



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

Academic Year 2020-21

(Action in Progress)

ADMINISTRATIVE AUDIT (2020-21) - ODD & EVEN SEMESTER

Introduction

The Administrative Audit was conducted on 12.11.2021 for the Academic Year (2020-21). 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, Sports, Security System, Computing and Internet facilities, 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.I.Thangaraj

Associate Professor

Department of EEE

Government College of Engineering

Bargur



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

CIRCULAR

Date: 27.10.2021

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

Administrative Audit Schedule

Time: 10.30 AM – 4.00 PM

Date	External Auditor	Venue
12.11.2021	Dr.I.Thangaraj Associate Professor Department of EEE Government College of Engineering Bargur	IQAC

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

D.V. The 27/10/2021
Coordinator IQAC

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

27/10/21
Chairperson IQAC

**PRINCIPAL,
MUTHAYAMMAL ENGINEERING COLLEGE
(AUTONOMOUS)
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:

- Training activities are conducted for students based on the Industry needs
- Classroom and Laboratory facilities are available as per the requirement
- Library functioning and resources are good
- ICT facilities are used for enhancement of Teaching & Learning Process
- Overall maintenance of the Estate Office is satisfactory
- Gym and Sports facilities are available
- Transport facility services are satisfactory
- Medical centre assistance is available in the Campus

Suggestion:

- Laboratory equipments needs regular maintenance and upgraded
- Library Utilization need to be improved
- Hostel amenities can be improved
- Renewable energy resources can have significant utilization
- Gym facilities require maintenance and utilization record need updation
- Driver and fuel records should be available in the transport section

Action in Progress:

- Servicing of Equipments
- Library Utilization is planned
- Energy Auditing is in Progress

D V H
Coordinator IQAC

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

20/12/21
Chairperson IQAC

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