

**SETHU INSTITUTE OF TECHNOLOGY, PULLOOR, KARIAPATTI**  
**CIRCULAR**

<b>No.</b>	<b>613/SIT /Auditing for UGC Visit Schedule September 2018/2018-19</b>		
<b>Date</b>	<b>11.09.2018</b>	<b>Time: 4.00 P.M.</b>	
<b>Originator</b>	<b>Principal</b>	<b>Circulated to : All Departments</b>	

**Sub: Audit Schedule towards UGC Visit for Autonomous Review Process – reg.**

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The following teams will visit the specified departments for Academic Audit (Internal) and verify the documents related to **UGC Visit for Autonomous Review Process** on **18.09.2018** and **19.09.2018** as per the following schedule.

Team of Auditors	Date of Audit			
	18.09.2018 FN	18.09.2018 AN	19.09.2018 FN	19.09.2018 AN
<b>Dr.A.Senthil Kumar,</b> Principal <b>Dr.P.G.Jansi Rani,</b> Dean-S&H <b>Dr.A.Merline</b> Dean-P&D	<b>MECH</b>	<b>---</b>	<b>ECE</b>	<b>---</b>
<b>Dr.G.D.Sivakumar</b> Vice Principal & HoD-MECH <b>Dr.A.Srinivasan</b> HoD-EEE <b>Dr.R.Sivaranjani</b> HoD-IT	<b>---</b>	<b>BME</b> <b>SCI &amp; HUM</b>	<b>---</b>	<b>CIVIL</b>
<b>Dr.M.Radhakrishnan</b> Dean - TLP & FA <b>Dr.R.Kumutha</b> HoD-Civil <b>Dr.C.Callins Christiyana</b> HoD-CSE	<b>---</b>	<b>AGRI &amp;</b> <b>CHEM</b>	<b>IT</b>	<b>---</b>
<b>Dr.M.Ramakrishnan</b> Dean - R&D and Innovation <b>Prof.Helina Rajini Suresh</b> HoD-ECE <b>Dr.K.Hemalatha</b> HoD - BME	<b>EEE</b>	<b>---</b>	<b>---</b>	<b>CSE</b>

All HoDs are requested to keep the documents ready (as per the circular No.526 /SIT/ Extension of Autonomous Status 2018-19 dated 09.08.2018) during the day of audit.

  
**PRINCIPAL**

Cc to: Chairman / CEO/JCEO

All HoDs

File

**INTERNAL ACADEMIC AUDIT REPORT – ENGINEERING DEPARTMENTS - 2017-2018**

Name of the Auditor :

1. Dr.M.Ramakrishnan
2. Mrs.Helina Rajini Suresh
3. Dr.K.Hemalatha

Department Audited : EEE

Name of the Auditee : *Dr. A. Srinivasan*  
*HOD/EEE*

Date of Audit : 18.09.18

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
<b>1.</b>	<b>Criterion 1: Curriculum Design</b>				
1.1	Curriculum Design Process		✓		In DAB Action taken report it was mentioned as Industrial Visit is mandatory in R2015 which is not so as per our regulation.
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)	✓			
1.3	Improvements made in curriculum		✓		Evidence for syllabus better than university/autonomous college was not available
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)	✓			
1.5	Students benefited through CBCS			✓	Consolidated list for one credit courses, internship, multi disciplinary projects, R&D Project-1 was not available.
<b>2</b>	<b>Criterion 2: Teaching, Learning and Evaluation</b>				

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
<b>2 (a)</b>	<b><i>Teaching and Learning</i></b>				
2.1	Innovative Teaching Methods	✓			Project based teaching for Fuzzy logic subject was done. They have utilized software simulation for power electronic subject
2.2	Innovative Assessment Methods		✓		They have compared simulated and experimented results.
2.3	Lab Classes	✓			
2.4	Student Projects		✓		Product convertible projects also should be there along with simulation type projects.
2.5	Courses beyond Curriculum		✓		Extra subjects were taught to the students 1.PLC 2.Arduino 3.Soldering Lab practice
<b>2 (b)</b>	<b><i>Evaluation</i></b>				
2.6	Quality of Periodical Test Questions		✓		Theory and problem ratio should be maintained In control system subject problems were asked in one mark question.
2.7	Quality of Answer Sheet evaluation		✓		Mark allotment once it is done then correction should be there by not over writing.
2.8	Internal marks as per regulation	✓			Regulation followed
<b>3</b>	<b>Criterion 3: R&amp;D, Consultancy and Extension Activities</b>				
3.1	Research Publications	✓			Record maintained.
3.2	Google Scholar Citations		✓		Citations and h index should be represented as per the date of assessment
3.3	On-going Research Projects	✓			About sponsored project, some model can be made and kept for visitors to understand the importance of the project.
3.4	Research by faculty and students		✓		Students should be encouraged for research. No innovative project by faculty
3.5	Extension Activities		✓		Faculties are visiting schools and other institutions with students for project learning
<b>4</b>	<b>Criterion 4: Student Details &amp; Services</b>				

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
4.1	Effectiveness of Mentoring System		✓		In few proctor diaries periodical test 1 marks were not updated
4.2	Co-curricular activities	✓			
4.3	Extra-curricular activities		✓		Consolidated list for 2017-18 odd semester was not shown.
4.4	Placement activities	✓			
<b>5</b>	<b>Criterion 5: Faculty and Staff Details</b>				
5.1	Faculty Profile		✓		Few files were not updated.
5.2	Faculty contribution in curriculum development		✓		
5.3	Participation in FDP/FIP/Conference/Seminar/Workshop		✓		Dissemination of knowledge by faculty after attending FDP/Workshop was not available.
5.4	Faculty knowledge updation through online courses	✓			

General Suggestions	Strengths	Weaknesses
1. Proof for Students being benefited through CBCS was not available.	1. Two funded projects	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

Signature of the Auditee

Dr. A. Srinivasan  
HOD / EEE

Signature of the Auditors

CHELINA RASINI  
SURESH

# SETHU INSTITUTE OF TECHNOLOGY, PULLOOR - 626 115

## INTERNAL ACADEMIC AUDIT REPORT – ENGINEERING DEPARTMENTS - 2017-2018

Name of the Auditor : 1. Dr. M. Radhakrishnan, Dean TLP & FA

2. Dr. R. Kumutha, HoD/Civil

3. Dr. C. Callins Christiyana, HoD/CSE

Department Audited : **Information Technology**

Name of the Auditee : Dr.S.Sivaranjani, HoD/IT

Date of Audit : 19.09.2018




S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
<b>1.</b>	<b>Criterion 1: Curriculum Design</b>				
1.1	Curriculum Design Process	√			<ul style="list-style-type: none"> <li>UGC guidelines not available</li> <li>In the attendance sheet of PAC meeting minutes, students' signatures were not available</li> </ul>
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)		√		<ul style="list-style-type: none"> <li>Few Feedbacks were irrelevant</li> <li>Effectiveness of feedback collection need to be improved</li> <li>Feedback on curriculum may be obtained from faculty of foreign origin</li> </ul>
1.3	Improvements made in curriculum	√			<ul style="list-style-type: none"> <li>Evidence for having syllabus better than University can be improved</li> </ul>
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)	√			<ul style="list-style-type: none"> <li>Only few courses were mapped with Program specific Criteria</li> </ul>
1.5	Students benefited through CBCS	√			<ul style="list-style-type: none"> <li>For Internship/Inplant Training, evidence on constitution for Evaluation Committee need to be made available</li> </ul>
<b>2</b>	<b>Criterion 2: Teaching, Learning and Evaluation</b>				

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
<b>2 (a)</b>	<b><i>Teaching and Learning</i></b>				
2.1	Innovative Teaching Methods	√			
2.2	Innovative Assessment Methods	√			
2.3	Lab Classes	√			
2.4	Student Projects		√		<ul style="list-style-type: none"> <li>• Evidence for projects done in industry needed</li> <li>• Students may be motivated to do projects in latest topics</li> </ul>
2.5	Courses beyond Curriculum	√			<ul style="list-style-type: none"> <li>• No feedback received from students</li> </ul>
<b>2 (b)</b>	<b><i>Evaluation</i></b>				
2.6	Quality of Periodical Test Questions	√			
2.7	Quality of Answer Sheet evaluation	√			
2.8	Internal marks as per regulation	√			
<b>3</b>	<b>Criterion 3: R&amp;D, Consultancy and Extension Activities</b>				
3.1	Research Publications		√		<ul style="list-style-type: none"> <li>• Documentation needs to be improved</li> </ul>
3.2	Google Scholar Citations	√			
3.3	On-going Research Projects		√		
3.4	Research by faculty and students	√			<ul style="list-style-type: none"> <li>• Documentation needs to be improved</li> </ul>
3.5	Extension Activities	√			
<b>4</b>	<b>Criterion 4: Student Details &amp; Services</b>				
4.1	Effectiveness of Mentoring System			√	<ul style="list-style-type: none"> <li>• Contradictory Information in the sample taken</li> <li>• Proctor Diaries need to be updated</li> </ul>
4.2	Co-curricular activities	√			<ul style="list-style-type: none"> <li>• Consolidated list for the academic year not available</li> </ul>
4.3	Extra-curricular activities			√	<ul style="list-style-type: none"> <li>• Nil data</li> </ul>

General Suggestions	Strengths	Weaknesses
<p>1. Instructional System Design for the current semester courses may be made available</p> <p>2. Logbooks may be updated till date for the current semester</p> <p>3. Abstract information may be made available in all the files</p> <p>4. Initiatives may be taken for getting R &amp; D funded projects</p>	<p>1. Initiative in Consultancy activities by faculty and students</p> <p>2. Focus on feedback and improvement (e.g. PAC meetings for every course in the curriculum)</p> <p>3. Participatory management</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

**Signature of the Auditee**

File copy  
2/1/11

1.  19/9/18 (M. Radhakrishnan)  
2.  19/9/18. (D. R. Kumutha)  
3.  19/9/18



**SETHU INSTITUTE OF TECHNOLOGY (AUTONOMOUS)**

**Affiliated to Anna University, Chennai**

**Pulloor-626 115, Kariapatti. Virudhunagar Dt. Tamil nadu. India**

**ACADEMIC AUDIT REPORT**

**Name of the department audited : OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**Date(s) of Audit : 15.09.2018**

**Name of the Auditor : Dr.S.Ananda Kumar**

**Designation & Department : Professor & HoD /Civil**

**College name : KONGU ENGINEERING COLLEGE**

**Name of the Auditee : DR.R.MURALIKANNAN**

**Criterion I: Question Paper setting& Scrutiny**

S.No	Samples/ Evidences audited	Observations
1.	Quality of questions	Standard Questions and keys were received
2.	Question paper scrutiny	Genuine attempt had been made
3.	Panel of Question paper setters & scrutiny members	Good

**Criterion II: Quality of Examiners**

S.No	Samples/ Evidences audited	Observations
1.	Practical examination	Good
2.	Theory invigilation	Good
3.	Valuation	Genuine attempt had been made

### Criterion III: Valuation Process

S.No	Samples/ Evidences audited	Observations
1.	Valuation procedure	Good
2.	Sampling by chief examiner/ chairman	3/30 of answer scripts selected randomly and checked by chairman.
3.	Dealing with question paper Discrepancy	Board chairman discussed with external and internal examiners and suitable marks awarded.
4.	Overall quality of valuation process	Good

### Criterion IV: Confidentiality of the exam process

S.No	Samples/ Evidences audited	Observations
1.	Question paper safety	Proper arrangement exist
2.	Question printing & packing	Confidentiality is maintained in the entire printing and packing process.
3.	Security of answer papers	Kept in strong room
4.	Confidentiality in post exam process upto valuation	Complete process is confidential
5.	Publication of results	Published within 30 days from last examination
6.	Grade statement printing	Printed and issued to the candidates in appropriate time.

### Criterion V: Malpractice cases

S.No	Samples/ Evidences audited	Observations
1.	Guidelines for the punishment	Followed as per the norms of the college
2.	Recording of malpractice	Maintained Good
3.	Malpractice committee	ok
4.	Punishment and publication result	Appropriate

Criterion VI: Revaluation process

S.No	Samples/ Evidences audited	Observations
1.	Revaluation procedure	Followed as per the regulation
2.	Revaluation Process	Good
3.	Publication of results	Appropriate

Criterion VII: Redressal of Student Grievances

S.No	Samples/ Evidences audited	Observations
1.	Publication of results	It is noted that the grievance recording & solving is executed well.
2.	Correction in certificates	Records maintained properly
3.	Break of study/ Withdrawal cases	Records maintained.
4.	Readmission/ Transfer	Addition /Deletion of subjects are recorded
5.	General grievances	Nil


Consolidated Report:

Positive Aspects:

- All the Question papers were set by external expert.
- The maintenance of Files and records were Good.

Suggestions for Improvement:

- Need to improve the Scrutiny panel of examiner database.
- 100% Internal invigilators can be done with Anna university Representative.

  
15.9.18  
Name and signature of the Auditor  
**Dr. S. ANANDA KUMAR.**

  
Name and signature of the Auditee  
**[Dr. R. MURALI KUMAR]**



## SETHU INSTITUTE OF TECHNOLOGY (AUTONOMOUS)

Affiliated to Anna University, Chennai

Pulloor-626 115, Kariapatti, Virudhunagar Dt. Tamil nadu. India

### ACADEMIC AUDIT REPORT

Name of the department audited : OFFICE OF THE CONTROLLER OF EXAMINATIONS  
Date(s) of Audit : 15.09.2018  
Name of the Auditor : Dr.R.Thamilselvan  
Designation & Department : Professor /IT, Deputy Controller of Examinations  
College name : KONGU ENGINEERING COLLEGE  
Name of the Auditee : Dr.R.MURALIKANNAN

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#### Criterion I: Question Paper setting& Scrutiny

S.No	Samples/ Evidences audited	Observations
1.	Quality of questions	Generally the quality of the question paper is good. But for the problematic subjects problem/ case studies may be increased.
2.	Question paper scrutiny	Expert members called from reputed institutions.
3.	Panel of Question paper setters & scrutiny members	Good.

#### Criterion II: Quality of Examiners

S.No	Samples/ Evidences audited	Observations
1.	Practical examination	Examiners ensured fair conduct of practical exams.
2.	Theory invigilation	Good
3.	Valuation	Good

### Criterion III: Valuation Process

S.No	Samples/ Evidences audited	Observations
1.	Valuation procedure	Procedure is follow on the norms.
2.	Sampling by chief examiner/ chairman	3 scripts per bundle were selected by chairman and verified.
3.	Dealing with question paper Discrepancy	The chairman valuation board discussed with the internal & external examiner at the suitable action taken.
4.	Overall quality of valuation process	Good

### Criterion IV: Confidentiality of the exam process

S.No	Samples/ Evidences audited	Observations
1.	Question paper safety	Proper arrangement exist
2.	Question printing & packing	Good
3.	Security of answer papers	Kept in strong room
4.	Confidentiality in post exam process upto valuation	It is properly maintained
5.	Publication of results	Published within 30 days from last examination
6.	Grade statement printing	Printed and issued to the candidates in appropriate time.

### Criterion V: Malpractice cases

S.No	Samples/ Evidences audited	Observations
1.	Guidelines for the punishment	Followed as per the norms of the college
2.	Recording of malpractice	The reports are properly maintained
3.	Malpractice committee	ok
4.	Punishment and publication result	Appropriate

Criterion VI: Revaluation process

S.No	Samples/ Evidences audited	Observations
1.	Revaluation procedure	Followed as per the regulation
2.	Revaluation Process	Good
3.	Publication of results	Appropriate

Criterion VII: Redressal of Student Grievances

S.No	Samples/ Evidences audited	Observations
1.	Publication of results	It is noted that the grievance recording & solving is executed well.
2.	Correction in certificates	Records are maintained properly.
3.	Break of study/ Withdrawal cases	Records are maintained properly.
4.	Readmission/ Transfer	The curriculum and syllabi are prepared for the readmission/ transfer students.
5.	General grievances	Nil

Consolidated Report:

Positive Aspects:

- All the Question papers were set by external expert.
- The maintenance of Files and records were Good.

Suggestions for Improvement:

- Scheme of valuation to be incorporated in answer keys.
- Separate Scrutiny report with reason for modification must be incorporated.
- 100% Internal invigilators may be incorporated in the exam duty.
- For the enquiry of malpractice students 100% internal committee may be formed with the approval of Principal.

Name and signature of the Auditor  
(Dr. R. ThamilSelvan)

Name and signature of the Auditee  
[Dr. R. Murali Kumar]



**SETHU INSTITUTE OF TECHNOLOGY**  
(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi and affiliated to Anna University, Chennai)

Pulloor, Kariapatti - 626 115

**ACADEMIC AUDIT**

**Details of Question papers Audited:**

S.No.	Dept	Name of the course	Sem	Question paper pattern	Parameters		
					Incorporation of Bloom's Taxonomy	Address the Course Outcomes	Comparison with University Question Papers
1	CSE	15UCS916 Cryptography	May 18 Elective	C	Yes, little care may be taken for incorporation	Yes	Standard of the Question Paper is good.
2	CSE & IT	15UCS208 Digital principles and System Design	May 18 II	C	Yes, For few questions proper incorporation is needed	Yes	Standard is good
3	CSE & IT	15UCS402 Java programming	May 18 IV	C	Yes	Yes	With questions may be avoided, but the quality is good.
4	CSE	15UCS306 Database System Concepts	May 18 III	C	Yes	Yes	Quality is good. But one or two case study/ problem may be given.
5	IT	15UCS902 Information Storage management	May 18 Elective	C	Yes	Yes	Standard is good.

Answer Scripts Audited:

S.No.	Dept	Name of the course	Sem	Bundle no & Dummy no	Evaluation Done by Internal/ External Evaluator	Parameters		
						Evaluation follows the Key	Awarding of Marks (Liberal/Strict/ Correct)	Carry forward to Grade sheet
1	CSE	15UCS916 Cryptography	<u>VI</u>	505011	External	Yes	Correct	Yes
2	CSE	15UCS603 Artificial Intelligence	<u>VI</u>	501961	External	Yes.	Correct	Yes.
3	CSE & IT	15UCS402 Java programming	<u>IV</u>	411386	External	little care may be taken while awarding marks	Correct	Yes.

  
15/09/18  
Signature of the External Expert



**SETHU INSTITUTE OF TECHNOLOGY**  
(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi and affiliated to Anna University, Chennai)

Pulloor, Kariapatti - 626 115


**ACADEMIC AUDIT**

**Details of Question papers Audited:**

S.No.	Dept	Name of the course	Sem	Question paper pattern	Parameters		
					Incorporation of Bloom's Taxonomy	Address the Course Outcomes	Comparison with University Question Papers
1.	CIVIL ENGINEERING	15UCE 406 APPLIED HYDRAULIC ENGINEERING	May 2018 04	C	Needs some improvement for certain questions	Yes	Standard of the question papers is found to be good.
2	"	15UCE 305 FLUID MECHANICS	May 2018 03	C	Needs some refinement for certain questions	Yes	good.
3.	"	15UCE 402 CONSTRUCTION TECHNIQUES, EQUIPMENTS AND PRACTICES	May 2018 04	A.	Incorporated	Yes	good.
4.	"	15UCE 404 WATER RESOURCES AND IRRIGATION ENGINEERING	May 2018 04	A	Needs to be improved for all the questions.	yes	good.
5.	OPEN ELECTIVE	15UCE 971 REMOTE SENSING AND GIS	May 2018 06	A.	Incorporated	Yes	Average.

Answer Scripts Audited:

S.No.	Dept	Name of the course	Sem	Bundle no & Dummy no	Evaluation Done by Internal/ External Evaluator	Parameters		
						Evaluation follows the Key	Awarding of Marks (Liberal/Strict/ Correct)	Carry forward to Grade sheet
1.	CIVIL ENGINEERING	15UCE 406 Applied Hydraulic Engineering.	May 2018. 4.	CE110 508493.	INTERNAL	Little care should be taken while awarding marks	Liberal for few questions	Forwarded.
2.	OPEN ELECTIVE.	15UCE 971 Remote sensing & GIS	May 2018 6	CE16 500791	"	Not very particular with the key.	Correct	"
3	CIVIL ENGINEERING	15UCE 404 WATER RESOURCES ← IRRIGATION ENGINEERING	May 2018 4	CE76 503376	EXTERNAL	follows the key.	Correct.	"

  
 15.9.18  
 Signature of the External Expert

# SETHU INSTITUTE OF TECHNOLOGY, PULLOOR - 626 115

## ACADEMIC AUDIT CORRECTIVE ACTION REPORT

### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

For the Period: July 2017 to June 2018

YEAR: 2017- 2018

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
<b>1.</b>	<b>Criterion 1: Curriculum Design</b>				
1.1	Curriculum Design Process	In DAB action taken report it was mentioned as Industrial visit is mandatory in R2015 which is not so as per our regulation	Correction made	Mrs G.Soundradevi	-
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)	nil	-	-	-
1.3	Improvements made in curriculum	Evidence for syllabus better than university/autonomous college was not mentioned	Evidence included in the file	Mrs G.Soundradevi	-
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)	nil	-	-	-
1.5	Students benefited through CBCS	Consolidated one credit courses, internship, multidisciplinary projects, R & D projects - 1 was not available.	Consolidated report done	All Class Advisors	-
<b>2</b>	<b>Criterion 2: Teaching, Learning and Evaluation</b>				
<b>2 (a)</b>	<b>Teaching and Learning</b>				
2.1	Innovative Teaching Methods	Project based teaching for fuzzy logic subject was done. They have utilized software simulation for Power Electronic subject	-	-	-
2.2	Innovative Assessment Methods	They have compared simulated & Experimental results	-	-	-

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
2.3	Lab Classes	nil	-	-	-
2.4	Student Projects	Product convertible projects also should be there along with simulation type projects	Students are encouraged to do products convertible projects in 2019-2020 final year batch	Dr.R.M Sasi Raja	-
2.5	Courses beyond Curriculum	Extra subjects were taught to the students 1.PLC 2.Arduino 3.soldering lab practice	-	-	-
<b>2 (b)</b>	<b>Evaluation</b>				
2.6	Quality of Periodical Test Questions	Theory & Problem ratio should be maintained in control system subject problems were asked in one mark question.	All instructors were instructed to maintain theory & problem ratio for problem oriented courses.	All course instructors	-
2.7	Quality of Answer Sheet evaluation	Mark allotment once it is done then correction should be done by not over writing	Instruction given to all course instructors	All course instructors	-
2.8	Internal marks as per regulation	Regulation followed			
<b>3</b>	<b>Criterion 3: R&amp;D, Consultancy and Extension Activities</b>				
3.1	Research Publications	Record maintained	-	-	-
3.2	Google Scholar Citations	Citations & H index should be represented as per the date of assessment	Correction will be done & file will be updated	Mr.B.Karthikeyan AP/EEE	23.10.18
3.3	On-going Research Projects	About sponsored project, some model can be made & kept for visitors to understand the importance of project	Informed to Principal Investigators	Dr.A.Srinivasan Prof & Head/EEE Dr.B.Meenakshi sundaram Prof/EEE Mr.V.Kannan AP/EEE Ms..C.Sonia AP/EEE	23.10.18
3.4	Research by faculty and students	Students should be encouraged for research. No innovative project by faculty.	R&D Teams are formed and faculty members are encouraged to send project proposals	All faculty members	23.10.18

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
3.5	Extension Activities	Faculties are visiting schools and other institutions with students for project learning.	-	-	-
<b>4</b>	<b>Criterion 4: Student Details &amp; Services</b>				
4.1	Effectiveness of Mentoring System	In few proctor diaries periodical test 1 mark were not updated	Instruction given to update the proctor diary	Mr.Syed Abdhul haq	23.10.18
4.2	Co-curricular activities	nil	-	-	-
4.3	Extra-curricular activities	Consolidated list for 2017-2018 was not shown	Instructed to maintain consolidated report in the file	Ms.C.Sonia	23.10.18
4.4	Placement activities	nil	-	-	-
<b>5</b>	<b>Criterion 5: Faculty and Staff Details</b>				
5.1	Faculty Profile	Few files were not updated	Instruction given to update the files	All faculty members	23.10.18
5.2	Faculty contribution in curriculum development	-	-	-	-
5.3	Participation in FDP/FIP/Conference/Seminar/Workshop	Dissemination of knowledge by faculty after attending FDP/Workshop was not available	Instructed to maintain the record of faculty presentation after attending the course.	Ms.Suvitha Babu	23.10.18
5.4	Faculty knowledge updation through online courses	nil	-	-	-



HOD/EEE

**SATHU INSTITUTE OF TECHNOLOGY**  
**Pulloor, Kariapatti - 626 115**

**ACADEMIC AUDIT CORRECTIVE ACTION REPORT**

Dept. of IT


**For the Period: July 2017 to June 2018**

**YEAR: 2017- 2018**

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
<b>1.</b>	<b>Criterion 1: Curriculum Design</b>				
1.1	Curriculum Design Process	1. UGC guidelines not available. 2. In the attendance sheet of PAC meeting minutes, student's signatures were not available.	It is made available	1. Dr.S.Jenicka 2. P.Swapna	Already Done
1.2	Stakeholders involvement in curriculum design(Faculty, International Faculty, Employers/Industries, Alumni & Students)	Few feedback were irrelevant.	Irrelevant Feedbacks were available in R2013 and R2014 preparation those irrelevant feedbacks are removed from the respective file.	P.PabithaMuthu	JAN 25-2019
		Effectiveness of feedback collection need to be improved.	The feedback collection is very effective in the curriculum design of R2015.		
		Feedback on curriculum may be obtained from faculty of foreign origin.	It will be implemented for the curriculum design of R2019.		
1.3	Improvements made in curriculum	Evidence for having syllabus better than University can be improved.	It is made available.	Dr.S.Jenicka	Already Done
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)	Only few courses were mapped with Program Specific Criteria.	All the courses were mapped and it is available in the file.	Dr.S.Jenicka	Already Done
1.5	Students benefited through CBCS	For Internship/ In plant Training, evidence on constitution for Evaluation Committee need to be made available.	It is available with the class advisors.	All the Class advisors.	Already Done

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
<b>2</b>	<b>Criterion 2: Teaching, Learning and Evaluation</b>				
<b>2(a)</b>	<b>Teaching and Learning</b>				
2.4	Student Projects	Evidence for projects done in industry needed.	It is made available.	Class Advisors	Already Done
		Students may be motivated to do the projects in latest topics.	The Students are motivated to do the projects in problem given in <b>Smart India Hackathon, MHRD, Govt. of India.</b>		
2.5	Courses beyond Curriculum	No feedbacks received from students.	It is made available.	S.Rathnamala	Already Done
<b>3</b>	<b>Criterion 3: R&amp;D, Consultancy and Extension Activities</b>				
3.1	Research Publications	Documentation needs to be improved.	Documentation has been improved and it is made available in the file.	Dr.S.Jenicka	Already Done
3.4	Research by faculty and students	Documentation needs to be improved.	Documentation has been improved and it is made available in the file.	Dr.S.Jenicka	Already Done
<b>4</b>	<b>Criterion 4: Student Details &amp; Services</b>				
4.1	Effectiveness of Mentoring System	Contradictory Information in the sample taken. Proctor diaries need to be updated.	All the proctor diaries are verified and it was updated.	All Class advisors and Proctors	Already Done
4.2	Co-curricular activities	Consolidated list for the academic year not available.	It is available with the class advisors.	All the Class advisors.	Already Done
4.3	Extra-curricular activities	Nil data	All the details of Extra-Curricular Activities are available with the class advisor and with the automation software.	All the Class advisors.	Already Done
4.4	Placement activities	Attendance for conducting placement trainings should be recorded properly.	It has been recorded properly.	D.Nagendrakumar P.Manoj Kumar	Already Done
<b>5</b>	<b>Criterion 5: Faculty and Staff Details</b>				
5.3	Participation in FDP/FIP/Conference/Seminar/Workshop	Documentation needs to be improved.	Documentation has been improved and it is made available in the file.	M.M.Yamuna Devi	Already Done
5.4	Faculty knowledge updation through online courses	Documentation needs to be improved.	Documentation has been improved and it is made available in the file.	R.Sumitha	Already Done

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
<b>General Suggestions</b>					
S.No	Auditors' Remarks, if Any		Corrective Action	Person Responsible	Target Date
1	Instructional System Design for the current semester courses may be made available.		It is available in the soft copy.	-	-
2	Logbooks may be updated till date for the current semester.		Final year Students went for placement training. Usually attendance will be received from the placement cell and then it will be entered into the logbooks. Entry is updated	-	-
3	Abstract information may be made available in all the files.		It is made available.	-	-
4	Initiative may be taken for getting R & D funded projects.		Initiative was taken to promote R& D. Dr.S.Jenicka received <b>major revision decision</b> (29.10.18) on the research proposal submitted on 02.08.18 to <b>ISRO-RESPOND</b> program worth <b>Rs 13,71,000</b> titled <b>"Extraction and Counting of buildings from Remotely Sensed Images"</b> . As a follow-up action she submitted the first revised version of the proposal on <b>19.11.2018.</b>	Dr.S.Jenicka	May 2019.

  
*Signature of the Head of the Department*

**SETHU INSTITUTE OF TECHNOLOGY**  
**Pulloor, Kariapatti - 626 115**

**ACADEMIC AUDIT CORRECTIVE ACTION REPORT-CONTROLLER OF EXAMINATION OFFICE**


**For the Period: July 2017 to September 2018**

**YEAR: 2017 – 2018**

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
<b>1.</b>	<b>Criterion I : Question Paper setting &amp; Scrutiny</b>				
1.1	➤ Quality of Questions	Good	_____	_____	_____
1.2	➤ Question Paper Scrutiny	Good	_____	_____	_____
1.3	➤ Panel of question paper setters & Scrutiny members	Good	_____	_____	_____
<b>2.</b>	<b>Criterion II : Quality of Examiners</b>				
2.1	➤ Practical Examination	Good	_____	_____	_____
2.2	➤ Theory invigilation	Good	_____	_____	_____
2.3	➤ Valuation	Good	_____	_____	_____
<b>3.</b>	<b>Criterion III : Question Paper setting &amp; Scrutiny</b>				
3.1	➤ Valuation Procedure	Good	_____	_____	_____
3.2	➤ Sampling by Chief examiner / Chairman	Good	_____	_____	_____
3.3	➤ Dealing with Question paper discrepancy	Good	_____	_____	_____

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
<b>4.</b>	<b>Criterion IV : Confidentiality of the exam process</b>				
4.1	➤ Question paper Safety	Good	_____	_____	_____
4.2	➤ Question printing & packing	Good	_____	_____	_____
4.3	➤ Security of answer papers	Good	_____	_____	_____
4.4	➤ Confidentiality in post exam process up to Valuation	Good	_____	_____	_____
4.5	➤ Publication of results	Good	_____	_____	_____
4.6	➤ Grade statement printing	Good	_____	_____	_____
<b>5.</b>	<b>Criterion V : Malpractice cases</b>				
5.1	➤ Guidelines for the punishment	Good	_____	_____	_____
5.2	➤ Recording of malpractice	Good	_____	_____	_____
5.3	➤ Malpractice committee	Good	_____	_____	_____
5.4	➤ Punishment and publication result	Good	_____	_____	_____
<b>6.</b>	<b>Criterion VI : Revaluation process</b>				
6.1	➤ Revaluation procedure	Good	_____	_____	_____
6.2	➤ Revaluation process	Good	_____	_____	_____
6.3	➤ Publication of results	Good	_____	_____	_____

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
<b>7.</b>	<b>Criterion VII : Redressal of Student Grievances</b>				
7.1	➤ Publication of results	Good	_____	_____	_____
7.2	➤ Correction in certificates	Good	_____	_____	_____
7.3	➤ Break of study / withdrawal cases	Good	_____	_____	_____
7.4	➤ Readmission / Transfer	Good	_____	_____	_____
7.5	➤ General grievances	Good	_____	_____	_____
	<b>Suggestion given by Auditors :</b> <ul style="list-style-type: none"> <li>➤ Scheme of valuation to be incorporated in answer keys.</li> <li>➤ Need to improve the Scrutiny panel of examiner database.</li> <li>➤ Separate Scrutiny report with reason for modification must be incorporated.</li> <li>➤ 100% Internal invigilators may be incorporated in the exam duty.</li> <li>➤ For the enquiry of malpractice students 100% internal committee may be formed with the approval of Principal.</li> </ul>				
	<b>Corrective Action :</b>				
	<ul style="list-style-type: none"> <li>➤ Scheme of valuation incorporated in Answer keys.</li> <li>➤ More number of Internal faculty members were appointed for question paper Scrutiny.</li> <li>➤ Detailed Scrutiny report with reason for modifications were maintained.</li> <li>➤ 60% of internal invigilators incorporated in End semester examination . In subsequence semesters the percentage of internal invigilators will be increased.</li> <li>➤ In future malpractice enquiry committee of internal faculty members will be formed after the approval of principal.</li> </ul>				

  
**Signature of the Head of the Department**  
**CONTROLLER OF EXAMINATIONS**  
**SETHU INSTITUTE OF TECHNOLOGY**  
**PULLOOR-626 145**



<b>CRITERION 6</b> <b>Governance, Leadership and Management</b>	<b>6.5 Internal Quality Assurance System</b>
<b>6.5.3 Quality assurance initiatives of the institution include:</b> <ol style="list-style-type: none"><li><b>1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</b></li><li><b>2. Collaborative quality initiatives with other institution(s)</b></li><li><b>3. Participation in NIRF</b></li><li><b>4. Any other quality audit recognized by state, national or international agencies (ISO Certification)</b></li></ol>	

# PEER TEAM

# ACADEMIC AUDIT

SETHU INSTITUTE OF TECHNOLOGY, PULLOOR, KARIAPATTI

CIRCULAR

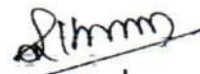
No.	104/SIT/ Peer Team Academic Audit/2018-19	
Date	07.02.2019	Time : 11.15 A.M.
Originator	Principal	Circulated to : All Departments

Sub: Peer Team Academic Audit – reg.

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HoDs are informed that Peer Team Academic Audit for the year 2017-18 will be conducted on **16<sup>th</sup> February 2019**. All HoDs are requested to prepare well for the forthcoming Peer Team Academic Audit. The guidelines for the Audit are given in the following path. Kindly refer the guidelines and prepare for the Peer Team Academic Audit accordingly.

\\commonserver\circular\Peer Team Audit Guidelines



PRINCIPAL

Copy to : Chairman/ CEO/JCEO  
All HoDs  
File

**SETHU INSTITUTE OF TECHNOLOGY,**  
(An Autonomous Institution)  
**PULLOOR, KARIAPATTI - 626 115.**

**IQAC EXTERNAL PEER TEAM REPORT**

An External Peer Team visited the College to evaluate the performance of the College and the effective implementation of autonomy. The members of the Peer Team are:

- |  |                      |
|--|----------------------|
| <b>1. Dr.R.Thamilselvan, Ph.D.,</b>  | <b>- Chairperson</b> |
| Professor & Deputy Controller of Examinations,<br>Dept.of IT,<br>Kongu Engineering College,<br>Erode |                      |
| <b>2. Dr.R.S.Sabeenian, Ph.D.,</b>   | <b>- Member</b>      |
| Professor & HoD, Dept of ECE,<br>Sona College of Technology,<br>Salem                                |                      |
| <b>3. Dr.M.K.Elango, Ph.D.,</b>  | <b>-Member</b>       |
| Professor & HoD, Dept.of EEE,<br>K.S.Rangasamy College of Technology,<br>Tiruchengode                |                      |

The team interacted with the Head of the Institution, IQAC Coordinator, Heads of the Departments, Controller of Examinations and Faculty members and reviewed the implementation autonomy in the College. The following are the observations of the Peer Team on various aspects

**General Observations of the IQAC External Peer Team**

- The team observed that the College has been conferred autonomous status by UGC from the academic year 2012-2018.

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2.11.16/2/19

- The team observed that the statutory bodies are actively involved in the implementation of autonomy in the College through the minutes of Governing Body, Academic Council, Board of Studies and Finance Committee.
- The team observed that the College has been recognized 2f and 12B of UGC act.
- The team appreciated the efforts taken by the College to obtain NAAC accreditation with 'A' grade. The team also observed the action taken by the College based on the suggestion of the NAAC report. The team also noted that the College is preparing for the second cycle of NAAC accreditation.
- The team observed that the College has submitted Annual Quality Assurance Reports (AQAR) to NAAC in order to maintain the quality of the College.
- Audited statements of accounts for the past three years is available in the College website
- The team observed that the College has obtained extension of autonomous status from UGC from the academic year 2018- 2019 to 2022-2023.
- The team also noted that the College has implemented the Choice based Credit System.
- The team noted the various achievements of autonomy and the examination reforms carried out by the College

### Observations of the IQAC External Peer Team

#### Criterion 1: Curriculum Design

S.No.	Parameters	Observations
1.1	Curriculum Design Process	<ul style="list-style-type: none"> <li>• Curriculum Design process is followed to meet the Vision and Mission of the Institution and Department.</li> </ul>
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)	<ul style="list-style-type: none"> <li>• Feedback may be more organized and classified stakeholder wise</li> <li>• Feedback can be obtained from parents</li> <li>• Online feedback forms may be used</li> </ul>
1.3	Improvements made in curriculum	<ul style="list-style-type: none"> <li>• Improvements made in curriculum based on stakeholder's feedback may be highlighted</li> </ul>
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSC)	<ul style="list-style-type: none"> <li>• Mapping is available</li> </ul>
1.5	Value-added Courses offered to the students	<ul style="list-style-type: none"> <li>• Credits may be given to Value-added courses</li> </ul>

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**Criterion 2: Teaching Learning Process**

S.No.	Parameters	Observations
2.1	Academic Calendar	<ul style="list-style-type: none"> <li>Schedule of Activities may be followed as per the Academic Calendar</li> </ul>
2.2	Class Time table	<ul style="list-style-type: none"> <li>Followed</li> </ul>
2.3	Innovative Teaching Methods	<ul style="list-style-type: none"> <li>Implemented</li> </ul>
2.4	Assignment	<ul style="list-style-type: none"> <li>Rubrics may be used to evaluate the Assignment</li> </ul>
2.5	Monitoring mechanism for teaching-learning process	<ul style="list-style-type: none"> <li>Available</li> </ul>
2.6	Remedial action for slow learners	<ul style="list-style-type: none"> <li>More Remedial classes can be arranged for academically weak students</li> <li>More focused efforts can be taken for slow learners</li> </ul>
2.7	Lab Classes	<ul style="list-style-type: none"> <li>All records available</li> </ul>
2.8	Student Projects	<ul style="list-style-type: none"> <li>Project Report writing may be improved</li> </ul>
2.9	Attainment analysis of COs, POs and PSOs	<ul style="list-style-type: none"> <li>Course Committee meetings should have detailed discussion about the Attainment analysis.</li> </ul>
2.10	Courses beyond Curriculum	<ul style="list-style-type: none"> <li>Available</li> </ul>

**Criterion 3: Examination and Evaluation Process**

S.No.	Parameters	Observations
3.1	Quality of Periodical Test Questions	<ul style="list-style-type: none"> <li>Little care to be taken in mentioning the Bloom's Taxonomy Level</li> </ul>
3.2	Quality of Answer Sheet evaluation	<ul style="list-style-type: none"> <li>Followed as per the Answer Key</li> </ul>
3.3	Awarding Internal marks as per regulation	<ul style="list-style-type: none"> <li>Followed as per the Regulation</li> </ul>
3.4	Periodical Test Result Analysis	<ul style="list-style-type: none"> <li>Available</li> </ul>
3.5	Lab Assessment	<ul style="list-style-type: none"> <li>Detailed Rubrics may be followed for assessment</li> </ul>
3.6	Project work evaluation	<ul style="list-style-type: none"> <li>Detailed Rubrics may be followed for evaluating Projects</li> </ul>

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**Criterion 4: Achievements of Students through Autonomy**

S.No.	Parameters	Observations
4.1	Self learning Online Courses	• Available
4.2	Industry Designed Courses	• Available
4.3	Inplant Training/Internship	• Inplant Trainings and Industrial Visits may be classified correctly
4.4	Co-curricular activities	• Significant achievements of students may be highlighted
4.5	Extra-curricular activities	• Significant achievements of students may be highlighted
4.6	Placement activities	• Career guidance must be given to students who do not opt for Campus Placement

**Criterion 5: Faculty Development and Research for implementation of Autonomy**

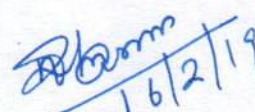
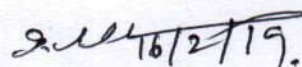
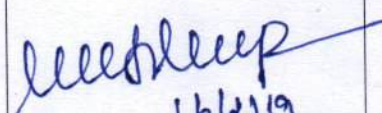
S.No.	Parameters	Observations
5.1	Participation in FDP/FIP/Conference/Seminar/Workshop	• Faculty members may be encouraged to attend programs in reputed organizations like IITs and NITS
5.2	Faculty knowledge updation through online courses	• Available
5.3	Research Publications	• Research publications needs improvement
5.4	Google Scholar Citations	• Available
5.5	On-going Research Projects	• More efforts may be taken by all Departments to obtain funded projects
5.6	Consultancy Activities	• More activities can be done towards consultancy
5.7	Patents	• Patents are filed

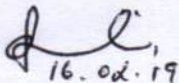
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**Signature of the Audit Team Members:**

S.No.	Name	Signature
1.	<b>Dr.R.Thamilselvan, Ph.D.,</b> - Chairperson Professor & Deputy Controller of Examinations, Dept.of IT, Kongu Engineering College, Erode	 16/2/19
2.	<b>Dr.R.S.Sabeenian, Ph.D.,</b> -Member Professor & HoD, Dept of ECE, Sona College of Technology, Salem	 16/2/19.
3.	<b>Dr.M.K.Elango, Ph.D.,</b> - Member Professor & HoD, Dept.of EEE, K.S.Rangasamy College of Technology, Tiruchengode	 16/2/19

  
16.02.19

**IQAC Coordinator**

**Dr.A.MERLINE B.E.,M.E.,Ph.D.,**  
**PROFESSOR**  
DEPARTMENT OF ELECTRONICS  
AND COMMUNICATION ENGINEERING  
SETHU INSTITUTE OF TECHNOLOGY  
KARIAPATTI 626 115

  
16/2/19  
**PRINCIPAL**

**Dr. A. Senthil Kumar, M.E.,Ph.D.,**  
**PRINCIPAL**  
**SETHU INSTITUTE OF TECHNOLOGY**  
PULLOOR, KARIAPATTI - 626 115  
VIRUDHUNAGAR (Dt)

# SETHU INSTITUTE OF TECHNOLOGY, PULLOOR - 626 115

## PEER TEAM AUDIT REPORT FOR THE PERIOD JULY 2017 TO JUNE 2018

Name of the Auditor : 1. Dr. R. Thamilselvan, Professor, Kongu Engg. College.

Department Audited : Computer Science and Engg. Name of the Auditee : Dr. C. CALLINS CHRISTIYANA

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
1.	<b>Criterion 1: Curriculum Design</b>				
1.1	Curriculum Design Process	✓			
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)		✓		clarify the feedback obtained from stakeholders.
1.3	Improvements made in curriculum	✓			
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)		✓		
1.5	Value-added Courses offered to the students		✓		more no. of courses may be offered.
2.	<b>Criterion 2: Teaching Learning Process</b>				
2.1	Academic Calendar	✓			
2.2	Class Time table	✓			Individual Time Table may be filed in the dept.
2.3	Innovative Teaching Methods	✓			
2.4	Assignment		✓		Rubrics should be followed for assessment.

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
2.5	Monitoring mechanism for teaching-learning process	✓			
2.6	Remedial action for slow learners ✓		✓		Additional classes should be conducted.
2.7	Lab Classes	✓			Detailed rubrics required for assessment.
2.8	Student Projects		✓		Little more concentration required for report preparation.
2.9	Attainment analysis of COs, POs and PSOs	✓			
2.10	Courses beyond Curriculum	✓			
<b>3.</b>	<b>Criterion 3: Examination and Evaluation Process</b>				
3.1	Quality of Periodical Test Questions ✓	✓			
3.2	Quality of Answer Sheet evaluation ✓	✓			
3.3	Awarding Internal marks as per regulation ✓	✓			
3.4	Periodical Test Result Analysis ✓	✓			
3.5	Lab Assessment		✓		Detailed rubrics required for Lab
3.6	Project work evaluation		✓		and project Evaluation.
<b>4.</b>	<b>Criterion 4: Achievements of Students through Autonomy</b>				
4.1	Self learning Online Courses	✓			
4.2	Industry Designed Courses	✓			
4.3	Inplant Training/Internship		✓		
4.4	Co-curricular activities		✓		Highlight its activities of reputed institutions
4.5	Extra-curricular activities		✓		like MIT, IIT, IISc etc.

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
4.6	Placement activities			✓	Little more care should be taken to improve placement.
5.	<b>Criterion 5: Faculty Development and Research for implementation of Autonomy</b>				
5.1	Participation in FDP/FIP/Conference/Seminar/Workshop		✓		Encourage the faculty to participate FDP in NIT, IIT etc.
5.2	Faculty knowledge updation through online courses	✓			
5.3	Research Publications		✓		Encourage the faculty to publish paper in reputed journals.
5.4	Google Scholar Citations		✓		
5.5	On-going Research Projects			✓	
5.6	Consultancy Activities			✓	Encourage the faculty to do training / consultancy with the help of students.
5.7	Patents			✓	

General Suggestions:	Strengths:	Weaknesses:
1. Teaching Learning Process is good. 2. Encourage the faculty to participate FDP in NIT, IIT etc. 3. 4.	1. Faculty with PhD 2. More no. of research scholars. 3. Faculty involvement. 4.	1. Research publications and projects. 2. 3. 4.

Signature of the Auditee

Dr. C. Collins Chobthiyana,  
Prof & Head, CSE, SPT.

Signature of the Auditors

Dr. R. Thamil Selvan, Prof / IT  
Kongu Engg. College.

# SETHU INSTITUTE OF TECHNOLOGY, PULLOOR - 626 115

## PEER TEAM AUDIT REPORT FOR THE PERIOD JULY 2017 TO JUNE 2018

Name of the Auditor : 1. Dr. M.K. Elango , Professor and Head, Dept of EEE,  
2. K.S. Rangasamy college of Technology, Tiruchengode.

Department Audited : EEE

Name of the Auditee : Dr. A. Srinivasan  
Professor & Head /EEE, SIT

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
1.	<b>Criterion 1: Curriculum Design</b>				
1.1	Curriculum Design Process		✓		po Number & Definition
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)	✓			
1.3	Improvements made in curriculum	✓			
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)		✓		
1.5	Value-added Courses offered to the students	✓			
2.	<b>Criterion 2: Teaching Learning Process</b>				
2.1	Academic Calendar		✓		
2.2	Class Time table	✓			
2.3	Innovative Teaching Methods	✓			
2.4	Assignment		✓		Need Rubrics

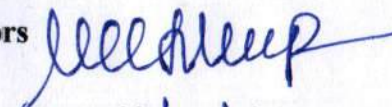
S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
2.5	Monitoring mechanism for teaching-learning process	✓			
2.6	Remedial action for slow learners		✓		Outcome shd be specified
2.7	Lab Classes	✓			
2.8	Student Projects		✓		Rubrics need to be improved
2.9	Attainment analysis of COs, POs and PSOs		✓		Action Taken and outcome
2.10	Courses beyond Curriculum	✓			
3.	<b>Criterion 3: Examination and Evaluation Process</b>				
3.1	Quality of Periodical Test Questions	✓			
3.2	Quality of Answer Sheet evaluation	✓			
3.3	Awarding Internal marks as per regulation	✓			
3.4	Periodical Test Result Analysis		✓		
3.5	Lab Assessment		✓		Need Rubrics
3.6	Project work evaluation		✓		Need Rubrics
4.	<b>Criterion 4: Achievements of Students through Autonomy</b>				
4.1	Self learning Online Courses	✓			
4.2	Industry Designed Courses	✓			
4.3	Inplant Training/Internship		✓		Consolidation of Continuous Process improvement
4.4	Co-curricular activities		✓		"
4.5	Extra-curricular activities		✓		"

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
4.6	Placement activities		✓		Consolidation of Project for continuous process improvement
5.	<b>Criterion 5: Faculty Development and Research for implementation of Autonomy</b>				
5.1	Participation in FDP/FIP/Conference/Seminar/Workshop		✓		✓
5.2	Faculty knowledge updation through online courses	✓			
5.3	Research Publications		✓		✓
5.4	Google Scholar Citations	✓			
5.5	On-going Research Projects	✓			
5.6	Consultancy Activities		✓		Need to do more consultancy.
5.7	Patents	✓			

General Suggestions:	Strengths:	Weaknesses:
1. Consolidation of reports for last 3 years to be done 2. 3. 4.	1. Funded Project and Patent. 2. 3. 4.	1. Usage of Rubric levels in lab and Assignments and Project to be improved 2. 3. Co & PO Attainment Analysis to be improved 4. Quantitativeness in minutes

Signature of the Auditee  
**HEAD OF THE DEPARTMENT**  
 Department of Electrical & Electronics Engineering  
 Sethu Institute of Technology,  
 Pulloor, Kariapatti - 626115

Signature of the Auditors

  
 16/02/19

**SATHU INSTITUTE OF TECHNOLOGY**  
**Pulloor, Kariapatti - 626 115**

**PEER TEAM AUDIT CORRECTIVE ACTION REPORT FOR THE PERIOD JULY 2017 TO JUNE 2018**

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

Date of audit: 16.02.2019

S.No.	Checklist	Suggestions of the Auditors	Corrective Action	Person Responsible	Target Date
	<b>Criterion 1 : Curriculum Design</b>				
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)	<ul style="list-style-type: none"> <li>Feedback may be more organized and classified stakeholder wise</li> <li>Feedback can be obtained from parents</li> <li>Online feedback forms may be used</li> </ul>	It is decided to organize the feedback forms and action taken report according to the category of the stakeholders	Dr.M.Malathi Ms.K.Priyadharsini	May 2019
1.3	Improvements made in curriculum	<ul style="list-style-type: none"> <li>Improvements made in curriculum based on stakeholder's feedback may be highlighted</li> </ul>	Being practiced		
	<b>Criterion 2 : Teaching Learning Process</b>				
2.1	Academic Calendar	<ul style="list-style-type: none"> <li>Schedule of Activities may be followed as per the Academic Calendar</li> </ul>	Being practiced		
2.4	Assignment	<ul style="list-style-type: none"> <li>Rubrics may be used to evaluate the Assignment</li> </ul>	It is decided to make the evaluation of the assignments as per the rubrics for all the courses from the next academic year onwards.	All Faculty Members	June 2019
2.6	Remedial action for slow learners	<ul style="list-style-type: none"> <li>More Remedial classes can be arranged for</li> </ul>	It is decided to conduct coaching classes for slow learners on Saturdays.	All Faculty Members	From June 2019 onwards

S.No.	Checklist	Suggestions of the Auditors	Corrective Action	Person Responsible	Target Date
		academically weak students • More focused efforts can be taken for slow learners			
2.8	Student Projects	• Project Report writing may be improved	The faculty members who are handling the Project Work are asked to make the presentation about how to write the Project report	All Faculty Members	March 2019
2.9	Attainment analysis of COs, POs and PSOs	• Course Committee meetings should have detailed discussion about the Attainment analysis.	Being Practiced		
<b>Criterion 3: Examination and Evaluation Process</b>					
3.1	Quality of Periodical Test Questions	• Little care to be taken in mentioning the Bloom's Taxonomy Level	Being Practiced		
3.5	Lab Assessment	• Detailed Rubrics may be followed for assessment	It is decided to make all kind of evaluations with respect to all lab courses as per the rubrics from the next academic year onwards.	All Faculty Members	June 2019
<b>Criterion 4: Achievements of Students through Autonomy</b>					
4.4	Co-curricular activities	• Significant achievements of students may be highlighted	It is decided to classify the achievements of the students according to the level of achievement.	Ms.M.Sanmuga Priya	May 2019
4.5	Extra-curricular activities	• Significant achievements of students may be highlighted	It is decided to classify the achievements of the students according to the level of achievement.	Mr.S.Sathish Kumar	May 2019
4.6	Placement activities	• Career guidance must be given to students	Being Practiced		

S.No.	Checklist	Suggestions of the Auditors	Corrective Action	Person Responsible	Target Date
		who do not opt for Campus Placement			
<b>Criterion 5: Faculty Development and Research for implementation of Autonomy</b>					
5.1	Participation in FDP/FIP/Conference/Seminar/Workshop	<ul style="list-style-type: none"> <li>Faculty members may be encouraged to attend programs in reputed organizations like IITs and NITS</li> </ul>	Initiatives have been taken	All Faculty Members	Round the year
5.3	Research Publications	<ul style="list-style-type: none"> <li>Research publications needs improvement</li> </ul>	Initiatives have been taken	All Faculty Members	Round the year
5.5	On-going Research Projects	<ul style="list-style-type: none"> <li>More efforts may be taken by all Departments to obtain funded projects</li> </ul>	Research Meetings are being conducted in the department to increase the number of proposals sent to various funding agencies	Ph.D holders and Ph.D pursuing Faculty Members	Round the year
5.6	Consultancy Activities	<ul style="list-style-type: none"> <li>More activities can be done towards consultancy</li> </ul>	A committee with Faculty members and students exclusively working for getting Consultancy Projects	Mr.P.Suresh Mr.B.Sivananthan	Round the year

*Signature of the Head of the Department*

**HEAD OF THE DEPARTMENT**  
 Department of Computer Science & Engg.  
 Sethu Institute of Technology,  
 Pulloor, Kariapatti - 626115

# SETU INSTITUTE OF TECHNOLOGY

Pulloor, Kariapatti - 626 115

## PEER TEAM AUDIT CORRECTIVE ACTION REPORT

### Electrical & Electronics Department

S.No.	Checklist	Suggestions of the Auditors	Corrective Action	Person Responsible	Target Date
	<b>Criterion1 : Curriculum Design</b>				
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/Industries, Alumni & Students)	<ul style="list-style-type: none"> <li>Feedback may be more organized and classified stakeholder wise</li> <li>Feedback can be obtained from parents</li> <li>Online feedback forms may be used</li> </ul>	<ul style="list-style-type: none"> <li>Correction will be made</li> <li>Feedback may be obtained during parents meeting</li> <li>Proposal will be submitted to CPEC</li> </ul>	<ul style="list-style-type: none"> <li>Ms.G.Soundradevi</li> <li>Dr.G.narmadha</li> </ul>	22.03.19
1.3	Improvements made in curriculum	<ul style="list-style-type: none"> <li>Improvements made in curriculum based on stakeholder's feedback may be highlighted</li> </ul>	<ul style="list-style-type: none"> <li>Improvements made in curriculum will be highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>Ms.G.Soundradevi</li> <li>Dr.G.narmadha</li> </ul>	22.03.19
	<b>Criterion 2 : Teaching Learning Process</b>				
2.1	Academic Calendar	<ul style="list-style-type: none"> <li>Schedule of Activities may be followed as per the Academic Calendar</li> </ul>	Will be followed	-	-
2.4	Assignment	<ul style="list-style-type: none"> <li>Rubrics may be used to evaluate the Assignment</li> </ul>	Course coordinators are instructed to frame Rubrics for the assignments.	All Course coordinators	-

S.No.	Checklist	Suggestions of the Auditors	Corrective Action	Person Responsible	Target Date
2.6	Remedial action for slow learners	<ul style="list-style-type: none"> <li>• More Remedial classes can be arranged for academically weak students</li> <li>• More focused efforts can be taken for slow learners</li> </ul>	Efforts will be taken for slow learners coaching	All Course coordinators	-
2.8	Student Projects	<ul style="list-style-type: none"> <li>• Project Report writing may be improved</li> </ul>	Session may be arranged on how to write a project Report	Dr.R.M.Sasiraja	21.03.18
2.9	Attainment analysis of COs, POs and PSOs	<ul style="list-style-type: none"> <li>• Course Committee meetings should have detailed discussion about the Attainment analysis.</li> </ul>	Correction will be done	All domain coordinators & Course coordinators	22.03.19
Criterion 3: Examination and Evaluation Process					
3.1	Quality of Periodical Test Questions	<ul style="list-style-type: none"> <li>• Little care to be taken in mentioning the Bloom's Taxonomy Level</li> </ul>	All course instructors are instructed to mention Bloom's Taxonomy during the preparation of Periodical Test Questions carefully	All course instructors	-
3.5	Lab Assessment	<ul style="list-style-type: none"> <li>• Detailed Rubrics may be followed for assessment</li> </ul>	All Lab course coordinators are instructed to frame detailed Rubrics for lab assessment	All Lab course coordinators	-
Criterion 4: Achievements of Students through Autonomy					
4.4	Co-curricular activities	<ul style="list-style-type: none"> <li>• Significant achievements of students may be highlighted</li> </ul>	Achievements will be highlighted	Mr.Muthuvel	20.03.19

S.No.	Checklist	Suggestions of the Auditors	Corrective Action	Person Responsible	Target Date
4.5	Extra-curricular activities	<ul style="list-style-type: none"> <li>Significant achievements of students may be highlighted</li> </ul>	Achievements will be highlighted	Ms.C.Sonia	20.03.19
4.6	Placement activities	<ul style="list-style-type: none"> <li>Career guidance must be given to students who do not opt for Campus Placement</li> </ul>	Motivational Programs/Guest lectures will be organized on carrier guidance	Mr.Muhammed Ashiq Alaudeen	22.03.19
Criterion 5: Faculty Development and Research for implementation of Autonomy					
5.1	Participation in FDP/FIP/Conference/Seminar/Workshop	<ul style="list-style-type: none"> <li>Faculty members may be encouraged to attend programs in reputed organizations like IITs and NITS</li> </ul>	Instruction given to faculty members	All faculty members	
5.3	Research Publications	<ul style="list-style-type: none"> <li>Research publications needs improvement</li> </ul>	Faculty members are encouraged to publish papers in scopus indexed journals	All faculty members	
5.5	On-going Research Projects	<ul style="list-style-type: none"> <li>More efforts may be taken by all Departments to obtain funded projects</li> </ul>	Faculty members are instructed to take more efforts to obtain funded projects in reputed organizations	All faculty members	-
5.6	Consultancy Activities	<ul style="list-style-type: none"> <li>More activities can be done towards consultancy</li> </ul>	Faculty members are encouraged to do consultancy works in Reputed organisation	All faculty members	-

  
 Signature of the Head of the Department