



# **MUTHAYAMMAL COLLEGE OF ENGINEERING**

(Approved by AICTE, New Delhi & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



## **INTERNAL QUALITY ASSURANCE CELL**

### **Report on Academic Audit & Action Taken**

**Academic Year**

**2018-19**

## **Academic Audit (2018-19) – Odd and Even Semester**

### **Introduction**

The Academic Audit was conducted on 03.04.2019 for the Academic Year (2018-19). The Audit was conducted to provide an opportunity for a regular Strategic Review of Teaching and Learning Activities of the Departments. The Internal Marks Calculation Document was presented by the Heads of Departments to the External expert. The external expert has gone through the documents provided by the Departments and verified. The Consolidated Report was prepared based on the findings of the expert. The Suggestions for Improvement and Action Taken Report are given below.

### **External Expert**

Dr. R.Kesavan

Professor

Department of Production Technology

MIT Campus

Anna University

Chennai



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## Internal Quality Assurance Cell (IQAC)

29.03.2019

### CIRCULAR

#### Sub: External Academic Audit for the Academic Year (2018-19) - ODD & Even Semester


The Academic Audit meeting has been planned on 03.04.2019 at 10:00 A.M in the exam cell along with its executive body members. All the audit committee members are asked to attend the meeting.

#### **Documents to be verified:**

1. Assignments for each Subject
2. CIA Question Paper and Answer Scripts
3. Master Attendance Register
4. Log Book for Theory and Laboratory Subjects
5. Record Notebook for Laboratory Subjects
6. University Web portal Mark Entry


Date	External Expert
03.04.2019	Dr. R.Kesavan Professor Department of Production Technology MIT

All the faculty members are informed to complete their file and submit for the audit

  
IQAC Coordinator  
**IQAC COORDINATOR**  
Muthayammal College of Engineering  
Rasipuram-637 408, Namakkal Dist.  
Tamilnadu.

Copy to

The Secretary for Kind Information,  
IQAC Members,  
The HoD's  
Office

  
Principal  
**PRINCIPAL**  
MUTHAYAMMAL COLLEGE OF ENGINEERING  
KAKKAVERI - 637 408, RASIPURAM TK.,  
NAMAKKAL DL., TAMIL NADU.



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## Internal Quality Assurance Cell (IQAC)

03.04.2019

### Academic Audit Schedule 2018-19

S. No.	Date & Time	Department	Audit Team	Venue
1.	03.04.2019 10.30 AM	Civil and Agri Engg	1. Dr. R.Kesavan Professor Department of Production Technology MIT 2. Dr. C. Nagarajan, HOD/ EEE, IQAC Co-ordinator 3. Mr. P. Prasath, HOD/ Agri 4. Dr. C.Suganthi, HOD/ CSE 5. Mrs. S. Selvarani, HOD/ECE 6. Dr. D. Maheswari, HOD/ Physics 7. Mr. R. Ramesh, HOD/Maths	Exam Cell
2.	03.04.2019 11.00 AM	CSE		
3.	03.04.2019 11.30 AM	ECE		
4.	03.04.2019 12.30 PM	EEE		
5.	03.04.2019 1.00 PM	Mech. Engg		

All the Heads of the Departments are requested to keep the documents ready for the External Audit



IQAC Co-ordinator

**IQAC COORDINATOR**

Muthayammal College of Engineering  
Rasipuram-637 408, Namakkal Dist.  
Tamilnadu.



PRINCIPAL

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03.04.2019

## Internal Quality Assurance Cell (IQAC)

### Report on Academic Audit AY (2018-19)


#### Overall Assessment :

- Files are maintained properly and updated
- ICT usages in the Teaching Learning Process
- Benefit of students and faculty in the Department Events which are conducted regularly
- Master Attendance and Students database record Register is updated
- Answer Scripts and CIA Question Papers are maintained
- Mark Assessment entry
- Log Book for Theory and Laboratory Subjects are maintained properly

#### Suggestions

- Improve the students Internship, training in the industry
- Skill developed Courses should be conducted utilizing the services of industry
- Students should be encouraged to do Mini Projects
- Students Counseling/Mentoring Record need to be updated
- Research Papers should be Published in Reputed Journals

  
IQAC Coordinator  
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Principal  
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External Expert

Dr. R.Kesavan



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### Internal Quality Assurance Cell (IQAC)

03.04.2019

### Academic Audit – Action Taken Report

- Counseling Hours of the students is increased and the Mentor Counseling Records are updated
- Outreach activities are improved
- Staff Members are motivated to publish two papers per year in reputed Journals
- Questions for CIA are taken following POs and Cos
- Coaching classes are conducted for Slow learners
- Faculty members are instructed to give problem and case studies in assignments in tutorial classes
- Students are encouraged to undergo inplant training/ Internships at the end of 4<sup>th</sup> semester

IQAC Co-ordinator

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