



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 2019-20

ADMINISTRATIVE AUDIT (2019-20) - ODD & EVEN SEMESTER

Introduction

The Administrative Audit was conducted on 05.11.2020 for the Academic Year (2019-20). 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.K.Vijayakumar

Associate Professor

Department of EEE

Indian Institute of Technology

Design and Manufacturing

Kancheepuram



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CIRCULAR

Date: 28.10.2020

Sub: External Administrative Audit for the Academic Year (2019-20)

Administrative Audit Schedule

Time: 10.30 AM – 4.00 PM

Date	External Auditor	Venue
05.11.2020	Dr.K.Vijayakumar Associate Professor Department of EEE Indian Institute of Technology Design and Manufacturing Kancheepuram	IQAC

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

10 v - 28/10/2020
Coordinator IQAC

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

28/10/20
Chairperson IQAC

**PRINCIPAL,
MUTHAYAMMAL ENGINEERING COLLEGE
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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:


- Classroom and Laboratory facilities are available as per the requirement
- Training and Placement activities are organized to meet the Industry demands
- ICT facilities are used for Teaching & Learning Process
- Library resources are good
- Welfare Measures for Students, Faculty and Supporting Staff are available
- Computing and Internet facilities are available
- CCTV surveillance are effective for campus monitoring
- Office file Indexing and maintenance are satisfactory
- Indoor and Outdoor Sports facilities are available

Suggestion:

- More Faculty can be trained for using ICT facilities for Teaching
- Placement and Training for recruitment in Core Companies can be distinct
- Digital library facilities may be upgraded
- More focus towards Eco friendly and Green Campus environment
- Sports Policy and minutes should be followed
- Housekeeping duty chart and records is to be maintained

Action Taken:

- Innovative Practices are followed for quality Teaching
- Solar Power Generation System is installed for Energy Consumption
- Rainwater harvesting is initiated
- Additional Laboratory facilities are improved
- Campus Monitoring systems are upgraded
- Transport is been provided for inter rural areas


Coordinator IQAC

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