ANNAPOORANA ENGINEERING COLLEGE
(An Autonomous Institution)
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)
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OBSERVATIONS & RECOMMENDATIONS OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

The Academic and Administrative Audit (AAA) was held for the Even Semester 2022-23 on 02.06.2023 & 09.06.2023 by a panel of internal members, from the various departments appointed by the Coordinator - IQAC in consultation with the Principal of the college, and headed by External Auditor Dr.P.Gnanasekar, Director- IQAC, VMRF-DU (IQAC Member : 2022-2023). The Audit was conducted in an organised manner; following the audit, observations were recorded and a summary with recommendation is submitted by the Internal Quality Assurance Cell to the Principal and the Management.

Observations of the audit include the following:

Automobile Engineering:

The Department Academic Calendar is prepared in line with University calendar, and the adherence calendar is also maintained well. Timetable with slots for co-curricular and extracurricular activities is prepared and uploaded in ERP. Lesson plan is done and communicated to students through ERP. Course file and Lab manual are completed and available. Planning and execution of the courses is done well. Co-Po mapping is done. E-learning modules such as PPT, NPTEL & U-Tube Videos are used in TLP, but need to be loaded in ERP. Professional and Open Elective course selection is as per Anna University norms. Value Added course and Certificate course are planned and executed appropriately. Events are organised (4 Workshop, 5 Guest Lectures, 5 Seminars) on ethics, environmental issues and found to integrate with the curriculum. Final year projects are planned and maintained well. IPT FOR Even semester is arranged. Efforts for slow learners are taken by extra coaching classes and Assignments. Mentor-Mentee allotment is done and Mentor counselling is done for slow learners. Result analysis is done and made available for students. Faculty on roll during that particular period is 14. Staff Profile is maintained in the respective departments. 1 Online Certification courses completed by the faculty members. Conferences attended by faculty

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members is 8 and 8 workshops are organized. 1 FDPs was organised by the department. FDP participation by faculty members is 8. Ph.d guidance is also found to be 1. 1 faculty has taken up membership in professional body. 1 Sponsored project and 3 consultancy works, 4 Journal publications are made by the department. Book publications & patent registrations are not found. 2 Industrial Visits are arranged by the department. Programs with industry recourse persons as speakers are 2 and 2 new MOU is signed during this period. 2 IPR workshops are organised. 3 Events organised with Industrial Person as Resource Person. 1 Technical event organized under Professional Society. ICT tool utilisation is found good and department infrastructure is found sufficient.

Civil Engineering:

Department level calendar and adherence calendar prepared and maintained. Master Time Table prepared for Odd and Even Semester. Time Table has extra slots allotted for co-curricular and extra-curricular activities and ERP uploaded. Course file and Lab manual exists as per norms, and matching to the content. 5 Co for all courses were identified. Co-Po mapping is done. Lesson Plan is prepared and shared to students. Planning and Execution of the courses are done properly. Special courses are conducted in a good manner. E-Learning modules are used in Teaching-Learning Process. Open Elective and Professional Elective selection is as per Anna University norms. Events (Guest Lecture-1 and Seminar-1) are conducted to to integrate with environment / gender issue / ethics. Final year project planning and monitoring is verified to be good. IPT is planned for Even Semester. Student mentoring system is good and remedial classes are taken for slow learners. For Advanced learners, they are motivated to participate in conferences and symposium and Advanced Technology videos are shared. Mentor counselling is done and the file is updated. Result Analysis is prepared. Final year project planning and monitoring is done online. Staff profile is well maintained and is complete. 13 faculty are found o be on roll. 1 faculty have taken up NPTEL course. 8 Conferences are been attended by the faculty members. 1 Faculty member completed Ph.D during this period. Faculty members

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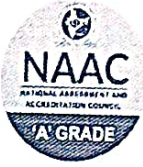Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)
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handle classes using PPT and other LMS. 3 Consultancy Works are been completed. 4 Journal publications are made and 1 Book is published. No patents were filed/ registered. IV was not arranged for students. 2 programs are organised with Industry person as resource person. IPR Workshop & Technical event organised under professional society were not conducted. Stock register and Maintenance registers are maintained. Department Library is well maintained.

Computer Science & Engineering:

Department level calendar and adherence calendar prepared and adherence to Academic Calendar is satisfying. Master Time Table is prepared for this Even Semester Time table includes extra hour for co- curricular and extra-curricular activities. Course file readiness is found and Lab manual is made ready as per Anna University syllabus. Course execution is planned well. E-learning modules such as PPT, NPTEL Videos & U-Tube videos are used well in TLP. Value added course and certificate courses are conducted with proper planning and monitoring. Final year project guidance are given and quality maintained. Elective courses selection is done as per Anna University norms. IPT was planned for 3rd and Final Year students. Mentor-mentee allotments are made and Mentee list is available in the department. Timely counselling is also done appropriately. Remedial classes are made for slow learners by conducting extra classes and NPTEL Videos are shared for advanced learners. Events organised in a way to integrate ethics / Gender issues in to the curriculum. IPT Planning is done for that particular semester well in advance. 16 faculty members are found on roll and Staff profile is found in the department. 16 faculty members have participated in conferences and workshops. The department has not organised any FDPs. 10 faculty members have participated in FDPs organized by other colleges. Online courses are not taken up by the department. Course delivery through PPT is satisfying. The department is not found to have taken up sponsored projects. 6 journal paper publications are found to be made by the faculty. 1 Consultancy Work is completed by the department. Book and Patent publications is not found in the department. 3 new MOU is found to be signed during this particular period. 1 Faculty is found to have

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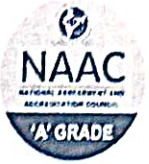(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
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enrolled under Professional Society. 4 Industry persons have visited the department as resource person for seminars and Guest Lectures. 1 Technical events is found to be conducted found to be conducted under professional society sponsorship. ICT Tool utilisation in classroom is good. Department library is well maintained, but not digitalized.

Electronics and Communication Engineering:

Department Academic calendar is prepared in line with University calendar. Adherence calendar is also prepared. Master Time Table is prepared for both Odd and even semesters and it has extra hours allotted for Extracurricular and Cocurricular Activities. Course file and Lab manual readiness with hand written notes and is found to be satisfactory. Lesson plan is done and is made available to the students through ERP. Course File and Lab Manual is completed and executed properly. Co-Po mapping is done. Quality of special course conducted is well planned and monitored. Elective Course selection is done as per AU Norms. E-Learning materials are used for TLP. Final year Project are well planned, but need concentration on Industry oriented projects. Events are organizes to integrate Ethics, Gender Issues in to curriculum. IPT is planned in the department. Mentor-Mentee allotment is made in the department and the student Mentor list is available. Remedial Classes are conducted for slow learners to improve academic results and advanced topics are given to Advanced Learners to improve their skills. Result analysis is prepared and kept in department file. 11 faculty members are on roll and their profile is available in the department. . Faculty members are noted to have taken up online courses. 9 faculty attended conferences/ workshop. faculty members participated in FDPs and 5 faculty enrolled for professional memberships. FDPs are not organized by the department. Student Counselling is done as and when required. 2 Journal publications are made, 1 sponsored project completed, 2 Book Publications and 3 Patents are filed / registered. IV was not arranged .1 Industry Person gave seminar for the department students. 1 certificate course organised. No new MOU was signed. IPR events were not

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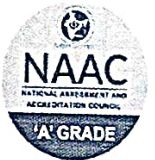Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)
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organized. Department library is well utilised and maintained. Stock register and Maintenance register are well maintained in the department.

Electrical and Electronics Engineering:

Academic calendar is found to be well prepared, and adherence calendar maintained. Work load distribution is fairly done. Time table is prepared to adhere with University norms. Extra hours are allotted for Cocurricular and Extra Curricular activities. Lesson plan is prepared and made aware to the students through ERP. Staff profile is maintained. Course file and Lab manual readiness is good. Co-Po mapping done for all subjects. E-learning modules such as PPT, U-Tube Videos and NPTEL Videos are used for TLP. Value added courses and Certificate Courses are well planned and executed. Courses selection is done as per University norms. Events are arranged to integrate environment, gender issues and ethics into curriculum. IPT is planned for even semester. Mentor-Mentee allotment is made as per rules and the Mentee list is available in the departments. Mentor Counselling is given when required. Remedial classes are conducted for the weak students and advanced topics are given to advanced learners for self study. Result Analysis is been prepared after the publication of University results. 17 faculties are found to be on roll. 3 faculty members have attended NPTEL Online courses. Faculty members participation in conference is 11, Seminar & Workshop is 1. 7 Faculty members of the department have participated in FDPs. FDPs were not conducted by the department. 2 faculty members received Professional membership from professional Bodies. 1 Funding Proposals are been submitted and awaiting for approval.1 Consultancy work is done. Journal and Book publications are not done by department faculty memebets.1 Patent is filled by 2 faculty members. 2 Industrial Visits are been arranged. And 1 IPR Workshop organized. 2 Industrial Certificate Courses are conducted. No new MoUs were signed and Technical events are not organized with resource person from Professional Society.ICT tools are used in TLP. Maintenance register and Stock register are maintained in laboratories. Department Library is well maintained and utilized.

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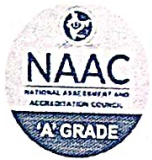(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
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Mechanical Engineering:

Academic calendar is prepared as per university norms and adherence calendar also maintained at the department level. Master Time table with extra slots for co curricular and Extracurricular activities are also prepared. Lesson Plan is prepared and is made aware to the students. Course file and lab manual are available in the department with hand written notes and is found complete. Co-Po mapping is done. Courses are well planned and executed. VAC & CC are properly planned and executed. Elective courses are selected as per university norms. E-Learning modules are used in TLP. Projects for final year and mini projects is well-planned and industrial oriented. IPT planning was done for even semester. Mentor list is available in the department. Mentor-mentee allotments are made and the remedial classes for weak students are conducted. Advanced learners are given latest topics for exploration and self study. Result analysis is prepared soon after publication of University results. 13 faculty are found to be on roll. Online courses are not found to be taken up by the department faculty members. 6 Faculty members have attended conferences, 12 faculty have participated in FDPs and 5 Journal publications are made by the faculty members and 1 patent filed & 2 book publications made. FDPs are not organised by the department, Professionla membership is not available with faculty members. Industrial visit is arranged for students. Events and guest lectures by industrial persons are found to be 9. IPR workshops organized is 2. 2 Industrial Certification Courses are organised. 2 new MOUs are signed by the department for internship and training. Technical events are not conducted under professional societies. ICT Tools are used in class rooms. Department library is well established, and maintained.

Science & Humanities:

Academic calendar is prepared and is in line with university norms. Adherence calendar is also maintained. Time table is prepared with extra slots for cocurricular and extra curricular activities. Course file and lab manual are available in the department and is found complete.

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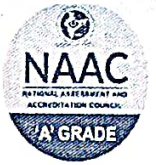(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
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Co-Po mapping is done. E-Learning modules are used for TLP. Lesson plan is prepared well in advance and are made available to the students through ERP. Student Mentor mentee allotment is made as per norms and counselling given when required. Remedial classes are conducted for slow learners. Result analysis is done after the result publications. 26 faculties are on roll and 20 faculty members have attended conferences. No FDP is conducted by the department. 5 faculty members have participated in FDPs. Online courses are not attended faculty members and FDPs are not organized by the department. 1 faculty have published journal and 3 events are conducted with industry person are resource person. Books and Patent publications are not done by the faculty members. ICT tools are utilised well for TLP. Stock Register and Maintenance Registers are well maintained in the laboratories.

Governance, Student Support and Infrastructure:

Governing body meetings are conducted once in a year as per the norms. All other committees meet quarterly and half yearly and discuss on the developmental activities and the files are maintained promptly. Department Academic calendar is collected and the Institution Academic Calendar is prepared. Budget Proposal is prepared well in advance of the beginning of the Academic Year. Budget allocation is done as per proposals. Conferences were not conducted for the year. 5 FDPs were organised by the college. 7 Training programs were organized for technical and admin staff. Grievance Redressal Mechanism is available in the college and records maintained. Quality Audit by IQAC is done twice in a year. To be in line with quality, NBA accreditation for 3 UG Courses namely Civil, CES and EEE were received and Autonomous status was also received in 2022-23. Social activities are not conducted by NSS. 1062 Students (Rs.17328500) benefitted by Institutional Scholarship and 435 students (Rs.10875000) benefitted by Government Scholarship. Training is provided for competitive examinations. 92% is the overall placement percentage. Alumni cell is registered and the alumni meet is conducted once in a year. Sports day-12.04.2023 and Annual Day-13.04.2023 were conducted. Language Skill Laboratories, Computer centre and internet facilities are available and properly utilised by

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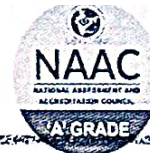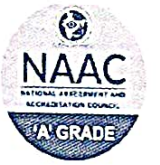Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)
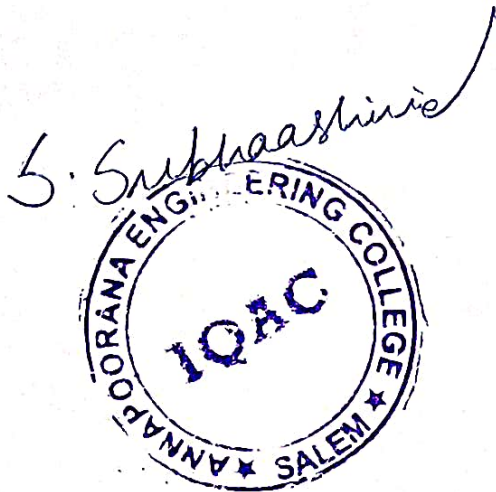2(f) & 12(B) Status as per UGC Act 1956
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students. Other amenities such as, hostel, gym, RO Plant, Fire Extinguisher are well maintained and records kept ready and are found to be complying with the norms. Campus maintenance and cleanliness is good. Digital library is utilised for browsing e book, e journals and NPTEL Videos & Notes. Library is automated using Library Management System.28 Rare Books are available. Membership is available for Delnet and E-Sodhsindhu. Expenditure for Library sums upto Rs.14,56,550/-

RECOMMENDATIONS OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA):

Adherence to academic calendar need to be strictly followed. Academic calendar need to inculcate schedules for placement trainings also. Question Banks need to be shared to weak students. NPTEL Videos shall be shared to advanced learners and they shall be asked to participate in conferences and paper presentations. Apart from the existing renewals, departments should take additional efforts to sign new MOU with several Industrial Houses and institutes for conduct of special courses, Internship, Inplant training and Industrial Visits. Non teaching staff may also be trained in using ICT facilities relevant to their work nature. Academicians from IITs and Industrialists from MNCs may be invited for the Governing Body meetings. Curriculum need to be aligned to suit latest Industrial needs. Placement efforts need to be increased and by way of more technical and soft skill training programs and by signing MOUs exclusive for placement training and support. HRs from core industries need to be invited to recruit students. Societal services through NSS and other agencies need to be improved upon. Students need to be taught on Social Responsibilities and environment protections. Wi-Fi facility & Internet speed availability need to be increased. Content delivery through PPT and other online sources have increased. Additional busses can be procured to reach the students coming from remote villages. More number of FDPs, Conferences and IPR related events with Industry persons as resource persons need to be organised.

Faculty members should be motivated to take up Swayam / NPTEL online courses. Consultancy project and sponsor projects should be taken up on a regular basis. Importance need to be taken upon fund raising project proposal submissions. Patent filing need to be insisted. More attention need to be given to Research and Development activities. Events need to be organised with sponsorship from Professional societies and by Industrial experts. To encourage faculty enrolment in professional Societies, part payment should be made from the management side. Faculty members should be motivated with stipend to register for Ph.D faculty members. Faculty participation in research must be insisted upon. More innovations in T/L Process need to be initiated. Curriculum gap identification and consecutive action taken along with proof need to be maintained in respective department. Remedial classes must be strictly monitored in order to make more students clear their back log arrears. Students final year projects should be more Industry oriented. Conference publications by student and faculty members need to be insisted more. Paper publications and Book Publications has to be increased to a higher level. For student's internship, preference should be given for varying nature of core companies.

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