Academic and adminstration auditing Report

M.I.E.T. ENGINEERING COLLEGE
(AUTONOMOUS)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NBA (CIVIL, CSE, ECE, EEE & MECH)
Accredited with 'A+' grade by NAAC
(An ISO 9001:2015 Certified Institution)
(Recognized by UGC under section 2(f) & 12(B) of UGC Act, 1956)
TRICHY - PUDUKKOTTAI MAIN ROAD, TRICHY - 620 007

Criterion 6 - Governance, Leadership and Management

6.5.2. The institution reviews its teaching and learning process, structures and methodologies of operations and learnings outcomes at periodic intervals through IQAC setup as per norms and recorded the incremental improvement in various activities.

Academic and Adminstartive Auditing Report

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Accredited with 'A+' grade by NAAC
An ISO 9001:2015 Certified Institution
Recognized by UGC under section 2(f) & 12(B) of UGC Act, 1956
Trichy – Pudukkottai Road, Tiruchirappalli – 620 007. Phone:0431-2660 303
Website:www.miet.edu, E-mail:principalengg@miet.edu, contact@miet.edu

IQAC

Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	Civil		
Auditing date	:	12.02.2024		
Name of the faculty	:	E. Santhok Kumar	Designation:	A.P

Documents to be Reviewed

Teaching learning process (Individual faculty)

S.No	Contents	Description	Remarks
1	Log Book	Theory Estimations, Costing, And Valuation engineering	Available
		Lab	—
2	Theory course file	Course Outcomes and Course Objectives	Available
		Lecture plan including tutorial class	Available
		Lecture notes	Available
		Assignment questions	Available
		Sample copy of assignments	Available
		Activity/Innovation teaching	Not Available
		Content beyond syllabus	Available
		Tutorial class details	Not Applicable
		Internal assessment question papers	Available
		Corrected answer scripts(All students)	Sample Copy Available
		Internal assessment result copy	Available
		Slow learners list remedial action for slow learners	Available

PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI 620 007.

4	Google classroom	Activities, materials uploaded	Available
		Whether all students joined in the class	Count of 50, 46 has Joined in Google Classroom
5	Video lecturing/ Notes	Topics uploaded in website	Nor uploaded
6	Lab Documents	Master record	—
		Lab manual	—
		Sample student lab manual (Current semester)	—
		Student record	—

Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
Tiruchirappalli-620 007.

Dr. Sureshkumar

Name & Signature

Auditor-1

Name & Signature

Auditor-2

(Dr B Selvam)

PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI 620 007.

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IQAC
Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	cinL		
Auditing date	:	12.02.2024		
Name of the faculty	:	E. Sakosh kumar	Designation:	A.P

Documents to be Reviewed

Teaching learning process (Individual faculty)

S.No	Contents	Description		Remarks
1	Log Book	Theory urban planning and development		
		Lab Highway Engg Lab.		
2	Theory course file	Course Outcomes and Course Objectives		Aranu
		Lecture plan including tutorial class		Aranu
		Lecture notes		Aranne
		Assignment questions		Aranu
		Sample copy of assignments		3, Sample Anne
		Activity/Innovation teaching		Nor Arane
		Content beyond syllabus		Aranu
		Tutorial class details		Nor Applich
		Internal assessment question papers		3 Sanyu
		Corrected answer scripts(All students)		Donne
		Internal assessment result copy		Aranne
		Slow learners list remedial action for slow learners		Aranu

4	Google classroom	Activities, materials uploaded	Arun.
		Whether all students joined in the class	20 out 20 Student Senived.
5	Video lecturing/ Notes	Topics uploaded in website	Nor Arun
6	Lab Documents	Master record	Arun
		Lab manual	Arun
		Sample student lab manual (Current semester)	Arun
		Student record	Arun

Dr SURESHKUMAR

Name & Signature

Name & Signature

IQAC Coordinator

Auditor-1

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
Tiruchirappalli-620 007.

Name & Signature

Auditor-2

(Dr P Selvam)

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IQAC
Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	Civil Engineering	
Auditing date	:	12/02/2024	
Name of the faculty	:	Mr. B. Sekar	Designation: AP

Documents to be Reviewed

Teaching learning process (Individual faculty)

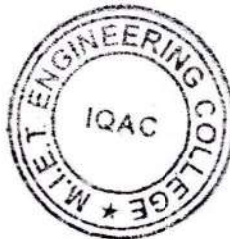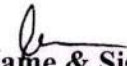| S.No	Contents	Description	Remarks
1	Log Book	Theory	Verified
		Lab	Verified.
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	available
		Lecture notes	available
		Assignment questions	Assessment 3 not given
		Sample copy of assignments	Available
		Activity/Innovation teaching	Not available
		Content beyond syllabus	Available
		Tutorial class details	Not applicable
		Internal assessment question papers	Available
		Corrected answer scripts(All students)	Sample Answer sheets verifies
		Internal assessment result copy	available
		Slow learners list remedial action for slow learners	Slow learners attendance, mark sheet slow learners list

4	Google classroom	Activities, materials uploaded	Posted
		Whether all students joined in the class	37 Students Joined out of 50
5	Video lecturing/ Notes	Topics uploaded in website	Uploaded in google classroom
6	Lab Documents	Master record	—
		Lab manual	—
		Sample student lab manual (Current semester)	—
		Student record	—

Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
Tiruchirappalli-620 007.

Name & Signature

Auditor-1
Dr B Selvam

Name & Signature

Auditor-2

PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

M.I.E.T. ENGINEERING COLLEGE

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IQAC
Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	ECE	
Auditing date	:	14/2/24	
Name of the faculty	:	N. Priscilla Vima manorathi	Designation: AP

Documents to be Reviewed

Teaching learning process (Individual faculty)

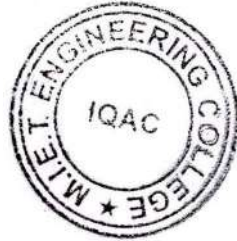| S.No	Contents	Description	Remarks
1	Log Book	Theory Optical communication/w Embedded & realtime system	Include Advanced learners
		Lab Embedded lab (Integrated)	As per format
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	yes available
		Lecture notes	available
		Assignment questions	ok available
		Sample copy of assignments	available
		Activity/Innovation teaching	Need to Include
		Content beyond syllabus	available
		Tutorial class details	available
		Internal assessment question papers	yes available
		Corrected answer scripts(All students)	available
		Internal assessment result copy	In dept
		Slow learners list remedial action for slow learners	files

4	Google classroom	Activities, materials uploaded	Need to attach Proof
		Whether all students joined in the class	Total = 33, 30 Joined
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	
		Sample student lab manual (Current semester)	
		Student record	

Name & Signature

IQAC Coordinator

IQAC

Name & Signature

Auditor-1

Name & Signature

Auditor-2

(A. Barveen)

M.I.E.T. ENGINEERING COLLEGE

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INSTITUTIONS
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IQAC
Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	ECE		
Auditing date	:	14/2/24		
Name of the faculty	:	R. Anitha	Designation:	AP

Documents to be Reviewed

Teaching learning process (Individual faculty)

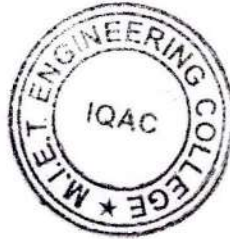| S.No	Contents	Description	Remarks
1	Log Book	Theory	Need to update
		Lab	Not applicable
2	Theory course file	Course Outcomes and Course Objectives	In logbook
		Lecture plan including tutorial class	
		Lecture notes	available
		Assignment questions	In logbook
		Sample copy of assignments	available
		Activity/Innovation teaching	Not available
		Content beyond syllabus	available
		Tutorial class details	Not applicable
		Internal assessment question papers	Not as per format
		Corrected answer scripts(All students)	Yes available
		Internal assessment result copy	available only in dept file
		Slow learners list remedial action for slow learners	

4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	Total = 32, 40 19 Joined, 31
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	Not applicable
		Lab manual	
		Sample student lab manual (Current semester)	
		Student record	

Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
Tiruchirappalli-620 007.

IQAC
M.I.E.T. ENGINEERING COLLEGE ★

Name & Signature

Auditor-1

Name & Signature

Auditor-2

(A. Banveen)

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IQAC
Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	ECE		
Auditing date	:	14/2/24		
Name of the faculty	:	Chinthanai selvi	Designation:	AP

Documents to be Reviewed

Teaching learning process (Individual faculty)

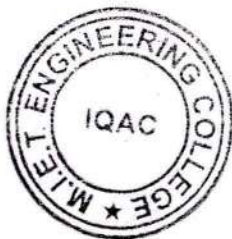| S.No	Contents	Description	Remarks
1	Log Book	Theory	Include Advanced learner, Internal mark Entry
		Lab	Ok
2	Theory course file	Course Outcomes and Course Objectives	Ok
		Lecture plan including tutorial class	1) In logbook 2) No tutorial
		Lecture notes	Ok
		Assignment questions	Need to give Assignment - II
		Sample copy of assignments	Ok
		Activity/Innovation teaching	Need Proof of innovative teaching
		Content beyond syllabus	Ok
		Tutorial class details	Not applicable
		Internal assessment question papers	Not in IQAC format
		Corrected answer scripts(All students)	Ok
		Internal assessment result copy	Ok
		Slow learners list remedial action for slow learners	Ok

4	Google classroom	Activities, materials uploaded	Need to include
		Whether all students joined in the class	Total = 119 Joined = 114
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	
		Sample student lab manual (Current semester)	available
		Student record	available

Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
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Name & Signature

Auditor-1

Name & Signature

Auditor-2

(A. Barveen)

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IQAC
Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	ECE		
Auditing date	:	14/2/24		
Name of the faculty	:	K.Nandhitha	Designation:	AP

Documents to be Reviewed

Teaching learning process (Individual faculty)

S.No	Contents	Description	Remarks
1	Log Book	Theory	Include advanced learners, internal marks
		Lab	Include Content beyond syllabus
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	In log book
		Lecture notes	Put in separate file
		Assignment questions	only 3 assignment Include innovative
		Sample copy of assignments	available
		Activity/Innovation teaching	Need Proof of Innovative teaching
		Content beyond syllabus	available
		Tutorial class details	Not applicable
		Internal assessment question papers	Need to IQAC format
		Corrected answer scripts(All students)	Yes available
		Internal assessment result copy	available
		Slow learners list remedial action for slow learners	available

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4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	Joined
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	NO
		Sample student lab manual (Current semester)	available
		Student record	available

Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
Tiruchirappalli-620 007.

IQAC

Name & Signature

Auditor-1

Name & Signature

Auditor-2

(A. Barveen)

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M.I.E.T. ENGINEERING COLLEGE
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IQAC
Academic and Administrative Audit Report
Individual Faculty Report

Name of the department	:	ECE		
Auditing date	:	14/2/24		
Name of the faculty	:	J. Nirmala	Designation:	AP

Documents to be Reviewed

Teaching learning process (Individual faculty)

S.No	Contents	Description		Remarks
1	Log Book	Theory	Wireless Communication FOEDC	add more assignment internal mark, attendance
		Lab	FOEDC Lab	Include content beyond syllabus
2	Theory course file	Course Outcomes and Course Objectives		In logbook
		Lecture plan including tutorial class		
		Lecture notes		available
		Assignment questions		Yes. available
		Sample copy of assignments		available
		Activity/Innovation teaching		Not available
		Content beyond syllabus		available
		Tutorial class details		Not applicable
		Internal assessment question papers		Not as per format
		Corrected answer scripts(All students)		available
		Internal assessment result copy		available in dept file
		Slow learners list remedial action for slow learners		
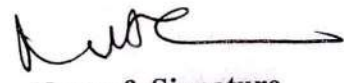
4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	ADC 16 Joined out of 19 WE 29 Joined out of 33
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	Not available
		Sample student lab manual (Current semester)	Not yet Completed (II year)
		Student record	Collect after practical exam

Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
Tiruchirappalli-620 007.

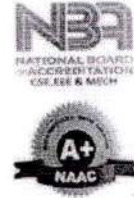Name & Signature

Auditor-1

Name & Signature

Auditor-2

(A. Banveen)

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IQAC
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Individual Faculty Report

Name of the department	:	ECE
Auditing date	:	14/2/24
Name of the faculty	:	B.T. Kirthika Designation: AP

Documents to be Reviewed

Teaching learning process (Individual faculty)

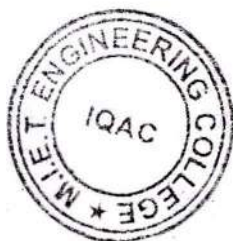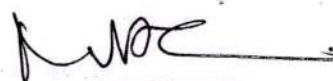| S.No	Contents	Description	Remarks
1	Log Book	Theory Adhoc & wireless Sensor Network	Need to include Content beyond syllabus, Remedial class
		Lab	Need to include Content beyond
2	Theory course file	Course Outcomes and Course Objectives	available
		Lecture plan including tutorial class	In logbook
		Lecture notes	available
		Assignment questions	In log book
		Sample copy of assignments	available
		Activity/Innovation teaching	Not available
		Content beyond syllabus	NO
		Tutorial class details	Not applicable
		Internal assessment question papers	Not as per format
		Corrected answer scripts(All students)	available
		Internal assessment result copy	In dept files
		Slow learners list remedial action for slow learners	

4	Google classroom	Activities, materials uploaded	Uploaded
		Whether all students joined in the class	Total = 49, 34 Joined to 31 Joined
5	Video lecturing/ Notes	Topics uploaded in website	NO
6	Lab Documents	Master record	available
		Lab manual	NO
		Sample student lab manual (Current semester)	Not yet Collected (II year) After Cenv exam
		Student record	

Name & Signature

IQAC Coordinator

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
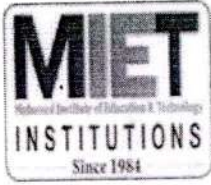Tiruchirappalli-620 007.

Name & Signature

Auditor-1

Name & Signature

Auditor-2

(A. Barveen)

M.I.E.T. ENGINEERING COLLEGE

IQAC Audit Report

Date of Audit: 12 – 02 – 2024

Department: Civil Engineering.

Name of the Auditor	Designation
Dr. B. SELVAM	Prof. & Head / MECH
D. USWESTHUSAN	Prof. Hea / ECE
Dr. E. MUTHUKUMARAN	HOD / EEE

S.No	Name of the File	Remarks
1	Academic Calendar File	2023-2024 not available. Institution Academic calendar not available
2	Work load File	All Updated.
3	Time Table File	Updated.
4	Student's Enrollment File	2023-24 – diverseword year (D.S) Updated Note' list is not updated
5	Student's Feedback File	2023-2024 – Diary attended Consolated date to be changed.
6	Student's Participation File	Updated
7	Student's Scholarship File	Consolidated list to be changed.
8	Student's Fees list File	Updated.
9	Student's Mentor File	Complete file is to be updated
10	Student's Certificate Course File	Updated.

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GUNDUR, TIRUCHIRAPPALLI 620 007.

S.No	Name of the File	Remarks
11	Project File	check mark statements
12	Students Online Course File	Available upto 2022-2023 only.
13	Sports Activity File	Consolidated list to be Preparing for all the academic year, only certificates files.
14	Professional Society File	updated
15	Association/Club File	As per IQAC format nor Available (is) 29 No,or files is Missed.
16	Industrial Visit File	Report not available, need to update
17	Internship/Inplant Training File	Need to Realigned
18	Placement File	No Document Available.- check n T&P file for further.
19	Budget File	Updated Upto 2022-2023
20	Higher Studies File	updated
21	Newsletter File	updated
22	IQAC File	last Meeting circular - nor Available, Mom - nor Available
23	Alumni File	2019-2023 lisr of Alumni nor Available.
24	Principal Circular File	Current semester's circular is to be updated
25	Department Meeting File	Upto October 2023 updated
26	Anna University Circular File	Current semester's circular is to be updated
27	Department Circular File	Updated.

S.No	Name of the File	Remarks
28	Exam Circular File	updated
29	Class Committee Meeting File	updated
30	Visiting Faculty File	Available
31	Curriculum and Regulation File	Amendment in Regulation to be filed
32	MOU File	List to be changed.
33	Consultancy File	Recent Consultancy work is to be updated
34	Research Publication File	List to be prepared.
35	Patent File	2020-Patent document need to update.
36	Ph.D Pursuing Detail File	Index list is to changed.
37	Supervisor/Reviewer/Examiner Detail File	Examiner Details not available.
38	Sponsored/Funded Project File	Updated.
39	EDC File	No Documents available for the academic year 2019 to 2023.
40	Parent Teachers Meeting File	No Documents in file.
41	Internal Assessment File	updated
42	University Result Analysis File	updated
43	Department Library File	Stock Register to be created for around 350 books.
44	Faculty Participation File	Consolidated list not available

S.No	Name of the File	Remarks
45	Department Purchase Order File	updated
46	Consumables Issue Register	Nor related doct is nor Avanhu -
47	Equipment Service Register	computers not updated in Sto
48	Condemned Register	~~ett~~ related documen is Avaulene
49	Equipment Stock Register	Computers not updated in stocu Rogister.
50	Bills/Invoice Register	Updated.
51	Equipment Movement Register	—
52	Calibration File	Updated
53	Faculty Detail File	updated
54	Faculty Appraisal File (API)	updated
55	Non Teaching Staff File	one side paper is used for taking xerony.
56	Faculty Online Course File	list or Staff Member (ever seourta) nor Avam.
57	Theory Course File	R-2021 is to be updated
58	Practical Course File	R-2021 is to be updated
59	Revaluation File	list of studen (those who have applied) Nor Avanhe
60	Students TC/Redo File	updated
61.	Department NIRF File	Not updated from 2022-2023

S.No	Name of the File	Remarks
62.	Department Tutorial File	Available.
63.	Slow Learners- Coaching and Remedial Class File	2023-2024 2022-2023 - circular is not available
64.	AICTE Related Document File	Highlight the Department Une Ph.
65.	Department Assessment Committee File	Current semester is to be updated (DAc Meeting)
66.	Contribution towards website maintenance File	Updated upto 2023-2024
67.	Press News/ E-Digest File	Updated.
68.	Memory Book Data File	Updated.
69.	Graduation Day File	Other department Name must be removed.
70	Dept Discipline Committee File	Updated.
71.	Students Long Leave File	updated

General Observation:

Files are neatly presented.

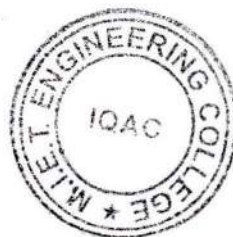**Any specific Recommendation on Department documents development:**
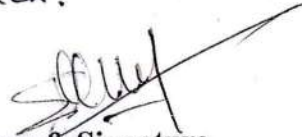
Improve the Activities. & Research.

Name & Signature 12/2/24.

IQAC Coordinator

Dr. E. Muthukumaran

Dr. E. Muthukumaran, M.E., Ph.D.
IQAC Coordinator,
Associate Professor / EEE,
M.I.E.T. Engineering College,
Tiruchirappalli-620 007.

Name & Signature

Auditor-1   Dr. B. JELVAS

Name & Signature

Auditor-2
Dr. U. SUBBU Annan.