



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

2019-2020



(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>Mechanical Engineering</i> | | Date: <i>18.11.2019</i> |
| Academic Year: <i>2019-2020 (ODD)</i> | | |
| Name of the Audit Members: <i>Aswathy C Nair, AP / CIVIL</i> | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | <i>Available</i> | <i>Few Circular were missing</i> |
| Department minutes of meeting file | <i>Available</i> | <i>All minutes were available</i> |
| Staff work load file | <i>Available</i> | <i>Fully updated & kept</i> |
| Time table file | <i>Available</i> | <i>fully updated</i> |
| Question bank file | <i>Available</i> | <i>Minor Corrections to be done & reported</i> |
| Result Analysis file | <i>Available</i> | <i>fully updated</i> |
| Course file | <i>Available</i> | <i>Sign missing in few Course file</i> |
| Syllabus coverage file | <i>Available</i> | <i>Soft copy was available. Have to file it</i> |
| Syllabus file | <i>Available</i> | <i>Passent with all contents</i> |
| Class committee file | <i>Available</i> | <i>Maintained. Circular for CCM few missing</i> |
| Master Attendance | <i>Available</i> | <i>Updated & kept</i> |
| PTA file | <i>Available</i> | <i>Have to arrange few in date order</i> |

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

| | | |
|---------------------------------------|-----------|-----------------------------------|
| Internal test schedule | Available | updated & kept |
| Internal question paper file | Available | Well maintained |
| Department events file | Available | Reports of few events to be added |
| Department budget file | Available | Well maintained |
| Lab stock register | Available | Well maintained |
| Question paper audit file | Available | updated & kept |
| Web portal entry file | Available | Updated & kept |
| Internal marks file | Available | Updated & kept |
| Students Internship/ IV/ Project file | Available | fully done. |
| Academic Calendar file | Available | fully done |
| Faculty profile | Available | fully done |

[Handwritten signature]

[Handwritten signature]

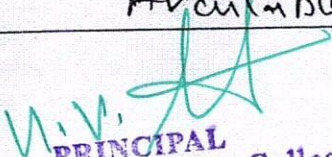
Signature of Audit Member(s)

[Handwritten signature]
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 620 013.
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: Science and Humanities | Date: 18/12/19 | |
| Academic Year: | 2019-2020 (ODD) | |
| Name of the Audit Members: | Dr. S. Deepa, Asst. prof EEE | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | Need to be arranged date wise |
| Department minutes of meeting file | Available | |
| Staff work load file | Available | Faculty sign to be done in updated copy |
| Time table file | Available | |
| Question bank file | Available | Past c questions need to be included |
| Result Analysis file | Available | |
| Course file | Available. | |
| Syllabus coverage file | Available. | |
| Syllabus file | Available | |
| Class committee file | Available for all subject | One ccm report to be included |
| Master Attendance | Available | Long absences to be marked explicitly |
| PTA file | Available. | After letter filed for all placed students |


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

| | | |
|--|-----------|--|
| Internal test schedule | Available | JAT - I Scoring be the include |
| 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 | IV Report Need to be filed |
| Academic Calendar file | Available | Project work detail need to be kept |
| Faculty profile | Available | documented statewise |

mr. h

S. deepa
Signature of Audit Member(s)

W. V. H
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: | Civil Engineering | Date: 14/11/2018 |
| Academic Year: | 2018-2019 (OOD SEM) | |
| Name of the Audit Members: | Mrs. 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 | Tutorial hours to be mentioned |
| Question bank file | Available | |
| Result Analysis file | Available | |
| Course file | Available | |
| Syllabus coverage file | Available | |
| Syllabus file | Available | |
| Class committee file | Available | |
| Master Attendance | Available | |
| PTA file | Available | |


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 | Event Reports are available |
| Department budget file | Available | |
| Lab stock register | Available | |
| Question paper audit file | Available | Questions available with Application level. |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Available | |
| Academic Calendar file | Available | All events, days to be mentioned. |
| Faculty profile | Available | |

my. h

quent

Signature of Audit Member(s)

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



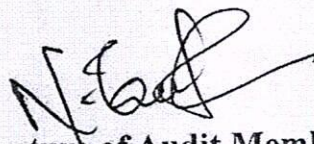
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

| Academic Audit Report | | |
|------------------------------------|--|--|
| Name of the Department: | Civil Engineering | Date: 18.11.19 |
| Academic Year: | 2019 - 2020 (ODD) | |
| Name of the Audit Members: | N. Keerthi Varman AP/MECH | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | All circulars are available | |
| Department minutes of meeting file | All dept. minutes are filed and maintained | Documentation is good |
| Staff work load file | Available | |
| Time table file | Available | All Class Time Tables were documented |
| Question bank file | Maintained for all subjects | |
| Result Analysis file | Available | Result analysis including revaluation document |
| Course file | Available for all subjects | |
| Syllabus coverage file | Maintained every week status | |
| Syllabus file | Available | |
| Class committee file | Maintained with Minutes | Documented properly |
| Master Attendance | Maintained properly | |
| PTA file | Available. | offer letter billed for all the student. |

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

| | | |
|--|---|--|
| Internal test schedule | IATs, Model exam Test schedule available | |
| Internal question paper file | All question paper are available | |
| Department events file | Files are maintained | Documentation is good |
| Department budget file | Available | |
| Lab stock register | Available | Entries available for all the components purcha |
| Question paper audit file | IATs, Model exam QPs are audited | |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Maintained | Documented well |
| Academic Calendar file | Available | |
| Faculty profile | Available. | |

Mr. J

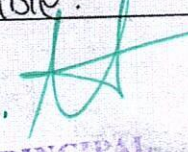

Signature of Audit Member(s)


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: Master of Business Administration | | Date: 18/12/19 |
| Academic Year: 2019-2020 (ODD) | | |
| Name of the Audit Members: M. Anitha A/CE | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | - |
| Department minutes of meeting file | Available with proper action taken date. | - |
| Staff work load file | Available for each semester. | Responsibilities required. |
| Time table file | Available including revision | Room no specification required |
| Question bank file | Available for each semester as per curriculum | - |
| Result Analysis file | Available including revaluation comparison | - |
| Course file | Available for each subject semester | Few sign missing. |
| Syllabus coverage file | Available for each month | - |
| Syllabus file | Available as per regulation | - |
| Class committee file | Available with report | - |
| Master Attendance | Available with proper indication. | Few faculty sign missing |
| PTA file | Available. | Need section wise arrangements. |

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

| | | |
|---------------------------------------|---|--------------------------------|
| Internal test schedule | Available with change in schedule. | Need abbreviated subject name. |
| Internal question paper file | Available sem wise. | - |
| Department events file | Available with reports. | Pre plan report required. |
| Department budget file | Available with proper bill. | - |
| Lab stock register | Available with maintenance report. | - |
| Question paper audit file | Available with report. | - |
| Web portal entry file | Available with regular specification. | - |
| Internal marks file | Available | Need sem wise segregation. |
| Students Internship/ IV/ Project file | Available with report and calculation. | - |
| Academic Calendar file | Available with data. | - |
| Faculty profile | Available with FDP, workshop certificate. | Need patent details. |

Handwritten signature

Handwritten signature
Signature of Audit Member(s)

Handwritten signature
M.V. PRINIPAL
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: | | Date: |
| Electronics & Communication Engineering | | 18.11.2019 |
| Academic Year: | | |
| 2019-2020 (DDD) | | |
| Name of the Audit Members: | | |
| S. POORNIMA AP/PHYSICS S. SARAH, AP/IT | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | Ensure that it is signed by all the heads |
| Department minutes of meeting file | Available | Maintained properly |
| Staff work load file | Available | Individual timetable should be done |
| Time table file | Available | check the timing of each period |
| Question bank file | Available | Check the format |
| Result Analysis file | Available | Title should mention that it is Result Analysis file |
| Course file | Available | Mention the subject |
| Syllabus coverage file | Available | Need to be arranged datewise |
| Syllabus file | Available | Maintained properly |
| Class committee file | Available | Report need to be filed all com |
| Master Attendance | Available | Need to be signed by all faculty men |
| PTA file | Available | All the documents should be filed. |

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

| | | |
|---------------------------------------|--|---|
| Internal test schedule | For all internal exams - Available Schedule | Signed copy has to be filed |
| Internal question paper file | Available | Q.P should be filed |
| Department events file | Available | Event reports need to be filed for all event |
| Department budget file | Available | Date on which the budget is proposed |
| Lab stock register | Available | update the file |
| Question paper audit file | Available | Audit report should be signed by HoD |
| Web portal entry file | Available | Need to be arranged (datewise) |
| Internal marks file | Available | Registers number of students should be entered |
| Students Internship/ IV/ Project file | Available | faculty's acceptance should be attached |
| Academic Calendar file | Available | Ensure that it is a signed copy |
| Faculty profile | Available | check it is updated one |

Handwritten signature

1.
2. *Handwritten signature*

Signature of Audit Member(s)

Handwritten signature
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: EEE | Date: 18.11.19 | |
| Academic Year: 2019-2020 | | |
| Name of the Audit Members: Mr. J. Paul Richardson Gnanaraj AP/ECE | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | All available | Need to be arranged datewise |
| Department minutes of meeting file | All meeting are recorded and available | |
| Staff work load file | work load file available | |
| Time table file | Time Table available | |
| Question bank file | for all subjects available | Part C questions need to be included in all units |
| Result Analysis file | Available | |
| 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 |

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

| | | |
|--|---|---|
| Internal test schedule | Internal Exams Schedules available | Documentation is good |
| Internal question paper file | All are available | |
| Department events file | Event files with report available | Feedback from students need to be filed |
| Department budget file | Available | |
| Lab stock register | Stock register updated and available | |
| Question paper audit file | All Question papers are audited | |
| Web portal entry file | web portal entries are filed | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Available | Project int'l detail need to kept |
| Academic Calendar file | Available | Document Submits |
| Faculty profile | Available . | |

m.v.

[Signature]

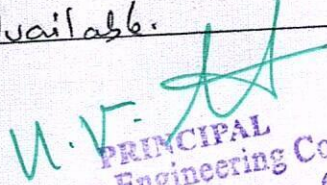
Signature of Audit Member(s)

m.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: | Information Technology | Date: 18-11-2019 |
| Academic Year: | 2019-2020 (ODD) | |
| Name of the Audit Members: | Mr. S. Chandrasekar. AP/Civ. E. | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | All circulars are filled | Filed in proper sequence. |
| Department minutes of meeting file | Minutes available for all meetings | |
| Staff work load file | Available | |
| Time table file | Available | Good - file maintenance |
| Question bank file | All questions banks were documented | |
| Result Analysis file | Available. | |
| Course file | Available | Sample papers for tests need to be minimized. |
| Syllabus coverage file | Available | |
| Syllabus file | Available. | |
| Class committee file | Available for all meetings | |
| Master Attendance | Maintained for all classes All subject entries are available | Few staff sign to be done. |
| PTA file | Available. | |

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

| | | |
|---------------------------------------|---|--|
| Internal test schedule | All Test Schedules are filled | |
| Internal question paper file | Available | Need to include IAT-2. |
| Department events file | Available. | |
| Department budget file | Available and Verified | |
| Lab stock register | Available. | |
| Question paper audit file | All internal question paper were filled | |
| 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 interns |
| Academic Calendar file | Available | |
| Faculty profile | Available. | No. Publications details to be included. |

mm.

Signature of Audit Member(s)

[Handwritten Signature]

U.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: | Computer Science and Engineering | Date: 18.11.2019 |
| Academic Year: | 2019 - 2020 (ODD) | |
| Name of the Audit Members: | M. Devika, AP/MBA N. Vanitha, AP/ECE | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | All circulars are filed | |
| Department minutes of meeting file | Minutes available for all meetings | Documentation good. |
| Staff work load file | Available | |
| Time table file | Available | updated time table need to be kept. |
| Question bank file | All questions banks were documented | |
| Result Analysis file | Available | Result analysis after revaluation need to be kept |
| Course file | Available | |
| Syllabus coverage file | Available | |
| Syllabus file | Available | |
| Class committee file | Available for all meetings | Class Committee circular missing for II |
| Master Attendance | Maintained for all classes. All subject entries are available | |
| PTA file | Available | |

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

| | | |
|---------------------------------------|--|------------------------------|
| Internal test schedule | All test schedules are files | updated with all documents. |
| Internal question paper file | Available | |
| Department events file | Available | Documentation is good. |
| Department budget file | Available and verified | Budget missing for few years |
| Lab stock register | Available | updated. |
| Question paper audit file | All internal question papers were filed. | |
| Web portal entry file | Available. | |
| Internal marks file | Available | properly documents |
| Students Internship/ IV/ Project file | Available | |
| Academic Calendar file | Available | |
| Faculty profile | Available. | |

Handwritten signature

1. M. P. Jey

2. N. V. V. V.

Signature of Audit Member(s)

Handwritten signature in blue ink

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