



ANNAPOORANA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Accredited by NAAC with "A" Grade

Recognized by UGC with 2(f) & 12(B) and ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



OBSERVATIONS & RECOMMENDATIONS OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

The Academic and Administrative Audit (AAA) was held for the Even Semester 2021-22 between 11.07.2022 – 22.07.2022 by a panel of internal 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.

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 and extracurricular activities is prepared and uploaded in ERP. Lesson plan preparation 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 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. Events organised does not integrate environmental issues. Final year projects are planned and maintained well. Efforts for slow learners are taken by extra coaching classes and Assignments. Mentor counselling is done. 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 12.2 FDPs are organised by the department. FDP participation by faculty members is 5. Ph.d guidance is also found to be nil. Only 2 faculty has taken up membership in professional body. Sponsored projects and consultancy works, Journal publication , Book publications & patent registrations are not found. Programs with industry recourse persons as speakers is 2 and 2 new MOU is signed during this period. 3 IPR workshops



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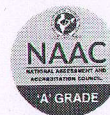
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are organised. ICT tool utilisation is found good and department infrastructure is found sufficient.

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. 1 Workshop, 4 seminars and 3 Guest Lectures were conducted to integrate with environment / gender issue / ethics. 13 faculty are found to be on roll. 1 faculty have taken up NPTEL course. 4 Conferences and 8 workshops are been attended by the faculty members. Faculty members are not found to have taken up online courses. Faculty members handle classes using PPT and other LMS. 5 Journal publications are made and 1 patent is published. 10 programs are organised with Industry person as resource person. 1 IPR Workshop organised and 1 Technical event organised under professional society.

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 TLP. Value added course and certificate courses are conducted with proper planning and monitoring. Final year project guidance are given and quality maintained. Mentor-mentee allotments are made and timely counselling is also done appropriately. Remedial classes are made for slow learners by



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conducting extra classes and NPTEL Videos are shared for advanced learners. Events organised in a way that integrate with the curriculum. IPT Planning is done for that particular semester well in advance. 13 faculty members are found on roll and 8 faculty members have participated in conferences and workshops. The department has not organised any FDPs. 9 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. 2 journal paper publications and 2 book publications are found to be made by the faculty. 4 new MOU is found to be signed during this particular period. 1 Faculty is 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. Adherence calendar is also prepared. Course file and Lab manual readiness is satisfactory. Lesson plan is done and is made available to the students through ERP. Course File and Lab Manual is completed and executed properly. Quality of special course conducted is well planned and monitored. Elective Course selection is done as per AU Norms. Final year Project are well planned, but need concentration on Industry oriented projects. 11 faculty members are on roll. 3 faculty members are noted to have taken up online courses. 9 faculty attended conferences/ workshop. 4 faculty members participated in FDPs and 3 faculty enrolled for professional memberships. 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. Journal publications are not found to be satisfying. 1 IV arranged and 2 Guest lectures with industry persons, 1 certificate course organised. 1 new MOU was signed. Department library is well utilised and maintained.



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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 and adherence calendar prepared. Lesson plan is prepared and made aware to the students through ERP. Staff profile is maintained. Course file readiness is good. CoPo mapping done for all subjects and made available to students through ERP. E-learning modules are used for TLP. Main project guidance is given by the respective faculty. Special courses are planned and conducted systematically through online. Quality of mentoring and remedial classes is satisfactory. 14 faculty are found to be on roll. Faculty members participation in conference is 2, workshop is 2, FDPs is 5, and 1 FDP is organised by the department. Faculty research is found to be satisfactory as the participation in sponsored is 2, consultancy works is 1, 7 publications and 1 Book Publication. 1 event was organised with industry persons as resource persons. 1 new MOU was signed. 3 Industrial Certification courses are conducted. Maintenance register and Stock register are maintained in laboratories.

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. 13 faculty are found to be on roll. 4 Faculty members have attended conferences, 4 faculty have participated in FDPs and 5 Journal publications are made by the faculty members and 4 book publications made. Events and guest lectures by industrial persons are found to be 2. 4 new MOUs are signed by the department for internship and training. Department library is well established, and maintained.



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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 13 faculty members have attended conferences. No FDP is conducted by the department. 3 faculty have participated in FDPs. 5 faculty have published journal and 6 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 FDP was organised by the college. Grievance Redressal Mechanism is available in the college and records maintained. Quality Audit by IQAC is done twice in a year. 3 Social activities are conducted by NSS. Training is provided for competitive examinations through online mode. Alumni cell is registered and the alumni meet is conducted once in a year. Laboratories, computer center 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. Digital library is utilised for browsing e book, e journals and NPTEL Videos & Notes.

S. Subhashini



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RECOMMENDATIONS OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA):

Adherence to academic calendar need to be strictly followed. Academic calendar need to inculcate placement and training schedules also. Question Banks need to be shared to weak students and NPTEL Videos shall be shared to advanced learners. 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. 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. 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.

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. 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



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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. Subhasini



[Signature]
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