

SETHU INSTITUTE OF TECHNOLOGY, PULLOOR, KARIAPATTI

CIRCULAR

No.	369/SIT/ Academic Audit Schedule/ 2017-18	
Date	23.06.2017	Time: 9.50 A.M.
Originator	Principal	Circulated to : All Departments

Sub: Academic Audit Schedule - reg.

The following will be the Academic Audit schedule and the Controller of Examinations, HoDs and Faculty members are requested to prepare for the Academic Audit.

External Audit Date : 23.06.2017

Time	Department
10.00 a.m. to 1.00 p.m. & 2.00 p.m. to 4.00 .p.m	Exam Cell
10.00 a.m. to 12.00 Noon	ECE
12.00 Noon to 1.00 p.m.	Mech
2.00 p.m. to 4.00 .p.m.	EEE
10.00 a.m. to 12.00 Noon	IT
12.00 Noon. to 1.00 P.M. & 2.00 p.m. to 4.00 .p.m	CSE


PRINCIPAL

Cc to Chairman/CEO/JCEO
All HODs
File

SETHU INSTITUTE OF TECHNOLOGY
External Academic Audit Plan – 2016-17

AUDIT DATE : 23.06.2017

Name of the Auditor: Dr.U.Arunachalam, Ph.D., Assistant Professor/MECH Zonal Officer, Zone - 17, University College of Engineering, Nagercoil	
TIME	Department / Section
10.30 AM – 1 PM & 2 PM – 4 PM	Exam Cell

Name of the Auditor: Dr.N.Kumarasabapathy, Ph.D., Assistant Professor & HoD/EEE, University College of Engineering, Thoothukudi		
TIME	Department	Criteria
10.30 AM – 12 Noon	ECE	Curriculum Design, Student Details & Services
12 Noon – 1 PM	MECH	R&D, Consultancy and Extension Activities
2 PM – 4 PM	EEE	Teaching, Learning and Evaluation & Faculty and Staff Details

Name of the Auditor: Dr.S.Srinivasan, Ph.D., Professor & Head/CSE Anna University Regional Campus, Madurai		
TIME	Department	Criteria
10.30 AM – 12 Noon	IT	Curriculum Design, Student Details & Services
12 Noon – 1 PM	CSE	R&D, Consultancy and Extension Activities
2 PM – 4 PM	CSE	Teaching, Learning and Evaluation & Faculty and Staff Details


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VIRUDHUNAGAR (DI)

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ACADEMIC AUDIT REPORT FOR THE PERIOD JULY 2016 TO APRIL 2017

Name of the Auditor : *Dr. S. SRINIVASAN, Anna University Regional Campus, Madurai*

Department Audited : CSE

Name of the Auditee : Dr.R.Velumani, Prof.&Head / CSE

Criterion 2: Teaching, Learning and Evaluation					
2 (a)	Teaching and Learning				
2.1	Academic Calendar	✓			
2.2	Class Time table	✓			
2.3	Innovative Teaching Methods	✓			
2.4	Assignment	✓			
2.5	Monitoring mechanism for teaching-learning process	✓			
2.6	Remedial action for slow learners	✓			
2.7	Lab Classes	✓			
2.8	Student Projects	✓			
2.9	Attainment analysis of COs, POs and PSOs	✓			
2.10	Courses beyond Curriculum	✓			
2 (b)	Evaluation				
2.12	Quality of Periodical Test Questions	✓			
2.13	Quality of Answer Sheet evaluation	✓			
2.14	Awarding Internal marks as per regulation	✓			
2.15	Periodical Test Result Analysis	✓			

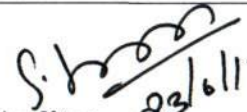
2.16	Lab Assessment	✓			
2.17	Project work evaluation	✓			

Criterion 3: R&D, Consultancy and Extension Activities					
3.1	Research Publications	✓			
3.2	Google Scholar Citations	✓			
3.3	On-going Research Projects	•	✓		
3.4	Consultancy Activities		✓		
3.5	Patents		✓		
3.6	Research by faculty and students	✓			
3.7	Interaction with Industries	✓			
3.8	Extension Activities		✓		

Criterion 5: Faculty and Staff Details					
5.1	Faculty Profile	✓			
5.2	Faculty contribution in curriculum development	✓			
5.3	Participation in FDP/FIP/ Conference/Seminar/Workshop	✓			
5.4	Faculty knowledge updation through online courses	✓			
5.5	Skill Upgradation of Staff	✓			
5.6	Faculty contribution towards Placement or Industry Institute Interaction	✓			
5.7	Faculty motivating the Students to participate national competitions	✓			
5.8	Faculty motivating the Students to participate in the contest by industry	✓			

General Suggestions	Strengths	Weaknesses
1. Research proposals may be prepared and sent to R&D organisation	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

 28/6/12.
Signature of the Auditee

 23/6/12
Signature of the Auditor

SETHU INSTITUTE OF TECHNOLOGY
Pulloor, Kariapatti - 626 115

ACADEMIC AUDIT REPORT FOR THE PERIOD JULY 2016 TO APRIL 2017

Name of the Auditor : **Dr. N. KUMARASABAPATHY, AP & HOD/EEE, UCE - Thoothukudi.**

Department Audited : **EEE**

Name of the Auditee : **Dr. S. Nagalakshmi, Prof. & Head / EEE**

Criterion 2: Teaching, Learning and Evaluation					
2 (a)	<i>Teaching and Learning</i>				
2.1	Academic Calendar	✓			
2.2	Class Time table	✓			
2.3	Innovative Teaching Methods		✓		
2.4	Assignment		✓		
2.5	Monitoring mechanism for teaching-learning process	✓			
2.6	Remedial action for slow learners	✓			
2.7	Lab Classes		✓		
2.8	Student Projects		✓		
2.9	Attainment analysis of COs, POs and PSOs	✓			
2.10	Courses beyond Curriculum	✓			
2 (b)	<i>Evaluation</i>				
2.12	Quality of Periodical Test Questions	✓			
2.13	Quality of Answer Sheet evaluation	✓			
2.14	Awarding Internal marks as per regulation	✓			
2.15	Periodical Test Result Analysis		✓		

2.16	Lab Assessment		✓		
2.17	Project work evaluation	✓			

Criterion 5: Faculty and Staff Details					
5.1	Faculty Profile	✓			
5.2	Faculty contribution in curriculum development	✓			
5.3	Participation in FDP/FIP/ Conference/Seminar/Workshop		✓		
5.4	Faculty knowledge updation through online courses	✓			
5.5	Skill Upgradation of Staff		✓		
5.6	Faculty contribution towards Placement or Industry Institute Interaction	✓			
5.7	Faculty motivating the Students to participate national competitions		✓		
5.8	Faculty motivating the Students to participate in the contest by industry	✓			

General Suggestions	Strengths	Weaknesses
1. Credit value of the subjects. May be specified in the class time table. 2. 3. 4.	1. Maintenance of logbooks is Perfect. 2. Knowledge updation by few faculties through NPTEL & other courses is found to be good. 3. 4.	1. 2. 3. 4. <div style="text-align: center;">Nil</div>

S. Nagabalan
 Signature of the Auditee

K. Srinivas
 Signature of the Auditor 23/06/2017



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 : 23.06.2017.

Name of the Auditor : Dr. V. ARUNA CHALOM

Designation & Department : Asst. Prof / MECH.

College name : University College of Engg, Nagercoil.

Name of the Auditee : Dr. R. Hurali Kannan.

Criterion I: Question Paper setting & Scrutiny

S.No	Samples/ Evidences audited	Observations
1.	Quality of questions	Good
2.	Question paper scrutiny	Good
3.	Panel of Question paper setters & scrutiny members	Good.

Criterion II: Quality of Examiners

S.No	Samples/ Evidences audited	Observations
1.	Practical examination	OK
2.	Theory invigilation	OK.
3.	Valuation	7.9 External Staffs may be moved.

AA4/19/18

Criterion III: Valuation Process

S.No	Samples/ Evidences audited	Observations
1.	Valuation procedure	Ok.
2.	Sampling by chief examiner/ chairman	Ok
3.	Dealing with question paper Discrepancy	Needs to improve
4.	Overall quality of valuation process	Good.

Criterion IV: Confidentiality of the exam process

S.No	Samples/ Evidences audited	Observations
1.	Question paper safety	Good.
2.	Question printing & packing	Good.
3.	Security of answer papers	Good.
4.	Confidentiality in post exam process upto valuation	Good.
5.	Publication of results	Ok.
6.	Grade statement printing	Needs to improve.

Criterion V: Malpractice cases

S.No	Samples/ Evidences audited	Observations
1.	Guidelines for the punishment	As similar to AU, Chennai.
2.	Recording of malpractice	Good
3.	Malpractice committee	Good
4.	Punishment and publication result	Good

Criterion VI: Revaluation process

S.No	Samples/ Evidences audited	Observations
1.	Revaluation procedure	Good
2.	Revaluation Process	OK
3.	Publication of results	Sogal,

Criterion VII: Redressal of Student Grievances

S.No	Samples/ Evidences audited	Observations
1.	Publication of results	Needs Improvement.
2.	Correction in certificates	Prepare a Form.
3.	Break of study/ Withdrawal cases	Needs to improve.
4.	Readmission/ Transfer	OK
5.	General grievances	OK.

Consolidated Report:

Positive Aspects:

Good Confidence ~~to~~^{can} maintained with respect to QPs.

Suggestions for Improvement:

For readmitted students the Comm. Certificate should be issued to the students before he/she will enter in their definitely conducted.

Name and signature of the Auditor

(Dr. V. ARUNACHALAN.
AP/MCH, UCE, Nageri).

Name and signature of the Auditee

Dr. R. MURUGAN
Controller of Examinations.

Date of Academic Audit: 23.06.2017

Dept.: Computer Science and Engineering

S.No.	Observations For Improvement	Corrective Action	Target Date
1.	File maintenance to be improved	Will be improved.	December 2017
2.	Research proposals may be prepared and sent to R&D organization	<ul style="list-style-type: none"> Research Coordinators have been instructed to send proposals for funding The Female faculty members were insisted to send proposals under WoS A Scheme of DST. Motivated PG students to apply under WoS A scheme. Research Club has been constituted inducting UG and PG students to intensify research activities 	December 2017
3.	Industry Projects to be done with the students	10 students have been inducted in industry in 2016-17. More number of students will be encouraged to take industry projects in future.	2017 -2018 Even Semester
4.	Needs improvement in stakeholders involvement	At present stakeholders are involved in curriculum design. In future, stakeholders will be involved in other departmental activities.	November 2017
5.	Courses like “soft computing techniques” should be made as core subject (For ECE Only)	---	---
6.	Credit value of the subjects may be specified in the class time table	Time Table in – charge has been instructed to include the credit for the subjects in the class Time table	31.07.2017
7.	Involvement of faculty from IIT/NIT in curriculum design is required	IIT /NIT Faculty will be involved in curriculum design in future	Forthcoming Regulations

Date: 31.07.2017

Dr.R.VELUMANI B.E., M.E., Ph.D.

Professor & Head

Dept. of Computer Science & Engg.

SETHU INSTITUTE OF TECHNOLOGY

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Head of the Department

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ACADEMIC AUDIT CORRECTIVE ACTION REPORT – ENGINEERING DEPARTMENTS – 2016-2017

Date of Academic Audit: 23.06.2017

Dept: EEE

S.No.	Observations For Improvement	Corrective Action	Target Date
1.	File maintain to be improved	All faculty members are instructed to maintain and update hard/ soft copy of the files properly	31.07.17
2.	Research proposals may be prepared and sent to R&D organization	Research clubs are formed and faculty members have initiated the process	30.09.17
3.	Industry Projects to be done with the students	Students are motivated to take up industry projects	December 2017
4.	Needs improvement in stakeholders involvement	Initiatives Taken and Stakeholders Meetings are scheduled	September 2017
5.	Courses like “soft computing techniques” should be made as core subject (For ECE Only)	--	--
6.	Credit value of the subjects may be specified in the class time table	Included the credit value in class time table	-
7.	Involvement of faculty from IIT/NIT in curriculum design is required	Feedback already received from Research Associate, NUS, Singapore. Initiatives taken for involving faculty from IIT/NIT in curriculum design.	September 2017

Date: 24.7.2017

S. Nagalakshmi
Head of the Department

AA4/2524

SETHU INSTITUTE OF TECHNOLOGY
Pulloor, Kariapatti - 626 115

ACADEMIC AUDIT CORRECTIVE ACTION REPORT – CONTROLLER OF EXAMINATION OFFICE

For the Period: July 2016 to April 2017

YEAR: 2016 – 2017

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
1.	Criterion I : Question Paper setting & scrutiny				
1.1	➤ Quality of questions	Good	_____	_____	_____
1.2	➤ Question paper scrutiny	Good	_____	_____	_____
1.3	➤ Panel of question paper setters & Scrutiny members	Good	_____	_____	_____
2.	Criterion II : Quality of Examiners				
2.1	➤ Practical examination	Ok	_____	_____	_____
2.2	➤ Theory invigilation	Ok	_____	_____	_____
2.3	➤ Valuation	% of external staff maybe increased	Will be discussed in the examination advisory board	CoE	November 2017
3.	Criterion III : Quality of Examiners				
3.1	➤ Valuation procedure	Ok	_____	_____	_____
3.2	➤ Sampling by chief examiner/Chairman	Ok	_____	_____	_____
3.3	➤ Dealing with question paper discrepancy	Needs to improve	Within 3 days of examination question paper discrepancy will be collected	CoE	November 2017
4.	Criterion IV : Confidentiality of the exam process				
4.1	➤ Question paper safety	Good	_____	_____	_____
4.2	➤ Question printing & packing	Good	_____	_____	_____

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S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
4.3	➤ Security of answer papers	Good	_____	_____	_____
4.4	➤ Confidentiality in post exam process up to valuation	Good	_____	_____	_____
4.5	➤ Publication of results	Ok	_____	_____	_____
4.6	➤ Grade statement printing	Needs to improve	The printing of grade sheet process accelerated by involving more number of faculty members	CoE	November 2017
5.	Criterion V : Malpractice cases				
5.1	➤ Guidelines for the punishment	As similar to AU, Chennai	_____	_____	_____
5.2	➤ Recording of malpractice	Good	_____	_____	_____
5.3	➤ Malpractice committee	Good	_____	_____	_____
5.4	➤ Punishment and publication result	Good	_____	_____	_____
6.	Criterion VI : Revaluation process				
6.1	➤ Revaluation procedure	Good	_____	_____	_____
6.2	➤ Revaluation process	Ok	_____	_____	_____
6.3	➤ Publication of results	Good	_____	_____	_____

S.No.	Checklist	Auditors' Remarks, if Any	Corrective Action	Person Responsible	Target Date
7.	Criterion VII : Redressal of Student Grievances				
7.1	➤ Publication of results	Needs to improve	Result published within 30 days after Completion of End semester examinations	CoE	November 2017
7.2	➤ Correction in certificates	Prepare a format	Standard format for UG and PG were Prepared	CoE	November 2017
7.3	➤ Break of Study/withdrawal cases	Needs to improve	Re-registration of courses will be improved.	CoE	November 2017
7.4	➤ Readmission/Transfer	Ok	_____	_____	_____
7.5	➤ General grievances	Ok	_____	_____	_____
	Suggestion for Improvement:				
	For readmitted students, the course equivalent issued on or before commencement of classes.				

R. Muthukumar

Signature of the Head of the Department

CONTROLLER OF EXAMINATIONS
SETHU INSTITUTE OF TECHNOLOGY
K. J. Somaiya

17/11/2017