



**SRM MADURAI**  
**COLLEGE FOR ENGINEERING AND TECHNOLOGY**  
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **Consolidated Academic Audit – I**

All-Department Summary Report • AY 2026–27

Submitted to  
**The Principal, SRM Madurai College for Engineering and Technology**

Audit Period: 31 August 2026 – 08 September 2026

Departments Covered: 10

Report Compiled: 09 September 2026

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## 1. Executive Summary

The Internal Quality Assurance Cell (IQAC) conducted Academic Audit – I across all ten academic departments of the College between 31 August and 03 September 2026. The audit examined course files, assessment records, internal mark entry records, assignment mark proofs, mentor records, logbooks, and related academic documentation for compliance, accuracy, and systematic maintenance.

Across the ten departments audited, a total of 50 discrete improvement points were recorded, spanning three broad categories — Mentor Records, Course Files, and Logbook / Record Work. Every department received an overall rating of “Satisfactory” or better, and no critical or major non-compliance was identified anywhere. The observations raised are corrective in nature — largely pending signatures, incomplete mentor-record fields, and minor documentation gaps — and do not affect the substantive quality of teaching, assessment, or mentoring.

This report consolidates the ten individual departmental audit reports into a single overview for the Principal's review, highlighting institution-wide patterns, department-wise performance, and recommended follow-up actions.

## 2. Department-wise Overview

*Table 1 — Departments audited, audit dates, total observations recorded, and overall assessment rating.*

| S.No | Department                        | Audit Date      | Observations | Overall Rating |
|------|-----------------------------------|-----------------|--------------|----------------|
| 1    | AI & Data Science                 | 01.09.2026      | 3            | Satisfactory   |
| 2    | CSE (AIML)                        | 01.09.2026      | 3            | Satisfactory   |
| 3    | Civil Engineering                 | 31.08.2026      | 3            | Satisfactory   |
| 4    | CSE (Cyber Security)              | 02 & 03.09.2026 | 6            | Satisfactory   |
| 5    | Computer Science & Engg.          | 02 & 03.09.2026 | 9            | Satisfactory   |
| 6    | Electronics & Communication Engg. | 02 & 03.09.2026 | 5            | Satisfactory   |
| 7    | Electrical & Electronics Engg.    | 03.09.2026      | 2            | Satisfactory   |
| 8    | Information Technology            | 02 & 03.09.2026 | 10           | Satisfactory   |
| 9    | Mechanical Engineering            | 03.09.2026      | 4            | Satisfactory   |
| 10   | MBA                               | 03.09.2026      | 5            | Satisfactory   |
|      | <b>Total (all departments)</b>    |                 | <b>50</b>    |                |

### 3. Visual Analysis

#### 3.1 Observations by Department

Information Technology (10) and Computer Science & Engineering (9) recorded the highest number of observations, while Electrical & Electronics Engineering (2) recorded the fewest — reflecting the most consistent documentation practice among all departments audited.

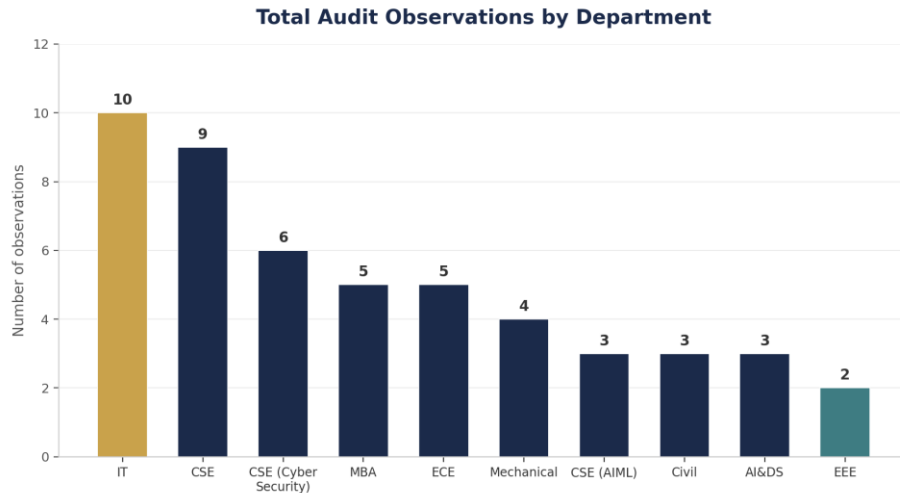


Chart 1 — Total audit observations recorded per department.

#### 3.2 Category-wise Break-up

Observations were classified into three categories to identify where corrective effort should be concentrated: Mentor Record, Course File, and Logbook / Record Work.

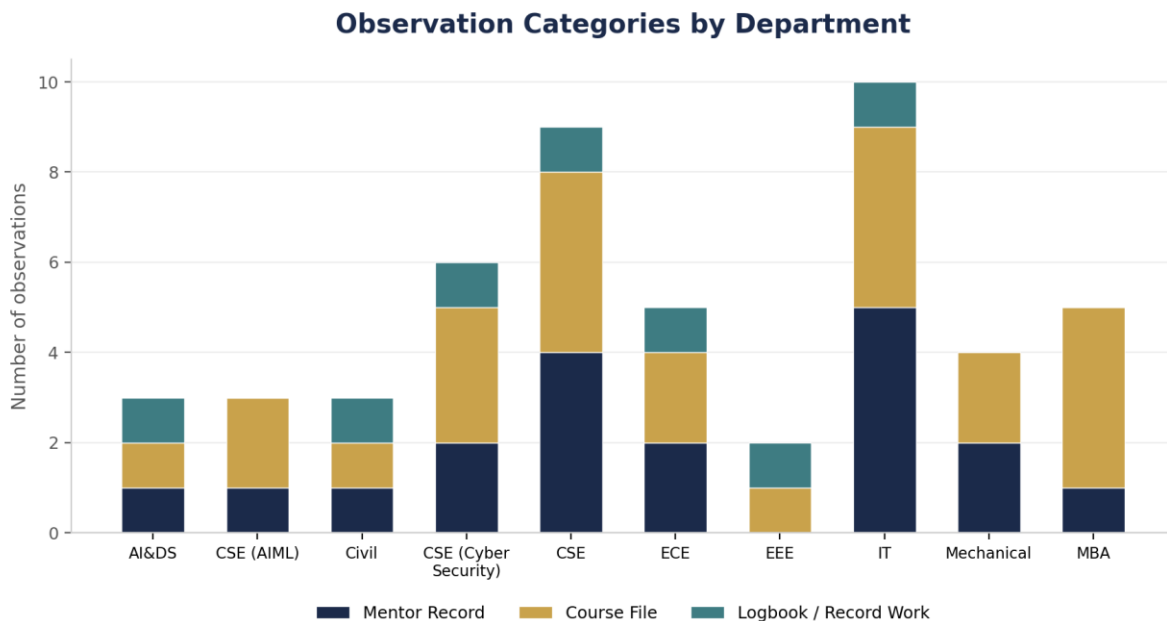


Chart 2 — Distribution of observation categories across departments.

**Institution-wide Distribution of Observations by Category**

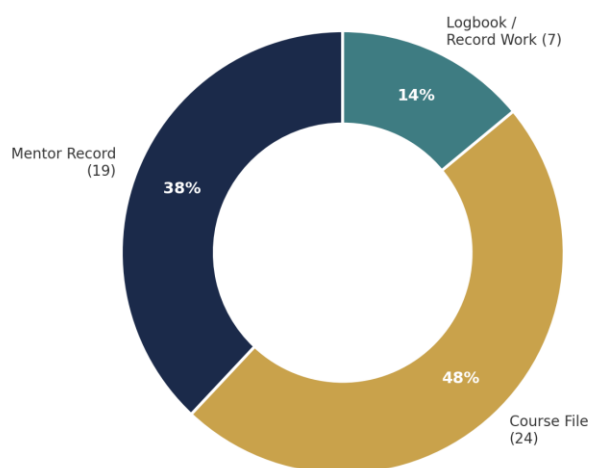


*Chart 3 — Institution-wide share of observations by category..*

## 4. Cross-cutting Themes

Reading the ten reports together surfaces four recurring, institution-wide patterns:

- Course-File documentation is the single largest source of observations (24 of 50, 48%) — chiefly missing HoD / faculty / parent signatures, absent IAT-1 evaluation schemes, and undated assignments.
- Mentor-Record maintenance is the second-largest category (19 of 50, 38%) — mainly pending updates to mentor names on re-allocation, PTA / counselling dates, and parent-guardian meeting follow-up.
- Logbook / Record-Work issues (7 of 50, 14%) are comparatively minor and largely limited to marks-hours reconciliation and missing experiment dates.
- Every department maintains a standardized checklist for academic records — a good practice explicitly commended by auditors in nine of the ten reports.

## 5. Department-wise Key Findings & Recommendations

*Table 2 — Condensed department-wise observations and recommended corrective actions.*

| Department        | Key Observations                                                                                                 | Recommended Action                                                                          |
|-------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| AI & Data Science | Mentor-record fields incomplete; signatures missing in some course-file sections; class-work record not updated. | Update mentor fields, obtain pending signatures, and maintain class-work records regularly. |

| Department                                   | Key Observations                                                                                                                                                   | Recommended Action                                                                                                        |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>CSE (AIML)</b>                            | Parent/guardian meeting follow-up pending in mentor records; assignment rubrics (CS25C10) not filed with papers.                                                   | Update guardian-meeting follow-up; attach rubrics to every assignment paper.                                              |
| <b>Civil Engineering</b>                     | GPA/CGPA not regularly updated in mentor records; HoD sign-off and rubric cross-verification need strengthening.                                                   | Update academic-performance data in mentor records; ensure HoD approvals and periodic reconciliation of question banks.   |
| <b>CSE (Cyber Security)</b>                  | Mentor name/PTA details pending; IAT-1 evaluation scheme and Class Test-2 papers not updated; record-work marks/hours mismatch.                                    | Update mentor & PTA details; include IAT-1 scheme in course file; reconcile logbook entries.                              |
| <b>Computer Science &amp; Engineering</b>    | Mentor list, PTA and parents'-meeting records pending update; assignment dating and evaluation-sheet format required correction (since rectified).                 | Continue prompt mentor updates; maintain dated assignments and a standardised evaluation-sheet format.                    |
| <b>Electronics &amp; Communication Engg.</b> | Mentor name & PTA dates pending; IAT-1 scheme and Nominal-Roll signatures to be included; minor logbook mismatches.                                                | Update mentor details; include scheme of evaluation in course file; verify logbook entries.                               |
| <b>Electrical &amp; Electronics Engg.</b>    | Mentor records fully compliant — no issues observed. Only test-date planning in the course plan and experiment-date entry in the lab logbook need minor attention. | Mention planned test dates in the course plan; enter experiment dates in the laboratory log book.                         |
| <b>Information Technology</b>                | Highest observation count: mentor name/PTA/indiscipline notes pending; remedial attendance & HoD signature missing in some course files; logbook mismatches.       | Promptly update mentor records; ensure remedial attendance and HoD signatures are completed; cross-check logbook entries. |
| <b>Mechanical Engineering</b>                | HoD signature missing in two course files (CME396, ME3581); mentor PTA details pending.                                                                            | Ensure HoD signature is obtained in all applicable course files and logbooks before submission.                           |
| <b>MBA</b>                                   | IAT-1 answer-booklet issues across 4 subjects — marks not in words, staff/parent sign missing, mark split-up missing; guardian-meeting follow-up pending.          | Exercise greater care while evaluating IAT booklets; ensure signatures and mark-splits are complete before filing.        |

## 6. Noteworthy Performance

### 6.1 Best Practice — Electrical & Electronics Engineering

EEE recorded the fewest observations (2) of any department, with its mentor records described by the auditor as “well maintained, systematically organized, and complete ... no major/minor

issues were observed.” It is recommended that EEE's mentor-record practice be shared as a model with other departments during the next IQAC coordination meeting.

## **6.2 Departments Requiring Closer Follow-up**

Information Technology (10 observations) and Computer Science & Engineering (9 observations) recorded the highest counts. In both cases the audit notes that identified issues were “corrected and verified” during the audit itself; a brief spot-check before Audit – II is recommended to confirm the corrections hold.

## **7. Recommendations based on Assessment**

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1. Circulate a standard signature checklist (HoD / faculty / parent / staff, as applicable) to be completed before course files are submitted for IQAC review — this addresses the single largest observation category.
2. Direct all mentors to update mentor-allocation changes, PTA / counselling dates, and parent-guardian meeting records within one week of the event, rather than at audit time.
3. Standardise the IAT-1 Scheme of Evaluation format college-wide to prevent repeat observations already noted in four departments (CSE, CSE–Cyber Security, ECE, MBA).

## **8. Conclusion**

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Academic Audit – I indicates a sound and consistent standard of academic record-keeping across the institution. All ten departments were rated Satisfactory or better, with observations concentrated in readily correctable areas — documentation signatures and mentor-record updates — rather than in the substance of teaching, assessment, or mentoring. The Principal's endorsement is sought for the recommendations above, to be implemented ahead of Academic Audit – II.

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**IQAC Coordinator**

SRM Madurai College for Engineering and Technology



**DEPARTMENT OF ARTIFICIAL INTELLIGENCE & DATA SCIENCE  
(AI&DS)**

**ACADEMIC AUDIT REPORT**

**Department:** Artificial Intelligence & Data Science (AI&DS)

**Auditor:** Dr. C. Vimalarani

**Auditee:** Dr. R. Deepalakshmi

**Date:** 01.09.2026

The audit covered **three course file samples—Theory, Laboratory, and Integrated Subject—and three mentoring record samples for each year.**

**Audit Observations**

The faculty member demonstrated involvement in maintaining the course file, logbook, and student mentoring records. The records were maintained appropriately, reflecting sincere efforts in academic documentation and student mentoring.

**General Observations / Areas for Improvement**

1. **Mentor Record:** Some fields in the mentor record need to be updated and completed appropriately to ensure that the mentoring information is current and comprehensive.
2. **Course File:** Signatures were missing in some required sections in the course file. The faculty member is advised to obtain all necessary signatures and ensure proper authentication of records.
3. The record of class work needs to be **updated** and maintained.
4. **Overall Documentation:** The records require minor corrections and updates in a few areas to ensure completeness, accuracy, and proper maintenance of academic documentation.

**Recommendations**

- Update the required fields in the mentor record.
- Complete all pending signatures in the appropriate sections.
- Update the record of class work regularly.
- Make minor corrections and necessary updates to the academic records.
- Continue the good practices followed in maintaining the course file, logbook, and mentoring records.

**Overall Assessment**

**Good**, with minor corrections and updates required in the mentor record and other academic documentation.



## **IQAC ACADEMIC AUDIT– I**

### **DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING (AIML)**

#### **SUMMARY REPORT**

The IQAC Academic Audit – I was conducted in the Department of Computer Science and Engineering (AIML) on 01.09.2026 to assess the systematic maintenance, accuracy, and compliance of academic records and related documentation. The audit covered Course Files, Assessment Records, Internal Mark Records, Assignment Mark Proofs, Mentor Records, Logbooks, and other relevant academic documents. Overall, the academic records were found to be well maintained, systematically organized, and satisfactory. The faculty members demonstrated good compliance with the prescribed documentation requirements. Only a few minor areas requiring improvement were identified during the audit. The audit also recognized the department's good practice of maintaining a standardized checklist to ensure effective and consistent academic record management.

#### **Audit Observation:**

All faculty members have maintained the required academic records, including:

- Course Files
- Assessment Records
- Internal Mark Entry Records
- Assignment Mark Proofs
- Mentor Records
- Logbooks and other relevant academic documentation

The records were found to be systematically maintained, properly organized, and readily available for verification during the audit.

#### **General Improvements/ Areas for Improvement:**

##### **Mentor Record**

- The overall maintenance and updating of mentor records were found to be good.
- Parents / Guardians meeting follow – up should be updated whenever required

##### **Course File**

- In the subject CS25C10 – Object Oriented Software Engineering, the Assignment Rubrics were not maintained along with the respective assignment paper.
- The assignment documentation may be cross-checked and the required rubrics incorporated appropriately for complete record maintenance.

**Logbook / Record Work**

- The overall maintenance and updating of logbooks and record work were found to be good.
- The records were maintained systematically and were available for verification.

**Overall Document Verification**

The overall academic documentation was found to be appreciable, systematic, and well organized. All faculty members have maintained a proper checklist for monitoring the required academic records, reflecting good compliance with the prescribed documentation requirements.

The observations identified during the audit are minor in nature and require only necessary corrections or improvements. These observations do not significantly affect the overall quality of academic record maintenance.

**Recommendations**

- Include the Assignment rubrics in all assignment papers.

**Overall Assessment**

The overall academic documentation and records of the department were found to be well maintained, systematically organized, and satisfactory. The faculty members have demonstrated good compliance with the prescribed academic documentation requirements. The maintenance of a standardized checklist is a commendable practice that supports effective monitoring of records.

Only minor corrections and improvements have been recommended. Overall, the department's performance in academic record maintenance and documentation is appreciable, reflecting a systematic approach towards ensuring academic quality and compliance.

**IQAC ACADEMIC AUDIT – I**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**SUMMARY REPORT**

The IQAC Academic Audit–I was conducted for the Department of Civil Engineering on 31 August 2026 to assess the systematic maintenance and compliance of academic records. The audit covered course files, assessment records, internal mark records, assignment proofs, mentor records, logbooks, and related documentation. Overall, the records were found to be well maintained, organized, and satisfactory, with only minor areas identified for improvement. The audit also highlighted the department's good practice of maintaining a standardized checklist for effective academic record management.

**Audit Observation:**

All faculty members have maintained the required academic records, including Course Files, Assessment Records, Internal Mark Entry Records, Assignment Mark Proofs, and Mentor Records. The records were found to be systematically maintained and available for verification.

**General Improvements / Areas for Improvement:**

**Mentor Record**

- Mentor records are generally maintained, but regular updating of academic performance details, including University examination GPA/CGPA, is required wherever applicable.

**Course File / Logbook / Record Work**

- Course plans, unit completion records, IAT-1, Class Tests, activity/seminar marks and remedial-class records are maintained. Further strengthening is recommended through systematic module-to-unit mapping, regular updating of web portal marks and remedial records, cross-verification with examination schedules, and maintaining assessment rubrics, remedial test papers and evaluation evidence in a complete and consistent manner.
- Question banks, question papers, schemes of valuation, classwork records and test reports are maintained. Periodic reconciliation and verification of entries, along with ensuring the required HoD signatures/approvals and consistency between documented and communicated assessment rubrics, will further improve the accuracy, completeness and audit-readiness of the records.

**Overall Document Verification**

- The overall documentation was found to be appreciable, systematically maintained, and well organized. A proper checklist has been maintained by all faculty members, demonstrating good compliance with the prescribed documentation requirements. The records reflect consistent efforts towards maintaining academic and mentoring documentation. The observations identified are only minor corrections and areas for further improvement, which do not significantly affect the overall quality and effectiveness of the documentation.

**Recommendations**

- Continue the regular maintenance and updating of mentor records, including academic performance details such as University examination GPA/CGPA wherever applicable.
- Ensure systematic mapping of course modules to the prescribed units and periodically verify the course plan and unit completion records.
- Update marks remedial-class records and attendance consistently and within the prescribed timeline.
- Maintain assessment rubrics, remedial test papers, evaluation records, and supporting evidence in a complete and systematic manner.
- Cross-check course-file and logbook entries with examination schedules, assessment records, and communicated academic requirements to ensure consistency.
- Periodically reconcile question banks, question papers, schemes of valuation, classwork records, and test reports for accuracy and completeness.
- Ensure the required HoD signatures/approvals are obtained and maintained in all applicable academic records.

**Overall Assessment**

- The overall assessment was found to be satisfactory and appreciable, with the faculty demonstrating good commitment towards systematic documentation and compliance with the prescribed academic requirements. The records were generally well maintained, organized, and up to date, reflecting consistent efforts in academic planning, student monitoring, assessment, and mentoring activities.



### IQAC ACADEMIC AUDIT– I

#### DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING (CS) SUMMARY REPORT

The IQAC Academic Audit–I was conducted for the Department of Computer Science & Engineering (Cyber Security) on 02 & 03 September 2026 to assess the systematic maintenance and compliance of academic records. The audit covered course files, assessment records, internal mark records, assignment proofs, mentor records, logbooks, and related documentation. Overall, the records were found to be well maintained, organized, and satisfactory, with only minor areas identified for improvement. The audit also highlighted the department's good practice of maintaining a standardized checklist for effective academic record management.

#### **Audit Observation:**

All faculty members have maintained the required academic records, including Course Files, Assessment Records, Internal Mark Entry Records, Assignment Mark Proofs, and Mentor Records. The records were found to be systematically maintained and available for verification.

#### **General Improvements/ Areas for Improvement:**

##### **Mentor Record**

- The recent mentor's name may be updated in the mentor record whenever there is change of mentor.
- PTA meeting and counselling dates/signatures may be ensured wherever applicable.
- Internal assessment and university examination performance are monitored.
- Attendance percentage, low-attendance students, and academically weak/slow learners are identified.

##### **Course File**

- The Scheme of Evaluation for IAT–1 may be included in the course file.
- Faculty signatures may be included in the Nominal Roll wherever required.
- Class Test 2 Paper Needed to Updated.

##### **Logbook/ Record Work**

A few instances were observed where the record-work marks and corresponding hours were not matching. These may be cross-checked and corrected.

#### **Overall Document Verification**

The review indicates that the essential course-file documents are substantially maintained, while a few records and documentation practices require correction and updating. The identified corrections should be completed and verified to ensure that the course files are maintained according to the prescribed requirements.

#### **Recommendations**

- Update mentee or details promptly whenever mentor allocation changes.
- Ensure that PTA/counselling dates and signatures are completed wherever applicable.
- Include the IAT–1 Scheme of Evaluation in the respective course files.
- Ensure faculty signatures are available in the Nominal Roll.
- Cross-check record-work marks and hours in the logbook before final verification..

#### **Overall Assessment**

Overall, the course file review was **satisfactory**, with **minor corrections required**. The faculty should complete the pending documentation, obtain the required student signatures, update the Class Test-2 records, and rectify quality-file corrections. The corrected files should subsequently be verified by the HOD.



IQAC ACADEMIC AUDIT– I

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING  
SUMMARY REPORT

The IQAC Academic Audit–I was conducted for the Department of Computer Science & Engineering on 02 & 03 September 2026 to assess the systematic maintenance and compliance of academic records. The audit covered course files, assessment records, internal mark records, assignment proofs, mentor records, logbooks, and related documentation. Overall, the records were found to be well maintained, organized, and satisfactory, with only minor areas identified for improvement. The audit also highlighted the department's good practice of maintaining a standardized checklist for effective academic record management.

**Audit Observation:**

All faculty members have maintained the required academic records, including Course Files, Assessment Records, Internal Mark Entry Records, Assignment Mark Proofs, and Mentor Records. The records were found to be systematically maintained and available for verification.

**General Improvements/ Areas for Improvement:**

**Mentor Record**

- The recent mentor's name may be updated in the mentor record whenever there is change of mentor.
- PTA meeting and counselling dates/signatures may be ensured wherever applicable.
- Certain faculty members were instructed to update mentor names and remove old mentor lists.
- Parents' meeting updation was required in some records.
- Attendance percentage, low-attendance students, and academically weak/slow learners are identified.

**Course File**

- Several faculty members were instructed to mention the date in the assignments.
- The front page was required to be modified according to the rubrics for the written assessment.
- The instructions were subsequently corrected and verified.
- One faculty member was asked to tick all pages in the IAT answer script in addition to mentioning the assignment date.
- The Scheme of Evaluation sheet was instructed to be maintained in printer format or as a neat sheet.

**Logbook/ Record Work**

A few instances were observed where the record-work marks and corresponding hours were not matching. These may be cross-checked and corrected.

**Overall Document Verification**

The audit identified minor documentation and record-maintenance requirements, mainly concerning assignment dates, assessment documentation, mentor details, parents' meeting records, and duplication of documents. The observations were addressed, and the remarks indicate that the required corrections were corrected and verified.

**Recommendations**

- Update or details promptly whenever mentor allocation changes.
- Ensure that PTA/counselling dates and signatures are completed wherever applicable.
- Include the IAT–1 Scheme of Evaluation in the respective course files.
- Ensure faculty signatures are available in the Nominal Roll.
- Cross-check record-work marks and hours in the logbook before final verification..

**Overall Assessment**

Overall, the course files and academic records were maintained satisfactorily. The audit recommendations were communicated to the concerned faculty members, and the identified observations were subsequently corrected and verified. Continued attention should be given to maintaining updated mentor information, parents' meeting records, dated assignments, assessment documentation, and properly organized course files.



**Date:** 02/09/2026 & 03/09/2026

## IQAC ACADEMIC AUDIT – I

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING SUMMARY REPORT

The IQAC Academic Audit–I was conducted for the Department of Electronics and Communication Engineering on 02 & 03 September 2026 to assess the systematic maintenance and compliance of academic records. The audit covered course files, assessment records, internal mark records, assignment proofs, mentor records, logbooks, and related documentation. Overall, the records were found to be well maintained, organized, and satisfactory, with only minor areas identified for improvement. The audit also highlighted the department's good practice of maintaining a standardized checklist for effective academic record management.

#### **Audit Observation:**

All faculty members have maintained the required academic records, including Course Files, Assessment Records, Internal Mark Entry Records, Assignment Mark Proofs, and Mentor Records. The records were found to be systematically maintained and available for verification.

#### **General Improvements / Areas for Improvement:**

##### **Mentor Record**

- The recent mentor's name may be updated in the mentor record whenever there is a change of mentor.
- PTA meeting and counselling dates/signatures may be ensured wherever applicable.

##### **Course File**

- The Scheme of Evaluation for IAT–1 may be included in the course file.
- Faculty signatures may be included in the Nominal Roll wherever required.

##### **Logbook / Record Work**

A few instances were observed where the record-work marks and corresponding hours were not matching. These may be cross-checked and corrected.

#### **Overall Document Verification**

The overall documentation was found to be appreciable and systematically maintained. A proper checklist has been maintained by all faculty members, indicating good compliance with the prescribed documentation requirements. The observations are only minor corrections/improvements and do not significantly affect the overall quality of documentation.

#### **Recommendations**

- Update mentor details promptly whenever mentor allocation changes.
- Ensure that PTA/counselling dates and signatures are completed wherever applicable.
- Include the IAT–1 Scheme of Evaluation in the respective course files.
- Ensure faculty signatures are available in the Nominal Roll.
- Cross-check record-work marks and hours in the logbook before final verification.
- Continue the existing practice of maintaining a standardized checklist for all academic records.

#### **Overall Assessment**

Overall, the academic documentation and records were found to be well maintained, organized, and satisfactory. The faculty members have demonstrated good compliance with the prescribed documentation requirements. Only minor corrections are recommended, and the overall performance in record maintenance is appreciable.



**IQAC ACADEMIC AUDIT – I**  
**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**  
**SUMMARY REPORT**

The IQAC Academic Audit–I was conducted for the Department of Electrical and Electronics Engineering on 03 September 2026 to assess the systematic maintenance and compliance of academic records. The audit covered course files, assessment records, internal mark records, assignment proofs, mentor records, logbooks, and related documentation. Overall, the records were found to be well maintained, organized, and satisfactory, with only minor areas identified for improvement. The audit also highlighted the department’s good practice of maintaining a standardized checklist for effective academic record management.

**Audit Observation:**

All faculty members have maintained the required academic records, including Course Files, Assessment Records, Internal Mark Entry Records, Assignment Mark Proofs, and Mentor Records. The records were found to be systematically maintained and available for verification.

**General Improvements / Areas for Improvement:**

**Mentor Record**

- The Mentor Records were found to be well maintained, systematically organized, and complete. The required mentoring details and student-related records were properly documented and readily available for verification. No major/minor issues were observed.

**Course File**

- The Course Plan is generally well maintained. As a minor improvement, the planned/proposed date for each test may be clearly mentioned and maintained to facilitate effective academic planning, monitoring, and timely completion of assessments.

**Logbook / Record Work**

- The Theory and Laboratory Log Books are generally well maintained. As a minor improvement, experiment dates may be entered in the designated “Experiments” column to ensure consistency, clarity, and completeness of the laboratory records.

**Overall Document Verification**

The overall documentation was found to be appreciable and systematically maintained. A proper checklist has been maintained by all faculty members, indicating good compliance with the prescribed documentation requirements. The observations are only minor corrections/improvements and do not significantly affect the overall quality of documentation.

**Recommendations**

- In the Course Plan, the planned / proposed date for each test should be clearly mentioned and maintained.
- The dates may be entered in the Experiments column provided in the Laboratory Log Book.

**Overall Assessment**

Overall, the academic documentation and records were found to be well maintained, organized, and satisfactory. The faculty members have demonstrated good compliance with the prescribed documentation requirements. Only minor corrections are recommended, and the overall performance in record maintenance is appreciable.



IQAC ACADEMIC AUDIT– I

DEPARTMENT OF INFORMATION TECHNOLOGY  
SUMMARY REPORT

The IQAC Academic Audit–I was conducted for the Department of Information Technology on 02 & 03 September 2026 to assess the systematic maintenance and compliance of academic records. The audit covered course files, assessment records, internal mark records, assignment proofs, mentor records, logbooks, and related documentation. Overall, the records were found to be well maintained, organized, and satisfactory, with only minor areas identified for improvement. The audit also highlighted the department's good practice of maintaining a standardized checklist for effective academic record management.

**Audit Observation:**

All faculty members have maintained the required academic records, including Course Files, Assessment Records, Internal Mark Entry Records, Assignment Mark Proofs, and Mentor Records. The records were found to be systematically maintained and available for verification.

**General Improvements/ Areas for Improvement:**

**Mentor Record**

- The recent mentor's name may be updated in the mentor record whenever there is a change of mentor.
- PTA meeting and counselling dates/signatures may be ensured wherever applicable.
- Certain faculty members were instructed to update mentor names and remove old mentor lists.
- Parents' meeting updation was required in some records.
- Attendance percentage, low-attendance students, and academically weak/slow learners are identified.
- Indiscipline activities not written in some mentor Card

**Course File**

- Several faculty members were instructed to mention the date in the assignments.
- The front page was required to be modified according to the rubrics for the written assessment.
- The instructions were subsequently corrected and verified.
- The Scheme of Evaluation sheet was instructed to be maintained in printer format or as a neat sheet
- Remedial attendance is Missing
- Hod Signature is also Missing in some Course File

**Logbook/ Record Work**

A few instances were observed where the record-work marks and corresponding hours were not matching. These may be cross-checked and corrected.

**Overall Document Verification**

The audit identified minor documentation and record-maintenance requirements, mainly concerning assignment dates, assessment documentation, mentor details, parents' meeting records, and duplication of documents. The observations were addressed, and the remarks indicate that the required corrections were corrected and verified.

**Recommendations**

- Update or details promptly whenever mentor allocation changes.
- Ensure that PTA/counselling dates and signatures are completed wherever applicable..
- Ensure faculty signatures are available in the Nominal Roll.
- Cross-check record-work marks and hours in the logbook before final verification..

**Overall Assessment**

Overall, the course files and academic records were maintained satisfactorily. The audit recommendations were communicated to the concerned faculty members, and the identified observations were subsequently corrected and verified. Continued attention should be given to maintaining updated mentor information, parents' meeting records, dated assignments, assessment documentation, and properly organized course files.



## **IQAC ACADEMIC AUDIT– I**

### **DEPARTMENT OF MECHANICAL ENGINEERING SUMMARY REPORT**

The IQAC Academic Audit–I was conducted for the Department of Mechanical Engineering on 03.09.2026 to assess the systematic maintenance and compliance of academic records. The audit covered course files, assessment records, internal mark records, assignment proofs, mentor records, logbooks, and related documentation. Overall, the records were found to be well maintained, organized, and satisfactory, with only minor areas identified for improvement. The audit also highlighted the department's good practice of maintaining a standardized checklist for effective academic record management.

#### **Audit Observation:**

All faculty members have maintained the required academic records, including Course Files, Assessment Records, Internal Mark Entry Records, Assignment Mark Proofs, and Mentor Records. The records were found to be systematically maintained and available for verification.

#### **General Improvements / Areas for Improvement:**

##### **Mentor Record**

- The recent mentor's name may be updated in the mentor record whenever there is a change of mentor.
- PTA meeting and counselling dates/signatures may be ensured wherever applicable.

##### **Course File**

- In the subject CME396 – Process planning and cost estimation, HOD sign was missing
- In the subject ME3581 – Metrology and dynamics Lab, HOD sign was missing

##### **Logbook/ Record Work**

- The overall maintenance and updating of logbooks and record work were found to be good.
- The records were maintained systematically and were available for verification

#### **Overall Document Verification**

The overall academic documentation was found to be appreciable, systematic, and well organized. All faculty members have maintained a proper checklist for monitoring the required academic records, reflecting good compliance with the prescribed documentation requirements.

The observations identified during the audit are minor in nature and require only necessary corrections or improvements. These observations do not significantly affect the overall quality of academic record maintenance.

**Recommendations**

- Care must be taken to get HOD sign wherever applicable in course files and log books..

**Overall Assessment**

The overall academic documentation and records of the department were found to be well maintained, systematically organized, and satisfactory. The faculty members have demonstrated good compliance with the prescribed academic documentation requirements. The maintenance of a standardized checklist is a commendable practice that supports effective monitoring of records.

Only minor corrections and improvements have been recommended. Overall, the department's performance in academic record maintenance and documentation is appreciable, reflecting a systematic approach towards ensuring academic quality and compliance.



## **IQAC ACADEMIC AUDIT- I**

### **DEPARTMENT OF MASTER OF ADMINISTRATION (MBA)**

#### **SUMMARY REPORT**

The IQAC Academic Audit – I was conducted in the Department of Master of Administration (MBA) on 03.09.2026 to assess the systematic maintenance, accuracy, and compliance of academic records and related documentation. The audit covered Course Files, Assessment Records, Internal Mark Records, Assignment Mark Proofs, Mentor Records, Logbooks, and other relevant academic documents. Overall, the academic records were found to be well maintained, systematically organized, and satisfactory. The faculty members demonstrated good compliance with the prescribed documentation requirements. Only a few minor areas requiring improvement were identified during the audit. The audit also recognized the department's good practice of maintaining a standardized checklist to ensure effective and consistent academic record management.

#### **Audit Observation:**

All faculty members have maintained the required academic records, including:

- Course Files
- Assessment Records
- Internal Mark Entry Records
- Assignment Mark Proofs
- Mentor Records
- Logbooks and other relevant academic documentation

The records were found to be systematically maintained, properly organized, and readily available for verification during the audit.

#### **General Improvements/ Areas for Improvement:**

##### **Mentor Record**

- The overall maintenance and updating of mentor records were found to be good.
- Parents / Guardians meeting follow – up should be updated whenever required

##### **Course File**

- In the subject MB25026 – Social media web analytics, in IAT-1 answer booklet, the marks were not written in words and staff sign was missing
- In the subject MB25C12 – Strategic management, in IAT-1 answer booklet, parent and staff sign was missing

- In the subject MB25009 – Services marketing, in IAT-1 answer booklet, the marks split up was missing
- In the subject OIM352 – Management science, in IAT-1 answer booklet, the marks split up was missing

### **Logbook / Record Work**

- The overall maintenance and updating of logbooks and record work were found to be good.
- The records were maintained systematically and were available for verification.

### **Overall Document Verification**

The overall academic documentation was found to be appreciable, systematic, and well organized. All faculty members have maintained a proper checklist for monitoring the required academic records, reflecting good compliance with the prescribed documentation requirements.

The observations identified during the audit are minor in nature and require only necessary corrections or improvements. These observations do not significantly affect the overall quality of academic record maintenance.

### **Recommendations**

- Care must be taken while evaluating IAT answer booklets.

### **Overall Assessment**

The overall academic documentation and records of the department were found to be well maintained, systematically organized, and satisfactory. The faculty members have demonstrated good compliance with the prescribed academic documentation requirements. The maintenance of a standardized checklist is a commendable practice that supports effective monitoring of records.

Only minor corrections and improvements have been recommended. Overall, the department's performance in academic record maintenance and documentation is appreciable, reflecting a systematic approach towards ensuring academic quality and compliance.