

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



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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Report on Academic & Administrative Audit December 2025

1. Objectives:

- To promote systematic self-reflection among all departments, sections, clubs, and societies of the Institute undergoing academic audit.
- To encourage continuous self-improvement initiatives among all departments, sections, clubs, and societies based on audit observations and feedback.
- To conduct structured quality checks on academic, co-curricular, and administrative activities undertaken by all departments to ensure achievement of expected outcomes.
- To facilitate the identification, adoption, and dissemination of best practices across departments, sections, clubs, and societies to enhance overall institutional performance.

2. Scope of Audit and details of Auditors:

| S.No. | Name of the Auditors | Department to be Audited | Date of PreAudit | Date of Closure Audit | Date of External Audit |
|-------|--|-----------------------------------|------------------|-----------------------|------------------------|
| 1. | Dr.M.DuraiPandian/ HoD-IT Dr.R.Ayyamperumal/ASP-MBA Mr.K.Murugan/AP-CSE | Science & Humanities | 22/12/25 | 07/01/26 | 23/01/26 |
| 2. | Dr. S.Jeyabharathi/ HoD-S&H Dr.D.Jeyakumari/Prof-ECE Mr.B.Manikandan/AP-IT | Aeronautical Engineering | 22/12/25 | 07/01/26 | |
| 3. | Dr. S.Elango/HoD-MBA Mr.S.Tamil Selvan/AP-AERO Mr.Dixon Jim Joseph/AP-MECH | Computer Science & Engineering | 22/12/25 | 07/01/26 | |
| 4. | Dr.R.Thirumalai/HoD-AERO Dr.A.V.Santhosh Babu/Prof-IT Dr.R.T.Subhalakshmi/AP-CSE | Electronics & Communication Engg. | 22/12/25 | 07/01/26 | |
| 5. | Dr. L.Vijayakumar/HoD-PT Dr.S.Ramasamy/ASP-CSE Mr.R.Selvendran/AP-MECH | Information Technology | 23/12/25 | 08/01/26 | |
| 6. | Dr.B.Paulchamy/HoD-ECE Dr.N.B.Maheshkumar/ASP-CSE Dr.R.Sivakumar/AP-CHE | Mechanical Engineering | 23/12/25 | 08/01/26 | |
| 7. | Dr.A.Jameer Basha/HOD-CSE Dr.K.Mahendrakan/ASP-ECE Mrs.G.Kavi Priya/AP-IT | MBA | 23/12/25 | 08/01/26 | |
| 8. | Dr.S.R.Rajabalayanan/HoD-Mech Mr.B.Hakkem/AP-ECE | Pharmaceutical Technology | 23/12/25 | 08/01/26 | |
| 9. | Dr.S.Kavitha/Prof-ECE Mr.Moses Devaprasanna/AP-Aero Mrs.J.Shoba/AP-CHE | Central Library | 24/12/25 | 09/01/26 | |
| 10. | Dr.S.R.Rajabalayanan/HoD-Mech Dr.K.Sakthivel/Prof-PHY Dr.R.Senthilkumar/AP-CSE | Controller of Examinations | 24/12/25 | 09/01/26 | |
| 11. | Dr.A.Purushothaman/Prof-ECE Mr.M.Viswanath/AP-MECH | NSS/NSO/NCC/Clubs/Societies | 24/12/25 | 09/01/26 | |
| 12. | Dr.P.Jayachitra/Prof-MAT Mr.S.Mathivanan/AP-MECH | Office | 24/12/25 | 09/01/26 | |

| 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

All departments were instructed to prepare and submit the details of internal assessment for the Academic Year 2025-26 (Odd Semester). The Class Advisor, Department Examination Coordinator, and Head of the Department submitted class-wise internal assessment details in the prescribed Class Information Sheet format to the Academic Audit Team.

The Academic Audit Team examined the quality of internal assessment components, including question papers, individual assignments, seminar presentations, quizzes, and project works, to ensure alignment with course outcomes and academic standards.

Further, the audit team verified the marks distribution for various internal assessment components to ensure uniformity, transparency, and compliance with institutional and university assessment regulations.

4.2. Details of Department

Each department was instructed to prepare a Departmental Academic Audit Report and ensure the systematic display and maintenance of academic and administrative files in compliance with ISO, NAAC, and NBA requirements.

The Academic Audit Team conducted on-site evaluations by verifying relevant documents and interacting with key stakeholders, including faculty members, students, and supporting staff, to assess the effectiveness of departmental academic processes.

Based on the evaluation, a comprehensive audit report was prepared for each department, highlighting commendations, affirmations, and recommendations aimed at strengthening academic quality and promoting continuous improvement.

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">• CO-PO Mapping has to be done effectively |
| 2 | Aeronautical Engineering | <ul style="list-style-type: none">• The contents of the course files of the subjects can be arranged properly |
| 3 | Computer Science & Engineering | <ul style="list-style-type: none">• Department newsletter has to be printed and kept as hard copy |
| 4 | Electronics & Communication Engineering | <ul style="list-style-type: none">• More programs may be arranged for students counseling |
| 5 | Information Technology | <ul style="list-style-type: none">• Department newsletter has to be printed and kept as hard copy |
| 6 | Mechanical Engineering | <ul style="list-style-type: none">• CO-PO Mapping has to be done effectively• Department newsletter has to be printed and kept as hard copy |
| 7 | Business Administration(MBA) | <ul style="list-style-type: none">• Course files to be completed |
| 8 | Pharmaceutical Technology | <ul style="list-style-type: none">• Department club activities are to be documented |



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IQAC - Academic & Administrative Audit Committee



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HIT/IQAC-AAC /2025-26/ODD/03

11.12.2025

It is proposed to conduct internal audit in the departments of our Institution for the academic year 2025-26 (Odd Sem). The details pertaining to NAAC, NBA & ISO files for the academic year 2025-26 (Odd Sem) are to be physically verified. All faculty members are requested to co-operate 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.M.DuraiPandian/ HoD-IT Dr.R.Ayyamperumal/ASP-MBA Mr.K.Murugan/AP-CSE | Science & Humanities | 22/12/25 | 07/01/26 | 23/01/26 |
| 2. | Dr. S.Jeyabharathi/ HoD-S&H Dr.D.Jeyakumari/Prof-ECE Mr.B.Manikandan/AP-IT | Aeronautical Engineering | 22/12/25 | 07/01/26 | |
| 3. | Dr. S.Elango/HoD-MBA Mr.S.Tamil Selvan/AP-AERO Mr.Dixon Jim Joseph/AP-MECH | Computer Science & Engineering | 22/12/25 | 07/01/26 | |
| 4. | Dr.R.Thirumalai/HoD-AERO Dr.A.V.Santhosh Babu/Prof-IT Dr.R.T.Subhalakshmi/AP-CSE | Electronics & Communication Engg. | 22/12/25 | 07/01/26 | |
| 5. | Dr. L.Vijayakumar/HoD-PT Dr.S.Ramasamy/ASP-CSE Mr.R.Selvendran/AP-MECH | Information Technology | 23/12/25 | 08/01/26 | |
| 6. | Dr.B.Paulchamy/HoD-ECE Dr.N.B.Maheshkumar/ASP-CSE Dr.R.Sivakumar/AP-CHE | Mechanical Engineering | 23/12/25 | 08/01/26 | |
| 7. | Dr.A.Jameer Basha/HOD-CSE Dr.K.Mahendrakan/ASP-ECE Mrs.G.Kavi Priya/AP-IT | MBA | 23/12/25 | 08/01/26 | |
| 8. | Dr.S.R.Rajabalayanan/HoD-Mech Mr.B.Hakkem/AP-ECE | Pharmaceutical Technology | 23/12/25 | 08/01/26 | |
| 9. | Dr.S.Kavitha/Prof-ECE Mr.Moses Devaprasanna/AP-Aero Mrs.J.Shoba/AP-CHE | Central Library | 24/12/25 | 09/01/26 | |
| 10. | Dr.S.R.Rajabalayanan/HoD-Mech Dr.K.Sakthivel/Prof-PHY Dr.R.Senthilkumar/AP-CSE | Controller of Examinations | 24/12/25 | 09/01/26 | |
| 11. | Dr.A.Purushothaman/Prof-ECE Mr.M.Viswanath/AP-MECH | NSS/NSO/NCC/Clubs/Societies | 24/12/25 | 09/01/26 | |
| 12. | Dr.P.Jayachitra/Prof-MAT Mr.S.Mathivanan/AP-MECH | Office | 24/12/25 | 09/01/26 | |

External Auditor: Dr. J. Manikandan, Professor, Dept. of Mechanical Engg., Hindusthan College of Engg. & Technology

Dr. L.Vijayakumar
Coordinator-AAC

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. C. Natarajan
Principal

Dr. L. VIJAYAKUMAR
Associate Professor & Head
Department of Pharmaceutical Technology
Hindusthan Institute of Technology,
Coimbatore - 641 032.

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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HITECH/IQAC/AAC/2025-26/odd/1

02.12.2025

CIRCULAR

Sub: Members of Academic Audit Committee-reg

The Academic Audit Committee has been reconstituted with the following members with effect from 03.12.2025.

Academic Audit Committee

| Co-Ordinator |
|------------------------------------|
| Dr.S.R.Rajabalayanan/ HoD-Mech |
| Co-ordinator |
| Dr.L.Vijayakumar / HoD-Pharma |
| Members |
| Dr.B.Paulchamy/ HoD-ECE |
| Dr.R.Senthilkumar/CSE |
| Dr.R.Ayyamperumal/MBA |
| Dr.M.Duraipandian/ HoD-IT |
| Dr.K.Mahendrakan/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. S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

2/12/25

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

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
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HITECH/IQAC/AAC/2025-26/odd/2

02.12.2025

CIRCULAR

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

It is proposed to have a meeting with Academic Audit Committee members on 09/12/2025 at 2.30 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

*Approved December 2025
21/12/25*

Dr.S.R.Rajabalayanan
Coordinator-AAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

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.Mahendrakan/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

| | |
|-------------|------------------------|
| Date & Time | : 09/12/2025 / 2.30 PM |
| Venue | : HiTech Board Room |

- The meeting of the Academic Audit Committee was held on 09th December 2025 at 2.30 PM in the HiTech Board Room.
- The meeting commenced with introductory remarks by Dr. S. R. Rajabalayanan, Coordinator – Academic Audit Committee. He welcomed all the members and briefed them on the objectives, scope, and significance of the Academic Audit Committee in ensuring continuous improvement in academic quality and institutional performance.
- Dr. S. R. Rajabalayanan highlighted the key activities undertaken by the committee, including monitoring of academic processes, compliance with academic regulations, evaluation of teaching–learning practices, and alignment of academic outcomes with institutional goals.
- The committee members deliberated on the academic audit framework, documentation practices, quality benchmarks, and areas requiring improvement. Suggestions were invited from the members for strengthening academic governance and enhancing the effectiveness of audit mechanisms.
- After detailed discussions, the committee emphasized the need for systematic documentation, timely implementation of corrective actions, and continuous monitoring of academic processes to sustain quality standards.
- The meeting concluded with a vote of thanks proposed by the Coordinator, expressing gratitude to all the members for their valuable inputs and active participation.

Dr.L.Vijayakumar
Co-Coordinator-AAC

*Dr.S.R.Rajabalayanan
2/12/25*

Dr.S.R.Rajabalayanan
Coordinator-AAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

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2. All individual AAC members
3. File

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Academic Audit Committee

Action Taken Report

- Based on the deliberations of the Academic Audit Committee meeting held on 09th December 2025 at the HiTech Board Room, several academic quality enhancement measures were initiated to strengthen institutional academic processes.
- In order to reinforce the academic audit framework, the committee reviewed the existing audit procedures and standardized the guidelines. These revised guidelines were communicated to all departments to ensure uniformity and effective implementation of academic audit practices.
- To improve documentation practices, departments were instructed to maintain academic records such as course files, lesson plans, assessment records, and audit documents in prescribed formats. This action has helped in improving consistency, traceability, and readiness for internal and external academic audits.
- For effective monitoring of the teaching-learning process, a periodic review mechanism was initiated. This includes internal academic audits, analysis of student feedback, and review of academic performance to ensure continuous improvement in instructional delivery.
- The committee also reviewed the alignment of Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) with the institutional vision and mission. Necessary revisions were carried out by departments to ensure outcome-based education practices are effectively implemented.
- Further, departments were directed to identify academic gaps through internal audits and submit corrective action plans. These gap analysis reports are currently under review, and appropriate follow-up actions are being monitored by the Academic Audit Committee.
- To promote continuous quality enhancement, faculty members were encouraged to participate in Faculty Development Programs (FDPs), adopt innovative teaching methodologies, and share best practices across departments. These initiatives are ongoing and will be periodically reviewed for effectiveness.
- The Academic Audit Committee will continue to monitor the progress of the above actions and ensure timely implementation to sustain and enhance academic quality across the institution.

Dr.L.Vijayakumar
Co-Coordinator-AAC

Dr.S.R.Rajabalayanan
Coordinator-AAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
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Coimbatore - 641 032.

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1. The Principal – for kind information

Academic & Administrative Audit December 2025

Dr.K.Mahendrakan/ECE

5.07.2025
Prof.S.Mathivanan/MECH

Dr. B. Paulchamy/ECE

Dr.M.DuraiPandian/IT

Dr.S.Kavitha/ECE

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

Dr. A.Jameer Basha/CSE

Dr. L.Vijayakumar/PHARMA

Prof.Moses Devaprasanna/AERO

Dr.P. Jayachitra/S&H

Dr.D.M.Navarasu/MBA

Dr.S.R.Rajabalayanan
Coordinator-IQAC
Dr.S.R. RAJABALAYANAN
Coordinator
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C.N
Dr.C.Natarajan
Principal

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
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IQAC AUDIT ACADEMIC AUDIT-2025-26

