Jain College of Engineering & Research Belagavi

(Approved by AICTE, New Delhi, Affiliated to VTU Belagavi & Recognized by Govt. of Karnataka)

Department of Electronics & Communication Engineering

Audit Report : 2023-24

	Documented Information	Rating Completeness			
		A	B	C	D
1.	AICTE/NBA/VTU records (AICTE Approval/NBA Accreditation) Sanction list/ Rules and Regulations				
	BOE letters (received/sent if any)				
	Syllabus Booklet				
	VTU – COE, College COE				
	Authenticated List of Students Admitted to Dept in various semesters.				
	Infrastructure (Class room , Lab facilities, list of Hardware, Software, Equipment's)				
	Dept budget proposals, sanctions, fixed assets				
2.	Central Library- Communication letters, Dept. wise list of books including title, author, edition, publication, no of copies				
	Training details (Placement programme details/SDP conducted by the dept/ Association activities)				
	Placement details				
3.	Previous Audit reports / observations, Analysis, Actions				
	Non-conformance Report				
	Vision, Mission, PEO & PSO and its Awareness				
	Competency matrix for teaching & Non teaching staff, Identification of training needs, Effectiveness of training imparted				
	Elective list, Electives floated and subjects opted by the students with signature				
	Subject Allotment				
	Lesson Plan (Theory/Lab)				
	Lesson Plan with revision note (Theory)				
	Lesson Plan Review Report				
	Time table (Class, Individual & room)				
	Time table modified to incorporate extra classes/tutorials etc.				
	Lesson Delivery Plan & Execution Status (Theory LDPR)				
	Laboratory Manuals				
	Work Instructions-Lab Equipment's				
	Calibration of Measuring instruments				
	Maintenance status of Lab equipment's				
	Non-conforming Equipment's				

	Laboratory continuous evaluation Sheet				
	Lesson Delivery Plan & Execution Status (Lab LDPR)				
	Attendance Report (Theory & Lab)				
	IA Time table, Final IA marks sent to VTU(Semester wise consolidated) and its result analysis				
	Student Mentorship				
	Student Mentorship Review Report				
	Formative & Summative Feedback analysis, Actions				
	Student complaints, Analysis, Actions including Lab				
	Student achievements- (only for prize winners) Co-curricular, Extracurricular (Hard copy of papers published)				
	Student Seminar title list and Project title list				
	VTU examination (Theory and practical exam) – Time table (Approved by VTU)				
	VTU examination Question paper				
	VTU- exam marks/result sheets				
	VTU- exam Results Analysis				
	Last action taken reports on results/feedbacks				
4.	AMC/ General Faculty meeting resolutions				
	Dept Faculty meeting book				
	Delivery book				
	Stock register (with Signature of HOD and Principal) Details of items moved from dept to dept within JCER				
	Professional Membership (ISTE/CSI/IEEE)				
	Teaching Staff-Profile up gradation, Self appraisal, Memos, Achievements, Hard copy of papers published				
	Non-Teaching Staff-Profile up gradation, Self appraisal, Memos, Achievements, Hard copy of papers published				
	Alumni list (with minimal information of phone no. and email id's)				
	Consultancy/ MOU's				
	Staff Leave cards				

1. Statutory and Regulatory Requirements
2. Customer Requirements
3. QMS Requirements
4. JCER Requirements

A: No deficiencies B: Minor Deficiencies   C: Significant deficiencies D: No Significant compliance