# 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**

**Estd. 2000**

**IQAC**

# INTERNAL QUALITY ASSURANCE CELL

# Report on Academic Audit & Action Taken

# Academic Year: (2020-2021)

# ACADEMIC AUDIT (2020-21) - ODD & EVEN SEMESTER

## Introduction

The Academic Audit was conducted on 09.11.2021 and 10.11.2021 for the Academic Year (2020-21). 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

1. **Dr.T.Shanmuganantham**
   ASP / EE
   Pondicherry University
   Puducherry

2. **Dr.N.Madhavi**
   AP/ECE
   Government Engineering College
   Erode

3. **Dr.D.Sindhanaiselvi**
   AP / E&I
   Puducherry Technological University
   Puducherry

4. **Dr.D.Lavanya**
   AP / MECH
   Government College of Engineering
   Salem

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## INTERNAL QUALITY ASSURANCE CELL

## CIRCULAR

**Date: 26.10.2021**

**Sub:** External Academic Audit for the Academic Year (2020-21)

## Academic Audit Schedule

**Time:** 9.30 AM - 4.30 PM

| S.No. | Date | Department | External Auditor | Venue |
|-------|------|------------|------------------|-------|
| 1. | 09.11.2021 | CSE&IT | Dr.T.Shanmuganantham<br>ASP / EE<br>Pondicherry University<br>Puducherry | CSE Library |
| 2. | | ECE, BME&MDE | Dr.N.Madhavi<br>AP/ECE<br>Government Engineering College<br>Erode | ECE Library |
| 3. | | EEE | Dr.D.Sindhanaiselvi<br>AP / E&I<br>Puducherry Technological University<br>Puducherry | EEE Library |
| 4. | 10.11.2021 | MECH&CIVIL | Dr.D.Lavanya<br>AP / MECH<br>Government College of Engineering<br>Salem | CAD Lab |
| 5. | | S&H,<br>BIOTECH&CHEM | Dr.T.Shanmuganantham<br>ASP / EE<br>Pondicherry University<br>Puducherry | Physics Lab |
| 6. | | MCA&MBA | Dr.D.Sindhanaiselvi<br>AP / E&I<br>Puducherry Technological University<br>Puducherry | MBA Smart<br>Classroom |

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

**Coordinator IQAC**

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

**Chairperson IQAC**

PRINCIPAL,
MUTHAYAMMAL ENGINEERING COLLEGE
(AUTONOMOUS)
RASIPURAM-637 408. NAMAKKAL Dist

# List of Files to be Audited

| S. No. | Parameters |
|---|---|
| 1. | Vision and Mission of the Department, Academic Calendar AY *(2020-21)* |
| 2. | Board of Studies - Minutes, Regulations, Curriculum and Syllabus for Regulation *(2016R and 2019R)* |
| 3. | Curriculum Enrichment in Regulations *(2016R and 2019R)* |
| 4. | Department Budget File |
| 5. | Department Circular & Faculty Meeting Minutes |
| 6. | Department Library (*Book List, Students and Faculty Accession Record*) |
| 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 *(Completed, Ongoing and Submitted)* |
| 13. | Programmes Organized in the Dept. *(Please verify No. of Programmes Organized with Proof)* |
| 14. | Students Admission and Scholarship |
| 15. | Students Bio-Data |
| 16. | Students Attendance *(Please verify the Master Attendance)* |
| 17. | Continuous Internal Assessment Test Analysis |
| 18. | Remedial Classes AY (2020-21) |
| 19. | End Semester Exam Result Analysis |
| 20. | Students Examination Performance |
| 21. | Student Participation (Co-Curricular & Extracurricular) *(Please verify No. of Participation with Proof)* |
| 22. | Awards and Prizes won by Students |

| | |
|---|---|
| 23. | Value Added Courses/ Skill Development Courses /Internship/Field Project/In plant Training/Industrial Visit<br>*(Please verify Students Certificates and Reports)* |
| 24. | Online Certification Courses (NPTEL, Coursera, Udemy, etc.,)<br>*(Please verify Certificate for Students and Faculty)* |
| 25. | Placement, Career Guidance, Higher Studies and Entrepreneurship<br>*(Please verify No. of Placements, Higher Studies like GATE, GRE, TOEFL Score ,etc., and Entrepreneur List)* |
| 26. | Record of Student Counseling/ Mentoring<br>*(Please verify the Document and Comment)* |
| 27. | Department Class Committee Meeting |
| 28. | Feedback on Curriculum Enrichment<br>*(Feedback from all Stack Holders)* |
| 29. | Students Feedback on Faculty |
| 30. | Parents Meeting and Feedback<br>*(Please verify the Proof)* |
| 31. | Record of Grievance Redressal Cell /Anti Ragging Cell |
| 32. | Alumni Interaction Details<br>*(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)<br>*(Please verify as per the Check List)* |
| 36. | Course file (Laboratory)<br>*(Please verify as per the Check List)* |
| 37. | Research Paper Publications<br>(National/ International Conference and Journal )<br>*(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<br>*(Please verify No. of Awards)* |
| 42. | Guest Lectures delivered by Faculty (Internal and External)<br>*(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<br>  1. NSS, YRC<br>  2. Clubs/Forums<br>  3. Societal Welfare Activities,etc., |
| 48. | Department NewsLetter, Magazine, etc., AY (2020-21) |
| 49. | Department Academic Audit Report and Action Taken for Previous Year |
| 50. | Department Future Plan *(AY (2021-22))* |

## 1. Overall Assessment:

- Files are documented and updated
- NPTEL Certifications are received by both Faculty and Students
- Consultancy Works are carried out and Patents are filed
- Students Internships, Inplant Training and Industrial Visits are less
- Awards and Recognitions, Books/Chapters are minimum
- Online Certification Courses are received by Faculty and Students
- Faculty Interaction with Industry/Academia is available
- Students Participated in Technical Events

## 2. Suggestion:

- All faculty should be encouraged for Participation and Publication
- Student achievements need to be increased
- Teaching – Learning can be improved through Innovative Practices
- Need to offer Domain Specific Skill based Training to Students
- Industry Linked Laboratories and MoU's should be with outcomes

- Consultancy activities and Patent Filing can be improved
- Focus on Incubation Centers/Startups
- Plan for conducting more community service activities

## Action Taken:

- Quality of Teaching – Learning has enhanced through TASTE, MuDiL, Technology Learning Group -50 Groups (TLeG)and Must Know Concepts Learning (MKC)
- Faculty Visit to Industries/Institutions, Faculty Guest Talk and Faculty Support for Student Activities are Improved
- Faculty Members are involved in Research activities like Publications in Journals and Conferences, Funding Proposals Awards and Recognitions, Patent Filing and Books/Chapters
- More number of Students are undergone to Internships
- Regular Alumni Meeting and Interactions are arranged through Alumni Association
- Incubation Centers/Startups are established
- Consultancy Projects are received from Industry
- Institution Best Practices and Distinctiveness are implemented

11/11/2021

**Coordinator IQAC**

**Chairperson IQAC**