



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 Administrative Audit & Action Taken

Academic Year: 2018-19

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

Introduction

The Administrative Audit was conducted on 05.09.2019 for the Academic Year (2018-19). The Audit was conducted to provide an opportunity for a regular strategic review of administrative functions of the Institution. It includes infrastructure facilities like Classroom, Training & Placement, Library, Computing and Internet Facilities, Sports, Security System etc.,. The Auditor has gone through the documents 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.Senthilvelan

Professor

Department of Mechanical Engineering

Pondicherry Engineering College

puducherry



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CIRCULAR

Date: 29.08.2019

Sub: External Administrative Audit for the Academic Year (2018-19)

Administrative Audit Schedule

Time: 10.30 AM – 4.00 PM

| Date | External Auditor | Venue |
|------------|---|-------|
| 05.09.2019 | Dr.T.Senthilvelan Professor Department of Mechanical Engineering Pondicherry Engineering College Puducherry | IQAC |

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

Tcn
29/8/19

Coordinator IQAC

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

[Signature]
Chairperson IQAC

PRINCIPAL,
MUTHAYAMMAL ENGINEERING COLLEGE
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RASIPURAM-637 408, NAMAKKAL Dist.
TAMILNADU.

List of Files to be Audited

| S. No. | Parameters |
|--------|---|
| 1. | Classroom Facilities and Ambience |
| 2. | Laboratory Facilities |
| 3. | Training Activities and Placement Records |
| 4. | Library Resources/ Digital Library |
| 5. | ICT Facilities |
| 6. | Computing and Internet Facilities |
| 7. | Hostel/Guest House Facilities |
| 8. | Conference Hall/Seminar Hall |
| 9. | Common Room for Students |
| 10. | Medical Centre |
| 11. | Security System (CCTV Surveillance) |
| 12. | Students Amenity Centre |
| 13. | Indoor & Outdoor Sports Facility/Sports Club |
| 14. | General Amenities (Cafeteria, Drinking Water, ATM.....) |
| 15. | Estate Office (House Keeping, Electrical and Overall Maintenance) |
| 16. | Transport |
| 17. | Renewable Energy |
| 18. | Rainwater Harvesting and Waste Management |
| 19. | Welfare Measures for Students, Faculty and Supporting Staff |
| 20. | Office |

Overall Assessment:

- ICT facilities are utilized for Teaching and Learning
- Computing facilities and other amenities are maintained
- Ambulance facilities is available for Health service
- Common room and Medical centre facilities are available
- Sports and Gym facilities are available in the Campus

Suggestion:

- Gym facilities require maintenance and utilization record is needed
- Record should be maintained for Hardware and Software details
- Need to increase students utilization in Library
- Filling System and records keeping needs to be further improved
- Internet Bandwidth can be increased for the hostel students
- Records should be maintained for Medical Centre
- System for labeling of fixed assets need to be developed

Action Taken:

- Training for faculty members initialized for using ICT facilities for teaching and learning process
- Filling System and record maintenance is followed
- Computing facility records are updated
- Security camera for critical areas are installed
- Library services and usage is improved

Tim
18/2/20
Coordinator IQAC

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