CIRCULARS OF INTERNAL AUDIT

SNGCET/CIR/91/2022   31-10-2022

NOTICE

The first review by the **INTERNAL AUDIT CELL** for the academic year 2022-2023 **ODD SEMESTER** is scheduled to be held on 02nd, 03rd and 06th of November 2022 as per the schedule given below:

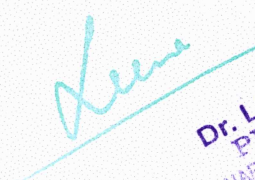|			
2-11-2022 (Wednesday)	09.30 am	- 3.00 pm	ECE Dept.
			CSE Dept.
			EEE Dept.
3-11-2022 (Thursday)	09.30 am	- 3.00 pm	S&H Dept.
			CE Dept.
			ME Dept.
7-11-2022 (Monday)	09.30 am	- 3.00 pm	Committees, Department, Tutor and HOD files.

The HOD and the individual staff members of each department handling S3, S5 and S7 classes, class tutors and convenors of committees are required to be present at the time of internal audit with all the relevant documents (The list is attached herewith). The List of the Auditors is as follows:

Group	Department	Auditor
1	CE	Ms. Prabha Chandran
	CS	Ms. Saritha Sasindran
2	EC	Ms. Varsha.M
	EE	Mr. Jacob Thomas
3	HS	Ms. Leena Narayanan
	ME	Mr. Nikhil M
4.	Committee Department, Tutor and HOD files	All Auditors(Schedule will be given later)

PRINCIPAL

Copy to:

1) All members.

2) HOD's /faculty/staff & AO

3) File

Dr. LEENA A.V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
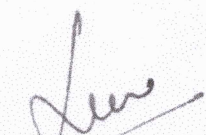ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

Documents Required in File for Each Courses(All the Course files are to be numbered)

1. Syllabus coverage as per course plan — CPS and Syllabus
2. Conduct of Tutorial Classes /Assignments– Question Paper and Answer Scheme (3 Samples)
3. Conduct of Series Test- Question Paper (With signature Module co-ordinator and HOD) and Answer scheme.
4. Course Materials.
5. Attendance Record.
6. Daily Assessment Details, Ruberics- Laboratory.
7. Seminar and Project Diary of Students, Seminar and Project Topics, Internal Evaluation Committee Details, Ruberics, Internal Review Details.
8. Minor/Honours File.

Documents Required in Departments with HOD and Tutor

1) Roll List of students
2) KTU Results and Analysis (Semester-wise)
3) Success rate of students in each batch
4) class/course committee meetings and action taken report details in adherence with academic calendar (M.Tech in Civil)
5) Advisory meetings and action taken report details in adherence with academic calendar
6) Remedial Log Book
7) Tutorial Log Book
8) Time Table
9) Faculty evaluation & remarks of the HOD
10) Department Library
11) Computing facility in the department
12) Students - MOOC or other online courses
13) Research funding (a. Internal, b. External)
14) Consultancy
15) Collaborative works/research and outcomes
16) Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals
17) Publications: Conference, Books, Book chapters, Articles, etc.
18) IPR (and related activities)
19) MoU
20) FDP Attended: (a. Outside own college b. Inside own college)
21) FDP/Conference Organized
22) Awards / Honors
23) External Interaction
24) Success Data of Passed Out Batch
25) Placement (Proof- for the previous Academic year
26) Higher Studies (Proof- for the previous Academic Year)
27) Career/Skill Development Programs for students
28) Achievements of students
29) Entrepreneurship / Start ups
30) Professional Society Activity

31/10/22

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

09-12-2022

NOTICE

The first review by the **INTERNAL AUDIT CELL** for the academic year 2022-2023 **FIRST SEMESTER (B.Tech & M.Tech)** and second review of **M.Tech S3** is to be completed as per the schedule given below:

12-12-2022 (Monday)	09.30 am - 3.00 pm	S&H Dept.	ECE Dept.
		CE Dept.	
		ME Dept.	EEE Dept.
13-12-2022 (Tuesday)	09.30 am - 3.00 pm	NC clearing	
14-12-2022 (Wednesday)	09.30 am - 3.00 pm	Audit Report Submission	

The HOD and the individual staff members of each department handling S1 (B.Tech & M.Tech) and S3 M.Tech, class tutors and convenors of committees are required to be present at the time of internal audit with all the relevant documents (The list is attached herewith). The List of the Auditors is as follows:

Group	Department	Auditor
1	CE	Ms.Prabha Chandran & Mr.Jacob Thomas
2	ECE & EEE	Ms.Saritha Sasindran
3	S&H	Ms.Varsha.M, Ms. Leena Narayanan
4	ME	Mr. Nikhil M

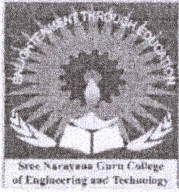## Documents Required in File for Each Courses(All the Course files are to be numbered)

1. Syllabus coverage as per course plan   – CPS and Syllabus
2. Conduct of Tutorial Classes /Assignments   – Question Paper and Answer Scheme (3 Samples)
3. Conduct of Series Test   - Question Paper (With signature Module co-ordinator and HOD) and Answer scheme
4. Course Materials
5. Attendance Record
6. Daily Assessment Details, Ruberics   - Laboratory

PRINCIPAL

Copy to:

1) All members.
2) HOD's /faculty/staff & AO
3) File

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/CIR/01/2023

16-01-2023

NOTICE

The Second review by the **INTERNAL AUDIT CELL** for the academic year 2022-2023 **ODD SEMESTER** is scheduled to be held on 17th and 18th of January 2023 as per the schedule given below:

17-01-2023 (Tuesday)	09.30 am - 3.00 pm	S&H Dept.
		CE Dept.
		ME Dept.
18-01-2023 (Wednesday)	09.30 am - 3.00 pm	CSE Dept.
		EEE Dept.
		ECE Dept.

The HOD and the individual staff members of each department handling S3, S5 and S7 classes and class tutors are required to be present at the time of internal audit with all the relevant documents. The List of the Auditors is as follows:

Group	Department	Auditor
1	CE	Ms. Prabha Chandran
	CS	Ms. Saritha Sasindran
2	EC	Ms. Varsha.M
	EE	Mr. Jacob Thomas
3	S&H	Ms. Leena Narayanan
	ME	Mr. Nikhil M

PRINCIPAL

Copy to:

1) All members.

2) Dean/HOD's /Faculty

3) File

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/CIR/21/2023　　　　　　　　　　　　　　　　**16-03-2023**

NOTICE

The academic audit for first review of **even semester** and the second review of S1 will be conducted by the **IQAC** of the college on 23rd and 24th of March 2023 as per the schedule given below:

Date	Time	Department
23-03-2023 (Thursday)	09:30 AM - 03:00 PM	H&S Dept.
		CE Dept.
		ME Dept.
24-03-2023 (Friday)	09:30 AM - 03:00 PM	ECE Dept.
		CSE Dept.
		EEE Dept.
27-03-2023 (Monday)	09:30 AM - 03:00 PM	Committees, Department, Tutor and HOD Files

The HODs and the Faculty members of each Department handling S2, S4, S6 and S8 classes, class tutors, and convenors of the committee are required to be present at the time of Internal Audit with all the relevant documents (The list is attached herewith).

The List of the Auditors is as follows:

Group	Department	Auditor
1	CE	Mr. Nikhil M
	CS	Ms. Prabha Chandran
2	EC	Ms. Saritha Sasindran
	EE	Ms. Varsha.M
3	HS	Mr. Jacob Thomas
	ME	Ms. Leena Narayanan
4	Committee Department, Tutor and HoD files	Auditors

PRINCIPAL

Copy to:

1) Dean/HOD's /Faculty/Staff
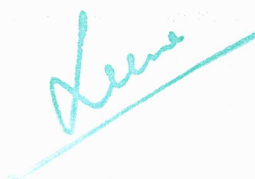2) File
3) President/ Secretary for kind information.

Documents Required in File for Each Courses(All the Course files are to be numbered)

1. Vision and mission of the department
2. Syllabus coverage as per course plan – CPS and Syllabus
3. Students name list
4. Attendance Record
5. Conduct of Tutorial Classes /Assignments – Question Paper and Answer Scheme (3 Samples)
6. Conduct of Series Test - Question Paper (With signature Module co-ordinator and HOD) and Answer scheme
7. Course team meeting form
8. Cumulative attendance
9. Internals statement
10. Ktu internals statement
11. University question paper and valuation scheme
12. University question paper and valuation scheme
13. Series test samples
14. Remedial samples
15. Content beyond syllabus – plan, execution and assessment
16. Gaps in the syllabus- plan, execution and assessment
17. Course Materials
18. Daily Assessment Details, Ruberics - Laboratory
19. Seminar and Project Diary of Students, Seminar and Project Topics, Internal Evaluation Committee Details, Ruberics, Internal Review Details.
20. Minor/Honours File

Documents Required in Departments with HOD and Tutor

1. Roll List of students
2. KTU Results and Analysis (Semester-wise)
3. Success rate of students in each batch
4. class/course committee meetings and action taken report details in adherence with academic calendar (M.Tech in Civil)
5. Advisory meetings and action taken report details in adherence with academic calendar
6. Remedial Log Book(With student signature)
7. Tutorial Log Book(With student signature)
8. Time Table
9. Faculty evaluation & remarks of the HoD
10. Department Library

11. Computing facility in the department

12. Students - MOOC or other online courses

13. Research funding (a. Internal, b. External)

14. Consultancy

15. Collaborative works/research and outcomes

16. Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals

17. Publications: Conference, Books, Book chapters, Articles, etc.

18. IPR (and related activities)

19. MoU

20. FDP Attended: (a. Outside own college b. Inside own college)

21. FDP/Conference Organized

22. Awards / Honors

23. External Interaction

24. Success Data of Passed Out Batch

25. Placement (Proof- for the previous Academic year

26. Higher Studies (Proof- for the previous Academic Year)

27. Career/Skill Development Programs for students

28. Achievements of students

29. Entrepreneurship / Start ups

30. Professional Society Activity

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

SNGCET/CIR/46/2023   05-06-2023

NOTICE

The academic audit for second review of **VIII semester** will be conducted by the **IQAC** of the college on 8th and 9th of June 2023 as per the schedule given below:

08-06-2023 (Thursday)	09:30 AM - 03:00 PM	ECE Dept.
		CSE Dept.
		EEE Dept.
09-06-2023 (Friday)	09:30 AM - 03:00 PM	H&S Dept.
		CE Dept.
		ME Dept.

The HODs and the Faculty members of each Department handling S8 classes and class tutors, are required to be present at the time of Internal Audit with all the relevant documents (The list is attached herewith).
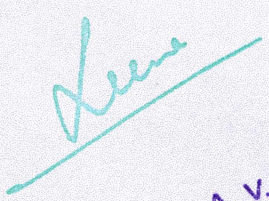
The List of the Auditors is as follows:

Group	Department	Auditor
1	CE	Mr. Jacob Thomas
	CS	Mr. Abhirosh K
2	EC	Ms. Prabha Chandran
	EE	Ms. Leena Narayanan
3	HS	Ms. Varsha.M
	ME	Ms. Saritha Sasindran

PRINCIPAL

Copy to:

1) Dean/HOD's /Faculty/Staff

2) File

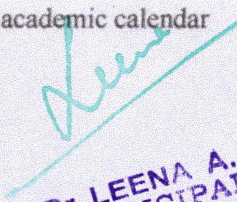3) President/ Secretary for kind information.

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

Documents Required in File for Each Courses(All the Course files are to be numbered)

21. Vision and mission of the department
22. Syllabus coverage as per course plan   – CPS and Syllabus
23. Students name list
24. Attendance Record
25. Conduct of Tutorial Classes /Assignments – Question Paper and Answer Scheme (3 Samples)
26. Conduct of Series Test - Question Paper (With signature Module co-ordinator and HOD) and Answer scheme
27. Course team meeting form
28. Cumulative attendance
29. Internals statement
30. Ktu internals statement
31. University question paper and valuation scheme
32. University question paper and valuation scheme
33. Series test samples
34. Remedial samples
35. Content beyond syllabus – plan, execution and assessment
36. Gaps in the syllabus- plan, execution and assessment
37. Course Materials
38. Daily Assessment Details, Ruberics   - Laboratory
39. Seminar and Project Diary of Students, Seminar and Project Topics, Internal Evaluation Committee Details, Ruberics, Internal Review Details.
40. Minor/Honours File

Documents Required in Departments with HOD and Tutor

31. Roll List of students
32. KTU Results and Analysis (Semester-wise)
33. Success rate of students in each batch
34. class/course committee meetings and action taken report details in adherence with academic calendar (M.Tech in Civil)
35. Advisory meetings and action taken report details in adherence with academic calendar
36. Remedial Log Book(With student signature)
37. Tutorial Log Book(With student signature)
38. Time Table
39. Faculty evaluation & remarks of the HoD

40. Department Library

41. Computing facility in the department

42. Students - MOOC or other online courses

43. Research funding (a. Internal, b. External)

44. Consultancy

45. Collaborative works/research and outcomes

46. Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals

47. Publications: Conference, Books, Book chapters, Articles, etc.

48. IPR (and related activities)

49. MoU

50. FDP Attended: (a. Outside own college b. Inside own college)

51. FDP/Conference Organized

52. Awards / Honors

53. External Interaction

54. Success Data of Passed Out Batch

55. Placement (Proof- for the previous Academic year

56. Higher Studies (Proof- for the previous Academic Year)

57. Career/Skill Development Programs for students

58. Achievements of students

59. Entrepreneurship / Start ups

60. Professional Society Activity