



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & 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.

Auditor:

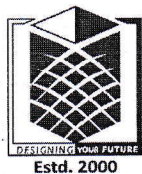
Dr.T.Senthilvelan

Professor

Department of Mechanical Engineering

Pondicherry Engineering College

Puducherry



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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.

Thy
29/8/19
Coordinator IQAC

IQAC COORDINATOR
MUTHAYAMMAL ENGINEERING COLLEGE
(AUTONOMOUS)
RASIPURAM-637 408, NAMAKKAL Dist.
TAMILNADU

Chairperson IQAC

29/8/2019
PRINCIPAL,
MUTHAYAMMAL ENGINEERING COLLEGE
(AUTONOMOUS)
RASIPURAM-637 408, NAMAKKAL Dist.
TAMILNADU

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
(Please verify Students Certificates and Reports)
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 Stack 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
Extension and Outreach Activities
47.
 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:

- All documents are documented and updated
- Smart Classrooms are effectively used for Teaching - Learning Process
- Lab facilities are available as per the requirement
- Skill based courses are offered to students for skill development
- Students were placed in good companies
- Student Centric activities are organized
- NPTEL Online Certification Courses are taken by Faculty and Students
- Alumni Interaction Program are regularly conducted

2. Suggestions:

- Faculty should publish papers in reputed journals
- Multidisciplinary Projects need to be increased
- Focus on Research Grants from various Funding Organizations
- Plan for more Industry Collaborations
- Outreach activities need to be improved
- Organize more Career Guidance events

- Students Internship can be improved
- Department should encourage all faculty for their Academic Upgradation

Action Taken:

- Students Projects are planned to publish as journal papers
- Faculty Members are encouraged to apply for fundings
- Japanese Language Training for the employability opportunities
- Faculty members are insisted to publish quality papers
- Interdepartmental activities are initiated
- Industries are identified for Collaborative Activities
- Skill Oriented Training Programs are organized

Thm
6/9/19
Coordinator IQAC

**IQAC COORDINATOR
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[Signature]
Chairperson IQAC

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