



### **OBSERVATIONS & SUMMARY OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**

The Academic and Administrative Audit (AAA) was held between 26.06.2020 – 03.07.2020 by a panel of members, from the various departments appointed by the Coordinator - IQAC in consultation with the Principal of the college. 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. (Due to the pandemic situation, classes, events, training, mentoring, examinations, etc were conducted through online platform)

#### **Observations of the audit include the following:**

##### **Automobile Engineering:**

The department level Academic Calendar is prepared in line with University calendar, and the adherence calendar is also maintained well. Timetable with slots for co curricular activities is prepared and uploaded in ERP. Course file and Lab manual are completed. E-learning modules are used in TLP, but need to be loaded in ERP. Elective course selection is as per Anna University norms. Value Added course and Certificate course are planned and executed appropriately. Final year projects need to be done in domain areas. Efforts for slow learners are taken by extra coaching classes and Assignments. Previous year question papers are provided to the also for study purpose. NPTEL Videos are shared for Advanced learners. Mentor counselling is done on 1:14 ratio through online media. Result analysis is done and made available for students. Faculty on roll during that particular period is 10. No NPTEL, Swayam or MOOC Certification courses are been completed by the faculty members. Conferences attended by faculty members is only 1. FDP participation by faculty members is 2. Ph.d guidance is also found to be nil. Only 1 faculty has taken up membership in professional body. Sponsored projects and consultancy works from the department is found nil. Journal publication is 4 and 2 Book publications are made. Patent registration is found nil. Programs



with industry recourse persons as speakers is 4 and 1 new MOU is signed during this period. ICT tool utilisation is found good and department infrastructure is found sufficient.

#### **Civil Engineering:**

Department level calendar and adherence calendar prepared and maintained. 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. Special courses are conducted in a good manner through online mode. E-Learning modules are used well for online classes during lockdown. Events are conducted in line with the curriculum. Final year project planning and monitoring is verified to be good. 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. Final year project planning and monitoring is done online. Staff profile is well maintained and is complete. Faculty members are not found to have taken up online courses. Faculty members handle classes using PPT and other LMS. 5 faculty members have participated in conferences. No sponsored projects are taken up and 7 consultancy works is done by the department. 5 Books are published and 6 patents are registered. Guest lecture with industry persons are organised. Fresh MoU signed is 1 and no events are conducted under the sponsorship from professional societies.

#### **Computer Science & Engineering:**

Adherence to Academic Calendar is satisfying. Time table includes on 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. E-learning modules are used well in online teaching. Value added course and certificate courses are conducted in online mode with proper planning and monitoring. Final year project guidance are given via online mode and quality maintained. Mentor-mentee allotments are made and 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 that integrate with the curriculum. 15



faculty members are found on roll and all the faculty members have participated in conferences and workshops. The department has not organised any FDPs. 14 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 or consultancy work. 1 Event with Industry person as resource person was conducted. 6 journal paper publications are found to be made by the faculty. 3 IPR events are been organised. No new MOU is found to be signed during this particular period. 2 Faculties have found to have enrolled under Professional Society. Technical events are not found to be conducted under professional society sponsorship. Department library is well maintained, but not digitalized.

#### **Electronics and Communication Engineering:**

Department calendar prepared in line with academic calendar. One extra hour can be allotted for co curricular and extracurricular activities. Course file and Lab manual readiness is satisfactory. Lesson plan is done and is made available to the students through ERP. Quality of special course conducted online is well planned and monitored. Final year Project are well planned, but need concentration on Industry oriented projects. Project guidance is given online. Online courses, Sponsored projects, journal publications or Consultancy work are not taken up by the faculty members. Mentor mentee allotment is made and counselling is done online as and when required. Remedial classes are done for slow learners with extra study hours. Conference paper publications are not found to be satisfying. Faculty research, Guest lectures with industry persons, IPR related workshops and events conducted under sponsorship from professional societies are found to be minimal. Department library is well maintained.

#### **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 found to adhere with university norms. Lesson plan is prepared and made aware to the students through ERP. Staff profile is maintained, but few certificates are found missing. Course file readiness is good but some areas



need to be completed in full. CoPo mapping done for all subjects. Elearning modules are used to handle online classes. Main project guidance is given by the respective faculty through online modes. Special courses are planned and conducted systematically through online. Quality of mentoring and remedial classes is satisfactory. Faculty members participation in conference is 7, FDPs is 7, and no FDP is organised by the department. Faculty research is found to be not satisfactory as the participation in sponsored or consultancy works, or publications and patents are found nil. 2 events were organised with industry persons as resource persons. 1 new MOU was signed. Maintenance register and Stock register are maintained in laboratories. Faculty research activities on doing sponsored projects or consultancy work or journal / book publication or patent registration is found nil. No IPR Workshops and events conducted with professional society sponsorship. Department library is well maintained.

#### **Mechanical Engineering:**

Academic calendar is well prepared, and adherence calendar also maintained at the department level. Course file and lab manual are available in the department and is found complete. Co-Po mapping is done. VAC & CC are properly planned to be conducted online and executed. Elective courses are selected as per university norms. Projects for final year and mini projects is well-planned and industrial oriented. Mentor-mentee allotments are made and the remedial classes for weak students are conducted. Faculty members are not found to have taken up online courses, sponsored projects or consultancy work. 4 Faculty members have attended conferences, 6 faculty have participated in FDPs and no FDPs are organised by the department. 5 Journal publications are made by the faculty members and 2 book publications and 2 patent registrations are made. Faculty members are not found to enrol in professional societies. Events and guest lectures by industrial persons are found to be 2. 1 new MOUs are signed by the department for internship and training. 1 IPR Event and 1 Industrial Certification course was organised. Department library is well established, and maintained.



### Science & Humanities:

Course file and lab manual are available in the department and is found complete. Co-Po mapping is done. Lesson plan is prepared well in advance and are made available to the students through ERP. Time table with extra slots for co curricular and extracurricular activities is prepared. E-learning modules are used for online TLP. Elective course selection is done as per Anna University norms. Student Mentor mentee allotment is made as per norms and counselling given when required. Remedial classes are conducted for slow learners. 18 faculties are on roll and 10 faculty members have attended conferences. No FDP is conducted by the department. 2 faculty have participated in FDPs. 6 faculty have published journal and 2 events are conducted with industry person are resource person. ICT tools are utilised well for online TLP.

### 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. Institution Academic Calendar and Budget is prepared well in advance of the beginning of the AY. Budget allocation is done as per proposals. 1 Conference and 1 FDPs are organised by the college. Grievance Redressal Mechanism is available in the college. Quality Audit by IQAC is done once in a semester. 4 Social activities are conducted by NSS. 519 students benefitted through Institutional Scholarship and 381 students benefit out of government scholarship. 93% is the overall placement of students for the year. Training is provided for competitive examinations through online mode. Alumni cell is registered and the alumni contribution sum upto Rs.5,15,000/- for the year. Laboratories and internet facilities are available and properly utilised by 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.



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### **SUMMARY OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA):**

Adherence to academic calendar need to be strictly followed. Academic calendar need to inculcate placement training schedules also. Apart from the existing renewals, departments should take additional efforts to sign new MOU with several Industrial Houses and institutes for Internship, Inplant training and Industrial Visits. ICT enabled class rooms have increased over the years. 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. Pragati Scholarship to Women students may be introduced for encouraging women education. 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. Societal services through NSS and other agencies need to be improved more. 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

Remedial classes have to be more strictly monitored in order to make more students clear their back log arrears through such classes. Students final year projects should be more Industry oriented. For student's internship, preference should be given for varying nature of core companies. 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.

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. 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 with Ph.D must have guidance. Faculty participation in research must be



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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.



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