

***Hindusthan Institute of Technology***  
***Internal Quality Assurance Cell***  
**Academic & Administrative Audit Committee**

**2024-2025**



## ***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 & Administrative Audit**



## **Objectives of Academic & Administrative Audit**

The objective is to evaluate the performance of the institution and to identify the issues that are to be attended to in order to improve the quality of Teaching and learning.

- To understand the existing system and assess the strengths and weaknesses of the Department and Administrative units and to suggest the methods for improvement and for overcoming the weaknesses while teaching, learning and evaluation, student support and progression.
- To ensure the setting and maintenance of academic standards.
- To promote and enhance high quality teaching and to ensure the quality of students learning opportunities.
- To establish whether the Departments/ centers are functioning efficiently and effectively with proven records of capacity building, research projects and publications and extension over a period of time or not
- To identify the bottlenecks in the existing administrative mechanisms and to identify the Opportunities for academic reforms, administrative reforms and examination reforms for a Long term progression with excellence and to face the challenges of Internationalization in
- Higher education.
- To suggest the methods of improvement for maintaining quality in higher education.
- Internal Review Members will check all the class logbooks and personal logbooks of all the faculty members.
- Check the internal attendance of less than 75% students list.

- Check the logbook and e-campus entry with less than 80% students list, informed to parents, and come within next week to meet the dean.
- Slow learners list are identified and give special coaching class to train them
- Monitoring the Completion of syllabus as per the course plan.
- To take remedial actions which are necessary to improve the standard of the students and teaching learning process.

### **Input for the Academic Review and Audit Committee**

- BoS /Academic Council Minutes of Meeting
- Regulations
- Class committee and peer group meeting report
- Course coordinator file
- Attendance and assessment record
- Course information sheet
- Slow learners coaching and performance record
- Class advisor file & Faculty course file
- CO's & PO's attainments





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HITECH/IQAC/AAC/2024-25/odd/1

09.12.2024

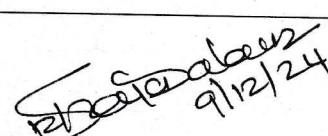
## CIRCULAR


Sub: Members of Academic Audit Committee-reg

The Academic Audit Committee has been reconstituted with the following members with effect from 13.12.2024.

### Academic Audit Committee

<b>Co-Ordinator</b>
Dr.S.R.Rajabalayanan/ HoD-Mech
<b>Co-coordinator</b>
Dr.L.Vijayakumar / HoD-Pharma
<b>Members</b>
Dr.B.Paulchamy/ HoD-ECE
Dr.R.Senthilkumar/CSE
Dr.R.Ayyamperumal/MBA
Dr.M.Duraipandian/ HoD-IT
Dr.K.Mahendran/ECE
Dr.K.Sakthivel/S&H
Dr.K.P.Dhanabalakrishnan/ HoD-Aero
Dr.S.Kavitha/ECE
Dr.R.Sivakumar/S&H
Dr.D.Prakash/S&H
Prof.R.Selvendran/Mech
Dr. S.Jeyabharathi/ HoD-S&H
Dr.N.B.Maheshkumar/CSE
Dr.A.Purushothaman /ECE
Dr. D.M.Navarasu/HoD-MBA
Dr.P.Jeyachithra/S&H
Prof. B.Manikandan/IT
Dr.A.Jameer Basha/HOD-CSE
Dr.K.Kalpana/ECE
Prof.Moses Devaprasanna/Aero
Dr.S.Ramasamy/CSE
Mrs.J.Shoba/S&H
Prof.S.Mathivanan/AP-Mech

  
Dr.S.R.Rajabalayanan  
Coordinator-IQAC

  
Dr.C.Natarajan  
Chairman-IQAC





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HITECH/IQAC/AAC/2024-25/odd/2

09.12.2024

### **CIRCULAR**

Sub: Meeting of Members of Academic Audit Committee-reg.

It is proposed to have a meeting with Academic Audit Committee members on 13/12/2024 at 10.30 AM in Board room. All members are requested to attend this meeting.

#### **Agenda:**

1. Formation of Internal audit committees
2. Internal audit schedule
3. Any other matter

*[Handwritten signature]*  
9/12/24

Dr.S.R.Rajabalayanan  
Coordinator-AAC

#### **Copy to**

1. Principal
2. Committee Members
3. File



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## Academic Audit Committee Meeting – Attendance

S.No.	Name of the Auditors	Signature of the Attendee
1.	Dr.S.R.Rajabalayanan/ HoD-Mech	
2.	Dr. L.Vijayakumar / HoD-Pharma	
3.	Dr.B.Paulchamy/ HoD-ECE	
4.	Dr.R.Senthilkumar/CSE	
5.	Dr.R.Ayyamperumal/MBA	
6.	Dr.M.Duraipandian/ HoD-IT	
7.	Dr.K.Mahendran/ECE	
8.	Dr.K.Sakthivel/S&H	
9.	Dr.K.P.Dhanabalakrishnan/ HoD-Aero	
10.	Dr.S.Kavitha/ECE	
11.	Dr.R.Sivakumar/S&H	
12.	Dr.D.Prakash/S&H	
13.	Prof.R.Selvendran/Mech	
14.	Dr. S.Jeyabharathi/ HoD-S&H	
15.	Dr.N.B.Maheshkumar/CSE	
16.	Dr.A.Purushothaman /ECE	
17.	Dr. D.M.Navarasu/HoD-MBA	
18.	Dr.P.Jeyachithra/S&H	
19.	Prof. B.Manikandan/IT	
20.	Dr.A.Jameer Basha/HOD-CSE	
21.	Dr.K.Kalpana/ECE	
22.	Prof.Moses Devaprasanna/Aero	
23.	Dr.S.Ramasamy/CSE	
24.	Mrs.J.Shoba/S&H	
25.	Prof.S.Mathivanan/AP-Mech	





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## **Academic Audit Committee**

### **Minutes of the Meeting of Academic Audit Committee**

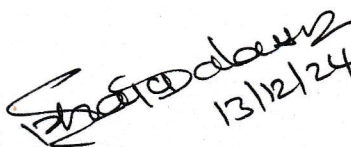
<b>Date &amp; Time</b>	<b>:13/12/2024 / 10.30 AM</b>
<b>Venue</b>	<b>:HiTech Board Room</b>

The meeting started with introductory notes about the activities of Academic audit committee by the coordinator Dr.S.R.Rajabalayanan.

The following points were discussed:

- ❖ The committee discussed the constitution of Internal Audit Committees comprising senior faculty members from various departments.
- ❖ It was resolved to form the committees to ensure effective and impartial conduct of the internal audit.
- ❖ The schedule for the internal audit was deliberated, and it was proposed to conduct the internal audit during the stipulated period.
- ❖ The detailed audit schedule will be communicated to all departments in advance.
- ❖ Other related matters concerning the internal audit process were discussed, and necessary clarifications were provided to the committee members.

  
Dr.L.Vijayakumar  
Co-Coordinator-AAC

  
Dr.S.R.Rajabalayanan  
Coordinator-AAC

Copy to

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



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### **Academic Audit Committee**

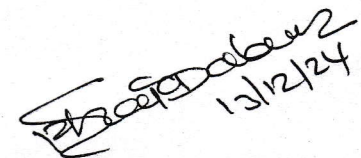
#### **Action Taken Report**

A meeting of the committee constituted for Academic audit was held in board room on 13.12.2024 at 10.30 AM in the Board Room.

The following are the details of action taken

- Internal Audit Committees comprising senior faculty members from various departments were constituted to ensure effective and impartial conduct of the internal audit.
- The internal audit schedule was finalized in accordance with the discussions, and the audit is planned to be conducted during the stipulated period.
- The detailed audit schedule was communicated to all departments well in advance.
- Necessary clarifications regarding the internal audit process were provided to the committee members, and departments were guided accordingly.

  
Dr.L.Vijayakumar  
Co-Coordinator-AAC

  
Dr.S.R.Rajabalayanan  
Coordinator-AAC

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## IQAC - Academic & Administrative Audit Committee

### CIRCULAR

HIT/IQAC-AAC /2024-25/Odd/03

16.12.2024

It is proposed to conduct Academic & Administrative Audit in the departments/Divisions of our Institution for the academic year 2024-25 (Odd Sem). The details pertaining to NAAC, NBA & ISO files for the academic year 2024-25 (Odd Sem) are to be physically verified. All faculty members are requested to co-operate with the auditing team.

S.No.	Name of the Auditors	Department to be Audited	Date of PreAudit	Date of Closure Audit	Date of External Audit
1.	Dr.B.Paulchamy/ HoD-ECE Dr.R.Senthilkumar/CSE Dr.R.Ayyamperumal/MBA	Science & Humanities	23/12/24	06/01/25	23/01/25
2.	Dr.M.Duraipandian/ HoD-IT Dr.K.Mahendran/ECE Dr.K.Sakthivel/S&H	Aeronautical Engineering	23/12/24	06/01/25	
3.	Dr.K.P.Dhanabalakrishnan/ HoD-Aero Dr.S.Kavitha/ECE Dr.R.Sivakumar/S&H	Computer Science & Engineering	23/12/24	06/01/25	
4.	Dr. L.Vijayakumar / HoD-Pharma Dr.D.Prakash/S&H Prof.R.Selvendran/Mech	Electronics & Communication Engg.	23/12/24	06/01/25	
5.	Dr. S.Jeyabharathi/ HoD-S&H Dr.N.B.Maheshkumar/CSE Dr.A.Purushothaman /ECE	Information Technology	24/12/24	07/01/25	
6.	Dr. D.M.Navarasu/HoD-MBA Dr.P.Jeyachitra/S&H Prof. B.Manikandan/IT	Mechanical Engineering	24/12/24	07/01/25	
7.	Dr.A.Jameer Basha/HOD-CSE Dr.K.Kalpna/ECE Prof.Moses Devaprasanna/Aero	MBA	24/12/24	07/01/25	
8.	Dr.S.R.Rajabalayanan/ HoD-Mech Dr.S.Ramasamy/CSE	Pharmaceutical Technology	24/12/24	07/01/25	
9.	Dr. B. Paulchamy/ECE Mrs.J.Shoba/S&H	Central Library	26/12/24	08/01/25	
10.	Dr. A.Jameer Basha/ HoD-CSE Dr.K.Mahendran/ASP-ECE	Controller of Examinations	26/12/24	08/01/25	
11.	Dr.M.DuraiPandian/HOD-IT Dr.D.M.Navarasu/HOD-MBA Dr.P.Jayachitra/ASP-S&H	NSS/NSO/NCC/Clubs/ Societies	26/12/24	08/01/25	
12.	Dr.R.Sivakumar/S&H Prof.S.Mathivanan/AP-Mech	Office	26/12/24	08/01/25	

External Auditor:

Dr. J. Manikandan, Professor, Dept. of Mechanical Engineering, Hindusthan College of Engineering & Technology

IQAC

Dr. L. Vijayakumar  
Coordinator-AAC

Dr. S. R. Rajabalayanan  
Coordinator-IQAC

Dr. C. Natarajan  
Principal

**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  
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IQAC-Academic & Administrative Audit Committee



## Report on Academic & Administrative Audit December 2024

### 1. Objectives:

- To promote self-reflection among all departments/sections/clubs/societies of the Institute being audited.  
To promote self-improvement measures among all departments/sections/ clubs/societies of the Institute being audited
- To conduct quality checks on different activities undertaken in all departments to meet expected outcomes.  
To promote adoption of best practices.

### 2. Scope of Audit and details of Auditors:

S.No	Auditors	Department to be audited	Date
1.	Dr.B.Paulchamy/ HoD-ECE Prof.D.Vidhya/CSE Dr.R.Ayyamperumal/MBA	Science and Humanities	23.12.2024
2.	Dr.M.DuraiPandian/ HoD-IT Dr.K.Mahendran/ECE Dr.K.Sakthivel/S&H	Aeronautical Engineering	23.12.2024
3.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.Kavitha/ECE Dr.R.Sivakumar/S&H	Computer Science & Engineering	23.12.2024
4.	Dr. L.Vijayakumar / HoD-Pharma Dr.D.Prakash/ S&H Prof.R.Selvendran/MECH	Electronics & Communication Engineering	24.12.2024
5.	Dr. S.Jeyabharathi/ HoD- S&H Dr.N.B.Maheshkumar Dr.A.Purushothaman /ECE	Information Technology	24.12.2024
6.	Dr. D.M.Navarasu/HoD-MBA Dr.P.Jeyachithra/S&H Prof. B.Manikandan/IT	Mechanical Engineering	24.12.2024
7.	Dr.A.Jameer Basha/CSE Dr. K. Kalpana Prof.Moses Devaprasanna/AERO	Business Administration(MBA)	26.12.2024
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.S.Ramasamy/CSE	Pharmaceutical Technology	26.12.2024



S.No	External Auditor
1.	Dr.J.Manikandan, Professor, Department of Mechanical Engineering, Hindusthan College of Engineering and Technology

#### 4. Audit Process:

##### 4.1. Details of Internal Assessment

Each department has been directed to prepare the details of internal assessment for the year 2023-24. The class advisor, Department Examination coordinator and HoD submit the class wise internal assessment details as per class information sheet to the audit team

Audit team examines the quality of Internal assessment question paper, Individual assignments, Seminar presentations, Quiz and Project works

The marks distribution for the components of internal assessment is checked by the audit team members

##### 4.2 Details of Department

Each Department has been directed to prepare Department Academic audit report and display of files ( ISO,NAAC & NBA).The Audit team visits and conducts onsite evaluation through check of documents and interaction with stakeholders.

The audit report has been prepared citing commendation, affirmation and recommendation for each Department.

#### 5. List of files and documents audited

##### 5.1 In departments the following List of Files have been audited

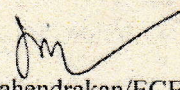
S.No	List of Files
1.	Internal Assessment Details
2.	Academic audit reports
3.	NBA Files
4.	NAAC Files
5.	ISO Files

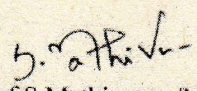


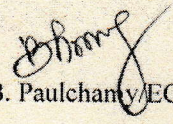
## 6. Observation and Recommendations

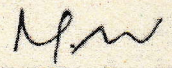
S.No	Department	Observation and Recommendations
1	Science and Humanities	<ul style="list-style-type: none"> <li>Course files of I semester courses have been audited</li> <li>Fine Arts club,Yoga club activities are to be documented</li> </ul>
2	Aeronautical Engineering	<ul style="list-style-type: none"> <li>Department newsletter has to be printed and kept as hard copy</li> </ul>
3	Computer Science & Engineering	<ul style="list-style-type: none"> <li>CO-PO Mapping has to be done effectively</li> </ul> <p>Department newsletter has to be printed and kept as hard copy</p>
4	Electronics & Communication Engineering	<ul style="list-style-type: none"> <li>CO-PO Mapping has to be done effectively</li> <li>More programs may be arranged for students counseling</li> <li>Department newsletter has to be printed and kept as hard copy</li> </ul>
5	Information Technology	<ul style="list-style-type: none"> <li>Club activities are to be documented</li> </ul>
6	Mechanical Engineering	<ul style="list-style-type: none"> <li>CO-PO Mapping has to be done effectively</li> <li>More programs may be arranged for students counseling</li> <li>Department newsletter has to be printed and kept as hard copy</li> </ul>
7	Business Administration(MBA)	<ul style="list-style-type: none"> <li>Course files have to be completed</li> </ul>
8	Pharmaceutical Technology	<ul style="list-style-type: none"> <li>More programs may be arranged for students counseling</li> </ul>



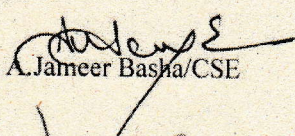
  
Dr. K. Mahendrakam/ECE

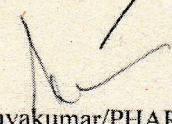
  
Prof. S. Mathivanan/MECH

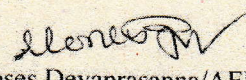
  
Dr. B. Paulchand/ECE

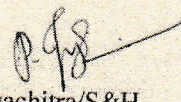
  
Dr. M. Durai Pandian/IT

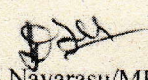
  
Dr. S. Kavitha/ECE

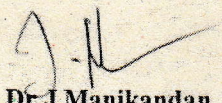
  
Dr. A. Jameer Basha/CSE

  
Dr. L. Vijayakumar/PHARMA

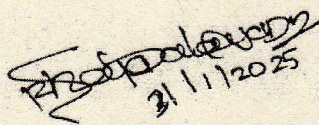
  
Prof. Moses Devaprasanna/AERO

  
Dr. P. Jayachitra/S&H

  
Dr. D. M. Navarasu/MBA

  
Dr. J. Manikandan,

Professor, Department of Mechanical  
Engineering, Hindusthan College of  
Engineering and Technology

  
Dr. S. R. Rajabalayanan

Coordinator-IQAC

**Dr. S. R. RAJABALAYANAN**  
Coordinator

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Dr. C. Natarajan

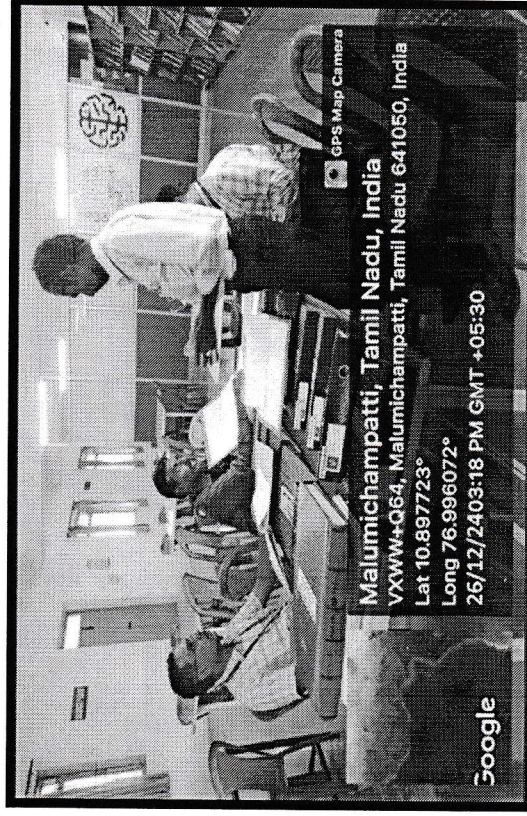
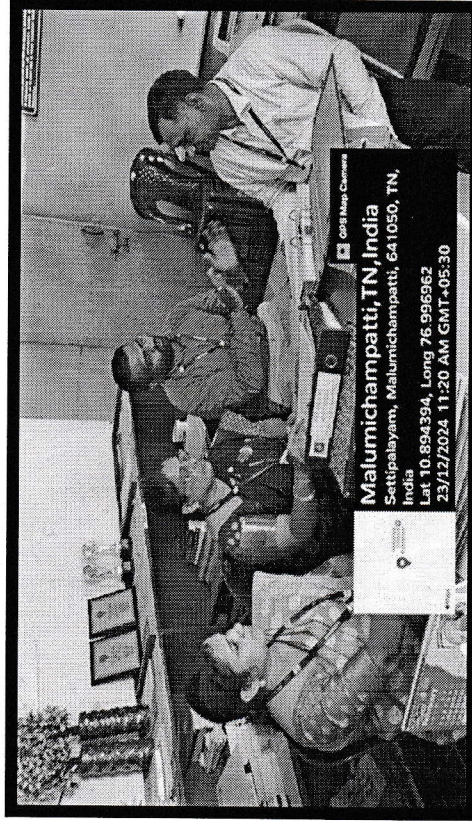
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## IQAC Academic Audit-2024-25





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05.05.2025

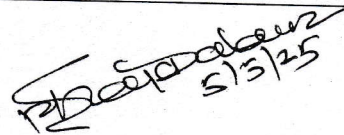
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Dr.K.Sakthivel/S&H
Dr.R.Thirumalai/ HoD-Aero
Dr.S.Kavitha/ECE
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Dr.N.B.Maheshkumar/CSE
Dr.A.Purushothaman /ECE
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Dr.S.R.Rajabalayanan  
Coordinator-IQAC

  
Dr.C.Natarajan  
Chairman-IQAC





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HITECH/IQAC/AAC/2024-25/even/2

05.05.2025


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It is proposed to have a meeting with Academic Audit Committee members on 06/05/2025 at 3.30 PM in Board room. All members are requested to attend this meeting.

Agenda:

1. Formation of Internal audit committees
2. Internal audit schedule
3. Any other matter

  
5/5/25

Dr.S.R.Rajabalayanan  
Coordinator-AAC

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13.	Prof.R.Selvendran/Mech	
14.	Dr. S.Jeyabharathi/ HoD-S&H	
15.	Dr.N.B.Maheshkumar/CSE	
16.	Dr.A.Purushothaman /ECE	
17.	Dr. D.M.Navarasu/HoD-MBA	
18.	Dr.P.Jeyachithra/S&H	
19.	Prof. B.Manikandan/IT	
20.	Dr.A.Jameer Basha/HOD-CSE	
21.	Dr.K.Kalpna/ECE	
22.	Prof.Moses Devaprasanna/Aero	
23.	Dr.S.Ramasamy/CSE	
24.	Mrs.J.Shoba/S&H	



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## **Academic Audit Committee**


### **Minutes of the Meeting of Academic Audit Committee**


<b>Date &amp; Time</b>	<b>:06/05/2025 / 3.30 PM</b>
<b>Venue</b>	<b>:HiTech Board Room</b>

The meeting started with introductory notes about the activities of Academic audit committee by the coordinator Dr.S.R.Rajabalayanan.

The following points were discussed:

- The committee discussed the formation of Internal Audit Committees for the forthcoming semester.
- It was proposed to constitute the committees with senior faculty members from various departments to ensure effective and unbiased conduct of the internal audit.
- The internal audit schedule for the semester was deliberated.
- It was proposed to finalize the audit plan at the beginning of the semester and communicate the detailed schedule to all departments in advance for timely preparation.
- Other matters related to the internal audit process for the semester were discussed.
- Suggestions to improve documentation practices and inter-departmental coordination were noted, and necessary clarifications were provided to the committee members

  
Dr.L.Vijayakumar  
Co-Coordinator-AAC

  
Dr.S.R.Rajabalayanan  
Coordinator-AAC

Copy to

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





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## **Academic Audit Committee**


### **Action Taken Report**

A meeting of the committee constituted for Academic audit was held in board room on 06.05.2025 at 3.30 PM in the Board Room.

The following are the details of action taken

- Internal Audit Committees for the forthcoming semester were constituted with senior faculty members from various departments to ensure effective and unbiased conduct of the internal audit.
- The internal audit plan was finalized at the beginning of the semester, and the detailed audit schedule was communicated to all departments in advance for timely preparation.
- Measures to improve documentation practices and inter-departmental coordination were initiated, and necessary clarifications regarding the internal audit process were communicated to the committee members.

  
Dr.L.Vijayakumar  
Co-Coordinator-AAC

  
Dr.S.R.Rajabalayanan  
Coordinator-AAC

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## IQAC – Academic & Administrative Audit Committee

### CIRCULAR

HIT/IQAC-AAC /2024-25/Even/03

12.05.2025

It is proposed to conduct Academic & Administrative Audit in the departments/Divisions of our Institution for the academic year 2024-25 (Even Sem). The details pertaining to NAAC, NBA & ISO files for the academic year 2024-25 (Even Sem) are to be physically verified. All faculty members are requested to co-operate with the auditing team.

### Audit Details

S.No.	Name & Designation of the Auditors	Department to be Audited	Date of PreAudit	Date of Closure Audit	Date of External Audit
1.	Dr.B.Paulchamy/ HoD-ECE Dr.R.Senthilkumar/CSE Dr.R.Ayyamperumal/MBA	Science & Humanities	19/05/25	28/05/25	30/05/25
2.	Dr.M.DuraiPandian/ HoD-IT Dr.K.Mahendran/ECE Dr.K.Sakthivel/S&H	Aeronautical Engineering	19/05/25	28/05/25	
3.	Dr.R.Thirumalai/ HoD-AERO Dr.S.Kavitha/ECE Dr.R.Sivakumar/S&H	Computer Science & Engineering	19/05/25	28/05/25	
4.	Dr. L.Vijayakumar / HoD-Pharma Dr.D.Prakash/ S&H Prof.R.Selvendran/MECH	Electronics & Communication Engg.	19/05/25	28/05/25	
5.	Dr. S.Jeyabharathi/ HoD- S&H Dr.N.B.Maheshkumar/CSE Dr.A.Purushothaman /ECE	Information Technology	20/05/25	28/05/25	
6.	Dr. D.M.Navarasu/HoD-MBA Dr.P.Jeyachithra/S&H Prof. B.Manikandan/IT	Mechanical Engineering	20/05/25	28/05/25	
7.	Dr.A.Jameer Basha/CSE Dr. K. Kalpana/CSE	MBA	20/05/25	29/05/25	
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.S.Ramasamy/CSE	Pharmaceutical Technology	20/05/25	29/05/25	
9.	Prof. B.Manikandan/IT Mrs.J.Shoba/S&H	Central Library	21/05/25	29/05/25	
10.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.R.Ayyamperumal/MBA	Controller of Examinations Office	21/05/25	29/05/25	
11.	Dr.S.Kavitha/ECE Dr.R.Sivakumar/S&H Prof.R.Selvendran/MECH	NSS/NSO/NCC/Clubs/ Societies	21/05/25	29/05/25	
12.	Dr.A.Purushothaman /ECE Prof.Moses Devaprasanna/AERO	Office	21/05/25	29/05/25	

External Auditor:

Dr.J.Manikandan, Professor, Dept. of Mechanical Engineering, Hindusthan College of Engg. & Technology

Dr. L.Vijayakumar  
Coordinator-AAC

Dr.S.R.Rajabalayanan  
Coordinator-IQAC

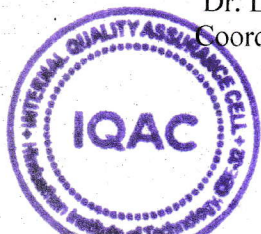
Dr.C.Natarajan  
Principal

**Dr.S.R. RAJABALAYANAN**  
Coordinator

**Dr. C. Natarajan, ME.Ph.D.,**  
PRINCIPAL

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

Hindusthan Institute of Technology  
Coimbatore - 641 032.







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IQAC-Academic & Administrative Audit Committee



## Report on Academic & Administrative Audit May 2025

### 1. Objectives:

- To promote self-reflection among all departments/sections/clubs/societies of the Institute being audited.
- To promote self-improvement measures among all departments/sections/ clubs/societies of the Institute being audited
- To conduct quality checks on different activities undertaken in all departments to meet expected outcomes.
- To promote adoption of best practices.

### 2. Scope of Audit and details of Auditors:

S.No.	Name & Designation of the Auditors	Department to be Audited	Date of PreAudit	Date of Closure Audit	Date of External Audit
1.	Dr.B.Paulchamy/ HoD-ECE Dr.R.Senthilkumar/CSE Dr.R.Ayyamperumal/MBA	Science & Humanities	19/05/25	28/05/25	30/05/25
2.	Dr.M.DuraiPandian/ HoD-IT Dr.K.Mahendran/ECE Dr.K.Sakthivel/S&H	Aeronautical Engineering	19/05/25	28/05/25	
3.	Dr.R.Thirumalai/ HoD-AERO Dr.S.Kavitha/ECE Dr.R.Sivakumar/S&H	Computer Science & Engineering	19/05/25	28/05/25	
4.	Dr. L.Vijayakumar / HoD-Pharma Dr.D.Prakash/ S&H Prof.R.Selvendran/MECH	Electronics & Communication Engg.	19/05/25	28/05/25	
5.	Dr. S.Jeyabharathi/ HoD- S&H Dr.N.B.Maheshkumar/CSE Dr.A.Purushothaman /ECE	Information Technology	20/05/25	28/05/25	
6.	Dr. D.M.Navarasu/HoD-MBA Dr.P.Jeyachithra/S&H Prof. B.Manikandan/IT	Mechanical Engineering	20/05/25	28/05/25	
7.	Dr.A.Jameer Basha/CSE Dr. K. Kalpana/CSE	MBA	20/05/25	29/05/25	
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.S.Ramasamy/CSE	Pharmaceutical Technology	20/05/25	29/05/25	
9.	Prof. B.Manikandan/IT Mrs.J.Shoba/S&H	Central Library	21/05/25	29/05/25	
10.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.R.Ayyamperumal/MBA	Controller of Examinations Office	21/05/25	29/05/25	



11.	Dr.S.Kavitha/ECE Dr.R.Sivakumar/S&H Prof.R.Selvendran/MECH	NSS/NSO/NCC/Clubs/ Societies	21/05/25	29/05/25	
12.	Dr.A.Purushothaman /ECE Prof.Moses Devaprasanna/AERO	Office	21/05/25	29/05/25	

S.No	External Auditor
1.	Dr.J.Manikandan, Professor, Department of Mechanical Engineering, Hindusthan College of Engineering and Technology

#### 4. Audit Process:

##### 4.1. Details of Internal Assessment

Each department has been directed to prepare the details of internal assessment for the year 2024-25. The class advisor, Department Examination coordinator and HoD submit the class wise internal assessment details as per class information sheet to the audit team

Audit team examines the quality of Internal assessment question paper, Individual assignments, Seminar presentations, Quiz and Project works

The marks distribution for the components of internal assessment is checked by the audit team members

##### 4.2 Details of Department

Each Department has been directed to prepare Department Academic audit report and display of files ( ISO,NAAC & NBA).The Audit team visits and conducts onsite evaluation through check of documents and interaction with stakeholders.

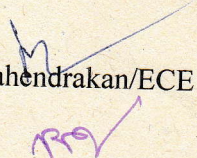
The audit report has been prepared citing commendation, affirmation and recommendation for each Department.

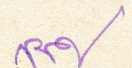
#### 5. List of files and documents audited

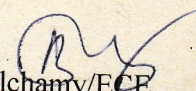
##### 5.1 In departments the following List of Files have been audited

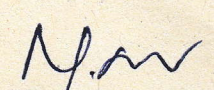
S.No	List of Files
1.	Internal Assessment Details
2.	Academic audit reports
3.	NBA Files
4.	NAAC Files
5.	ISO Files




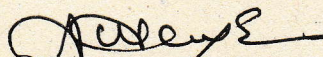
  
Dr. K. Mahendrakhan/ECE

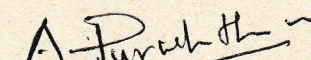
  
Dr. R. Thirumalai/ HoD-AERO

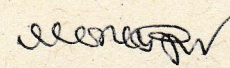
  
Dr. B. Paulchamy/ECE

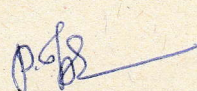
  
Dr. M. Durai Pandian/IT

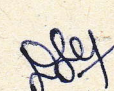
  
Dr. S. Kavitha/ECE

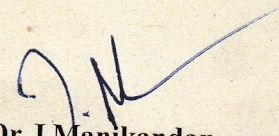
  
Dr. A. Jameer Basha/CSE

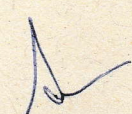
  
Dr. A. Purushothaman /ECE

  
Prof. Moses Devaprasanna/AERO

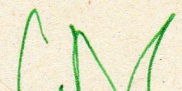
  
Dr. P. Jayachitra/S&H

  
Dr. D. M. Navarasu/MBA

  
**Dr. J. Manikandan,**  
Professor, Department of Mechanical  
Engineering, Hindusthan College of  
Engineering and Technology

  
Dr. L. Vijayakumar  
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Dr. S. R. Rajabalayanan  
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Dr. C. Natarajan  
Principal

