



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

2019-20

Academic Audit (2019-20) – Odd and Even Semester

Introduction

The Academic Audit was conducted on 13.03.2020 for the Academic Year (2019-20). 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)

05.03.2020

CIRCULAR

Sub: External Academic Audit for the Academic Year (2019-20) – ODD & Even Semester

The Academic Audit meeting has been planned on 13.03.2020 at 11:00 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
13.03.2020	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 Dt., TAMIL NADU.



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13.03.2020

Academic Audit Schedule 2019-20

S. No.	Date & Time	Department	Audit Team	Venue
1.	13.03.2020 11.30 Am	Agri. Engg	1. Dr. R.Kesavan Professor Department of Production Technology MIT 2. Dr. C. Nagarajan, HOD/ EEE, IQAC Co-ordinator 3. Dr. 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.	13.03.2020 12.00	CSE		
3.	13.03.2020 12.30 am	ECE		
4.	13.03.2020 01.30 pm	EEE		
5.	13.03.2020 2.00 pm	Mech		

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


13/3/20

IQAC Co-ordinator

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


13/3/20

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13.03.2020

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Report on Academic Audit AY (2019-20)

List of Files Audited

- New Regulation - Laboratory equipments
- Academic Calendar
- Master Time table
- Programmes organized in the Department
- Class Committee meeting
- Students counseling record
- Parents meeting
- Alumni meeting
- Library Stock Register
- Students Attendance
- Internal Assessment Test
- Internal Mark

Overall Assessment :

- Class room and Laboratory facilities are available
- NAAC Documents and Departments Files are properly arranged and updated
- Medical and common room are available
- Library Stock Register are maintained properly
- Laboratory Stock Registers are maintained properly
- Department Events are conducted regularly

Suggestions

- Improve the students placement training
- Value added Courses should be conducted through industry
- Students Counseling/Mentoring Record need to be updated
- Research proposal should be submitted


13/3/20

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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 in-plant training/ Internships at the end of 4th semester
- Placement training hours for the students is increased
- Motivated the students to attend various programmes in other colleges
- Classes committee conducted for all year and report submitted
- Parents meeting and Alumni meeting conducted
- Staff Members are motivated to Publish two Publications per Year in Reputed Journals
- Slow learners remedial classes are conducted as per schedule


13/3/20

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