ANNAPOORANA ENGINEERING COLLEGE
(Approved by AICTE-New Delhi, Affiliated to Anna University, Chennai)
ISO 9001:2015 Certified Institution
NH-47 Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamilnadu.
www.aecsalem.edu.in

OBSERVATIONS & SUMMARY OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

The Academic and Administrative Audit (AAA) was held between 16.11.2020 - 27.11.2020 by a panel of members, from the various departments appointed by the Co-ordinator - 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 would include the following:

Automobile Engineering:

Department calendar is prepared in line with Academic Calendar. Extra curricular and co-curricular activities are found in the Time Table and is uploaded in ERP. Course file and Lab manual are completed. Value Added course and Certificate course are planned and executed appropriately. E-learning modules are used in TLP, but need to be loaded in ERP. Elective course selection is as per Anna University norms. 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.

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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. 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. Mentor-mentee allotments are done as per norms and remedial classes are conducted for slow learners through online platform. 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. 2 workshops, 3 seminars and 4 guest lectures are arranged to integrate environmental / gender issues. 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. 4 faculty members have participated in conferences. No sponsored projects are taken up and 4 consultancy works is done by the department. 6 patents are registered. No book publication was made during this period and 7 journal publications are made. 2 Guest lecture with industry persons are organised. Neither Fresh MoU and nor events are conducted under the sponsorship from professional societies.

Computer Science & Engineering:

Department calendar is prepared and adherence to academic calendar is satisfying. Time table includes on extra hour for co- curricular and extra-curricular activities and it is also uploaded in ERP for student knowledge. 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

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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. 1 IPR events are been organised and 1 Induistrial certification course was conducted. 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 university calendar. Time table is prepared as per norms and Time table is also uploaded in ERP. 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. 8 faculties have attended Conference and 8 faculties have participated in FDPs. paper publications are not found to be satisfying.3 Patents are registered. 7 events were organised with industrial person as resource persons.2 Industrial certification courses are organised. Department library is well maintained.

Electrical and Electronics Engineering:

Academic calendar is found to be well prepared, and adherence calendar maintained. 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. Course file and Lab manual readiness is good but some areas need to be completed in full. Lesson plan is prepared well in advance and uploaded in ERP. CoPo mapping done for all subjects.

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Elearning modules are used to handle online classes. Main project guidance is given by the respective faculty through online modes. Value added courses and certificate courses are planned and conducted systematically through online. Quality of mentoring and remedial classes is satisfactory. 13 faculty members are on roll and Faculty members participation in conference is 7, FDPs is 6, 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. 1 events were organised with industry persons as resource persons. No new MOU was signed. 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. Time table is prepared and uploaded in ERP for students knowledge. Elective course selection is as per Anna University norms.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. Projects for final year and mini projects is well-planned and industrial oriented and guidance are given via online platform. 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. 9 Faculty members have attended conferences, 10 faculty have participated in FDPs and no FDPs are organised by the department. 4 Journal publications are made by the faculty members and 3 book publications and no 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 1. No new MOUs are signed by the department for internship and training. No IPR Event and Industrial Certification course were organised. Department library is well established, and maintained.

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Science & Humanities:

Time table is made ready and uploaded in ERP. 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. TE-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 12 faculty members have attended conferences / workshops. No FDP is conducted by the department. 3 faculty have participated in FDPs and 6 faculty have published journal and 5 events are conducted with industry person are resource person and 2 consultancy work is done by the department. ICT tools are utilised well for online TLP.

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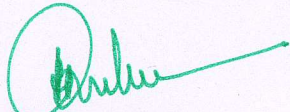**www.aecsalem.edu.in**

SUMMARY OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA):

Academicians from IITs and Industrialists from MNCs may be invited for the Governing Body meetings. Academic calendar need to inculcate placement training schedules also. Adherence to academic calendar need to be strictly followed. 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. 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. Content delivery through PPT and other online sources have increased. 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. 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 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 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.

S. Sukaashini

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