APJ Abdul Kalam Technological University
CET Campus, Thiruvananthapuram
Kerala -695016
India

Academic Audit Report
2021 - 2022

Basic Details

Institution	**LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA**
First Auditor Name	**K B RADHAKRISHNAN**
Second Auditor Name	
Visit	**First**
Semester Type	**Even**

College Specific Assessments

Key Aspects	Rating	Auditor Remarks	Principal's Response
Compliance to the Academic Calendar of KTU (A)	Excellent(5)	Meetings held and minutes maintained.	
Functioning of students grievances and appeal committee (A)	Fair(3)	Last meeting held on 15.12.2021. No complaints discussed.	
Functioning of Academic Discipline Welfare committee (A)	Fair(3)	Last meeting held on 30.10.2019. No complaints discussed and general discussion held.	
Average student to faculty ratio (A)	Excellent(5)	SFR is 1.067; More than one-third of the total number of faculty in the college is contract/guest faculty.	
Faculty Retention (A)	Excellent(5)	SFR greater than 1.	
Faculty Qualification Index (A)	Good(4)	Faculty qualification index is 5.907	

Number of qualified technical staff (A)	Good(4)	Total 18 technical staff available, of which 8 are having Mechanical trade ITI/Diploma qualifications. But Mechanical Engineering B.Tech/M.Tech batch is not available in the college.	
Facility of central library with respect to volume and title of books, online print journals (A)	Good(4)	No. of Book volumes is 21446 including general books. Online journal services of Elsevier provided by KTU is available; E books- Pearson- 553 titles available	
Functioning of IQAC and Progress of IQAC report uploading (A)	Good(4)		
Institution Budget (A)	Fair(3)	Audited report not available and budget process & utilization not evident.	
Details of central computing facility (A)	Excellent(5)		
Principals response on previous audit reports (A)	Excellent(5)		

Student Interaction

Key Aspects	Rating	Auditor Remarks	Principal's Response
Syllabus coverage (B)	Good(4)	Student expressed dissatisfaction on the syllabus coverage for some of the courses in S4 EC	
Lab Facility and conduct of Labs (B)	Fair(3)	Insufficient lab staff (3 lab staff were changed in a semester in CS department), No action has been taken inspite of reporting the matter. Obselete equipments/computers. Faculties have not been made available right from the begining in CS department	
Co-curricular facility (B)	Good(4)	Participation of students in activities held outside the state and within the state may be improved.	
Extra-curricular facility (B)	Good(4)	Inadequate sports facilities	
Transferring all intimation from University in time (B)	Excellent(5)	Whatsapp groups of faculty adviser and the students available	
Approach of the management in addressing student grievance (B)	Fair(3)	May be improved. Students do not have the knowledge of the various platforms/committees for raising their complaints/grievances.	
Availability of Faculty for all subjects (A)	Good(4)	Students reported that faculties were not engaged right from the begining in some departments.	

Key Aspects	Rating	Auditor Remarks	Principal's Response
Any other remarks (C)	Good(4)	Students reported about the insufficient number of washroom facilities, issues with their cleanliness and upkeep, inadequate reprographic facilities, non-availability of canteen facilities, approach of the management in addressing student grievances and the delay in processing the refund of fee due to the change of admission quota of the students.	
Extra fees/fine imposed on students (B)	Excellent(5)		

B.Tech

No of B.Tech Students	1243

CIVIL ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Meetings held and minutes maintained with general agenda points.	
Advisory meetings and action taken report (B)	Good(4)	It is advisable to discuss the grievances of students in the meeting and the same may be brought to the notice of the respective committees of the college.	
Syllabus coverage as per course plan (B)	Excellent(5)		
Conduct of Tutorial Classes (B)	Good(4)	No separate tutorial classes conducted.	

Evaluation of Answer Scripts (A):	Good(4)	Quality of question paper may be vetted by a competent committee and approved by DQAC. Compliance of the questions with the COs and the assessment tools may be properly vetted by the competent committees and get the same approved by DQAC.	
Conduct of practical courses (B)	Excellent(5)	As per guidelines	
Evaluation of students performance in practical classes (A):	Excellent(5)	As per guidelines	
Facility to do experiments in the lab (A)	Excellent(5)		
Conduct of remedial/minor/honours classes (B)	Good(4)		
Maintenance of course diary (A)	Excellent(5)		
Assessment of Outcomes (A)	Good(4)	Finalization of COs, CO-PO mappings, assessment procedures, use of tools, evaluation methods, analyzing the attainment of outcomes and action taken based on the attainment need further improvement.	
Faculty evaluation amp remarks of the HoD (A)	Good(4)	Feedback on different parameters is collected but the action taken and the resulted change in performance of faculty may also be reported.	
Conduct of Seminar, Mini project, Project amp Thesis (A)	Good(4)	Attainment of outcomes for the Project evaluation/seminar for the POs may be done using proper rubrics.	

Key Aspects	Rating	Auditor Remarks	Principal's Response
Computing facility in the department (A)	Excellent(5)		
Facility for co-curricular and extracurricular activities (B)	Good(4)	Isolated complaints reported about lack of support for the arts and cultural events.	
Students attending MOOC or other online courses (B)	Good(4)	A few students completed online/MOOC. Further scope for improvement	

COMPUTER SCIENCE & ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Good(4)	Meetings held and minutes with general agenda were held but the meeting to finalize the sessional marks without the presence of students has not been held. Finalized lesson plan with COs, CO-PO mapping and delivery of classes may be discussed in the first meeting.	
Advisory meetings and action taken report (B)	Good(4)	It is advisable to discuss the grievances of students in the meeting and the same may be brought to the notice of the respective committees of the college.	
Syllabus coverage as per course plan (B)	Excellent(5)		
Conduct of Tutorial Classes (B)	Good(4)	No separate tutorial classes conducted.	
Evaluation of Answer Scripts (A):	Good(4)	Quality of question paper is assessed by a separate committee but needs improvement for proper assessment and evaluation of attainments. Tools for assessment of outcomes may be improved.	

Conduct of practical courses (B)	Good(4)	As per guidelines.	
Evaluation of students performance in practical classes (A):	Excellent(5)		
Facility to do experiments in the lab (A)	Good(4)	Students reported about the inadequate number of good quality equipment/computers.	
Conduct of remedial/minor/honours classes (B)	Good(4)		
Maintenance of course diary (A)	Excellent(5)		
Assessment of Outcomes (A)	Good(4)	Finalization of COs, CO-PO mappings, assessment procedures, use of tools, evaluation methods, analyzing the attainment of outcomes and action taken based on the attainment need further improvement..	
Faculty evaluation amp remarks of the HoD (A)	Good(4)	Feed back on different parameters is collected but the action taken and the resulted change in performance of faculty may also be reported.	
Conduct of Seminar, Mini project, Project amp Thesis (A)	Good(4)	Attainment of outcomes of the Project evaluation/seminar for the POs may be done using proper rubrics.	
Computing facility in the department (A)	Excellent(5)		
Facility for co-curricular and extracurricular activities (B)	Good(4)	Isolated complaints reported about lack of support for the arts and cultural events.	

Students attending MOOC or other online courses (B)	Good(4)	A few students completed online/MOOC. Further scope for improvement	

ELECTRONICS & COMMUNICATION ENGG-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Meetings held and minutes with general discussion were held but the meeting to finalize the sessional marks without the presence of students has not been held.	
Advisory meetings and action taken report (B)	Good(4)	It is advisable to discuss the grievances of students in the meeting and the same may be brought to the notice of the respective committees of the college.	
Syllabus coverage as per course plan (B)	Excellent(5)		
Conduct of Tutorial Classes (B)	Good(4)	No separate tutorial classes conducted.	
Evaluation of Answer Scripts (A):	Good(4)	Quality of question paper may be vetted by a competent committee and approved by DQAC. Compliance of the questions with the COs and the assessment tools may be properly vetted by the competent committees and get the same approved by DQAC.	
Conduct of practical courses (B)	Excellent(5)	As per guidelines	
Evaluation of students performance in practical classes (A):	Excellent(5)	As per guidelines	

Facility to do experiments in the lab (A)	Good(4)	Students raised the complaint on the quality of experimental facilities available.	
Conduct of remedial/minor/honours classes (B)	Good(4)		
Maintenance of course diary (A)	Excellent(5)		
Assessment of Outcomes (A)	Good(4)	Finalization of COs, CO-PO mappings, assessment procedures, use of tools, evaluation methods, analyzing the attainment of outcomes and action taken based on the attainment need further improvement.	
Faculty evaluation amp remarks of the HoD (A)	Good(4)	Feedback on different parameters is collected but the action taken and the resulted change in performance of faculty may also be reported.	
Conduct of Seminar, Mini project, Project amp Thesis (A)	Good(4)	Attainment of outcomes for the Project evaluation/seminar for the POs may be done using proper rubrics.	
Computing facility in the department (A)	Excellent(5)		
Facility for co-curricular and extracurricular activities (B)	Good(4)	Isolated complaints reported about lack of support for the arts and cultural events.	
Students attending MOOC or other online courses (B)	Good(4)	A few students completed online/MOOC. Further scope for improvement	

INFORMATION TECHNOLOGY-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response

Class/course committee meetings and action taken report (B)	Excellent(5)	Meetings held and minutes with general discussion were held but the meeting to finalize the sessional marks without the presence of students has not been held.	
Advisory meetings and action taken report (B)	Good(4)	It is advisable to discuss the grievances of students in the meeting and the same may be brought to the notice of the respective committees of the college.	
Syllabus coverage as per course plan (B)	Excellent(5)		
Conduct of Tutorial Classes (B)	Good(4)	No separate tutorial classes conducted.	
Evaluation of Answer Scripts (A):	Good(4)	Quality of question paper may be vetted by a competent committee and approved by DQAC. Compliance of the questions with the COs and the assessment tools may be properly vetted by the competent committees and get the same approved by DQAC.	
Conduct of practical courses (B)	Excellent(5)	As per guidelines	
Evaluation of students performance in practical classes (A):	Excellent(5)	As per guidelines	
Facility to do experiments in the lab (A)	Excellent(5)		
Conduct of remedial/minor/honours classes (B)	Good(4)	Logbook with all required details may be maintained	
Maintenance of course diary (A)	Excellent(5)		

Assessment of Outcomes (A)	Good(4)	Finalization of COs, CO-PO mappings, assessment procedures, use of tools, evaluation methods, analyzing the attainment of outcomes and action taken based on the attainment need further improvement.	
Faculty evaluation amp remarks of the HoD (A)	Good(4)	Feedback on different parameters is collected but the action taken and the resulted change in performance of faculty may also be reported.	
Conduct of Seminar, Mini project, Project amp Thesis (A)	Good(4)	Attainment of outcomes for the Project evaluation/seminar for the POs may be done using proper rubrics.	
Computing facility in the department (A)	Excellent(5)		
Facility for co-curricular and extracurricular activities (B)	Good(4)	Isolated complaints reported about lack of support for the arts and cultural events.	
Students attending MOOC or other online courses (B)	Good(4)	A few students completed online/MOOC. Further scope for improvement	

APPLIED ELECTRONICS & INSTRUMENTATION ENGINEERING-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Meetings held and minutes maintained but the meeting to finalize the sessional marks without the students has not been conducted.	

Advisory meetings and action taken report (B)	Good(4)	It is advisable to discuss the grievances of students in the meeting and the same may be brought to the notice of the respective committees of the college.	
Syllabus coverage as per course plan (B)	Excellent(5)		
Conduct of Tutorial Classes (B)	Good(4)	No separate tutorial classes conducted.	
Evaluation of Answer Scripts (A):	Good(4)	Quality of question paper is assessed by a separate committee but needs improvement for proper assessment and evaluation of attainments. Tools for assessment of outcomes may be improved.	
Conduct of practical courses (B)	Excellent(5)	As per guidelines	
Evaluation of students performance in practical classes (A):	Excellent(5)	As per guidelines	
Facility to do experiments in the lab (A)	Good(4)	Complaints reported by the students on the quality of experimental facilities.	
Conduct of remedial/minor/honours classes (B)	Good(4)	Advisable to maintain the log book with details of questions and list of students.	
Maintenance of course diary (A)	Good(4)		
Assessment of Outcomes (A)	Good(4)	Finalization of COs, CO-PO mappings, assessment procedures, use of tools, evaluation methods, analyzing the attainment of outcomes and action taken based on the attainment need further improvement.	

Key Aspects	Rating	Auditor Remarks	Principal's Response
Faculty evaluation amp remarks of the HoD (A)	Good(4)	Feedback on different parameters is collected but the action taken and the resulted change in performance of faculty may also be reported.	
Conduct of Seminar, Mini project, Project amp Thesis (A)	Good(4)	Attainment of outcomes for the Project evaluation/seminar for the POs may be done using proper rubrics.	
Computing facility in the department (A)	Excellent(5)		
Facility for co-curricular and extracurricular activities (B)	Good(4)	Isolated complaints reported about lack of support for the arts and cultural events.	
Students attending MOOC or other online courses (B)	Good(4)	A few students completed online/MOOC. Further scope for improvement	

M.Tech

No of M.Tech Students	40

ELECTRONICS AND COMMUNICATION ENGINEERING(SIGNAL PROCESSING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response
Class/course committee meetings and action taken report (B)	Excellent(5)	Meetings held and minutes with general discussion were held but the meeting to finalize the sessional marks without the presence of students has not been held.	
Syllabus coverage as per course plan (B)	Excellent(5)		

Key Aspects	Rating	Auditor Remarks	Principal's Response
Evaluation of Answer Scripts (A):	Good(4)	Quality of question paper may be vetted by a competent committee and approved by DQAC. Compliance of the questions with the COs and the assessment tools may be properly vetted by the competent committees and get the same approved by DQAC.	
Maintenance of course diary (A)	Excellent(5)		
Faculty evaluation amp remarks of the HoD (A)	Good(4)	Feedback on different parameters is collected but the action taken and the resulted change in performance of faculty may also be reported.	
Facility in the department library for references (C)	Good(4)	No. of quality online journals and resources may be improved.	
Conduct of Seminar, Mini project, Project amp Thesis (A)	Good(4)	Attainment of outcomes for the Project evaluation/seminar for the POs may be done using proper rubrics.	
Faculty with Ph.D for the program (A)	Good(4)	6 faculty with Ph.D	
Computing facility in the department (A)	Excellent(5)		
Facility for co-curricular and extracurricular activities (B)	Good(4)	Isolated complaints on lack of support to arts	
Students attending MOOC or other online courses (B)	Good(4)	A few students completed online/MOOC. Further scope for improvement	

COMPUTER SCIENCE AND ENGINEERING(COMPUTER SCIENCE AND ENGINEERING)-(Full Time)

Key Aspects	Rating	Auditor Remarks	Principal's Response

Class/course committee meetings and action taken report (B)	Excellent(5)	Meetings held and minutes with general discussion were held but the meeting to finalize the sessional marks without the presence of students has not been held.	
Syllabus coverage as per course plan (B)	Excellent(5)		
Evaluation of Answer Scripts (A):	Good(4)	Quality of question paper may be vetted by a competent committee and approved by DQAC. Compliance of the questions with the COs and the assessment tools may be properly vetted by the competent committees and get the same approved by DQAC.	
Maintenance of course diary (A)	Excellent(5)		
Faculty evaluation amp remarks of the HoD (A)	Good(4)	Feedback on different parameters is collected but the action taken and the resulted change in performance of faculty may also be reported.	
Facility in the department library for references (C)	Good(4)	Subscription of more online journals and resourses may be enhanced	
Conduct of Seminar, Mini project, Project amp Thesis (A)	Good(4)	Attainment of outcomes for the Project evaluation/seminar for the POs may be done using proper rubrics.	
Faculty with Ph.D for the program (A)	Good(4)	8 faculty with Ph.D.	
Computing facility in the department (A)	Good(4)	Use of licensed software may be improved.	

Facility for co-curricular and extracurricular activities (B)	Good(4)	Isolated complaints from students on the black of support for arts events.	
Students attending MOOC or other online courses (B)	Good(4)	A few students completed online/MOOC. Further scope for improvement	