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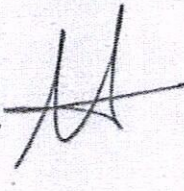
2022-2023

Academic and Administrative Audit Report (AAA)

Academic Year:2022-2023

The following members of External experts going to conduct an Academic and Administrative Audit (AAA) for the year 2022-2023 on 16.08.2023 from 10.00 am in the college campus as per the following schedule.

| Sl.No | Name of the Auditor | Department/Section to be Audited | Date |
|-------|--|---------------------------------------|------------|
| 1 | Dr. D. Udaya Suriya Rajkumar Associate Professor Computer Science and Engineering, Global Institute of Engineering and Technology | CSE ,IT and Library Section | 16.08.2023 |
| 2 | Mr.A.M.Kothandam Assistant Professor Ranipettai Engineering College, Thenkadapanthangal, Wallajah, Tamil Nadu. | MECH, CIVIL and Exam Cell | 16.08.2023 |
| 3 | Dr. K. Shankar, Assistant Professor/MATHS C.Abdul Hakeem College of Engineering and Technology, Melvisharam, Arcot. | S&H and MBA | 16.08.2023 |
| 4 | Mr.D.Prabhakaran Assistant Professor Electronics and Communication Engineering Adhi Parasakthi College of Engineering, G.B.Nagar, Kalavai-632506. | ECE, EEE and Administrative office | 16.08.2023 |

U.V. 

List of files and Documents Audited

1. Academic Departments - Academic Audit reports
2. Library
3. Exam cell
4. Office

Observations by the Experts:

1. Experienced and highly qualified committed faculty members are available.
2. For the academic year 2022-2023 internal academic audits were conducted by the internal audit team and Academic audit reports are available in every department.
3. The internal assessment mechanism for the academic year 2022-2023 has been followed as per the guidelines given by Anna University.
4. The library has DELNET institutional membership.
5. Anna University - Affiliation files, AICTE files, Admission details staff details were available in the office and verified in all aspects.
6. The alumni registration is complete.
7. Well furnished laboratory and other infrastructure.
8. Faculty publications are minimal.
9. Students participation in co-curricular activities are appreciable.
10. More faculty-centric and student-centric events are conducted. All event objectives are good and can be enhanced.
11. Number of students and faculty registration for NPTEL and SWAYAM courses improved.

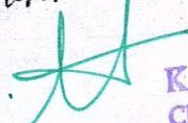
Recommendations/ Suggestions:

1. RFID Technology can be implemented in the library.
2. Faculty with Ph.D can be encouraged to register as supervisors.

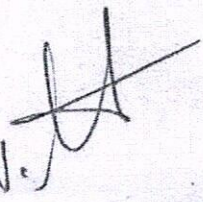
Signature of the Experts:

1. D. Udayakumaran 3. K. Deepa

2. A. M. Kothandaraman 4. D. Jyothika

V.V. 

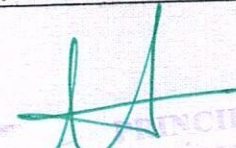
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V.V.



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| Academic Audit Report | | |
|---|-----------------------------------|--|
| Name of the Department: CIVIL Engineering | | Date: 16/12/22 |
| Academic Year: 2022 - 2023 (ODD) | | |
| Name of the Audit Members: N. Vanitha, AP/EC | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | All circulars are documented | Need to be arranged datewise |
| Department minutes of meeting file | Minutes filed for all meetings | |
| Staff work load file | Available | |
| Time table file | Available | |
| Question bank file | Available for all subjects. | Blooms taxonomy missing in few Question Bank |
| Result Analysis file | Available | Result analysis after revaluation need to be kept |
| Course file | Available for all subjects | |
| Syllabus coverage file | Available | |
| Syllabus file | Available | |
| Class committee file | Available | Class committee meeting report for II year missing |
| Master Attendance | Available and maintained properly | |
| PTA file | Available | |

N. V. 
Principal
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| | | |
|---------------------------------------|--|---|
| Internal test schedule | Test schedule available for all internal | |
| Internal question paper file | exams. Available | |
| Department events file | Available | Documents available for all events. |
| Department budget file | Available | Maintenance bills need to be attached. |
| Lab stock register | Available for all Labs | |
| Question paper audit file | Available for all subjects | |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Available | Students feedback report need to be kept for IV |
| Academic Calendar file | Available | |
| Faculty profile | Available | |

N. V. [Signature]
Signature of Audit Member(s)

N. V. [Signature]

N. V. [Signature]

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| Academic Audit Report | | |
|------------------------------------|------------------------------------|----------------------------------|
| Name of the Department: | ECE | Date: 16/12/22 |
| Academic Year: | 2022 - 2023 (odd) | |
| Name of the Audit Members: | Dr. E. Kumaran, HoS / S.H | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | available | Maintained properly |
| Department minutes of meeting file | available | - |
| Staff work load file | available | - |
| Time table file | available | - |
| Question bank file | Internal Qb available | Need to arrange in semester wise |
| Result Analysis file | Maintained properly | signature missing |
| Course file | available | some files not available |
| Syllabus coverage file | available | - |
| Syllabus file | available | - |
| Class committee file | Maintained with minutes of meeting | - |
| Master Attendance | Maintained properly | some places are blank. |
| PTA file | available | - |

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| | | |
|--|------------|----------------------|
| Internal test schedule | available | - |
| Internal question paper file | available | arrange properly. |
| Department events file | available | - |
| Department budget file | available | - |
| Lab stock register | available | update in semester w |
| Question paper audit file | available | - |
| Web portal entry file | available. | Maintained properly. |
| Internal marks file | available | - |
| Students Internship/ IV/ Project file | available | Reports missing |
| Academic Calendar file | available | - |
| Faculty profile | available | - |

M.V.H

Signature of Audit Member(s)

17 *[Signature]*

M.V.H
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| Academic Audit Report | | |
|------------------------------------|--|--|
| Name of the Department: | Information Technology | Date: 16/12/22 |
| Academic Year: | 2022 - 2023 (ODD) | |
| Name of the Audit Members: | M. Rattika, HOD/ECE | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | All circulars available | Circulars need to arrange in order. |
| Department minutes of meeting file | Available | - |
| Staff work load file | Documents available | - |
| Time table file | All class timetable available | Even sem - III year Time table is missing. |
| Question bank file | All year question banks available | Few subjects QB is missing. |
| Result Analysis file | available | - |
| Course file | All subjects course file available | - |
| Syllabus coverage file | Available | - |
| Syllabus file | Available | - |
| Class committee file | Class committee reports available | Sign is missing in the report. |
| Master Attendance | All class attendance Maintained properly | Time table must be pasted at front side. |
| PTA file | Available | - |

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| | | |
|---------------------------------------|--------------------------------------|----------------------------|
| Internal test schedule | Available | - |
| Internal question paper file | All question papers available | Arrange it in date wise .. |
| Department events file | All documents available | - |
| Department budget file | Available | - |
| Lab stock register | Available | - |
| Question paper audit file | Available | Remarks must be entered. |
| Web portal entry file | file available with necessary entry. | - |
| Internal marks file | Available | - |
| Students Internship/ IV/ Project file | Available | - |
| Academic Calendar file | Available | - |
| Faculty profile | Available | - |

U.V.H.

P. Lakshmi
Signature of Audit Member(s)

U.V.H.
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| Academic Audit Report | | |
|--|-----------------------------|--|
| Name of the Department: Master of Business Administration | | Date: 25/12/22 |
| Academic Year: 2022-2023 (ODD) | | |
| Name of the Audit Members: Dr. S. Deepa, Prof FEE | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | |
| Department minutes of meeting file | Available | Documentation is good |
| Staff work load file | Available | |
| Time table file | Available | Devise time table need to be kept |
| Question bank file | Available | |
| Result Analysis file | Available for all subjects | Result Analysis is after evaluation needs to be kept |
| Course file | Available | |
| Syllabus coverage file | Available | need to be arranged data wise |
| Syllabus file | Available | |
| Class committee file | Available | Class Committee circular minutes some class |
| Master Attendance | Available | |
| PTA file | Maintained with all entries | |

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| | | |
|--|-----------|---|
| Internal test schedule | Available | Update with all documents |
| Internal question paper file | Available | |
| Department events file | Available | Feed back complete Mixing for few events |
| Department budget file | Available | Budget mixing for few events |
| Lab stock register | Available | Updated |
| Question paper audit file | Available | |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Available | Reports for IV need to be filed. |
| Academic Calendar file | Available | |
| Faculty profile | Available | |

M.V.A.

S. Deepu
Signature of Audit Member(s)

M.V.A.
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| Academic Audit Report | | |
|---|-----------------------|--------------------------------------|
| Name of the Department: <i>Computer Science & Engineering</i> | Date: <i>25/12/22</i> | |
| Academic Year: <i>2022 - 2023 (LODD)</i> | | |
| Name of the Audit Members: <i>Mrs. S. Sarah, APL IT, Mrs. S. MaRendiran, HoD/MECH</i> | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | <i>Available</i> | |
| Department minutes of meeting file | <i>Available</i> | |
| Staff work load file | <i>Available</i> | |
| Time table file | <i>Available</i> | |
| Question bank file | <i>Available</i> | |
| Result Analysis file | <i>Available</i> | |
| Course file | <i>Available</i> | <i>Few sign is missing</i> |
| Syllabus coverage file | <i>Available</i> | |
| Syllabus file | <i>Available</i> | |
| Class committee file | <i>Available</i> | |
| Master Attendance | <i>Available</i> | |
| PTA file | <i>Available</i> | <i>Few offer letters are missing</i> |

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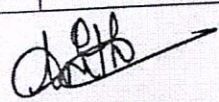
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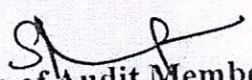
| Academic Audit Report | | |
|---|--|----------------------------|
| Name of the Department: SCIENCE AND HUMANITIES | Date: 25/02/23 | |
| Academic Year: 2022 - 2023 (ODD) | | |
| Name of the Audit Members: Ms. M. ANITHA, Mrs. S. PRIYA AP/USE AP/USE | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | All circulars are available | |
| Department minutes of meeting file | All dept. minutes are filed and maintained | Maintained semester wise |
| Staff work load file | Available | Updated file is maintained |
| Time table file | Available | |
| Question bank file | Maintained for all subjects | |
| Result Analysis file | Available | Need career name list |
| Course file | Available for all subjects | |
| Syllabus coverage file | Maintained every week status | |
| Syllabus file | Available | |
| Class committee file | Maintained with minutes | |
| Master Attendance | Maintained properly | |
| PTA file | Available | |

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|---------------------------------------|---|--|
| Internal test schedule | IATs, Model Exam, Test Schedule Available | |
| Internal question paper file | All Question papers are available | |
| Department events file | Files are maintained | |
| Department budget file | Available | |
| Lab stock register | Available | |
| Question paper audit file | IATs, Model Exam Qps are audited | |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Maintained | |
| Academic Calendar file | Available | |
| Faculty profile | Available | |

N.V.A

1. 

2. 
Signature of Audit Member(s)

N.V.A

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| Academic Audit Report | | |
|---|------------------|--|
| Name of the Department: <i>Mechanical Engineering</i> | | Date: <i>16-12-22</i> |
| Academic Year: <i>2022-2023 (ODD)</i> | | |
| Name of the Audit Members: <i>Menaka.M - HOD/IT</i> | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | <i>Available</i> | |
| Department minutes of meeting file | <i>Available</i> | |
| Staff work load file | <i>Available</i> | |
| Time table file | <i>Available</i> | <i>Logbook updations needed as per revised time table.</i> |
| Question bank file | <i>Available</i> | <i>Neatly filed & presented.</i> |
| Result Analysis file | <i>Available</i> | |
| Course file | <i>Available</i> | |
| Syllabus coverage file | <i>Available</i> | |
| Syllabus file | <i>Available</i> | |
| Class committee file | <i>Available</i> | <i>Student members sign to be done in ccm-1.</i> |
| Master Attendance | <i>Available</i> | <i>Few faculty sign to be done.</i> |
| PTA file | <i>Available</i> | |

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| | | |
|--|-----------|--|
| Internal test schedule | Available | |
| Internal question paper file | Available | |
| Department events file | Available | |
| Department budget file | Available | |
| Lab stock register | Available | |
| Question paper audit file | Available | |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Available | |
| Academic Calendar file | Available | |
| Faculty profile | Available | |

L. A. Deeya
16/12/22
Signature of Audit Member(s)

M. V. H

M. V. H
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| Academic Audit Report | | |
|---|---|--|
| Name of the Department: <i>Electrical and Electronics Engg</i> | | Date: <i>16/12/2022</i> |
| Academic Year: <i>2022-2023</i> | | |
| Name of the Audit Members: <i>Mr. S. Balaji, AP/CSE LODD</i> | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | <i>Circulars are maintained in the file.</i> | |
| Department minutes of meeting file | <i>Minute of meetings available.</i> | |
| Staff work load file | <i>Staff work load details are available.</i> | |
| Time table file | <i>Time for the odd sem & even sem available.</i> | |
| Question bank file | <i>Question Bank file verified.</i> | |
| Result Analysis file | <i>Result Analysis details verified.</i> | <i>ODD Sem & Even Sem Details available.</i> |
| Course file | <i>Faculty Course file checked.</i> | |
| Syllabus coverage file | <i>Syllabus coverage file maintained.</i> | <i>Monthly syllabus coverage given.</i> |
| Syllabus file | <i>Available.</i> | |
| Class committee file | <i>Class committee details are available.</i> | |
| Master Attendance | <i>The detailed are filled & maintained.</i> | |
| PTA file | <i>Available.</i> | |

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| | | |
|--|--|--------|
| Internal test schedule | Internal Assessment Details maintained | |
| Internal question paper file | Question paper file available | |
| Department events file | Available | |
| Department budget file | Available | |
| Lab stock register | Lab stock register is maintained | |
| Question paper audit file | Question paper Audit file maintain | |
| Web portal entry file | Web portal Entry file maintained | |
| Internal marks file | Internal marks file available | |
| Students Internship/ IV/ Project file | Student Internship Project work available | |
| Academic Calendar file | Available | W.V. H |
| Faculty profile | Available | |

S. Balaji

Signature of Audit Member(s)

W.V. H
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| Academic Audit Report | | |
|------------------------------------|------------------------|-----------------------------------|
| Name of the Department: | Mechanical Engineering | Date: 30-5-23 |
| Academic Year: | 2022-23 (Even) | |
| Name of the Audit Members: | Menaka.M - HOD/PT | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | |
| Department minutes of meeting file | Available | Student feedback to be discussed. |
| Staff work load file | Available | |
| Time table file | Available | Revised copies to be included. |
| Question bank file | Available | |
| Result Analysis file | Available | |
| Course file | Available | |
| Syllabus coverage file | Available | |
| Syllabus file | Available | |
| Class committee file | Available | |
| Master Attendance | Available | |
| PTA file | Available | |

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| | | |
|---------------------------------------|-----------|------------------------------------|
| Internal test schedule | Available | Maintained in order of date. |
| Internal question paper file | Available | |
| Department events file | Available | Event photos to be included |
| Department budget file | Available | Approved copy needed for an event |
| Lab stock register | Available | Ansys Lab registers to be updated. |
| Question paper audit file | Available | |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Available | |
| Academic Calendar file | Available | |
| Faculty profile | Available | |

M. V. A

J. J. Venkatas
28/5/23
Signature of Audit Member(s)

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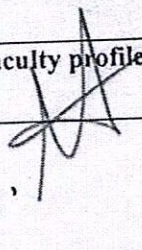



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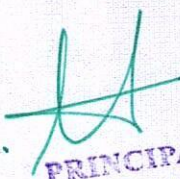
| Academic Audit Report | | |
|---|------------------------------------|---|
| Name of the Department: <i>Information Technology</i> | Date: <i>30/5/23</i> | |
| Academic Year: <i>2022 - 2023 (Even)</i> | | |
| Name of the Audit Members: <i>M. Rathika, HOD/ECE</i> | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | <i>All circulars are available</i> | - |
| Department minutes of meeting file | <i>Available</i> | <i>Attendance is missing.</i> |
| Staff work load file | <i>Available</i> | - |
| Time table file | <i>All class Timetable files</i> | <i>Date missing</i> |
| Question bank file | <i>Available</i> | <i>Arrange it in order</i> |
| Result Analysis file | <i>Available</i> | - |
| Course file | <i>Available for all subjects.</i> | <i>Academic Calendar is missing in few files.</i> |
| Syllabus coverage file | <i>Available</i> | - |
| Syllabus file | <i>Available</i> | - |
| Class committee file | <i>Available with reports</i> | <i>sign missing.</i> |
| Master Attendance | <i>Maintained properly</i> | <i>few sign is missing</i> |
| PTA file | <i>Available</i> | - |


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| | | |
|---------------------------------------|---|--------------------------------------|
| Internal test schedule | All Internal exam Schedules are filed | - |
| Internal question paper file | All question papers are filed | - |
| Department events file | Available | Invitation is missing for two events |
| Department budget file | Available | - |
| Lab stock register | Available | - |
| Question paper audit file | All internal exam - question papers are audited | Audit members sign is missing. |
| Web portal entry file | Available | - |
| Internal marks file | Available for all the classes | - |
| Students Internship/ IV/ Project file | Available | Certificate to be attached. |
| Academic Calendar file | Available | - |
| Faculty profile | Available | - |

V.V. 


Signature of Audit Member(s)

V.V. 

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| Academic Audit Report | | |
|------------------------------------|---|---|
| Name of the Department: | Computer Science and Engineering | Date: 30/5/23 |
| Academic Year: | 2022 - 2023 (Even) | |
| Name of the Audit Members: | Mr. S. Mahendiran, HOD/MECH Mrs. S. Sarah, APIIT | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | |
| Department minutes of meeting file | Available | |
| Staff work load file | Available | |
| Time table file. | Available | |
| Question bank file | Available | Question Bank prepared using Bloom's Taxonomy |
| Result Analysis file | Available | |
| Course file | Available | |
| Syllabus coverage file | Available | |
| Syllabus file | Both Regulations are available | |
| Class committee file | Available | More no issues was there |
| Master Attendance | Few sign is missing | |
| PTA file | Available | |

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| | | |
|---------------------------------------|-----------|----------------------------------|
| Internal test schedule | Available | |
| Internal question paper file | Available | |
| Department events file | Available | Event- Reports to be modified |
| Department budget file | Available | |
| Lab stock register | Available | |
| Question paper audit file | Available | |
| Web portal entry file | Available | |
| Internal marks file | Available | |
| Students Internship/ IV/ Project file | Available | |
| Academic Calendar file | Available | |
| Faculty profile | Available | Few profiles need to be updated. |

1. S. S. S. S. S.

2. S. S. S.

Signature of Audit Member(s)

U.V. H
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

| Academic Audit Report | | |
|------------------------------------|---|--|
| Name of the Department: | Sciences and Humanities | Date: 29/8/23 |
| Academic Year: | 2022-2023 (Even) | |
| Name of the Audit Members: | M. Anitha, APLUSE Dr. S. Palya, APLUSE | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | Need to be arranged in order. |
| Department minutes of meeting file | Available with signature. | - |
| Staff work load file | Available | Some faculty sharing much responsibility |
| Time table file | Available with section wise. | - |
| Question bank file | Available with section details | - |
| Result Analysis file | Available | More particulars required. |
| Course file | Available | Some sign missing |
| Syllabus coverage file | Available | Some subject showing same data in 2 weeks. |
| Syllabus file | Available | - |
| Class committee file | Available | Reports required for an class |
| Master Attendance | Available | - |
| PTA file | Available. | - |


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|---------------------------------------|------------|--|
| Internal test schedule | Available | - |
| Internal question paper file | Available | Alignment required in some Q.P. |
| Department events file | Available | Need photograph |
| Department budget file | Available | Maintenance data missing. |
| Lab stock register | Available | Service Summary required |
| Question paper audit file | Available. | Changed Q.P/Corrected Q.P need to be attached. |
| Web portal entry file | Available | - |
| Internal marks file | Available | - |
| Students Internship/ IV/ Project file | Available | Consolidated report sem wise required |
| Academic Calendar file | Available. | - |
| Faculty profile | Available | attended Seminal certificate may all attached. |

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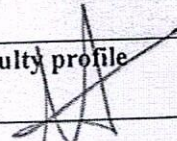


(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
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| Academic Audit Report | | |
|--|------------------------------------|---|
| Name of the Department: ECE | Date: 30/5/23 | |
| Academic Year: 2022 - 2023 (even) | | |
| Name of the Audit Members: Dr. F. Kumarasamy, HoD / IAT | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Circular file maintained properly. | Properly maintained. |
| Department minutes of meeting file | available | - |
| Staff work load file | Maintained properly. | - |
| Time table file | available | W-ED Meeting |
| Question bank file | available. | Maintained properly. |
| Result Analysis file | available for all the years. | - |
| Course file | Maintained properly. | - |
| Syllabus coverage file | available | Need to arrange properly. |
| Syllabus file | available | - |
| Class committee file | available. | minutes of meeting need to be prepared. |
| Master Attendance | some faculty not filled | - |
| PTA file | available. | - |

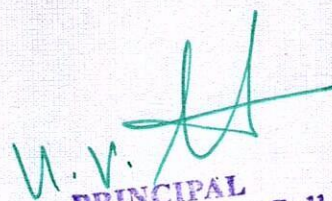
U.V. [Signature]
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| | | |
|---------------------------------------|----------------------------------|----------------------|
| Internal test schedule | available . | ✓ |
| Internal question paper file | Some question papers are missing | — |
| Department events file | available . | Some reports missing |
| Department budget file | available | — |
| Lab stock register | Maintained properly. | Need to be update . |
| Question paper audit file | available | Signature missing |
| Web portal entry file | available . | Need to arrange |
| Internal marks file | available | — |
| Students Internship/ IV/ Project file | available | Signature missing |
| Academic Calendar file | available | — |
| Faculty profile | available . | Need to be update |

M.V. 

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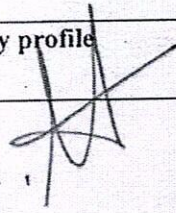


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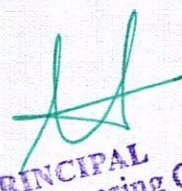
| Academic Audit Report | | |
|--|--------------|---|
| Name of the Department: Master of Business Administration | | Date: 29/08/23 |
| Academic Year: 2022 - 2023 (Even) | | |
| Name of the Audit Members: Dr. S. Deepa, Prof / EEE | | |
| List of Files: | Observations | Remarks/ Suggestions |
| Circular file | Available | |
| Department minutes of meeting file | Available | Documentation is Good |
| Staff work load file | Available | |
| Time table file | Available | Revise time table all subjects need to be kept |
| Question bank file | Available | |
| Result Analysis file | Available | Result Analysis is after evaluation need to be kept |
| Course file | Available | Need to be computerized |
| Syllabus coverage file | Available | Mark sheets need to be arranged data wise |
| Syllabus file | Available | |
| Class committee file | Available | Class committee circulars missing for some class |
| Master Attendance | Available | |
| PTA file | Available | |

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|---------------------------------------|------------|---|
| Internal test schedule | Available | update with all documents |
| Internal question paper file | Available | |
| Department events file | Available | Feedback samples missing for few events |
| Department budget file | Available | Budget missing for few events |
| Lab stock register | Available | updated |
| Question paper audit file | Available | |
| Web portal entry file | Available. | |
| Internal marks file | Available | Properly documented |
| Students Internship/ IV/ Project file | Available | Needs to be filed |
| Academic Calendar file | Available | |
| Faculty profile | Available. | |

M.V. 

S. Deepa
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