

SETHU INSTITUTE OF TECHNOLOGY, PULLOOR, KARIAPATTI

CIRCULAR

No.	106/SIT/ College Academic Audit / 2020-2021	
Date	08.03.2021	Time: 10.25.A.M
Originator	Principal	Circulated to :All Departments

SUB: - College Academic Audit – Reg

There will be Academic Audit for Teaching Learning Process and Research and Development Activities from 09.03.2021 to 11.03.2021. The auditors are given below. All HoDs and Faculty members are requested to prepare audit meticulously.

The Audit guidelines is available in the circular folder.

File Name: Academic Audit guidelines Feb 2021.pdf

S.No.	Members of Committee	Allotted Departments
1.	Dr.V.Dharmaraj, HoD (Agri.) Dr.C.Kailasanathan, Prof.(Mech)	Bio-medical
2.	Dr.B.Jeyaprabha, HoD (Civil)	I.T
3.	Dr.C.Muthusamy, HoD (Mech.)	Chemical
4.	Dr.K.Hemalatha, Dean (Academics) Dr.Vinotha Prof.(Chemical)	Mech
5.	Dr.S.Sabarunisha Begam, HoD (Chemical)	Agri
6.	Dr.R.Arangasamy, Dean and HoD(BME) Dr. R.Aghila Prof.(CBCS)	Civil


PRINCIPAL

Copy to:

Chairman/CEO/JCEO All HODs

File.

INTERNAL ACADEMIC AUDIT REPORT – ENGINEERING DEPARTMENTS – 2019-2020

Name of the Auditor : 1. Dr.R.Arangasamy, Dean, Professor& Head,BME
2. Dr.R.Aghila, Professor & Head, CSBS

Department Audited : Civil Engineering

Name of the Auditee : Dr.B.Jeyaprabha, Professor & Head, Civil

Date of Audit : 10.03.2021

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
1.	Criterion 1: Curriculum Design				
1.1	Curriculum Design Process	Good			
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)		Satisfactory		Sufficient feedback is not available Documents to be provide for Action taken report of stake holder's involvement.
1.3	Improvements made in curriculum	Good			
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)		Satisfactory		Evidence for mapping of Curriculum with PEOS may be done with clarity Project work- CO/PO mapping may be done with more clarity on COs PO mapping should be completed
1.5	Students benefited through CBCS		Satisfactory		Few details available All the details has to be maintained properly
2	Criterion 2: Teaching, Learning and Evaluation				
2 (a)	Teaching and Learning				
2.1	Innovative Teaching Methods		Satisfactory		Feedback from students to be included for all subjects Details has to be maintained properly

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
2.2	Innovative Assessment Methods			Needs to be improved	Suitable Rubrics for lab/Assignments may be followed No document is available for innovative internal assessment method
2.3	Lab Classes	Good			
2.4	Student Projects		Satisfactory		Updated lab manual is not properly documented More number of Projects with industry association can be encouraged
2.5	Courses beyond Curriculum		Satisfactory		Evidence to be maintained properly with feedback documents Details has to be maintained properly
2 (b)	<i>Evaluation</i>				
2.6	Quality of Periodical Test Questions		Satisfactory		Alternate assessment for suitable courses may be considered
2.7	Quality of Answer Sheet evaluation		Satisfactory		Evaluation is not done as per scheme of evaluation
2.8	Internal marks as per regulation	Good			
3	Criterion 3: R&D, Consultancy and Extension Activities				
3.1	Research Publications	Good			
3.2	Google Scholar Citations	Good			Web of science ID and Scopus ID for all faculty should be maintained properly
3.3	On-going Research Projects	Good			List of proposals sent may be done with clarity
3.4	Research by faculty and students		Satisfactory		Initiatives available but there is no research outcome
3.5	Extension Activities		Satisfactory		Extension activities should be encouraged
4	Criterion 4: Faculty and Staff Details				
4.1	Faculty Profile	Good			

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
4.2	Faculty contribution in curriculum development	Good			
4.3	Participation in FDP/FIP/Conference/Seminar/Workshop	Good			
4.4	Faculty knowledge updation through online courses		Satisfactory		5 Faculty members of the department completed NPTEL course in the Academic year 2019-20

General Suggestions	Strengths	Weaknesses
1. Faculty may be encouraged to register for doctoral Programme in the forth coming years 2. Faculty may be encouraged to practice lecturing through video lectures. 3. Students may be encouraged to do Industry projects 4. More concentration to be given for placement	1. Admission (2019-20 is improved) 2. Young and energetic faculty members 3. Consultancy work	1. Research publication is available but most of the papers are non-Scopus indexed papers. 2.. Faculty should be encouraged to filling patent

B. Jyaprabha

Signature of the Auditee

Dr.B.Jyaprabha

Signature of the Auditors

1. Dr.R.Arangasamy

2. Dr.R.Aghila

R. Arangasamy
R. Aghila

SETHU INSTITUTE OF TECHNOLOGY, PULLOOR - 626 115

INTERNAL ACADEMIC AUDIT REPORT – ENGINEERING DEPARTMENTS – 2019-2020

Name of the Auditor : 1. Dr.C.Kailasanathan, Professor
2. Dr.V.Dharmaraj, Professor and Head

Department Audited : Bio Medical Engineering

Name of the Auditee : Dr.R.Arangasamy

Date of Audit : 10.03.2021

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
1.	Criterion 1: Curriculum Design				
1.1	Curriculum Design Process	Good			Stakeholders feedback needs to be discussed in PAC
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)		Satisfactory		Internal Faculty feedback should be added with respect to the reference curriculum Details of Industry designed courses not documented
1.3	Improvements made in curriculum	Good			Technology forecast analysis can be included
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)		Satisfactory		Mapping with PSC should be made available. Project work- CO/PO mapping may be done with more clarity on COs PO mapping should be completed
1.5	Students benefited through CBCS			Needs to be improved	Details has to be maintained properly
2	Criterion 2: Teaching, Learning and Evaluation				
2 (a)	Teaching and Learning				
2.1	Innovative Teaching Methods		Satisfactory		Details has to be maintained properly Adjunct Faculty from industry may be engaged
2.2	Innovative Assessment Methods			Needs to be improved	No alternate internal assessment method is available. Suitable Rubrics for lab/Assignments may be followed

S.No.	Checklist	Good	Satisfactory	Needs to be improved	Remarks
2.3	Lab Classes	Good			
2.4	Student Projects		Satisfactory		Project with industry association can be encouraged
2.5	Courses beyond Curriculum			Needs to be improved	Details has to be maintained properly
2 (b)	Evaluation				
2.6	Quality of Periodical Test Questions		Satisfactory		Alternate assessment for suitable courses/topics may be considered
2.7	Quality of Answer Sheet evaluation		Satisfactory		
2.8	Internal marks as per regulation	Good			
3	Criterion 3: R&D, Consultancy and Extension Activities				
3.1	Research Publications		Satisfactory		
3.2	Google Scholar Citations		Satisfactory		Web of science ID and Scopus ID for all faculty should be maintained properly
3.3	On-going Research Projects			Needs to be improved	No ongoing project
3.4	Research by faculty and students			Needs to be improved	Not Documented properly
3.5	Extension Activities			Needs to be improved	Extension activities should be encouraged
4	Criterion 4: Faculty and Staff Details				
4.1	Faculty Profile	Good			
4.2	Faculty contribution in curriculum development		Satisfactory		Relevant feedback has to be recorded
4.3	Participation in FDP/FIP/Conference/Seminar/Workshop		Satisfactory		Documentation needed
4.4	Faculty knowledge updation through online courses		Satisfactory		3 Faculty members of the department completed NPTEL course in the Academic year 2019-20

General Suggestions	Strengths	Weaknesses
<ol style="list-style-type: none"> 1. Faculty may be encouraged to practice lecturing through screencasts and video lectures. 2. Faculty may be encouraged to publish in well reputed international SCI/Scopus journals 3. Students may be encouraged to do live projects 	<ol style="list-style-type: none"> 1. Admission 2. Level of Student intake is good 3. Enthusiastic faculty 	<ol style="list-style-type: none"> 1. Faculty should be encouraged to ^{file} filing patent 2. Care must be taken while preparation of ISD files.

R. Anand

Signature of the Auditee

Signature of the Auditors

1. ^{Chellu} 24/02/2021
(Dr. C. KAILASANATHAN)

2. ^{Doraj}
(Dr. V. Dharmaraj)

SETHU INSTITUTE OF TECHNOLOGY
Pulloor, Kariapatti - 626 115

ACADEMIC AUDIT CORRECTIVE ACTION REPORT-ENGINEERING DEPARTMENTS

YEAR: 2019- 2020

S.No.	Checklist	Remarks, if Any	Corrective Action	Person Responsible	Target Date
Criterion 1: Curriculum Design					
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/Industries, Alumni & Students)	Sufficient feedback is not available Documents to be provided for Action taken report of stake holder's involvement.	International faculty and Employers/Industries feedback will be updated in feedback file.	Ms.Pandeeswari Ms.A.Subalakshmi	13.04.2021
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)	Evidence for mapping of Curriculum with PEOs may be done with clarity Project work- CO/PO mapping may be done with more clarity on COs PO mapping should be completed	mapping of Curriculum with PEOs and CO/PO Mapping for Project course will be revised.	All Faculty Members	01.04.2021
1.5	Students benefited through CBCS	Few details available All the details has to be maintained properly	All details will be updated	Class advisors	06.04.2021
Criterion 2: Teaching, Learning and Evaluation					
2(a) Teaching and Learning					
2.1	Innovative Teaching Methods	Feedback from students to be included for all subjects Details has to be maintained properly.	Innovative Teaching Methods feedback have been collected from students and maintained separate file(I6-Innovative Teaching Methods)	All Faculty Members	9.04.2021
2.2	Innovative Assessment Methods	Suitable Rubrics for lab/Assignments may be followed No document is available for innovative internal assessment method	Rubrics are developed for evaluating alternative assessment for Lab and	All Faculty Members	21.04.2021

S.No.	Checklist	Remarks, if Any	Corrective Action	Person Responsible	Target Date
			Theory courses. Document for Innovative assessment methods maintained in course file		
2.4	Student Projects	Updated lab manual is not properly documented More number of Projects with industry association can be encouraged	Updated lab manual maintained in lab course file Students are motivated to do projects in various Government and Private sectors(TNSCST,Hyndai).	Lab and Project handling Faculty	06.04.2021
2.5	Courses beyond Curriculum	Evidence to be maintained properly with feedback documents Details has to be maintained properly	Course coordinators are instructed to attach their evidence for content beyond the syllabus with feedback in each course files.	All Faculty Members	12.04.2021
2 (b) Evaluation					
2.6	Quality of Periodical Test Questions	Alternate assessment for suitable courses may be considered	Alternative assessment will be adopted for suitable courses	All Faculty Members	-----
2.7	Quality of Answer Sheet evaluation	Evaluation is not done as per scheme of evaluation	All course instructors are instructed to do evaluation as per scheme of evaluation	All Faculty Members	-----
Criterion 3: R&D, Consultancy and Extension Activities					
3.2	Google Scholar Citations	Web of science ID and Scopus ID for all faculty should be maintained properly	Web of science ID, Scopus ID and Google Scholar Citations are	Ms.S.Bharathi	26.03.2021

S.No.	Checklist	Remarks, if Any	Corrective Action	Person Responsible	Target Date
			updated periodically.		
3.3	On-going Research Projects	List of proposals sent may be done with clarity	List of proposals sent will be updated	Dr.Oliver jayaprakash	20.04.2021
3.4	Research by faculty and students	Initiatives available but there is no research outcome	All Faculty and students are motivated to do innovative project	All Faculty Members	-----
3.5	Extension Activities	Extension activities should be encouraged	Extension activities will be planned in future	All Faculty Members	-----
Criterion 4: Faculty and Staff Details					
4.4	Faculty knowledge updation through online courses	5 Faculty members of the department completed NPTEL course in the Academic year 2019-20	All Faculty members are motivated to do Nptel courses in future..	All Faculty Members	-----

B. Jayaprakash

Signature of the Head of the Department

HEAD OF THE DEPARTMENT
CIVIL ENGINEERING
SETHU INSTITUTE OF TECHNOLOGY
KARIAPATTI-626 115

INTERNAL ACADEMIC AUDIT CORRECTIVE ACTION REPORT – BIOMEDICAL ENGINEERING DEPARTMENT

For the Period: July 2019 – June 2020

S.No.	Checklist	Remarks	Corrective Action	Person Responsible	Target Date
1.	Criterion 1: Curriculum Design				
1.1	Curriculum Design Process	Stakeholders feedback needs to be discussed in PAC	Stakeholder's feedback is included in the minutes.	Dr.N.Kins Burk Sunil	15.04.2021
1.2	Stakeholders involvement in curriculum design (Faculty, International Faculty, Employers/ Industries, Alumni & Students)	Internal Faculty feedback should be added with respect to the reference curriculum. Details of Industry designed courses not documented.	In future, Feedback will be collected properly. The syllabus and other necessary documents of the industry designed courses will be documented properly.	Dr.N.Kins Burk Sunil	Next BoS
1.3	Improvements made in curriculum	Technology forecast analysis can be included	In future it will be included.	Dr.N.Kins Burk Sunil	Next BoS
1.4	Curriculum mapping with PEOs, POs, PSOs and Programme Specific criteria (PSCs)	Mapping with PSC should be made available. Project work- CO/PO mapping may be done with more clarity on COs PO mapping should be completed	PO mapping is under process	Class Advisors	-
1.5	Students benefited through CBCS	Details has to be maintained properly	Separate file is updated	Mrs. R. Vasantha Rani	15.04.2021
2	Criterion 2: Teaching, Learning and Evaluation				
2 (a)	Teaching and Learning				
2.1	Innovative Teaching Methods	Details has to be maintained properly. Adjunct Faculty from industry may be engaged.	Innovative Teaching Methods are updated properly	Course Teachers/ Course Co-ordinators	24.04.2021

S.No.	Checklist	Remarks	Corrective Action	Person Responsible	Target Date
2.2	Innovative Assessment Methods	No alternate internal assessment method is available. Suitable Rubrics for lab/Assignments may be followed	In future, alternate assessments will be considered for suitable courses.		Next Semester
2.3	Lab Classes	-	-	-	-
2.4	Student Projects	Project with industry association can be encouraged	Industrial project will be encouraged in future.		Next Semester
2.5	Courses beyond Curriculum	Details has to be maintained properly	Available in Course Files. Separate file is maintained.	Mrs. R. Vasantha Rani	15.04.2021
2 (b)	Evaluation				
2.6	Quality of Periodical Test Questions	Alternate assessment for suitable courses/topics may be considered	In future, alternate assessments will be considered for suitable courses.		Next Semester
2.7	Quality of Answer Sheet evaluation	-	-	-	-
2.8	Internal marks as per regulation	-	-	-	-
3	Criterion 3: R&D, Consultancy and Extension Activities				
3.1	Research Publications	-	-	-	-
3.2	Google Scholar Citations	Web of science ID and Scopus ID for all faculty should be maintained properly	Web of science ID and Scopus ID for all faculty has been maintained properly	Dr.E.Maheshwaran	15.04.2021
3.3	On-going Research Projects	No ongoing project	-	-	-
3.4	Research by faculty and students	Not Documented properly	Required documents are updated properly	Dr.E.Maheshwaran	15.04.2021
3.5	Extension Activities	Extension activities should be encouraged	Extension activities will be encouraged	HOD	-
4	Criterion 4: Faculty and Staff Details				
4.1	Faculty Profile	-	-	-	-
4.2	Faculty contribution in curriculum development	Relevant feedback has to be recorded	Feedback is recorded properly.	Dr.N.Kins Burk Sunil	24.04.2021

S.No.	Checklist	Remarks	Corrective Action	Person Responsible	Target Date
4.3	Participation in FDP/FIP/Conference/Seminar/Workshop	Documentation needed	Consolidated report has been recorded separately. Documents are maintained properly.	Mrs. R. Vasantha Rani	17.04.2021
4.4	Faculty knowledge updation through online courses	3 Faculty members of the department completed NPTEL course in the Academic year 2019-20	Faculty will be encouraged to complete more NPTEL courses	HOD	-



Signature of the HOD

HEAD OF THE DEPARTMENT
 Department of Biomedical Engineering
 Sethu Institute of Technology
 Pulloor, Kariapatti- 626 115