



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

2020-2021

Academic and Administrative Audit Report (AAA)

Academic Year : 2019-2020 & 2020-2021

The following members of external experts are going to conduct an Academic and Administrative Audit (AAA) for the year 2019-2020 & 2020-2021 on 25.08.2021 from 10.30 am onwards in the college campus as per the following schedule.

S. No	Name of the Auditor	Department/Section to be Audited	Date
1	K. Shankar, Assistant Professor/MATHS C.Abdul Hakeem College of Engineering and Technology, Melvisharam, Arcot.	S&H and MBA	25.08.2021
2	Mr.A.M.Kothandam, Assistant Professor, Ranipettai Engineering College, Thenkadapanthangal, Wallajah, Tamil Nadu.	MECH , CIVIL and Exam Cell Section	25.08.2021
3	Mr.D.Prabhatharan, Electronics and Communication Engineering Adhi Parasakthi College of Engineering, G.B.Nagar, Kalavai-632506.	ECE&EEE and Administrative office	25.08.2021
4	Mr.D. Udaya Suriya Rajkumar, Assistant Professor, Computer Science and Engineering, Vemu Institute of Technology, Andhra Pradesh.	CSE ,IT and Library Section	25.08.2021


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List of files and Documents Audited

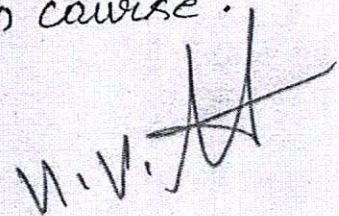
1. Academic Departments - Academic audit report
2. Library
3. Exam cell
4. Office

Observations by the Experts:

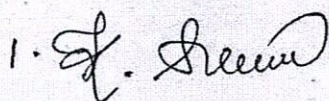
1. For the academic years 2019-2020 and 2020-2021, an internal academic audit was conducted, and academic audit reports are available in every department.
2. The internal assessment mechanism has been followed as per the guidelines given by Anna University.
3. File documentation is good in examcell. All the process are progressing smoothly.
4. NDLI registration need to be done in the library.
5. The details kept in the office were found to be adequate as per the affiliation norms of Anna university.
6. Effective management support.
7. The scholarship file contained comprehensive documentation of the entire process flow, from start to finish.

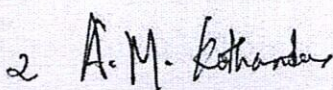
Recommendations/ Suggestions:

1. Student's participation in innovation, incubation and Entrepreneurship activities has to be increased.
2. More faculties and students may be motivated to register for NPTEL and SWAYAM course.


V.V. A.

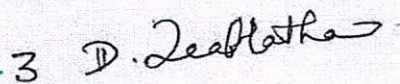
Signature of the Experts:

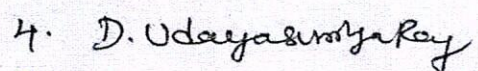
1. 
S. Sreem

2. 
A.M. Rethender


V.V. A.

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3. 
D. Zeelkatha

4. 
D. Udayasunary

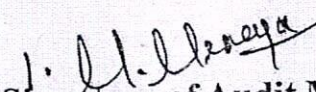
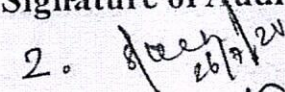
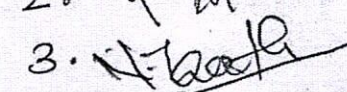


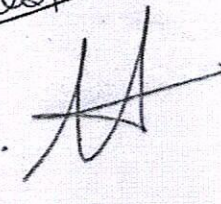
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Academic Audit Report		
Name of the Department:	Computer Science and Engineering	Date: 26/7/21
Academic Year:	2020-2021	
Name of the Audit Members:	Menaka.M, HOD/IT S.Sarah, AP/IT, KEEthi Varman, AP/MECH	
List of Files:	Observations	Remarks/ Suggestions
Circular file	Available	
Department minutes of meeting file	Available	
Staff work load file	Available	First year load to be included.
Time table file	Available	
Question bank file	Available	
Result Analysis file	Available	AV Challenge results to be updated.
Course file	Available	Few subjects order of filing to be changed.
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available	properly maintained.
Master Attendance	Available	
PTA file	Available	

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Internal test schedule	Available	
Internal question paper file	Available	
Department events file	Available	Invitation - E copy only available
Department budget file	Available	To be updated considering financial year
Lab stock register	Available	
Question paper audit file	Available	
Web portal entry file	Available	Elective Students list needed
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	Few internship certificates needed
Academic Calendar file	Available	
Faculty profile	Available	PAN Card ^{copy} needed for 1 faculty.

- Signature of Audit Member(s)
1. 
 2.  26/7/21
 3. 

N. K. 

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Academic Audit Report		
Name of the Department:	INFORMATION TECHNOLOGY	Date: 26/07/21
Academic Year:	2020 - 2021	
Name of the Audit Members:	N. VANITHA, A/PIECE	
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are filed	Need to be arranged datewise
Department minutes of meeting file	Available	
Staff work load file	Available	
Time table file	All class time table filed	
Question bank file	All subject question banks are available	partic questions need to be included for all 5 units
Result Analysis file	Available	
Course file	Available for all subjects	papers need to be arranged datewise for few courses
Syllabus coverage file	Available	
Syllabus file	Available	
Class committee file	Available with reports	
Master Attendance	Maintained properly	
PTA file	Available	offer letter filed for all placed students.

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Internal test schedule	All Internal exam Schedules are filed	Documentation is good.
Internal question paper file	All question papers are filed.	
Department events file	Available	Feedback from students need to be filed
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	All internal exam question papers are audited	
Web portal entry file	Available	
Internal marks file	Available for all the classes	
Students Internship/ IV/ Project file	Available	project patch detail need to be kept
Academic Calendar file	Available	Documented date wise
Faculty profile	Available	

N. V. Anas
Signature of Audit Member(s)

N. V. Anas

N. V. Anas
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Academic Audit Report		
Name of the Department: ELECTRONIC AND COMMUNICATION ENGS.		Date: 26/7/21
Academic Year: 2020 - 2021		
Name of the Audit Members: Mr S. Chandrasekar, AP/Civil		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are available.	
Department minutes of meeting file	minutes of meeting are recorded and available	All the minutes documented properly
Staff work load file	Work load are available	
Time table file	Time Table available.	Revised time table to be sent.
Question bank file	Question bank for all subjects are available	
Result Analysis file	Result analysis of I year available	
Course file	Available for all subjects	
Syllabus coverage file	Syllabus coverage status for every week is available	
Syllabus file	Available.	
Class committee file	Available with minutes of meeting	
Master Attendance	Filled and maintained properly	Maintained properly.
PTA file	Available.	All offer letters are available for placed students.

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Internal test schedule	IATs, model Exam Schedules are available	IAT-1 Scheduled is missing -
Internal question paper file	All internal test question Papers are available	
Department events file	Event files with reports are available	
Department budget file	Available.	Approved copy of event budget need to filed
Lab stock register	Stock registers updated & available	
Question paper audit file	All internal test question Paper are audited & filed	
Web portal entry file	web Portal entries are filed	
Internal marks file	Available.	
Students Internship/ IV/ Project file	Available.	Batch list need to kept for project.
Academic Calendar file	Available	
Faculty profile	Available.	

Signature of Audit Member(s)

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 U.V. *[Handwritten signature]*

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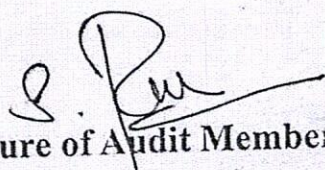


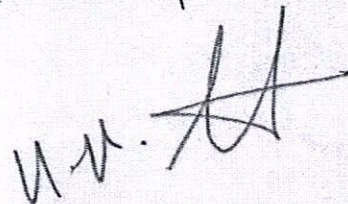
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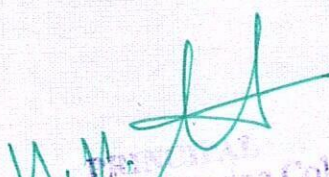
Academic Audit Report		
Name of the Department: Master of Business Administration	Date: 09/08/21	
Academic Year: 2020 - 2021		
Name of the Audit Members: S. POORNIMA, AP/PHYSICS		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are filed	Ensure that it is signed by all the staff
Department minutes of meeting file	Available	Get signature from HOD
Staff work load file	Available	Include detailed information
Time table file	Available	No clash
Question bank file	Available	check the format
Result Analysis file	Available	Title should mention that it is Result Analysis file
Course file	Available	Mention the subject
Syllabus coverage file	Available	Get the file updated every week
Syllabus file	Available	Maintained properly
Class committee file	Available	Report need to be filed all ccm
Master Attendance	Maintained Properly	Need to be signed by a faculty memb
PTA file	Available	All the documents should be filed.

W.V. [Signature]
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Internal test schedule	Available	Signed copy has to be filed
Internal question paper file	Available	all the signed Q.P should be filed
Department events file	Available	ensure that the report is attached
Department budget file	Available	Date on which the budget is proposed
Lab stock register	Available	update the file every month
Question paper audit file	Available	audit report should be signed by Hod
Web portal entry file	Available	maintained properly.
Internal marks file	Available for classes	all the Register number of students should be entered
Students Internship/ IV/ Project file	Available	faculty's acceptance should be attached
Academic Calendar file	Available	Ensure that it is a signed copy
Faculty profile	Available	check it is updated one


Signature of Audit Member(s)




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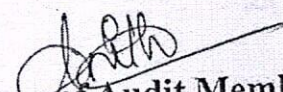


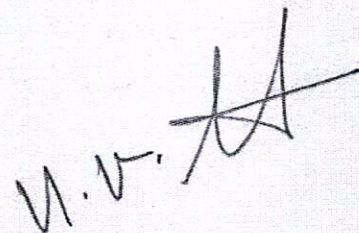
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Academic Audit Report		
Name of the Department: <i>Electrical and Electronics Engineering</i>		Date: <i>26/7/2021</i>
Academic Year: <i>2020-2021</i>		
Name of the Audit Members: <i>M. Anitha, AP/CE</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>All circulars filed accordingly</i>	<i>need e-signature of faculty</i>
Department minutes of meeting file	<i>Available for all meetings</i>	<i>-</i>
Staff work load file	<i>Available for each semester</i>	<i>-</i>
Time table file	<i>Available with revision and correction</i>	<i>-</i>
Question bank file	<i>All subjects question bank available</i>	<i>Need separate google class room for each section</i>
Result Analysis file	<i>Available (including re-evaluation)</i>	<i>-</i>
Course file	<i>Available with proper data</i>	<i>Need report about online class</i>
Syllabus coverage file	<i>Available for each week</i>	<i>-</i>
Syllabus file	<i>Available for each regulation</i>	<i>-</i>
Class committee file	<i>Available with reports</i>	<i>-</i>
Master Attendance	<i>Maintained for all sections and all subject entries also there</i>	<i>Need diff b/w online & offline class</i>
PTA file	<i>Available with data</i>	<i>-</i>

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Internal test schedule	Available as per exam cell. schedules	need uploading time limit.
Internal question paper file	Available with Audit Report.	need e signatures
Department events file	Available with report and photographs	Google meet link needed in report
Department budget file	Available with proper statement.	-
Lab stock register	Available with maintenance record report	-
Question paper audit file	Available with correction.	-
Web portal entry file	Available for each period and year.	-
Internal marks file	Available for each semester.	-
Students Internship/ IV/ Project file	Available with report and signature.	need photographs.
Academic Calendar file	Available with proper indication of days.	need EPC time table.
Faculty profile	Available for all faculty with their curriculum certificate.	Need count of FDP, webinars etc.


Signature of Audit Member(s)


U.V. H


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Academic Audit Report		
Name of the Department: <i>Science and Humanities.</i>	Date: <i>9/8/21</i>	
Academic Year:	<i>2020-2021</i>	
Name of the Audit Members:	<i>Dr. S. Deepa. Asso. prof / EEE</i>	
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>Available</i>	
Department minutes of meeting file	<i>Available</i>	<i>Documentation is good.</i>
Staff work load file	<i>Minutes of Meeting are filled.</i>	
Time table file	<i>Available</i>	<i>updated time table need to be kept</i>
Question bank file	<i>Available</i>	
Result Analysis file	<i>Available for all subjects.</i>	
Course file	<i>Available</i>	<i>Need to be changed data base Result Analysis Sheet</i>
Syllabus coverage file	<i>Available</i>	
Syllabus file	<i>Available.</i>	
Class committee file	<i>Available with report.</i>	<i>class committee circular missing for CSE</i>
Master Attendance	<i>Maintained with all entries.</i>	
PTA file	<i>Available.</i>	

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Internal test schedule	All Test schedule are filled	updated with all document
Internal question paper file	All internal question paper	
Department events file	Events file available	documentation is good.
Department budget file	Available	
Lab stock register	Available.	updated.
Question paper audit file	All question papers are provided and filled	
Web portal entry file	All Entry documents are filled	
Internal marks file	Available	Reports need to be collected
Students Internship/ IV/ Project file	Available.	
Academic Calendar file	Available.	
Faculty profile	Available for all faculty	

S. Deepa
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U.V. 


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Academic Audit Report		
Name of the Department: <i>Electrical and Electronics Engineering</i>		Date: <i>30/05/23</i>
Academic Year: <i>2022 - 2023</i>		
Name of the Audit Members: <i>S. Balaji, AP/CSE (Even)</i>		
List of Files:	Observations	Remarks/ Suggestions
Circular file	<i>Available</i>	
Department minutes of meeting file	<i>minute of meeting available</i>	
Staff work load file	<i>Work load details maintained</i>	
Time table file	<i>Available</i>	<i>Both ODD Sem & Even Sem Time table maintained.</i>
Question bank file	<i>Available</i>	
Result Analysis file	<i>Result analysis details maintained</i>	<i>University Results are maintained</i>
Course file	<i>Available</i>	
Syllabus coverage file	<i>Available</i>	<i>Unit wise syllabus coverage maintained.</i>
Syllabus file	<i>Available</i>	
Class committee file	<i>Class committee file maintained</i>	
Master Attendance	<i>Available</i>	<i>Master Attendance filled with All entries</i>
PTA file	<i>Available</i>	

M.V. [Signature]
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Internal test schedule	Available	
Internal question paper file	Available	
Department events file	Maintained & verified	
Department budget file	Available	
Lab stock register	Available	
Question paper audit file	Available	
Web portal entry file	Maintained	
Internal marks file		
Students Internship/ IV/ Project file	Details are verified	
Academic Calendar file	Yes	
Faculty profile	Maintained	

M.V.A.

S. Balaji

Signature of Audit Member(s)

M.V.A.

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Academic Audit Report		
Name of the Department: CIVIL Engineering		Date: 26.7.21
Academic Year: 2020-2021		
Name of the Audit Members: Ms. N. Devika, AP/MBA		
List of Files:	Observations	Remarks/ Suggestions
Circular file	All circulars are available	Filed in proper sequence.
Department minutes of meeting file	Minutes of meeting are recorded and available	
Staff work load file	Work load file available	
Time table file	Time table file Available	Good file Maintenance.
Question bank file	Question banks for all subjects are available	
Result Analysis file	Result analysis of I year available	
Course file	Available for all subjects	Sample Papers for Tests need to be maintained.
Syllabus coverage file	Syllabus coverage status for every week is available	
Syllabus file	Available	
Class committee file	Available with minutes of meeting	
Master Attendance	Filled & maintained properly	Few staff sign to be done.
PTA file	Available	


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Internal test schedule	IATS, Model Exam schedules are available	
Internal question paper file	All Internal test question papers are available	Need to include IAT-2
Department events file	Event sites with reports are available	
Department budget file	available	
Lab stock register	stock registers updated & available	
Question paper audit file	All Internal Test Question Papers are audited & filed	
Web portal entry file	web portal entries are filed	Web portal 4 to be included.
Internal marks file	Available	
Students Internship/ IV/ Project file	Available	certificate proofs to be collected for the Interns
Academic Calendar file	Available	
Faculty profile	Available	Publication details to be included.

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