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Chittoor Main Road, Vellore - 632 059.

2021-2022

Academic and Administrative Audit Report (AAA)

Academic Year: 2021-2022

The following members of External experts going to conduct an Academic and Administrative Audit (AAA) for the year 2021-2022 on 28.07.2022 from 10.00 am in the college campus as per the following schedule.

S. No	Name of the Auditor	Department/Section to be Audited	Date
1	Mr.D.Prabhakaran Assistant Professor Electronics and Communication Engineering Adhi Parasakthi College of Engineering, G.B.Nagar, Kalavai-632506.	ECE, EEE and Administrative office	28.07.2022
2	Dr. K. Shankar, Assistant Professor/MATHS C.Abdul Hakeem College of Engineering College and Technology, Melvisharam, Arcot.	S&H and MBA	28.07.2022
3	Mr.A.M.Kothandam, Assistant Professor, Ranipettai Engineering College, Thenkadapanthangal, Wallajah, Tamil Nadu.	MECH, CIVIL and Exam Cell	28.07.2022
4	Dr. D. Udaya Suriya Rajkumar, Associate Professor Computer Science and Engineering, Global Institute of Engineering and Technology	CSE ,IT and Library Section	28.07.2022


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List of files and Documents Audited

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

Observations by the Experts:

1. For the academic year 2021-22 internal academic audits were conducted by the internal audit team and academic audit Reports are available in every department.
2. The internal assessment mechanism has been followed for the regulation 2021 and 2017 as per the guidelines given by Anna Univer.
3. Faculties are well motivated and aligned with institute goals.
4. Fundamental rules and regulations followed by the college management and department staff members are very good.
5. The Examination process is progressing smoothly.
6. Scholarship given by the Duraimurugan Educational Trust and Government are documented properly.
7. NDLI Club was established and got the certificate.

Recommendations/ Suggestions:

1. Faculties are motivated to publish Books and chapters.
2. The functioning of Research Groups to promote better quality research and publications has been strengthened.

Signature of the Experts:

1 D. Jeebatha

2 S. Sreeni

3 A.M. Kothandaram

4 D. Udayasunil

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Academic Audit Report		
Name of the Department: <i>Electrical and Electronics Engineering</i>		Date: <i>23/12/2021</i>
Academic Year: <i>2021-2022 (ODD)</i>		
Name of the Audit Members: <i>N. Vanitha, AP/ECE</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>Available</i>	<i>Need to be arranged.</i>
Department minutes of meeting file	<i>Minutes of meetings are filed</i>	<i>All meeting minutes available</i>
Staff work load file	<i>Available</i>	
Time table file	<i>Available.</i>	<i>updated time table need to be kept</i>
Question bank file	<i>Available for all subjects</i>	
Result Analysis file	<i>Available</i>	
Course file	<i>Available for all subjects.</i>	
Syllabus coverage file	<i>Available</i>	<i>Need to be arranged department wise</i>
Syllabus file	<i>Available</i>	
Class committee file	<i>Available with Report</i>	
Master Attendance	<i>Maintained with all entries</i>	<i>Few faculty sign missing.</i>
PTA file	<i>Available</i>	<i>Office letter didn't filed for few students</i>

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Internal test schedule	All test Schedules are filed	Need to be arranged datewise
Internal question paper file	All internal question papers are available	
Department events file	Events file is available	
Department budget file	Available	
Lab stock register	Available	Entry done for all the components purchase
Question paper audit file	All question papers are audited and filed	
Web portal entry file	All entry documents are filed	
Internal marks file	Available	Filed for all classes
Students Internship/ IV/ Project file	Available	Reports for IV and Internship need to file
Academic Calendar file	Available	
Faculty profile	Available for all faculty	Data Sheet need to be updated for faculty

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

N.V. [Signature]

N.V. [Signature]
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Academic Audit Report		
Name of the Department: <i>Science and Humanities</i>		Date: <i>23/03/22</i>
Academic Year: <i>2021-2022 (ODD)</i>		
Name of the Audit Members: <i>Dr. N. Shankarganesh, Prof) MECH Mrs. S. Sarah, AP/IT, Mrs. B. Thulasi Brindha, AP/EE</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>All circulars are available</i>	
Department minutes of meeting file	<i>Available</i>	
Staff work load file	<i>Work load for ODD & Even Sem available</i>	<i>well organized</i>
Time table file	<i>Time table for ODD & Even Sem are available</i>	<i>well organized.</i>
Question bank file	<i>Available</i>	<i>Separate file semester wise arrange</i>
Result Analysis file	<i>Result Analysis available</i>	
Course file	<i>For all subjects available</i>	<i>Marks list to be arranged Test wise</i>
Syllabus coverage file	<i>Weekly syllabus coverage status available</i>	
Syllabus file	<i>Available</i>	<i>Elective syllabus has to be included</i>
Class committee file	<i>Available</i>	
Master Attendance	<i>Filled & available</i>	
PTA file	<i>Available</i>	

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Internal test schedule	Test schedules are available	
Internal question paper file	All Test question papers are available	
Department events file	Event reports are available.	Feedback analysis is corrected.
Department budget file	Available	
Lab stock register	Stock registers are available	consumables to be included
Question paper audit file	All question papers are audited & filed	
Web portal entry file	Available	well organized
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Few certificates need to be included
Academic Calendar file	Available	
Faculty profile	Available	well organized.

Signature of Audit Member(s)

- 1.
- 2.
- 3.

M.V.

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Academic Audit Report		
Name of the Department: Mechanical Engineering	Date: 23/12/21	
Academic Year: 2021-2022		
Name of the Audit Members: M. Grayathri HOD/MBA (ODD)		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are documented	Documentation is good
Department minutes of meeting file	All meeting minutes are available	All meeting minutes are documented
Staff work load file	Available	
Time table file	Available	Updated time table need to be kept.
Question bank file	Available for all the subjects	
Result Analysis file	Available for all the classes	Revaluation result analysis need to kept
Course file	Available	Sample papers for test need to be maintained
Syllabus coverage file	Available	
Syllabus file	Available with report	
Class committee file	Maintained with all entries	
Master Attendance	entries with all available	sign missing for few subjects
PTA file	Available	

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Internal test schedule	All internal exam schedules are filed	
Internal question paper file	Available for all subject except IAT-I	Need to include for IAT-I
Department events file	Available	
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	All question papers were audited	Documents are properly documented
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	IV student feedback report need to be kept
Academic Calendar file	Available	
Faculty profile	Available	

M. Jayanthi
Signature of Audit Member(s)

M.V. A

M.V. A

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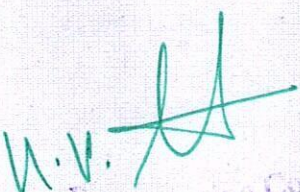
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Academic Audit Report		
Name of the Department: <i>ELECTRONICS AND COMMUNICATION</i>		Date: <i>20/07/2022</i>
Academic Year: <i>2021 - 2022 (Even)</i>		
Name of the Audit Members: <i>Mrs. S. PRIYA, AP/CSE</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>All circulars are filed</i>	
Department minutes of meeting file	<i>All dept. minutes are maintained</i>	
Staff work load file	<i>Available</i>	<i>Responsibilities required</i>
Time table file	<i>Properly maintained</i>	
Question bank file	<i>Available for all subjects</i>	
Result Analysis file	<i>Available</i>	<i>Maintained with updated results</i>
Course file	<i>Available for all subjects</i>	
Syllabus coverage file	<i>Status maintained for every week.</i>	
Syllabus file	<i>Available</i>	
Class committee file	<i>Maintained with minutes</i>	
Master Attendance	<i>Filled and maintained Properly.</i>	<i>Few sign missing</i>
PTA file	<i>Available</i>	<i>Need Arrangement</i>

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Internal test schedule	Schedule maintained for all IATs, Model Exams	Revised Schedule also available
Internal question paper file	All IATs, Model Exam QP are available	Semwise Available
Department events file	Available with reports	-
Department budget file	Available	Supporting bills maintained
Lab stock register	Stock registers are updated & Available	-
Question paper audit file	All IATs, Model Exam QPs are audited	
Web portal entry file	Maintained for each entry, Available	
Internal marks file	Available	Maintained Semester wise
Students Internship/ IV/ Project file	Updated and Available	
Academic Calendar file	Available	
Faculty profile	Available	FDPs, Workshop Certificates Maintained


 Signature of Audit Member(s)


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Academic Audit Report		
Name of the Department:	Information Technology	Date: 23/12/21
Academic Year:	2021-2022 (ODD)	
Name of the Audit Members:	Mr. S. Balaji, AP/CSE	
List of Files:	Observations	Remarks/ Suggestions
Circular file	Circular file Available & Verified	
Department minutes of meeting file	Available	
Staff work load file	ODD Sem and Even Sem workload Available	
Time table file	Time table file Available	
Question bank file	Available	University Question Bank available.
Result Analysis file	Available	
Course file	Available	
Syllabus coverage file	Available	Unit wise syllabus coverage details are given
Syllabus file	Available	"
Class committee file	Available	"
Master Attendance	Available	Master Attendance All entries are filed.
PTA file	Available	

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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	
Faculty profile	Available	

Signature of Audit Members(s)

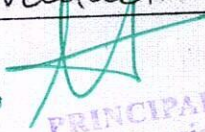
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Academic Audit Report		
Name of the Department: ECE	Date: 23/12/21	
Academic Year: 2021-2022 (ODD)		
Name of the Audit Members: Menaka.M		
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	
Department minutes of meeting file	Available	
Staff work load file	Available	
Time table file	Available	Revised time table need to be kept
Question bank file	Available	Few subject formats to be refined.
Result Analysis file	Available	
Course file	Available	1 course file pending (faculty in leave)
Syllabus coverage file	Available	
Syllabus file	Available	Regulations copy to be updated.
Class committee file	Available	
Master Attendance	Available	Maintained properly.
PTA file	Available	

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Internal test schedule	Available	Discontinued Student Count to be removed for seating
Internal question paper file	Available	
Department events file	Available	
Department budget file	Available	Lab equipments approved copy of letters to be included.
Lab stock register	Available	
Question paper audit file	Available	PAT-1:1 Subject audit sheet not available
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Consolidation given properly.
Academic Calendar file	Available	
Faculty profile	Available	profile to be updated for newly joined faculty

U. Venkatesh
Signature of Audit Member(s)

U. V. A

U. V. A

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Academic Audit Report		
Name of the Department: Computer Science and Engineering	Date: 23/12/21	
Academic Year: 2021-2022 (ODD)		
Name of the Audit Members: Mrs. M. Rathika, MOD /ECE Dr. S. Deepa, Prof /EEE		
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	need to be arranged data-wise
Department minutes of meeting file	Available	
Staff work load file	Available	
Time table file	Available	
Question bank file	Available	Partic questions need to be included to all units
Result Analysis file	Available for all classes (reports)	
Course file	Available	Papers need to be arranged data-wise
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available	
Master Attendance	Available	
PTA file	Available	Other letters filed for all placed students

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Internal test schedule	Available	Documentation is good
Internal question paper file	Available	
Department events file	Available	Feedback from students need to be fil
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	Need to be filed
Academic Calendar file	Available	Documented data like.
Faculty profile	Available	

1. M. [Signature]

2. S. Deepa

Signature of Audit Member(s)

U. V. [Signature]

U. V. [Signature]

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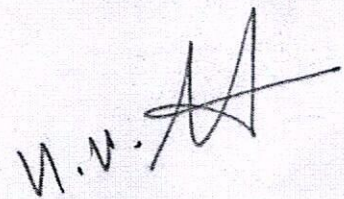
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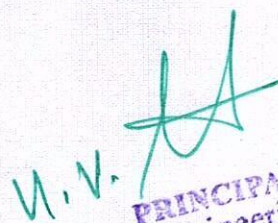
Academic Audit Report		
Name of the Department: ELECTRONICS AND COMMUNICATION ENGINEERING		Date: 23/12/2021
Academic Year: 2021 - 2022 (ODD)		
Name of the Audit Members: Mrs. S. PRIYA, AP/CSE		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are maintained	
Department minutes of meeting file	All department minutes are maintained	
Staff work load file	Available	Updated file is maintained
Time table file	Available	Maintained with semwise
Question bank file	Available for all subjects	
Result Analysis file	Available	Area details required
Course file	Available for all subjects	Few signs missing
Syllabus coverage file	States for every week are maintained	
Syllabus file	Available	Maintained for all regulations (21)
Class committee file	Maintained with minutes	
Master Attendance	Updated and maintained properly	
PTA file	Available	-

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Internal test schedule	IATs, Model Exam & Schedule are maintained	Properly maintained
Internal question paper file	All question papers are maintained	-
Department events file	Available with reports	Can include more photographs
Department budget file	Available	Maintained with bills
Lab stock register	Updated and maintained properly	
Question paper audit file	IATs, Model Exam & QP are audited	Modified QP maintained
Web portal entry file	Available	-
Internal marks file	Available	-
Students Internship/ IV/ Project file	Available	Summary sheet Semwise need to be maintained
Academic Calendar file	Available	-
Faculty profile	Available	Recent certificates to be included.


Signature of Audit Member(s)


V.V.A.


V.V.A.

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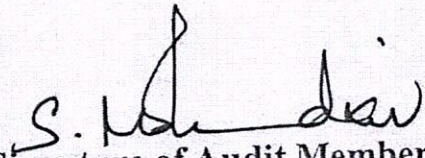


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Academic Audit Report		
Name of the Department:	Master of Business Administration	Date: 23/03/22
Academic Year:	2021 - 2022 (ODD)	
Name of the Audit Members:	S. Mahendiran, HOD/MECH	
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are filed	Need to be arranged.
Department minutes of meeting file	Department minutes available for all meeting	
Staff work load file	Available	
Time table file	Available	
Question bank file	Available for all subjects	Blooms taxonomy missing in few question bank
Result Analysis file	Available	
Course file	Available for all subjects.	
Syllabus coverage file	Available.	Syllabus coverage filed for all the classes
Syllabus file	Available	
Class committee file	Available with reports	Report need to be filled for CCM-I
Master Attendance	Maintained with all entries	
PTA file	Available	offer letters filed for all the stud

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Internal test schedule	Available	
Internal question paper file	Available for all the subjects	
Department events file	Available	
Department budget file	Available.	Budget missing for few events.
Lab stock register	Available for all lab subjects	
Question paper audit file	Available for all subjects	
Web portal entry file	Available	Web portal entry copy available for all classes
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Internship Report need to be collected from Stu
Academic Calendar file	Available	
Faculty profile	Available.	


 Signature of Audit Member(s)

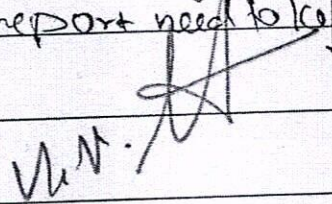

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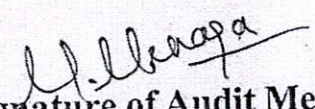


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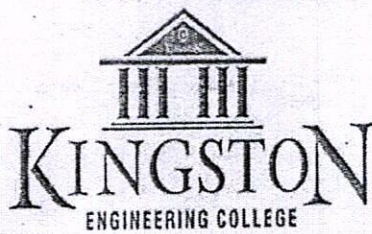
Academic Audit Report		
Name of the Department:	ECE	Date: 20/07/22
Academic Year:	2021-2022 (Even)	
Name of the Audit Members:	Menaka.M	
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	Need to be arranged date wise
Department minutes of meeting file	Available	Need to check updation with time-table.
Staff work load file	Available	
Time table file	Available	Number of Co parameters to be alligned with units.
Question bank file	Available	
Result Analysis file	Available	Blooms taxonomy mixing info. Ranker
Course file	Available	Results analysis after reevaluation need to be neatly done.
Syllabus coverage file	Available	Class committee meeting report 21/07/22
Syllabus file	Available	
Class committee file	Available	
Master Attendance	Available	
PTA file	Available	

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Internal test schedule	Available	
Internal question paper file	Available	
Department events file	Available	Guest acknowledgment needed for an event.
Department budget file	Available	Budget utilization to be prepared.
Lab stock register	Available	
Question paper audit file	Available	
Web portal entry file	Available	AU schedule copy needed
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Student feedback report need to kept ^{to} 10
Academic Calendar file	Available	
Faculty profile	Available	U.N. 


Signature of Audit Member(s)


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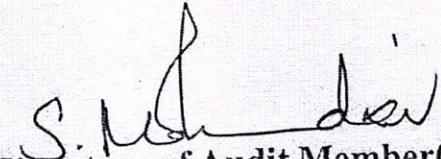


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Academic Audit Report		
Name of the Department: <i>Master of Business Administration</i>	Date: <i>20/7/22</i>	
Academic Year: <i>2021-2022 (Even)</i>		
Name of the Audit Members: <i>Mr. S. Mahendiran, HOD/MECH</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>All circulars are available</i>	<i>Documentation is good.</i>
Department minutes of meeting file	<i>All Minutes are filed</i>	<i>All minutes are documented well.</i>
Staff work load file	<i>Available</i>	
Time table file	<i>Available</i>	<i>updated time-table need to be kept</i>
Question bank file	<i>Question bank for all subjects are available</i>	
Result Analysis file	<i>Available</i>	<i>Revaluation result analysis need to be kept</i>
Course file	<i>Course file for all subjects are available</i>	
Syllabus coverage file	<i>Available</i>	<i>Need to be arranged database</i>
Syllabus file	<i>Available</i>	
Class committee file	<i>Available with Report</i>	
Master Attendance	<i>Maintained properly</i>	<i>Sign missing for few subjects.</i>
PTA file	<i>Available</i>	

M.V. [Signature]
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Internal test schedule	Internal Test Schedule is available for all subjects	
Internal question paper file	Question paper available for all internal exams	
Department events file	Available	All events documents are filed.
Department budget file	Available	
Lab stock register	Maintained for all Labs.	
Question paper audit file	Audit done for all internal exam question papers.	Documents are properly documented.
Web portal entry file	All web portal entry details are filed.	
Internal marks file	Filed for all the classes	
Students Internship/ IV/ Project file	Available	Student feedback report need to be kept for:
Academic Calendar file	Available	
Faculty profile	Available	V.V.


 Signature of Audit Member(s)


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Academic Audit Report		
Name of the Department: Computer Science and Engineering		Date: 20/07/22
Academic Year: 2021-2022 (EVEN)		
Name of the Audit Members: Dr. S. Deepa, Prof EEE M. Rathika, HOD ECE		
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	Documentation is good
Department minutes of meeting file	Available	All minutes are documented well
Staff work load file	Available	
Time table file	Available	Updated time table need to be kept
Question bank file	Available	
Result Analysis file	Available with Report	Need to be arranged
Course file	Maintained with all entries	datawise.
Syllabus coverage file	Available	need to be arranged datawise
Syllabus file	Available	
Class committee file	Available	
Master Attendance	Available	Sign missing for few subjects
PTA file	Available.	

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

Internal test schedule	Available	Arrange the file in order
Internal question paper file	Available	
Department events file	Available	All events documents are filed
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	Available	Documents are properly documented
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Batch List need to kept
Academic Calendar file	Available	
Faculty profile	Available	N.V.

1. S. S. S. S. S.
 2. M. M. M. M. M.
 Signature of Audit Member(s)

N.V. 
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Academic Audit Report		
Name of the Department:	Science & Humanities	Date: 20/07/22
Academic Year:	2021-2022 (Even)	
Name of the Audit Members:	Dr. S. Shankar Ganesh, Prof / Mech, S. Sarah, AP/IT, B. Thulasi Brindha, AP/EEE	
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	
Department minutes of meeting file	Available	
Staff work load file	Available	
Time table file	Available	
Question bank file	Available	
Result Analysis file	Available	
Course file	Available	Well Documented
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available with action taken Report	
Master Attendance	Filled all entries	
PTA file	Available	

N.V.
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Internal test schedule	Internal Schedules available	
Internal question paper file	Available	
Department events file	Available	
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	Audited file available	
Web portal entry file	Available	
Internal marks file	Available	
Students Internship/ IV/ Project file	Reports Available	Outcomes to be added
Academic Calendar file	Available	
Faculty profile	Available for all faculty	U.V. ✓

1. *[Signature]*
2. *[Signature]*
3. B. *[Signature]*
Signature of Audit Member(s)

U.V. ✓
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Academic Audit Report		
Name of the Department: Mechanical Engineering		Date: 20/7/22
Academic Year: 2021-2022 (Even)		
Name of the Audit Members: Mrs. M. Gayathri, HOD / MBA		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are available	Filed in proper sequence
Department minutes of meeting file	minutes of meeting are recorded & available	Documentation is good
Staff work load file	work load available	
Time table file	Time Table available	updated time table need to be kept.
Question bank file	Question bank for all subject	
Result Analysis file	Result analysis of 1 year available	
Course file	available for all subject	Sample papers for tests need to be minimized
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	Few staff sign to be done.
PTA file	Available	

M.V. PRINCIPAL
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Internal test schedule	IATs, model Exam schedules are available	updated with all document
Internal question paper file	All internal test question are available	
Department events file	event files with supported are available	Documentation is good
Department budget file	Available	
Lab stock register	stock register updated and available	updated.
Question paper audit file	All internal test question papers are audited	
Web portal entry file	web posted entries are filed.	
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	certificate reports to be collected for internships
Academic Calendar file	Available	
Faculty profile	Available	

M. Jayothi
Signature of Audit Member(s)


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Academic Audit Report		
Name of the Department: <u>Electrical and Electronics Engg.</u> A. Vanitha Engg.		Date: <u>20/07/22</u>
Academic Year: <u>2021 - 2022 (Even)</u>		
Name of the Audit Members: <u>N. Vanitha, AP/ECE</u>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are filed	
Department minutes of meeting file	Minutes available for all meetings	Documentation is good.
Staff work load file	Available	
Time table file	Available	All class time tables were documented
Question bank file	All subject question banks are documented	
Result Analysis file	Available	Result analysis including Revaluation document
Course file	Available for all subjects	
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 filed for all the students

N. V.

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Internal test schedule	Available for all tests	
Internal question paper file	Available for all subjects	
Department events file	Available	Documentation is good.
Department budget file	Available and verified	
Lab stock register	Maintained for all Labs	Entries available for all the component purchase
Question paper audit file	Available and all internal question papers 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	

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

N. V. [Signature]
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Academic Audit Report		
Name of the Department: <i>Information Technology</i>		Date: <i>20/07/22</i>
Academic Year: <i>2021 - 2022 (Even)</i>		
Name of the Audit Members: <i>Mr. S. Balaji</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>maintained</i>	
Department minutes of meeting file	<i>Details are verified.</i>	
Staff work load file	<i>Available</i>	<i>ODD sem & Even sem workload file.</i>
Time table file	<i>maintained</i>	
Question bank file	<i>Available</i>	
Result Analysis file	<i>Available & verified</i>	
Course file	<i>maintained</i>	
Syllabus coverage file	<i>Available</i>	-
Syllabus file	<i>Available</i>	
Class committee file	<i>maintained</i>	<i>Class committee minutes & action taken described</i>
Master Attendance	<i>Filled with Attendance details.</i>	
PTA file	<i>Available</i>	

U.V. **PRINCIPAL**
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Internal test schedule	Available	
Internal question paper file	Maintained	Question paper file contains University
Department events file	Maintained	
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	Maintained	
Web portal entry file	Maintained & Verified	
Internal marks file	Available	Internal Assessment details are given
Students Internship/ IV/ Project file	details maintained	
Academic Calendar file	Available	
Faculty profile	Maintained	

Signature of Audit Member(s)

N.V.

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