



**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.



## **Internal Quality Assurance Cell**

### **IQAC-Academic & Administrative Audit**

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers passing out from Hindusthan Institute of Technology.

The areas to be included are Teaching, syllabi, admissions, results, attendance, research, examinations, academic decisions and implementation, academic administration, facilities for students, teaching and research infrastructure, Laboratory infrastructure, benchmarking of best practices etc.

Objectives of academic auditing:

- (i) To ensure academic accountability.
- (ii) To define quality of each component of the functionalities and to ensure quality of technical education throughout the system.
- (iii) Up gradation of quality of students and faculty members.
- (iv) To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

Department Academic Committee audit

Assessment based on conduct and actions taken in relation to continuous improvement

Academic Audits

- (a) Record of Class work: The Record of class work has been audited weekly by Head of the Department and monthly by the Principal.

Action Taken: If any flaws found in the entry of the record of class work suitable actions will be taken by the Principal to the concern faculty.

- (b) Test paper: A Committee is constituted by the Principal for audit of test papers A report from the committee will be submitted to principal for further action.

Action taken: Based on the report received from the committee, counseling is given by the Principal to the faculty members on the report.

c) Evaluation

- (i) A meeting will be conducted with auditors under the presence of principal and guidelines for carrying the audit are discussed.

(ii) Auditors conduct the academic audit with in the classroom in the prescribed date and time.

(iii) After receiving the report from the auditors, academic coordinator submits the report to the Principal.

(iv)After seeking approval from the principal, the academic reports are sent to HOD and finally to each faculty through department HOD of the department carry out counseling for the faculty whose teaching index is poor.

Action Taken: Based on the report on evaluation individual faculty can able to improve their knowledge in lagging parameter. Improve the Teaching Learning process Senior Faculties in the department gives the guidance to the junior Faculties how to take class for the students. Assessment based on conduct and actions taken in relation to continuous improvement. The following external academic audits are conducted to verify and confirm the performance of academic practices and procedures against planned/standard procedures.

1. AICTE
2. Anna University
3. IQAC
4. ISO

  
Co-Ordinator/IQAC

  
PRINCIPAL





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**IQAC-Academic & Administrative Audit Committee**

**Report on Academic & Administrative Audit Audit-May 2023**



## **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 academic audit:**

2.1.All departments of Institute: The departments are expected to have developed a strong outcome based approach in teaching-learning. The audit team members assess the activities involved in developing learning outcomes, design and development activities in curriculum, teaching-learning process, student learning assessment process and student engagement programs.

2.2 Examination System: The audit team members assess the process of conduct of Internal and End semester Examination. The internal assessment mechanism with respect to Regulations 2017 and 2020 has to be audited.

2.3 Student Activity Centres: The audit team members assess the process of conduct, document archival and promotion of student support activities and services.

### 3. Audit team and schedule:

S.No	Auditors	Department to be audited	Date
1.	Dr.B.Paulchamy/ HoD-ECE	Science and Humanities	16/05/23
2.	Dr.M.DuraiPandian/ HoD-IT Dr.K.Mahendran/ECE	Aeronautical Engineering	16/05/23
3.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.Kavitha/ECE	Computer Science & Engineering	16/05/23
4.	Dr. L.Vijayakumar / HoD-Pharma Dr. D.M.Navarasu/HoD-MBA	Electronics & Communication Engineering	17/05/23
5.	Dr. S.Jeyabharathi/ HoD- S&H Dr. J.Arun Prakash/AERO	Information Technology	17/05/23
6.	Dr.K.Bharath/ MBA Dr.P.Jeyachithra/S&H	Mechanical Engineering	17/05/23
7.	Dr.A.Jameer Basha/CSE Prof.Moses Devaprasanna/AERO	Business Administration(MBA)	18/05/23
8.	Dr.S.R.Rajabalayanan/ HoD-MECH	Pharmaceutical Technology	18/05/23
9.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.A.Jameer Basha/CSE	Controller of Examination Office	17/05/23
10.	Dr.S.R.Rajabalayanan/ HoD-MECH	Library & Office	18/05/23

### 4. Audit Process:

#### 4.1. Details of Internal Assessment

Each department has been directed to prepare the details of internal assessment for the year 2022-23. 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

## Office of Controller of Examination

S.No	List of Files
1	Internal Examination Time table
2	Internal Examination Question paper
3	Internal Examination Duty Schedule
4	Elective subject mapping
5	Internal Mark File
6	End Semester Practical Schedule with external Allotment
7	End Semester Theory Question Paper Setters Appointment Order
8	Theory Question Paper Scrutiny
9	University Representative order file
10	End Semester Theory and Practical Attendance Sheet
11	End Semester Theory valuation Examiner details
12	Seating Arrangements for Theory examinations
13	Malpractice File

14	RPB Circulars and Minutes
15	Result File
16	External Mark Entry for Practical Examinations
17	External Mark Entry for Theory Examinations
18	End Semester Theory examinations Time table
19	Attendance Proforma
20	Claim Forms
21	Preview Form
22	Hall Tickets
23	Academic Council Meeting
24	Practical Squad Report
25	Accounts File
26	End Semester Question Paper Feedback
27	Opening Pro forma
28	Degree Certificate Received File
29	Mark sheet Issued Details
30	Communication to Anna University
31	Practical Question Paper

## Library

S.No	Name of the File Record
1.	Accession register
2.	Periodical & Watch Register
3.	Staff Book Issue Register
4.	Student Details Register
5.	Student Book Issued & Return
6.	Subscription File
7	Stock Verification File
8.	Library Fine Receipt & Register
9.	Binding File
10.	Non Book Material Register
11.	Gate Register For Students & Staff

12.	Library Card Requisition File
13.	Book Recommendation File
14.	Book Order File
15.	Accession Bill File

Office

S.No	List of Files
1.	Anna University-Affiliation Files
2.	AICTE-Files
3.	Admission Details
4.	Staff Details
5.	Scholarship Details

## 6. Observation and Recommendations

### 6.1.Academic Departments:

#### Internal Assessment Mechanism

The audit team checked the internal assessment mechanism for the academic year 2022-23.The assessment has been done as per the class information sheet and course information sheet. It was suggested to have innovative internal assessment components in few courses

### 6.2. Office of Controller of Examination

The Examination process is progressing smoothly. Few recommendations are made towards assigning question paper setters from highly reputed Institutions

### 6.3.Library

The library process is as per the norms of AICTE and Anna University. It was suggested to add books authored by Faculty members of Hindusthan Institute of Technology

6.4.Office:

The details kept in administrative office were found to be adequate as per affiliation norms of Anna University.



**Dr.K.Bharath**  
Co-Cordinator

Academic & Administrative Audit  
Committee



**Dr.S.R.Rajabalayanan**  
Coordinator-IQAC

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

Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
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**Dr.C.Natarajan**  
Principal