

***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.Mahendran/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	• CO-PO Mapping has to be done effectively
2	Aeronautical Engineering	• The contents of the course files of the subjects can be arranged properly
3	Computer Science & Engineering	• Department newsletter has to be printed and kept as hard copy
4	Electronics & Communication Engineering	• More programs may be arranged for students counseling
5	Information Technology	• Department newsletter has to be printed and kept as hard copy
6	Mechanical Engineering	• CO-PO Mapping has to be done effectively • Department newsletter has to be printed and kept as hard copy
7	Business Administration(MBA)	• Course files to be completed
8	Pharmaceutical Technology	• Department club activities are to be documented



**IQAC - Academic & Administrative Audit Committee**

**CIRCULAR**

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.Mahendran/AP-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  
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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

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

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

Copy to

1. Principal
2. Committee Members
3. File

  
Dr.S.R.Rajabalayanan  
Coordinator-AAC  
**Dr.S.R. RAJABALAYANAN**  
Coordinator  
Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
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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>:09/12/2025 / 2.30 PM</b>
<b>Venue</b>	<b>:HiTech Board Room</b>

- 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**  
Coordinator-AAC

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

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**

- 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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Copy to

1. The Principal – for kind information

## Academic & Administrative Audit December 2025

  
Dr. K. Mahendran/ECE

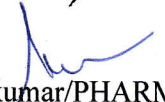
  
Prof. S. Mathivanan/MECH

  
Dr. B. Paulchamy/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  
Principal

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

