR, IIC, NISP, KISP, Ideal Lab, Incubation, Startup)	Yes	G	-	
11.	AICTE Initiative Implementation Committee	-	-	-	

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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	-
9.	Anti-Drug committee	Yes	G	-
10.	i-Can Club for Slow Learners	Yes	G	-
C	Maintenance Related			
1.	Cyber Security Cell	Yes	S	Document need to be Complete.


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 KAKAPALAYAM (PO), SALEM - 637 504.

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 update and signed by the principal.

Overall, the file completion status is good.


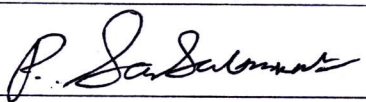
If No


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


S (Satisfactory) - Data Available and Analysed

I (Improvement needed) - Data Available

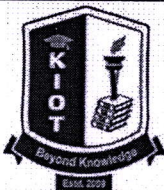
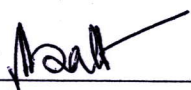

Audited by:

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 / CSE	
3.			
4.			
5.			


Director - IQAC


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Principal

	KNOWLEDGE INSTITUTE OF TECHNOLOGY (AUTONOMOUS)		IQAC
	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/2024-25/08	Date:	22.04.2025
CIRCULAR			
To	All Directors, HoDs and Audit members		
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 05 (AY: 2024-25)		
Circular issued by	IQAC		
<p>Academic and Administrative Audit (AAA) committee meeting is scheduled for reviewing the action taken on the AAA committee report.</p>			
<u>Agenda:</u>			
Venue : IQAC		Date & Time :26.04.2025 & 10.30 AM	
S. No.	Item to be Discussed		
1	Review of Academic and Administrative Audit – Odd Semester of AY 2024-25		
2	Any other matter		
<p>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.</p>			
			
DIRECTOR - IQAC		PRINCIPAL	

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

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Minutes of Academic and Administrative Audit (AAA) Meeting – 05 (AY: 2024 – 2025)

Meeting No: 05	Venue: IQAC	Time: 10.30 am to 11.30 am	Date: 26.04.2025																	
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.	Suggestions																	
1.	Review of Academic and Administrative Audit report – AY-2024-25 ODD Semester	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Dept.</th> <th style="width: 60%;">Deficiencies recorded</th> <th style="width: 30%;">Suggestions</th> </tr> </thead> <tbody> <tr> <td>Mech.</td> <td> <ul style="list-style-type: none"> • Placement file – offer letters </td> <td> <ul style="list-style-type: none"> • Update proof for all the placed students with offer letter </td> </tr> <tr> <td>ECE</td> <td> <ul style="list-style-type: none"> • Industrial visit files </td> <td> <ul style="list-style-type: none"> • Update reports for Industrial visit </td> </tr> <tr> <td>CIVIL</td> <td> <ul style="list-style-type: none"> • Course File – CO-PO attainment sheet not filed • Industrial visit files </td> <td> <ul style="list-style-type: none"> • CO-PO Attainment sheet to be filed. • Reports for Industrial visit need to be filed. </td> </tr> <tr> <td>CSE</td> <td> <ul style="list-style-type: none"> • Course Committee Meeting File (CCM) • Course file – Course plan, and CO-PO attainment sheet are missing in few files. </td> <td> <ul style="list-style-type: none"> • Circular, Agenda, MoM to be filed. • CO-PO Attainment sheet to be filed. </td> </tr> <tr> <td>IT</td> <td> <ul style="list-style-type: none"> • Course file – Course committee meeting, course End survey, signature and CO-PO attainment sheet are missing. • Department Library file </td> <td> <ul style="list-style-type: none"> • CO-PO Attainment sheet to be filed. • Book Issue maintenance Note to be maintained. </td> </tr> </tbody> </table>	Dept.	Deficiencies recorded	Suggestions	Mech.	<ul style="list-style-type: none"> • Placement file – offer letters 	<ul style="list-style-type: none"> • Update proof for all the placed students with offer letter 	ECE	<ul style="list-style-type: none"> • Industrial visit files 	<ul style="list-style-type: none"> • Update reports for Industrial visit 	CIVIL	<ul style="list-style-type: none"> • Course File – CO-PO attainment sheet not filed • Industrial visit files 	<ul style="list-style-type: none"> • CO-PO Attainment sheet to be filed. • Reports for Industrial visit need to be filed. 	CSE	<ul style="list-style-type: none"> • Course Committee Meeting File (CCM) • Course file – Course plan, and CO-PO attainment sheet are missing in few files. 	<ul style="list-style-type: none"> • Circular, Agenda, MoM to be filed. • CO-PO Attainment sheet to be filed. 	IT	<ul style="list-style-type: none"> • Course file – Course committee meeting, course End survey, signature and CO-PO attainment sheet are missing. • Department Library file 	<ul style="list-style-type: none"> • CO-PO Attainment sheet to be filed. • Book Issue maintenance Note to be maintained.
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S. No.	Agenda	Dept.	Deficiencies recorded	Suggestions
	Review of Academic and Administrative Audit report – AY-2024-25 ODD Semester	CSBS	<ul style="list-style-type: none"> Course Committee Meeting File (CCM) Mentor mentee file Industrial visit files 	<ul style="list-style-type: none"> CCM - Need to get signature from HoD. Need to update and get signature from HoD. Reports for Industrial visit need to be filed.
		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 Research publications file 	<ul style="list-style-type: none"> CO-PO Attainment sheet to be filed. Proof for publications to be filed.
2.	Actions to be taken based on Audit for AY 2024 – 25 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 30.04.2025		--


Director - IQAC


Chairperson - IQAC

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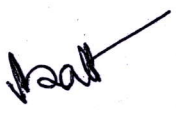

Academic and Administrative Audit (AAA) Committee

Academic Year: 2024-2025 (ODD SEM)

Meeting No: 05	Venue: IQAC	Time: 10:30am to 11:30 am	Date: 26.04.2025
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Attendance Details


S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Satyanathan	DWR-ZOAE	[Signature]
2.	Dr. A. Gomathi	ASP/IT	[Signature]
3.	R. Pushpalathe	AP/CSE	PM 26/4/25
4.	R. Saranya	AP/CSE	[Signature] 26/4/25
5.	P. Vijayalalitha	ASP/CSE	[Signature]
6.	S. E. Murthy	AP/EEE	[Signature]
7.	P. Malavichi	AP/CSE	P. IREM-26/4/25
8.	S. Veerakumar	AP/ECE	[Signature] 26/4/25
9.	Dr. P. Anura Senarath	ASP/EEE	[Signature] 26/4/25
10.	Mr. P. Sivarajam	AP/CWIL	P. Selva 26.4.25
11.	C. Eswarumorthy	AP/melch	C. Eswar
12.	M. Divesh Kumar	AP/ECE	[Signature]
13.	G. Kanthikeyan	AP/EEE	[Signature]
14.	K. Arundhan	AP/Eng	[Signature]
15.	Dr. M. Shankar	ASP/MBA	[Signature]

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	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/2024-25/09	Date:	26.04.2025
CIRCULAR			
To	All Directors, HoDs and Audit members		
Subject	Academic and Administrative Audit (AAA) Committee Meeting – 06 (AY: 2024-25)		
Circular issued by	IQAC		
<p>Academic and Administrative Audit (AAA) committee meeting is scheduled for reviewing the action taken on the AAA committee report.</p>			
<u>Agenda:</u>			
Venue : IQAC		Date & Time : 30.04.2025 & 02.00 PM	
S. No.	Item to be Discussed		
1	Review of Action taken on the Minutes of Meeting of AAA dated 26.04.2025		
2	Any other matter		
			
DIRECTOR - IQAC		PRINCIPAL	

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

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


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Minutes of Academic and Administrative Audit (AAA) Meeting – 06 (AY: 2024 – 2025)

Meeting No: 06	Venue: IQAC	Time: 02:00 PM to 03:00 PM	Date: 30.04.2025
Attended by: All Directors, HoDs and Audit members			

S. No.	Agenda	Discussion	Remarks
1.	Review of Academic and Administrative Audit report – AY-2024-25 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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Chairperson - IQAC

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Academic and Administrative Audit (AAA) Committee

Academic Year: 2024-2025 (ODD SEM)

Meeting No: 06	Venue: IQAC	Time: 02:00pm to 03:00 pm	Date: 30.04.2025
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Attendance Details

S. No.	Name of the Faculty	Designation/Dept.	Signature
1.	M. Sathymalham	DIR-IQAe	Msat
2.	S. Virrula	AP/MBA	S.Virri
3.	C. Esuvaramoorthy	AP/mech	C. Esuvar
4.	P. Malavathi	AP/CSE	P. Malavathi
5.	R. Pushpalatha	AP/CSE	R. Pushpalatha
6.	K. Anandkumar	AP/Eng	K. Anandkumar
7.	Mr. P. Selvakumar	AP/civi	P. Selvakumar
8.	R. Saranya	AP/CSE	R. Saranya
9.	MR. S. VEERA KUMAR	AP/ECE	S. Veerakumar
10.	P. Vijayalakshmi	AP/CSE	P. Vijayalakshmi
11.	S. E. Murthy	AP/EEE	S. E. Murthy
12.	Dr. P. A. Ganesan	AP/EEE	P. A. Ganesan
13.	M. Dinesh Kumar	AP/EEE	M. Dinesh Kumar
14.	G. Parthikeyan	AP/EEE	G. Parthikeyan
15.	Kamalakumaran A	AP/mech	K. Kamalakumaran A

