



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 2016-17

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

Introduction

The Administrative Audit was conducted on 23.08.2017 for the Academic Year (2016-17). 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.R.Kesavan

Professor

Department of Production Technology

MIT Campus

Anna University

Chennai



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CIRCULAR

Date: 18.08.2017

Sub: External Administrative Audit for the Academic Year (2016-17)

Administrative Audit Schedule

Time: 10.30 AM – 4.00 PM

Date	External Auditor	Venue
23.08.2017	Dr.R.Kesavan Professor Department of Production Technology MIT Campus Anna University Chennai	IQAC

All the Administrative Heads are requested to keep the documents ready for the External 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 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 requirement
- Library resources are available
- Sports and Gym facilities are available
- Common room facilities are provided
- Training activities are conducted for students
- Overall maintenance of the Estate Office is satisfactory
- Transport facility services are satisfactory
- Medical centre assistance is available in the Campus

Suggestion:

- Faculty can be trained for using ICT facilities for Teaching
- Laboratory equipments needs regular maintenance and calibration
- Library Utilization need to be improved
- Hostel amenities can be improved
- Gym facilities require record maintenance

Action Taken:

- Faculty members are encouraged for using ICT facilities for Teaching
- Steps taken for Eco friendly and Green Campus environment
- Library resources are enhanced
- Sports and Gym activities increased
- Servicing of Equipments are done in Laboratories


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