

Report of Action Taken for Internal Academic Auditing (2017-2018)



P.S.R. ENGINEERING COLLEGE SIVAKASI-626 140
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Sevalpatti (P.O), Sivakasi – 626140 Tamilnadu State.



Report for Action Taken of Internal Academic Auditing

Name of the Department Audited : **BIOTECHNOLOGY**

Name of the Auditor(s) & Designation: **1. Mr. D. Sriram**

2. Dr. R. Srinivasan


Date(s) of Auditing: **25.11.2017 (Saturday)**

Date of Action Taken: **28.12.2017(Thursday)**

Files / Documents	Comments / Suggestion of the Auditors [attach separate sheets if necessary]	Action taken
Staff Log-Books	<ul style="list-style-type: none">All log books were properly maintained and counter signed with HoD.	All the faculty members Filled all details in log books. The record of class works was completed and verified with HoD.
Course Materials & Lab Manuals	<ul style="list-style-type: none">Materials with all references, solutions and drawing with necessary Document.	All faculty members were insisted to include the reference , PPT and Animation Videos.
Research and Development – Funded Projects, Publications, MoUs, etc...	<ul style="list-style-type: none">Need improvement	Faculty members submitted research proposal to various funding agencies.
Slow learners and Remedial coaching	<ul style="list-style-type: none">Remedial Class improving result not shown	Faculty members attached the Remedial class improving result.

15. 
Head of the Department

Verified by


IQAC Co-ordinator


Principal



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Tamilnadu State



Name of the Department Audited : **Biotechnology**

Name of the Auditor(s) & Designation: **1. Mr.D.Sriram**

2. Dr.R.Srinivasan

Date(s) of Auditing : 25/11/2017

Report of Internal Academic Audit

Files/ Documents	Name of the Staff / In-charge	Auditing Done [Yes or No]	Comments / Suggestion of the Auditors [attach separate sheets if necessary]	Remarks
Staff Log-Books	All Faculty Members	Yes	All log-books were properly maintained and counter signed with HOD.	Satisfactorily maintained
Course Files	All Faculty Members	Yes	Student's course reports with analytical report were maintained.	good
Course Materials & Lab Manuals	All Faculty Members	Yes	Material with all references, solutions and drawing with necessary document.	Maintained properly
Slow Learners and Remedial Measures	Mrs.R.Rajeswari Dr.M.Indhumathy Ms.B.Suryalakshmi	Yes	-	Update as per suggestions
Tutorial Conduction	Mrs.K.Shalini Ms.V.Varalakshmi	Yes	verified	satisfied
CO-PO Mapping and Evaluation	Faculty Members handling four credit courses	Yes	Verified	-
Course End Survey	All Faculty Members	Yes	verified	good
Result Analysis	All Faculty Members	Yes	verified	good
Student Records	Mrs.V.Varalakshmi Mrs.K.Shalini Ms.A.Gayathri	Yes	verified	-
Dept. Association file	Mrs.K.Shalini	Yes	verified	good

Professional / Chapters / Forums				
Staff Personal Files	All Faculty	Yes	verified	good
Students Participation – Inter / Intra Events,	Numbers: 5	Yes	verified	good
workshops, Paper presentation,	Numbers: 6	Yes	verified	good
Sports, Games, YRC,RRC & NSS, etc.	Numbers:3	Yes	verified	good
Student Feedback & Analysis	Dr.K.Subramanian	Yes	verified	good
Dept. Training and Placement Files	Dr.M.Indhumathy	Yes	verified	-
Value Added Courses, Guest Lectures & Seminars	Numbers:2	Yes	verified	good
Dept. Annual Report	Ms.S.Lakshmi praba	Yes	verified	good
Dept. AQAR Report	Mrs.K.Shalini	Yes	Quality improvement needed	satisfied
Research and Development – Funded Projects, Publications, MOUs, etc.	No. nil	Yes	Need improvement	updated as per suggestions
Students Projects- UG & PG	No. nil	Yes	verified	good
Subject Allocation and Time Table	Ms.V.Varalakshmi	Yes	verified	good
Internal Exam & Class Test Conduction	Ms.B.Suryalakshmi	Yes	verified	good
Minutes of Dept. Meeting	Mrs.K.Shalini	Yes	verified	satisfied

Dept. Recruitment file	Dr.K.Subramanian	Yes	verified	satisfied
Board of Studies file- Curriculum syllabus, Minutes, etc.	Dr.K.Subramanian	Yes	verified	good
Feedbacks from Stakeholders- Alumni, Employer, Parents etc.	Mrs.S.Nivithitha	Yes	verified	satisfied
No. of Programmes Organized	3			
No. of Programmes - Organized.				
Department Achievements				
Any other Remarks by Auditors				

Signature(s) of the Auditors and Name

1. *D. S. R. Raman*
2. *R. Srinivasan*


 Head of the Department

Verified by *


 IQAC Co-ordinator


 Dean


 Principal



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Report for Action Taken of Internal Academic Auditing

Name of the Department Audited : **BIOTECHNOLOGY**

Name of the Auditor(s) & Designation: **1. Dr.M. Shahul Hameed**

2. Mr. S. Dharmar

Date(s) of Auditing: **04/05/2018 (Friday)**

Date of Action Taken: **30/05/2018(Wednesday)**

Files / Documents	Comments / Suggestion of the Auditors [attach separate sheets if necessary]	Action taken
Staff Log-Books	<ul style="list-style-type: none">All log books were properly maintained and counter signed with HoD.	All the faculty members Filled all details in log books. The record of class works was completed and verified with HoD.
Course Materials & Lab Manuals	<ul style="list-style-type: none">Materials with all references, solutions and drawing with necessary Document.	All faculty members were insisted to include the reference , PPT and Animation Videos.
Research and Development – Funded Projects, Publications, MoUs, etc...	<ul style="list-style-type: none">Need improvement	Faculty members submitted research proposal to various funding agencies.
Slow learners and Remedial coaching	<ul style="list-style-type: none">Remedial Class improving result not shown	Faculty members attached the Remedial class improving result.


Head of the Department

Verified by


IQAC Co-ordinator


Principal



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 Sevalpatti (P.O), Sivakasi – 626140
 Tamilnadu State



Name of the Department Audited : **Biotechnology**

Name of the Auditor(s) & Designation: **1. Dr.M.Shahul Hameed**

2. Mr.S.Dharmar

Date(s) of Auditing : 04/05/2018

Report of Internal Academic Audit


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Tutorial Conduction	Mrs.K.Shalini Ms.V.Varalakshmi	Yes	verified	satisfied
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Course End Survey	All Faculty Members	Yes	verified	good
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Student Records	Mrs.V.Varalakshmi Mrs.K.Shalini Ms.A.Gayathri	Yes	verified	-
Dept. Association file	Mrs.K.Shalini	Yes	verified	good

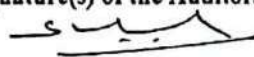
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Minutes of Dept. Meeting	Mrs.K.Shalini	Yes	verified	satisfied


Internal Academic Auditing

Dept. Recruitment file	Dr.K.Subramanian	Yes	verified	satisfied
Board of Studies file- Curriculum syllabus, Minutes, etc.	Dr.K.Subramanian	Yes	verified	good
Feedbacks from Stakeholders- Alumni, Employer, Parents etc.	Mrs.S.Nivithitha	Yes	verified	satisfied
No. of Programmes Organized	2			
No. of Programmes Organized.				
Department Achievements				
Any other Remarks by Auditors				

Signature(s) of the Auditors and Name


Head of the Department


1.  (M. SHAMUL HAMEED)

2.  (S. DHARMAR)

Verified by


IQAC Co-ordinator


Dean


Principal



12/6/18

P.S.R Engineering College, Sivakasi – 626140
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Minutes of the External Academic Audit Report

The academic audit was conducted at P.S.R.Engineering College on 12.06.2018 for the academic year 2017 – 18, by the following external expert members.

SL NO	Name of the Members
1	Dr.S.Iniyan Professor / Mechanical Anna University, Chennai - 600025
2	Dr.K.Ramanathan Professor / Mechanical Alagappa Chettiar college of Engineering and Technology, Karaikudi – 630 003.

The committee was provided with the copies of regulation 2012 & 2016, Curriculum Syllabi of all the autonomous programmes and external audit report of the academic year 2016-2017 for favor of perusal.

After a brief appraisal of the regulations, the team visited the exam cell and office of the Controller of Examinations. The following documents were carefully scrutinized.

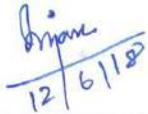

1. End Semester Examination process.
2. Regulations 2012 & 2016
3. Syllabus
4. End Semester Questions and Answer Key
5. Answer Booklets and valuation process.
6. Mark entry process.

Based on the scrutiny of the above records followed by an exit meeting with Director, Principal, Dean and COE, the committee furnishes its audit report. Also the committee visited the departments for academic auditing and samples of the following documents were checked.

- Course Files.
- Internal Examination File
- BOS Meeting File

Report of External Exam cell Audit – 2017 – 2018:

1. The committee appreciates the formation, function and process of COE office.
2. Academic calender and time table have been prepared in advance and followed meticulously.
3. Continuous assessment and award of internal marks are done effectively.
4. The committee is fully satisfied with the smooth and orderly functioning of the Office of the Controller of Examinations in the conduct of End Semester Examinations.
5. The standards of question paper and valuation process are appreciable.
6. Random scrutiny of the all records revealed that the entries are proper.
7. The Valuation and Revaluation process were done meticulously and in an unbiased manner.
8. The committee is of the opinion that P.S.R Engineering College, COE Office is exercising the responsibilities of the Autonomous status in a right way.

Name of the Members	Signature
Dr.S.Iniyan Professor / Mechanical Anna University, Chennai - 600025	 12/6/18
Dr.K.Ramanathan Professor / Mechanical Alagappa Chettiar college of Engineering and Technology, Karaikudi – 630 003.	



P.S.R. Engineering College, Sivakasi - 626140

(An Autonomous Institution - Affiliated to Anna University)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Phone No: 04562-239097

Website: www.psr.edu.in

Email id: coe@psr.edu.in

Date: 12.06.18



External Academic Audit

Dept.	Mech	Programme	B.E
Sem.		Experts Name & Address	Dr. K. Ramanathan Prof / Mech Alagappa Chettiar College of Engg & Technology Karaikal - 606003
Sub. Code & Title			

1. Coverage of Question paper with the syllabus and format.

well covered

2. Standard of question paper.

V - good

3. Typographical errors if any.

NIL

4. Adequacy of key and distribution of marks.

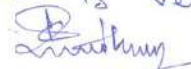
Good

5. Standard of valuation of answer scripts.

Good

6. Remarks.

The valuation is good.
The standard of question paper is very good.


Signature of the Expert Member



P.S.R. Engineering College, Sivakasi - 626140

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Phone No: 04562-239097

Website: www.psr.edu.in

Email id: coe@psr.edu.in



Date: 12.06.18

External Academic Audit

Dept.	Mech	Programme	B.E
Sem.		Experts Name & Address	Dr. S. Iniyam
Sub. Code & Title	Sample Subjects		

1. Coverage of Question paper with the syllabus and format.

well covered.

2. Standard of question paper.

good.

3. Typographical errors if any.

nil

4. Adequacy of key and distribution of marks.

Fair

5. Standard of valuation of answer scripts.

good.

6. Remarks.

The syllabus is covered well in the question paper. The correction and distribution of marks are good. The standard of question paper is also good.

Signature of the Expert Member
12/6/18