SRI ADICHUNCHANAGIRI SHIKSHANA TRUST ®
SJC INSTITUTE OF TECHNOLOGY
CHICKBALLAPUR – 562 101

Internal quality assurance cell (IQAC)

Minutes of IQAC review meeting conducted on 20th July 2021 at 11.am in the Principal chamber. Principal IQAC coordinator, IQAC members were present for the meeting.

List of Auditors & Department Audited

Auditors	Department audited
Dr.Thyagraj N R	Civil
Dr B N Shobha	Aeronautical
Dr. Bharathi	Information Science
Dr. Deepa S	Pre Engineering
Sri Y R Manjunath	Computer Science
Dr.R Ranganath	Electronics & Communication
Dr. Bhargavi	Mechanical Engineering

Dr. B N Shobha welcomed the members for the meeting. Principal appreciated the new format of audit and informed all the Auditee and Auditors to maintain the documents in the prescribed format. IQAC coordinator requested the auditors to present the audit report on various department conducted on 14th & 15th July 2021

Observation / Suggestion:

1. **Teaching & learning**
   - There is no industry visit in all the departments due COVID for the year. PAC committee report on low attainment was discussed.
   - More innovation teaching methodology to be adopted in all the departments
   - Online tools to be used for CIE assessment.

2. **Result Analysis of each course and semester**
   Result were maintained properly by all the departments

3. **Attainment of Course outcomes, POs and PSOs**
   In most of the course attainment levels are satisfactory. Suggested to revise for target achieved attainments. PAC committee has to give recommendations for low attainment courses. Principal informed the concerned HOD to complete the task.

4. **Industry participation**
   Experts from industry given expert lecture in departments. No student projects are carried at industry due to COVID.

5. **Workshop/FDPS/Seminars/ Conferences conducted/Attended**
Proofs of seminars organized in all the departments was evidenced. Principal advised to maintain the brochures, participants' details with photographs and report on the program organized.

6. **Research, Consultancy and publications**
Details of funded projects, consultancy and publications were found in respective departments.

7. **Department Budget**
Budget utilization was not done on equipment's due to COVID break.

8. **General Suggestions from the Principal**
Principal suggested all Auditee/Auditors to review new formats and suggest if any changes are required.

IQAC meeting concluded with a formal vote of thanks proposed by the coordinator.

B·N·S&

20/07/2021

Coordinator IQAC
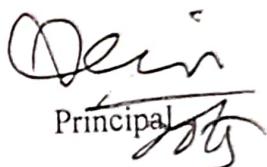
**Chief Coordinator
SJCIT-IQAC**

Received

21/7/2021

Dr. Thyagaraj W·K

||Jai Sri Gurudev||
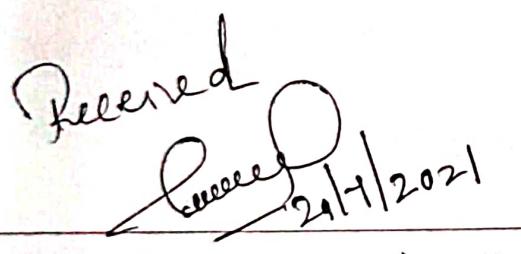
SJC Institute of Technology, Chickballapur

<u>BRIEF REPORT OF INTERNAL ACADEMIC AUDIT</u>

The Internal Academic Audit was held on 14th February 2020 from 10.30AM to 4.00PM to verify the documents in the departments.

The Internal committee constituting of seven members visited the seven departments together to verify the assigned documents. Dr.S.Bhagavi coordinated the committee and the members are Dr.Bhaskar, Prof.Pampanna, Prof.Ravindra, Prof.Deepa, Dr.Thyagaraj and Dr.Vijay.

The observations made by the team members are given below:

1. STUDENTS ATTENDANCE REGISTERS: By Dr.Bhaskar

CS Department
1) Supporting Documents for Shortage of Attendance is not maintained.
2) Lagging Classes is not written in the attendance
3) HOD signature and date is not maintained properly
4) % of Syllabus is not specified
5) Innovative class teaching is not written in the work dairy
6) IA and Assignment marks split up is not done
7) Grace class date is not written properly

IS Department
1) Supporting Documents for Shortage of Attendance is not maintained.
2) Lagging Classes is not written in the attendance.
3) HOD signature and date is not maintained properly
4) % of Syllabus is not specified
5) Planned and Actual Class taken is not matched
6) Innovative class teaching is not written in the work dairy
7) IA and Assignment marks split up is not done
8) Grace class date is not written properly

CIVIL Department
1) Supporting Documents for Shortage of Attendance is not maintained.
2) Lagging Classes is not written in the attendance.
3) % of Syllabus is not specified

1

4) Innovative class teaching is not written in the work dairy

5) IA and Assignment marks split up is not done

6) Grace class date is not written properly

ECE Department

1) Supporting Documents for Shortage of Attendance is not maintained.

2) Lagging Classes is not written in the attendance.

3) HOD signature and date is not maintained properly

4) % of Syllabus is not specified

5) Innovative class teaching is not written in the work dairy

6) IA and Assignment marks split up is not done in few subjects

7) Planned and Actual Class taken is not matched in few subjects

8) Grace class date is not written properly

Mechanical Department

1) Supporting Documents for Shortage of Attendance is not maintained.

2) Lagging Classes is not written in the attendance.

3) HOD signature and date is not maintained properly

4) % of Syllabus is not specified

5) Innovative class teaching is not written in the work dairy

6) IA and Assignment marks split up is not done in few subjects

7) Actual Class taken is not written in few subjects

8) HOD signature and date is not maintained properly

9) Grace class date is not written properly

AE Department

1) Supporting Documents for Shortage of Attendance is not maintained.

2) Content beyond the syllabus is not done

3) Grace class date is not written properly

4) % of Syllabus is not specified

5) Innovative class teaching is not written in the work dairy

MBA Department

1) Supporting Documents for Shortage of Attendance is not maintained.

2) Lagging Classes is not written in the attendance.

3) HOD signature and date is not maintained properly

4) % of Syllabus is not specified.

5) IA and Assignment marks split up is not done in few subjects

6) Actual Class taken is not written in few subjects

7) HOD signature and date is not maintained properly

8) Grace class date is not written properly

Maths Department

1) Supporting Documents for Shortage of Attendance is not maintained.
2) Lagging Classes is not written in the attendance.
3) HOD signature and date is not maintained properly
4) % of Syllabus is not specified
5) Innovative class teaching is not written in the work dairy
6) IA and Assignment marks split up is not done in few subjects
7) Actual Class taken is not written in few subjects
8) HOD signature and date is not maintained properly
9) Grace class date is not written properly

Physics Department

1) Supporting Documents for Shortage of Attendance is not maintained.
2) Lagging Classes is not written in the attendance.
3) HOD signature and date is not maintained properly
4) % of Syllabus is not specified
5) Innovative class teaching is not written in the work dairy
6) IA and Assignment marks split up is not done in few subjects
7) Actual Class taken is not written in few subjects
8) HOD signature and date is not maintained properly
9) Grace class date is not written properly

First year Engineering (Technical)

1) Supporting Documents for Shortage of Attendance is not maintained.
2) Lagging Classes is not written in the attendance.
3) HOD signature and date is not maintained prop
4) % of Syllabus is not specified
5) Innovative class teaching is not written in the work dairy
6) IA and Assignment marks split up is not done in few subjects
7) Actual Class taken is not written in few subjects
8) HOD signature and date is not maintained properly
9) Grace class date is not written properly

Chemistry Department

1) Supporting Documents for Shortage of Attendance is not maintained.
2) HOD signature and date is not maintained properly
3) Innovative class teaching is not written in the work dairy
4) Content beyond the syllabus is not done

3

2. LESSON PLANS: By Dr.Thyagaraj

Sl.No	Date	Department	Observations
1	14/02/2020	Computer Science Engineering	1. Deviation in executed and Planned hrs 2. There is no clarity in tutorial and lecture hrs in lesson plan
2	14/02/2020	Information Science Engineering	1. Deviation in executed and Planned hrs. 2. HOD signature is missing in few lesson plans. 3.There is no clarity in tutorial and lecture hrs in lesson plan
3	14/02/2020	Civil Engineering	1.There is no clarity in tutorial and lecture hrs in lesson plan
4	14/02/2020	Electronics and Communication Engineering	1.Deviation in executed and Planned hrs 2.There is no clarity in tutorial and lecture hrs in lesson plan
5	14/02/2020	Mechanical Engineering	1.There is no clarity in tutorial and lecture hrs in lesson plan
6	14/02/2020	Aeronautical Engineering	1. Deviation in executed and Planned hrs 2. There is no clarity in tutorial and lecture hrs in lesson plan
7	14/02/2020	MBA	1.Deviation in executed and Planned hrs 2. HOD signature is missing in few lesson plans.
8	14/02/2020	Pre- Engineering (PHY, CHE And Maths)	1. Deviation in executed and Planned hrs 2. There is no clarity in tutorial and lecture hrs in lesson plan
		TECHNICAL	1.Deviation in executed and Planned hrs

3. LAB MANUALS: By Prof.Deepa

The following contents of Lab Manual were checked during inspection

-Vision and Mission of the Institute

4

-Vision and mission of the Department

-POs, PEOs & PSOs of the Department

-Course Outcomes

Department: Computer Science and Engineering

Sl. No	Year	Lab Code	Observations
1.	I	18XXL16	
2.	II	18XXL37	
3.		18XXL38	
4.		18XXL47	
5.		18XXL48	NIL
6.	III	17XXL57	
7.		17XXL58	
8.		17XXL67	
9.		17XXL68	
10.	IV	15XXL76	
11.		15XXL77	

Department: Information Science and Engineering

Sl. No	Year	Lab Code	Observations
1.	II	18XXL37	The following were missing in the manuals -Vision and Mission of the Institute -Vision and mission of the Department -POs, PEOs & PSOs of the Department
2.		18XXL38	Vision and Mission of the Institute -Vision and mission of the Department -POs, PEOs & PSOs of the Department
3.		18XXL47	College logo has to be changed
4.		18XXL48	The following were missing in the manuals
5.	III	17XXL57	-Vision and Mission of the Institute
6.		17XXL58	-Vision and mission of the Department
7.		17XXL67	-POs, PEOs & PSOs of the Department
8.		17XXL68	
9.	IV	15XXL76	
10.		15XXL77	

Department: Civil Engineering

Sl. No	Year	Lab Code	Observations
1.	II	18XXL37	
2.		18XXL38	
3.		18XXL47	

Sl. No	Year	Lab Code	Observations
4.		18XXL48	
5.	III	17XXL57	
6.		17XXL58	NIL
7.		17XXL67	
8.		17XXL68	
9.	IV	15XXL76	
10.		15XXL77	

Department: Electronics and Communication Engineering

Sl. No	Year	Lab Code	Observations
1.	II	18XXL37	
2.		18XXL38	
3.		18XXL47	
4.		18XXL48	
5.	III	17XXL57	
6.		17XXL58	NIL
7.		17XXL67	
8.		17XXL68	
9.	IV	15XXL76	
10.		15XXL77	

Department: MechanicalEngineering

Sl. No	Year	Lab Code	Observations
1.	II	18XXL37	The following were missing in the manuals -Vision and Mission of the Institute -Vision and mission of the Department -POs, PEOs & PSOs of the Department Vision and Mission of the Institute
2.		18XXL38	-Vision and mission of the Department -POs, PEOs & PSOs of the Department
3.		18XXL47	NIL
4.	III	18XXL48	The following were missing in the manuals
5.		17XXL57	-Vision and Mission of the Institute
6.		17XXL58	-Vision and mission of the Department
7.		17XXL67	-POs, PEOs & PSOs of the Department
8.		17XXL68	NIL
9.	IV	15XXL76	The following were missing in the manuals
10.		15XXL77	-Vision and Mission of the Institute -Vision and mission of the Department -POs, PEOs & PSOs of the Department

Department: Aeronautical Engineering

Sl. No	Year	Lab Code	Observations
1.	II	18XXL37	
2.		18XXL38	
3.		18XXL47	
4.		18XXL48	
5.	III	17XXL57	NIL
6.		17XXL58	
7.		17XXL67	
8.		17XXL68	
9.	IV	15XXL76	
10.		15XXL77	

Department: MBA   NOT APPLICABLE

Department: Pre-Engineering

Sl. No	Year	Lab Code	Observations
1.	I	18PHYL16/26	The following were missing in the manuals -Vision and Mission of the Institute -Program Outcomes
2.		18CHEL16/26	The following were missing in the manuals -Program Outcomes
3.		18ELEL17/27	The following were missing in the manuals -Vision and Mission of the Institute -Vision and mission of the Department -POs, PEOs & PSOs of the Department

4. LAB RECORDS: By Prof.Pampanna

Items	Departments											Remarks
	CSE	ISE	Civil	ECE	Mech	AE	MBA	PEng-Tech	Phy	Che	Maths	
1.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	1. There is no uniformity among the departments in maintaining /evaluation method.
2.	No	No	No	No	No	No	No	No	No	No	No	
3.	No	No	No	No	No	No	No	No	No	No	No	
4.	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	Yes	Yes	NA	
5.	No	No	No	No	No	No	NA	No	No	No	NA	
6.	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	Yes	Yes	NA	

7.	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	NA	2. Rubrics need improvement.
8.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	3. Filing of data/information needs improvement.
9.	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	NA	
10.	Yes	Yes	Yes	Yes	Yes	Yes	No	NA	NA	NA	NA	4. Vision and Mission statements missing on records maintained.
11.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
12.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	

Items:

1. List of experiments, Students attendance, Rubrics, Continuous evaluation of lab records done?
2. Recording of completion of experiments by absent students done?
3. Signature of the students in the finalized marks list taken?
4. Lab records evaluated as per the rubrics?
5. Any experiments beyond the syllabus done?
6. Lab completion certificates are duly signed by the staff in charge and HOD?
7. Whether evaluation team for Projects, Technical seminars and Internship work are formed and evaluation done by the committee members?
8. Whether Project, Seminar and Internship works are evaluated as per the rubrics?
9. Whether the Internship completion certificates are attached with the internship reports?
10. Whether paper presented certificates for the project work are attached with the project report?
11. Whether the review reports for the projects, seminars and internship work are maintained?
12. Whether the certificates of Lab records, Projects reports, Seminars reports and Internship reports are duly certified by the concerned authority?

5. BLUE BOOKS: By Prof.Ravindra

Sl.No	DEPARTMENT	OBSERVATIONS
1	Computer science	Maximum marks are awarded for assignment no proper evidence of marks allocation. Faculty and HOD signature is pending in few subjects. Instructed faculty members to complete by Monday.
2	Information Science	There is no proper channel for Assignment evaluation HOD signature is pending in few subjects. Instructed faculty members to complete by Monday.
3.	Civil	HOD signature is pending in few subjects. Instructed faculty members to complete by Monday.

4.	Electronics and communication	In few cases third internal evaluation there is deviations in scheme of evaluation.
5.	Mechanical	Few issues in valuation. Those issues already bring to the notice of HOD.
6.	Aeronautical	Assignments received not evaluated
7	MBA	HOD signature is pending in few subjects. Instructed faculty members to complete by Monday Assignment evaluation is not proper.
8	Pre Engineering	HOD signature is pending in few subjects. Instructed faculty members to complete by Monday Assignment evaluation is not proper.

6. INTERNAL QUESTION PAPER AND SCHEME OF EVALUATION: By Dr.S.Bhargavi

Branch:Computer Science Engineering

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Prof.Apporva S	Machine Learning (15CS73)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-
2.	Prof.Girish B G	Analog & Digital Electronics (18CS33) Operation Research (15CS653)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	In CIE 2 only L1 & L6 levels are used
3.	Prof.Ajay N	Artificial Intelligence (17CS562) SS&CD (15CS63)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-
4.	Prof.Sushmitha M	DSC (18CS32) M & D (17CS51)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-

Branch:Information Science Engineering

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Prof.Susheelamma	File Structures (15IS62) M & E (17CS51)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	For CIE 2 scheme HOD signature was not taken For CIE 1 L3 question is not framed properly
2.	Prof.Chandra Shekhar J M	WTA (15CS71) DBMS (17CS53) FS (15IS62) DM (15CS664)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	Page numbers not written in scheme In CIE 1 Reviewer signature not taken In CIE 1 6b question scheme not written
3.	Prof. Shwetha G R	CN (17CS52) Java (17CS553)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	Page numbers not written in scheme

Branch:Civil Engineering

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Prof.Manjunath N &Suhas K S	CM&E (15CV61)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	For all the tests only levels L1 & L2 are used
2.	Prof.Manjunatha K A	Design of Earth quake resistant	Verified CIE 1, 2 & 3	Verified scheme of	For all the tests only

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
		structures (15CV831)		CIE 1, 2 & 3	L2 level is used
3.	Prof.Chethan	RRS (15CV753)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	In CIE 1the question levels are different Q1a – L2 Q2a – L1
4.	Prof.Manjunatha K A	Design of RC structural elements (15CV51)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-

Branch:Electronics & Communication Engineering

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Dr. Nagendra Kumar M	M&E (17EC51) MMC (15EC741) CS (17EC43)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	For all the tests only levels L1 & L2 are used In Scheme marks split up not shown for figures
2.	Prof.Ravikiran R	CS (17EC43)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	For all the tests page numbers written as 1/3 L1 questions to be verified
3.	Prof.Madhukara S/Prof.Parnitha J	ARM & ES (15EC662)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	In CIE 1 page number written as ½ for both the pages

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
					In CIE 2 scheme page numbers are not written Only L2 questions are given In scheme split up not shown for figures
4.	Dr.Sudhir P	Network Analysis(18EC3 2)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-

Branch: Mechanical Engineering

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Prof.Sunkappa	EME (18ME15)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	Question papers are not in proper format. Yet to collect it from Reviewer
2.	Dr.R Ranganatha	Turbo Machines (17ME53)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-
3.	Prof.Madhusudhan	Machines of materials (18ME32)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-
4.	Prof.Manjunath K N	Management &Engg Economics (17ME51)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	CIE-3 L3 & L4 questions to be verified

Branch: AeronauticalEngineering

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Prof.Vinay P	Aircraft Material Science (17AE45)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	Question papers and scheme date to be verified.
2.	Prof.Mithun	Control Engineering (15AE71) Theory of Vibrations	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	In CIE 3 the marks for 7a,b or 8a,b shown as 6,10M & 8,8M In CIE 3 the marks for 1a,b,c or 2a,b shown as 5,15,10M & 10,10M
3.	Prof.Chandrika	M&E	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	In CIE 1 Reviewer signature has not taken. CIE 2 & 3 ISO format question papers were not there. Only L2 questions are given.

Branch:MBA

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Prof.Suma	MOB (18MBA11)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
2.	Prof.Nandhini	BSA (18MBA14) DT (18MBAFM303)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-
3.	Prof.Nandheesh	MM (18MBA15)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-

Branch:First Year Engineering

Sl. No.	Name of the Faculty	Course Name with Code	Internal Test Question Papers	Scheme of Evaluation	Remarks
1.	Prof.Bindu	Engg Chemistry (18CHE12)	Vcrificd CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	In scheme page numbers not written. L3 questions to be verified.
2.	Prof.Srinivas	Engg Chemistry (18CHE12)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	In scheme page numbers not written. L3 questions to be verified.
3.	Dr.Pushpa	Engg Physics (18PHY12)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	CIE 1,2 &3 and scheme dates are not proper. (Scheme verified date is 07.12.19 and Question paper verified date is 10.12.19).

				In CIE 3 the questions 3a,b,c marks given as 10,7,3 and for 4a,b,c the marks given as 8,8,4
4.	Dr.Prathap Reddy	M3 (18MAT31)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	Levels to be verified.
5.	Prof.Nirmala Devi	Basic Electronics (18ELN14)	Verified CIE 1, 2 & 3	Verified scheme of CIE 1, 2 & 3	-

7. IA MARKS SUBMITTED TO UNIVERSITY: By Dr.Vijay

The Following Faculties are audited

Computer Science and Engineering:-
1. Prof.Girish.B.G
2. Dr.S.V.N.Murthy
3. Prof.Apoorva.s
4. Prof.Harshavardhan Doddamani
5. Prof.Sushmitha .M

Information Science and Engineering:-
1. Prof.Badrinath.K
2. Prof.Prathibha.R
3. Prof.Shwetha.G.R
4. Prof.Yogaraj.GSR
5. Prof.Chandre Gowda.
6. Prof.Pushpa.

Civil Engineering:-
1. Prof.Shashikumar.N.V
2. Prof.Manjunath.K.V
3. Prof.Ravindra.M.V
4. Prof.K.Raghu.
5. Prof.manjunath.N
6. Prof.Ravindranath.C
7. Prof.Chandrakala.S

Electronic and Communication Engineering:-
1. Prof.Varamahalakshmi
2. Prof.Chaithra.N
3. Prof.Prasanna kumar.D.C
4. Prof.Mohan babu.C
5. Dr.Nagendra Kumar.
6. Prof.Srinivas.E.N
7. Prof.Shweth.T.N

Mechanical Engineering:-
1. Prof.yathish narayan Rao
2. Prof.Venkata raj.M
3. Prof.Umesh.C
4. Prof.Mallaradya.H.M
5. Dr.Ranganath
6. Dr.Thyagaraj.N.R
7. Prof.Manjunath.K.N

Aeronatical Engineering:-
1. Prof.Chandrika.M.B
2. Prof.Vinay.P
3. Prof.Deepa.M.S
4. Prof.Nikil Shinder
5. Prof.Vigneshvaran.C.M

MBA:-
1. Prof.Nandhini.L
2. Prof.Suma.
3. Prof.Shruthi.G

Physics Department:-
1. Prof.Manjunath.B.C
2. Dr.Pushpa.N
3. Dr.Raja shekar.
4. Prof.Sanjay

Chemistry Department:-
1. Prof.Bindhu.S
2. Prof.Vinutha.
3. Prof.Srinivas.

Maths Department:-
1. Prof.Hanumesh
2. Prof.Nagarjuna reddy
3. Prof.Prathap reddy
4. Prof.Purushotham
5. Prof.Veena

Technical Department:-
1. Prof.Sriram
2. Prof.Sahish
3. Prof.Sridhar.J
4. Prof.Nirmala

NOTE:-NO ISSUES WERE FOUND.
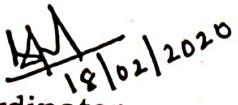
18/02/2020
Coordinator

Dr.S.Bhargavi

18/2/2020
Chief Coordinator
SJCIT-IQAC
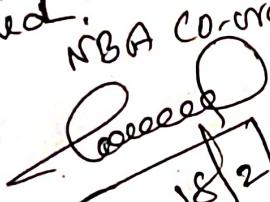
Received:
NBA Co-ordinator
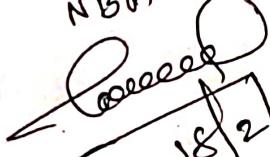
18/2/2020

17

SJCIT

Non – Conformance Report (NCR)

Department Name: Management Represntion NCR Number: 01/IQA/2007/NCR-01

Auditee Name: Dr. G. Narayana   Audit Date: 17.10.2017

Auditor Name: Prof Hanumesha A.G   Audit No.: 01.

Clause No.: 9.3.1   Clause Description: General.

Severity: Major ☐ Minor ☑

NCR DESCRIPTION (Give sufficient details for auditee to act)

Management Review Meeting not conducted as per Schedule.

Auditor Signature AP   Auditee Signature

DISPOSITION ACTION (To be filled by Auditee)

Mangement review meeting conducted on 25.10.2017.

Auditors Signature: Auditee Signature:

ROOT CAUSE ANALYSIS (To be filled by Auditee)

VTU Results not announced [Online Software problem]

Auditors Signature: AP   Auditees Signature:

CORRECTIVE ACTION (To be filled by Auditee)

Discussed in MRM and decided next MRM will be conducted after university Result announcement.

Auditors Signature: AP   Auditees Signature:

Planned date of Completion: 25.10.2017   Actual date of Completion: 25.10.2017

Follow up Audit recommended: ☐ Yes ☐ No   Please Tick √ in appropriate box.

FOLLOW-UP AUDIT STATUS (To be filled by Auditor)

Follow-up #	Date	Status Open / Close)	Effective (Yes / No)	Auditor Sign.	Auditor's Remarks (Give reference details, also)
1	25/10	Close	Yes		25/10/2017
2					

Instructions: -
1. Corrective and Preventive Action shall be discussed and updated.
2. Preventive Action to be filled up if applicable
3. Preventive Action may be identified based on all the Non Conformance Report and consolidated in the Audit Report.
4. Major: No process exists / system breakdown   Minor: Process exists but not followed

3 AUDIT PROCESS

3.1 AUDITOR NOTES / SIGNIFICANT AUDIT TRAILS

Auditor	Date	Process	Standard	Contacts
SATYANARAYANA POTHARAJU	05-02-2018	Engineering Academics & Laboratory	ISO 9001:2015	Dr. BN Shobha

Notes

Process : ELECTRONICS AND COMMUNICATION

Faculty team size – 32 . 360 students. There are 5 doctorates and the remaining faculty members are M.tech.
Evidenced QSP/04 Student Project execution Rev No 0.01 dated 01.08.2016.
Evidenced the activities of the process as mentioned below.
1. Circular for the committee formation dated 28.08.17.
2. Request letter from student to carry out project execution in industry. Evidenced the request from Ms. Sahana & group dated 24.10.2017.
    Evidenced the project synopsis on Automatic Radar bias estimation & Correction using ADS-B submitted by Ms. Sahana
4. Permission to carry out project execution addressed to center head, CFAST, LRDER-YSC, from HOD dated 24.10.17.
5. The permission from CFAST dated 21.Nov.2017.
6. Project Team List 2017-18 with Guides and observed the guide for this project is Prof. YR Manjunath.
7. Evidenced the project review circular dated 03.03.2017.
Evidenced Risk register.
Overall, the process is satisfactory.

Surveillance Audit 1 / ISO 9001:2015 Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.

Page 18 / 51

Auditor	Date	Process	Standard	Contacts
SATYANARAYANA POTHARAJU	05-02-2018	Engineering Academics & Laboratory	ISO 9001:2015	DR. T.N. Anitha
Notes				

Process : COMPUTER SCIENCE

Team size 30. There are 3 doctorates and the remaining faculty members are M.tech.
Internal Audit conducted in Oct 2017 and there are no nonconformities.
Evidenced QSP 06 –Internal assessment Rev 02 dated 01.08.2016 and the activities of the process.
Evidenced the blue book for first year PCD (Programming C in Data structures) for USN- 1SJ17TE031, 1SJ17EC042.,1SJ17CV024.

Evidenced NAAC report . Promotion of research work, practical exposure to student are considered as areas of improvement.
Emath acceptance of assisting the students for internship dated 02 March 2017.
Evidenced the project review for the project -Unified procedure generator for satellite operations and testing project.
Overall, the process is satisfactory.

Surveillance Audit 1 / ISO 9001:2015   Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.

Page 19 / 51

Auditor	Date	Process	Standard	Contacts
SATYANARAYANA POTHARAJU	05-02-2018	Engineering Academics & Laboratory	ISO 9001:2015	Group Captain V.Rajan
Notes				

Process : AERONAUTICAL

Visited the aerodynamics laboratory. Observed the DO's and DON'Ts.
Risks are identified.
Evidenced the internal assessment answer booklet for the subject Heat & Mass transfer subject.
Also evidenced the scheme of evaluation & rubric for lab.
Overall, the process is satisfactory.

Surveillance Audit 1 / ISO 9001:2015   Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.

Page 20 / 51

Auditor	Date	Process	Standard	Contacts
SATYANARAYANA POTHARAJU	06-02-2018	Placement	ISO 9001:2015	Mr. Sunil

Notes

Evidenced Placement Procedure QSP/28 Rev No. 01 dated16/12/2013.

Evidenced student registration form for placement for the student with USN 1SJ14CS001.

Students are currently trained by Zestech. Evidenced Agreement of Training with ZESTECH dated 6th October 2016. External provider performance is monitored by faculty members and feedback collected from students. Evidenced the training evaluation from faculty Ms. Shruthi G dated 17/11/17 and also from student (USN 1SJ15CS093) . Evidenced student hand book 2017 contains training syllabus.

Evidenced the feedback collected from corporates online . Developing students industry ready is considered as an area of improvement.

Evidenced risk register.

Internal Audit conducted on 14.10.2017 and there are no nonconformities.

Overall, the process is satisfactory.

Surveillance Audit 1 / ISO 9001:2015 _Audit Start Date:_ 05-02-2018 - _Audit End Date:_ 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.

Page 21 / 51

Auditor	Date	Process	Standard	Contacts
SATYANARAYANA POTHARAJU	06-02-2018	Engineering Academics & Laboratory	ISO 9001:2015	Mrs. S. Bhargavi

Notes

Process : TELECOMMUNICATION

Faculty team size – 12. There are 2 doctorates and is in progress for 5 faculty members, two have registered for Phd.

Evidenced QSP 02 Time Table preparation Rev no 01, dated 01.08.2016.

Evidenced the activities of the process as mentioned below.

1. Academic calendar of events from VTU for ODD semester of 2017-18.
2. Semester wise Time table (III, V, VII) for the department . OFI – OS course is
3. Work load distribution for Mrs. Manjula K and the load is 28 units which is as per the VTU norms. Observed less load for new comers (20 hour) but by and large Work load distribution is even.
4. Master time table
5. Staff time table for Mrs. Manjula K

Internal Audit conducted on 14.10.2017 and there are no nonconformities.

Positive observations /system strengths – Faculty signature are taken after receiving time table, additional work load.

Telecommunication student got 8th rank from VTU for 2016(University Rank Holders list is displayed in the department and HOD office)

Overall, the process is satisfactory.

Surveillance Audit 1 / ISO 9001:2015   Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.   Page 22 / 5

Auditor	Date	Process	Standard	Contacts
SATYANARAYANA POTHARAJU	06-02-2018	Examination	ISO 9001:2015	Mr.Krishnappa

Notes

Evidenced the procedures QSP/15 (Pre-examination), QSP/16 (Conduct of examination),QSP/17 (Post examination), QSP/18 (Issue of certificate).

Scope of this process is limited to final semester exam.

Evidenced 3 copies (Student, college, university) of admission ticket for student – 1SJ16CV431.

Evidenced the online question paper 06 ME/AU61 printed at 8.31 AM on 30/11/2017.

Evidenced the circular on schedule of practical exam for I semester students from 03.12.2017 to 10.12.2017 and the same is communicated to HODs through email.

Internal Audit is conducted every semester, two in a year and there are no nonconformities.

Positive observation – Examination department collects the exam fees in class room. Saving paper using backside of application form filled by student for confirming the online registration.

Overall, the process is satisfactory.

Surveillance Audit 1 / ISO 9001:2015 Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.

Page 23 /

Process : INFORMATION SCIENCE

Faculty teaching staff – 22. All of them are MTECH.

Evidenced QSP/06 Procedure Internal assessment process Rev No 2 dated 01/08/2016.

Evidenced the activities of the process as mentioned below.

1. Circular on time table for third internals dated 13.11.17.

2. Invigilation Schedule (16th Nov & 20th Nov)/room allotment for third internals dated 15.11.17.

3. Internal Test question paper for subject Data ware housing and schema of evaluation

4. Internal assessment answer booklet for student 1SJ14IS036 and subject code 10IS74 and signed by student/faculty/HOD

5. Final attendance/marks sheet consolidated for Section VII A for teacher Ms. Pushpa

6. Theory record of attendance and assessment for subject data warehousing & mining.

Internal Audit conducted on 16.10.17

verall, the process is satisfactory.

Surveillance Audit 1 / ISO 9001:2015   Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.   Page 24 /

Auditor	Date	Process	Standard	Contacts
SATYANARAYANA POTHARAJU	05-02-2018	Management Process	ISO 9001:2015	DR, NARAYANA G

Notes

QUALITY, MANNUAL, DOCUMENT CHECKED AND FOUND IN LINE WITH THE REQUIREMENT wide ref Document Ref.: Q.M, Version No.: 2.3, Date: 20.02.2017

Evidenced risk register for ODD semester 2017 18 Dept wise & consolidated.

Evidenced student feedback form and also department wise tracking for the consolidate dissatisfactory data and actions are in place,

Evidenced parent teacher meeting feedback data and by & large good.

Evidenced proctorial system for student mentoring. Evidenced Proforma for Priyadarshini (USN 1SJ14CV068) Civil A & Shwetha N (USN 1SJ15CV097).

Analysis of student's feedback is incorporated and discussed in MRM.

Internal Audit is conducted on 14.10.17. Evidenced audit schedule I/ IQA/2017 18. 1 NC was raised. Previous audit was conducted in April 2017 and there are no NCs

Management Review conducted on 25.10.2017 , evidenced the minutes of MRM.

Surveillance Audit 1 / ISO 9001:2015   Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.   Page 25 / 51

Auditor	Date	Process	Standard	Contacts
ANIL KUMAR TD	06-02-2018	Post Graduation MBA	ISO 9001:2015	Mr. Vijay Nag J.

Notes

Process is to provide Educational service qualifying students to Master of Business Administration in Marketing, Human Resource and Finance. Since 2014-15 VTU has offered dual specialization course any of the electives. Procedure for Work Load Distribution have been established and maintained vide QSP/01, Rev.0,

- Procedure for Time Table Preparation have been established and maintained vide QSP/02, Rev.1.0,
- Procedure for Theory Class and lab Conduction have been established and maintained vide QSP/03, Rev.02,
- Procedure for Student Project Execution have been established and maintained vide QSP/04/ Rev.01,
- Procedure for customer satisfaction survey have been established and maintained vide QSP/08, rev.01,

MBA program has started in the year 2000, and the pass percentage is in positive trend with 16-17 2nd Semester – 80%, 4th Semester 90% Pass. Results calculated on semester basis only.

Department has intake capacity of 60 students, in first year 59 and second year 30 admissions available. Faculty in teaching is 08 plus one visiting faculty and meets the requirement of local inquiry committee norms and standards issued by VTU.

Academic Calendar of VTU, Belagavi for odd semester of 2017-18, Oct-17 to Jan-18 wide ref no VTU/ACA/Aca – cal/2017-18/ 3378 Dated 29.07.2017

ICIT calendar of events for the odd semester of 2017-18 starting from Oct-17 as per the calendar of events released on 12.08.2017.

Syllabus (Choice Based Credit System) issued by VTU is being followed and evidenced syllabus effective from 2016 MBA Scheme.

04 theory subjects and 2 practical/ Numerical in first semester, Electives are available in dual combination. Fin-Mktg, Fin-Hr, Hr-Mktg are the options available.

Risk analysis and action addressed to mitigate risks are available wide format no 08#format#04-Rev-00 for Odd semester 2017-18.

Risks are identified for 3 aspects and actions are identified. Ex: in academic activities risk identified is Teaching Methodology and impact is decrease in student performance and results and action addressed is to use effective teaching aids, conduct industry visit, case analysis to facilitate student performance. Last reviewed and updated in Aug 2017.

Sample Evidenced with respect to the student feedback analysis of First Semester course Compensation and benefits dealt by Faculty Ms. Shruthi G is 95.6%,

Records such as course plan, attendance, internal assessment question paper and the validation of scheme of evaluation, Course monitoring record, and feedback analysis is done for the Compensation and benefits course code 16MBAHR303, 3 credits for theory and 2 credits for practical, for 2017-18 year 3rd semester by faculty Ms. Shruthi G and student feedback on faculty is 100%, for the same course during the year 2016-17 the course code was 14MBAHR303 the student pass percentage is 100% and the student feedback of faculty is 100%.

For the year 2016-17 following objectives are identified and to be quantified based on the result expected by April 2017 ; to achieve 85% to 95% of results for the year 2016-17 for even semesters. Achieved – 90% in the 4th semester 2016-17.

It is Documents are not protected from unintended changes as it is observed the internal audit report and lesson plan, so non conformity raised on the same.

Internal Audit Conducted on 14.05.2017 and 14.10.2017, no non conformities identified.

Overall Process found Satisfactory except for non-conformity.

Auditor	Date	Process	Standard	Contacts
ANIL KUMAR TD	06-02-2018	Engineering Academics & Laboratory	ISO 9001:2015	Dr. G V Gnanendra Reddy.

Notes

Process : MECHANICAL

To impart education in the stream of mechanical engineering as per the prescribed syllabus by VTU

Student intake 120 + 06 (SNQ) + 24 lateral entry, Faculty strength – 32. Staff student ratio 1:18.

Quality Objectives: Conduct 5 industrial visits and accomplished the same.

Calendar of events for even semester 2017-18: VTU/ACA/Aca – cal/2018-19/ 9552 Dated 08.01.2018, Final draft of the college calendar of events awaiting approval for printing evidenced.

Verified the documented information for the full cycle performance of the subject of Composite Materials course code: 10ME662, Faculty name is Mr. Madhusudhan SV. Verified documents such as course time table, Course allocation details (Subject option and competency matrix) Course Lesson plan, Attendance, work dairy, 1st IA paper date of exam 23.03.2017 with review & approval on 23.03.2017, scheme of evaluation, Class average in IA - 1 is 14, IA – 21.72 is 14 & IA - 3 is 19.00.

Risk Record evidenced for the subject capturing 6 issues. No issues are identified as high risk.

Student feedback of faculty compiled through the on line feedback system and rated as 98.54%. Semester end pass percentage is 100%

acement – 48% achieved from over all passing students. Major companies recruited are Innovative tools – 14, TCS – 06, Tech Mahindra - 03, Eureka Forbes – 04. Quest Informatics – 03.

Overall Process found satisfactory.

Surveillance Audit 1 / ISO 9001:2015   Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.

Page 27 / 51

Auditor	Date	Process	Standard	Contacts
ANIL KUMAR TD	06-02-2018	Engineering Academics & Laboratory	ISO 9001:2015	DR, NARAYANA G
Notes				

Process : CIVIL

To impart education in the area of Civil engineering for the undergraduate programs.
Student intake 120 + 06 (SNQ) + 24 lateral entry, Faculty strength -- 27. Staff student ratio 1:16.
Quality Objectives: 6th semester target - 75.00% Ach – 86.78%, 8th semester target - 90.00% Ach – 93.48%,
Risk Record evidenced for the subject capturing 6 issues. No issues are identified as high risk. ✓
Calendar of events for even semester 2017-18: VTU/ACA/Aca – cal/2018-19/ 9552 Dated 08.01.2018, Final draft of the college calendar of events awaiting approval for printing evidenced.
Placement in the year 2017 achieved 27 placements. Agrima Roofing and Façade Bangalore, is new organization taking 18 placements.
Verified the documented information for the full cycle performance of the subject of Analysis of Determinate Structures course code: 15CV42, Faculty name is Mrs. Chandrakala S. Verified documents such as course time table, Course allocation details (Subject option and competency matrix) Course Lesson plan, Attendance, work dairy, 1st IA paper date of exam 18.03.2017 with review & approval on 18.03.2017, scheme of evaluation, Class average in IA - 1 13.45 is , – 2 is 14.23 & IA - 3 is 16.89.
Student feedback of faculty compiled through the on line feedback system and rated as 99.70%. Semester end pass percentage is 73.13% (Pass percentage for 3rd and 4th semester is 65.00%)
Verified practical subject course documentation for MT laboratory 15CVL37; and found satisfactory. Class average performance is 19.50.
Verified calibration of UTM Sl no 88/11, 40 Tons, Next calibration due on 01.09.2018.
Overall Process found satisfactory.

Surveillance Audit 1 / ISO 9001:2015 Audit Start Date: 05-02-2018 - Audit End Date: 10-02-2018 - Report completed on: 10-02-2018

This report is confidential and distribution is limited to the audit team, the company and the Bureau Veritas Certification office.

Page 28 / 5