



**E.G.S. Pillay Engineering College**  
An Autonomous Institution, Affiliated to Anna University, Chennai |  
Approved by AICTE, New Delhi Accredited by NAAC with A++ Grade |  
Accredited by NBA T1 ( B.E. – CIVIL, CSE, ECE, EEE, MECH &  
B.Tech – IT )  
Nagapattinam – 611002, Tamil Nadu, India  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL-EIQAC**



**Internal Academic and Administrative Audit (AAA)**  
**Analysis Report**  
Odd Semester 2024-2025

Submitted by: **Dr.D.Devarajan,**  
**Director-IQAC**  
&  
**Ms.K.Geetha,**  
**TA-IQAC**

**21<sup>st</sup> June 2025**

## **ACKNOWLEDGEMENT**

The Members of the High Level Committee (HLC) and IQAC Committee record their appreciation and gratitude to EGSPEC Management for entrusting the team with the responsibility of carrying out the academic audit of the institution.

The committee thank Shri.S.Senthil Kumar , Secretary and Shri.S.Shankar Ganesh, Joint Secretary for their leadership and meticulous attention to details in facilitating the audit process. Dr.D.Devarajan, Director-IQAC and Ms.K.Geetha, TA-IQAC have shown enormous care and fortitude in planning and arranging the audit with precision.

The Committee thanks the auditors as well as the HODs, IQAC coordinators of departments, officials of the institution, faculty and other non-teaching staff who worked as a dedicated team and enabled the audit process by providing information with candor and clarity. Above all we thank the God Almighty for helping the team to complete the audit.

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# **1. INTRODUCTION**

The National Assessment and Accreditation Council (NAAC) has evolved tools and guidelines for improving quality for different levels of higher education institutions and for its sustenance. The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external audit. The NAAC expects the Institutions to undertake continuous academic audit through internal quality assurance cell (IQAC).

## **1.1 ACADEMIC AUDIT:**

It is a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities. The academic audit assessment includes course delivery as per the curriculum and syllabus of EGSPEC, research, publications, consultancy and projects, the co-curricular and extra-curricular activities of students, the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

## **1.2 MAJOR OBJECTIVES OF ACADEMIC AUDIT:**

- To understand the existing system and assess the strengths and weaknesses of the departments.
- To suggest the methods for improvement and for overcoming the weaknesses.
- To identify the opportunities for academic reforms.
- To suggest the methods for continuous improvement of quality as per the criteria and reports by NAAC and other bodies.



## **2. PROCESS OF THE AUDIT**

Internal Quality Assurance Cell (IQAC) of E.G.S.Pillay Engineering College has conducted the internal academic audit for Odd semester 2024-2025 activities in the third week of June 2025 as one of the activities of IQAC. The audit process was revised in the odd semester of 2023-24 after considering the recent trends of developments in higher education and teaching learning practices. Criteria for academic audit were formulated based on the criteria used in the previous year as well as the criteria used in other reputed universities. The newly added criteria are:

- Outcome Based Education (OBE)
- Sustainable Development Goal (SDG)
- Assessment Files
- Funded projects.
- Consultancy projects.
- Student achievements in cocurricular activities.
- Student achievements in extracurricular activities.
- Various Audit reports with feedback
- Classroom & Department rooms details
- Department Meeting Files
- Faculty & Students Leave Details
- Certificate Courses/Skill Development Courses Offered.
- Faculty/Student Membership in professional Societies.
- Revenue generated in this semester.
- Placement details
- Students strength.

There were 09 auditors for the conduct of department audit. Pre-audit meeting was conducted with the department IQAC coordinators and the auditors on 03<sup>rd</sup> j U N E 2025. Instructions were given to the auditors regarding the new evaluation scheme and the guidelines for auditing the files related to department activities like faculty meeting minutes, class committee meeting minutes, department exam committee minutes, faculty and student development activities

The auditors were selected from various departments based on their experience. 10% of the faculty from each department were selected as auditors. Totally 15 criteria & Sub criteria were identified for evaluating the files related to department activities for which rubrics were also given. Total marks allotted for department audit was 780. Comparison was made between 11 departments by the IQAC team based on the report submitted by the auditors.

## **2.1 CRITERIA FOR AUDITING THE FILES RELATED TO DEPARTMENT ACTIVITIES**

Table 2.1 shows the criteria formulated for auditing the files related to department activities.

*Table 2.1*

<b>Sl.no</b>	<b>Criteria Details</b>	<b>Marks Allotted</b>
1	Curriculum, Regulations & Academics Files	100
2	Time Table File	20
3	Students File	90
4	Assessment Files	75
5	Projects File	30
6	Co-Curricular and Extra Curricular Files	90
7	Faculty Details Files	75
8	Research & Development Files	60
9	Class rooms & Department Room Files	20
10	Laboratories Details Files	60
11	Department Meeting Files	35
12	Audit Report, Feedback & Action taken Files	60
13	Leave, Alteration details Files	15
14	Sustainable Development Goal (SDG) details	10
15	Outcome Based Education (OBE) Details	40
<b>Total</b>		<b>780</b>

## **2.2 GUIDELINES FOR ACADEMIC AUDIT**

The following guidelines were given to the auditors:

1. Auditors are requested to audit the files of the assigned department thoroughly.
2. Auditing have to be conducted in offline as per the convenience in Faculty working day only.
3. Soft copy of the department files evaluation form can be used by the auditor and marks shall be awarded in the soft copy.
4. Criteria for evaluating the department files have been given to the auditors by the IQAC team. The auditors are requested to kindly follow the criteria and award marks for every parameter.
5. Soft copy of the files can be accepted. Make sure that soft copy is prepared appropriately and relevant to contents.
6. Audit should be completed within the stipulated time for further processes.
7. The audit report should be sent to the IQAC on or before 23 rd June 2025.
8. The IQAC team can be contacted for any queries or help. Information can be given to IQAC if any alternative arrangements are to be made during audit period.

## **3. AUDIT TEAM**

Table 3.1 shows the list of auditors involved in IQAC audit. IQAC team thank the auditors for auditing all Academics, Curriculum ,Assessment ,Students & Faculty related activities ,Research & Development in department files.

### **List of Auditors and Schedule for Department Auditing**

*Table 3.1*

S.N	Date & Session	Department	Auditors
1	21.06.2025-FN	Department of Artificial Intelligence and Data science	Dr.D.Devarajan, Director-IQAC & Associate Professor/ECE
2	21.06.2025-FN	Department of Bio Medical Engineering	Dr.R. Karthi, Vice Principal ( Accreditation Process) & Professor/MBA
3	21.06.2025-FN	Department of Civil Engineering	Dr.D.Devarajan, Director-IQAC & Associate Professor/ECE
4	21.06.2025-FN	Department of Computer Science and Business Systems	Dr.S.Manikandan, Director (Industry Relations & Skill Development ) &Associate Professor / IT
5	21.06.2025-AN	Department of Computer Science Engineering	Dr.K. Manikanda kumaran- Head of Administration &Associate Professor / IT
6	21.06.2025-FN	Department of Electronics and Communication Engineering	Dr.J.Vanitha, HoD & Professor/MCA
7	21.06.2025-AN	Department of Electrical and Electronics Engineering	Dr.R. Karthi, Vice Principal (Accreditation Process) & Professor/MBA
8	21.06.2025-FN	Department of Information Technology	Dr.M. Chinnadurai, Principal & Professor / CSE
9	21.06.2025-AN	Department of Mechanical Engineering	Dr.S.Palani Murugan, Academic Director & Associate Professor / AIDS
10	21.06.2025-AN	Department of Master of Business Administration	Dr.S.Manikandan, Director (Industry Relations & Skill Development ) &Associate Professor / IT
11	21.06.2025-FN	Department of Master of Computer Applications	Dr.S. Chandrasekar, CEO & Professor / MBA
12	21.06.2025-AN	Administration	Dr.M. Chinnadurai, Principal & Professor / CSE

## Audit Circular



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### CIRCULAR

**IQAC/IA/2024-25/ May /002**

**05/05/2025**

The IQAC Internal audit for **Odd semester of Academic year 2024-25** will be rescheduled on **21.06.2025-Saturday** which is scheduled on **26.04.2025-Saturday**. All the internal auditors are instructed to verify all the files. It is a duty of the auditors to check the concerned department files map with **Department quality objectives and prepare deficiency report and corrective action** if any. Assure the files are corrected and finally submit the report to **IQAC office** on or **before 23.06.2025**.

Auditors are requested to follow the audit schedule given below.

S.NO	Date & Session	Department	Department Auditors
1	21.06.2025-FN	AIDS	Dr.D.Devarajan, Director-IQAC & Associate Professor/ECE
2	21.06.2025-FN	BME	Dr.R. Karthi, Vice Principal ( Accreditation Process) & Professor/MBA
3	21.06.2025-FN	CSBS	Dr.S.Manikandan, Director (Industry Relations & Skill Development ) & Associate Professor / IT
4	21.06.2025-FN	CSE	Dr.K. Manikanda kumaran-Head of Administration & Associate Professor / IT
5	21.06.2025-AN	CIVIL	Dr.D.Devarajan, Director-IQAC & Associate Professor/ECE
6	21.06.2025-FN	ECE	Dr.J.Vanitha, HoD & Professor/MCA
7	21.06.2025-AN	EEE	Dr.R. Karthi, Vice Principal ( Accreditation Process) & Professor/MBA
8	21.06.2025-FN	IT	Dr.M. Chinnadurai, Principal & Professor / CSE
9	21.06.2025-AN	MECH	Dr.S.Palani Murugan, Academic Director & Associate Professor / AIDS
10	21.06.2025-AN	MBA	Dr.S.Manikandan, Director (Industry Relations & Skill Development ) & Associate Professor / IT
11	21.06.2025-FN	MCA	Dr.S. Chandrasekar, CEO & Professor / MBA
12	21.06.2025-AN	ADMINISTRATION	Dr.M. Chinnadurai, Principal & Professor / CSE

  
5/5/25

**IOAC Director**  
**Dr. D. DEVARAJAN**  
**Director - IQAC**

**E.G.S. Pillay Engineering College,**

**Nagapattinam - 611 002**

Dept/Exam Cell/ T&P/Admission Office/File.

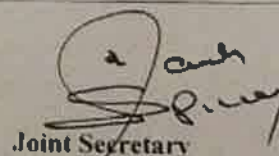
  
5/5/25

**Principal**

**PRINCIPAL**

**E.G.S. Pillay Engineering College,**  
**Thethi, Nagore - 611 002,**

**Nagapattinam - 611 002**

  
5/5/25

**Joint Secretary**

**S. SHANKAR GANESH**  
**Joint Secretary**

**E.G.S. Pillay Group of Institutions**  
**Nagapattinam - 611 002.**

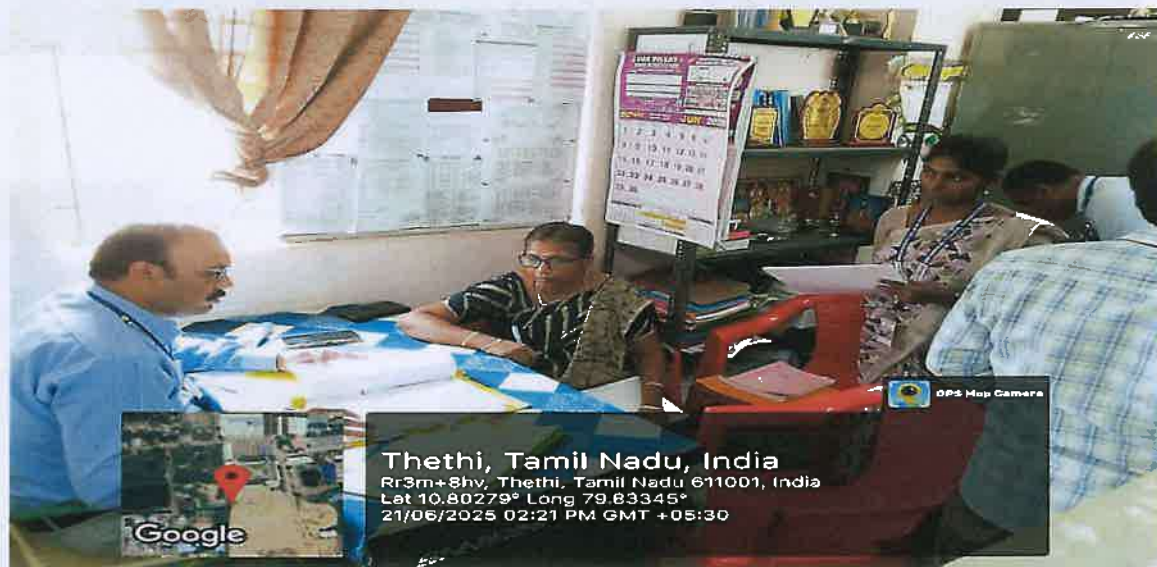
Table 3.1



### Audit Photos



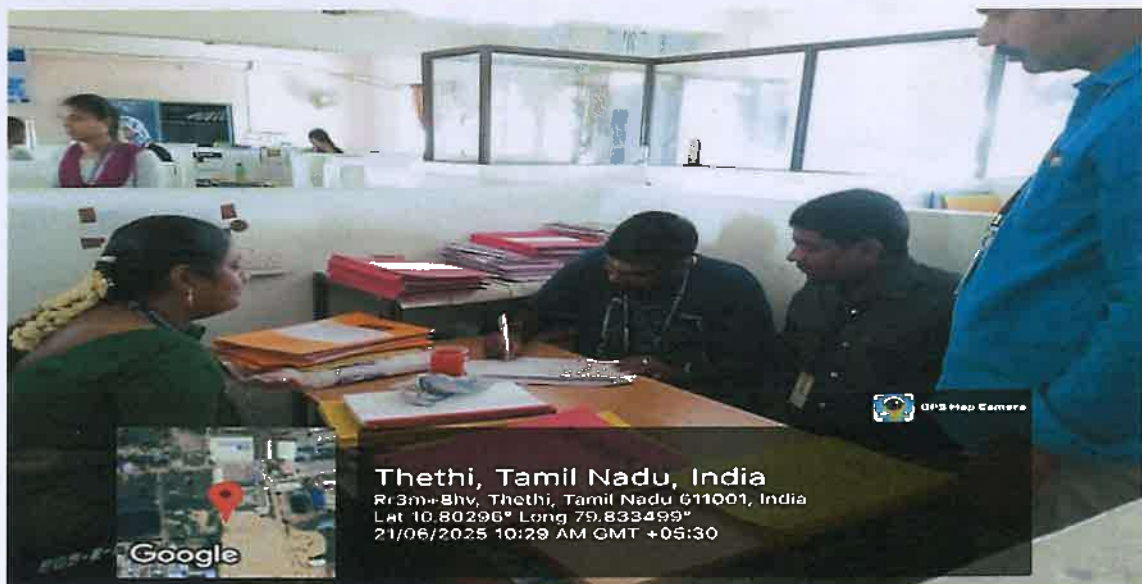
### AIDS



### BME



CSE



CSBS





CIVIL

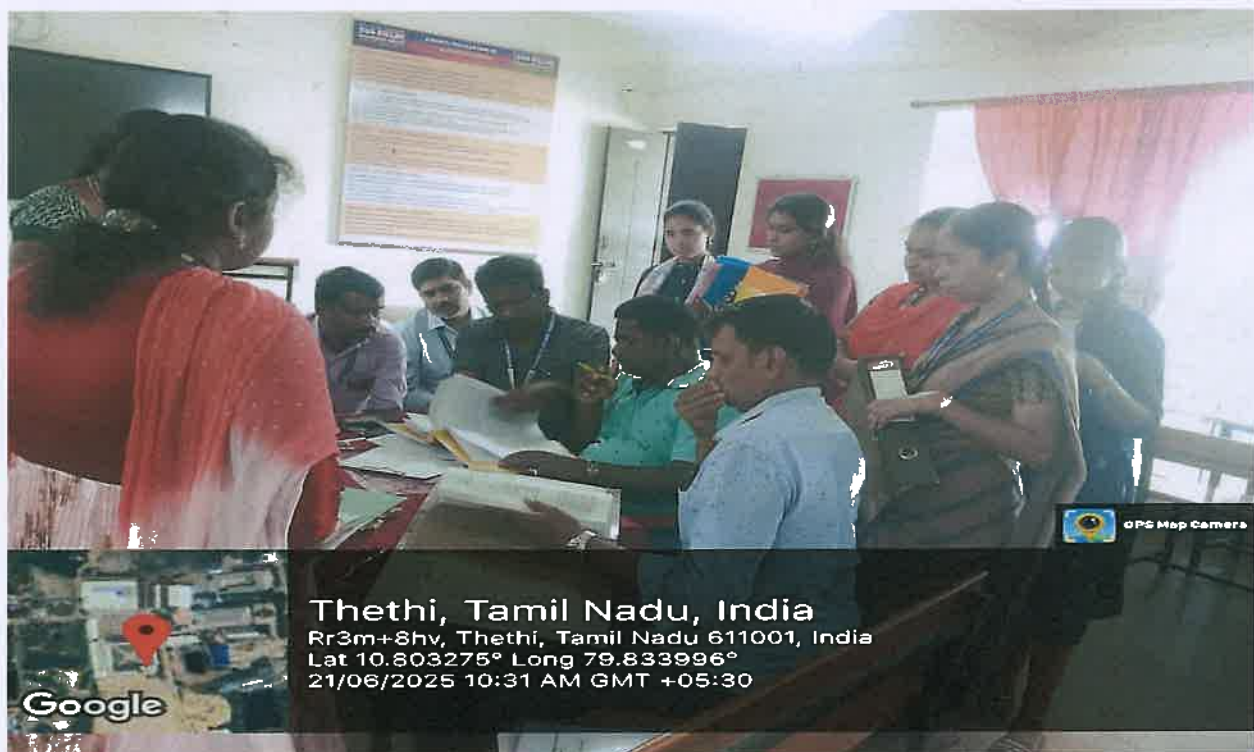


ECE





EEE



IT



### MECHANICAL



### MBA





MCA

## 4. DEPARTMENT ACADEMIC AUDIT ANALYSIS

Department Academic Audit was done based on 15 criteria listed in table 2.1. This chapter includes the overall performance of the departments and criteria wise comparison between departments.

## Audit Check List

	<b>E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)</b> <b>Nagapattinam – 611 002</b> <small>(Affiliated to Anna University-Chennai, Approved by AICTE-New Delhi, NAAC 'A++' Grade)</small> <b>EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC</b>	
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### ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year:

Semester:

Department/Office:

Date of Visit:

Name of the Auditor with

Designation:

**Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)**

S.No	Name of File	Contents	Points	Remarks
<b>1. Curriculum, Regulations &amp; Academics Files</b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses		
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development		
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment		

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details iii. Strategic plan for future development iv. Budget proposal and utilisation semester wise v. Power delegation details vi. Improvement in Academic Performance																																																																																																																										
1.5	Course File (Theory) details	<table><tr><th>S.No</th><th>Documents</th><th>Points</th><th>Remarks</th></tr><tr><td>1</td><td>Course Details</td><td></td><td></td></tr><tr><td>2</td><td>Vision &amp; Mission Statements of the Institute &amp; Department</td><td></td><td></td></tr><tr><td>3</td><td>PEOs, POs and PSOs Statements</td><td></td><td></td></tr><tr><td>4</td><td>Academic Schedule</td><td></td><td></td></tr><tr><td>5</td><td>Syllabus</td><td></td><td></td></tr><tr><td>6</td><td>Time Table (Course Specific)</td><td></td><td></td></tr><tr><td>7</td><td>Course Plan (including Session Plan)</td><td></td><td></td></tr><tr><td>8</td><td>Lecture Notes (Instructional Materials)</td><td></td><td></td></tr><tr><td>9</td><td>Students Name List</td><td></td><td></td></tr><tr><td>10</td><td>Class Committee Meeting – I (Course Specific) Minutes and Action taken</td><td></td><td></td></tr><tr><td>11</td><td>Continuous Assessment Test - I</td><td></td><td></td></tr><tr><td></td><td>1. Question Paper</td><td></td><td></td></tr><tr><td></td><td>2. Scheme of Evaluation</td><td></td><td></td></tr><tr><td></td><td>3. Sample Answer Scripts</td><td></td><td></td></tr><tr><td></td><td>4. Mark Statement</td><td></td><td></td></tr><tr><td>12</td><td>Assessment of COs – Remedial action with respect to non-compliance</td><td></td><td></td></tr><tr><td></td><td>1. List of Students – Slow Learners &amp; Advanced Learners</td><td></td><td></td></tr><tr><td></td><td>2. Circular</td><td></td><td></td></tr><tr><td></td><td>3. Attendance</td><td></td><td></td></tr><tr><td></td><td>4. Action Taken (Impact Analysis) Report</td><td></td><td></td></tr><tr><td>13</td><td>Class Committee Meeting – II (Course Specific) Minutes and Action taken</td><td></td><td></td></tr><tr><td>14</td><td>Continuous Assessment Test - II</td><td></td><td></td></tr><tr><td></td><td>1. Question Paper</td><td></td><td></td></tr><tr><td></td><td>2. Scheme of Evaluation</td><td></td><td></td></tr><tr><td></td><td>3. Sample Answer Scripts</td><td></td><td></td></tr><tr><td></td><td>4. Mark Statement</td><td></td><td></td></tr><tr><td>15</td><td>Assessment of COs – Remedial action with respect to non-compliance</td><td></td><td></td></tr><tr><td></td><td>1. List of Students – Slow Learners &amp; Advanced Learners</td><td></td><td></td></tr><tr><td></td><td>2. Circular</td><td></td><td></td></tr></table>	S.No	Documents	Points	Remarks	1	Course Details			2	Vision & Mission Statements of the Institute & Department			3	PEOs, POs and PSOs Statements			4	Academic Schedule			5	Syllabus			6	Time Table (Course Specific)			7	Course Plan (including Session Plan)			8	Lecture Notes (Instructional Materials)			9	Students Name List			10	Class Committee Meeting – I (Course Specific) Minutes and Action taken			11	Continuous Assessment Test - I				1. Question Paper				2. Scheme of Evaluation				3. Sample Answer Scripts				4. Mark Statement			12	Assessment of COs – Remedial action with respect to non-compliance				1. List of Students – Slow Learners & Advanced Learners				2. Circular				3. Attendance				4. Action Taken (Impact Analysis) Report			13	Class Committee Meeting – II (Course Specific) Minutes and Action taken			14	Continuous Assessment Test - II				1. Question Paper				2. Scheme of Evaluation				3. Sample Answer Scripts				4. Mark Statement			15	Assessment of COs – Remedial action with respect to non-compliance				1. List of Students – Slow Learners & Advanced Learners				2. Circular				
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		<b>16 Activity-I</b>		
		1. Questions		
		2. Scheme of Evaluation		
		3. Sample Report/Scripts		
		4. Mark Statement		
		<b>17 Activity-II</b>		
		1. Questions		
		2. Scheme of Evaluation		
		3. Sample Report/Scripts		
		4. Mark Statement		
		<b>18 Optional Test</b>		
		1. Circular		
		2. Attendance		
		3. Question Paper		
		4. Evaluation Key		
		5. Sample Answer Scripts		
		6. Mark Statement		
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		<b>21 Internal Mark Statement</b>		
		<b>22 End Semester Examination</b>		
		1. Question Paper		
		2. Scheme of Evaluation		
		3. Mark Statement		
		<b>23 Attainment of Course Outcomes (CO – PO/PSO) (Overall)</b>		
		<b>24 Student Portfolio (Samples)</b>		
		<b>25 Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results</b>		
		<b>26 Log Book</b>		
1.6	Course File (Laboratory) details	<b>S.No</b>	<b>Documents</b>	<b>Points</b>
		<b>1</b>	Course Details	<b>Remarks</b>
		<b>2</b>	Vision & Mission Statements of the Institute & Department	
		<b>3</b>	PEOs, POs and PSOs Statements	
		<b>4</b>	Academic Schedule	
		<b>5</b>	Syllabus ( List of experiments, Industry supported experiments)	

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	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details) in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details		
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register		
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details		
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details		
3.4	Academic performance details	Semester wise Academic performance		
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended		
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information		
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details		
<b>4.Assessment Files</b>				
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance		
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD		
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement		
4.1.4	Assignment details	Assignment Questions, Evaluation , Marks statement with samples		
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping		
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details		
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE		
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD		
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE		
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken		
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details		

4.2.6	Students Sample Records	Lab/Course wise sample records		
<b>5.Projects File</b>				
5.1	Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation		
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.		
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report		
<b>6.Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details		
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details		
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.		
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details		
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details		
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years		
<b>7.Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement- Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members		
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and		



	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details		
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness		
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards		
7.5	Participation and Resource person in STTP,FDP & MOOC details Faculty/Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP,FDP,Guest lecture,webinar & training details ii. Attended Training details		
7.6	Activity Hours for courses	List of course wise activities conducted with report		
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities		
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details		
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details		
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details		
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details		

	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register		
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register		
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details		
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details		
10.3	Safety Measures	Safety measures available and Precautions details		
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details		
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information		
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances		
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification		
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details		
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular, Minutes with Action taken	i. Meeting circular ii. Minutes and action taken		
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged		
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos		
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken		
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA, NAAC & ISO ) report with action taken (or) Follow up details	i. NBA, NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps		
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni, Employer survey.	i. Students Feedback file with action taken details ii. Peer review file with action taken details		





	Teaching Learning process, Academic facilities, Training and Placement Support, Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details		
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details		
13.2	For Faculty & students - ERP	ERP Leave and approval details		
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise		
<b>14. SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats		
<b>15. OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes		
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples		
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning		
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG		
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities		

Overall Observation & Suggestions:

Signature of the Auditor

### Audit Attendance

	<p>E.G.S. Pillay Engineering College An Autonomous Institution, Affiliated to Anna University - Chennai   Approved by AICTE, New Delhi Accredited by NAAC with A++ Grade   Accredited by NBA T1 ( B.E. – CIVIL, CSE, ECE, EEE, MECH &amp; B.Tech – IT ) Nagapattinam – 611002, Tamil Nadu, India EGSPEC INTERNAL QUALITY ASSURANCE CELL -IQAC</p>	
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#### Academic and Administrative Audit (AAA) Attendance Report






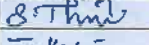








Type of Audit : Internal

(External /Internal)

Department: AI&DS



Date :21.06.2025

Venue : AI&DS Dept(SJB206)

Slno	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr.D.Devarajan , Director-IQAC	
2	Head of Department	Dr.J.Amutha, Assistant Professor / Head	
3	IQAC Coordinator	Mrs.S.Akilandeswari, Assistant Professor	
4	Faculty 1	Mr.R.Gobinath, Assistant Professor	
5	Faculty 2	Ms.K.Rahapriya, Assistant Professor	
6	Faculty 3	Ms.R.Divyabharathi, Assistant Professor	
7	Faculty 4	Ms.M.Anusuya, Assistant Professor	
8	Faculty 5	Dr.S.Tharani, Associate Professor	
9	Faculty 6	Dr.T.Kavitha, Associate Professor	
10	Faculty 7	Dr.M.Stella Mary, Associate Professor	
11	Faculty 8	Dr.M.Sindhudevi, Assistant Professor	
12	Faculty 9	Mrs.S.Shajini, Assistant Professor	
13	Faculty 10	Mrs.S.Vinothina, Assistant Professor	
14	Faculty 11	Mrs.V.Meenakshi, Assistant Professor	

  
IQAC Coordinator  
**S. AKILANDESWARI**  
Assistant Professor / AI&DS  
E.G.S. Pillay Engineering College (Autonomous)  
Nagapattinam - 611 002.

  
Head of Department  
**HEAD - AI & DATA SCIENCE**  
E.G.S. Pillay Engineering College (Autonomous)  
Nagapattinam - 611 002.

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**Academic and Administrative Audit (AAA)  
Attendance Report**

Type of Audit: (External/Internal)

Department: Biomedical Engineering

Date :21.06.25

Venue: BME staff room

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. R.Karthi	
2	Head of Department	Dr.A.Sundar raj	
3	IQAC Coordinator	Dr.R.Venkatesan	
4	Faculty 1	Dr.S.Chitra	
5	Faculty 2	Mr.K.Kalanithi	
6	Faculty 3	Mr.S.Jim Hawkinson	
7	Faculty 4	Mr.K.Sathiyamurthi	
8	Faculty 5	Mrs.S.Suganya	
9	Faculty 6	Miss.S.Shapna priya	

  
**DR. R. VENKATESAN**, M.Tech., Ph.D.,  
 Associate Professor  
 Department of Biomedical Engineering  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002.

  
**Dr.A.SUNDAR RAJ**, M.E., Ph.D.,  
 Head of the Department  
 Department of Biomedical Engineering  
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**Academic and Administrative Audit (AAA)  
Attendance Report**

Type of Audit: Internal

(External /Internal)

Department: Civil Engineering

Date: 21/06/2025

Venue: HoD Cabin

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr.D.Devarajan – Director (IQAC)	
2	Head of Department	Dr.N.H.Agilandeswari – Associate Professor	
3	IQAC Coordinator	Ms.N.Karthika – Assistant Professor	
4	Faculty 1	Dr.R.Sivakumar – Professor	
5	Faculty 2	Mr.V.Balasubramani – Assistant Professor	
6	Faculty 3	Dr.B.Ashwini – Associate Professor	
7	Faculty 4	Mr.S.Shyam Sundar – Assistant Professor	
8	Faculty 5	Mr.E.Venkatesan – Assistant Professor	
9	Faculty 6	Mr.A.Pirakasam – Assistant Professor	
10	Faculty 7	Mr.R.Rajmohan – Assistant Professor	
11	Faculty 8	Mr.P.S.Sreethalababu – Assistant Professor	
12	Faculty 9	Ms.S.Aarthika – Assistant Professor	

  
**Ms.N.KARTHIKA**, M.E., (Ph.D.),  
 ASSISTANT PROFESSOR  
 Department of Civil Engineering  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002

  
**Dr. N.H. Agilandeswari**, M.E., Ph.D.,  
 Head of Department  
 Department of Civil Engineering  
 E.G.S. Pillay Engineering College,  
 Nagapattinam - 611 002.





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B.Tech - IT )



Nagapattinam - 611002, Tamil Nadu, India  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -  
EIQAC**

**Academic and Administrative Audit (AAA)  
Attendance Report**

Type of Audit : Internal  
(External/Internal)  
Department: CSE

Date: 21/06/25

Venue: STB 317

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. K. Mahikanda Kumaran	<i>[Signature]</i>
2	Head of Department	Dr. R. Manivannan, Prof	<i>[Signature]</i>
3	IQAC Coordinator	Dr. M. Priya, Prof	<i>[Signature]</i>
4	Faculty 1	Dr. J. Noorul Ameen, AP	<i>[Signature]</i>
5	Faculty 2	Dr. V. Balasubramanian, AP	<i>[Signature]</i>
6	Faculty 3	Dr. A. EMMAUEL PEO MARIADAS	<i>[Signature]</i>
7	Faculty 4	Dr. A. BASKAR	<i>[Signature]</i>
8	Faculty 5	B. RANJANI	<i>[Signature]</i>
9	Faculty 6	Dr. G. Pushpa	<i>[Signature]</i>
10	Faculty 7	Dr. S. Subashree	<i>[Signature]</i>
11	Faculty 8	E. Sagaranya	<i>[Signature]</i>
12	Faculty 9	K. USHA	<i>[Signature]</i>
13	Faculty 10	Dr. Anitha. L	<i>[Signature]</i>

*[Signature]*  
IQAC Coordinator  
Dr. M. Priya, Prof  
Department of Computer Science & Engineering  
Nagapattinam

*[Signature]*  
Head of Department  
Dr. R. Manivannan, M.Tech., Ph.D.  
Professor & Head  
Department of Computer Science & Engineering  
E.G.S. Pillay Engineering College,  
Nagapattinam



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**EGSPEC INTERNAL QUALITY ASSURANCE CELL -  
EIQAC**



**Academic and Administrative Audit (AAA)  
Attendance Report**

Type of Audit : Internal  
(External/Internal)  
Department: CSE

Date: 21/06/25

Venue: STB 317

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. K. Mahikanda Kumaran, AP	<i>[Signature]</i>
2	Head of Department	Dr. R. Manivannan, Prof	<i>[Signature]</i>
3	IQAC Coordinator	Dr. M. Priya, Prof/CSE	<i>[Signature]</i>
4	Faculty 1	Dr. B. Thirupathi, AP	<i>[Signature]</i>
5	Faculty 2	S. Lavanya, AP	<i>[Signature]</i>
6	Faculty 3	K. Radhika, AP	<i>[Signature]</i>
7	Faculty 4	T. Ponvardhini, AP	<i>[Signature]</i>
8	Faculty 5	G. Nithyaabharathi, AP	<i>[Signature]</i>
9	Faculty 6	L. Magana Priya, AP	<i>[Signature]</i>
10	Faculty 7	V. Prasadharshini, AP	<i>[Signature]</i>
11	Faculty 8	R. Dhanyekaran, AP	<i>[Signature]</i>
12	Faculty 9		
13	Faculty 10		

*[Signature]*  
IQAC Coordinator  
Dr. M. Priya, Prof  
Department of Computer Science & Engineering  
Nagapattinam

*[Signature]*  
Head of Department  
Dr. R. Manivannan, M.Tech., Ph.D.  
Professor & Head  
Department of Computer Science & Engineering  
E.G.S. Pillay Engineering College,  
Nagapattinam



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**EIQAC**

**Q IQAC**

**Academic and Administrative Audit (AAA)**  
**Attendance Report**

**Type of Audit :** *Internal*  
 (External / Internal)  
**Department:** *CSBS*

**Date :** *21/06/2025*

**Venue :** *CSBS - Dep*

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	<i>Dr. S. Mani Examban</i>	<i>[Signature]</i>
2	Head of Department	<i>Dr. S. Praveen Kumar</i>	<i>[Signature]</i>
3	IQAC Coordinator	<i>S. Shajathi Begam</i>	<i>[Signature]</i>
4	Faculty 1	<i>G. Renukumar</i>	<i>[Signature]</i>
5	Faculty 2	<i>P. Rajeshwar</i>	<i>[Signature]</i>
6	Faculty 3	<i>N. V. S. S.</i>	<i>[Signature]</i>
7	Faculty 4	<i>S. Angelin Nivedita</i>	<i>[Signature]</i>
8	Faculty 5	<i>Dr. V. G. R. K. Rajam</i>	<i>[Signature]</i>
9	Faculty 6	<i>G. R. Renukumar</i>	<i>[Signature]</i>
10	Faculty 7	<i>L. Lakshmi Narayanan</i>	<i>[Signature]</i>
11	Faculty 8	<i>N. Kanagadargi</i>	<i>[Signature]</i>
12	Faculty 9	<i>Dr. M. M. M. M.</i>	<i>[Signature]</i>
13	Faculty 10		

**IQAC Coordinator**  
**S. SHAJATHI BEGAM**  
 Assistant Professor / CSBS  
 E.G.S. Pillay Engineering College (Autonomous)  
 Nagapattinam - 611 002.

**Dr. S. PRAVEEN KUMAR**  
 B.Tech, M.E., M.B.A., Ph.D.  
**Head of Department**  
 Department of CSBS  
 E.G.S. Pillay Engineering College,  
 Nagapattinam.



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**EIQAC**

**Q IQAC**

**Academic and Administrative Audit (AAA)**

**Attendance Report**

**Type of Audit :** *Internal*  
**Date :** *21.6.2025*  
**Department:** *ECE*

**Venue :** *DSP Lab (SJ105)*

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	<i>Dr. J. Vanitha, HoD/MCA</i>	<i>[Signature]</i>
2	Head of Department	<i>Dr. M. Malathi, HoD/ECE</i>	<i>[Signature]</i>
3	IQAC Coordinator	<i>Dr. S. Senthil Kumar, ASP/ECE</i>	<i>[Signature]</i>
4	Faculty 1	<i>Dr. Irshad Ahmed, ASP/ECE</i>	<i>[Signature]</i>
5	Faculty 2	<i>Dr. M. Nuthal Srinivasan, ASP/ECE</i>	<i>[Signature]</i>
6	Faculty 3	<i>Dr. R. S. Koteeshwari, AP/ECE</i>	<i>[Signature]</i>
7	Faculty 4	<i>Dr. L. Ramachandran, AP/ECE</i>	<i>[Signature]</i>
8	Faculty 5	<i>Dr. C. Mathuvanesan, AP/ECE</i>	<i>[Signature]</i>
9	Faculty 6	<i>Mr. Ayyappa R, AP/ECE</i>	<i>[Signature]</i>
10	Faculty 7	<i>Ms. Prabavathy B, AP/ECE</i>	<i>[Signature]</i>
11	Faculty 8	<i>Mrs. S. Vetrivelvi, AP/ECE</i>	<i>[Signature]</i>
12	Faculty 9	<i>Mrs. M. Kavitha, AP/ECE</i>	<i>[Signature]</i>
13	Faculty 10	<i>Ms. V. Lakshmi Praba, AP/ECE</i>	<i>[Signature]</i>

**Dr. S. SENTHIL KUMAR**, M.Tech., Ph.D.  
**IQAC Coordinator**  
 Assistant Professor  
 Department of ECE  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611002.

**Dr. M. Malathi**  
**Head of Department**  
 Department of ECE  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002.



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**EQAC**



**Academic and Administrative Audit (AAA)**  
**Attendance Report**

Type of Audit :Internal

Date : 21.6.2025

Department: ECE



Venue :DSP Lab (SIB105)

Sl.no	Faculty/Member Details	Name & Designation	Signature
14	Faculty 11	Mrs.K.Vembarasi. AP/ECE	
15	Faculty 12	Mr.L.Anbazhagan, AP/ECE	
16	Faculty 13	Mrs.P.JananiDurga, AP/ECE	
17	Faculty 14	Ms.K.Nandhini, AP/ECE	
18	Faculty 15	Dr.R.Deepa, ASP	
19	Faculty 16	Dr.P.Mohamed Ali, AP	
20	Faculty 17	Mr.M.Prabhakaran, AP	
21	Faculty 18	Ms.I.Narchonai, AP	

Dr.S.SENTHILKUMAR, M.Tech., Ph.D.,  
 IQAC Coordinator  
 Department of ECE  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611002.

Head of Department  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611002.



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









**Academic and Administrative Audit (AAA)  
Attendance Report**

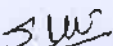
**Type of Audit : Internal**  
(External /Internal)

**Date :21.06.2025**

**Department: EEE**

**Venue: Seminar Hall**

Sl.no	Faculty/Member Details	Name & Designation	Signature
1.	Auditor	Dr.R.Karthi Vice Principal(Accreditation Process) & Professor MBA	
2.	Head of Department	Dr.P.J.Suresh babu HoD/EEE	
3.	IQAC Coordinator	Mrs. Latha. S AP/EEE	
4.	Faculty 1	Dr.Suresh Padmanabhan. T Prof/EEE	
5.	Faculty 2	Dr.Vinothkumar .M Prof/EEE	
6.	Faculty 3	Dr. Nandakumar. K AP/EEE	
7.	Faculty 4	Dr. Sivamani. S AP/EEE	
8.	Faculty 5	Mr Yokeswaran. V AP/EEE	
9.	Faculty 6	Mr.Ragavendran.P.G. AP/EEE	
10.	Faculty 7	Mr.Gokul Raj. K AP/EEE	
11.	Faculty 8	Mr.Jhagannath. K AP/EEE	
12.	Faculty 9	Mr.Samson Ebinazer J AP/EEE	

  
**IQAC Coordinator**  
**S-LATHA**

  
**Head of Department**

**Dr. P. J. SURESH BABU., M.E., Ph.D.,**  
**HEAD OF THE DEPARTMENT**  
 Department of Electrical and Electronics Engineering  
 E.G.S. Pillay Engineering College  
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**Academic and Administrative Audit (AAA)**  
**Attendance Report**

Type of Audit : INTERNAL

(External /Internal)

Department: IT

Date : 21.6.25

Venue : RTB 215

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. M. CHINNAIDURAI	[Signature]
2	Head of Department	Dr. G. ARUL SELVAN	[Signature]
3	IQAC Coordinator	Ms. S. Soundharya	[Signature]
4	Faculty 1	Mrs. A. Hemalatha	[Signature]
5	Faculty 2	Mrs. V. Suresha	[Signature]
6	Faculty 3	Ms. S. Sangeetha	[Signature]
7	Faculty 4	Mrs. R. Pratheeba	[Signature]
8	Faculty 5	Mrs. S. DEEPIKA	[Signature]
9	Faculty 6	Ms. R. Hema	[Signature]
10	Faculty 7	Ms. P. Sridhanya	[Signature]
11	Faculty 8	V. Jeyaraj	[Signature]
12	Faculty 9	D. KARTHIKEYAN	[Signature]
13	Faculty 10	Dr. N. Murali	[Signature]

IQAC Coordinator  
 (S. Soundharya)  
 AP/IT



Head of the Department  
 Department of Information Technology  
 E.G.S. Pillay Engineering College  
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**Academic and Administrative Audit (AAA)**  
**Attendance Report**

Type of Audit : Internal

Department: Mechanical

Date : 21.06.02025

Venue : Mech department

SLNo	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr.S.Palanimurugan/ ASP	[Signature]
2	Head of Department	Dr.N.Ramanujam/ Prof	[Signature]
3	IQAC Coordinator	Dr.G.Gurumoorthi -Prof	[Signature]
4	Dr.S.Krishna Mohan	Professor	[Signature]
5	Dr.V.SivaramaKrishnan	Professor	[Signature]
6	Dr.S.Chockalingam	Professor	[Signature]
7	Dr.V.NavaneethaKrishnan	Asso.Prof	[Signature]
8	Dr.G.Sundaravivel	Asso.Prof	[Signature]
9	Dr.A.ArunKumar	Asso.Prof	[Signature]
10	Dr.F. Peter prakash	Assistant Prof.	[Signature]
11	Dr.S.Nandakumar	Assistant Prof.	[Signature]
12	Mr.V.ManathunaiNathan	Assistant Prof.	[Signature]





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**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



13	Mr.B.Manikandan	Assistant Prof.	<i>[Signature]</i>
14	Mr.K.SenthilNathan	Assistant Prof.	<i>[Signature]</i>
15	Mr.G.HariNarayanan	Assistant Prof.	AB
16	Mr.S.Harish Kirthi	Assistant Prof.	<i>[Signature]</i>
17	Mr.S.Murugesb	Assistant Prof.	<i>[Signature]</i>
18	Mr.N.Manikandan	Assistant Prof.	<i>[Signature]</i>
19	Mr.M.Thirunavukkarasu	Assistant Prof.	<i>[Signature]</i>
20	Mr.S.Sarguna thamizhan	Assistant Prof.	<i>[Signature]</i>
21	Mr.R.Chandramohan	Assistant Prof.	AB
22	Mr.S.Prakash	Assistant Prof.	<i>[Signature]</i>
23	Mr.P.Kalsaignar	Assistant Prof.	<i>[Signature]</i>
24	Mr.C.Hamvazhuthi	Assistant Prof.	<i>[Signature]</i>

*[Signature]*  
**IQAC COORDINATOR**

*[Signature]*  
**Dr. N. RAMANUJAM, M.Tech, Ph.D.,**  
 Professor & Head,  
 Department of Mechanical Engineering  
 E.G.S. Pillay Engineering College,  
 Nagapattinam.



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**Academic and Administrative Audit (AAA)  
 Attendance Report**

Type of Audit :  
 (External/Internal)  
 Department: MBA



Date : 21/06/2025

Venue : MBA - DEPT

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. S. Maniandan	<i>[Signature]</i>
2	Head of Department	Dr. S. Chandrasekar	<i>[Signature]</i>
3	IQAC Coordinator	Ms. R. Sangeetha	<i>[Signature]</i>
4	Faculty 1	Dr. R. Arun Prabhu	<i>[Signature]</i>
5	Faculty 2	S. Senthil Kumar	<i>[Signature]</i>
6	Faculty 3	S.N. Manikandan	<i>[Signature]</i>
7	Faculty 4	R. Praveen	<i>[Signature]</i>
8	Faculty 5	ASAYANTHANA-S (APRIMA)	<i>[Signature]</i>
9	Faculty 6		
10	Faculty 7	NOT APPLICABLE	
11	Faculty 8		
12	Faculty 9		
13	Faculty 10		

*[Signature]*  
**Ms. R. SANGEETHA**  
 Assistant Professor  
 Department of Management Studies  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002.








*[Signature]*  
**Dr. S. CHANDRASEKAR,**  
 Head of Department  
 Department of Mechanical Engineering  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002.

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**Academic and Administrative Audit (AAA)  
Attendance Report**

Type of Audit : **Internal**  
 (External / Internal)  
 Department: **MCA**

Date: **21/08/2021**  
 Venue: **MCA Faculty Room**

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	<b>Dr. S. Chandrasekar</b>	
2	Head of Department	<b>Dr. J. Vanitha</b>	
3	IQAC Coordinator	<b>Dr. C. Nallika Anandhan</b>	
4	Faculty 1	<b>Ms. A. Hema, AP</b>	
5	Faculty 2	<b>C. Suresh Kumar</b>	
6	Faculty 3	<b>Mr. S. Vimaladevi, AP</b>	
7	Faculty 4	<b>V. Pragade</b>	
8	Faculty 5		
9	Faculty 6		
10	Faculty 7	<b>Not Applicable</b>	
11	Faculty 8		
12	Faculty 9		
13	Faculty 10		

**Dr. S. CHANDRASEKAR,**  
 M.A., M.B.A., M.Phil., Ph.D.,  
 IQAC Coordinator  
 Department of Management Studies  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002.

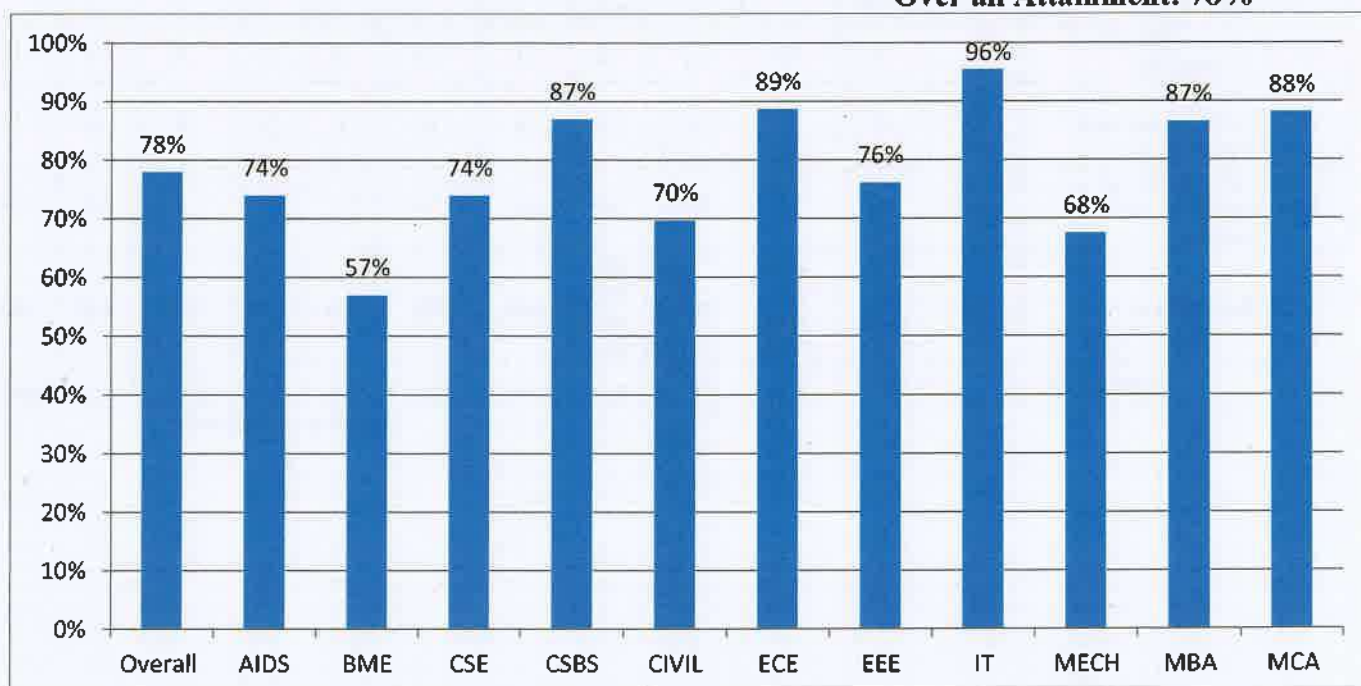
**Head of Department**  
 Head of the Department  
 Department of MCA  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002.

#### 4.1 OVERALL PERFORMANCE OF DEPARTMENTS

Figure 4.1 shows the comparison of marks scored by 11 departments. Major aspects of Academic aspects, Students and Faculty related information, Facilities such as Laboratory, classrooms, Assessments, Projects, Co-curricular activities

##### OVERALL PERFORMANCE OF DEPARTMENTS

**Over all Attainment: 78%**

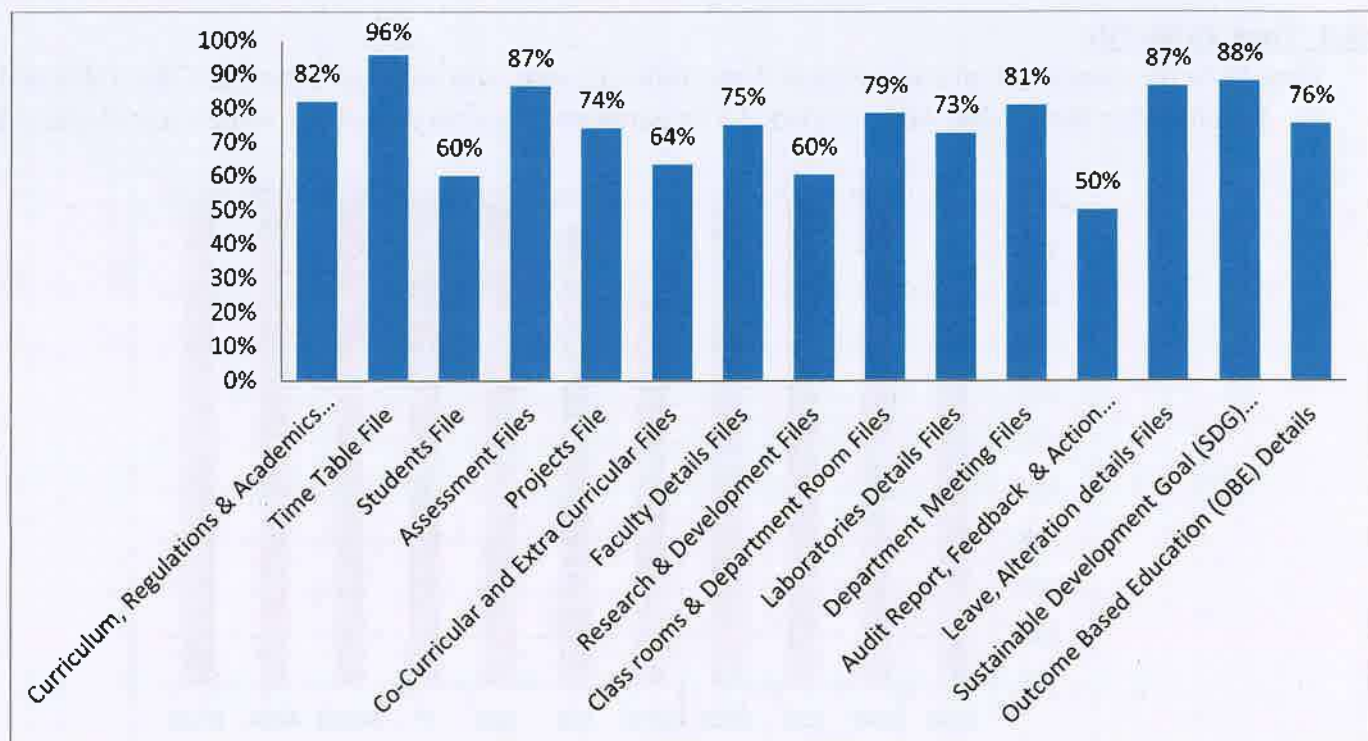


### Criteria wise performance of Departments

Criteria Wise Mark Details														
Sl.no	Criteria no & Title	Max Mark	AIDS	BME	CSE	CSBS	CIVIL	ECE	EEE	IT	MECH	MBA	MCA	Overall
1	Curriculum, Regulations & Academics Files	100	79	70	79	90	75	96	85	75	66	95	90	82%
2	Time Table File	20	16	20	20	20	16	19	20	20	20	20	20	96%
3	Students File	90	56/75 (15-NA)	41 (10-NA)	72	70 (10-NA)	63	86	70	90	56	75	85	60%
4	Assessment Files	75	65	58	43	75	56	68	75	75	53	75	65	87%
5	Projects File	30	17/25 (5-NA)	25	24	25	21	28	29	30	13	25	25	74%
6	Co-Curricular and Extra Curricular Files	90	47/55 (35-NA)	52	76	50 (15-NA)	67	72	58	90	59	75	80	64%
7	Faculty Details Files	75	53/65 (10-NA)	57	63	65	52	71	54	75	45	65	73	75%
8	Research & Development Files	60	29	19	28	40	31	31	27	60	39	45	50	60%
9	Class rooms & Department Room Files	20	6	16	13	20	16	20	14	20	13	20	15	78%
10	Laboratories Details Files	60	27/45 (15-NA)	50	46	50 (10-NA)	43	55	57	60	57	60	55	73%
11	Department Meeting Files	35	27	20	23	35	23	34	27	35	23	35	30	81%
12	Audit Report, Feedback & Action taken Files	60	36/40 (20-NA)	17	35	35 (10-NA)	32	49	34	50	34	35	45	50%
13	Leave, Alteration details Files	15	11	15	13	15	10	15	15	15	8	15	10	87%
14	Sustainable Development Goal (SDG) details	10	8	6	10	10	8	10	7	10	9	10	10	88%
15	Outcome Based Education (OBE) Details	40	28	16	32	40	31	38	22	40	9	25	35	71%
Total Marks		780	505/680 (100-NA)	441/770 (10-NA)	577	640/735 (45-NA)	544	692	594	745	504	675	688	78%
Attainment			74%	57%	74%	87%	70%	89%	76%	96%	65%	87%	88%	

NA-Not Applicable





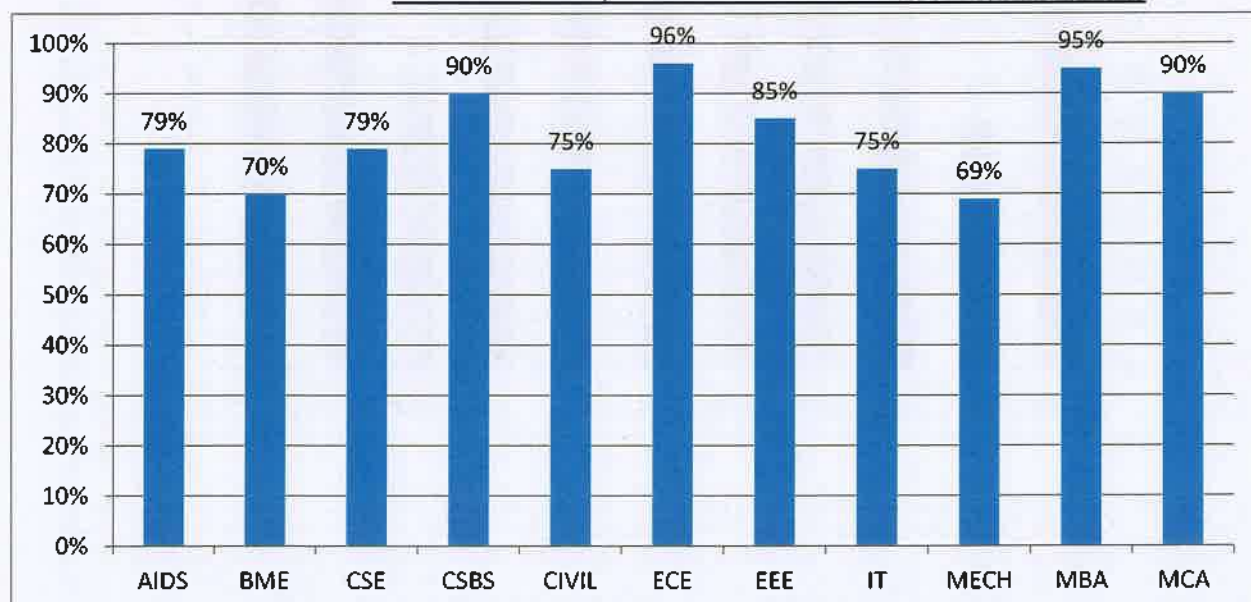
## 4.2 DEPARTMENT AUDIT ANALYSIS - CRITERIA WISE

Criteria wise analysis related to the performance of departments are given below. Curriculum, Assessment, Meeting file, SDG File & Leave alteration files (scored above 80%) has been prepared excellent. Students File, Research & Development files and Audit report file works (scored below 60%) need more attention for better improvement.

### 4.2.1 Curriculum, Regulations & Academics Files

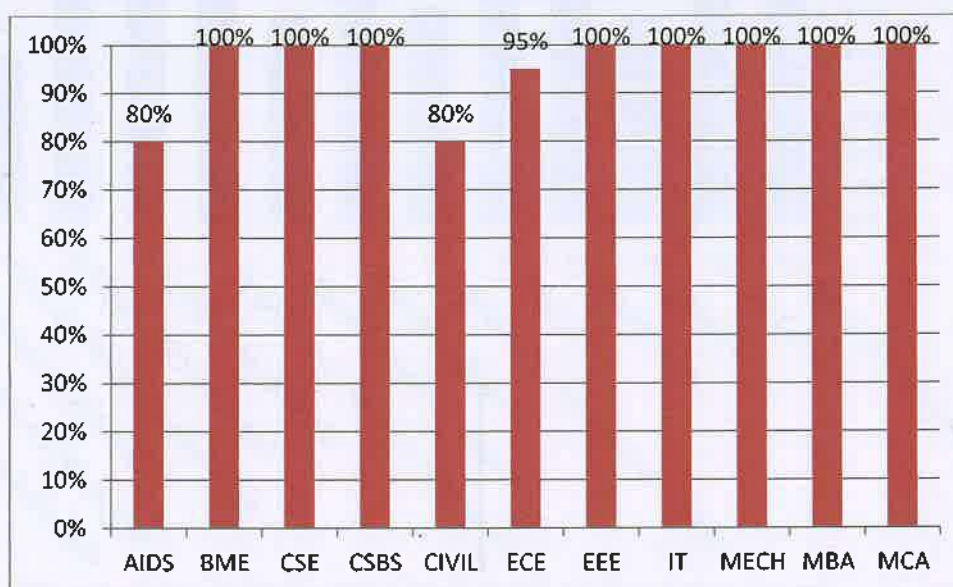
In this Criteria, Following files and Details regarding Regulations R 2019 & R 2023 for UG&PG Curriculum / Syllabus book. It also covers Department Vision and Mission, all Courses COs, PEOs, PSOs with Design Process Mapping, attainment of CO&PO related documents Academic Audit, Academic Calendar, Strategic Plan and Follow up, Budget plan and Power Delegation details were verified. 5 Departments scored above 80% has Excellent file works.

#### CURRICULUM, REGULATIONS & ACADEMICS FILES



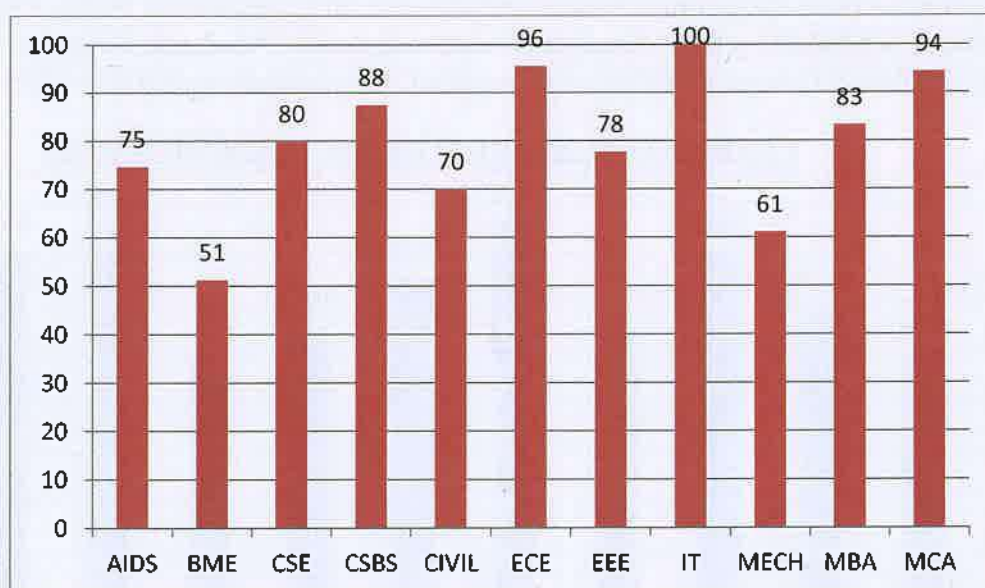
#### **4.2.2 Time Table File**

Time table file consists of all Class Master Time Table, Course wise with Lab Practical Time Table and Individual Faculty wise Time Table were verified. All Departments done very good file works (scored above 80%).



#### **4.2.3. Students File**

In students file Students Name List with Enrolment details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details, Student Attendance Register, students Benefits register, Self-Learning, Slow Learners/Advanced Learners Follow up File, Students Performance, successful completion Degree received and Success rate details, Academic performance details, Student's Participations in Professional Events and publication details, PG & Ph.D. Student Details, Mentor/Mentee and Peer Mentor System details. Except one Department remaining all departments has very nice progress, follow-up and scored above 60%



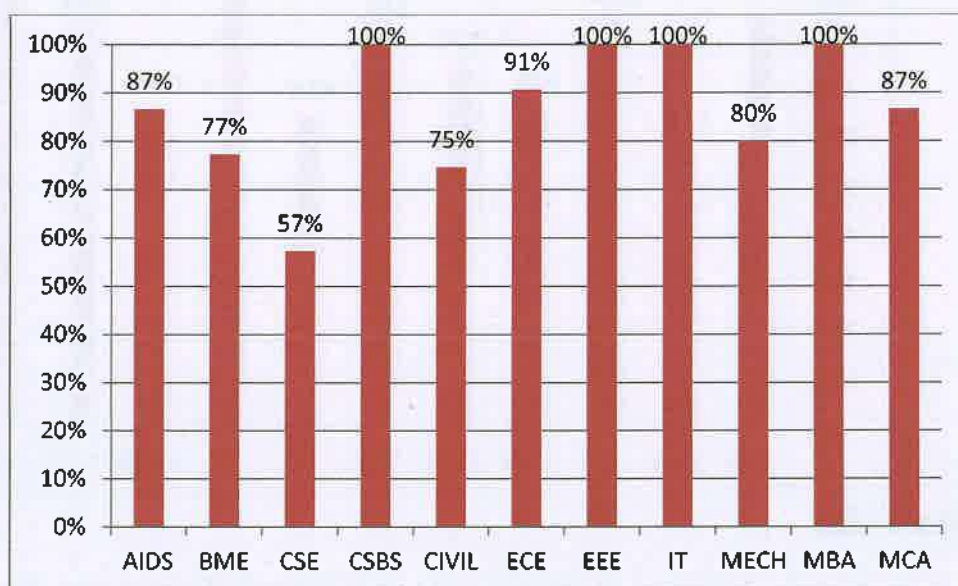
#### **4.2.4. Assessment Files**

##### **Internal Examinations**

In Assessment aspects ,Internal and External Attendance, Question Paper with Key, Result Analysis and internal Mark allocation, Assignment details  
Seminar & Activities details

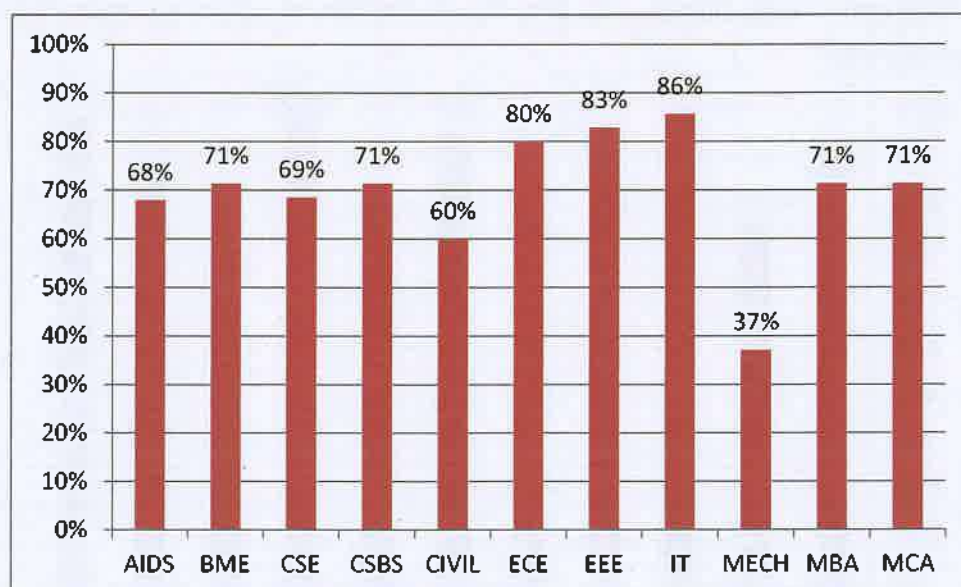
##### **End Semester Examination Files**

It consists Attendance details, Question Paper with Key, Result (Course wise / Year wise),Result analysis file (Course wise / Year wise) for last Five years, Particulars of Arrears and students (Course wise / Year wise),Student Samples. Except one Department remaining all departments has very nice progress, follow-up and scored above 75



##### **4.2.5. Projects File**

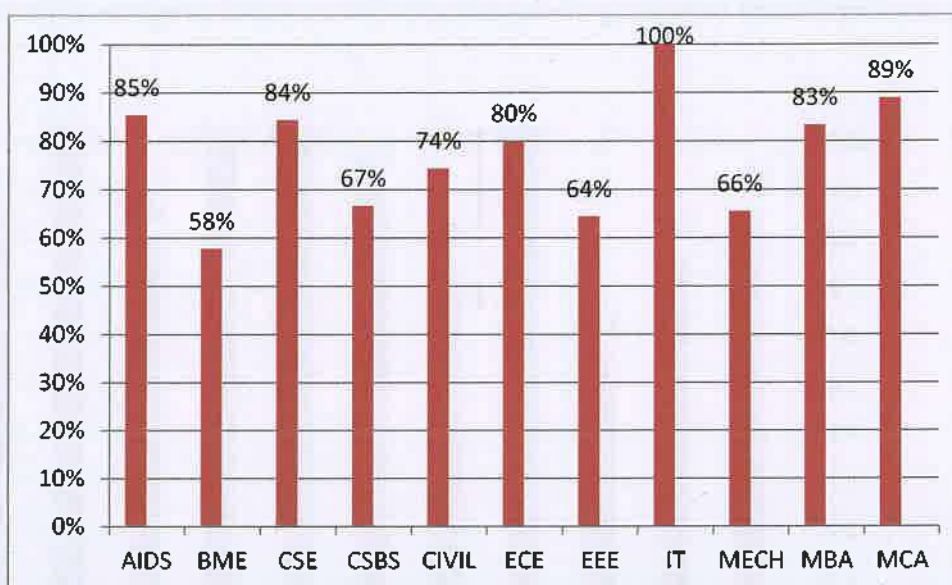
It consists Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations  
List of Project / Dissertation (Course wise / Year wise),In Plant Training / Industrial Visit File Except one  
Department remaining all departments has very nice progress, follow-up and scored above 60% .





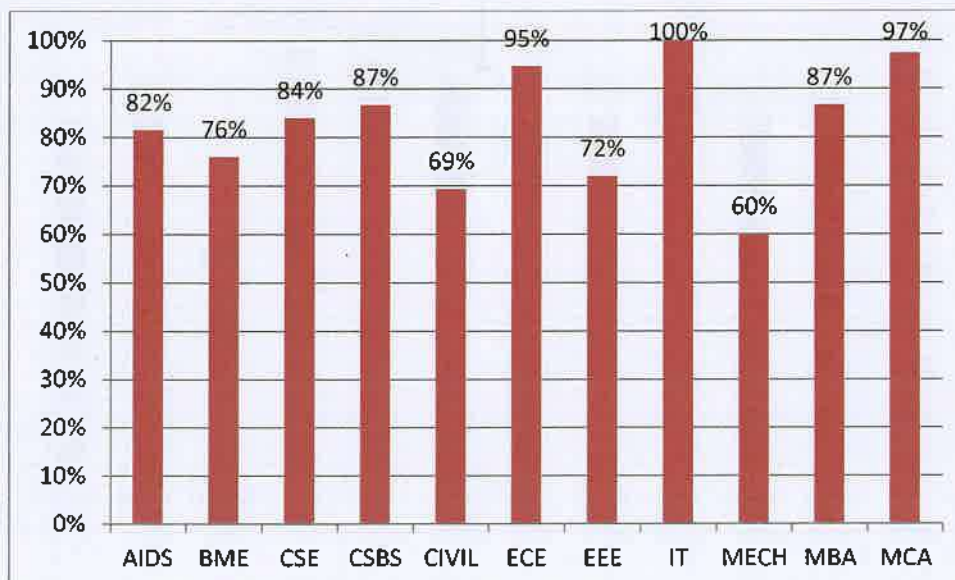
#### 4.2.6. Co-Curricular and Extra Curricular Files

In this category It consists of Placement File-Placement, Higher studies, career development, Competitive exam coaching details, Alumni Association Related File, Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty), Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc), Details about Department association, Professional bodies, Details about Department / College Magazine / Newsletter Published –Last 5 Years Except one Department remaining all departments has very nice progress, follow-up and scored above 60%



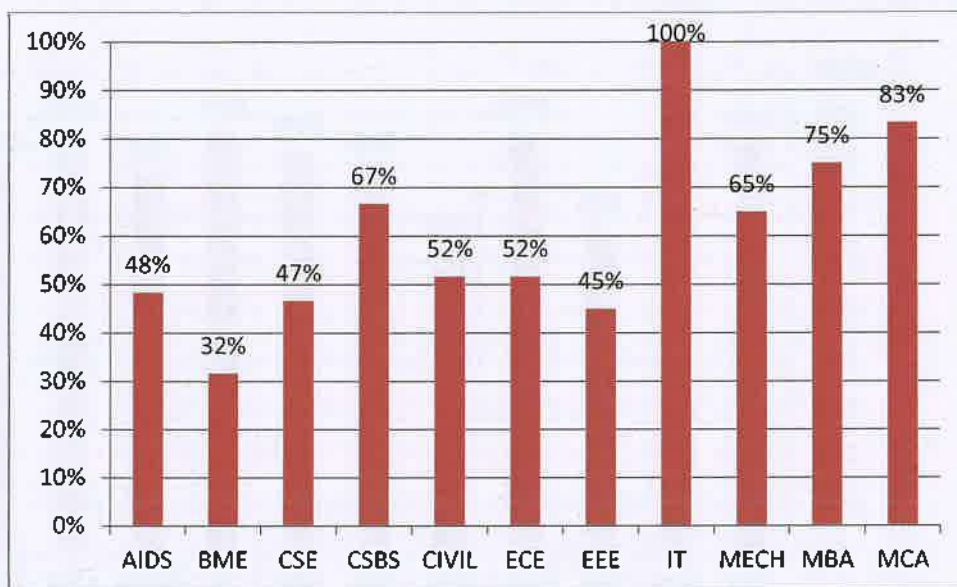
#### 4.2.7 Faculty Details Files

It consists List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement–Last 5 Years, Student faculty ratio Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details, Appraisal File, Mentorship, Welfare and Membership details, Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry, Activity Hours for courses. All departments has very nice progress follow-up and scored above 60%



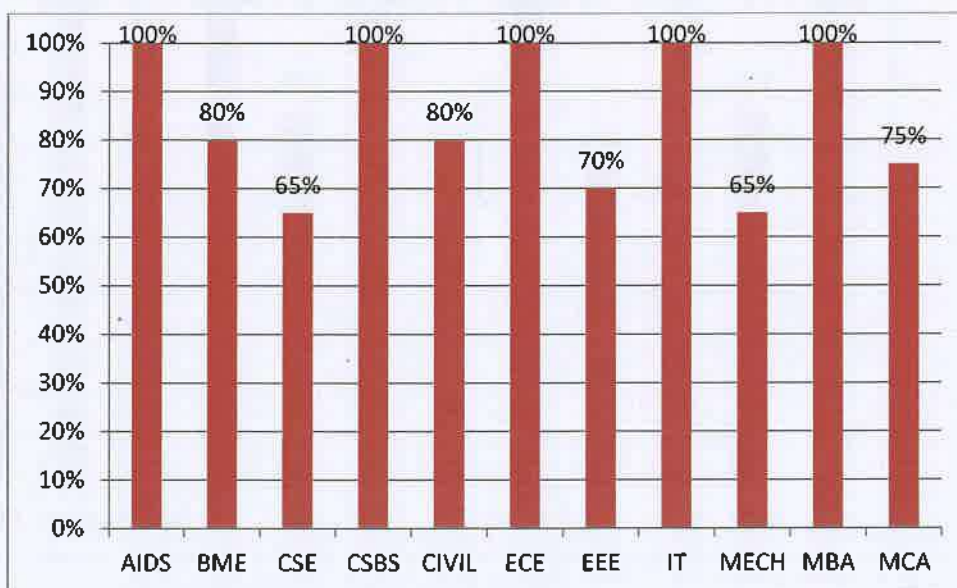
#### 4.2.8 Research & Development Files

It consists of List of Books, Papers published, Patents published (Index wise Revenue generated, Seed mon received, Awards received, collaborative works with outside for Last Five years ,Details of Seminar, Symposium, Conferences ,(National / International), FDP organized by the Department  
Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation –Last 5 Years, Working models, and prototypes developed by faculty members. 3 Departments have nice R&D works score above 75% and 6 Departments scored below 60 % needs more concentration



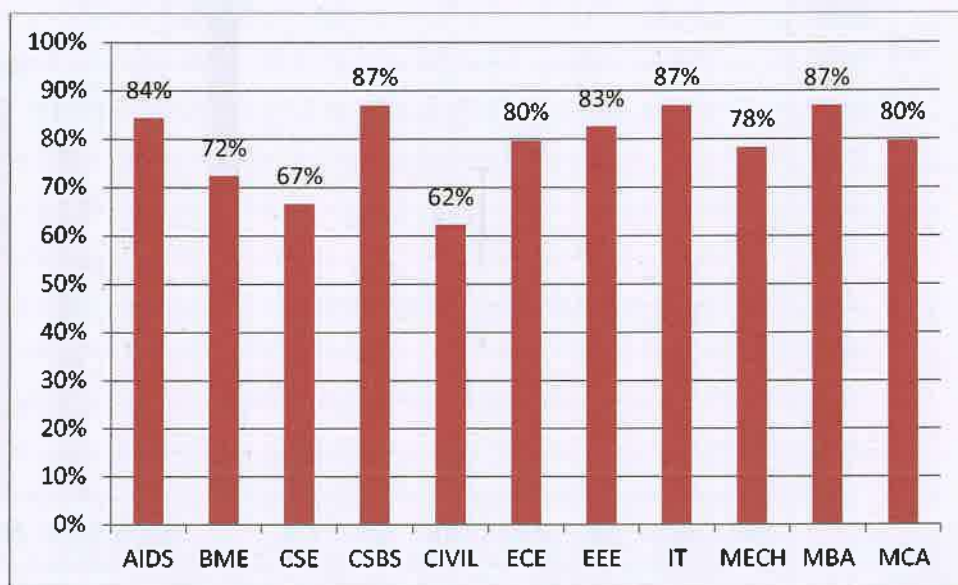
#### 4.2.9 Class rooms & Department Room Files

It consists of Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for Quality improvement etc, Department Stock & Consumable Register, Department Maintenance Register. 5 departments has very nice progress scored 100% and remaining departments has follow-up and scored above 65% .



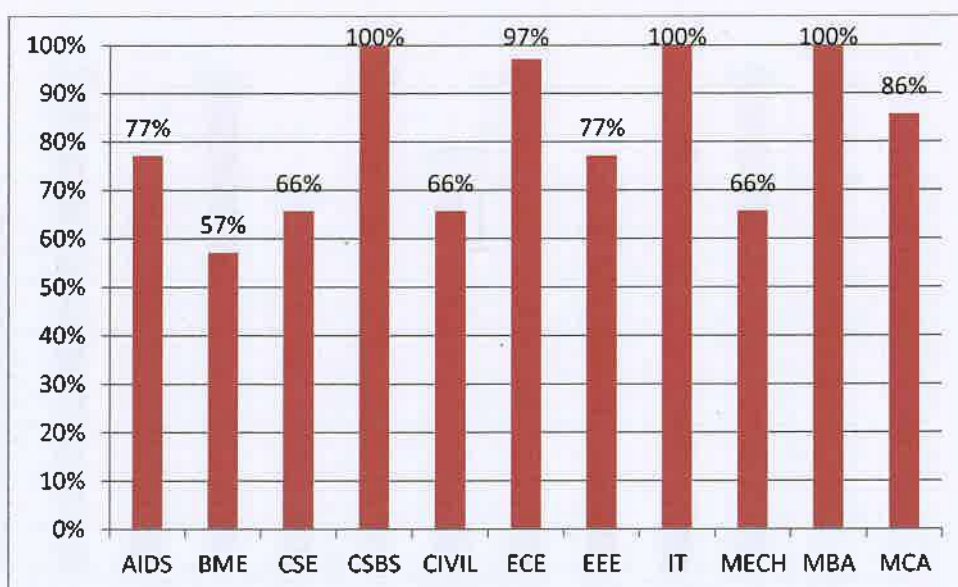
#### 4.2.10 Laboratories Details Files

It consists of List of Laboratories, Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise), List of Equipment / Equipment history (Source of purchase, service, Year of Purchase Safety Measures, Lab Maintenance / Breakage Register, Student Batch list for practical (Lab wise / Year wise) Annual Stock Verification report (Lab wise / Department wise), Lab condemned Register with details Lab Consumable and Non consumable Register. 9 Departments scored above 70 % has nice file works and remaining 2 departments scored around 60 %.



#### 4.2.11 Department Meeting Files

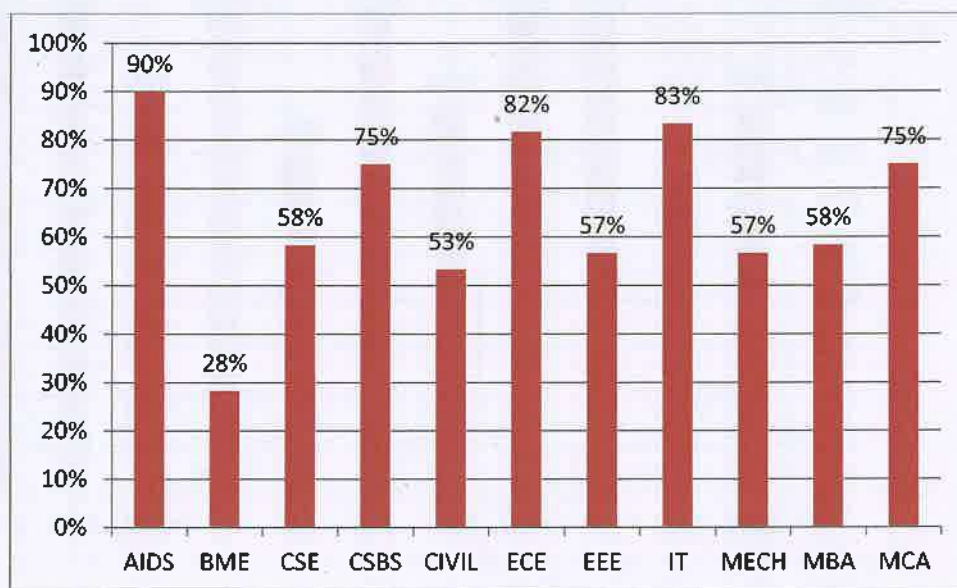
It consists of Department Meeting Circular, Minutes with Action taken, Students Meeting with Action taken Parents Meeting with Action taken, Class Committee File, Monthly report with Action taken .3 Departments scored above 100 % has nice file works, 3 Departments scored above 75% and remaining 5 departments scored around 60 %.





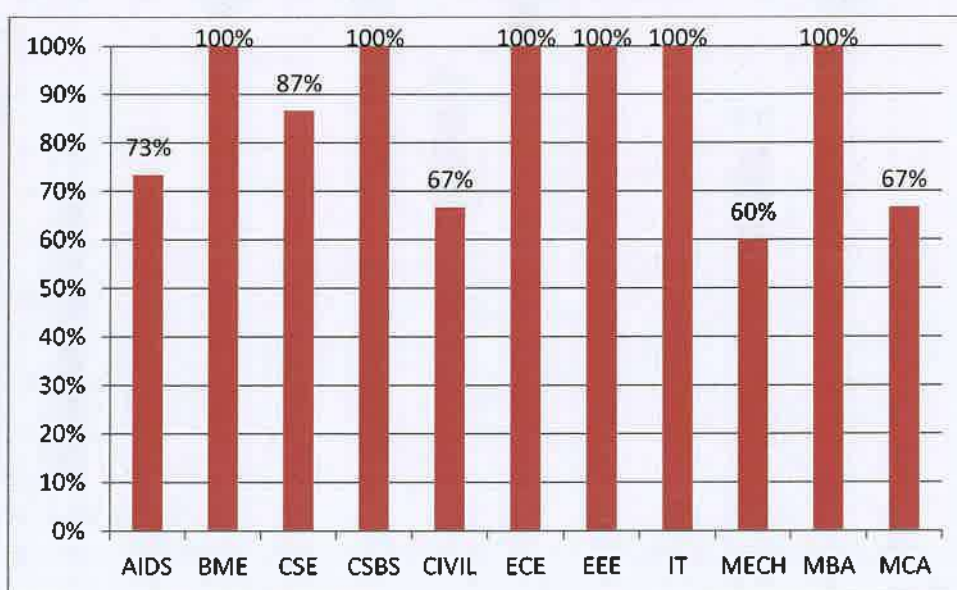
#### 4.2.12. Audit Report, Feedback & Action taken Files

It consists of All Accreditation & Audit (NBA, NAAC & ISO ) report with action taken (or) Follow up deta Feedback File -Students, Peer, HoD, Parents, Alumni, Employer survey, Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details, 5 Departments scored above 75% and remaining 6 departments scored below 60 %.



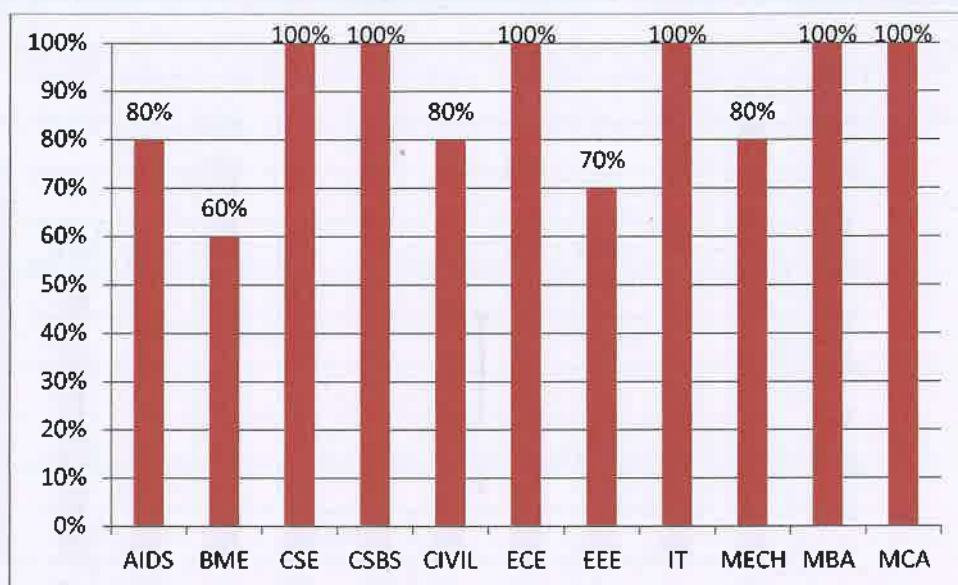
#### 4.2.13 Leave, Alteration details Files

It contains For Students (Course wise / Year wise)-ERP, For Faculty & students – ERP, Staff Movement Register-Academics related works Alterations, 6 Departments scored 100 % and remaining 5 departments scored around 60 %.



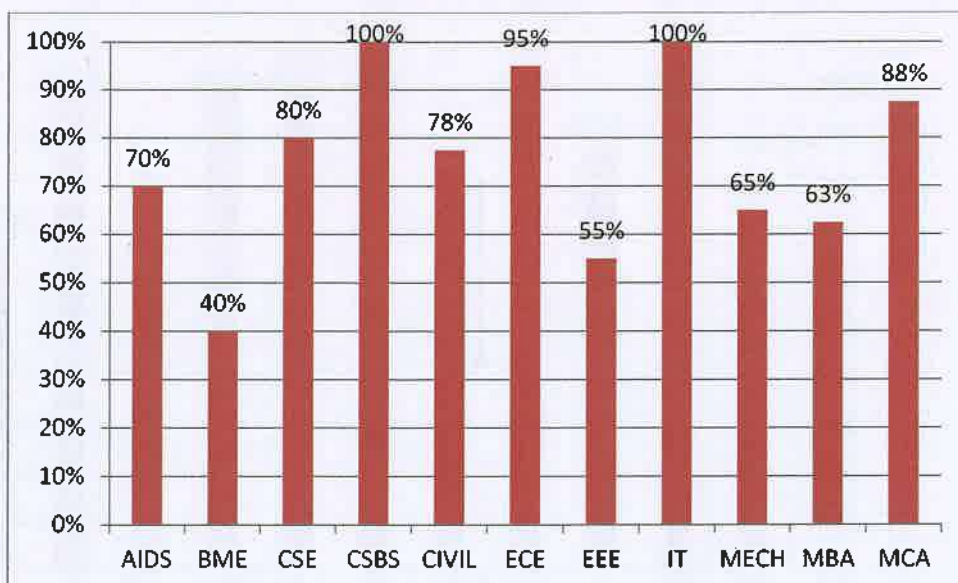
#### 4.2.14. Sustainable Development Goal (SDG) details

It has List of Activities conducted, Evidence of Addressing Sustainable Development Goals. 6 Department scored 100 % and remaining 5 departments scored around 60 %.



#### 4.2.15. Outcome Based Education (OBE) Details

In OBE Quality of Teaching & Learning processes, Case Studies and Real-Life Examples SWAYAM/NPTEL/MOOC/Self Learning, Solving Complex Engineering Problems Incorporating Sustainability Goals, Enhancing Industry Institute Partnerships. 2 Departments scored 100 % and 8 Departments scored above 50% and 1 Department scored below 50% needs more concentration.





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 Tamil Nadu, India  
**EGSPEC INTERNAL QUALITY ASSURANCE  
 CELL -EIQAC**



**Analysis Report on Administrative and Academic Audit**

**Academic Year: 2024-2025**

**Semester: Odd**

**Department: Artificial Intelligence and Data science**

**Date of Visit: 21.06.2025 & FN**

**Name of the Auditor with Designation: Dr.D.Devarajan,  
 IQAC Director,  
 EGSPEC.**

**Criteria Wise Performance Details**

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	BOS,AC Meeting minutes with all evidences  Employability courses activities-IPR  Various assessment tools implementation & follow up  Course file documentation	Online evidences for Meeting  Budget proposal documentation  Power delegation  Academic performance improvement & evidence	105	79
2	Time Table File	Class wise, Master and Lab Timetable	Need follow up as per current process	20	16
3	Students File	Self learning activities, Performance in academics activities improvement, student participation in cocurricular activities  Self learning activities  Mentor mentee & Peer mentor details	From next semester students profile via ERP should be documented  Students welfare scheme process & documentation  Students benefits register  Consolidation of Students performance in activities  Semester wise Academic	90	56/75 ( 15-Not applicable)



			performance		
4	Assessment Files	All required details available	All Internal exam documents should be domain coordinator & HoD authorization  End semester result analysis for last two years	75	65
5	Projects File	Project & Mini project process & follow up	Project file documentation  Industrial visit documentation	30	17/25 (5-Not applicable)
6	Co-Curricular and Extra Curricular Files	Gate coaching class conduction  Symposium, Association & club events conduction  Magazine & Newsletter	Newsletter documentation	90	47/55  (35-Not applicable)
7	Faculty Details Files	Teaching and Non Teaching Faculty Qualification, profiles, workload, Benefits, Professional societies, Training details	Individual Faculty profile via ERP documentation  Faculty benefit register documentation  Need Faculty appraisal systems & follow up	75	53/65 (10-Not applicable)
8	Research & Development Files	Publications, MOUs, Consultancy, sponsored research, Project proto types	Seed money proposal & process implementation  Center of excellence documentation  Project proto type working model documentation	60	29
9	Class rooms & Department Room Files	Class room, Lab maintenance register, stationary and service register	Department stock register & maintenance register	20	6
10	Laboratories Details Files	Labs, stocks, consumable and Non consumable register	Need follow up as per current process	60	27/45(15-Not applicable)
11	Department Meeting Files	Meeting documentation (Parents, Students, Class committee meeting)	Need agenda in Meeting circular  Students meeting minutes	35	27

			process & report		
12	Audit Report, Feedback & Action taken Files	All accreditation & Audit documentation	Accreditation documentation Feedback file documentation	60	36/40 (20-Not applicable)
13	Leave, Alteration details Files	Students, Faculty Leave details	Proper documentation in students leave letter	15	11
14	Sustainable Development Goal (SDG) details	Activities, SDG Details	Need follow up as per current process	10	8
15	Outcome Based Education (OBE) Details	Teaching learning process, online MOOC courses Industry Institute partnership	Need follow up as per current process	40	28
<b>Total</b>				<b>775</b> <b>Total -675</b> <b>(100-Not applicable)</b>	<b>505/675</b> <b>(74%)</b>

**Over All Observations**

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Curriculum 2. Academics process & Follow up 3. Teaching Learning activities 4. Students activities 5. Assessment Procedure 6. OBE implementation 7. SDG activities
2	Weakness	1. consultancy ,sponsored research works 2. R&D Works –Patents, Seed money proposals implementation 3. Lab file maintenance 4. Department stock maintenance

Date : 25/6/25

  
 Signature of Auditor

**Dr. D. DEVARAJAN**  
**Director - IQAC**  
**E.G.S. Pillay Engineering College,**  
**Nagapattinam - 611 001.**



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## Analysis Report on Administrative and Academic Audit

Academic Year: 2024-25

Semester: ODD

Department: *Biomedical Engineering*

Date of Visit: 21.06.2025

Name of the Auditor with Designation: Dr R. Karthi/Professor/Vice Principal

### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	<ol style="list-style-type: none"> <li>1. New course with industry support</li> <li>2. Only few points discussed in BOS meeting</li> <li>3. MOU relevant courses</li> <li>4. Activities with course on employability / EDC / Skill development</li> <li>5. Appointment of Co/PO/PSO</li> <li>6. Strategic plan</li> </ol>	<ol style="list-style-type: none"> <li>1. New course with industry support to be planned.</li> <li>2. All the discussed points to be mentioned in BOS meeting minutes.</li> <li>3. MOU relevant course must be organized.</li> <li>4. Prepare the course on employability / EDC / SD.</li> <li>5. Appointment of Co/PO/PSO to be done for all the courses.</li> <li>6. Strategic plan to be prepared</li> </ol>	105	62+8 (70)
2	Time Table File	As per plan.	Maintain the course.	20	20.
3	Students File	Student details with family, gender, social, cultural, industrial training	Prepare all the details	90	41



		<p>Slow learner action taken</p> <p>Students patent, publishing</p> <p>Technical events</p> <p>Mentor Mentor - Minuter</p>	<p>→ To be done</p> <p>→ Encourage the student to improve</p> <p>- to be improved</p>		
4	Assessment Files	<p>Internal Exam - Question Paper, Evaluation</p> <p>Assignment Rubrics</p> <p>External</p> <p>Scheme of evaluation</p>	<p>QJ must be verified by domain coordinator</p> <p>Scheme of evaluation to be improved</p> <p>→ to be developed</p> <p>→ Detailed scheme to be given</p>	75	58
5	Projects File	Project related Attainment Calculation	Project related Attainment Calculation to be done	30	25
6	Co-Curricular and Extra Curricular Files	<p>Placed Students, Higher Studies, Career development</p> <p>Campus, Competitive exam</p> <p>Professional Societies, Club activities, Dept magazine, newsletter, club activities</p>	<p>Motivate students to be placed, encourage GATE appearance, need more professional society activities,</p> <p>Prepare magazine, newsletter regularly, Regular interaction with Alumni and feedback collection and Analysis report to be done</p>	90	52
7	Faculty Details Files	Seed money, Industry Training, MOOC course, Faculty Resource person, Course wise Activities	<p>Industry Training for all the faculties are encouraged. MOOC + research to be encouraged. File Faculty Resource person details</p>	75	57
8	Research & Development Files	Books, Journals, papers, Patent, Seed money, Award received, Consulting	Encourage at least 80% of the faculties	60	19

		Spontaneous research, Centre of excellence & Training conducted	to complete the activities.		
9	Class rooms & Department Room Files	Less facilities & Quality improvement facilities.	Less facilities & QIF to be improved.	20	16.
10	Laboratories Details Files	Lab details.	IT, Equipment, previous details available.	60	50
11	Department Meeting Files	Students meeting, class coordination, HOD details, PTM, CCM	Actions must be taken for all the meeting minutes and the evidence must be maintained.	35	20.
12	Audit Report, Feedback & Action taken Files	Action taken for Audited files. NBA, NAAC, Feedback files.	Action taken is most important. Take action & implement it effectively.	50	17
13	Leave, Alteration details Files	Leave alteration	File maintained well.	15	15
14	Sustainable Development Goal (SDG) details	SDG file - Symposium - I	Conduct SDG related Complex Engineering problems and Solutions, Symposium	10	06
15	Outcome Based Education (OBE) Details	Process for improvement of Teaching & Learning, Case studies, Realtime examples, active courses, Complex Engineering problems, Industry Interaction Activities to improve curriculum.	Faculty members are encouraged to adopt the said points to improve the quality of teaching and enhance OBE.	40	16.
<b>Total</b>				<b>775</b>	<b>482</b>

Over All Observations

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Syllabus, Regulation, Curriculum. 2. Timetable 3. Project Guidance 4. Vision, Mission, PEO + PSO. 5. Laboratories
2	Weakness	1. Course file - Attainment Calculation 2. Strategic plan to be precise 3. Scheme of Evaluation 4. Publications, Sponsored Research 5. Consultancy.

Date : Signature of Auditor

*[Signature]*  
28/6/2011

6. Focus on SDC related complex Engineering problems.
7. Self development of faculty.
8. Professional Societies / EDC / Higher Studies
9. Content, books,
10. Department meeting / minutes / Action taken
11. Audit feedback & Action taken.





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### Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: Odd

Department: Civil Engineering

Date of Visit: 21.06.2025 & AN

Name of the Auditor with Designation: Dr.D.Devarajan,  
IQAC Director,  
EGSPEC

#### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	BOS,AC Meeting minutes with all evidences Employability courses activities-IPR Various assessment tools implementation & follow up Course file documentation	Online meeting evidences Budget process & evidence. Academic performance evidences	105	75
2	Time Table File	Class wise, Master and Lab Timetable	Need follow up as per current process	20	16
3	Students File	Self learning activities, Performance in academics activities improvement, student participation in cocurricular activities Self learning activities Mentor mentee & Peer mentor details	From next semester students profile via ERP should be documented Students welfare scheme process & documentation	90	63
4	Assessment Files	All required details available	Need comparison of last two years	75	56

5	Projects File	Project & Mini project process & follow up	Project file documentation Industrial visit documentation	30	21
6	Co-Curricular and Extra Curricular Files	Gate coaching class conduction Symposium, Association & club events conduction Magazine & Newsletter	Need professional society initiation & follow up	90	67
7	Faculty Details Files	Teaching and Non Teaching Faculty Qualification, profiles, workload, Benefits, Professional societies, Training details	Need Faculty appraisal systems & follow up HoD feedback & follow up procedures	75	52
8	Research & Development Files	Publications, MOUs, Consultancy, sponsored research, Project proto types	Center of Excellence	60	31
9	Class rooms & Department Room Files	Class room, Lab maintenance register, stationary and service register	Maintenance register have to be follow-up	20	16
10	Laboratories Details Files	Labs, stocks, consumable and Non consumable register	Research labs documentation	60	43
11	Department Meeting Files	Meeting documentation (Parents, students, class committee meeting)	Need action taken report	35	23
12	Audit Report, Feedback & Action taken Files	All accreditation & Audit documentation	HoD Feedback process & documentation Startup and Entrepreneurship activities implementation	60	32
13	Leave, Alteration details Files	Students, Faculty Leave details	Consolidation with proper documentation	15	10
14	Sustainable Development Goal (SDG) details	Activities, SDG Details	Need follow up as per current process	10	8

15	Outcome Based Education (OBE) Details	Teaching learning process, online MOOC courses Industry Institute partnership	Need follow up as per current process	40	31
<b>Total</b>				<b>775</b>	<b>544 (70%)</b>

**Over All Observations**

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Curriculum & follow up 2. Assessment & Evaluation 3. Project & follow up
2	Weakness	1. R&D Consultancy, sponsored research & seed money 2. Budget & followup documentation 3. Course file documentation 4. Students progress in academics 5. Placement & Higher studies 6. Faculty Industry Training 7. OBE implementation

Date : 25/6/25

  
 Signature of Auditor

**Dr. D. DEVARAJAN**  
**Director - IQAC**  
 E.G.S. Pillay Engineering College,  
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## Analysis Report on Administrative and Academic Audit

Academic Year:2024-26

Semester: Even

Department: CSBS

Date of Visit: 21/06/2025

Name of the Auditor with Designation: Dr.S.Manikandan, As.P/IT & Director(IR&SD)-EGSPGOI

### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	1. Regulation and Curriculum as per template prepared and followed 2. Vision, Mission, PEO and PSO statements are available 3. Mapping of all courses are done	1. Vision, Mission, PEO, PO, PSO Statements – process to be discussed in CDC and BoS Meeting 2. Action taken to be maintained all the meetings 3. Attainment need to be done all the Courses 4. Mapping of Mission and PEOs will be updated	105	90
2	Time Table File	Maintained as per guidelines	-	20	20
3	Students File	1. Students name list with other details available 2. NPTEL and Credit Transfer details are available 3. Attendance details are recorded	1. Students participation and publication to be improved 2. Self learning other than NPTEL is to be added 3. Slow learners activities to be improved	90	70 (10 - NA)
4	Assessment Files	As per guidelines followed	Question paper feedback is to be improved	75	75

5	Projects File	Project selection, allocation of supervisor and reports are available  2 batches details are available	Project to PO and PSO Mapping is required based on attainment report to be added	30	25
6	Co-Curricular and Extra Curricular Files	1. Consolidated Placement, Internship details are recorded  2. Actively 2 clubs are functioning and reports are adequate  3. Association events, Newsletters are available	1. Higher studies and EDC to be improved  2. Alumni Details need to maintain	90	50 (15-NA)
7	Faculty Details Files	Available	1. Faculty participation in other events such as FDP, Industry events to be improved  2. Faculty contribution in MOOC and E-Content to be improved	75	65
8	Research & Development Files	5 Scopus. 3 SCIE and 1 Book Available  1 FDP Organized	Faculty publication, Contribution to be improved  Faculty participation need to be improved	60	40
9	Class rooms & Department Room Files	Available	-	20	20
10	Laboratories Details Files	Available	-	60	60 (10-NA)
11	Department Meeting Files	Available	Action taken to be discussed in next meeting	35	35
12	Audit Report, Feedback & Action taken Files	IQAC Audit, ISO Audit available	Action taken to be discussed in next meeting	50	35 (10-NA)
13	Leave, Alteration details Files	Available	-	15	15
14	Sustainable	Available – 1 Symposium,	-	10	10

	Development Goal (SDG) details	Out reach activity completed			
15	Outcome Based Education (OBE) Details	Curriculum design followed  Course wise case studies are given  Industry interaction and VAC are doing every semester	Stakeholders feedback is required in all OBE Proicess  Self-learning practices to be improved  Industry Interaction to be improved	40	30
<b>Total</b>				<b>775</b>	<b>640</b>


**Over All Observations**

Sl.no	Over all observation	Criteria Details
1	Strengthen	<ol style="list-style-type: none"> <li>1. Regulation, Curriculum and Syllabus available as per college procedure</li> <li>2. VAC, Technical Training – Available</li> <li>3. Internal Exam File – Examination Schedule, Question paper with scheme</li> <li>4. End Semester – Examination Schedule, Question paper with Scheme</li> <li>5. Internal Mark Statements</li> <li>6. Students Attendance Percentage</li> <li>7. Case Study given courses – ML, IoT, Design Thinking, HR, OS, SE, AI, F&amp;CA</li> <li>8. Course File – ODD and Even Available</li> <li>9. Project – Conference presentation, industry project</li> <li>10. Students Club – 2 clubs actively running</li> </ol>
2	To be updated	<ol style="list-style-type: none"> <li>1. Mission and PEO Mapping with Justification</li> <li>2. Process and Approval of Vision, Mission, PEO and PSO Statements</li> <li>3. Stakeholders feedback – to be updated</li> <li>4. Approval and Affiliation</li> <li>5. Attainment – End Semester marks need to give from CoE office</li> <li>6. Result analysis – Nov/Dec'24, Apr/May'24 – Need to give from CoE Office</li> </ol>
3	Concern/Improvements	<ol style="list-style-type: none"> <li>1. R&amp;D Activities – Faculty Publication, IPR related activities</li> <li>2. Feedback Process and Implementation – Stakeholders feedback</li> </ol>



		<ol style="list-style-type: none"> <li>3. Alumni Interaction</li> <li>4. OBE Implementation</li> <li>5. Action taken for all the meeting based on requirements</li> <li>6. Faculty and Students Interaction</li> <li>7. LMS, e-Content, MOOC Courses</li> </ol>
4	Institute Side	<ol style="list-style-type: none"> <li>1. Budget Allocation and Usage</li> <li>2. Strategic Plan</li> <li>3. Delegation of Power</li> <li>4. CoE office – End Semester Marks, Result Analysis, Students Results Copy</li> <li>5. ERP – Consolidated Students Entered details, Faculty Details, Leave Details</li> </ol>

**Date : 21/06/2025**

  
 Signature of Auditor  
 (Dr. J. Manikandan)

Administrative and Academic Audit – Internal

Department: CSBS

Date: 21/06/2025

Audited Report

Completed

1. Regulation, Curriculum and Syllabus available as per college procedure
2. VAC, Technical Training – Available
3. Internal Exam File – Examination Schedule, Question paper with scheme
4. End Semester – Examination Schedule, Question paper with Scheme
5. Internal Mark Statements
6. Students Attendance Percentage
7. Case Study given courses – ML, IoT, Design Thinking, HR, OS, SE, AI, F&CA
8. Course File – ODD and Even Available
9. Project – Conference presentation, industry project
10. Students Club – 2 clubs actively running

To be updated


1. Mission and PEO Mapping with Justification
2. Process and Approval of Vision, Mission, PEO and PSO Statements
3. Stakeholders feedback – to be updated
4. Approval and Affiliation
5. Attainment – End Semester marks need to give from CoE office
6. Result analysis – Nov/Dec'24, Apr/May'24 – Need to give from CoE Office

Concern/Improvements

1. R&D Activities – Faculty Publication, IPR related activities
2. Feedback Process and Implementation – Stakeholders feedback
3. Alumni Interaction
4. OBE Implementation
5. Action taken for all the meeting based on requirements
6. Faculty and Students Interaction
7. LMS, e-Content, MOOC Courses

Institute Side

1. Budget Allocation and Usage
2. Strategic Plan
3. Delegation of Power
4. CoE office – End Semester Marks, Result Analysis, Students Results Copy
5. ERP – Consolidated Students Entered details, Faculty Details, Leave Details

  
21/6/25  
(Dr. J. Manikandan)



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**Analysis Report on Administrative and Academic Audit**

**Academic Year:** 2024-2025

**Semester:** Odd

**Department:** Computer Science Engineering

**Date of Visit:** 21.06.2025

**Name of the Auditor with Designation:** Dr.K. Manikanda kumaran-

Head of Administration & Associate Professor / IT

**Criteria Wise Performance Details**

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	1. Curriculum, syllabus with Industry supported courses 2. Employability/EDC Activities 3. Academic regular activities & Follow-up	1. Need clear Mapping of all outcomes with POs 2. Attainment with action taken	105	79
2	Time Table File	Nice Time table with necessary details	Recommended to do same follow up	20	20
3	Students File	Students activities, Academic performance, Mentor mentee details	Students enrollment details Self learning and welfare schemes Publications and events participation	90	72
4	Assessment Files	Internal and End sem exam details	Cat Questions should be verified by Domain coordinator	75	43
5	Projects File	Project review details, Guide selection, Attainment calculations, Internship details	Consolidated Internship, Training details Modification in Mini project report submission as per standards	30	24
6	Co-Curricular and Extra	1. Placement and Training provided details	1. More Events to be planned and due	90	76



	Curricular Files	<ol style="list-style-type: none"> <li>Higher studies, Competitive exams.</li> <li>Cocurricular and Extra curricular activities details</li> <li>Newsletter and Magazine details</li> </ol>	<ol style="list-style-type: none"> <li>date is over</li> <li>Updation need in professional society, Members details</li> </ol>		
7	Faculty Details Files	<ol style="list-style-type: none"> <li>Teaching and Non Teaching faculty details</li> <li>Faculty training details</li> <li>Resource person and participation details</li> <li>Activity hours details</li> </ol>	Faculty contribution in professional and Teaching learning process development activities	75	63
8	Research & Development Files	<ol style="list-style-type: none"> <li>Publications</li> <li>Events organized</li> <li>Sponsored research, Funded projects</li> <li>Proto type working models</li> </ol>	Need more concentration on patents, seed money awards ,sponsored FDP, Conference organized	60	28
9	Class rooms & Department Room Files	<ol style="list-style-type: none"> <li>Facilities available for class rooms, Labs etc</li> <li>Department stock register and Maintenance register</li> </ol>	Recommended to do same follow up	20	13
10	Laboratories Details Files	<ol style="list-style-type: none"> <li>Laboratories ,Industry support details</li> <li>Lab stock and Maintenance registers with annual stock report</li> </ol>	Recommended to do same follow up	60	46
11	Department Meeting Files	<ol style="list-style-type: none"> <li>Meeting file contents</li> <li>Students and parents meeting details</li> <li>Class committee meeting details</li> </ol>	<ol style="list-style-type: none"> <li>Need more refinement in students meeting</li> <li>process details</li> <li>Some updations required in Class committee and Parents meeting</li> </ol>	35	23
12	Audit Report, Feedback & Action taken Files	<ol style="list-style-type: none"> <li>NBA,NAAC &amp; ISO audit reports with action taken</li> <li>Students,Parents, Alumni and Teaching learning related feedbacks</li> <li>Employer survey</li> </ol>	<ol style="list-style-type: none"> <li>Employer survey documentation to be prepared</li> <li>Teaching learning and EDC related Feedback and analysis should be improved</li> </ol>	50	35

13	Leave, Alteration details Files	1. Students and Faculty leave details 2. Movement register details	Recommended to do same follow up	15	13
14	Sustainable Development Goal (SDG) details	SDG related Activities and details	Recommended to do same follow up	10	10
15	Outcome Based Education (OBE) Details	1. Quality of Teaching learning process and OBE implementation 2. Self learning activities 3. Industry interaction in academics aspects	Need concentration in Industry interaction activities	40	32
<b>Total</b>				<b>775</b>	<b>577</b>

**Over All Observations**

**Attainment-74%**

Sl.no	Over all observation	Criteria Details
1	Strengthen	1.Cocurricular and Extra curricular activities 2.Projects details 3.Faculty details 4.Laboratries details 5.SDG related activities
2	Weakness	1.curriculum,Academics and outcome based education activities 2.Assesment files 3.Research and Development activities & Details 4. Feedback details.

Date : 25.06.2025

*Dr. K. Manikandakumaran*  
23/6/25

Signature of Auditor

**Dr. K. Manikandakumaran**  
Asso.Prof. & Head - Admin  
EGSP. Engg. College, Nagai



## E.G.S. Pillay Engineering College

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Tamil Nadu, India

**EGSPEC INTERNAL QUALITY ASSURANCE  
CELL -EIQAC**



### Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: III,V,VII

Department: ECE

Date of Visit: 21.06.2025

Name of the Auditor with Designation: Dr.J. Vanitha& Professor-MCA

#### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	R2023, R2024 available MoU signed with Matlab and included in the curriculum  Audit report and Action taken Available	Need to introduce Industry supported course  Departmentwise strategic plan need to be add	105	101
2	Time Table File	2024-25 odd semester timetable verified	Subject willing list needs to be added	20	19
3	Students File	Dote copy available for 2024-25. The highest cutoff 96.33 and the lowest cut off 44.67. Total seat filled 120+6=126  6 students completed NPTEL and 80+completed Matlab courses  Cocurricular participation 98 and sports 14 2024 passedout data verified Total 121 students, Graduated 98 and graduate percentage 81%	Semesterwise CGPA from CoE available Need to maintain individual subject mark  Keep 20 students per faculty.	90	86

		Available 2024-25 PG students' data. I year 12, II year 4			
4	Assessment Files	2024-25 data verified	Comparison between last two years of result needs to be maintained	75	68
5	Projects File	2024-25 data verified	-	30	28
6	Co-Curricular and Extra Curricular Files	Highest package 12 LPA Total company visited 21 No of students placed 88/119=74%	-	90/85	72
7	Faculty Details Files	Faculty data available Retention 42%, Ph.D completed 10 and Doing Ph.D 8 faculties	Faculty benefits and welfare schemes other than loan needs to be maintained	75	71
8	Research & Development Files	The department demonstrates strong research and academic output with 3 books published, 28 SCI-indexed papers, 5 Scopus-indexed publications, 1 UGC-listed article, and 14 conference papers and 2 patents have been published	Seed money, Awards, Industry collaboration research activities need to be concentrated	60	31
9	Class rooms & Department Room Files	2024-25 data maintained	-	20	20
10	Laboratories Details Files	8 labs available and data are maintained	-	60	55
11	Department Meeting Files	2024-25 meeting minutes and Action taken available	CCM minutes number of hours need to be filled	35	34
12	Audit Report, Feedback & Action taken Files	Audit report and action taken available	-	50	49
13	Leave, Alteration	Data available	-	15	15

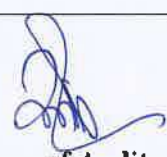


	details Files				
14	Sustainable Development Goal (SDG) details	SDG program conducted	-	10	10
15	Outcome Based Education (OBE) Details	List of processes and procedures initiated for improvement of Teaching Learning processes available	solving complex problems that corporating to achieve SDG need to be improved	40	38
Total				775/770	697/692

**Over All Observations**

Sl.no	Over all observation	Criteria Details
1	Strengthen	<p>The admission for the academic year 2024–25 has been very good, with the highest cutoff reaching 96.33%.</p> <p>Students have actively completed numerous Matlab certification courses to enhance their skills. 80+ certificates completed.</p> <p>The department maintains an excellent graduation rate, showcasing effective teaching and student support. Totally 121 students, Graduated 98 and graduate percentage 81%.</p> <p>The department demonstrates strong research and academic output with 3 books published, 28 SCI-indexed papers, 5 Scopus-indexed publications, 1 UGC-listed article, and 14 conference papers and 2 patents have been published</p>
2	Weakness	<p>Research activities related to seed funding, awards, and industry partnerships require increased attention.</p> <p>The department has scope to introduce new industry-supported programs to align with current demands</p>

Date : 24/06/2025

  
Signature of Auditor

**Dr.J. VANITHA**  
Head of the Department  
Department of MCA  
E G. S. Pillay Engineering College  
Nagapattinam - 611 002.



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Nadu, India

### EGSPEC INTERNAL QUALITY ASSURANCE CELL – EIQCAC



#### Analysis Report on Administrative and Academic Audit

Academic Year: 2024-25

Semester: ODD

Department: EEE

Date of Visit: 21.06.2025

Name of the Auditor with Designation: Dr R.Karthi/Professor/Vice Principal

#### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	a. New Course Planned in Semester VII b. MOU signed and activities organized c. Alumni assessment tools need clear outcome. Need open ended questions also. d. Strategic plan does not match with the implementation	a. Do a market study and finalize the new course supported by industry. b. Course specific MOU and activities to be increased c. Less utilization from the feedback form of the alumni. d. Clear strategic plan for execution is required.	105	85
2	Time Table File	a. Prepared well as per the template	a. Follow the same	20	20
3	Students File	a. Industrial training conducted -2	a. Increase the no. of industrial training programme.	90	70
4	Assessment Files	a. Internal Exams- No issues b. ESE- Comparisons of the previous	a. Internal Exams- Follow the same pattern. b. ESE- Comparisons	75	75

		results not done.	of the previous results to be done.		
5	Projects File	No issues observed	Follow the existing practices	30	29
6	Co-Curricular and Extra Curricular Files	a. 37/65 students placed. b. 12 students appeared for GATE. c. Competitive exams not encouraged/organized d. Professional societies, SDG, technical and non technical events plan not available	a. Students placements to be increased with high packages. b. Encourage the students to appear for GATE exams. c. Competitive exams to be encouraged/organized d. Plan for Professional societies, SDG, technical and non technical events	90	58
7	Faculty Details Files	Papers published-5 Books-1 Few e-content materials observed.	All the faculty members are encouraged to publish at least one paper. Increase e-content materials and ensure the students utilization.	75	54
8	Research & Development Files	Books-1, Journal -5, Patents-4, Seedmoney-1, TNSCST-1, Industry collaboration -NIL NO sponsored research, Consultancy and centre of excellence.	Atleast 80% of the faculty members must have to complete all the task.	60	27
9	Class rooms & Department Room Files	LMS and Quality enhancement yet to concentrate	LMS and Quality enhancement facilities to be enhanced	20	14
10	Laboratories Details Files	Many tools and equipments purchased in laboratories.	Ensure the students utilization.	60	57
11	Department Meeting Files	Evidence of counselor, class coordinator & HODs meeting with students are expected.	Conduct regular counselor, class coordinator, HODs meeting with students. CCM & PTM organized	35	27

		CCM & PTM organized well.	well. Keep the same.		
12	Audit Report, Feedback & Action taken Files.	Feedback analysis and action taken observed.	If any actions cannot be taken immediately, implement it slowly.	50	34
13	Leave, Alteration details Files	Good	Follow the same.	15	15
14	Sustainable Development Goal (SDG) details	4 events conducted.	Appreciated. But identify the real time problems of SDG and insist the students to solve it.	10	7
15	Outcome Based Education (OBE) Details	Focus of the processes of Teaching & learning, case study analysis, real time problem identification, online courses, industry interaction is to be effective.	Ensure the processes of Teaching & learning, case study analysis, real time problem identification, online courses, industry interaction is enhanced.	40	22
<b>Total</b>				<b>775</b>	<b>594</b>

**Over All Observations**

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Curriculum Regulations and academic files 2. Course file 3. Timetable file 4. Internal & External assessment 5. Project file 6. Laboratories
2	Weakness	1. Co-curricular and extra curricular activities 2. Self Development of the faculties 3. MOUs 4. Sponsored research and consultancy 5. Focus of SDG related complex engineering problems

Date :

23/06/2025

Signature of Auditor

*[Handwritten Signature]*  
23/06/2025





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Tamil Nadu, India  
**EGSPEC INTERNAL QUALITY ASSURANCE  
CELL -EIQAC**



**Analysis Report on Administrative and Academic Audit**

Academic Year: 2024-2025

Semester: Even

Department: IT

Date of Visit: 21.06.2025

Name of the Auditor with Designation: Dr. M. Chinnadurai, Professor/CSE

**Criteria Wise Performance Details**

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	Curriculum, Regulations and BoS documents available	Need some clarification and modification in giving COs for a particular courses	105	75
2	Time Table File	Maintained	Academic calendar changes if any additionally include	20	16
3	Students File	Maintained properly	-	90	82
4	Assessment Files	Maintained	Need to update current semester only	75	60
5	Projects File	-	Need to update more information	30	10
6	Co-Curricular and Extra Curricular Files	Maintained	Need more contribution by students	90	55
7	Faculty Details Files	Maintained	-	75	50
8	Research & Development Files	-	Nothing in R&D, Consultancy and poor contribution in publications, patents and copyrights including book chapters	60	10
9	Class rooms &	Maintained records	-	20	20

	Department Room Files				
10	Laboratories Details Files	Available	No Project and R&D Lab with specific softwares	60	25
11	Department Meeting Files	Maintained properly	-	35	35
12	Audit Report, Feedback & Action taken Files	Maintained	Need to more detailed action taken report	50	35
13	Leave, Alteration details Files	Maintained	-	15	15
14	Sustainable Development Goal (SDG) details	Maintained	Need to include more	10	6
15	Outcome Based Education (OBE) Details	Maintained	Need to clarify and add more dissemination among faculty and students	40	25
<b>Total</b>				<b>775</b>	<b>519</b>

**Over All Observations**

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Faculty, Students and Workload 2. Assessment file 3. Co-curricular 4. Infrastructure 5. Department related documents
2	Weakness	1. Curriculum and Planning 2. Project file and Project Lab 3. R&D, Consultancy 4. OBE , <i>Placement file</i> 5. Power delegation and Outside programmes

Date : *23/6/25*

*[Signature]*  
Signature of Auditor

**Dr. M. CHINNADURAI, M.E., Ph.D.,  
PRINCIPAL**

**E.G.S. Pillay Engineering College  
Nagore (Po), Nagapattinam - 611 002.**



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### EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC

#### Analysis Report on Administrative and Academic Audit

**Academic Year: 2024-25**

**Semester: Even**

**Department: MECH**

**Date of Visit: 21/06/2025**

**Name of the Auditor with Designation: Dr. S.Palani Murugan, ASP/AI&DS**

#### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	All important Meetings minuted well, Articulation matrix carried out as required	Mapping between Mission & PEOs, Improvement in academic performance of students	105	66/95
2	Time Table File	Available; all necessary files for regular operations	-	20	20/20
3	Students File	Peer mentoring was good, Need to work on student benefit register	ERP, Industry Visit, PG, Mentor-Mentee, Self Learning	90	56/90
4	Assessment Files	Questions Papers for few important courses found to be very good.	Quality of Assignment Questions, Action plan for arrear students	75	53/75
5	Projects File	Satisfied but need more organized way to disseminating, publications and project outcomes.	Quality of mini projects	30	13/30

6	Co-Curricular and Extra Curricular Files	Magazine , Newsletter, Placement details were found good	Professional Society, Alumni, Competitive Exams	90	59/90
7	Faculty Details Files	Faculty cadre, qualification and publication were good.	Consolidation of details, Innovation & Patents, Faculty Professional Development	75	45/75
8	Research & Development Files	Well established research and project lab.	Books, Conferences, Seed money, Awards, CoE	60	39/60
9	Class rooms & Department Room Files	Good	-	20	13/20
10	Laboratories Details Files	All labs were effectively maintained as per the register data	Maintenance of non-working components or equipment, Industry supported facilities	60	57/60
11	Department Meeting Files	Good	Action taken for complaints raised in the meeting	35	23/35
12	Audit Report, Feedback & Action taken Files	Action taken need to be bit more aggressive and straightforward.	-	50	34/50
13	Leave, Alteration details Files	Need improvement in retaking altered classes	Rescheduling of classes for the leave taken	15	8/15
14	Sustainable Development Goal (SDG) details	SDG symposium organized	-	10	9/10
15	Outcome Based Education (OBE) Details	Initiatives taken	Case studies & real time examples	40	9/40
<b>Total</b>				<b>775</b>	<b>504</b>



**Over All Observations**

Sl.no	Over all observation	Criteria Details
1	Strength	1. Faculty Cadre & Experience 2. Project Lab 3. Industry Training & MoUs 4. Course Files 5. Lab maintenance & availability
2	Weakness	1. Preparedness & Coordination 2. Traditional way of Teaching 3. Project Outcomes 4. Student Participation in events/programs 5. Quality of Student Projects & Outcomes

Date:

30/6/25

Signature of Auditor

30/6/25



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**EGSPEC INTERNAL QUALITY ASSURANCE  
CELL -EIQAC**



## Analysis Report on Administrative and Academic Audit

Academic Year:2024-26

Semester: Even

Department: MBA

Date of Visit: 21/06/2025

Name of the Auditor with Designation: Dr.S.Manikandan, As.P/IT & Director(IR&SD)-EGSPGOI

### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	1. Regulation and Curriculum as per template prepared and followed 2. Vision, Mission, PEO and PSO statements are available 3. Mapping of all courses are done 4. BoS meetings are recorded properly	1. Action taken to be maintained all the meetings 2. Mapping of Mission and PEOs will be updated	105	95
2	Time Table File	Maintained as per guidelines	-	20	20
3	Students File	1. Students name list with other details available 2. NPTEL details are available 3. Attendance details are recorded	1. Students participation and publication to be improved 2. Self learning other than NPTEL is to be added 3. Slow learners activities to be improved	90	75
4	Assessment Files	As per guidelines followed	Question paper feedback is to be improved	75	75
5	Projects File	Project selection, allocation	Project to PO and PSO	30	25

		of supervisor and reports are available  2 batches details are available	Mapping is required based on attainment report to be added		
6	Co-Curricular and Extra Curricular Files	1. Consolidated Placement, Internship details are recorded  2. Actively 3 clubs are functioning and reports are adequate  3. Association events, Newsletters are available	1. EDC to be improved  2. Alumni Details need to be improved	90	75
7	Faculty Details Files	Available	1. Faculty participation in other events such as FDP, Industry events to be improved  2. Faculty contribution in MOOC and E-Content to be improved	75	65
8	Research & Development Files	10 Journal publication, 5 Book, 4 chapter Available  1 FDP Organized, 2 Patents, 1 Award, 1 TNSCST funding	Faculty publication, Contribution to be improved  Faculty participation need to be improved	60	45
9	Class rooms & Department Room Files	Available	-	20	20
10	Laboratories Details Files	Available (Shared)  -SPSS and Tally software used	-	60	60
11	Department Meeting Files	Available	Action taken to be discussed in next meeting	35	35
12	Audit Report, Feedback & Action taken Files	IQAC Audit, ISO Audit available	Action taken to be discussed in next meeting	50	35
13	Leave, Alteration details Files	Available	-	15	15

14	Sustainable Development Goal (SDG) details	Available – 1 Symposium, Out reach activity completed	-	10	10
15	Outcome Based Education (OBE) Details	Curriculum design followed Course wise case studies are given Industry interaction and VAC are doing every semester	Stakeholders feedback is required in all OBE Process Self-learning practices to be improved Industry Interaction to be improved Course outcomes are reframed based on activities and OBE	40	25
<b>Total</b>				<b>775</b>	<b>675</b>

#### Over All Observations

Sl.no	Over all observation	Criteria Details
1	Strengthen	<ol style="list-style-type: none"> <li>1. Course File – ODD and Even Available and All the faculty shown and explained</li> <li>2. Regulation, Curriculum and Syllabus available as per college procedure</li> <li>3. Internal Exam File – Examination Schedule, Question paper with scheme</li> <li>4. End Semester – Examination Schedule, Question paper with Scheme</li> <li>5. Case Study given courses – OM, Corporate Governance, SM, SPAM</li> <li>6. Internal Mark Statements</li> <li>7. Peer Mentoring – Separate Note maintained and recorded</li> <li>8. Summer Training – Individual report and Mark allocation</li> <li>9. Students Club – 3 clubs actively running</li> <li>10. Result Analysis – Prepared by department based on students data</li> </ol>
2	To be updated	<ol style="list-style-type: none"> <li>1. Mission and PEO Mapping with Justification</li> <li>2. Summer Training and Project – PO/PSO Mapping</li> <li>3. Course File – Attainment and Course Reflective report by faculty</li> </ol>



3	Concern/Improvements	<ol style="list-style-type: none"> <li>1. R&amp;D Activities – Faculty Publication, IPR related activities</li> <li>2. Feedback Process and Implementation – Stakeholders feedback &amp; Action Taken</li> <li>3. OBE Implementation</li> <li>4. Action taken for all the meeting based on requirements</li> <li>5. Faculty and Students Interaction</li> <li>6. LMS, e-Content, MOOC Courses</li> </ol>
4	Institute Side	<ol style="list-style-type: none"> <li>1. CoE – End Semester Students Mark not yet given to the department so not possible to complete Attainment of ODD Semester course file</li> <li>2. CoE – Individual Course wise results, Result analysis need to be provided</li> <li>3. Budget Allocation and Usage</li> <li>4. Strategic Plan</li> <li>5. Delegation of Power</li> </ol>

**Date : 21/06/2025**

**Signature of Auditor**

*(Dr. S. Manoj Kumar)*

Department: MBA

Date: 21/06/2025

**Audited Report**

**Completed**

1. Course File – ODD and Even Available and All the faculty shown and explained
2. Regulation, Curriculum and Syllabus available as per college procedure
3. Internal Exam File – Examination Schedule, Question paper with scheme
4. End Semester – Examination Schedule, Question paper with Scheme
5. Case Study given courses – OM, Corporate Governance, SM, SPAM
6. Internal Mark Statements
7. Peer Mentoring – Separate Note maintained and recorded
8. Summer Training – Individual report and Mark allocation
9. Students Club – 3 clubs actively running
10. Result Analysis – Prepared by department based on students data

**To be updated**

1. Mission and PEO Mapping with Justification
2. Summer Training and Project – PO/PSO Mapping
3. Course File – Attainment and Course Reflective report by faculty

**Concern/Improvements**

1. R&D Activities – Faculty Publication, IPR related activities
2. Feedback Process and Implementation – Stakeholders feedback & Action Taken
3. OBE Implementation
4. Action taken for all the meeting based on requirements
5. Faculty and Students Interaction
6. LMS, e-Content, MOOC Courses

**Institute Side**

1. CoE – End Semester Students Mark not yet given to the department so not possible to complete Attainment of ODD Semester course file
2. CoE – Individual Course wise results, Result analysis need to be provided
3. Budget Allocation and Usage
4. Strategic Plan
5. Delegation of Power

  
(Dr. M. Manikandan)



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## EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC

### Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: II/IV

Department: <sup>Master of</sup> Computer Applications

Date of Visit: 21.06.2025

Name of the Auditor with Designation: Dr.S.Chandrasekar, CEO & Professor-MBA

### Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	Curriculum files are well maintained with syllabus, vision-mission alignment, and CO-PO mapping. Some CO attainment reports are from previous batches	Update CO-PO attainment reports for the current semester after receipt of Mark and Grade from COE.	105/95	90
2	Time Table File	Time table is available and well organized for both theory and lab.		20	20
3	Students File	Student data is mostly complete in ERP, with welfare schemes and performance details available. PG/Ph.D. data is not applicable.	Consolidate welfare/scholarship details. Update ERP with complete demographic data (e.g., father's name, community, etc.).	90	85
4	Assessment Files	Internal exam details are available. Some components like CAT II for current semester were not applicable. However previous Semester Data was verified	Standardize rubrics for assignments/seminars.	75/70	65
5	Projects File	Project file is in place with project reviews and	Project are done in general, Introduce industry-based	30	25

		attainment. Mini-projects data is not applicable.	problem statements and Project can be done with outcomes as product or software.		
6	Co-Curricular and Extra Curricular Files	Files show good participation in placements, alumni events, and professional society activities.	Promote more active alumni involvement other than academics. Encourage formation of MCA-specific student chapters.	90/75	80
7	Faculty Details Files	Faculty qualifications, workload, and professional development are well documented. Few members actively participated in FDPs.	Encourage more faculty to attend and organize FDPs/STTPs. Improve documentation on MOOC participation.	75	73
8	Research & Development Files	Department has decent publication output (SCI, Scopus). Limited collaboration and patents.	Identify more industry-collaborated research projects. Strengthen MoUs with academic institutions.	60/50	50
9	Class rooms & Department Room Files	Classrooms and labs are ICT-enabled, but seminar hall is not available.	Propose for creation of a dedicated seminar space. LMS facilities can be used more effectively for blended learning. Classroom can be modernized like IT Company	20/15	15
10	Laboratories Details Files	Computer labs are functional with updated equipment. Safety and maintenance are documented.	Comprehensive feedback from stakeholders is collected. Action taken is documented.	60	55
11	Department Meeting Files	Meetings are conducted regularly.		35	30
12	Audit Report, Feedback & Action taken Files	Comprehensive feedback from stakeholders is collected. Action taken is documented.	Update employer feedback regularly.	50	45
13	Leave, Alteration details-Files	Faculty leave and alteration details are maintained. Student ERP-based leave not implemented.	Consider ERP leave module implementation for students. Digitize leave approval flow from next semester onwards	15	10
14	Sustainable Development Goal (SDG) details	Activities aligned to SDGs are documented and mapped.		10	10
15	Outcome Based	Teaching-learning	Include case studies and real-	40	35



	Education (OBE) Details	processes and PO-CO mappings are effective. Case studies not applicable.	world applications in course delivery. Promote MOOC credit transfers.		
Total				775/730	668

40  
728


Over All Observations

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Course files for theory and lab are well-structured and include most essential documentation. 2. Strong implementation of ERP-based attendance and academic records. 3. Students have participated in a wide range of internal co-curricular and extracurricular activities. 4. Notable output in research publications, including SCI and Scopus-indexed journals. 5. Usage of assessment tools and course outcome mapping is evident and progressive.
2	Weakness	1. Mentoring is not structured or documented in a formal mentor-mentee format. 2. Lack of clarity in categorizing training institutes as industry partners. 3. Uniform seminar marks for all students in some subjects lack academic fairness. 4. Life Skills course file is not maintained in the department like other courses. 5. Flowcharts used in departmental documentation lack standardized symbols, making interpretation difficult.

### Suggestions

1. Maintain structured **mentor-mentee allocation lists** rather than just faculty-to-student mappings.
2. Refrain from listing training agencies like JMTEC or BYTES under industry partnerships in official records.
3. Differentiate marks in student assessments (seminars, assignments) to reflect individual performance.
4. Update **student ERP records** with complete demographic and academic details.
5. Initiate student chapters in societies like AICTSD, IEEE-CS, IEL, ISTE, and CSI for MCA students.
6. Life Skills course file should be maintained as a regular course file in the department.
7. Flowcharts should follow standard notations (start/end, decision, process, etc.).
8. Feedback mechanisms can be consolidated into a common "Stakeholder Feedback" section.
9. Promote alumni engagement in BOS, curriculum development, and training.
10. Standardize rubrics for assignments and seminars to ensure uniform evaluation across faculty.

Date : 23/06/2025

  
 Signature of Auditor  
 Chief Executive Officer  
 E.G.S. Pillay Group of Institutions  
 Nagapattinam - 611 002.

## **5. SUMMARY & CONCLUDING REMARKS**

### **5.1 SUMMARY**

As a part of enhancing the quality of teaching learning process of the departments, internal audit was conducted for departmental activities. The IQAC team formulated the criteria for the audit of the departments with 15 Criteria.

Academic audit team was nominated as given in table 3.1. Instructions were given to the auditors regarding the new evaluation scheme and the guidelines for auditing the files related to department activities. The audit was conducted in the third week of June 2025.

### **5.2 CONCLUDING REMARKS**

- The IQAC has taken an initiative to audit the department files. It is observed that most of the most of the records are maintained properly.
- Project based learning should be promoted seriously.
- Internships and in-plant training should be concentrated.
- Workload may be allotted taking additional administrative responsibilities into consideration.
- Course assessment plans prepared at the beginning of the semester should be verified by the HLC
- CO attainment calculation to be done appropriately and verified with the mark statements.
- Course files can be made in soft copies and it should be uploaded in the ERP so that administrators can monitor at any time.
- Paper publication in reputed indexed journals to be concentrated
- Conduct of certificate courses should be concentrated.
- Departments can arrange for workshops on innovative tools in teaching learning.
- Use of LMS for assessments should be carried out
- HODs must periodically review the classes conducted by the faculty.
- List of experiments with rubrics should be available and students should be made aware of the same.
- New experiments and design projects should be given to the students.
- Department can collect the course files of all the faculty and keep it ready for future reference.
- Improvement is required in the following areas

- Funded Projects
- Consultancy Projects
- Patents
- Product Development
- Revenue generation
- Faculty Development Activities
- Students Projects
- Placements
- Student Development Activities (Co-curricular and Extra Curricular activities)
- Audit reports & action taken
- Course related activities & Follow up

Suggestions to improve the shortfalls (scored below 80%) have been provided for all criteria in the report. It has been observed that out of 7 departments audited, the maximum performance is 96% and the minimum is 57%. About 9 departments have scored above 70%.

This shows that every department has to take remedial actions for improving their quality to attain around 85% in the forthcoming semester.



**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
 (Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC "A++" Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: **2024-2025**

Semester: **odd.**

Department/Office: **AIDS.**

Date of Visit: **21/06/2025**

Name of the Auditor with **Dr. D. Devarajan/Director-IQAC.**

**FN; 9.30 am.**

Designation: **ASP/ECE**

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b>1. Curriculum, Regulations &amp; Academics Files</b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	4 5	Need online screenshot 2023 meeting.
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4 4 4	14 Sem & 10; 2 Courses. IPR - 6 Sem. (2 activity)
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	4 4 4 5 4 4 4 4	available 2023-24 ending 24-25 odd. done.



1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	4.	Available	
		iii. Strategic plan for future development	4	Institution available	
		iv. Budget proposal and utilisation semester wise	3	Need Consolidated report	
		v. Power delegation details		Need Chart	
		vi. Improvement in Academic Performance		Need A/Ring	
1.5	Course File (Theory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus		
		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lecture Notes (Instructional Materials)		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Continuous Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		
			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		14	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		15	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		

Available.  
Probability  
Theory  
&  
Stochastic  
Process  
BME  
(II yr)  
&  
Internet  
of  
things  
(III yr)  
5 sem  
(AIDS)

Available.  
Probability  
Theory  
&  
Stochastic  
Process  
BME  
(II yr)  
&  
Internet  
or  
things/  
(III yr)  
5 sem  
(AIDS)

			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		16	Activity-I		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		17	Activity-II		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		18	Optional Test		
			1. Circular		
			2. Attendance		
			3. Question Paper		
			4. Evaluation Key		
			5. Sample Answer Scripts		
			6. Mark Statement		
		19	Course End Survey & Report		
		20	Overall (Course) Attendance Percentage		
		21	Internal Mark Statement		
		22	End Semester Examination		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Mark Statement		
		23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		24	Student Portfolio (Samples)		
		25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		26	Log Book		
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus ( List of experiments, Industry supported experiments)		

Verified.

4  
5

available.

	6	Time Table (Course Specific)		
	7	Course Plan (including Session Plan)		
	8	Lab Manual		
	9	Students Name List		
	10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
	11	Practical Assessment Test - I		
		1. Question Paper		
		2. Scheme of Evaluation		
		3. Sample Answer Scripts		
		4. Mark Statement		
	12	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
	13	Continuous Assessment Test - II		
		1. Question Paper		
		2. Scheme of Evaluation		
		3. Sample Answer Scripts		
		4. Mark Statement		
	14	Course End Survey & Report		
	15	Overall (Course) Attendance Percentage		
	16	Internal Mark Statement		
	17	End Semester Examination		
		4. Question Paper		
		5. Scheme of Evaluation		
		6. Mark Statement		
	18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
	19	Sample records		
	20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
	21	Log Book		

available  
&  
verified

(4/5)

#### 2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	4	AP > 19/10/21-28. No extra curriculars.
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	4.	available.
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	4	available.

#### 3. Students File

3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	7.	Need to prepare in ERP
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	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details) in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	4 4 3 3	1 Year Divyaang? 2 Dis continued? 2/sem.
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	4 3	→ Need more Details
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	4	2-Students N Prol. 50% → 1 yr. student
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	NA	Need consolidated
3.4	Academic performance details	Semester wise Academic performance	4	Need documentation
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	4	8 students Participate 3 Sports.
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	NA	Not applicable
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	4 4 4	
<b>4. Assessment Files</b>				
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	4 5	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5	Consolidated need signed copy.
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	4	
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	4	
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	4	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	4 5	No low %.
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	5	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	4	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	4	
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	3	Need Last 2 yrs.
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	4	Need details (available)



4.2.6	Students Sample Records	Lab/Course wise sample records	5	
<b>5. Projects File</b>				
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	4 3 4	Project - NA. Need filing & Review Conducted details
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	NA	Not applicable
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	1	Need as per report format
<b>6. Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	} Not applicable	
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	} Not applicable NA	
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	4 5 5	2 symposiums Excellent in clubs & events
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	5 4	Good.
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies, Members with Events organised details	5	one faculty in Members
6.6	Details about Department / College Magazine / Newsletter Published -Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	5 5	Need document for report
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement-Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	NA 4 5	Need Individual faculty profile from ERP.
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	5 4 4	Need report (6 members) 1 presented

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	-	need details of implementation
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	4. 4.	available available
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	4. NA.	available Not applicable
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	4. 4.	3 faculty 5 faculty attended
7.6	Activity Hours for courses	List of course wise activities conducted with report	4	available
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years)	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	5 4 NIL	2 faculty 4 faculty 4 Patents Need Concentration.
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	4	8 days FDP 6 days SDP - No Conferences
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 NIL NIL 4	3 Companies Need documentation.
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	4	Need documentation
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and its facilities details ii. LMS Facilities and Quality improvement facilities details	2 4	4 Class rooms, no smart (avail) rooms available



	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	0	Need to be prepared.
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	0	
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories, Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	4 3. 4	3 labs, need consolidate → all classes to be updated Lab - List of experiments available.
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	4 4.	
10.3	Safety Measures	Safety measures available and Precautions details		Need.
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	NA NA.	Not applicable.
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	4	
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	4.	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	NA	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	—	only Non consumables available.
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular, Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	4 3.	Need agenda in circular Need corrections
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	4 4	Need to be prepared
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	4.	
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	4	
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA, NAAC & ISO ) report with action taken (or) Follow up details	i. NBA, NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	4 4	Need to be shown.
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	4 4	Need documentation.

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	1 NA NA NA 1 1 NA 4	Not applicable TIC available.
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	3	Need more clarity on leave letter
13.2	For Faculty & students - ERP	ERP Leave and approval details	4	available.
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	4	available
<b>14. SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	4	2 outreach; 1 symposium
<b>15. OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	4	Need Implementation
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	4	available.
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	4	30 students (even) 2 students (odd)
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG	4	Good.
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	4	Good.

**Overall Observation & Suggestions:**

① Need Consolidation document in Major aspects.

② Need more focus on Consultancy, Sponsored research Work & Project documentation

③ Need focus on Classroom, Lab files, Leave Details.

Signature of the Auditor  
**Dr. D. DEVARAJAN**  
Director - IQAC  
E.G.S. Pillay Engineering College,  
Nagapattinam - 641-001

21/6/25





**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
(Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC "A++" Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: 2024-25

Semester: 03D

Department/Office: Bio medical Engineering

Date of Visit: 21/06/2025

Name of the Auditor with Dr. R. Karthi

Designation: Professor / UBA / Vice Principal

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%) ; 3-Average (40% to 60%) ; 2-Poor (20% to 40%) ; 1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b><u>1. Curriculum, Regulations &amp; Academics Files</u></b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	4 2	Introduction of new course with industry supported to be planned. BoS meeting minutes should cover all the discussed points.
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4 3 1	Guest lecture arranged for these courses. To be prepared.
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements	5	Available
		ii. Process of Defining Vision, Mission and PEOs	5	Available
		iii. Mapping of Mission, PO, PEOs, PSOs with all courses.	5	Available
		iv. Program curriculum grouping based on curriculum components	3	Not discussed / Not shown.
		v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix	5	Available
		vi. Assessment Tools and Processes for evaluation of Course Outcomes	3	R19 Available, R23 Not completed
		vii. Attainment of Program Outcomes and Program Specific Outcomes	01	Not completed
		viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	01	

1.4	Academic Audit, Calendar, Strategic Plan and Follow up, Budget plan, Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	3+4	(i) Action taken Required (ii) Evidence in complete.
		iii. Strategic plan for future development	4	Available, yet to be improved
		iv. Budget proposal and utilisation semester wise	3	2024-25 Proposed/Utilisation to be done.
		v. Power delegation details	5	Available
		vi. Improvement in Academic Performance	1	Not prepared
1.5	Course File (Theory) details	<b>S.No Documents Points Remarks</b>		
		1 Course Details	5	Available
		2 Vision & Mission Statements of the Institute & Department	5	Available
		3 PEOs, POs and PSO Statements	5	Available
		4 Academic Schedule	5	Available
		5 Syllabus	5	Available
		6 Time Table (Course Specific)	5	Available
		7 Course Plan (including Session Plan)	5	Available
		8 Lecture Notes (Instructional Materials)	5	Prepared
		9 Students Name List	5	Available
		10 Class Committee Meeting - I (Course Specific) Minutes and Action taken	4	No Remarks / No comments available for all courses.
		11 Continuous Assessment Test - I		
		1. Question Paper	5	Available
		2. Scheme of Evaluation	2	Part-B - Poor quality (all courses)
		3. Sample Answer Scripts	5	Available
		4. Mark Statement	5	Available
		12 Assessment of COs - Remedial action with respect to non-compliance		
		1. List of Students - Slow Learners & Advanced Learners	5	Available
		2. Circular	5	Available
		3. Attendance	5	Available
		4. Action Taken (Impact Analysis) Report	5	Available
		13 Class Committee Meeting - II (Course Specific) Minutes and Action taken	4	No Remarks have been given (Not filled)
		14 Continuous Assessment Test - II		
		1. Question Paper	5	Available
		2. Scheme of Evaluation	2	Available
		3. Sample Answer Scripts	5	Available
		4. Mark Statement	5	Available
		15 Assessment of COs - Remedial action with respect to non-compliance		
		1. List of Students - Slow Learners & Advanced Learners	5	No performance Assessment done for Slow learners
		2. Circular	3	Not Available

		3. Attendance	5	Available	<p>per Rubrics.</p> <p>per Rubrics.</p> <p>done</p>
		4. Action Taken (Impact Analysis) Report	1	Not done	
		16 Activity-I			
		1. Questions	5	Available	
		2. Scheme of Evaluation	2	To be done as per Rubrics.	
		3. Sample Report/Scripts	5	Available	
		4. Mark Statement	5	Available	
		17 Activity-II			
		1. Questions	5	Available	
		2. Scheme of Evaluation	2	To be done as per Rubrics.	
		3. Sample Report/Scripts	5	Available	
		4. Mark Statement	5	Available	
		18 Optional Test			
		1. Circular	5	Available	
		2. Attendance	5	Available	
		3. Question Paper	5	Available	
		4. Evaluation Key	2	Need quality	
		5. Sample Answer Scripts	5	Available	
		6. Mark Statement	5	Available	
		19 Course End Survey & Report	1	No Assessment	
		20 Overall (Course) Attendance Percentage	5	Available	
		21 Internal Mark Statement	5	Available	
		22 End Semester Examination			
		1. Question Paper	5	Available	
		2. Scheme of Evaluation	2	Need Quality	
		3. Mark Statement	5	Availability	
		23 Attainment of Course Outcomes (CO – PO/PSO) (Overall)	1	Not completed	
		24 Student Portfolio (Samples)	5	Available	
		25 Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	1	Not completed	
		26 Log Book	4	Available	
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details	5	Available
		2	Vision & Mission Statements of the Institute & Department	5	Available
		3	PEOs, POs and PSOs Statements	5	Available
		4	Academic Schedule	5	Available
		5	Syllabus ( List of experiments, Industry supported experiments)	5	Available



		6	Time Table (Course Specific)	5	Available
		7	Course Plan (including Session Plan)	5	Not prepared
		8	Lab Manual	5	Available
		9	Students Name List	5	Available
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	3	No. Remarks given
		11	Practical Assessment Test - I		
			1. Question Paper	5	Available
			2. Scheme of Evaluation	2	Need improvement
			3. Sample Answer Scripts	5	Available
			4. Mark Statement	5	Available
		12	Class Committee Meeting – II (Course Specific) Minutes and Action taken	3	Need to write remarks.
		13	Continuous Assessment Test - II		
			1. Question Paper	5	Available
			2. Scheme of Evaluation	2	Need improvement
			3. Sample Answer Scripts	5	Available
			4. Mark Statement	5	Available
		14	Course End Survey & Report	1	To be collected
		15	Overall (Course) Attendance Percentage	5	Available
		16	Internal Mark Statement	5	Available
		17	End Semester Examination		
			4. Question Paper	1	Need to be included
	5. Scheme of Evaluation	2	To be prepared		
	6. Mark Statement	5	Available		
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	5	Need to be prepared		
19	Sample records	5	Available		
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	1	Need to be prepared		
21	Log Book	4	Available		
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	5 5	5	Available
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	5	5	Available
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	5	5	Available
<b>3. Students File</b>					
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	1	1	Not shown



	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	1 1 1	Not shown.
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5+5	Available
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	3+9	i) NPTEL (35 beneficiaries) ii) To be prepared (Action taken)
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	3+5	i) Available, Insufficient (6 students) ii) 56/59
3.4	Academic performance details	Semester wise Academic performance	1	To be prepared
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	3+1	i) Patent, publication - 1 ii) 2 conferences - 8 students
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	1	NOT APPLICABLE
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	3	Available, but To be in hand, given
<b>4. Assessment Files</b>				
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5+5	Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	3	Question papers to be approved by domain coordinators to ensure quality
4.1.3	Result Analysis and Internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	1	To be completed
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	3	Rubrics need clarity
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping	3	Available for GL
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. Low attendance details with action taken details	5+5	Available
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	5	Available
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	2	Scheme of Evaluation to be improved
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	Available
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	1	Need to be done
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	5+5	Available

4.2.6	Students Sample Records	Lab/Course wise sample records	5	Available
<b>5. Projects File</b>				
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	5 4 1	(i) & (ii) - Available (iii) Attainment calculation to be done.
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	5 1	Available (2 yrs)
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	5 5	Available
<b>6. Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	5 5 2 2 1	28/59, SLPA / Avg 2.5 LA 7 companies visited Gate Appeared - 3 1 - VAC club Activity - Sufficient
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	5 3 1	(i) Available (ii) - Only CL (iii) No Action taken - feedback
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	2 1 3	(i) no plan of Action (ii) - 2 clubs (iii) Symposium conducted
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	4 4	Available
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies, Members with Events organised details	3 2	Symposium - Associate event No professional societies - event organized
6.6	Details about Department / College Magazine / Newsletter Published - Last 5 Years	i. Department magazine - last 5 years ii. Newsletter published - last 5 years	3 3	To be improved (it ii)
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting / Adjunct Faculty members with cadre, Qualification & Its improvement - Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio - 5 years iii. Workload of Teaching and Non Teaching faculty members	5 5 5	Available
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	4 4 2	Seed money Industry Training - 2



	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	4 2	Assessment to be improved - 4 faculty members
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	4 3	Available - E-content - Google classroom Available
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	5 3	Available
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	3 3	Only 2 GL - No proof maintained. Industry Training - 2
7.6	Activity Hours for courses	List of course wise activities conducted with report	4	Attended + Few courses
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	1 3 3 1 1 1	Book - 1 Papers - 4 Patents - 3 Seed money - 1 Award record - 1
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	1	NIL
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	2 1 1 1	3+1 NIL NIL NIL
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	3	3 models developed.
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	4 2	Available

	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	5	Available
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	5	Available
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	4 4 1	(i) Available (ii) Not Available (iii) Not Available
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	3 5	Available
10.3	Safety Measures	Safety measures available and Precautions details	5	Available
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	5 3	Available No Breakage
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	5	Available
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	5	Available
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	5	Not Available
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	5	Available
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	4 3	Available
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	2 2 2	CCM Available
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	3	PTM - Minutes to be improved
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	4	CCM Available
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA,NAAC & ISO ) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	3 2	No Action taken for Internal Audit
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	2 2	No Action taken



	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	2 1 1 1 1 1 1 1 1	No Action taken
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#### 13. Leave, Alteration details Files

13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	5	Available
13.2	For Faculty & students - ERP	ERP Leave and approval details	5	Available
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	5	Available

#### 14. SDG details

14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	3 3	SDG Symposium - 1.
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#### 15. OBE Details

15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	3 2	Procedure for improvement to be done
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	2 2	To be improved / done
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	3	Available
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG	11	To be done
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	7	Impact analysis to be done

#### Overall Observation & Suggestions:

- (i) Approval sign is missing in few files.
- (ii) Action taken to be done whenever it is required.
- (iii) All the annexures must be completed with attainment calculation.
- (iv) Scheme of Evaluation to be improved.

Signature of the Auditor

Dr. R. KARTHI



**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
 (Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC "A++" Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: 2024-2025  
 Department/Office: Civil Department.  
 Name of the Auditor with Dr. D. Devarajan  
 Designation: IRAC-Director & ASP/ECE

Semester: odd.  
 Date of Visit: 21/06/2025  
AN: 2.00 PM.

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b>1. Curriculum, Regulations &amp; Academics Files</b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	3 4	2- diff credits in R2019 & R2023
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4 4 4	2 Companies. Need Part A part present
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5 4 4 4 4 4 4 4	Different pedagogies used.

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	4		
		iii. Strategic plan for future development	4		
		iv. Budget proposal and utilisation semester wise		-6,00,000 → no	
		v. Power delegation details		Need details	
		vi. Improvement in Academic Performance		Need fi/in	
1.5	Course File (Theory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus		
		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lecture Notes (Instructional Materials)		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Continuous Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		
			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		14	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		15	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		

① Remote Learning  
G.T.P.  
S. Anitha  
V Sem

② Design of RCC  
Structural  
V Sem.  
Dr. R. Sivakum



			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		16	Activity-I		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		17	Activity-II		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		18	Optional Test		
			1. Circular		
			2. Attendance		
			3. Question Paper		
			4. Evaluation Key		
			5. Sample Answer Scripts		
			6. Mark Statement		
		19	Course End Survey & Report		
		20	Overall (Course) Attendance Percentage		
		21	Internal Mark Statement		
		22	End Semester Examination		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Mark Statement		
		23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		24	Student Portfolio (Samples)		
		25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		26	Log Book		
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus ( List of experiments, Industry supported experiments)		

*Verified*

*Hydraulic Machinery Lab. IV Sem*



	6	Time Table (Course Specific)	
	7	Course Plan (including Session Plan)	
	8	Lab Manual	
	9	Students Name List	
	10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	
	11	Practical Assessment Test - I	
		1. Question Paper	
		2. Scheme of Evaluation	
		3. Sample Answer Scripts	
		4. Mark Statement	
	12	Class Committee Meeting – II (Course Specific) Minutes and Action taken	
	13	Continuous Assessment Test - II	
		1. Question Paper	
		2. Scheme of Evaluation	
		3. Sample Answer Scripts	
		4. Mark Statement	
	14	Course End Survey & Report	
	15	Overall (Course) Attendance Percentage	
	16	Internal Mark Statement	
	17	End Semester Examination	
		4. Question Paper	
		5. Scheme of Evaluation	
		6. Mark Statement	
	18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	
	19	Sample records	
	20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	
	21	Log Book	

Verified

9/5

#### 2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	4	Prof - 11/11/2019/1/19
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	4	AP - 15/10/19
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	4	

#### 3. Students File

3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and		Need ERP Print
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	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details <i>→ need to prepare</i> iv. Industrial Training at Internal /Industry details	4 1 4 4	Scholarship-6.
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	4 4	
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	4	
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details <i>→ 8 Programs</i> ii. Successful completion, Degree received and success rate in year wise details	5 4	40% degree
3.4	Academic performance details	Semester wise Academic performance		
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	4	4 Students <i>→ Paper</i> <i>8 Student <i>→</i> Corporations</i>
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	4 4	6 Ph.D. <i>→</i> Graduate 18 PG
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details <i>→ need Analysis.</i> iii. Peer Mentor Meeting details <i>→ need Analysis.</i>	4 4 4	Minutes with action taken
<b>4. Assessment Files</b>				
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance <i>except optional</i>	4	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	4	Need sign in Coordinating
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	4	Signed copy in Course file
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	3	
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	4	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	4	
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	4	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	4	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	4	
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken		not available <i>→</i> need.
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details		need to prepare <i>need</i> .



4.2.6	Students Sample Records	Lab/Course wise sample records		No Innovative
<b>5. Projects File</b>				
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	4.	Need followup of review comments
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	4	available.
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report		Need Analysis report
<b>6. Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	4 3 4 3 3	Need Consolidation
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	4.	
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	3 3 4 4	1-Society, 1-club Need event Collaboration
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	4.	
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details	4 4	available.
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	4 4 4	Good.
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement--Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	4 4 4	(12) T-6-NT(3) NT-Timetables
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	3 3 NIL	9 faculty. 4 faculty contributed.

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details		→ 7 faculty in members
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	4 4	
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	4. 3	3 → 8 stud. Proj. contribut.
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty/Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	4 3	1 → Faculty (Resource) 7 → min 5 days trainu
7.6	Activity Hours for courses	List of course wise activities conducted with report	3	Consolidated needed
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years)	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received → NIL vi. Industry collaboration research activities	4 4 1 3	1 - books, 2 - Journals 1 - Patent 3 → need Consolidate details
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	4 4	4 → 8 days FDP - odd.
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 4 4 NIL	4 → MoU 4 → min 24,000/cen 13,500 odd.
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	4.	
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	4 4	

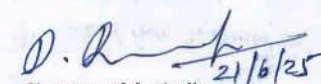


	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	4.	
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	4.	Need from Inspectors.
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	3.	9 Major equipments - 1 Proj done.
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	4.	
10.3	Safety Measures	Safety measures available and Precautions details	4.	
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	4.	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	4.	
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	4.	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	4.	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	4.	
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	3.	Need Action taken.
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	4.	
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	4.	
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	4.	
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA,NAAC & ISO ) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	4.	
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	4.	

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details → need. viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	4. 4. 4. 4. 4.	Need Preparing → need more analysis need to implement
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	2	Need Proper documentation
13.2	For Faculty & students - ERP	ERP Leave and approval details		
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	4	Need Consolidated
<b>14. SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	4 4	
<b>15. OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	4 3	Good.
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	4	available.
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	4.	
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG	4.	
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	44	

**Overall Observation & Suggestions:**

- ① Need more concentration on Course file Concepts & OBE process implementation & filing.
- ② Need focus on students file, feedback file, R&D & Co-curricular activities files

  
 Signature of the Auditor  
**Dr. D. DEVARAJAN**  
 Director - IQAC  
 E.G.S. Pillay Engineering College,  
 Nagapattinam - 611 001.





S.No	Name of File	Contents	Points	Remarks
<b>1. Curriculum, Regulations &amp; Academics Files</b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	5 2009-2023	Complete copies for Sem Action tak
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	8 4	For Ec Course F
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO, PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PEOs, PSOs with all courses. (11) iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs. COs Attainment, POs/PSOs Attainment	10 5 5 10	Avail. m

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken	ii. Academic calendar and adherence details		Internal Audit (Type : OSO Audit) Available → To some level → Budget - Proposal/Utilization - → Profit level
		iii. Strategic plan for future development			
		iv. Budget proposal and utilisation semester wise			
		v. Power delegation details			
		vi. Improvement in Academic Performance			
1.5	Course File (Theory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus		
		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lecture Notes (Instructional Materials)		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Continuous Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		
			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		14	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		15	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		



			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		16	Activity-I		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		17	Activity-II		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		18	Optional Test		
			1. Circular		
			2. Attendance		
			3. Question Paper		
			4. Evaluation Key		
			5. Sample Answer Scripts		
			6. Mark Statement		
		19	Course End Survey & Report		
		20	Overall (Course) Attendance Percentage		
		21	Internal Mark Statement		
		22	End Semester Examination		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Mark Statement		
		23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		24	Student Portfolio (Samples)		
		25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		26	Log Book		
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus ( List of experiments, Industry supported experiments)		

		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lab Manual		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Practical Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		13	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		14	Course End Survey & Report		
		15	Overall (Course) Attendance Percentage		
		16	Internal Mark Statement		
		17	End Semester Examination		
			4. Question Paper		
			5. Scheme of Evaluation		
			6. Mark Statement		
		18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		19	Sample records		
		20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		21	Log Book		
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table		5	
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table		5	
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise		5	
<b>3. Students File</b>					
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and			

*Practical*

*5*  
*5*  
*5* } *Available Up to next Academic Year*

	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details in ERP database ii. Enrolled, actual and discontinued details - DATE iii. Welfare and scholarship details - Jashank iv. Industrial Training at Internal/Industry details - VA	5 → DATE	Name lin. Available from Station Detail
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5	Attendance Detail - 15. 10.11.2020
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	5	2
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	5	
3.4	Academic performance details	Semester wise Academic performance	→ Result Analysis	Available
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	- NA	
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	- NA NA - NA NA	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	5 5	Counselor Details
<b>4. Assessment Files</b>				
<b>4.1 Internal Examinations - CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5	Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5	
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	5	As per template format available
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	5	
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping	5	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	5	
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	5	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	5	Result Analysis Available Nov/Dec 20 -> Now in server
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	5	2025/2026 term



4.2.6	Students Sample Records	Lab/Course wise sample records		
<b>5. Projects File</b>				
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details → Not in common but Implementing - 1 (5) iii. Attainment calculation → → Mapping - Progress - Do / No → Report →	(5)	
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. 2 Batches ii.	(5)	
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	5	Internship Details Available
<b>6. Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	5	Placement, Higher studies (14) → Proff Report
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	→ Not available	
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy ii. Clubs Members and its activities → 2 - Club → 6 Events → one yr - 12 Etc iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	(5)	
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details - Institute Details		
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies, Members with Events organised details	(5)	
6.6	Details about Department / College Magazine / Newsletter Published - Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years → 2 years	5	
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement- Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio - 5 years → NA iii. Workload of Teaching and Non Teaching faculty members	(5) (NA) (5)	
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	Report	



	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details → <i>Need to update</i> v. Faculty membership in professional societies, cells details <i>(see Faculty)</i>		
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness		
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	<i>Faculty Personal File</i>	
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details <i>Conference - Session - 3, FPP - 1</i> → ii. Attended Training details →	⑤	
7.6	Activity Hours for courses	List of course wise activities conducted with report →	⑤	
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCT, Scopus, Web of science, conference details → iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	⑤	<i>1 Book - Available → Scopus, SIFB Available</i>
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details <i>JRC Even - 1, 2, 3, 4, 5 Online FDP - 1</i>	5	<i>2024-25</i>
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	⑤	<i>→ BVTB, FBOX, Pakhreas 15/12</i>
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details →		<i>Need to update</i>
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details → <i>to be ready</i>	⑤	

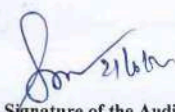
	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	✓	Dep. Stock file Required
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	✓	
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories, Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	One lab - (CC 4) ✓ ✓ ✓	⑤ ⑤ ⑤
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	✓ ✓	⑤
10.3	Safety Measures	Safety measures available and Precautions details		Available
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	→	⑤
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	✓	→ 10.4 Details available
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	✓	✓
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	-NA	NA
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	-NA	NA
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular, Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	✓ ✓	⑤ Available Action taken to be repd
11.2	Students Meeting with Action taken ②	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	✓ ✓ ✓	
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken (semester once) Sample photos	✓ ✓	⑤ Parents meets Semd available
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	✓ ✓	⑤ As Per template available
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA, NAAC & ISO ) report with action taken (or) Follow up details	i. NBA, NAAC & ISO Accreditation, Audit report ii. Action taken and followup steps	✓ (No NBA, NAAC)	
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni, Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	✓ ✓	5



	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details ✓ v. Alumni Feedback file with action taken details vi. Employer survey with action taken details - 7 SP vii. Teaching Learning process,, with action taken details - Available viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details - Available x. Start-up and Entrepreneurship Activities Facility with action taken details		
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	} ERP - Stamp by Mrs Logan	
13.2	For Faculty & students - ERP	ERP Leave and approval details		
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise		
<b>14. SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted - ② - Symposium, Outreach ii. Reports as per prescribed Event formats	⑤	Available
<b>15. OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes	③	
15.2	Case Studies and Real-Life Examples	ii. Implementation and feedback of processes Course wise case studies - 7 DIS, NW, DT, HR, SP, UP, AS, SE, FECA Real time implementation topics with examples - 5 DIS, NW, DT, HR, SP, UP, AS, SE, FECA	⑤	
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	5	Credit transfer
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG - 2 points		
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	By PLS FDP	

**Overall Observation & Suggestions:**

← Attached →

  
 Signature of the Auditor  
 ( Dr. J. Manikandan )



**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
 (Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC 'A++' Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: 2024-25

Semester: Even

Department/Office: Computer Science & Engineering

Date of Visit: 21/06/2025

Name of the Auditor with

Designation: Dr.K.Manikanda Komaran A&P/IT

*Handwritten note: actual printed report is separate file. This is only for file.*

Points scale : 5-Very good (80% to 100%); 4-Good (60% to 80%); 3-Average (40% to 60%); 2-Poor (20% to 40%); 1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b><u>I. Curriculum, Regulations &amp; Academics Files</u></b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	4 3	
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4 4 5	
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ✓	4	
		ii. Process of Defining Vision, Mission and PEOs ✓	4	
		iii. Mapping of Mission, PO, PEOs, PSOs with all courses.	3	
		iv. Program curriculum grouping based on curriculum components	4	
		v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix	4	
		vi. Assessment Tools and Processes for evaluation of Course Outcomes	4	
		vii. Attainment of Program Outcomes and Program Specific Outcomes	2	<i>Handwritten note: actual printed report is separate file. This is only for file.</i>
		viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment		



1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	4		
		iii. Strategic plan for future development	-		
		iv. Budget proposal and utilisation semester wise	4		
		v. Power delegation details	4		
		vi. Improvement in Academic Performance	4		
1.5	Course File (Theory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus		
		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lecture Notes (Instructional Materials).		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Continuous Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		
			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		14	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		15	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		

Teacher  
Signature  
Date

4/5

			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		16	Activity-I		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		17	Activity-II		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		18	Optional Test		
			1. Circular		
			2. Attendance		
			3. Question Paper		
			4. Evaluation Key		
			5. Sample Answer Scripts		
			6. Mark Statement		
		19	Course End Survey & Report		
		20	Overall (Course) Attendance Percentage		
		21	Internal Mark Statement		
		22	End Semester Examination		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Mark Statement		
		23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		24	Student Portfolio (Samples)		
		25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		26	Log Book		
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus ( List of experiments, Industry supported experiments)		

		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lab Manual		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Practical Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		13	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		14	Course End Survey & Report		
		15	Overall (Course) Attendance Percentage		
		16	Internal Mark Statement		
		17	End Semester Examination		
			4. Question Paper		
			5. Scheme of Evaluation		
			6. Mark Statement		
		18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		19	Sample records		
		20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		21	Log Book		
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ✓ ii. Class wise Time table ✓			
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table ✓			
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise ✓			
<b>3. Students File</b>					
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and			



	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details in ERP database / ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	5 2 3 4	Separate list to be maintained
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5	No Benefit Reg
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	2	with course file only.
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	5 4 5	
3.4	Academic performance details	Semester wise Academic performance	5	
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	4 4 4	Separate file required
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	4 4 4	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	4 5 4	

#### 4. Assessment Files

##### 4.1 Internal Examinations -CAT (1&2)

4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	2	Signed copy Not available at dept. / sent to CE only
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	3	Result Analysis Reg.
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	5	
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	5	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	4	

##### 4.2 End Semester Examination Files

4.2.1	Time Table	End semester Time table from COE	2	even IV y Pending
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	2	Pending Partially
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	2	Pending from COE
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	2	
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	2	Pending from COE Partially



4.2.6	Students Sample Records	Lab/Course wise sample records	4	
<b>5. Projects File</b>				
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	5 3 5	
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	5	
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	3	
<b>6. Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	5 5 5 5 5	
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	5 5 5	
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format - Technical and Non technical activities conducted last 5 years.	4 5 5	
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	5 5	
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies, Members with Events organised details	4 5 3	- One event to be conducted
6.6	Details about Department / College Magazine / Newsletter Published - Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	4 4	
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement- Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	4 5 5	
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	4	Report pending partially.

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	4 5	
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	5 4	
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualifications, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	5 5	
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	5 1	
7.6	Activity Hours for courses	List of course wise activities conducted with report	4	
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years)	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	4 4 1 1 1 1	
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	0 1 1 1	
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 0 3 5	
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	3	only on this Model.
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	5	



	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	4	Dept only
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	4	Lab only.
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	5 5 4	
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	4 4	
10.3	Safety Measures	Safety measures available and Precautions details	4	
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	4 4	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	44	
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	4	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	4	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	4	
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	4 4	
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	3 3 3	
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	3	excluding 12 Year
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	3	
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA, NAAC & ISO ) report with action taken (or) Follow up details	i. NBA, NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	4 4	
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	4 4	

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	4 4 4 4 0 3 3 2
<b>13. Leave, Alteration details Files</b>			
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	5
13.2	For Faculty & students - ERP	ERP Leave and approval details	4A
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	4
<b>14.SDG details</b>			
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	5 5
<b>15.OBE Details</b>			
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	5 4
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	4 4
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	4
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG	4
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	4 3

**Overall Observation & Suggestions:**

- ↳ File system to be mapped with NAAC & NBA criteria files
- ↳ Overall satisfied with files
- ↳ Need clarification for the details Required Separate files (or) Combined

*Dr. K. Manikandakumaran*  
21/6/25  
Signature of the Auditor

Dr. K. Manikandakumaran  
Asso.Prof. & Head - Admin  
EGSP. Engg. College, Nagai





S.No	Name of File	Contents	Points	Remarks
<b>1. Curriculum, Regulations &amp; Academics Files</b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details , Introduction of new courses with Industry supported	5	R2023, R2024 available New courses with Industry supported <b>Nil</b>
		ii. Minutes of the BoS/AC meetings with approvals of all courses	5	Last AC meeting minutes <b>not available</b>
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses	5	R2023, R2024(Upto fifth semester available)
		ii. MoU's with relevant organizations of these courses (If applicable)	5	MoU signed with Matlab and included in the curriculum
		iii. Activities with courses on Employability/ Entrepreneurship/Skill development	5	<b>Need to add EDC courses</b> Matlab training had given to the students
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements	5	Available
		ii. Process of Defining Vision, Mission and PEOs	5	Available
		iii. Mapping of Mission, PO, PEOs, PSOs with all courses.	5	Available
		iv. Program curriculum grouping based on curriculum components	5	Available
		v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix	5	Available
		vi. Assessment Tools and Processes for evaluation of Course Outcomes	5	Available
		vii. Attainment of Program Outcomes and Program Specific Outcomes	5	
		viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs. COs Attainment, POs/PSOs Attainment	5	

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken		5	Audit report and Action taken Available	
		ii. Academic calendar and adherence details		5	Adherence to academic calendar available	
		iii. Strategic plan for future development		4	Institute strategic plan available. Departmentwise strategic plan need to be add	
		iv. Budget proposal and utilisation semester wise		5	Available	
		v. Power delegation details		5	Available	
		vi. Improvement in Academic Performance		4	No separate document available. Seen placement improvement.	
1.5	Course File (Theory) details		S.No	Documents	Points	Remarks
		1	Course Details		5	
		2	Vision & Mission Statements of the Institute & Department		5	
		3	PEOs, POs and PSOs Statements		5	
		4	Academic Schedule		5	
		5	Syllabus		5	
		6	Time Table (Course Specific)		5	
		7	Course Plan (including Session Plan)		5	
		8	Lecture Notes (Instructional Materials)		5	
		9	Students Name List		5	
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		5	
		11	Continuous Assessment Test - I			
			1. Question Paper		5	
			2. Scheme of Evaluation		5	
			3. Sample Answer Scripts		5	
			4. Mark Statement		5	
		12	Assessment of COs – Remedial action with respect to non-compliance			
			1. List of Students – Slow Learners & Advanced Learners		4	Advanced learners maintained in separate file
			2. Circular		5	
			3. Attendance		5	
			4. Action Taken (Impact Analysis) Report		5	
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		5	
		14	Continuous Assessment Test – II			
			1. Question Paper		5	
			2. Scheme of Evaluation		5	

			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
			<b>15</b> Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners	4	Advanced learners maintained in separate file
			2. Circular	5	
			3. Attendance	5	
			4. Action Taken (Impact Analysis) Report	5	
			<b>16</b> Activity-I		Marks providing for activity varied person to person
			1. Questions	4	
			2. Scheme of Evaluation	4	
			3. Sample Report/Scripts	4	
			4. Mark Statement	5	
			<b>17</b> Activity-II		Marks providing for activity varied person to person
			1. Questions	4	
			2. Scheme of Evaluation	4	
			3. Sample Report/Scripts	4	
			4. Mark Statement	5	
			<b>18</b> Optional Test		
			1. Circular	5	
			2. Attendance	5	
			3. Question Paper	5	
			4. Evaluation Key	5	
			5. Sample Answer Scripts	5	
			6. Mark Statement	5	
			<b>19</b> Course End Survey & Report	5	
			<b>20</b> Overall (Course) Attendance Percentage	5	
			<b>21</b> Internal Mark Statement	5	
			<b>22</b> End Semester		
			1. Question Paper	5	
			2. Scheme of Evaluation	5	
			3. Mark Statement	5	
			<b>23</b> Attainment of Course Outcomes (CO – PO/PSO) (Overall)	5	
			<b>24</b> Student Portfolio (Samples)	4	The student portfolio not available in some coursefile

		25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	4	The reflexive report is not available in some coursefile
		26	Log Book	5	
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details	5	
		2	Vision & Mission Statements of the Institute & Department	5	
		3	PEOs, POs and PSOs Statements	5	
		4	Academic Schedule	5	
		5	Syllabus	5	
		6	Time Table	5	
		7	Course Plan	4	
		8	Lab Manual	5	
		9	Students Name List	5	
		10	Class Committee Meeting – I Minutes and Action taken	5	
		11	Practical Assessment Test - I		
			1. Question Paper	5	
			2. Scheme of Evaluation	4	
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		12	Class Committee Meeting – II Minutes and Action taken	5	
		13	Continuous Assessment Test – II		
			1. Question Paper	5	
			2. Scheme of Evaluation	4	
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		14	Course End Survey & Report	5	
		15	Overall (Course) Attendance Percentage	5	
		16	Internal Mark Statement	5	
		17	End Semester Examination		
			4. Question Paper	5	
			5. Scheme of Evaluation	5	
			6. Mark Statement	5	
		18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	4	



		19	Sample records	5	
		20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	5	
		21	Log Book	5	
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	4 5	2024-25 odd semester timetable verified <b>Subject willing list needs to be added</b>	
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	5	2024-25 odd semester timetable verified	
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	5	2024-25 odd semester timetable verified	
<b>3. Students File</b>					
3.1	Students Name List with Enrolment details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	i. Students name list with basic information (Community, Gender wise and Divyaang( Disabled) details) in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	5 4 5 5	Dote copy available 2024-25 highest cutoff 96.33 and lowest cut off 44.67 total seat filled 120+6=126 Discontinued list is not available	
3.2	Student Attendance Register, students Benefits register	I. Attendance month wise details ii. Benefits register	5 4	ERP attendance available	
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	5 5	6 students completed NPTEL 80+completed Matlab course	
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	5 5	Cocurricular 98,sports 14 2024 passedout data verified Total 121,Graduated 98 and graduate percentage 81%	
3.4	Academic performance details	Semester wise Academic performance	4	Semesterwise CGPA from CoE available <b>Need to maintain individual subject mark</b>	
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. <b>Technical Events attended</b>	5 5	1 patent published This data duplicated with 3.3	
3.6	PG &Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	5 5	Available 2024-25 I year 12,II year 4 Available	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	4 5 5	Available. <b>Keep 20 students per faculty.</b>	

<b>4.Assessment Files</b>				
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5 5	Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5	Available
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	5	Available
4.1.4	Assignment details	Assignment Questions, Evaluation , Marks statement with samples	4	Available
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	4	Available
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	4 5	Duplicate with 3.2 Action taken for low attendance
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	5	Available
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5	Available
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	Available
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken		Not available
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	4 4	Softcopy received from CoE
4.2.6	Students Sample Records	Lab/Course wise sample records	5	Available
<b>5.Projects File</b>				
5.1	Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	5 5 5	Available
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last year Project list.	5	Available
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	4 4	No IV during 2024-25
<b>6.Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	5 5 5 N/A N/A	Available Highest package 12 LPA Total company visited 21 No of students placed 88/119=74%

6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	5 4 5	Softcopy available
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	5 5 5	Available
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	5 4	Sports winner list available
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details	5 4	
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine ii. Newsletter published	5 5	Available Available
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement– Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	5 5 5	List available
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and delivered details	4 4 4	Loan data only available <b>Other benefits need to be added</b>
	Appraisal File, Mentorship, Welfare and Membership details	iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	4 5	Available, <b>Action taken need to be refined</b> 9/26 membership available
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	5 5	Available in Course file 2 faculty completed



7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	5 5	Faculty data available Retention 42%, Ph.D 10, Doing Ph.D 8
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	5 5	Available
7.6	Activity Hours for courses	List of course wise activities conducted with report	5	Available
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	5 5 5	3 Books, SCI 28, Scopus 5, UGC 1, Conference 14 2 Nil Nil Nil
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details		Nil
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 4 4	IDEA Lab No CoE
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	4	Models available in the lab
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	5 5	Available



	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	5	Available
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	5	Available
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories, Industry supported Labs, R & D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Timetable iii. List of Experiments with Industry supported facilities details	5 5 N/A	8 Labs Available
10.2	List of Equipment/Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basic and utilisation details ii. Purchase, Invoice, Service with calibration details	5 5	Available
10.3	Safety Measures	Safety measures available and Precautions details	5	Available
10.4	Lab Maintenance/Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/Non working components details	5 5	Available
10.5	Student Batch list for practical (Lab wise / Year wise)	i. Students entry and practice details in batch wise with basic information	5	Available
10.6	Annual Stock Verification report (Lab wise/Department wise)	i. Semester wise stock verification and action taken if any grievances	5	Available
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	5	Available
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	5	Available
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular, Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	5 5	Available
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HOD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	5 5 5	Available
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken (semester once) Sample photos	5	Available
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Semester Twice) Meeting minutes with action taken	4	No of hours need to be filled Available
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA, NAAC & ISO) report with action taken (or) Follow up details	i. NBA, NAAC & ISO Accreditation, Audit report ii. Action taken and follow up steps	5 5	Available

12.2	FeedbackFile-Students, Peer,HoD, Parents,Alumni,Employersurvey,	i. StudentsFeedback file withactiontakendetails ii. Peerreviewfilewithactiontakendetails	5 5	Available
	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoDFeedbackfilewithactiontakendetails iv. ParentsFeedback file withactiontakendetails v. AlumniFeedbackfile withactiontakendetails vi. Employersurveywithactiontakendetails vii. TeachingLearningprocesswithactiontakendetails viii. AcademicfacilitiesFeedbackfile withaction takendetails ix. Training and Placement Support Feedbackfilewithactiontaken details x. Start-up and Entrepreneurship Activities Facilitywithactiontaken details	5 5 5 4 N/A N/A 5 5	4 startup
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Coursewise/ Yearwise)-ERP	Consolidated Leave application form class wise details	5	Available
13.2	For Faculty & students-ERP	ERP Leave and approval details	5	Available
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	5	Available
<b>14. SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	5 5	Available
<b>15. OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	5 4	Available
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	5 5	Available
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	5	Available
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Step taken for solving complex problems that incorporating to achieve SDG	4	Available
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum , ii Impactness of activities	5 5	Available

  
**Signature of the Auditor**  
**Dr. J. VANITHA**  
 Head of the Department  
 Department of MCA  
 E.G.S. Pillay Engineering College  
 Nagapattinam - 611 002



**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
 (Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC 'A++' Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: 2024-25

Semester: ODD.

Department/Office: EEE

Date of Visit: 21/06/2025

Name of the Auditor with Dr. R. Karthi

Designation: Professor / MBA / Vice Principal

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
1. Curriculum, Regulations & Academics Files				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	4 5	Available New Courses Available
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	3+3 3	Program Solution Available
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5 5 5 5 5 5 4	Available Available Available Assessment Tools Available



1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	5+5	Available ✓	
		iii. Strategic plan for future development	3	To be improved	
		iv. Budget proposal and utilisation semester wise	5	Available	
		v. Power delegation details	4	70,000	
		vi. Improvement in Academic Performance	1	To be prepared	
1.5	Course File (Theory) details	S.No	Documents	Points	Remarks
		1	Course Details	5	Available
		2	Vision & Mission Statements of the Institute & Department	5	Available
		3	PEOs, POs and PSOs Statements	5	Available
		4	Academic Schedule	5	Available
		5	Syllabus	5	Available
		6	Time Table (Course Specific)	5	Available
		7	Course Plan (including Session Plan)	5	Available
		8	Lecture Notes (Instructional Materials)	5	Available
		9	Students Name List	5	Available
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	5	Available
		11	Continuous Assessment Test - I	5	
			1. Question Paper	5	
			2. Scheme of Evaluation	5	Available
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		12	Assessment of COs – Remedial action with respect to non-compliance	5	
			1. List of Students – Slow Learners & Advanced Learners	5	
			2. Circular	5	Available
			3. Attendance	5	
			4. Action Taken (Impact Analysis) Report	5	
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken	5	Available
		14	Continuous Assessment Test - II	5	
			1. Question Paper	5	
			2. Scheme of Evaluation	5	
			3. Sample Answer Scripts	5	Available
			4. Mark Statement	5	
		15	Assessment of COs – Remedial action with respect to non-compliance	5	
			1. List of Students – Slow Learners & Advanced Learners	5	Available
			2. Circular	5	

Prepared by

Prepared by

		3. Attendance	5	
		4. Action Taken (Impact Analysis) Report	5	
		16 Activity-I		
		1. Questions	5	Available, prepared with
		2. Scheme of Evaluation	5	
		3. Sample Report/Scripts	5	
		4. Mark Statement	5	
		17 Activity-II		
		1. Questions	5	Available
		2. Scheme of Evaluation	5	
		3. Sample Report/Scripts	5	
		4. Mark Statement	5	
		18 Optional Test		
		1. Circular	5	Available
		2. Attendance	5	
		3. Question Paper	5	
		4. Evaluation Key	5	
		5. Sample Answer Scripts	5	
		6. Mark Statement	5	
		19 Course End Survey & Report	5	Available
		20 Overall (Course) Attendance Percentage	5	
		21 Internal Mark Statement	5	
		22 End Semester Examination		
		1. Question Paper	5	
		2. Scheme of Evaluation	5	
		3. Mark Statement	5	
		23 Attainment of Course Outcomes (CO – PO/PSO) (Overall)	5	
		24 Student Portfolio (Samples)	5	
		25 Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	5	Available
		26 Log Book	5	
1.6	Course File (Laboratory) details	S.No Documents Points Remarks		
		1 Course Details	5	
		2 Vision & Mission Statements of the Institute & Department	5	
		3 PEOs, POs and PSOs Statements	5	Available
		4 Academic Schedule	5	
		5 Syllabus ( List of experiments, Industry supported experiments)	5	

		6	Time Table (Course Specific)	5	
		7	Course Plan (including Session Plan)	5	
		8	Lab Manual	5	Available
		9	Students Name List	5	
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	5	Available
		11	Practical Assessment Test - I		
			1. Question Paper	5	
			2. Scheme of Evaluation	5	Available
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		12	Class Committee Meeting – II (Course Specific) Minutes and Action taken	5	Available
		13	Continuous Assessment Test - II	5	
			1. Question Paper	5	
			2. Scheme of Evaluation	5	
			3. Sample Answer Scripts	5	Done well
			4. Mark Statement	5	
		14	Course End Survey & Report	5	
		15	Overall (Course) Attendance Percentage	5	Available
		16	Internal Mark Statement	5	
		17	End Semester Examination		
			4. Question Paper	5	Available
			5. Scheme of Evaluation	5	
			6. Mark Statement	5	
		18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	5	
		19	Sample records	5	
		20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	5	Available
		21	Log Book	5	Verified
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ✓ ii. Class wise Time table ✓		5+5	Available
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table ✓		5	Available
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise		5	Available
<b>3. Students File</b>					
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and		5	Available



	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details) in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	3 4 4 2	2 Learning conducted
3.2	Student Attendance Register, students Benefits register	I. Attendance month wise details ii. Benefits register	5+3	Attendance month wise available NPTEL-8 Course-12 on Camp Course Digital MET-7
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	3+4	Available
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	4 4	52/64
3.4	Academic performance details	Semester wise Academic performance	4	Available - Check Comparison needed
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	2 3	Project Expo Ref - PG student Ph.D details from table
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	5+5	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	5 5 5	Minutes Prepared well
<b>4. Assessment Files</b>				
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5+5	Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5	Available
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	5	ESE-Results Analysis needed
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	5	
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	5	Good
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	5 5	Letter Sent to Parents
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	5	Available
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5	Available
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	Available
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	5	To be prepared
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	5+5	Available

4.2.6	Students Sample Records	Lab/Course wise sample records	5	
<b>5. Projects File</b>				
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	5 5	Available
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	5	Available
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	5HP	Available
<b>6. Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	3 3 2 2 1	37/65 placed. Visited company details available 12 without AATB VAC conducted NO competitive exams conducted
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	5 3 3	Available GL/BoS/Peer mentoring Available - has VA written
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	3 3 3	181-5th, 1566-5th - templates to be revised Available Few future plans.
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	4 4	Available
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies, Members with Events organised details	4 3	Available
6.6	Details about Department / College Magazine / Newsletter Published -Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	5 4	Good
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement- Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	5 5 5	Good
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	4 3 3	Paper published -5 Book published -1



	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	3 3	Available Available
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	4 3	Available E-Content
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	4 2	Latest Available Available
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	1 3	Attended details available
7.6	Activity Hours for courses	List of course wise activities conducted with report	3	Available
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	1 5 4 1 2 1	1 5 4 4 THS CST-1 NIL
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	3	Organized
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation -Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 1 1 1	7/2 (last year?) NIL NIL NIL
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	3	2 Available
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	4 2	Available To be informed



	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	4	Available
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	4	Available
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	4 5 4	Available PLC & Embedded System Lab
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	4 4	Available
10.3	Safety Measures	Safety measures available and Precautions details	5	Available
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	5	Available
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	5	Available
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	15	Available
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	5	Available
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	5	Available
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	5+5	Available
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	3 3 1	CCM Grievance Redump
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	5	Available
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	5	Available
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA,NAAC & ISO ) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	5	Available
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	4+3	Available CCM

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	4 4 3 3 4 4 2 3	Action taken in going on Available Available Available No Template for T & P To be taken
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	5	Available
13.2	For Faculty & students - ERP	ERP Leave and approval details	5	Available
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	5	Available
<b>14. SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	3+4	4 (3+1) Conducted
<b>15. OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	4 3	In progress
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	2+2	In progress - need evidence
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	3	Available - NPTEL - 8
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG	1	To be improved
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	3+3	Available in BoS

#### Overall Observation & Suggestions:

1. Indentify suggested new course may be introduced
2. Prepare a Strategic plan for every semester/year + implement it
3. Industrial training to the students may be enhanced.
4. Motivate more students towards Self learning
5. Conduct UG-PG interaction programme.
6. Faculty Self development / course development / Consultancy / Sponsored Research should be concentrated.

Signature of the Auditor

Dr. R. KARTH





**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
 (Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC 'A++' Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: 2024-25

Semester: Even

Department/Office: Information Technology

Date of Visit: 21/06/24

Name of the Auditor with: Dr. M. CHINNABURAI

Designation: Professor / CSG

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b><u>I. Curriculum, Regulations &amp; Academics Files</u></b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	6 5	Available up to 2024
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development		Available Available
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	4	A A A A A A

A - Available



1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken	ii. Academic calendar and adherence details		Available
		iii. Strategic plan for future development			/
		iv. Budget proposal and utilisation semester wise			
		v. Power delegation details			NA
		vi. Improvement in Academic Performance			-
1.5	<p>Dr. Arulselvan - OS-95<sup>m</sup>  Mrs. S. Soundararaj - AI-17<sup>m</sup>  Dr. N. Murali, EN-22<sup>m</sup>  Ms. Hemalatha, DWD -  Dr. S. Manikandan, DWA.  24-25 OAD  Even</p>	S.No	Documents	Points	Remarks
		1	Course Details	✓	
		2	Vision & Mission Statements of the Institute & Department	4	
		3	PEOs, POs and PSOs Statements		✓
		4	Academic Schedule		
		5	Syllabus		Need change in one subject
		6	Time Table (Course Specific)		COS
		7	Course Plan (including Session Plan)		
		8	Lecture Notes (Instructional Materials)		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Continuous Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		
			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		14	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		15	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		

		3. Attendance			
		4. Action Taken (Impact Analysis) Report			
		16	Activity-I		
		1. Questions			
		2. Scheme of Evaluation			
		3. Sample Report/Scripts			
		4. Mark Statement			
		17	Activity-II		
		1. Questions			
		2. Scheme of Evaluation			
		3. Sample Report/Scripts			
		4. Mark Statement			
		18	Optional Test		
		1. Circular			
		2. Attendance			
		3. Question Paper			
		4. Evaluation Key			
		5. Sample Answer Scripts			
		6. Mark Statement			
		19	Course End Survey & Report		
		20	Overall (Course) Attendance Percentage		
		21	Internal Mark Statement		
		22	End Semester Examination		
		1. Question Paper			
		2. Scheme of Evaluation			
		3. Mark Statement			
23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)				
24	Student Portfolio (Samples)				
25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results				
26	Log Book				
1.6	Course File (Laboratory) details <i>Dr. G. Anil Kumar</i> <i>Dr. S. Mani Kumar</i>	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department	4	
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus ( List of experiments, Industry supported experiments)		

		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lab Manual		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Practical Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		13	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		14	Course End Survey & Report		
		15	Overall (Course) Attendance Percentage		
		16	Internal Mark Statement		
		17	End Semester Examination		
			4. Question Paper		
	5. Scheme of Evaluation				
	6. Mark Statement				
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)				
19	Sample records				
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results				
21	Log Book				
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	5	A	
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table		Good. A	
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	✓		
<b>3. Students File</b>					
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	5	A	



	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details) in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details		A
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register		A
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	✓ 4	verified
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details		A
3.4	Academic performance details	Semester wise Academic performance		A
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	✓ 2	17 - Conference 1 - publication
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	5	Ph.D - 11 doing Grades.
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	✓ 2	Need improvement
<b>4. Assessment Files</b>				
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5	Aval
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD		Anal
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement		A
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples		A
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping		A
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details		A
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE		
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5	A
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE		
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken		A
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details		

4.2.6	Students Sample Records	Lab/Course wise sample records	✓	5	Verified	
<b>5. Projects File</b>						
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	✓	3	Not Properly done	update project
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.				
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report				
<b>6. Co-Curricular and Extra Curricular Files</b>						
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	✓		Need to verify HS - OK	
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details		4	Not OK	contact - OK
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	✓	3	CSI OK, other OK	Need clarity in documents
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details		5	OK	
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies, Members with Events organised details		5	OK	
6.6	Details about Department / College Magazine / Newsletter Published -Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years			Overall OK and good	
<b>7. Faculty Details Files</b>						
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement-Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	✓	5	OK	
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	✓	2	Limited publication by faculty	



	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details		NA
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ✓ ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness ✓	5 2	Available / or any limit
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ✓ ii. contribution of students projects, innovation ideas, patents, publications and awards	1	Prof - 1 Assoc - 2 AP - 11
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	1	only for faculty
7.6	Activity Hours for courses	List of course wise activities conducted with report		Admin
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years)	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details) ✓ iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	1	Limit
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details ✓	1	Available
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details ✓ iii. Sponsored research projects details ✓ iv. Centre of excellence and Training conducted details	1	Available
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details		
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and its facilities details ii. LMS Facilities and Quality improvement facilities details		Admin - not yet started

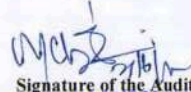


	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register		Avail
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register		Avail
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	✓	Research Lab - PS Project Lab - PS
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	✓	Avail
10.3	Safety Measures	Safety measures available and Precautions details	✓	Avail
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	✓	Avail
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	✓	Avail
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	✓	Avail
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	✓	Avail
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	✓	Avail
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	✓	Avail
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	✓	
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	✓	Avail
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	✓	Avail
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA,NAAC & ISO ) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps		Avail
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	✓	Avail

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details		Amal
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details		NA
13.2	For Faculty & students - ERP	ERP Leave and approval details		NA
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise		NA
<b>14.SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	5	Amal
<b>15.OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	2	Document
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples		Amal
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	5	Amal
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG	3	Amal
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	5	Amal

#### Overall Observation & Suggestions:

1. In Regular 2023, Horizon / Min - updation need
2. Course file
3. Project file - need to be updation
4. Placement Records - updation
5. Concentration in Publication / Papers for student / faculty

  
 Signature of the Auditor  
**Dr. M. CHINNADURAI, M.E., Ph.D.,**  
**PRINCIPAL**  
 E.G.S. Pillay Engineering College  
 Nagore (Po), Nagapattinam - 611 002.



**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
(Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC "A++" Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: 2024-25

Semester: EVEN

Department/Office: MBA

Date of Visit: 21/06/2025 - AN

Name of the Auditor with: Dr. S. MANIKANDAN, Jr

Designation:

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b>I. Curriculum, Regulations &amp; Academics Files</b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	5 5	
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	5 5 5	MAV Active Report
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment. - Report (68)	5 5 5 5 5 5 5 5	Discussed in Bar also Course File



1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details <i>- ISO → Audit</i> iii. Strategic plan for future development <i>- Institute Plan</i> iv. Budget proposal and utilisation semester wise <i>- Proposal / Utilization Available.</i> v. Power delegation details <i>- ISO 9001</i> vi. Improvement in Academic Performance		Academic Audit Action taken																																																																																																																								
1.5	Course File (Theory) details	<table><thead><tr><th>S.No</th><th>Documents</th><th>Points</th><th>Remarks</th></tr></thead><tbody><tr><td>1</td><td>Course Details</td><td></td><td></td></tr><tr><td>2</td><td>Vision &amp; Mission Statements of the Institute &amp; Department</td><td></td><td></td></tr><tr><td>3</td><td>PEOs, POs and PSOs Statements</td><td></td><td></td></tr><tr><td>4</td><td>Academic Schedule</td><td></td><td></td></tr><tr><td>5</td><td>Syllabus</td><td></td><td></td></tr><tr><td>6</td><td>Time Table (Course Specific)</td><td></td><td></td></tr><tr><td>7</td><td>Course Plan (including Session Plan)</td><td></td><td></td></tr><tr><td>8</td><td>Lecture Notes (Instructional Materials)</td><td></td><td></td></tr><tr><td>9</td><td>Students Name List</td><td></td><td></td></tr><tr><td>10</td><td>Class Committee Meeting – I (Course Specific) Minutes and Action taken</td><td></td><td></td></tr><tr><td>11</td><td>Continuous Assessment Test - I</td><td></td><td></td></tr><tr><td></td><td>1. Question Paper</td><td></td><td></td></tr><tr><td></td><td>2. Scheme of Evaluation</td><td></td><td></td></tr><tr><td></td><td>3. Sample Answer Scripts</td><td></td><td></td></tr><tr><td></td><td>4. Mark Statement</td><td></td><td></td></tr><tr><td>12</td><td>Assessment of COs – Remedial action with respect to non-compliance</td><td></td><td></td></tr><tr><td></td><td>1. List of Students – Slow Learners &amp; Advanced Learners</td><td></td><td></td></tr><tr><td></td><td>2. Circular</td><td></td><td></td></tr><tr><td></td><td>3. Attendance</td><td></td><td></td></tr><tr><td></td><td>4. Action Taken (Impact Analysis) Report</td><td></td><td></td></tr><tr><td>13</td><td>Class Committee Meeting – II (Course Specific) Minutes and Action taken</td><td></td><td></td></tr><tr><td>14</td><td>Continuous Assessment Test - II</td><td></td><td></td></tr><tr><td></td><td>1. Question Paper</td><td></td><td></td></tr><tr><td></td><td>2. Scheme of Evaluation</td><td></td><td></td></tr><tr><td></td><td>3. Sample Answer Scripts</td><td></td><td></td></tr><tr><td></td><td>4. Mark Statement</td><td></td><td></td></tr><tr><td>15</td><td>Assessment of COs – Remedial action with respect to non-compliance</td><td></td><td></td></tr><tr><td></td><td>1. List of Students – Slow Learners &amp; Advanced Learners</td><td></td><td></td></tr><tr><td></td><td>2. Circular</td><td></td><td></td></tr></tbody></table>	S.No	Documents	Points	Remarks	1	Course Details			2	Vision & Mission Statements of the Institute & Department			3	PEOs, POs and PSOs Statements			4	Academic Schedule			5	Syllabus			6	Time Table (Course Specific)			7	Course Plan (including Session Plan)			8	Lecture Notes (Instructional Materials)			9	Students Name List			10	Class Committee Meeting – I (Course Specific) Minutes and Action taken			11	Continuous Assessment Test - I				1. Question Paper				2. Scheme of Evaluation				3. Sample Answer Scripts				4. Mark Statement			12	Assessment of COs – Remedial action with respect to non-compliance				1. List of Students – Slow Learners & Advanced Learners				2. Circular				3. Attendance				4. Action Taken (Impact Analysis) Report			13	Class Committee Meeting – II (Course Specific) Minutes and Action taken			14	Continuous Assessment Test - II				1. Question Paper				2. Scheme of Evaluation				3. Sample Answer Scripts				4. Mark Statement			15	Assessment of COs – Remedial action with respect to non-compliance				1. List of Students – Slow Learners & Advanced Learners				2. Circular				→ Individual Following
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			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		16	Activity-I		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		17	Activity-II		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		18	Optional Test		
			1. Circular		
			2. Attendance		
			3. Question Paper		
			4. Evaluation Key		
			5. Sample Answer Scripts		
			6. Mark Statement		
		19	Course End Survey & Report		
		20	Overall (Course) Attendance Percentage		
		21	Internal Mark Statement		
		22	End Semester Examination		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Mark Statement		
		23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		24	Student Portfolio (Samples)		
		25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		26	Log Book		
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus ( List of experiments, Industry supported experiments)		

	6	Time Table (Course Specific)		
	7	Course Plan (including Session Plan)		
	8	Lab Manual		
	9	Students Name List		
	10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
	11	Practical Assessment Test - I		
		1. Question Paper		
		2. Scheme of Evaluation		
		3. Sample Answer Scripts		
		4. Mark Statement		
	12	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
	13	Continuous Assessment Test - II		
		1. Question Paper		
		2. Scheme of Evaluation		
		3. Sample Answer Scripts		
		4. Mark Statement		
	14	Course End Survey & Report		
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	16	Internal Mark Statement		
	17	End Semester Examination		
		4. Question Paper		
	5. Scheme of Evaluation			
	6. Mark Statement			
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)			
19	Sample records			
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results			
21	Log Book			
<b>2. Time Table File</b>				
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ✓		
		ii. Class wise Time table ✓		
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table ✓		
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise ✓		
<b>3. Students File</b>				
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and		

→ Internal Faculty

7 8 Passive



	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang (Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	5	
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5	Attchly Register
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	5	APTE only - NO Credit transfer
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	5	Available
3.4	Academic performance details	Semester wise Academic performance	Report	point - Intern
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	5	Prize won
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	NA	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	5	Available
<b>4. Assessment Files</b>				
<b>4.1 Internal Examinations - CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5	Internal Assessment
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	5	
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	5	
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping	5	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	5	
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	5	Available
4.2.2	Question Paper with Key	End semester Question paper, Its Evaluation procedures with Key verified by Course coordinator & HoD	5	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	Dept Prepart
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	5	Prepared from the Department Student Data
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	5	Prepared from Dept (LoE) Data - Called from - CSE.

4.2.6	Students Sample Records	Lab/Course wise sample records	→ Sample Year 1. (5) 2 Cows
<b>5. Projects File</b>			
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details → Summer Training - Industrial Report → iii. Attainment calculation → Attainment is Required → Per/Pro mapping	(5)
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ✓ ii.	(5)
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report → 2-visit 2021-26	—
<b>6. Co-Curricular and Extra Curricular Files</b>			
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details → 2024-25 → (7) iv. career development courses and feedback v. Competitive Exams conducted details → Appointment Order → Offer letter	None of Improver
6.2	Alumni Association Related File	i. List of alumni students details → Faculty available ii. Alumni contribution details → 2 - From Conclave, Guest lecture iii. Alumni Meeting conducted and feedback details → 1 - M2m (2021) → 56 members	(5)
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy ii. Clubs Members and its activities → 3 Clubs → 3 Events iii. Symposium conducted details as per prescribed format → (1) Technical and Non technical activities conducted last 5 years. → Alumni event, seminar	(5)
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details → Institute	(5)
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies, Members with Events organised details	Repeat → Symposium
6.6	Details about Department / College Magazine / Newsletter Published - Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years →	(5) Available
<b>7. Faculty Details Files</b>			
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement- Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years → Ratio: (17.5) 1:20 5 iii. Workload of Teaching and Non Teaching faculty members → Workload available	(5)
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development → iii. Industry and Academic oriented Technical training attended and	Nil



	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	NP APP-2	
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	Low	Course File
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	→ ① Patent	As per Norm Annex B
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	2006-21-12 ① → Resource Person	⑤ Available
7.6	Activity Hours for courses	List of course wise activities conducted with report →	5	Activity Hr
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years)	i. Books published details - 4# Chapters - ⑧ - Book 6 ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details - ② iv. Seed money received details v. Awards received - ① vi. Industry collaboration research activities - ②	Publication total: 10	⑤ Available
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details → Forcely - Tricst - ①		⑤ Only ①
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details - NR iii. Sponsored research projects details - NR iv. Centre of excellence and Training conducted details - 2 Expts →	→ ⑦ mbr → Expt Orgn	-
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details →	NR	①
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and its facilities details ii. LMS Facilities and Quality improvement facilities details		Available



	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	57	Stock Register
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	57	
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details		
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	→ Spent \$/w 10	Start Location
10.3	Safety Measures	Safety measures available and Precautions details	7/2/17	1st time
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	1/1/17	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information		
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances		
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification		
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details		
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	5	Available Action taken
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	→ Sam	Repeat
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	5	2-meeting
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	5	Available
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA,NAAC & ISO ) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	→ NB	ISO Available
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	5	

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details - Available → 5 Action taken Available viii. Academic facilities Feedback file with action taken details → ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details		
<b>13. Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details ✓	Verified	5
13.2	For Faculty & students - ERP	ERP Leave and approval details	5	ERP details
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise ✓		
<b>14. SDG details</b>				
✓ 14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted - 1 → SDG → Total - 3 ii. Reports as per prescribed Event formats → Available Bureau	5	Available
<b>15. OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	100% F.O.	OBE Syllabus Co-Per happy → Trust
15.2	Case Studies and Real-Life Examples	Course wise case studies - DM, Curricular, SAPM, ISA Real time implementation topics with examples		
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning NPTEL Completed →		
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG	SDG - Action	Going on
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum → Power BE ii. Impactness of activities → Education → Professional Development →		

Overall Observation & Suggestions:

Attach

Signature of the Auditor

Dr. S. m. P. K. K. K. K. K.



**E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)**  
**Nagapattinam – 611 002**  
 (Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC "A++" Grade)  
**EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC**



**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: **2024-2025**

Semester: **II & IV (Partially)**

Department/Office: **Computer Applications**

Date of Visit: **21.06.2025**

Name of the Auditor with

Designation: **Dr.S.Chandrasekar**

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b><u>1.Curriculum, Regulations &amp; Academics Files</u></b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported	5	
		ii. Minutes of the BoS/AC meetings with approvals of all courses	4	
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses	5	
		ii. MoU's with relevant organizations of these courses (If applicable)	4	
		iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4	
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements	5	
		ii. Process of Defining Vision, Mission and PEOs	5	
		iii. Mapping of Mission, PO, PEOs, PSOs with all courses.	5	
		iv. Program curriculum grouping based on curriculum components	5	
		v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix	5	
		vi. Assessment Tools and Processes for evaluation of Course Outcomes	5	
		vii. Attainment of Program Outcomes and Program Specific Outcomes	4	
		viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5	



1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	10		
		iii. Strategic plan for future development	4		
		iv. Budget proposal and utilisation semester wise	4		
		v. Power delegation details	4		
		vi. Improvement in Academic Performance	4		
1.5	Course File (Theory) details	<b>S.No</b>	<b>Documents</b>	<b>Points</b>	<b>Remarks</b>
		1	Course Details	5	
		2	Vision & Mission Statements of the Institute & Department	4	
		3	PEOs, POs and PSOs Statements	4	
		4	Academic Schedule	5	
		5	Syllabus	5	
		6	Time Table (Course Specific)	5	
		7	Course Plan (including Session Plan)	5	
		8	Lecture Notes (Instructional Materials)	5	
		9	Students Name List	5	
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	4	
		11	Continuous Assessment Test - I		
			1. Question Paper	5	
			2. Scheme of Evaluation	4	
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		12	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners	5	
			2. Circular	5	
			3. Attendance	5	
			4. Action Taken (Impact Analysis) Report	5	
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken	4	
		14	Continuous Assessment Test – II (Not Applicable for Current Semester)		(Not Applicable)
			1. Question Paper	5	
			2. Scheme of Evaluation	5	
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		15	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners	5	
			2. Circular	4	

		3. Attendance	5	
		4. Action Taken (Impact Analysis) Report	5	
		<b>16 Activity-I</b>		
		1. Questions	5	
		2. Scheme of Evaluation	4	
		3. Sample Report/Scripts	5	
		4. Mark Statement	5	
		<b>17 Activity-II</b>		
		1. Questions	5	
		2. Scheme of Evaluation	4	
		3. Sample Report/Scripts	5	
		4. Mark Statement	5	
		<b>18 Optional Test (CAT 2 Not Completed-Verified Previous Semester)</b>		
		1. Circular	5	
		2. Attendance	4	
		3. Question Paper	5	
		4. Evaluation Key	5	
		5. Sample Answer Scripts	5	
		6. Mark Statement	4	
		<b>19 Course End Survey &amp; Report</b>	4	Previous Batch
		<b>20 Overall (Course) Attendance Percentage (Verified Previous Semester)</b>	5	Not Applicable
		<b>21 Internal Mark Statement</b>		
		<b>22 End Semester Examination (Verified Previous Semester)</b>		Not Applicable
		1. Question Paper	5	
		2. Scheme of Evaluation	4	
		3. Mark Statement	5	
		<b>23 Attainment of Course Outcomes (CO – PO/PSO) (Overall)</b>	4	Previous Data
		<b>24 Student Portfolio (Samples)</b>	4	Suggestion
		<b>25 Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results</b>	4	
		<b>26 Log Book</b>		
1.6	Course File (Laboratory) details	<b>S.No Documents Points Remarks</b>		
		<b>1 Course Details</b>	5	
		<b>2 Vision &amp; Mission Statements of the Institute &amp; Department</b>	5	
		<b>3 PEOs, POs and PSOs Statements</b>	5	
		<b>4 Academic Schedule</b>	5	
		<b>5 Syllabus ( List of experiments, Industry supported experiments)</b>	5	

		6	Time Table (Course Specific)	5	
		7	Course Plan (including Session Plan)	4	
		8	Lab Manual	4	
		9	Students Name List	4	
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	4	
		11	Practical Assessment Test - I		
			1. Question Paper	5	
			2. Scheme of Evaluation	4	
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		12	Class Committee Meeting – II (Course Specific) Minutes and Action taken	5	
		13	Continuous Assessment Test – II (Verified Previous Semester)		
			1. Question Paper	5	
			2. Scheme of Evaluation	4	
			3. Sample Answer Scripts	5	
			4. Mark Statement	5	
		14	Course End Survey & Report	5	
		15	Overall (Course) Attendance Percentage	5	
		16	Internal Mark Statement	4	
		17	End Semester Examination		
			4. Question Paper	5	
	5. Scheme of Evaluation	4			
	6. Mark Statement	5			
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	5			
19	Sample records	5			
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	5			
21	Log Book	5			
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable	5		
		ii. Class wise Time table	5		
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	5		
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	5		
<b>3. Students File</b>					
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and			



	details (Admission File),Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details) in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	4 5 4 4	
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5 4	
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	5 5	
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	4 5	
3.4	Academic performance details	Semester wise Academic performance	5	
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended ( <b>Most of the Students in Internal</b> )	5 4	Only One patent by 3 to 4 Students
3.6	PG &Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	5 5	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	5 4 4	
<b>4.Assessment Files</b>				
<b>4.1Internal Examinations -CAT (1&amp;2)</b>				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5 4	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5	
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	4	(Not Applicable)
4.1.4	Assignment details	Assignment Questions, Evaluation , Marks statement with samples	4	
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	4	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	5 5	
<b>4.2 End Semester Examination Files</b>				
4.2.1	Time Table	End semester Time table from COE	5	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	(Not Applicable)
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	5	(Not Applicable)
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	4 4	

4.2.6	Students Sample Records	Lab/Course wise sample records	5	
<b>5.Projects File</b>				
5.1	Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	5 5 5	
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	5	
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	5 5	
<b>6.Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	5 5 5 5 5	
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	5 4 5	
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	5 5 5	
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	5 5	2 Clubs with 14 Events
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details	5 4	Only 3 members 1 ISTE & 1 in CSI
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	5 5	
<b>7.Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement–Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	5 5 5	
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	5	

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	5 4	
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	5 4	
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	5 5	
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	5 5	(Only 2 Persons)
7.6	Activity Hours for courses	List of course wise activities conducted with report	5	
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years)	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	5 5 5 4 4 5	2 Books, 6 SCI, 7 Scopus & 12 Conference. 2 patents
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	5	
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 5 5 5	
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	5	
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	5 5	2 Classroom, 1 lab No Seminar Hall



	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	5	
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	5	
<b>10.Laboratories Details Files</b>				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	5 5 5	Computer Lab with 66 PC
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	5 5	
10.3	Safety Measures	Safety measures available and Precautions details	5	
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	5 5	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	5	No Batching all in one batch
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	5	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	5	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	5	
<b>11.Department Meeting Files</b>				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	5 5	
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	5 5 5	No Separate Counselling hour, merged with CC
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	5	
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	5	Once in Semester
<b>12.Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA,NAAC & ISO ) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	5 5	NBA N/A
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	5 5	

#### Overall Observation & Suggestions:

##### Observation

1. It is shocking to see that no student or meager number students are getting failed in CAT. The Slow Learners are only Absentees.
2. In a particular Subject all students are awarded 5 Marks in Seminar equally. There is no differentiation in learnability and skills.
3. It has been observed that certain collaborations with training institutes like JMTEC, BYTES have been listed under industry partnerships. While training institutes play a valuable role in skill development, they do not qualify as industry or industrial partners in the strict academic or accreditation sense.
4. Students attendance register is not maintained as ERP is fully used for attendance.
5. It is observed that the mentoring meetings are predominantly focused on academic performance and infrastructure-related grievances. While these are important aspects, the scope of mentoring can be significantly broadened to ensure holistic student development.
6. It has been observed that student mentoring is currently limited to general information-sharing sessions conducted in the classroom, which does not fulfill the objectives of a structured or effective mentoring programme. To enhance the impact of the Student Mentoring Programme, it is suggested that departments: Implement formal one-on-one or small-group mentoring sessions beyond classroom announcements, Introduce and document a peer mentoring system, where senior or high-performing students are assigned to support juniors or peers academically and emotionally, Maintain records of mentoring interactions, outcomes, and follow-up actions. Mentoring should aim to foster academic growth, personal development, emotional well-being, and career readiness, rather than serve only as an information dissemination forum.
7. It is recommended that the Life Skills course file be maintained in the department similar to other regular course files. Although Life Skills is often categorized under value-added or non-technical courses, it plays a vital role in holistic student development, communication, teamwork, and employability.

##### Suggestions:

1. Student data in Erp has to be updated with all required data like Fathers Name, occupation, Community etc.
2. Consolidated Welfare and scholarship details of students can be maintained with the details of welfare.
3. Alumni Contribution can be promoted beyond Academics-Seminar, BOS, Guest lecture, Training.
4. Department can initiate Students Chapter in Professional Societies for MCA Students like All India Council for Technical Skill Development (AICTSD), Institute of Electrical and Electronics Engineers – Computer Society (IEEE-CS), Institution of Engineers (India) - IEI (Computer Division), Indian Society for Technical Education (ISTE), Computer Society of India (CSI)
5. Magazine and Newsletter can be reworked.
6. Rubric for Assignment and Seminar can be standardized. Different scoring scheme followed by faculty Members.
7. Departments may consider maintaining a structured mentoring agenda or checklist for Mentoring to ensure balanced discussions covering both academic and non-academic aspects.

#### Overall Observation & Suggestions for IQAC:

1. More Clarity is required in this point for all Department. A standardized portfolio format may be adopted for consistency. All Department Should Maintain a minimum of 5 sample student portfolios (preferably from different performance categories – high, average, and below average).
2. Redundancy Across Course File Sections (Theory & Lab): Items like Vision & Mission, PEOs/POs/PSOs, Academic Schedule, Course Plan, Time Table, Student List, etc. appear in both theory and lab file sections. These can be grouped into a common preliminary section instead of repeating under each file.
3. Multiple Listings of Similar Feedback Elements: Feedback mechanisms (student, parent, alumni, employer, etc.) are repeated under different sections (Course

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	5 5 5 4 5 5 5 5	Only one EAC Conducted. Updated Employer Feedback can be updated
<b>13.Leave, Alteration details Files</b>				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form class wise details	5	Students don't use ERP for Leave
13.2	For Faculty & students - ERP	ERP Leave and approval details	5	Faculty Available
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	5	Leave Alteration Register evidenced
<b>14.SDG details</b>				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	5 5	Multiple SDG Covered
<b>15.OBE Details</b>				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	5 5	
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	5	
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	5	Credit Transfer to be initiated
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG	5	
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	5 5	





4. Departments are advised to clearly **differentiate between industry collaborations and training/service providers** in documentation. Only **registered companies involved in production, technology services, or industrial operations** should be classified under **industry linkage** for the purpose of curriculum alignment, internships, MoUs, or project work. IQAC may consider providing a **standard classification guideline** to help departments report partnerships accurately in future audits.
5. It is observed that the **Student Mentoring Programme documentation lacks a clearly defined list of student mentors and mentees**. Maintaining this list is essential for tracking mentorship effectiveness, accountability, and continuous student support. IQAC may provide a **standard format/template** to all departments to streamline this process and ensure uniform implementation across the institution and It is recommended that each department should maintain **Student mentor-mentee allocation list and NOT Faculty Mentor and Students List**.
6. It has been observed that the **flowcharts representing various academic and administrative processes predominantly use only rectangular boxes**, which are traditionally meant to represent process steps. However, **standard flowchart conventions** include a variety of symbols such as **ovals (Start/End), diamonds (Decision points), parallelograms (Input/Output)**, etc., to enhance clarity, accuracy, and interpretability. IQAC is advised to consider **reworking and standardizing the flowcharts** by incorporating the appropriate shapes for different elements.



Signature of the Auditor

Chief Executive Officer  
E.O.S. Pillay Group of Institutions  
Nagapattinam - 611 092

(3)

	<b>E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)</b> <b>Nagapattinam – 611 002</b> (Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC 'A++' Grade) <b>EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC</b>	
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**ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)**

Academic Year: 2024-2025

Semester: ODD / BSN

Department/Office: MECH

Date of Visit: 21/06/2025

Name of the Auditor with

Designation: Dr. S. Palani Murugan

Points scale : 5-Very good (80% to 100%) ; 4-Good (60% to 80%); 3-Average (40% to 60%);2-Poor (20% to 40%);1-Very Poor (Up to 20%)

S.No	Name of File	Contents	Points	Remarks
<b><u>1. Curriculum, Regulations &amp; Academics Files</u></b>				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details, Introduction of new courses with Industry supported <u>(not available)</u> . ii. Minutes of the BoS/AC meetings with approvals of all courses	5 5	 Inco Graduate
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ✓ ii. MoU's with relevant organizations of these courses (If applicable) ✓ iii. Activities with courses on Employability/ Entrepreneurship/Skill development	5 5 5	University MEF Reads. W. celat COM Whodunnit.
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs <u>(2017-2024)</u> iii. Mapping of Mission, PO, PEOs, PSOs with all courses. <u>(check)</u> iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5 5 5 5 5 4 5 5	approval <del>not</del> - Govt. Acad.  Traditional methods Verified - 2023 B (R2)

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	4	Document Verified Need revised format - Verified for 2023-24.																																																																																																																								
		iii. Strategic plan for future development																																																																																																																										
		iv. Budget proposal and utilisation semester wise	5																																																																																																																									
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			1. Question Paper																																																																																																																									
			2. Scheme of Evaluation																																																																																																																									
			3. Sample Answer Scripts																																																																																																																									
			4. Mark Statement																																																																																																																									
		15	Assessment of COs – Remedial action with respect to non-compliance																																																																																																																									
			1. List of Students – Slow Learners & Advanced Learners																																																																																																																									
	2. Circular																																																																																																																											



			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		16	Activity-I		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		17	Activity-II		
			1. Questions		
			2. Scheme of Evaluation		
			3. Sample Report/Scripts		
			4. Mark Statement		
		18	Optional Test		
			1. Circular		
			2. Attendance		
			3. Question Paper		
			4. Evaluation Key		
			5. Sample Answer Scripts		
			6. Mark Statement		
		19	Course End Survey & Report		
		20	Overall (Course) Attendance Percentage		
		21	Internal Mark Statement		
		22	End Semester Examination		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Mark Statement		
		23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		24	Student Portfolio (Samples)		
		25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		26	Log Book		
1.6	Course File (Laboratory) details	S.No	Documents	Points	Remarks
		1	Course Details		
		2	Vision & Mission Statements of the Institute & Department		
		3	PEOs, POs and PSOs Statements		
		4	Academic Schedule		
		5	Syllabus ( List of experiments, Industry supported experiments)		

		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		
		8	Lab Manual		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Practical Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		13	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		14	Course End Survey & Report		
		15	Overall (Course) Attendance Percentage		
		16	Internal Mark Statement		
		17	End Semester Examination		
			4. Question Paper		
	5. Scheme of Evaluation				
	6. Mark Statement				
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)				
19	Sample records				
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results				
21	Log Book				
<b>2. Time Table File</b>					
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table		5	
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table		5	
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise		5	
<b>3. Students File</b>					
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and			

	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang( Disabled) details in ERP database (Randomly verified) P, Q mark ii. Enrolled, actual and discontinued details Not available iii. Welfare and scholarship details - Verified iv. Industrial Training at Internal /Industry details - (000) (00004) 5	
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details Verified (Smilin) ii. Benefits register (Scholarship, Mk, Participation) 5 Intership 00.	
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details (NITEL 08) 3 ii. Slow learners in subject wise and action taken details → Traditional 4 → Evidence	
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details 4.5 ii. Successful completion, Degree received and success rate in year wise details 80% 4.5	
3.4	Academic performance details	Semester wise Academic performance (Software Verified) 4	Randomly Action taken required.
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details (Vigneshkumar) 3 ii. Technical Events attended 4.5	Need improvement
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details Available (Not available) ii. Minutes and action taken details iii. Peer Mentor Meeting details ✓	need feedback.
<b>4. Assessment Files</b>			
<b>4.1 Internal Examinations -CAT (1&amp;2)</b>			
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	4 Verified optional test (NA)
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	4 Good - 60%. Needs improvement - 30-40%.
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	4.5 Verified.
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	4 Traditional, need improvement
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping	4 Po/PSO Mapping needed.
4.1.6	Student's Attendance details	i. Class wise students attendance register (Allocation available) ii. low attendance details with action taken details (Kamalesh, Pooja Meeting)	4.5 Details available but no action taken
<b>4.2 End Semester Examination Files</b>			
4.2.1	Time Table	End semester Time table from COE	5 Available
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5 Available.
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5 Available (Soft copy)
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	Not Available
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details → Software Verified ii. Year wise details → Software available.	4



4.2.6	Students Sample Records	Lab/Course wise sample records		
<b>5. Projects File</b>				
5.1	Details of Project / Mini Project / Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	— <del>Not available</del> available — <del>Not available</del> available — <del>Not available</del> available	4
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	→ <del>Not available</del> available → <del>Not available</del> available	4
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	→ <del>Not available</del> available → <del>Not available</del> available	
<b>6. Co-Curricular and Extra Curricular Files</b>				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	✓ → verified. → VAC verified. → <del>Not available</del> available	(1-4) 4.5
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	→ Registered Alumni → 247 → BoI, DAAC, VAC, Implev. → <del>Not done</del> available	3. → available 2024-25
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format	— <del>Not available</del> available — <del>Not available</del> available — <del>Not available</del> available	4
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	Technical clubs (3), NSS, Anti Ragging	4-5
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details	→ Clubs, Symposium → <del>Not available</del> available	4
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	→ <del>Not available</del> available → <del>Not available</del> available	4
<b>7. Faculty Details Files</b>				
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement– Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	→ Available → 180 → 190 → <del>Not available</del> available	4.5 5 5
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	— <del>Not available</del> available → <del>Not available</del> available	3 4

float 5 users Transcribed) 5  
(third mechanism last)

→ list to be prepared,

Res claim, NPPCL, Events  
list verified.

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details 2023-24 <i>Completed</i> v. Faculty membership in professional societies, cells details <i>→ Not available</i>		
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness <i>Not available</i>	5 —	
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc <i>CA/UK CD, Ph</i> ii. contribution of students projects, innovation ideas, patents, publications and awards	5 3	
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details <i>1 Internship - 1 FDP</i> ii. Attended Training details <i>(File Verified)</i>	2 4	
7.6	Activity Hours for courses	List of course wise activities conducted with report <i>X (Po/ Pse)</i>	—	
<b>8. Research &amp; Development Files</b>				
8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details <i>(4)</i> ii. Journal papers (SCI, Scopus, Web of science, conference details <i>✓</i> iii. patents published details <i>(5)</i> — <i>Sanctioned (Wardan)</i> iv. Seed money received details — v. Awards received — vi. Industry collaboration research activities <i>→ Not available</i>	4	
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details <i>2 day FDP, Inst Conf, Pub Symp, Seminar CD</i>	3.5	
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation - Last 5 Years	i. List of MoUs signed and utilisation details <i>→ Abhishek - Verified</i> ii. consultancy works details <i>→ Not available</i> iii. Sponsored research projects details <i>→ to terms/ym</i> iv. Centre of excellence and Training conducted details	3	
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details <i>Theory of Heat, Thermal, Kym, Design</i>	3	
<b>9. Class rooms &amp; Department Room Files</b>				
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details <i>File Verified</i> ii. LMS Facilities and Quality improvement facilities details <i>to be introduced</i>	5	



	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	→ Verified.	4.5
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	→ Verified.	4.5
<b>10. Laboratories Details Files</b>				
10.1	List of Laboratories, Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table - <i>verified</i> iii. List of Experiments with Industry supported facilities details	<i>Available</i>	4.5
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	→ <i>verified</i> → <i>MM lab</i>	4.5
10.3	Safety Measures	Safety measures available and Precautions details	→ <i>verified</i>	4.5
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	→ <i>Available</i>	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	<i>verified</i>	
10.6	Annual Stock Verification report ( Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances		
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification		
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	<i>List Available</i>	
<b>11. Department Meeting Files</b>				
11.1	Department Meeting Circular, Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	4	<i>Mon verified</i>
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details ( Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	3.5	<i>verified (Prm, ccm)</i>
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken( semester once) Sample photos	4	<i>verified</i>
11.4	Class Committee File, Monthly report with Action taken	Class committee members details ( Monthly Twice) Meeting minutes with action taken	4	<i>verified</i>
<b>12. Audit Report, Feedback &amp; Action taken Files</b>				
12.1	All Accreditation & Audit (NBA, NAAC & ISO ) report with action taken (or) Follow up details	i. NBA, NAAC & ISO Accreditation, Audit report ii. Action taken and followup steps	4 4.5	<i>available</i> <i>available</i>
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni, Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details		



Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details (PTM) v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details ✓ viii. Academic facilities Feedback file with action taken details ✓ ix. Training and Placement Support Feedback file with action taken details ✓ x. Start-up and Entrepreneurship Activities Facility with action taken details ✓	2	Need reframing as a whole
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#### 13. Leave, Alteration details Files

13.1 For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details Leave form available.	3-	
13.2 For Faculty & students - ERP	ERP Leave and approval details ERP	5	
13.3 Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	1	Rescheduling not evident

#### 14. SDG details

14.1 List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats SDG Symp. Outreach. 10/1 Report available	4.5	101 Students Symposium
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#### 15. OBE Details

15.1 Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes (Traditional).	-	
15.2 Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples Not Evident	-	
15.3 SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	2	224-25 (8)
15.4 Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that incorporating to achieve SDG (Symp. Outreach) Projects (FAP)	4.5	
15.5 Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities → good. ↓ - VAC	3	

Overall Observation & Suggestions:

(8 KPIs based available)

Signature of the Auditor

(S. Palani Murugan)