



Hindusthan Institute of Technology

An Autonomous Institution, Approved by AICTE, New Delhi

Accredited with "A" Grade by NAAC

Affiliated to Anna University

Valley Campus, Pollachi Highway, Coimbatore – 641032.



IQAC-Academic Audit Committee

HITECH/IQAC/AAC/2021-22/1

05.07.2021

CIRCULAR

Sub: Members of Academic Audit Committee-reg

The Academic Audit Committee has been reconstituted with the following members with effect from 5th July 2021.

Coordinator

Dr.S.R.Rajabalayanan, Professor & Head. Department of Mechanical Engineering

Co-Coordinator

Dr. L. Vijayakumar, Professor & Head - Department of Pharmaceutical Technology
Members

Dr.K.P.Dhanabalakrishnan/ Professor & Head - Department of Aeronautical Engineering

Dr. A. Jameer Basha Professor & Head, Department of Computer Science & Engineering

Dr. B. Paulchamy, Professor & Head, Department of Electronics & Communication Engineering

Dr.M.DuraiPandian, Professor & Head- Department of Information Technology

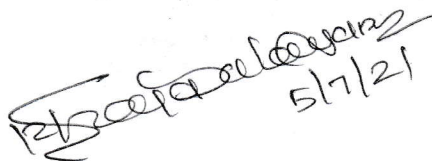
Dr. S.Jeyabharathi, Professor & Head- Department of Science and Humanities

Dr. D.M.Navarasu Professor & Head, Department of Business Administration(MBA)

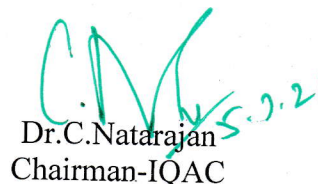
Dr.S.Kavitha, Professor, Department of Electronics & Communication Engineering

Dr.K.Mahendran, Assistant Professor, Department of Electronics & Communication Engineering

Prof.Moses Devaprasanna, Associate Professor, Department of Aeronautical Engineering


5/7/21

Dr.S.R.Rajabalayanan
Coordinator-IQAC


5.7.21
Dr.C.Natarajan
Chairman-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.



Dr. C. Natarajan, ME, Ph.D.
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.



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IQAC-Academic Audit Committee



HITECH/IQAC/AAC/2021-22/2

15.07.2021

CIRCULAR

Sub: Meeting of Members of Academic Audit Committee-reg

It is informed to all Academic audit committee members that a meeting is scheduled on 16th July 2021 at 10.30 am in Principal Office. The following details are to be discussed

1. Audit schedule for the academic year 2021-22
2. List of files-for NBA, NAAC and ISO
3. Compiling the details required for AQAR 21-22
4. Class advisor/Tutor files

S.R. Rajabalayanan
15/7/21

Dr.S.R.Rajabalayanan
Coordinator-AAC

C.N. Natarajan
15.7.21
Dr.C.Natarajan
Chairman-IQAC

Copy to

1. Principal
2. Committee Members
3. File

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
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IQAC-Academic Audit Committee

Details of Participants

Meeting Details	Academic Audit Committee members meeting
Date & Time	16.07.2021/10.30 am
Venue	Principal Office

Dr.C.Natarajan, Professor & Principal	C.N.
Dr.S.R.Rajabalayanan, Professor & Head, Mechanical Engineering	S.R.Rajabalayanan
Dr. L.Vijayakumar, Professor & Head / Pharmaceutical Technology	L.Vijayakumar
Dr.K.P.Dhanabalakrishnan/ Professor & Head - Aeronautical Engineering	K.P.Dhanabalakrishnan
Dr. A. Jameer Basha Professor & Head, Computer Science & Engineering	A. Jameer Basha
Dr. B. Paulchamy, Professor & Head, Electronics & Communication Engineering	B. Paulchamy
Dr.M.DuraiPandian, Professor & Head- Information Technology	M.DuraiPandian
Dr. S.Jeyabharathi, Professor & Head- f Science and Humanities	S.Jeyabharathi
Dr. D.M.Navarasu Professor & Head, Business Administration(MBA)	D.M.Navarasu
Dr.S.Kavitha, Professor, Electronics & Communication Engineering	S.Kavitha
Dr.K.Mahendrakan, Assistant Professor, Electronics & Communication Engineering	K.Mahendrakan
Prof.Moses Devaprasanna, Associate Professor, Aeronautical Engineering	Moses Devaprasanna





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IQAC-Academic Audit Committee

MINITUES OF THE MEETING



Meeting Details	Academic Audit Committee members meeting
Date & Time	16.07.2021/10.30 am
Venue	Principal Office

The first Academic audit committee members meeting has been held at 16th July 2021.
The following details have been discussed

- The committee members have been requested to monitor the compilation of AQAR 2020-21
- It is decided to keep common files for both NAAC and NBA
- HoDs have been requested to monitor the documentation of Class committee and tutor ward meeting
- The internal audit committee has been formed to carry out audit process during academic year 2021-22

S.R. Rajabalayanan
16/7/21

Dr.S.R.Rajabalayanan
Coordinator-AAC

C.N. Natarajan
16.7.21
Dr.C.Natarajan
Chairman-IQAC

Copy to

1. The Principal – for kind information
2. All individual AAC members
3. File

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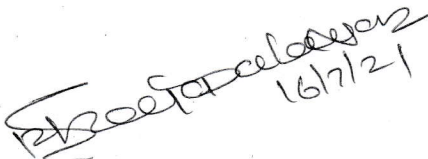
IQAC-Academic Audit Committee



Action Taken report

Meeting Details	Academic Audit Committee members meeting
Date & Time	16.07.2021/10.30 am
Venue	Principal Office

S.No	Details of Discussion	Action Taken
1	AQAR 2020-21 Details	It is decided to coordinate with Department IQAC Coordinators for the collection and compilation of details for AQAR 2020-21
2	NAAC & NBA Files	The details repetitive in nature in the list of NAAC and NBA have been identified and made in to common files.
3	Tutor Files	Updating of Student Index cards has been carried out
4	Internal Audit	Senior Faculty members have also been added in the Audit committee in addition to HoDs


Dr.S.R.Rajabalayanan
Coordinator-AAC


Dr.C.Natarajan
Chairman-IQAC

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IQAC-Academic Audit Committee

CIRCULAR

HIT/IQAC-AAC /2021-22/04

27.04.2022

It is proposed to conduct internal audit in the departments of our Institution from 11/05/22 to 13/05/22. The details pertaining to NAAC, NBA, ISO & Internal Assessment files for the academic year 2020-21 & 2021-22 are to be physically verified. All faculty members are requested to cooperate the auditing team

Internal Audit Details

S.No	Auditors	Department to be audited	Date
1.	Dr. L. Vijayakumar / HoD-Pharma Prof. Moses Devaprasanna/AERO	Science and Humanities	11/05/22
2.	Dr. S.Jeyabharathi/ HoD- S&H Dr. K.Sakthivel/ S&H	Aeronautical Engineering	11/05/22
3.	Dr. K.Bharath/MBA Dr. J.Arun Prakash/AERO	Computer Science & Engineering	11/05/22
4.	Dr.A.Jameer Basha/CSE Dr.P.Jeyachithra/S&H	Electronics & Communication Engineering	12/05/22
5.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.Kavitha/ECE	Information Technology	12/05/22
6.	Dr.B.Paulchamy/ HoD-ECE Dr.S.Lokesh/CSE	Mechanical Engineering	12/05/22
7.	Dr.M.DuraiPandian/ HoD-IT Dr.K.Mahendran/ECE	Business Administration(MBA)	13/05/22
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr. D.M.Navarasu/HoD-MBA	Pharmaceutical Technology	13/05/22

[Signature]
27/4/22
Dr.S.R.Rajabalayanan
Coordinator-AAC

[Signature]
27.4.22
Dr.C.Natarajan
Principal



Dr. C. Natarajan, ME.Ph.D.,
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IQAC-Academic Audit Committee

Internal Audit Report

31.05.2022

The internal audit in the academic departments has been conducted from 11/05/22 to 13/05/22. As per the following schedule

S.No	Auditors	Department to be audited	Date
1.	Dr. L. Vijayakumar / HoD-Pharma Prof.Moses Devaprasanna/AERO	Science and Humanities	11/05/22
2.	Dr. S.Jeyabharathi/ HoD- S&H Dr. K.Sakthivel/ S&H	Aeronautical Engineering	11/05/22
3.	Dr. K.Bharath/MBA Dr. J.Arun Prakash/AERO	Computer Science & Engineering	11/05/22
4.	Dr.A.Jameer Basha/CSE Dr.P.Jeyachithra/S&H	Electronics & Communication Engineering	12/05/22
5.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.Kavitha/ECE	Information Technology	12/05/22
6.	Dr.B.Paulchamy/ HoD-ECE Dr.S.Lokesh/CSE	Mechanical Engineering	12/05/22
7.	Dr.M.DuraiPandian/ HoD-IT Dr.K.Mahendrakan/ECE	Business Administration(MBA)	13/05/22
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr. D.M.Navarasu/HoD-MBA	Pharmaceutical Technology	13/05/22

The auditors have been given direction to verify the details pertaining to NAAC,NBA,ISO & Internal Assessment. The observations and suggestions have been intimated to the department faculty members. A closing meeting has been convened on 31.05.2022 and report is presented to the HoDs and department academic coordinators

Dr.S.R.Rajabalayanan
Coordinator-AAC



Dr.C.Natarajan
Principal

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IQAC-Academic Audit Committee

CIRCULAR

HIT/IQAC-AAC /2021-22/03

12.11.2021

It is proposed to conduct internal audit in the departments of our Institution from 17/11/21 to 19/11/21. The details pertaining to NAAC, NBA, ISO & Internal Assessment files for the academic year 2021-22 are to be physically verified. All faculty members are requested to cooperate the auditing team

Internal Audit Details

S.No	Auditors	Department to be audited	Date
1.	Dr. L. Vijayakumar / HoD-Pharma Prof. Moses Devaprasanna/AERO	Science and Humanities	17/11/21
2.	Dr. S. Jeyabharathi/ HoD- S&H Dr. K. Sakthivel/ S&H	Aeronautical Engineering	17/11/21
3.	Dr. K. Bharath/MBA Dr. J. Arun Prakash/AERO	Computer Science & Engineering	17/11/21
4.	Dr. A. Jameer Basha/CSE Dr. P. Jeyachithra/S&H	Electronics & Communication Engineering	18/11/21
5.	Dr. K. P. Dhanabalakrishnan/ HoD-AERO Dr. S. Kavitha/ECE	Information Technology	18/11/21
6.	Dr. B. Paulchamy/ HoD-ECE Dr. S. Lokesh/CSE	Mechanical Engineering	18/11/21
7.	Dr. M. Durai Pandian/ HoD-IT Dr. K. Mahendran/ECE	Business Administration(MBA)	19/11/21
8.	Dr. S. R. Rajabalayanan/ HoD-MECH Dr. D. M. Navarasu/HoD-MBA	Pharmaceutical Technology	19/11/21

Dr. S. R. Rajabalayanan
Coordinator-AAC

Dr. C. Natarajan
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IQAC-Academic Audit Committee

Academic Audit Report –November 2021

It is decided to have the audit process during 17th-19th November 2021. The details pertaining to NAAC,NBA,ISO & Internal Assessment files for the academic year 2020-21 and 2021-22 ODD semester have been physically verified.

S.No	Auditors	Department to be audited	Major Observations
1.	Dr. L. Vijayakumar / HoD-Pharma Prof.Moses Devaprasanna/AERO	Science and Humanities	Details of Co curricular and Extra curricular activities have to be documented class wise Few course files need to be updated
2.	Dr. S.Jeyabharathi/ HoD- S&H Dr. K.Sakthivel/ S&H	Aeronautical Engineering	Hard copies of Magazine and Newsletter to be prepared Budget file need to be updated
3.	Dr. K.Bharath/MBA Dr. J.Arun Prakash/AERO	Computer Science & Engineering	Details of Events organized are to be consolidated and documented year wise
4.	Dr.A.Jameer Basha/CSE Dr.P.Jeyachithra/S&H	Electronics & Communication Engineering	Few course files need to improved with contents with respect to innovative teaching
5.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.Kavitha/ECE	Information Technology	Files containing events and professional body membership to be updated
6.	Dr.B.Paulchamy/ HoD-ECE Dr.S.Lokesh/CSE	Mechanical Engineering	Hard copies of Magazine and Newsletter to be prepared



7.	Dr.M.DuraiPandian/ HoD-IT Dr.K.Mahendrakan/ECE	Business Administration(MBA)	Student Project Files: Best Project award letter to be included
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr. D.M.Navarasu/HoD-MBA	Pharmaceutical Technology	Student diversity file has to be enhanced with documents like DOTE order

The details of academic audit in various departments have been disseminated. HoDs and academic coordinators have been requested to incorporate the changes/modifications/suggestions in the documentation of teaching learning process


Dr.S.R.Rajabalayanan
Coordinator-AAC


Dr.C.Natarajan
Principal

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