



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 2017-18

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

Introduction

The Administrative Audit was conducted on 20.07.2018 for the Academic Year (2017-18). 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.T.Senthilvelan

Professor

Department of Mechanical Engineering

Pondicherry Engineering College

Puducherry



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CIRCULAR

Date: 12.07.2018

Sub: External Administrative Audit for the Academic Year (2017-18)

Administrative Audit Schedule

Time: 10.30 AM – 4.00 PM

Date	External Auditor	Venue
20.07.2018	Dr.T.Senthilvelan Professor Department of Mechanical Engineering Pondicherry Engineering College Puducherry	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.
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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
- Training and Placement activities are done
- Library resources are available
- Common room and Medical centre facilities are available
- Sports facilities are utilized by Students

Suggestion:

- Faculty can be trained for using ICT facilities for Teaching
- Digital library facilities may be upgraded
- Focus towards Eco friendly and Green Campus environment
- Filling System and record of Medicines need to be maintained
- Recommended for more sports facilities

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 activities increased
- Office and General amenities are maintained


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