

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND
MANAGEMENT

Mukkam, Kozhikode, Kerala — 673602

INTERNAL QUALITY ASSURANCE CELL
QUALITY ASSURANCE
REPORT*Academic Year 2025–26*

Prepared in accordance with KTU Academic Audit Policy & NBA/NAAC Quality Criteria

Document Title	Quality Assurance Report (QAR) — Academic Year 2025–26
Institution	KMCT Institute of Emerging Technology and Management, Kozhikode
Prepared By	Kavitha G Nair, IQAC Coordinator
Approved By	Dr. Abdul Gafur M, Principal
Audit Cycles	Cycle 1: 18 December 2025 (Mid-Semester) · Cycle 2: 13 March 2026 (End-Semester)
Report Status	Internal — Prepared for Principal Review & KTU External Audit Preparedness
Date of Preparation	March 2026

This Quality Assurance Report has been prepared by the Internal Quality Assurance Cell (IQAC) of KMCT IETM in accordance with the Academic Audit Policy of APJ Abdul Kalam Technological University (KTU) and aligned with NBA accreditation requirements. The report consolidates the findings, observations, and recommendations arising from two internal academic audit cycles conducted during the academic year 2025–26.

1. INTRODUCTION

The Internal Quality Assurance Cell (IQAC) of KMCT Institute of Emerging Technology and Management, Kozhikode, was constituted with a mandate to develop and sustain a culture of quality across all academic and administrative functions of the institution. Operating in alignment with the directives of the APJ Abdul Kalam Technological University (KTU) and the requirements of NBA accreditation, the IQAC has established a structured internal academic audit framework for the academic year 2025–26.

This Quality Assurance Report (QAR) documents the planning, execution, findings, and follow-up actions arising from two internal audit cycles conducted during 2025–26. The report serves as a reference document for the institution's Principal, management, and for the forthcoming external academic audit by KTU-appointed auditors.

The audit process at KMCT IETM follows a cross-departmental model wherein IQAC-appointed auditors from one department assess another, ensuring objectivity, fairness, and inter-departmental learning. All six academic departments of the institution were covered under this framework.

2. IQAC COMPOSITION & GOVERNANCE

The IQAC at KMCT IETM is constituted as per NBA/AICTE norms with representation from management, administration, faculty, students, alumni, industry, and technical staff.

Role	Name	Designation/Affiliation
Chairperson	Dr. Abdul Gafur M	Principal, KMCT IETM
IQAC Coordinator	Ms. Kavitha G Nair	IQAC Coordinator, KMCT IETM
Executive Trustee & Director	Dr. Aysha Nazreen	Executive Trustee & Director, KMCT Group of Institutions
Senior Administrative Representative	Mr. Manu Jose	Administrative Officer, KMCT IETM
Alumni Representative	Mr. Ahmed Rishan	Distinguished Alumnus, KMCT IETM
Student Representative	Mr. Abraham Jolly	Student Representative, KMCT IETM
Technical Staff Representative	Mr. Anwar	System Administrator, KMCT IETM
Faculty Representatives	Six Faculty Members — one from each of the six academic departments	Nominated Faculty Representatives: CSE, CSE (Cyber Security), AI&DS, ECE, Computer Applications, Business Administration

Faculty Representatives from all departments are nominated members of the IQAC, ensuring comprehensive institutional representation.

3. AUDIT FRAMEWORK & METHODOLOGY

3.1 Audit Model

KMCT IETM follows a Cross-Departmental Internal Audit Model as mandated by KTU's Academic Audit Policy. Under this model, a pair of IQAC-appointed faculty auditors from one department conducts a structured review of another department. This ensures independence of assessment, eliminates departmental bias, and promotes cross-institutional learning.

3.2 Audit Frequency

Two audit cycles were conducted during the academic year 2025–26, in accordance with KTU's requirement of twice-a-semester internal audits:

Audit Cycle	Date	Nature	Scope
Cycle 1	18 December 2025	Mid-Semester Internal Audit	All 6 Departments — Full Institutional Coverage
Cycle 2	13 March 2026	End-Semester Internal Audit	All 6 Departments — Full Institutional Coverage

3.3 Audit Checklist Parameters

Each audit cycle was conducted using standardised checklists covering the following KTU-mandated parameters:

- Course file maintenance and syllabus coverage
- Internal assessment documentation — question papers, answer scripts, mark registers
- Tutorial logbooks and laboratory records
- Attendance registers and portal entry compliance
- Result analysis and remedial class documentation
- Mentoring and student advisory system records
- ICT-enabled teaching documentation and innovative pedagogy evidence
- Co-curricular and extra-curricular activity records
- MOOC/NPTEL course enrolment and completion records
- Faculty evaluation and feedback documentation

4. DEPARTMENTS COVERED UNDER AUDIT

All six academic departments of KMCT IETM were audited under both cycles. The departments and their programmes are listed below:

Sl.	Department	Programmes Offered	Status
1	Computer Science & Engineering (CSE)	B.Tech CSE	Both Cycles Completed
2	CSE — Cyber Security	B.Tech CSE (Cyber Security)	Both Cycles Completed
3	Artificial Intelligence & Data Science (AI&DS)	B.Tech AI&DS	Both Cycles Completed
4	Electronics & Communication Engineering (ECE)	B.Tech ECE	Both Cycles Completed
5	Computer Applications	BCA, MCA	Both Cycles Completed
6	Business Administration	BBA, MBA	Both Cycles Completed

5. AUDIT FINDINGS & COMPLIANCE SUMMARY

5.1 Overall Institutional Compliance

The consolidated institutional compliance score across both audit cycles ranged between 83% and 84%, reflecting a strong foundational quality culture at KMCT IETM. The institution demonstrated commendable readiness in core academic documentation areas, with targeted improvement required in specific domains as detailed below.

Audit Cycles 02 Mid & End Semester	Compliance Score 83–84% Institutional Average	Departments Audited 06 Full Institutional Coverage
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5.2 Key Observations — Cycle 1 (18 December 2025)

The mid-semester audit established a baseline understanding of departmental readiness. Key observations included:

- Course files were largely in place across departments with syllabus coverage tracking well-maintained
- Internal assessment records — including question papers, mark registers, and sample answer scripts — were available and verified
- Attendance registers were updated and portal entries were substantially complete
- Laboratory records and equipment logs were maintained with minor inconsistencies in a few departments
- Mentoring systems were operational with documented advisory meeting records
- ICT-enabled teaching documentation was identified as an area requiring stronger evidence collection
- Faculty concerns regarding audit scope and documentation timelines were noted and addressed through a clarification session held in the seminar hall
- Audit completion dates were extended from the initial schedule of 9–10 March to 12–13 March to allow departments adequate time for compliance

5.3 Key Observations — Cycle 2 (13 March 2026)

The end-semester audit reviewed both the completion of planned activities and the action taken on Cycle 1 observations. Key findings included:

- Consolidated audit compliance summary was prepared and submitted to the Principal
- Department-wise compliance summaries were circulated to all Heads of Departments (HoDs) for review and action
- Course file evidence completeness showed improvement over Cycle 1 in most departments
- Sample supporting documents for course file and academic record verification were shared digitally with departments prior to the audit
- A Draft Institutional Academic Culture and Process Policy was prepared through IQAC and shared with the Principal for review
- Student committee awareness notices were prepared and circulated for display on department notice boards
- Industry exposure initiative for MCA programme was initiated, with a discussion held with the CEO of GetLead Analytics, Cyberpark, Kozhikode
- Course file evidence gaps in innovative teaching documentation remained a continuing area for improvement

6. STRENGTHS IDENTIFIED

INSTITUTIONAL STRENGTHS

- Strong and consistent course file documentation across departments, reflecting a disciplined approach to academic record-keeping
- Verified internal assessments with proper documentation of question papers, mark sheets, and sample answer scripts

- Active mentoring and student advisory systems with documented meeting records and student welfare tracking
- Functional IQAC with regular monthly meetings, structured agenda, and documented Minutes of Meeting (MoM)
- Proactive cross-departmental audit model ensuring objectivity and institutional learning
- Timely preparation and circulation of audit checklists, compliance summaries, and department-wise reports
- Positive faculty engagement — concerns raised during the audit process were addressed promptly through direct interaction
- Institutional academic momentum reflected in the MoU signed with IIT Madras, the launch of MBA and MCA PG programmes, and NSS unit establishment

7. AREAS IDENTIFIED FOR IMPROVEMENT

PRIORITY IMPROVEMENT AREAS

- ICT-enabled teaching documentation: Faculty need to maintain structured evidence of technology integration in classroom delivery, including screenshots, tool usage logs, and student feedback
- Innovative teaching documentation: Creative pedagogical practices are being implemented but not consistently documented — structured formats and collection protocols are required
- Gap closure consolidation: Some departments showed partially complete course file evidence; a standardised gap-closure checklist and follow-up mechanism is recommended
- MOOC/NPTEL course documentation: Student enrolment and completion records for MOOC courses need to be systematically maintained and submitted to IQAC
- Result analysis depth: While result data is available, structured comparative analysis linking results to teaching interventions requires strengthening

7.5. GAP CLOSURE FRAMEWORK — PATHWAYS TO EXCELLENCE

Identifying areas for improvement is only the first step. What defines a quality-driven institution is the rigour, intentionality, and speed with which it closes those gaps. The IQAC at KMCT IETM has developed a structured Gap Closure Framework for each improvement area identified in Section 7, grounded in evidence-based practices drawn from top-tier accredited institutions and aligned with KTU, NBA, and NEP 2020 mandates. Each gap has been assigned a Closure Strategy, an Implementation Timeline, and a Verifiable Outcome Indicator — ensuring that improvement is not aspirational but measurable.

GAP 01 — ICT-Enabled Teaching Documentation

Closure Strategy: A structured ICT Usage Log Template will be introduced across all departments from the commencement of AY 2026–27. Faculty will document tool name, session date, course code, learning objective addressed, and a screenshot or link as digital evidence. IQAC will compile these logs into a centralised ICT Evidence Repository, accessible for audit review at any point.

Supporting Initiative: A faculty workshop on ICT integration in OBE-aligned teaching will be conducted in June 2026, drawing on the foundation already built through the IQAC's Innovative Pedagogy session of August 2025. Peer learning will be facilitated through a departmental 'ICT Champion' system wherein one faculty member per department leads and mentors colleagues.

Timeline: Template rollout by June 2026. First audit review of ICT logs by December 2026 (Cycle 1, AY 2026–27).

Outcome Indicator: 100% of faculty members maintaining a completed ICT Usage Log by end of Semester 1, AY 2026–27. Compliance verified during Cycle 1 internal audit.

Status: *Template under design by IQAC · Pilot rollout planned: June 2026 · Full compliance target: December 2026*

GAP 02 — Innovative Teaching Documentation

Closure Strategy: A standardised Innovative Teaching Template will be introduced across all departments from AY 2026–27. Faculty will document at least two innovative teaching strategies per course per semester, with a brief description, date, course outcome addressed, and student response observation. The IQAC will curate a 'Best Practices in Pedagogy' compendium annually, drawing from these submissions.

Supporting Initiative: The IQAC's ongoing faculty engagement programme series — including the session by Mr. Ganesh Shenoy of Digiligo and the upcoming calendar for 2026–27 — will be intentionally anchored to transferable teaching innovations, not merely inspirational talks. Faculty will be encouraged to derive at least one classroom application from each external engagement.

Timeline: Innovative Teaching Template rolled out across all departments by July 2026. First compendium published by March 2027.

Outcome Indicator: At least two documented innovative practices per faculty member per semester. Institutional Pedagogy Compendium published by end of AY 2026–27.

Status: *Register format under development · Integration into Course File: July 2026 · First review: December 2026*

I Q A C C O O R D I N A T O R ' S N O T E O N G A P C L O S U R E

The gaps identified in this audit cycle are not indicators of institutional weakness. They are evidence of a functioning quality system — one mature enough to see clearly, honest enough to document what it sees, and structured enough to act on it. Every finding documented here has a defined owner, a concrete action, a realistic timeline, and a verifiable outcome. That is the standard to which the IQAC at KMCT IETM holds itself. We do not aspire to a perfect institution on paper. We aspire to a better institution in practice — and this gap closure framework is how we intend to get there.

8. ACTION TAKEN REPORT (ATR)

The following actions have been initiated or completed in response to audit findings:

Sl.	Observation / Finding	Action Taken	Status
1	Faculty concerns on audit readiness timeline	Clarification session conducted in seminar hall; audit scope communicated clearly to all departments	Closed
2	Course file evidence incomplete in some departments	Compliance requested; sample supporting documents shared digitally; follow-up in Cycle 2	In Progress
3	ICT documentation gaps identified	Faculty oriented on documentation requirements; templates to be provided in 2026–27	In Progress
4	Audit dates required extension	Extension from 9–10 March to 12–13 March communicated to all HoDs; departments informed and complied	Closed
5	Need for structured policy dissemination	Draft Institutional Academic Culture &	Under Review

Sl.	Observation / Finding	Action Taken	Status
		Process Policy prepared and submitted to Principal for review	
6	Student committee awareness	Awareness notice prepared and sent to office for notice board circulation	Implemented
7	MCA industry readiness component	Industry visit to GetLead Analytics, Cyberpark initiated; formal confirmation letter obtained	Implemented

9. FUTURE PLAN & QUALITY ROADMAP 2026–27

Based on the findings of this audit cycle, the IQAC has identified the following priority actions for the academic year 2026–27 and the forthcoming KTU external audit:

9.1 Immediate Actions — Pre-External KTU Audit

- Complete KTU-based data alignment across all departments and ensure portal entries are updated and verified
- Strengthen and standardise ICT and innovative teaching documentation with department-specific templates
- Finalise and disseminate the Draft Institutional Academic Culture and Process Policy
- Consolidate all audit evidence, MoM records, and ATRs into the IQAC Master Repository for external auditor access
- Prepare department-wise compliance dossiers for presentation to the KTU external auditor

9.2 Strategic Quality Initiatives 2026–27

- Institutionalise a faculty development calendar ensuring structured training on OBE, ICT tools, and innovative pedagogy
- Deepen the academia–industry connect initiated through the BRIDGE programme, targeting structured internship and project partnerships
- Strengthen NBA accreditation preparedness through outcome-based documentation alignment across all UG and PG programmes
- Introduce a formalised student feedback loop with documented analysis and action taken reports
- Expand IQAC monitoring to include co-curricular activity tracking and activity point compliance

10. DECLARATION & CERTIFICATION

This Quality Assurance Report has been prepared based on the internal academic audits conducted by IQAC-appointed cross-departmental auditors during the academic year 2025–26. The findings, observations, and recommendations documented herein are accurate to the best of the knowledge of the IQAC Coordinator and have been compiled in good faith for the purposes of institutional quality improvement and KTU external audit preparedness.

Signature: _____

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Signature: _____

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