SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
Internal Quality Assurance Cell

INTERNAL ACADEMIC AUDIT AY 20_25_ - 20_26_

Name of Department: *Dept. of Basic Science & Hum*   Date of Audit: **25/9/25**

Name of auditors :

1. *Mr. Ajit Baseph*

2. *Ms. Littykoshy*

<table>
<tr><td>RATING*
Excellent/Good/Fair/Poor</td></tr>
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Sl. No.	A1 – Files (Academic Files)	RATING*	REMARKS
1	Time table (with tutorials) – Staff arranged in hierarchical order (Ensure Vision - Mission Statement is provided)	*E.*	
2	Internal exam QP (DQAC Approved) with scrutiny and cognitive level	*E.*	
3	List the Innovative Teaching approaches 1. *Team based learning* 2. *Roleplay.* 3. 4.	*E.*	
4	Sample Course File (Previous Semester) - 1. Theory : *4UT300 1EFT.* 2. Theory with Tutorial : 3. Lab : *MAT204,* 4. Mini Project : 5. Seminar : 6. Project :		
5	SFR (Computation as per NBA, these files for the last 3 years		

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	kept in course file.
8	PO, PSO attainment	G	.
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)	E.	
12	Add-on or Value Added Courses 1. Human Rights & duties. 2. Indian constitution	E.	

Sl. No.	B – Files (Staff Files)	RATING*	REMARKS
13	List of Research funding (a. Internal, b. External) received by the Department 1. Development. of Tungsten. 2. Microwave - assisted photo catalytic 3. 4. 5.	E	
14	List of Consultancy received by the Department 1. 2. 3. 4. 5.	NA. —	.
15	List of Collaborative works/research undergoing in the department and outcomes of such works 1. Dr. Nithya Mohan (3) 2. 3. 4. 5.	E.	

16	No. of Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals : Scopus 3dc1 – 1	E.	
17	No. of Publications: Conference, Books, Book chapters, Articles, etc. : Confi2 B.C – 5	E.	
18	No. of workshops/ seminars/ conference related to IPR, Research Methodology and Entrepreneurship conducted by the department with list : 1. Research Methodology – 2. Understanding ksp on IPR – 3. 4.	E.	
19	List of active MoU's and list the activity related to each MoU 1. 2. 3. Same as previous. 4. 5.	E.	
20	FDP Attended: (a. Outside own college b. Inside own college) Total No. of Faculty attending FDP for the current AY: 20 No. of Faculty attending online FDP: 12 No. of Faculty attending offline FDP: 8 No of Faculty attending FDP in parent institute : nel No. of Faculty attending External FDP: 20	E.	
21	FDP/Conference Organized by the department 1. Emerging Trends in Graph Theory. 2.	G-	
22	Faculty Awards / Honors: 1. Dr. Nithija Mohan. 2. 3. 4. 5.	G.	
23	External Interaction 1. Hs. Divya H.S 2. Dr. Sreelekha Maran. 3. Dr. Nithya Mohan. 4. 5.	E.	

Sl. No.	C – Files (Student Files)	RATING*	REMARKS
24	Roll List (for last 3 years) NA		
25	KTU Results and Analysis (Semester-wise) NA		
26	Final Year No. of Students (for last 2 years) : 1. Batch _____ 2. Batch _____ NA		
27	Final Year Results and Analysis (for last 2 year) NA		
28	Success Data of Passed Out Batch NA		
29	No. of Student Placements (Proof- for the previous Academic Year) : NA ·		
30	No. of Student progressing for Higher Studies (Proof- for the previous Academic Year) : NA		
31	List the Career/Skill Development Programs attended by the students: 1. 2. 3. 4. 5. NA -		
32	No. of students attending Career/Skill Development Programs from the department NA ·		
33	List of Student Achievements 1. 2. 3. 4. 5. NA ·		
34	List of Entrepreneurship / Start ups: 1. 2. NA -		
35	Professional Body Association: 1. 2. NA ·		
36	List of activities associated with Professional Body: 1. 2. 3. 4. NA ·		

Sl. No.	D – Files (Miscellaneous Files)	RATING*	REMARKS
37	Staff Extension Activities	E	
38	Staff Duties/Responsibilities	E	
39	Staff/Guest Appointment Details NA	.	
40	Guest Acquaintance (Semester-wise) N A.		
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 NA		
43	DAB and PAC minutes of meeting and action taken reports NA	.	
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	E.	
49	Details of faculty evaluation and action taken on it	—	PPADS to be kept.
50	Department library register showing volume and title of books, journals etc	E.	
51	Register showing activity points	—	
52	Details of MOOC courses taken by UG/PG students	—	
53	No. of Students attending MOOC Courses : 1. UG - _____ 2. PG - _____	—	
54	No. of Students completed MOOC Courses : 1. UG - _____ 2. PG - _____	—	
55	Details of relevant licensed software available in the department	—	

General Comments

Audited by,

Mr. Ajit Joseph.
Ms. Litty koshy