



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

2018-2019



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic and Administrative Audit Report (AAA)

Academic Year : 2018-2019

The following members of external experts are going to conduct an Academic and Administrative Audit (AAA) for the year 2018-2019 on 15.05.2019 from 10.30 am onwards in the college campus as per the following schedule.

S. No	Name of the Auditor	Department to be Audited	Date
1	K. Shankar, Assistant Professor/MATHS C.Abdul Hakeem College of Engineering and Technology, Melvisharam, Arcot.	S&H and MBA	15.05.2019
2	Mr.A.M.Kothandam, Assistant Professor, Ranipettai Engineering College, Thenkadapanthangal, Wallajah, Tamil Nadu.	MECH, CIVIL and Administrative Office	15.09.2019
3	Mr.D.Prabhatharan, Assistant Professor, Electronics and Communication Engineering Adhi Parasakthi College of Engineering, G.B.Nagar, Kalavai- 632506.	ECE,EEE and Exam Cell	15.09.2019
4	Mr.D. Udaya Suriya Rajkumar, Assistant Professor, Computer Science and Engineering, Vemu Institute of Technology, Andhra Pradesh.	CSE ,IT and Library Section	15.09.2019


PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

List of files and Documents Audited

1. Academic Departments - Academic Audit Report
2. Library
3. Exam Cell
4. Office

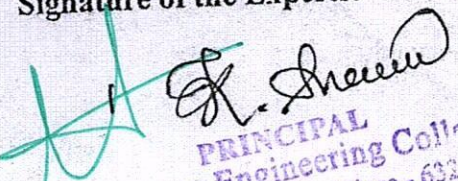
Observations by the Experts:

1. The audit team checked the internal assessment mechanism for the academic year 2018-2019. The assessment has been done as per the guidelines given by the university.
2. The Examination process is progressing smoothly.
3. An adequate number of books and Journals are available in the library.
4. Basic amenities and infrastructure in the college are very good.

Recommendations/ Suggestions:

1. Industry Internships can be made mandatory for all students.
2. More Practical orientation is to be supported through Mini-projects and technical seminars.
3. Students are given good training and placements and it may further be improved.

Signature of the Experts:


PRINCIPAL
Kingston Engineering College
Chittoor, Andhra Pradesh, Vellore - 632002.
Phone: 0416-2330133/134

3 D. Leelakrishna

4. D. Udayasunilraj



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: <i>Information Technology</i>		Date: <i>4/11/2018</i>
Academic Year: <i>2018-2019 (ODD)</i>		
Name of the Audit Members: <i>N. VANITHA, A P I E C E</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>All circulars are available</i>	
Department minutes of meeting file	<i>All department minutes are filed</i>	<i>Documentation is good</i>
Staff work load file	<i>workload available for bo</i>	<i>Documented well.</i>
Time table file	<i>Available</i>	<i>updated copy also filed.</i>
Question bank file	<i>Available for all subjects.</i>	
Result Analysis file	<i>Available</i>	
Course file	<i>Available for all subjects.</i>	<i>sign missing in few course files</i>
Syllabus coverage file	<i>Syllabus coverage status for every week is available.</i>	
Syllabus file	<i>Available.</i>	
Class committee file	<i>Available with minutes</i>	
Master Attendance	<i>Filed and maintained properly</i>	
PTA file	<i>Available</i>	<i>offer letters file for all placed students.</i>

N. Vanitha

Kingston Engineering College
Chittoor Main Road, Vellore - 632 059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	IATS, model exam and all internal test schedules are available	Documentation is good.
Internal question paper file	All question papers are available	
Department events file	Available with reports. documented	well
Department budget file	Available	
Lab stock register	Stock registers updated and available.	
Question paper audit file	All internal test question papers are audited	
Web portal entry file	Available	All web portal entry copies are fi
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Students feedback need to be kept IV and Inter
Academic Calendar file	Available	
Faculty profile	Available	Datasheet need to be updated for few faculty

[Handwritten signature]

N.V. [Signature]
Signature of Audit Member(s)

U.V. [Signature]
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: EEE	Date: 14.11.18	
Academic Year: 2018-2019 (CODD)		
Name of the Audit Members: MS. M. Devika, AP/MSA		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are documented	
Department minutes of meeting file	All meeting minutes are available	Documentation is good
Staff work load file	Available	
Time table file	Available	Revised time table need to be kept
Question bank file	Available for all the subjects	
Result Analysis file	Available for all the classes	Result Analysis after reevaluation need to be kept
Course file	Available	
Syllabus coverage file	Available	need to be arranged date wise
Syllabus file	Available	
Class committee file	Available with Report	Class committee circular missing for some class
Master Attendance	maintained with all entries	
PTA file	Available	

Kingston Engineering College
Chittoor Main Road, Vellore - 632 059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	All Internal exam schedules are filed	updated with all documents
Internal question paper file	Available for all subjects	
Department events file	Available	Feedback samples missing for few events
Department budget file	Available	Budget missing for few events
Lab stock register	Available	Updated
Question paper audit file	All question papers were audited for Internal exams	
Web portal entry file	Available	
Internal marks file	Available	Properly documented
Students Internship/ IV/ Project file	Available. Project batch list need to be included	
Academic Calendar file	Available	
Faculty profile	Available	

Handwritten signature

Handwritten signature

Signature of Audit Member(s)

Handwritten signature
PRINCIPAL
Kingston Engineering College
 Chittoor Main Road, Vellore - 632059.
 Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: MECH		Date: 14.11.18
Academic Year: 2018-19 (OOD)		
Name of the Audit Members: Mr. J. Paul Richardson Gnanaraj AP/ECE		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are available	Need to be arranged datewise
Department minutes of meeting file	Minutes of meeting are recorded and available	
Staff work load file	Work load available file	available
Time table file	Time Table available	
Question bank file	Question bank for all subjects	Past C questions need to be included
Result Analysis file	Result analysis of I year available	
Course file	available for all subjects	Papers need to be arranged datewise
Syllabus coverage file	status of syllabus every week available	
Syllabus file	available	
Class committee file	available with minutes of meeting	
Master Attendance	Filled and maintained properly	
PTA file	Available	offer letter filed for all placed students

W.V. PRASAD
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone: 0416-2297031 / 33 / 34

Internal test schedule	IATs, Model Exam Schedules are available	Documentation is good
Internal question paper file	All Internal test questions are available	
Department events file	Event files with reports are available	Feedback from students need to be filed
Department budget file	Available	
Lab stock register	Stock registers updated and available	
Question paper audit file	All internal test question papers are audited	
Web portal entry file	Web portal entries are filed	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	project batch detail need to be kept
Academic Calendar file	Available	Documented Date wise
Faculty profile	Available	

M.M.

[Signature]
Signature of Audit Member(s)

V.V.
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone: 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: <i>Science and Humanities</i>	Date: <i>31/12/18</i>	
Academic Year: <i>2018-19 (ODD)</i>		
Name of the Audit Members: <i>M Anitha, AP/SE</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>Available</i>	-
Department minutes of meeting file	<i>Available</i>	-
Staff work load file	<i>Available</i>	-
Time table file	<i>Available</i>	-
Question bank file	<i>Available</i>	<i>Need sem/sec specification</i>
Result Analysis file	<i>Available</i>	<i>Need Name list for Absent students alone.</i>
Course file	<i>Available</i>	<i>COPO required with add on details</i>
Syllabus coverage file	<i>Available</i>	-
Syllabus file	<i>Available</i>	-
Class committee file	<i>Available</i>	-
Master Attendance	<i>Available</i>	<i>Batch wise @gregation is good.</i>
PTA file	<i>Available</i>	-

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	Available	-
Internal question paper file	Available	Yearwise segregation required.
Department events file	Available	Report required with format.
Department budget file	Available	Bills required.
Lab stock register	Available	Maintenance report required.
Question paper audit file	Available	-
Web portal entry file	Available	-
Internal marks file	Available	-
Students Internship/ IV/ Project file	Available	Report required with photographs.
Academic Calendar file	Available	-
Faculty profile	Available	-

Mr. [Signature]

[Signature] [Signature]

Signature of Audit Member(s)

U.V. PRINCIPAL
Kingston Engineering College
 Chittoor Main Road, Vellere - 632009.
 Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department:	Master of Business Administration.	Date: 31.12.18
Academic Year:	2018 - 2019 - ODR	
Name of the Audit Members:	E. Kumaresan, AP/Maths Mr. S. Chandrasekhar, AP/Civil.	
List of Files:	Observations	Remarks/ Suggestions
Circular file	All Circulars are available.	Need to be arranged datewise
Department minutes of meeting file	Minutes of meeting are recorded and available.	
Staff work load file	Work load are available.	
Time table file	Time Table available.	
Question bank file	Question banks for all subjects are available.	Part C questions need to be included for all 5
Result Analysis file	Result analysis of I st year available.	
Course file	Available for all Subjects	Papers need to be arranged datewise
Syllabus coverage file	Syllabus coverage status for every week is available.	
Syllabus file	Available.	
Class committee file	Available with minutes of meetings.	
Master Attendance	Filled and maintained properly	
PTA file	Available.	offer letter filled for all PTA student.

U.V. PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	IATs, Model Exam Schedules are available	Documentation is good
Internal question paper file	All internal test question paper are available	
Department events file	Event files with reports are available.	Feedback from students need to be filed
Department budget file	Available	
Lab stock register	Stock registers updated & available.	
Question paper audit file	All internal test question paper are audited & filed	
Web portal entry file	web portal entries are filed	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Project batch detail need to be kept
Academic Calendar file	Available	documentation data was
Faculty profile	Available	

m.v.

Signature of Audit Member(s)

1. *[Signature]*
2. *[Signature]*

u.v.

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Academic Audit Report		
Name of the Department: ECE	Date: 14.11.2018	
Academic Year: 2018-19 ODD		
Name of the Audit Members: Menaka M - HOD/CSE		
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	Need to be arranged datewise
Department minutes of meeting file	Available	Faculty sign to be done in updated copy.
Staff work load file	Available	
Time table file	Available	
Question bank file	Available	Part C questions need to be included
Result Analysis file	Available	
Course file	Available	
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available	One CCM report to be included.
Master Attendance	Available	Long absentees to be marked explicitly off-fee letter filed all placed students
PTA file	Available	

Internal test schedule	Available	GIMT-2 Seating to be included.
Internal question paper file	Available	
Department events file	Available	
Department budget file	Available	
Lab stock register	Available	Receipts for Lab Consumables needed.
Question paper audit file	Available	
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	project batch detail need to be kept
Academic Calendar file	Available	Documented Date wise
Faculty profile	Available	

[Handwritten signature]

[Handwritten signature]
Signature of Audit Member(s)

[Handwritten signature in green ink]

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department:	Computer Science and Engineering	Date: 14/11/18
Academic Year:	2018 - 2019 (ODD)	
Name of the Audit Members:	Dr. S. Deepa Asso. Prof of IEE N. Keerthivarman, AP/MECH	
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circular are documented	
Department minutes of meeting file	All meeting minutes are available	Need to be arranged date wise
Staff work load file	Available	
Time table file	Available	All class Time Tables were documented
Question bank file	Available for all the subjects	
Result Analysis file	Available for all the classes	
Course file	Available	Sign is missing in few course files
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available with report	Documented properly
Master Attendance	Maintained with all entries	
PTA file	Available	offer letter filled for all the students

Principal
Kingston Engineering College
Chittoor Main Road, Vellore - 632 059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	All internal exam schedule are filed	
Internal question paper file	Available for all subjects	
Department events file	Available	Documentation is good
Department budget file	Available	Service and maintenance bill need to be attached
Lab stock register	Available	
Question paper audit file	All question paper were audited	
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Documented well
Academic Calendar file	Available	
Faculty profile	Available.	

my. h

1. S. Deepa

2. N. Deepa

Signature of Audit Member(s)

U. V. H
PRINCIPAL
Kingston Engineering College
 Chittoor Main Road, Vellore - 632009.
 Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: <i>Electrical and Electronics Engineering</i>		Date: <i>17.4.19</i>
Academic Year: <i>2018 - 2019 (Even)</i>		
Name of the Audit Members: <i>MS. N. Devika, AP/MBA</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>All the files are available</i>	
Department minutes of meeting file	<i>Available</i>	
Staff work load file	<i>All files are available</i>	<i>First year load to be included.</i>
Time table file	<i>Time table is scheduled & available</i>	
Question bank file	<i>All subject question bank are available</i>	
Result Analysis file	<i>All files are available</i>	<i>An challenge results to be updated.</i>
Course file	<i>Available</i>	<i>Few subjects only as filing to be changed.</i>
Syllabus coverage file	<i>Syllabus coverage file is available</i>	
Syllabus file	<i>available</i>	
Class committee file	<i>Class committee file available</i>	<i>Properly Maintained.</i>
Master Attendance	<i>maintained Properly & Available</i>	
PTA file	<i>PTA File is Available</i>	

U.V. PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	Internal Test schedule is available	
Internal question paper file	Question Paper file is available	
Department events file	Department events files are available	Invitation - 4-copies only available
Department budget file	Available	To be updated considering financial year
Lab stock register	available	
Question paper audit file	All files are available	
Web portal entry file	Web portal entry File is available	Elective students list needed.
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Few internship certificates needed
Academic Calendar file	Academic calendar file	
Faculty profile	Available	

my. h

M. Jey

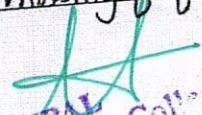
Signature of Audit Member(s)

U.V.
PRINCIPAL
Kingston Engineering College
 Chittoor Main Road, Vellore - 632002.
 Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: Computer science and Engineering	Date: 17.4.19	
Academic Year: 2018 - 2019 (Even)		
Name of the Audit Members: Dr. S. Deepa Asso. Prof / ECE N. Keerthivarman , AP / MECH		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circular are available	
Department minutes of meeting file	Minutes of Meeting are recorded and available	Documentation is good.
Staff work load file	work load available file	
Time table file	Time Table available	All class Time Tables were documented
Question bank file	Question bank for all subjects.	
Result Analysis file	Result analysis of 1 year available.	Result analysis including revaluation docu
Course file	available for all subjects	
Syllabus coverage file	status of syllabus every week available	
Syllabus file	Available	
Class committee file	available with minutes of meeting	Documented properly.
Master Attendance	Filled and maintained properly	
PTA file	Available.	appointment order missing for few students

U.V. 
Principal
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	IATs, Model exam schedules are available	
Internal question paper file	All internal Test questions are available	
Department events file	event files with report are available	Documentation is good
Department budget file	Available	
Lab stock register	stock register update and available	Entries available for all the components purchase
Question paper audit file	All internal Test question papers audited	
Web portal entry file	web portal entries are filed	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	IV report need to be documented
Academic Calendar file	Available	
Faculty profile	Available	

mm.h

1. S. Deep
 2. N. B. [Signature]
 Signature of Audit Member(s)

PRINCIPAL
 Kingston Engineering College
 Chittoor Main Road, Vellore - 632009.
 Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department:	Civil Engineering	Date: 17/4/2019.
Academic Year:	2018-2019 (Even)	
Name of the Audit Members:	S. Sarah, AP/IT	
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	
Department minutes of meeting file	Available	
Staff work load file	Available	
Time table file	Available	Time tables available with Revision.
Question bank file	Available	
Result Analysis file	Available.	
Course file	Sign missing in feeo documents	
Syllabus coverage file	Available	
Syllabus file	Available.	
Class committee file	Available with Action Taken Report	
Master Attendance	Available	Few Sign is missing.
PTA file	Available	

(Signature)
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	Available	
Internal question paper file	Available	
Department events file	Available	
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	Available	
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	
Academic Calendar file	Available	Prepared as per Academic Schedule
Faculty profile	Available	

[Handwritten signature]

[Handwritten signature]

Signature of Audit Member(s)

[Handwritten signature]
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: MECH		Date: 17.4.19
Academic Year: 2018-2019 (Even)		
Name of the Audit Members: Mr. J. Paul Richardson Gnanaraj AP/ECE		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are documented	Need to be arranged datewise
Department minutes of meeting file	All meeting minutes are available	
Staff work load file	Available	
Time table file	Available	Revised time table to be kept
Question bank file	Available for all the subjects	Part C questions need to be included 5 units
Result Analysis file	Available for all the classes	
Course file	Available	Papers need to be arranged datewise
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available with report	
Master Attendance	Maintained with all entries	
PTA file	Available	offer letter filed for all placed students

V.V. 
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	All internal exam schedules are filed	Documentation is good
Internal question paper file	Available for all subjects	
Department events file	Available	Feedback samples missing for few orgns. few
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	All question papers were audited	
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	project batch detail need to be kept
Academic Calendar file	Available	Documented Datewise
Faculty profile	Available	

Handwritten signature

Handwritten signature
Signature of Audit Member(s)

Handwritten signature
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 612059.
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: ECE	Date: 17.04.2019.	
Academic Year: 2018-19 Even		
Name of the Audit Members: Menaka.M - HOD/CSE		
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	Filed in proper Sequence.
Department minutes of meeting file	Available	
Staff work load file	Available	
Time table file	Available	Good file maintenance
Question bank file	Available	
Result Analysis file	Available	
Course file	Available	Sample papers for te need to be minimize
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available	
Master Attendance	Available	Few staff sign to be done.
PTA file	Available	

W.V. 
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	Available	
Internal question paper file	only partial updated.	Need to include PART-2.
Department events file	Available	
Department budget file	Available	
Lab stock register	Available	VLSI Lab registers to be updated.
Question paper audit file	Available	
Web portal entry file	Available	web portal 4 to be included.
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Certificate proofs to be collected for few interest
Academic Calendar file	Available	
Faculty profile	Available	publication details to be included.

Handwritten signature

Handwritten signature
Signature of Audit Member(s)

Handwritten signature

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department:	MASTER OF BUSINESS ADMINISTRATION	Date: 15.09.19
Academic Year:	2018 - 2019 (Even)	
Name of the Audit Members:	Mr. S. Chandrasekar. AP / civ:il. E. Kumarasan. AP / maths	
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are filled	
Department minutes of meeting file	Minutes available for all meetings	Good file maintenance
Staff work load file	Available.	
Time table file	Available	
Question bank file	All questions banks were Documented	
Result Analysis file	Available	
Course file	Available	only three sample paper need to filed for all
Syllabus coverage file	Available	return text
Syllabus file	Available.	
Class committee file	Available for all meetings	
Master Attendance	Maintained for all classes All subject entries are available.	
PTA file	Available.	offer letters filed for all placed student

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	All Test Schedules are filed	
Internal question paper file	Available	need to include IAT-1 questions paper
Department events file	Available	Documentation is good.
Department budget file	Available and verified	
Lab stock register	Available.	
Question paper audit file	All internal question paper were filed	
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	certificate proofs need to be kept for all Intern
Academic Calendar file	Available	
Faculty profile	Available.	Data sheet need to updated for all Faculty.

Handwritten signature

Signature of Audit Member(s)

1. *[Signature]*
2. *[Signature]*

Handwritten signature in green ink

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, V.
Phone : 0416-22



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: <i>Science and Humanities</i>	Date: <i>15/9/2019.</i>	
Academic Year: <i>2018-2019 (Bren)</i>		
Name of the Audit Members: <i>M. ANITHA, APL/CE</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>Available.</i>	<i>-</i>
Department minutes of meeting file	<i>Available</i>	<i>Some -</i>
Staff work load file	<i>Available.</i>	<i>-</i>
Time table file	<i>Available</i>	<i>Need correction/ revision specification.</i>
Question bank file	<i>Available.</i>	<i>-</i>
Result Analysis file	<i>Available</i>	<i>Highlights required.</i>
Course file	<i>Available</i>	<i>Some ^{pages} signature missing.</i>
Syllabus coverage file	<i>Available</i>	<i>Some repeated data (one/two)</i>
Syllabus file	<i>Available</i>	<i>-</i>
Class committee file	<i>Available</i>	<i>Need report for some class/mtg.</i>
Master Attendance	<i>Available</i>	<i>Some faculty signature missing.</i>
PTA file	<i>Available</i>	<i>Count Required.</i>

M. V. S.
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore -
Phone : 0416-2297031

Internal test schedule	Available	-
Internal question paper file	Available	Faculty signature missing in some
Department events file	Available	-
Department budget file	Available	-
Lab stock register	Available	Need detailed data like configuration.
Question paper audit file	Available	-
Web portal entry file	Available	Corrections reflected
Internal marks file	Available	-
Students Internship/ IV/ Project file	Available	-
Academic Calendar file	Available	-
Faculty profile	Available	FDP certificate required.

M.V.

[Signature]
Signature of Audit Member(s)

[Signature]
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632039
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Academic Audit Report		
Name of the Department: <i>Information Technology</i>		Date: <i>17.04.19</i>
Academic Year: <i>2018-2019 (Even)</i>		
Name of the Audit Members: <i>N. Vanitha, A PIECE</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>All circulars are documented</i>	
Department minutes of meeting file	<i>All meeting minutes are available</i>	<i>Documented well.</i>
Staff work load file	<i>Available</i>	
Time table file	<i>Available</i>	<i>Revised time table need to be kept</i>
Question bank file	<i>Available for all the subjects</i>	<i>All Question banks are updated</i>
Result Analysis file	<i>Available for all the classes</i>	
Course file	<i>Available</i>	<i>Documentation is good for all subject</i>
Syllabus coverage file	<i>Available</i>	
Syllabus file	<i>Available</i>	
Class committee file	<i>Available with Report</i>	
Master Attendance	<i>Maintained with all entries</i>	
PTA file	<i>Available.</i>	

N.V.
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

Internal test schedule	All Internal exam Schedules are filed	
Internal question paper file	Available for all subjects	
Department events file	Available	Feedback samples missing for few events.
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	All question papers were audited for	
Web portal entry file	all internal exams Available	
Internal marks file	Available	Internal marks statement for all the classes are files
Students Internship/ IV/ Project file	Available. project batch list need to be included	
Academic Calendar file	Available	
Faculty profile	Available	Few faculty file need to be updated with Recently attended FDPs, workshops.

m.v.

N.V. [Signature]
Signature of Audit Member(s)

N.V. [Signature]

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34