

Report of Action Taken for Internal Academic Auditing (2018-2019)



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. Dr.H.Kanagasabapathy Prof & Head / Mech.**
2. Dr.S.Kalidass, Prof./ Mech.

Date(s) of Auditing: **06.05.2019 (Monday)** Date of Action Taken: **29.05.2019 (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.

15. 
Head of the Department

Verified by


IQAC Co-ordinator


Principal



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Name of the Department Audited : **Biotechnology**

Name of the Auditor(s) & Designation: **1. Dr.R. Madavan**

2. Dr.S.Anbarasi

Date(s) of Auditing : 28/11/2018

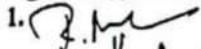
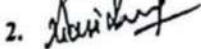
Report of Internal Academic Audit

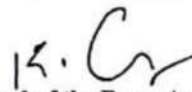
Files/ Documents	Name of the Staff/ In-charge	Auditing Done [Yes or No]	Comments / Suggestion of the Auditors [attach separate sheets if necessary]	Remarks
Staff Log-Books	All Faculty Members	Yes	All log-books were properly maintained and counter signed with HOD.	Satisfactorily maintained
Course Files	All Faculty Members	Yes	Student's course reports with analytical report were maintained.	good
Course Materials & Lab Manuals	Dr.M.Aynul Rifaya Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	Material with all references, solutions and drawing with necessary document.	Maintained properly
Slow Learners and Remedial Measures	Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	Redial class improving result not shown	Analytical report to be included
Tutorial Conduction	Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	verified	satisfied
CO-PO Mapping and Evaluation	Dr.M.Aynul Rifaya Mrs.V.Varalakshmi Dr.G.K.Thilaka Ms.A.Gayathri	Yes	Verified	good
Course End Survey	Dr.M.Aynul Rifaya Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	verified	good
Result Analysis	Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	verified	good

Student Records	Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	verified	good
Dept. Association file	Dr.G.K.Thilaka	Yes	verified	good
Professional / Chapters / Forums				
Staff Personal Files	All Faculty	Yes	verified	good
Student s Participation – Inter / Intra Events,	Numbers: 5	Yes	verified	good
workshops, Paper presentation,	Numbers: 16	Yes	verified	good
Sports, Games, YRC,RRC & NSS, etc.	Numbers:2	Yes	verified	good
Student Feedback & Analysis	Dr.K.Subramanian	Yes	verified	good
Dept. Training and Placement Files	Mrs.R.Suganya	Yes	verified	satisfied
Value Added Courses, Guest Lectures & Seminars	Numbers:3	Yes	verified	good
Dept. Annual Report	Mrs.K.Shalini	Yes	verified	good
Dept. AQAR Report	Dr.G.K.Thilaka	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.A.Gayathri	Yes	verified	good

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Internal Exam & Class Test Conduction	Ms.A.Gayathri	Yes	verified	good
Minutes of Dept. Meeting	Mrs.R.Suganya	Yes	verified	satisfied
Dept. Recruitment file	Mrs.V.Varalakshmi	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.V.Varalakshmi	Yes	verified	satisfied
No. of Programmes Organized	2			
No. of Programmes Organized.				
Department Achievements				
Any other Remarks by Auditors	Research and development area not significantly improved, this aspect also concentrated.			

Signature(s) of the Auditors and Name

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 Head of the Department

Verified by


 IQAC Co-ordinator


 Dean


 Principal



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Name of the Department Audited : **Biotechnology**

Name of the Auditor(s) & Designation: **1. Dr.H.Kanagasabapathy**
2. Dr.S.Kalidass

Date(s) of Auditing : 06/05/2019

Report of Internal Academic Audit

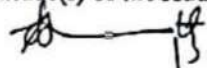

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Slow Learners and Remedial Measures	Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	Redial class improving result not shown	Analytical report to be included
Tutorial Conduction	Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	Tutorial sheet to be maintained separately	satisfied
CO-PO Mapping and Evaluation	Dr.M.Aynul Rifaya Mrs.V.Varalakshmi Dr.G.K.Thilaka Ms.A.Gayathri	Yes	Verified	good
Course End Survey	Dr.M.Aynul Rifaya Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	verified	good
Result Analysis	Mrs.V.Varalakshmi Ms.A.Gayathri	Yes	verified	good

Student Records	Mrs.V.Varalakshmi Mr.R.Gurumoorthy Ms.A.Gayathri	Yes	verified	good
Dept. Association file	Dr.G.K.Thilaka	Yes	verified	good
Professional / Chapters / Forums				
Staff Personal Files	All Faculty	Yes	Authentication sign missing some were	good
Student s Participation – Inter / Intra Events,	Numbers: 5	Yes	verified	good
workshops, Paper presentation,	Numbers: 16	Yes	verified	good
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Dept. AQAR Report	Dr.G.K.Thilaka	Yes	Quality improvement needed	satisfied
Research and Development – Funded Projects, Publications, MOUs, etc.	No. 2	Yes	Need improvement	satisfied
Students Projects-UG & PG	No. UG-2	Yes	verified	good
Subject Allocation and Time Table	Ms.A.Gayathri	Yes	verified	good

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Feedbacks from Stakeholders- Alumni, Employer, Parents etc.	Mrs.V.Varalakshmi	Yes	verified	satisfied
No. of Programmes Organized	NIL			
No. of Programmes Organized.				
Department Achievements	1. Two second prizes (Rs.50000) in state level EDC-Anna University conducted student's innovative entrepreneur project proposal contest. 2. Overall champion in Technical symposium conducted by Kamaraj College of Engineering and Technology. 3. Awarded two TNSCST student project fellowship			
Any other Remarks by Auditors	Research and development area not significantly improved, this aspect also concentrated.			

Signature(s) of the Auditors and Name


Head of the Department

1.  (Dr. H. K. ANA GANAPATHY)2.  (Dr. S. KALIDASS)

Verified by


 IQAC Co-ordinator


 Dean


 Principal



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 19.07.2019 for the academic year 2018 – 19, by the following external expert members.

S. No.	Name of the Members
1	Dr.P.Latha Head of the Department, Department of Electrical and Electronics Engineering, Government College of Engineering, Tirunelveli – 627 007.
2	Dr.R.Ramesh Pandian Associate Professor, Department of Civil Engineering, Anna University Regional Campus, Dindigul - 624 622

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 2017-2018 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.

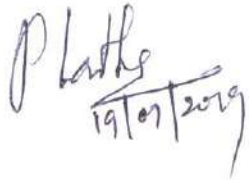

Based on the scrutiny of the above records followed by an exit meeting with Director, Principal, Dean and COE, the committee furnishes its audit report.

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 – 2018 – 2019:

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.P.Latha Head of the Department, Department of Electrical and Electronics Engineering, Government College of Engineering, Tirunelveli – 627 007.	 19/07/2019
Dr.R.Ramesh Pandian Associate Professor, Department of Civil Engineering, Anna University Regional Campus, Dindigul - 624 622	 19/07/19