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

IQAC

INTERNAL QUALITY ASSURANCE CELL

Report on Academic Audit & Action Taken

Academic Year: (2017-2018)

ACADEMIC AUDIT (2017-18) - ODD & EVEN SEMESTER

Introduction

The Academic Audit was conducted on 18.07.2018 and 19.07.2018. 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 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.
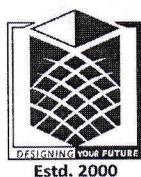
Auditor:

Dr.T.Senthilvelan

Professor, Department of MECH

Pondicherry Engineering College

Pondicherry.

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Estd. 2000

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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Date: 12.07.2018

Sub: External Academic Audit for the Academic Year (2017-18) – ODD & EVEN

Time: 10.00 AM - 4.30 PM

Academic Audit Schedule

S.No.	Date	Time	Departments
1.		10.00 AM - 11.30 AM	Civil
2.		12.00 PM - 01.30 PM	CSE
3.	18.07.2018	01.30 PM - 02.00 PM	Lunch
4.		02.00 PM - 03.30 PM	ECE
5.		03.30 PM - 04.30 PM	IT
6.		10.00 AM - 11.30 AM	EEE
7.		12.00 PM - 01.30 PM	MECH
8.	19.07.2018	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

Chairperson IQAC

List of Files Audited

S. No.	Description
1.	Vision and Mission of the Department, Academic Calendar AY *(2017-18)*
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 (B*ook List, Students and Faculty Accession Record)*
7.	Record of MoU's Signed
8.	Programmes Organized in the Dept. *(Please verify No. of Programmes Organized with Proof)*
9.	Students Admission and Scholarship
10.	Students Bio-Data
11.	Students Attendance *(Please verify the Master Attendance)*
12.	Continuous Internal Assessment Test Analysis
13.	End Semester Exam Result Analysis
14.	Student Participation & Recognition (Co-Curricular & Extracurricular) *(Please verify No. of Participation with Proof)*
15.	Value Added Courses/ Skill Development Courses /Internship/Field Project/In plant Training/Industrial Visit *(Please verify Students Certificates and Reports)*
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 *(Feedback from all Stack Holders)*
20.	Parents Meeting and Feedback *(Please verify the Proof)*

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 (2017-18)
30.	Department Future Plan *(Strategic Plan for AY(2018-19))*

1. Overall Assessment :

- Smart Classrooms for the Innovative Teaching Practices
- Physical Lab facilities are available as per the requirements
- Programmes are organized for the benefit of faculty and students
- Alumni association conducted regular Alumni Interactions
- MoU's are signed with Industry
- Outreach activities are conducted for the welfare of the Society

2. Suggestions

- Faculty members should publish papers in referred Journals
- Department should organize more activities for the knowledge enrichment of students

- Faculty Members should apply for various Research Grants
- Students should be encouraged for mini project related to their domain
- Department should plan for Skill Based Courses for students

Action Taken:

- To improve the publication faculty members must publish papers in reputed journals
- Faculty members are insisted to apply for more number of Research Proposals
- Students enrichment activities are increased
- Foreign Language Training are initiated for Industry placement
- Best Practice is implemented every year
- Social Welfare and awareness programs are conducted for the welfare of the society

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