



# **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: (2019-2020)**

## **ACADEMIC AUDIT (2019-20) - ODD & EVEN SEMESTER**

### **Introduction**

The Academic Audit was conducted on 04.11.2020 for the Academic Year (2019-20). 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.

### **Auditors:**

**Dr.I.Thangaraj**

Associate Professor

Department of EEE

Government College of Engineering, Bargur.

**Dr.K.Vijayakumar**

Assistant Professor

Department of EEE

Indian Institute of Information Technology Design and Manufacturing

Kancheepuram.



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## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

Date:27.10.2020

**Sub:** External Academic Audit for the Academic Year (2019-20) – ODD & EVEN

**Time:** 10.00 AM - 4.30 PM

### Academic Audit Schedule

S.No.	Date	Time	Departments
1.	04.11.2020	10.00 AM - 11.30 AM	MECH
2.		12.00 PM - 01.30 PM	EEE
3.		01.30 PM - 02.00 PM	Lunch
4.		02.00 PM - 03.30 PM	Civil, BIOTECH,CHEM
5.		03.30 PM - 04.30 PM	S&H,MBA
6.		10.00 AM - 11.30 AM	CSE
7.		12.00 PM - 01.30 PM	ECE
8.		01.30 PM - 02.00 PM	Lunch
9.		02.00 PM - 03.30 PM	IT, BME,MDE
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.

*D.V. Har*  
Coordinator IQAC

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

*V. J. J. J.*  
Chairperson IQAC  
PRINCIPAL,

**MUTHAYAMMAL ENGINEERING COLLEGE**  
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TAMILNADU



### **List of Files to be Audited**

<b>S. No.</b>	<b>Parameters</b>
1.	Vision and Mission of the Department, Academic Calendar AY (2019-20)
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 (2019-20)
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  
Value Added Courses/ Skill Development Courses /Internship/Field Project/In
23. 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 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
- Extension and Outreach Activities
47.
  1. NSS, YRC
  2. Clubs/Forums
  3. Societal Welfare Activities, etc.,
48. Department NewsLetter, Magazine, etc., AY (2019-20)
49. Department Academic Audit Report and Action Taken for Previous Year
50. Department Future Plan  
*(Strategic Plan for AY(2020-21))*

## **1. Overall Assessment:**

- Files are documented and updated
- Smart Classrooms are available
- 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
- Faculty Interaction with Industry/Academia for Collaboration
- Students Participated in Technical Events



- NPTEL Certifications are received by both Faculty and Students
- Consultancy Works are carried out and Patents are Published

## 2. Suggestion:

- All faculty should be encouraged for Publications and Participation
- Student achievements need to be increased
- Focus on initiating the CoE and Industry connectivity
- Department should Plan for Outreach activities
- Need to offer Domain Specific Skill Based Training to students
- Consultancy and Patent Filing can be improved

## Action Taken:

- Institution is recognized by Awards and Ranking from various Organizations
- Quality of Teaching – Learning has enhanced through TASTE, MuDiL, Faculty Visit to Industries/Institutions, Faculty Guest Talk, Muthayammal Virtual Learning Centre, Faculty Recharge Program and Faculty Support for Student Activities
- Faculty Members are involved in Research activities like Publications in Journals and Conferences, Funding Proposals, Applying for Awards and Recognitions, Patent Filing, Books/Chapters and Online Certification Courses
- More number of Students are undergoing the Inplant Training, Internship and Industrial Visit to Industries
- Regular Alumni Meeting and Interaction is arranged through Alumni Association
- Incubation Centers/Startups are established
- Consultancy Projects are received from Industry
- Institution Best Practices and Distinctiveness are implemented

*10 V. Thangaraj*  
Coordinator IQAC

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