



Jain College of Engineering & Research Belagavi

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

Department of Mechanical Engineering

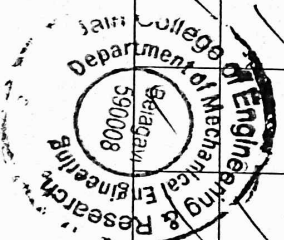
1) Course File

Internal Department Audit Report

SEM: 5

Date: 31-01-2023

Sl. No.	Course Code	Faculty Initials	COE	CTT	PTT	CP	LDPR	CIE QP	CIE SS	CIE M	Attd	SEE QP	CIE U M	SEM RES	Remarks
1	18ME51	Prof. Rahul B	/	/	/	/	/	/	/	/	/	/	/	/	
2	18ME52	Prof. Prasanna Mangaonkar	/	/	/	/	/	/	/	/	/	/	/	/	
3	18ME53	Dr.K B JagadeeshGouda	/	/	/	/	/	/	/	/	/	/	/	/	
4	18ME54	Dr. Nandeesha M.	/	/	/	/	/	/	/	/	/	/	/	/	
5	18ME55	Prof. Praveen P/ Prof. D.B.Patil	/	/	/	/	/	/	/	/	/	/	/	/	
6	18ME56	Prof. Shubham Chougule	/	/	/	/	/	/	/	/	/	/	/	/	
7	18ME57	Prof. Praveen P/ Prof. D.B.Patil	/	/	/	/	/	/	/	/	/	/	/	/	
8	18ME58	Dr. Nandeesha M/ Prof. Karthik R	/	/	/	/	/	/	/	/	/	/	/	/	
9	18CIV59	Prof. Soujanya (Civil Dept.)	/	/	/	/	/	/	/	/	/	/	/	/	





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The audit of course file comprises of verification of following documents
Department of Mechanical Engineering

COE: Calendar of Events

CTT: Class Time Table

PTT: Personal Time Table

CP: Course Plan

LDPR: Lesson Delivery Progress Report

CIE QP: Continuous Internal Evaluation Question Paper

CIE SS: Continuous Internal Evaluation Scheme & Solution

CIE M: Continuous Internal Evaluation Marks

Attd: Attendance

SEE QP: Semester End Examination Question Paper

CIE Up M: Continuous Internal Evaluation uploaded Marks

SEM Res: Semester Result



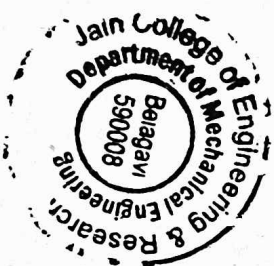


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2) Laboratory:

Sl. No.	Name of the LAB	LAB In charge/ Instructor	1	2	3	4	5	6	7	8	9	10	Remarks
1	18ME157 ECE LAB	Prof. Karthik NR /Mr. Sheetal Kumar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2	18ME158 FM LAB	Prof. Praveen Patil/ Mr. M.A Khatawe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	



h
H.O.D.

HOD
Department of Mechanical Engineering
Jain College of Engineering & Research
Belagavi - 590008



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The following documents will be viewed as listed:

- 1) Name of the LAB displayed on door
- 2) Syllabus
- 3) Do's & Don't's
- 4) List of Major Components
- 5) Carpet Area
- 6) Time Table
- 7) Stock Register
- 8) Naming of the components/instruments including miscellaneous
- 9) LAB Manual
- 10) Five Sample proper journals



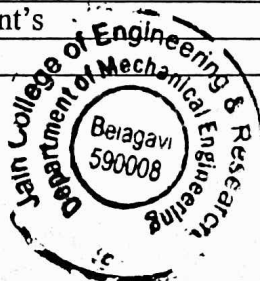


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Department of Mechanical Engineering Audit Report : 2023-24

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	✓			





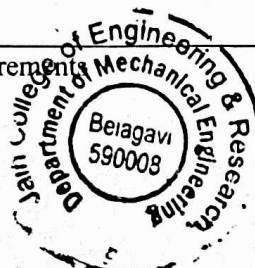
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	Laboratory continuous evaluation Sheet	✓			
	Lesson Delivery Plan & Execution Status (Lab LDPR)	✓			
	Attendance Report (Theory & Lab)	✓			
	IA Time table, Final IA marks sent to VTU(Semester wise consolidated) and its result analysis	✓			
	Student 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

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HOD

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