

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**  
**Internal Quality Assurance Cell**

**INTERNAL ACADEMIC AUDIT AY 20~~25~~ - 20~~26~~**

Name of Department: *Dept. of Automobile Engg*

Date of Audit: *24.09.25*

Name of auditors :

1. *Mr. Ajit Joseph*
2. *Ms. Hitty Koshy*

RATING\*  
 Excellent/Good/Fair/Poor

*Excellent*

Sl. No.	A1 – Files (Academic Files)	RATING*	REMARKS
1	Time table (with tutorials) – Staff arranged in hierarchical order (Ensure Vision - Mission Statement is provided)	<i>E.</i>	<i>updated</i>
2	Internal exam QP (DQAC Approved) with scrutiny and cognitive level	<i>G</i>	
3	List the Innovative Teaching approaches 1. <i>Roleplay -</i> 2. <i>Automotive Transmission - Dem.</i> 3. <i>Ant-Section.</i> 4.	<i>G.</i>	
4	Sample Course File (Previous Semester) - 1. Theory : <i>AUT 402 vehicle dynamics</i> 2. Theory with Tutorial : <i>AUT 402</i> 3. Lab : <i>AUL 334 Automobile Lab.</i> 4. Mini Project : 5. Seminar : 6. Project : <i>AU0415 Project Phase.</i>	<i>G.</i>	
5	SFR (Computation as per NBA, these files for the last 3 years)	<i>E</i>	

Sl. No.	A2 – File (Academic Files)	RATING*	REMARKS
6	Course files of the previous Semester		

Sl. No.	A3 – Files (Academic Files)	RATING*	REMARKS
7	CO-PO Mapping, PSO Statement CO-PSO mapping	G.	
8	PO, PSO attainment	E	
9	Identification of Curriculum Gap (Gaps and course identified to address the POs, PSOs)		
10	Project Details a. List of projects with guides and students b. Project Evaluation Panel, c. Evaluation rubrics d. Split up of evaluation marks e. PO, PSO attainment		
11	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	G.	
12	Add-on or Value Added Courses 1. Manufacturing Processes 1.3.25 2. New Age Interview tools 4.3.25	E.	

Sl. No.	B – Files (Staff Files)	RATING*	REMARKS
13	List of Research funding (a. Internal, b. External) received by the Department 1. 2. 3. 4. 5.	E	
14	List of Consultancy received by the Department 1. 2. 3. 4. 5.	E	
15	List of Collaborative works/research undergoing in the department and outcomes of such works 1. 2. 3. 4. 5.	E.	

16	No. of Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals :	Sci- <del>2</del> Scopus-1	24-25 updated Index Required.
17	No. of Publications: Conference, Books, Book chapters, Articles, etc. : Conf: 1		
18	No. of workshops/ seminars/ conference related to IPR, Research Methodology and Entrepreneurship conducted by the department with list : 1. NA 2. 3. 4.	G.	
19	List of active MoU's and list the activity related to each MoU 1. 2. same as previous 3. 4. 5.	G.	
20	FDP Attended: (a. Outside own college b. Inside own college) Total No. of Faculty attending FDP for the current AY: No. of Faculty attending online FDP: No. of Faculty attending offline FDP: No of Faculty attending FDP in parent institute : No. of Faculty attending External FDP:	S	to be updated.
21	FDP/Conference Organized by the department 1. NA 2.	G	
22	Faculty Awards / Honors: 1. 2. 3. 4. 5.	G.	
23	External Interaction 1. traffic Awarders 2. Road Safety 3. 4. 5.	E.	

Sl. No.	C – Files (Student Files)	RATING*	REMARKS
24	Roll List (for last 3 years)	G	
25	KTU Results and Analysis (Semester-wise)	E	
26	Final Year No. of Students (for last 2 years) : 1. Batch <u>22</u> <u>15</u> 2. Batch <u>20</u> → <u>10</u>	E	
27	Final Year Results and Analysis (for last 2 year)	E	
28	Success Data of Passed Out Batch	G	
29	No. of Student Placements (Proof- for the previous Academic Year) : <u>2</u>	G	Keep consolidated list.
30	No. of Student progressing for Higher Studies (Proof- for the previous Academic Year) : <u>NA</u>		
31	List the Career/Skill Development Programs attended by the students: 1. <u>Myatt's - Training for placements</u> 2. 3. 4. 5.		
32	No. of students attending Career/Skill Development Programs from the department <u>10 + 18 + 21 = 49</u> <u>NA</u>		
33	List of Student Achievements 1. 2. 3. 4. 5.		
34	List of Entrepreneurship / Start ups: 1. 2.		
35	Professional Body Association: 1. <u>SAEINDIA</u> 2.	E	
36	List of activities associated with Professional Body: 1. <u>Industry Institute Interaction</u> 2. <u>SAE SAE'S Activities Launch- 2025</u> 3. 4.	E	

Sl. No.	D – Files (Miscellaneous Files)	RATING*	REMARKS
37	Staff Extension Activities	G	to be updated
38	Staff Duties/Responsibilities	E	
39	Staff/Guest Appointment Details	<del>G</del>	1.
40	Guest Acquaintance (Semester-wise)	—	
41	Department Budget	E	

Sl. No.	In addition to above files, following documents shall also be maintained:	RATING*	REMARKS
42	Course/class committee minutes of meeting and action taken reports for UG/PG	G.	
43	DAB and PAC minutes of meeting and action taken reports	E	
44	Course Diary for all the courses	E	
45	Equipment log registers used in Laboratories	E	
46	Log book for summer and contact courses	—	
47	Question paper and sample answer scripts for assessment of practical courses	E	
48	Details showing the conduct of remedial/minor/honours classes	G	
49	Details of faculty evaluation and action taken on it	G	to be updated
50	Department library register showing volume and title of books, journals etc	G.	
51	Register showing activity points	G	
52	Details of MOOC courses taken by UG/PG students		students not done
53	No. of Students attending MOOC Courses : 1. UG - _____ 2. PG - _____ <i>Not attended last 2 years.</i>		
54	No. of Students completed MOOC Courses : 1. UG - _____ 2. PG - _____ <i>Not Completed.</i>		
55	Details of relevant licensed software available in the department	NA.	

General Comments

Audited by,   
 Mr. Ajit Joseph  
 Hs. Litty Koshy