



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC,NBA & Affiliated to Anna University)
Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



INTERNAL QUALITY ASSURANCE CELL

Report on Academic Audit & Action Taken

Academic Year: (2018-2019)

ACADEMIC AUDIT (2018-19) - ODD & EVEN SEMESTER

Introduction

The Academic Audit was conducted on 03.09.2019 and 04.09.2019 for the Academic Year (2018-19). The Audit was conducted to provide an opportunity for a regular strategic review of Teaching and Learning Activities of the Departments. The Self Evaluation Document was presented by the Heads of Departments to the Auditor. The Auditor has gone through the documents provided by the Departments and verified based on the Standard Check List (Questionnaires). The Consolidated Report was prepared based on the findings of the Auditor, the Suggestions for Improvement and Action Taken Report is given in the following sections. Earlier the Internal Audit was conducted semester wise by the Senior Faculty Members of the Institution.

Auditor:

Dr.T.Senthivelan

Professor

Department of Mechanical Engineering

Pondicherry Engineering College

Puducherry



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Date: 29.08.2019

Sub: External Academic Audit for the Academic Year (2018-19) – ODD & EVEN

Time: 10.00 AM - 4.30 PM

Academic Audit Schedule

| S.No. | Date | Time | Departments |
|-------|------------|---------------------|----------------------------------|
| 1. | 03.09.2019 | 10.00 AM - 11.30 AM | Civil |
| 2. | | 12.00 PM - 01.30 PM | CSE |
| 3. | | 01.30 PM - 02.00 PM | Lunch |
| 4. | | 02.00 PM - 03.30 PM | ECE |
| 5. | | 03.30 PM - 04.30 PM | IT |
| 6. | 04.09.2019 | 10.00 AM - 11.30 AM | EEE |
| 7. | | 12.00 PM - 01.30 PM | MECH |
| 8. | | 01.30 PM - 02.00 PM | Lunch |
| 9. | | 02.00 PM - 03.30 PM | S&H,MBA |
| 10. | | 03.30 PM - 04.30 PM | Report Writing & Closing Meeting |

All the Heads of the Departments are requested to keep the documents ready for the External Audit.

O. V. H
Coordinator IQAC

29/08/2019
Chairperson IQAC

List of Files to be Audited

| S. No. | Parameters |
|---------------|---|
| 1. | Vision and Mission of the Department, Academic Calendar AY (2018-19) |
| 2. | Board of Studies - Minutes, Regulations, Curriculum and Syllabus for Regulation (2016R) and Anna University (2013R) |
| 3. | Curriculum Enrichment in Regulations (2016R) |
| 4. | Department Budget File |
| 5. | Department Circular & Faculty Meeting Minutes |
| 6. | Department Library (<i>Book List, Students and Faculty Accession Record</i>) |
| 7. | List of Laboratories and Equipments and List of Equipments costing more than 2 Lakhs |
| 8. | Industry Linked Laboratories and Augmented Facilities |
| 9. | Record of Centre of Excellence |
| 10. | Record of MoU's Signed |
| 11. | Record of Consultancy and Patents |
| 12. | Major / Minor / Other Research Projects and Proposal (<i>Completed, Ongoing and Submitted</i>) |
| 13. | Programmes Organized in the Dept. (<i>Please verify No. of Programmes Organized with Proof</i>) |
| 14. | Students Admission and Scholarship |
| 15. | Students Bio-Data |
| 16. | Students Attendance (<i>Please verify the Master Attendance</i>) |
| 17. | Continuous Internal Assessment Test Analysis |
| 18. | Remedial Classes AY (2018-19) |
| 19. | End Semester Exam Result Analysis |
| 20. | Students Examination Performance |
| 21. | Student Participation (Co-Curricular & Extracurricular) (<i>Please verify No. of Participation with Proof</i>) |
| 22. | Awards and Prizes won by Students |
| 23. | Value Added Courses/ Skill Development Courses /Internship/Field Project/In plant Training/Industrial Visit(<i>Please verify Students Certificates and Reports</i>) |

24. Online Certification Courses (NPTEL, Coursera, Udemy, etc.,)
(Please verify Certificate for Students and Faculty)
25. Placement, Career Guidance, Higher Studies and Entrepreneurship
(Please verify No. of Placements, Higher Studies like GATE, GRE, TOEFL Score ,etc., and Entrepreneur List)
26. Record of Student Counseling/ Mentoring *(Please verify the Document and Comment)*
27. Department Class Committee Meeting
28. Feedback on Curriculum Enrichment
(Feedback from all Stake Holders)
29. Students Feedback on Faculty
30. Parents Meeting and Feedback
(Please verify the Proof)
31. Record of Grievance Redressal Cell /Anti Ragging Cell
32. Alumni Interaction Details
(Please verify Alumni Lecture and Alumni Mentoring support.etc.,)
33. Record of Teaching and Non-Teaching Staff Profile
34. Faculty Service Register
35. Course file (Theory)
(Please verify as per the Check List)
36. Course file (Laboratory)
(Please verify as per the Check List)
37. Research Paper Publications
(National/ International Conference and Journal)
(Please verify No. of Publications and Quality of Publication)
38. Funding Proposals Submitted and Grants Obtained
39. Books and Chapters
40. Faculty Participation in Seminar, FDP and Workshop, etc.,
41. Faculty Awards and Recognitions
(Please verify No. of Awards)
42. Guest Lectures delivered by Faculty (Internal and External)
(Please verify the Proof)
43. Faculty Visit to Industries for Collaboration
44. Faculty Interaction with IIT/NIT/AU/Reputed Institute Professors
(Please verify list with Proof and Provide Numbers)
45. Faculty Performance Appraisal and Faculty Development System
46. Professional Society Activities
47. Extension and Outreach Activities
 1. NSS, YRC
 2. Clubs/Forums

3. Societal Welfare Activities, etc.,
48. Department NewsLetter, Magazine, etc., AY (2018-19)
49. Department Academic Audit Report and Action Taken for Previous Year
50. Department Future Plan
(*Strategic Plan for AY(2019-20)*)

1. Overall Assessment by the Auditor

- All documents are clearly documented and updated
- Faculty Members are found vibrant
- Rules and Regulations followed by the College Management and Department Faculty Members are good
- Smart Classrooms are established for the Enhancement of the Teaching - Learning Process
- Infrastructure and Physical Facilities are available as per the requirement
- Students were placed in both IT and Core Industries
- Student Centric Events are organized for the improvement of Teaching Learning
- E - content developed by the Faculty members are uploaded in the MVLC
- Industry-Academia Collaborative activities are more
- NPTEL Online Certification Courses are taken by Faculty and Students
- Alumni Interaction Program are regularly conducted
- Research and Development activities are appreciated
- Extension and Outreach activities are good


2. Suggestions by Auditor

- More Faculty Research Publication in SCI Journals
- Multidisciplinary Projects need to be increased
- Focus on Funded Research Projects from various Funding Agencies
- Student Projects can be converted to Product
- Students for Higher Studies to be increased
- Department can increase Student Entrepreneurs

- Students Internship can be improved
- Industry Linked Laboratories need to be increased

Action Taken in the Department Level

- Target number of Research Publications by Faculty Members are finalized
- Students Projects are planned to Publish as Journal Papers
- Faculty Members are encouraged to apply for Fundings
- Japanese Language Learning is introduced for the Employability Opportunities in Abroad
- Introduced Technology Learning Group -50 Groups for students to learn about Emerging Technologies
- Implemented MultiDisciplinary Lectures (MuDiL) for Interdepartmental Collaborations
- Teachers Associated Seminar Towards Excellence (TASTE) is implemented for the Faculty Empowerment
- Must Know Concepts Learning (MKC) and Viva Voce Examination are introduced for the Deeper Learning of the Concepts


Coordinator IQAC


Chairperson IQAC