



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: (2016-2017)

ACADEMIC AUDIT (2016-17) - ODD & EVEN SEMESTER

Introduction

The Academic Audit was conducted on 21.08.2017 and 22.08.2017. 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.

Auditor:

Dr.R.Kesavan

Professor, Department of PT

MIT Campus

Anna University

Chennai.



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CIRCULAR

Date: 16.08.2017


Sub: External Academic Audit for the Academic Year (2016-17) – ODD & EVEN

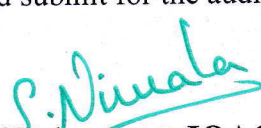
Time: 10.00 AM - 4.30 PM

Academic Audit Schedule

S.No.	Date	Time	Departments
1.	21.08.2017	10.00 AM - 11.30 AM	Civil
2.		12.00 PM - 01.30 PM	CSE
3.		01.30 PM - 02.00 PM	Lunch
4.		02.00 PM - 03.30 PM	ECE
5.		03.30 PM - 04.30 PM	IT
6.	22.08.2017	10.00 AM - 11.30 AM	EEE
7.		12.00 PM - 01.30 PM	MECH
8.		01.30 PM - 02.00 PM	Lunch
9.		02.00 PM - 03.30 PM	S&H,MBA
10.		03.30 PM - 04.30 PM	Report Writing & Closing Meeting

All the faculty members are informed to complete the course file and submit for the 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.
TAMILNADU

List of Files Audited

S. No.	Description
1.	Vision and Mission of the Department, Academic Calendar AY (2016-17)
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.	Record of MoU's Signed
8.	Programmes Organized in the Dept. (<i>Please verify No. of Programmes Organized with Proof</i>)
9.	Students Admission and Scholarship
10.	Students Bio-Data
11.	Students Attendance (<i>Please verify the Master Attendance</i>)
12.	Continuous Internal Assessment Test Analysis
13.	End Semester Exam Result Analysis
14.	Student Participation & Recognition (Co-Curricular & Extracurricular) (<i>Please verify No. of Participation with Proof</i>)
15.	Value Added Courses/ Skill Development Courses /Internship/Field Project/ In plant Training/Industrial Visit (<i>Please verify Students Certificates and Reports</i>)
16.	Placement, Career Guidance, Higher Studies and Entrepreneurship
17.	Record of Remedial Classes and Student Counseling/ Mentoring
18.	Department Class Committee Meeting
19.	Feedback on Curriculum Enrichment (<i>Feedback from all Stack Holders</i>)
20.	Parents Meeting and Feedback (<i>Please verify the Proof</i>)

21. Alumni Interaction Details
(Please verify Alumni Lecture and Alumni Mentoring support.etc.,)
22. Record of Teaching , Non-Teaching Staff Profile and Faculty Service Register
23. Course file (Theory)
(Please verify as per the Check List)
24. Course file (Laboratory)
(Please verify as per the Check List)
25. Research Paper Publications
(National/ International Conference and Journal)
(Please verify No. of Publications and Quality of Publication)
26. Faculty Participation in Seminar, FDP and Workshop, etc.,
27. Faculty Performance Appraisal
28. Extension and Outreach Activities
 1. NSS, YRC
 2. Clubs/Forums
 3. Societal Welfare Activities,etc.,
29. Department NewsLetter, Magazine, etc.,
AY (2016-17)
30. Department Future Plan
(Strategic Plan for AY(2017-18))

1. Overall Assessment :

- All documents are properly documented and updated
- Smart Classrooms are established for the enhancement of the Teaching Learning Process
- Faculty and Students Centric Events are conducted periodically
- Alumni Mentoring support system is a regular activity in the Institution
- Students were placed in Top MNC's
- Basic Amenities and Infrastructure Facilities are available as per the requirement
- Societal Welfare Activities are conducted


2. Suggestions

- Need to increase the students Internships/Field Projects
- Value Added Courses should be planned as per the Industry requirement

- Students should be encouraged for Mini Projects related to Theory Subject
- Students Counseling/Mentoring Record need to be updated
- Students should be Encouraged for Competitive Examinations and Higher Studies
- Research Papers should be Published in Reputed Journals
- Faculty Members need to focus on Funded Research Projects from various Funding Agencies

Action Taken:

- Improve the Quality Publication, Faculty Members are motivated to Publish 2 Publications per Year
- Enhance the Quality of Students Project, Project Work are Published in National /International Journals
- Encourage Faculty Members to apply for Funded Workshops, Seminars, FDPs , and Conferences
- Initiate Career Guidance activities for Competitive Examinations and Higher Education
- Update the Mentor Counseling Record regularly
- Planned to increase the Extension and Outreach activities


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