SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Gobichettipalayam – 638 455, Erode District, Tamil Nadu

Circular

Date: 22.07.2022

This is to certify that an academic audit for Department of Science and Humanities has been conducted on **30.07.2022**(2021-22) for EVEN Semester documents to assess the performance of academic activity of the department.

The Following members are appointed for the above department to review and analysis the 2021-22 for EVEN Semester documents and conduct the academic audit in the fair manner and submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

Department of Science and Humanities for the 2021-22 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	C.VELUSAMY	AP	MBA	Chairman
2.	S.VIDHYASAGAR	AP	MBA	Member

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2021-22- EVEN Semester

The objective of the Academic Auditing is described below.

➢ To develop a system for conscious, consistent and catalytic improvement in the performance of the institutions To channelize the efforts and measures of the institution towards academic excellence

➢ To internalize and institutionalize quality enhancement practices

➢ To assure all the stakeholders about the quality education provided by the institution

➢ To evolve a procedure for optimization and integration of modern methods of Teaching and Learning To ascertain the credibility of evaluation procedures

Quality Objectives: 2021-22

Quality Objectives Key Focus Area / source	Target Measure
Students Skills Development	80% of students participate in Seminar / Workshop / Symposium to improve their knowledge
Faculty Skills Development	75% of faculty focused in FDP/ Seminar/workshop/ Conference to improve their skills
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills

Academic Auditing Team Members appointed for 2021-22 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	C.VELUSAMY	AP	MBA	Chairman
2.	S.VIDHYASAGAR	AP	MBA	Member

IQAC

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment <u>Report</u> in the academic year 2021-22 – EVEN Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	Checked and verified
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Checked and Verified
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	More problems are given as assignment
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	Checked and Verified
5	Internal Assessment File	Performance of the students in the internal examinations.	Checked and Verified
6	Result Analysis Files	Performance of the students in the University examinations.	Checked and verified
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Checked and Verified
8	Circular Files	Periodical information is recorded	Checked and verified
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	Checked and verified
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	Checked and verified
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar / Workshop /Conferences, Guest Lecture, MOOC / FOSS Courses.	Improve the participation of Students to attend the seminars and Symposium
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	Checked and verified
13	Budget Details	Allocated amount availability and expenditure of department activities.	Checked and verified
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and	Checked and Verified

		generalizing the level of inter-curricular skills and competences.	
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	

After reviewing / analyzing the above set of documents / information's submitted by the Department of Computer Science and Engineering for the academic session 2021-2022 – EVEN Semester and interacting with facilities of the department the following observations are made to reach out their Quality Objective:

- ➢ Students Skills Development is **GOOD**

- ➢ Faculty Skills Development is **GOOD**

- ➢ Communication is **GOOD**

Remarks & Suggestions by the Auditing Team

1. More problems are given as assignment.

2. Improve the participation of students to attend the seminars and symposium.

Signature of the Members of Academic Auditing Team 2021-22– EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	C.VELUSAMY	AP	MBA	Chairman	
2.	S.VIDHYASAGAR	AP	MBA	Member	

HOD

IQAC

PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit Assessment Report and its Implementation for the

Academic year 2021-22 – EVEN Semester

The following Records are verified during the academic audit and given the suggestions and recommendations. Based on the academic audit Action plan to be carried out and implemented effectively by the department.

S. No.	Records	Academic Audit assessment criteria	Conduct Mechanism and Frequency	Suggestions and Recommendations of Auditing Committee	Action Plan Based on Audit	Implementation and Effectiveness
1	Faculty Logbook	Faculty keeps up the topics covered in each hour and attendance of the student	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Log book is maintained and updated regularly	Implemented and Effective
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Reviewed by HoD – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
5	Internal Assessment File	Performance of the students in the internal examinations.	Reviewed by HoD and Principal – End of Internal Assement	File is maintained up to date	Updated Regularly	Implemented and Effective
6	Result Analysis Files	Performance of the students in the University examinations.	Reviewed by HoD and Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
8	Circular Files	Periodical information is recorded	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	Reviewed by HoD - Weekly once Reviewed by Principal – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	Reviewed by Hod-Monthly once Reviewed by Principal- End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar/ Workshop /Conferences, Guest Lecture, MOOC/FOSS Courses.	Reviewed by HoD– Monthly once Reviewed by Principal – End of Semester	Faculty should improve their publications.	HoD insisted that the faculty members should publish papers in the reputed journals.	Implemented and work on progress.
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co-Curricular and extra –curricular activities.	Reviewed by Hod-Monthly once Reviewed by Principal – End of Semester	The student shall develop their skills by attending Seminar / Workshop / symposium etc.	HoD insisted that the students should participate in various events in other colleges	80% of the students attended various academic programs.
13	Budget Details	Allocated amount availability and expenditure of department activities.	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in	Reviewed by HoD-Monthly Once Reviewed by Principal – End	File is maintained up to date	Updated Regularly	Implemented and Effective

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

		individual subjects and generalizing the level of inter-curricular skills and competences.	of Semester			
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	Reviewed by HoD-Semester Once Reviewed by Principal-Semester Once	Need to change CO and PO mapping for updated regulation	Mapping are done as per new regulation	Implemented and Effective

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HOD/S&H

4/8/22

IQAC

04/08/2022

PRINCIPAL

Signature of the Members of Academic Auditing Team 2021-2022– EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	C.VELUSAMY	AP	MBA	Chairman	C.V84
2.	S.VIDHYASAGAR	AP	MBA	Member	V2

Circular

Date: 19.03.2022

This is to certify that an academic audit for Department of Science and Humanities has been conducted on **26.03.2022** (2021-22) for ODD Semester documents to assess the performance of academic activity of the department.

The Following members are appointed for the above department to review and analysis the 2021-22 for ODD Semester documents and conduct the academic audit in the fair manner and submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

Department of Science and Humanities for the 2021-22 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member
2.	R.SRITHAR	ASP	MBA	Member

19/03/2022

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2021-22- ODD Semester

The objective of the Academic Auditing is described below.

- ➤ To develop a system for conscious, consistent and catalytic improvement in the performance of the institutions To channelize the efforts and measures of the institution towards academic excellence
- ➤ To internalize and institutionalize quality enhancement practices
- ➤ To assure all the stakeholders about the quality education provided by the institution
- ➤ To evolve a procedure for optimization and integration of modern methods of Teaching and Learning To ascertain the credibility of evaluation procedures

Quality Objectives: 2021-22

Quality Objectives Key Focus Area / source	Target Measure
Students Skills Development	80% of students participate in Seminar / Workshop / Symposium to improve their knowledge
Faculty Skills Development	75% of faculty focused in FDP/ Seminar/workshop/ Conference to improve their skills
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills

Academic Auditing Team Members appointed for 2021-22 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member
2.	R.SRITHAR	ASP	MBA	Member

IQAC 24/3/22

Principal 26/03/2022

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment <u>Report</u> in the academic year 2021-22 – ODD Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	checked & verified
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	checked & verified
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Video Lecturers can be given
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	checked & verified
5	Internal Assessment File	Performance of the students in the internal examinations.	checked & verified
6	Result Analysis Files	Performance of the students in the University examinations.	checked & verified
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	checked & verified
8	Circular Files	Periodical information is recorded	checked & verified
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	checked & verified
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	checked & verified
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar / Workshop /Conferences, Guest Lecture, MOOC / FOSS Courses.	checked & verified
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	checked & verified
13	Budget Details	Allocated amount availability and expenditure of department activities.	checked & verified
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and	Index of The Parents meeting consolidation mistake

		generalizing the level of inter-curricular skills and competences.	
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	

After reviewing / analyzing the above set of documents / information's submitted by the Department of Computer Science and Engineering for the academic session 2021-2022 – ODD Semester and interacting with facilities of the department the following observations are made to reach out their Quality Objective:
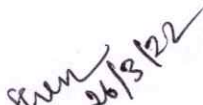
➢ Students Skills Development is **GOOD**

➢ Faculty Skills Development is **GOOD**

➢ Communication is **GOOD**

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Remarks & Suggestions by the Auditing Team

</div>

1. Video lecturers can be given.

2. Index of the parents meeting consolidation mistake.

Signature of the Members of Academic Auditing Team 2021-22 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member	26/3/22
2.	R.SRITHAR	ASP	MBA	Member	26/3/22

HOD 26/3/22   IQAC 26/3/22   PRINCIPAL 26/03/2022

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit Assessment Report and its Implementation for the

Academic year 2021-22 – ODD Semester

The following Records are verified during the academic audit and given the suggestions and recommendations. Based on the academic audit Action plan to be carried out and implemented effectively by the department.

S. No.	Records	Academic Audit assessment criteria	Conduct Mechanism and Frequency	Suggestions and Recommendations of Auditing Committee	Action Plan Based on Audit	Implementation and Effectiveness
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2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Reviewed by HoD – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
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7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
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12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co-Curricular and extra –curricular activities.	Reviewed by Hod-Monthly once Reviewed by Principal – End of Semester	The student shall develop their skills by attending Seminar / Workshop / symposium etc.	HoD insisted that the students should participate in various events in other colleges	80% of the students attended various academic programs.
13	Budget Details	Allocated amount availability and expenditure of department activities.	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in	Reviewed by HoD-Monthly Once Reviewed by Principal – End	File is maintained up to date	Updated Regularly	Implemented and Effective

		individual subjects and generalizing the level of inter-curricular skills and competences.	of Semester			
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	Reviewed by HoD-Semester Once Reviewed by Principal-Semester Once	Need to change CO and PO mapping for updated regulation	Mapping are done as per new regulation	Implemented and Effective

HOD/S&H   IQAC 28/3/22   PRINCIPAL

Signature of the Members of Academic Auditing Team 2021-22 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member	
2.	R.SRITHAR	ASP	MBA	Member	

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Gobichettipalayam – 638 455, Erode District, Tamil Nadu
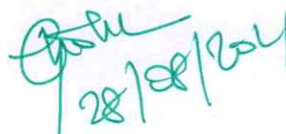
Circular

Date: 28.08.2021

This is to certify that an academic audit for Department of Science and Humanities has been conducted on **04.09.2021** (2020-21)for EVEN Semester documents to assess the performance of academic activity of the department.

The Following members are appointed for the above department to review and analysis the 2020-21 for EVEN Semester documents and conduct the academic audit in the fair manner and submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

Department of Science and Humanities for the 2020-21 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.SRITHAR	ASP	MBA	Chairman
2.	S.VIDHYASAGAR	AP	MBA	Member

28/08/2021

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2020-21- EVEN Semester

The objective of the Academic Auditing is described below.

> ➢ To develop a system for conscious, consistent and catalytic improvement in the performance of the institutions To channelize the efforts and measures of the institution towards academic excellence
> ➢ To internalize and institutionalize quality enhancement practices
> ➢ To assure all the stakeholders about the quality education provided by the institution
> ➢ To evolve a procedure for optimization and integration of modern methods of Teaching and Learning To ascertain the credibility of evaluation procedures

Quality Objectives: 2020-21

Quality Objectives Key Focus Area / source	Target Measure
Students Skills Development	80% of students participate in Seminar / Workshop / Symposium to improve their knowledge
Faculty Skills Development	75% of faculty focused in FDP/ Seminar/workshop/ Conference to improve their skills
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills

Academic Auditing Team Members appointed for 2020-21 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.SRITHAR	ASP	MBA	Chairman
2.	S.VIDHYASAGAR	AP	MBA	Member

IQAC 04/09/2021

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment <u>Report</u> in the academic year 2020-21 – EVEN Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	Checked & verified.
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Checked & verified.
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Seminars can be given
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	Checked & Verified.
5	Internal Assessment File	Performance of the students in the internal examinations.	Checked & verified.
6	Result Analysis Files	Performance of the students in the University examinations.	Checked & Verified.
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Checked & verified
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10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	Checked & verified
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar / Workshop /Conferences, Guest Lecture, MOOC / FOSS Courses.	Improve The number of FDP'S attended by faculty.
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	Checked & Verified.
13	Budget Details	Allocated amount availability and expenditure of department activities.	Checked & verified
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and	Checked & verified.

		generalizing the level of inter-curricular skills and competences.	
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	

After reviewing / analyzing the above set of documents / information's submitted by the Department of Computer Science and Engineering for the academic session 2020-2021 – EVEN Semester and interacting with facilities of the department the following observations are made to reach out their Quality Objective:

> Students Skills Development is **GOOD**

> Faculty Skills Development is **GOOD**

> Communication is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Improve the number of FDP'S attended by faculty.

2. Seminars can be given.

Signature of the Members of Academic Auditing Team 2020-21– EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	R.SRITHAR	ASP	MBA	Chairman	Ri
2.	S.VIDHYASAGAR	AP	MBA	Member	R

HOD 4/9/24   IQAC 4/9/24   04/09/24 PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit Assessment Report and its Implementation for the

Academic year 2020-21 – EVEN Semester

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SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
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		individual subjects and generalizing the level of inter-curricular skills and competences.	of Semester			
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	Reviewed by HoD-Semester Once Reviewed by Principal-Semester Once	Need to change CO and PO mapping for updated regulation	Mapping are done as per new regulation	Implemented and Effective

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HOD/S&H

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IQAC

06/09/2024

PRINCIPAL

Signature of the Members of Academic Auditing Team 2020-2021– EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	R.SRITHAR	ASP	MBA	Chairman	Ri
2.	S.VIDHYASAGAR	AP	MBA	Member	V2

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Gobichettipalayam – 638 455, Erode District, Tamil Nadu
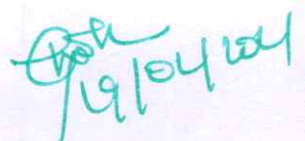
Circular

Date: 19.02.2021

This is to certify that an academic audit for Department of Science and Humanities has been

conducted on 26.02.2021(2020-21) for ODD Semester documents to assess the performance

of academic activity of the department.

The Following members are appointed for the above department to review and analysis the

2020-21 for ODD Semester documents and conduct the academic audit in the fair manner and

submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

Department of Science and Humanities for the 2020-21 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member
2.	R.SRITHAR	ASP	MBA	Member

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2020-21- ODD Semester

The objective of the Academic Auditing is described below.

➢ To develop a system for conscious, consistent and catalytic improvement in the performance of the institutions To channelize the efforts and measures of the institution towards academic excellence

➢ To internalize and institutionalize quality enhancement practices

➢ To assure all the stakeholders about the quality education provided by the institution

➢ To evolve a procedure for optimization and integration of modern methods of Teaching and Learning To ascertain the credibility of evaluation procedures

Quality Objectives: 2020-21

Quality Objectives Key Focus Area / source	Target Measure
Students Skills Development	80% of students participate in Seminar / Workshop / Symposium to improve their knowledge
Faculty Skills Development	75% of faculty focused in FDP/ Seminar/ workshop/ Conference to improve their skills
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills

Academic Auditing Team Members appointed for 2020-21 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member
2.	R.SRITHAR	ASP	MBA	Member

IQAC

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment <u>Report</u> in the academic year 2020-21 – ODD Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	checked & verified
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	checked & verified
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	video lecturers can be given
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	checked & verified
5	Internal Assessment File	Performance of the students in the internal examinations.	checked & verified
6	Result Analysis Files	Performance of the students in the University examinations.	checked & verified
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	checked & verified
8	Circular Files	Periodical information is recorded	checked & verified
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	checked & verified
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	checked & verified
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar / Workshop /Conferences, Guest Lecture, MOOC / FOSS Courses.	Improve the number od FDP's attend by the faculty
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	checked & verified
13	Budget Details	Allocated amount availability and expenditure of department activities.	checked & verified
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and	checked & verified

		generalizing the level of inter-curricular skills and competences.	
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	

After reviewing / analyzing the above set of documents / information's submitted by the Department of Computer Science and Engineering for the academic session 2020-2021 – ODD Semester and interacting with facilities of the department the following observations are made to reach out their Quality Objective:
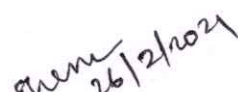
➤ Students Skills Development is **GOOD**

➤ Faculty Skills Development is **GOOD**

➤ Communication is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Video lecturers can be given

2. Improve the number od FDP's attend by the faculty.

Signature of the Members of Academic Auditing Team 2020-21 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member	20/2/21
2.	R.SRITHAR	ASP	MBA	Member	Ri

Prem 26/2/2021
HOD

IQAC 21/2/21

26/02/2021
PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit Assessment Report and its Implementation for the

Academic year 2020-21 – ODD Semester

The following Records are verified during the academic audit and given the suggestions and recommendations. Based on the academic audit Action plan to be carried out and implemented effectively by the department.

S. No.	Records	Academic Audit assessment criteria	Conduct Mechanism and Frequency	Suggestions and Recommendations of Auditing Committee	Action Plan Based on Audit	Implementation and Effectiveness
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Log book is maintained and updated regularly	Implemented and Effective
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Reviewed by HoD – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
5	Internal Assessment File	Performance of the students in the internal examinations.	Reviewed by HoD and Principal – End of Internal Assement	File is maintained up to date	Updated Regularly	Implemented and Effective
6	Result Analysis Files	Performance of the students in the University examinations.	Reviewed by HoD and Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
8	Circular Files	Periodical information is recorded	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	Reviewed by HoD - Weekly once Reviewed by Principal – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	Reviewed by Hod-Monthly once Reviewed by Principal- End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar/ Workshop /Conferences, Guest Lecture, MOOC/FOSS Courses.	Reviewed by HoD– Monthly once Reviewed by Principal – End of Semester	Faculty should improve their publications.	HoD insisted that the faculty members should publish papers in the reputed journals.	Implemented and work on progress.
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co-Curricular and extra –curricular activities.	Reviewed by Hod-Monthly once Reviewed by Principal – End of Semester	The student shall develop their skills by attending Seminar / Workshop / symposium etc.	HoD insisted that the students should participate in various events in other colleges	80% of the students attended various academic programs.
13	Budget Details	Allocated amount availability and expenditure of department activities.	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in	Reviewed by HoD-Monthly Once Reviewed by Principal – End	File is maintained up to date	Updated Regularly	Implemented and Effective

		individual subjects and generalizing the level of inter-curricular skills and competences.	of Semester			
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	Reviewed by HoD-Semester Once Reviewed by Principal-Semester Once	Need to change CO and PO mapping for updated regulation	Mapping are done as per new regulation	Implemented and Effective

8hen 2/3/24
HOD/S&H

2/3/24
IQAC

01/03/2024
PRINCIPAL

Signature of the Members of Academic Auditing Team 2020-21 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Member	2/3/24
2.	R.SRITHAR	ASP	MBA	Member	

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Gobichettipalayam – 638 455, Erode District, Tamil Nadu

Circular

Date: 02.09.2020

This is to certify that an academic audit for Department of Science and Humanities has been conducted on 08.09.2020(2019-20) for EVEN Semester documents to assess the performance of academic activity of the department.

The Following members are appointed for the above department to review and analysis the 2019-20 for EVEN Semester documents and conduct the academic audit in the fair manner and submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

Department of Science and Humanities for the 2019-20 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.SRITHAR	ASP	MBA	Chairman
2.	S.VIDHYASAGAR	AP	MBA	Member

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2019-20- EVEN Semester

The objective of the Academic Auditing is described below.

➢ To develop a system for conscious, consistent and catalytic improvement in the performance of the institutions To channelize the efforts and measures of the institution towards academic excellence

➢ To internalize and institutionalize quality enhancement practices

➢ To assure all the stakeholders about the quality education provided by the institution

➢ To evolve a procedure for optimization and integration of modern methods of Teaching and Learning To ascertain the credibility of evaluation procedures

Quality Objectives: 2019-20

Quality Objectives Key Focus Area / source	Target Measure
Students Skills Development	80% of students participate in Seminar / Workshop / Symposium to improve their knowledge
Faculty Skills Development	75% of faculty focused in FDP/ Seminar/workshop/ Conference to improve their skills
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills

Academic Auditing Team Members appointed for 2019-20 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.SRITHAR	ASP	MBA	Chairman
2.	S.VIDHYASAGAR	AP	MBA	Member

IQAC 8/3/20

08/09/2020
Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment Report in the academic year 2019-20 – EVEN Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	Log book Some page correction.
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Checked and Verified
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Checked & Verified
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	checked & Verified
5	Internal Assessment File	Performance of the students in the internal examinations.	checked & Verified
6	Result Analysis Files	Performance of the students in the University examinations.	checked & Verified
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	checked & Verified
8	Circular Files	Periodical information is recorded	Checked & Verified
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	Checked & Verified
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	Checked & Verified
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar / Workshop /Conferences, Guest Lecture, MOOC / FOSS Courses.	Checked & Verified
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	Checked & Verified
13	Budget Details	Allocated amount availability and expenditure of department activities.	checked & Verified
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and	checked & Verified

		generalizing the level of inter-curricular skills and competences.	
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	*Checked & Verified*

After reviewing / analyzing the above set of documents / information's submitted by the Department of Computer Science and Engineering for the academic session 2019-2020 – EVEN Semester and interacting with facilities of the department the following observations are made to reach out their Quality Objective:

- ➢ Students Skills Development is **GOOD**

- ➢ Faculty Skills Development is **GOOD**

- ➢ Communication is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Log book some pages correction.

2. Improve the participation of students attend the seminars and symposium.

Signature of the Members of Academic Auditing Team 2019-20– EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	R.SRITHAR	ASP	MBA	Chairman	
2.	S.VIDHYASAGAR	AP	MBA	Member	

HOD

IQAC

PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit Assessment Report and its Implementation for the

Academic year 2019-20 – EVEN Semester

The following Records are verified during the academic audit and given the suggestions and recommendations. Based on the academic audit Action plan to be carried out and implemented effectively by the department.

S. No.	Records	Academic Audit assessment criteria	Conduct Mechanism and Frequency	Suggestions and Recommendations of Auditing Committee	Action Plan Based on Audit	Implementation and Effectiveness
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Log book is maintained and updated regularly	Implemented and Effective
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Reviewed by HoD – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
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SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
8	Circular Files	Periodical information is recorded	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
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12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co-Curricular and extra –curricular activities.	Reviewed by Hod-Monthly once Reviewed by Principal – End of Semester	The student shall develop their skills by attending Seminar / Workshop / symposium etc.	HoD insisted that the students should participate in various events in other colleges	80% of the students attended various academic programs.
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14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in	Reviewed by HoD-Monthly Once Reviewed by Principal – End	File is maintained up to date	Updated Regularly	Implemented and Effective

		individual subjects and generalizing the level of inter-curricular skills and competences.	of Semester			
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	Reviewed by HoD-Semester Once Reviewed by Principal-Semester Once	Need to change CO and PO mapping for updated regulation	Mapping are done as per new regulation	Implemented and Effective

Shem 11/9/20

HOD/S&H

fu IQAC 11/9/20

जान 11/09/2020

PRINCIPAL

Signature of the Members of Academic Auditing Team 2019-20 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	R.SRITHAR	ASP	MBA	Chairman	
2.	S.VIDHYASAGAR	AP	MBA	Member	

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Gobichettipalayam – 638 455, Erode District, Tamil Nadu

Circular

Date: 14.12.2019

This is to certify that an academic audit for Department of Science and Humanities has been conducted on 20.12.2019 (2019-20) for ODD Semester documents to assess the performance of academic activity of the department.

The Following members are appointed for the above department to review and analysis the 2019-20 for ODD Semester documents and conduct the academic audit in the fair manner and submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

Department of Science and Humanities for the 2019-20 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	G.BALADEVAGURU	AP	MBA	Member
2.	C.VELUSAMY	AP	MBA	Member

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2019-20- ODD Semester

The objective of the Academic Auditing is described below.

➢ To develop a system for conscious, consistent and catalytic improvement in the performance of the institutions To channelize the efforts and measures of the institution towards academic excellence

➢ To internalize and institutionalize quality enhancement practices

➢ To assure all the stakeholders about the quality education provided by the institution

➢ To evolve a procedure for optimization and integration of modern methods of Teaching and Learning To ascertain the credibility of evaluation procedures

Quality Objectives: 2019-20

Quality Objectives Key Focus Area / source	Target Measure
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Faculty Skills Development	75% of faculty focused in FDP/ Seminar/ workshop/ Conference to improve their skills
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills

Academic Auditing Team Members appointed for 2019-20 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	G.BALADEVAGURU	AP	MBA	Member
2.	C.VELUSAMY	AP	MBA	Member

IQAC

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment **Report** in the academic year 2019-20 – ODD Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	checked & verified
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	checked & verified
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	More problem to be given as assignment
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	checked & verified
5	Internal Assessment File	Performance of the students in the internal examinations.	checked & verified
6	Result Analysis Files	Performance of the students in the University examinations.	checked & verified
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	checked & verified
8	Circular Files	Periodical information is recorded	checked & verified
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	checked & verified
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	checked & verified
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar / Workshop /Conferences, Guest Lecture, MOOC / FOSS Courses.	checked & verified
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	co-curricular activity. consolidated list not updated
13	Budget Details	Allocated amount availability and expenditure of department activities.	checked & verified
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and	checked & verified

		generalizing the level of inter-curricular skills and competences.	
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	

After reviewing / analyzing the above set of documents / information's submitted by the Department of Computer Science and Engineering for the academic session 2019-2020 – ODD Semester and interacting with facilities of the department the following observations are made to reach out their Quality Objective:

➢ Students Skills Development is **GOOD**

➢ Faculty Skills Development is **GOOD**

➢ Communication is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Co-curricular activity – Consolidated list not updated

2. More problem to be given as assignment.

Signature of the Members of Academic Auditing Team 2019-20 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	G.BALADEVAGURU	AP	MBA	Member	
2.	C.VELUSAMY	AP	MBA	Member	

HOD 20/12/19   IQAC 20/12/19   PRINCIPAL 20/12/19

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit Assessment Report and its Implementation for the

Academic year 2019-20 – ODD Semester

The following Records are verified during the academic audit and given the suggestions and recommendations. Based on the academic audit Action plan to be carried out and implemented effectively by the department.

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2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Reviewed by HoD – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
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SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
8	Circular Files	Periodical information is recorded	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
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11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar/ Workshop /Conferences, Guest Lecture, MOOC/FOSS Courses.	Reviewed by HoD– Monthly once Reviewed by Principal – End of Semester	Faculty should improve their publications.	HoD insisted that the faculty members should publish papers in the reputed journals.	Implemented and work on progress.
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	Reviewed by Hod-Monthly once Reviewed by Principal – End of Semester	The student shall develop their skills by attending Seminar / Workshop / symposium etc.	HoD insisted that the students should participate in various events in other colleges	80% of the students attended various academic programs.
13	Budget Details	Allocated amount availability and expenditure of department activities.	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
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		individual subjects and generalizing the level of inter-curricular skills and competences.	of Semester			
15	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	Reviewed by HoD-Semester Once Reviewed by Principal-Semester Once	Need to change CO and PO mapping for updated regulation	Mapping are done as per new regulation	Implemented and Effective

Shem 24/12/19

HOD/S&H

IQAC 24/12/19

24/12/19

PRINCIPAL

Signature of the Members of Academic Auditing Team 2019-20 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	G.BALADEVAGURU	AP	MBA	Member	
2.	C.VELUSAMY	AP	MBA	Member	C.V8y

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Gobichettipalayam – 638 455, Erode District, Tamil Nadu

Circular

Date: 20.04.2019

This is to certify that an academic audit for Department of Science and Humanities has been

conducted on 27.04.2019(2018-19) for EVEN Semester documents to assess the

performance of academic activity of the department.

The Following members are appointed for the above department to review and analysis the

2018-19 for EVEN Semester documents and conduct the academic audit in the fair manner

and submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

Department of Science and Humanities for the 2018-19 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Chairman
2.	C.VELUSAMY	AP	MBA	Member

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2018-19- EVEN Semester

The objective of the Academic Auditing is described below.

➢ To develop a system for conscious, consistent and catalytic improvement in the performance of the institutions To channelize the efforts and measures of the institution towards academic excellence

➢ To internalize and institutionalize quality enhancement practices

➢ To assure all the stakeholders about the quality education provided by the institution

➢ To evolve a procedure for optimization and integration of modern methods of Teaching and Learning To ascertain the credibility of evaluation procedures
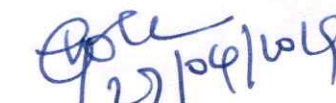
Quality Objectives: 2018-19

Quality Objectives Key Focus Area / source	Target Measure
Students Skills Development	80% of students participate in Seminar / Workshop / Symposium to improve their knowledge
Faculty Skills Development	75% of faculty focused in FDP/ Seminar/ workshop/ Conference to improve their skills
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills

Academic Auditing Team Members appointed for 2018-19 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Chairman
2.	C.VELUSAMY	AP	MBA	Member

IQAC 29/4/19

Principal 27/04/64

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment <u>Report</u> in the academic year 2018-19 – EVEN Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Log book	Faculty keeps up the topics covered in each hour and attendance of the student	Checked & Verified
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Checked & Verified
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Checked & Verified
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	Checked & Verified
5	Internal Assessment File	Performance of the students in the internal examinations.	Checked & Verified
6	Result Analysis Files	Performance of the students in the University examinations.	Checked & Verified
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Checked & Verified
8	Circular Files	Periodical information is recorded	Checked & Verified
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	Checked & Verified
10	Students Feedback files	Feedback of all the subject aware of requirements /needs of the students.	Checked & Verified
11	Faculty Participation in outside the institution	Continuous evaluation of Self growth of the faculty by FDP / Seminar / Workshop /Conferences, Guest Lecture, MOOC / FOSS Courses.	Checked & Verified
12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	Consolidated list not updated.
13	Budget Details	Allocated amount availability and expenditure of department activities.	Checked & Verified
14	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and	Checked & Verified

		generalizing the level of inter-curricular skills and competences.	
15.	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	*Checked & Verified*

After reviewing / analyzing the above set of documents / information's submitted by the Department of Computer Science and Engineering for the academic session 2018-2019 – EVEN Semester and interacting with facilities of the department the following observations are made to reach out their Quality Objective:

> Students Skills Development is **GOOD**

> Faculty Skills Development is **GOOD**

> Communication is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Co-curricular activity – Consolidated list not updated

Signature of the Members of Academic Auditing Team 2018-19 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Chairman	
2.	C.VELUSAMY	AP	MBA	Member	

HOD   IQAC   PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit Assessment Report and its Implementation for the

Academic year 2018-19 – EVEN Semester

The following Records are verified during the academic audit and given the suggestions and recommendations. Based on the academic audit Action plan to be carried out and implemented effectively by the department.

S. No.	Records	Academic Audit assessment criteria	Conduct Mechanism and Frequency	Suggestions and Recommendations of Auditing Committee	Action Plan Based on Audit	Implementation and Effectiveness
1	Faculty Logbook	Faculty keeps up the topics covered in each hour and attendance of the student	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Log book is maintained and updated regularly	Implemented and Effective
2	Master Attendance	Class advisor shall maintain the overall attendance of the students	Reviewed by HoD-Weekly once Reviewed by Principal – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	Reviewed by HoD – Monthly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
5	Internal Assessment File	Performance of the students in the internal examinations.	Reviewed by HoD and Principal – End of Internal Assement	File is maintained up to date	Updated Regularly	Implemented and Effective
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SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
8	Circular Files	Periodical information is recorded	Reviewed by HoD – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
9	Minutes of meeting (HOD)	Recorded documentation is used to inform attendees and non-attendees about the meeting.	Reviewed by HoD - Weekly once Reviewed by Principal – Monthly once	File is maintained up to date	Updated Regularly	Implemented and Effective
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12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co-Curricular and extra –curricular activities.	Reviewed by Hod-Monthly once Reviewed by Principal – End of Semester	The student shall develop their skills by attending Seminar / Workshop / symposium etc.	HoD insisted that the students should participate in various events in other colleges	80% of the students attended various academic programs.
13	Budget Details	Allocated amount availability and expenditure of department activities.	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
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		individual subjects and generalizing the level of inter-curricular skills and competences.	of Semester			
15.	PO, PSO & CO file	CO are mapped with PO and PSO for each subject	Reviewed by HoD- Semester Once Reviewed by Principal- Semester Once	Need to change CO and PO mapping for updated regulation	Mapping are done as per new regulation	Implemented and Effective

HOD/S&H   IQAC   PRINCIPAL

Signature of the Members of Academic Auditing Team 2018-19 – EVEN Semester

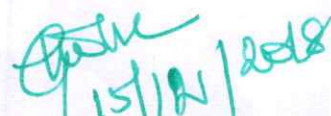| S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	Dr.S.SATHYASUNDARI	PROFESSOR	MBA	Chairman	
2.	C.VELUSAMY	AP	MBA	Member	

Circular

Date: 15.12.2018

This is to certify that an academic audit for Department of Science and Humanities has been conducted on 20.12.2018(2018-19) for ODD Semester documents to assess the performance of academic activity of the department.

The Following members are appointed for the above department to review and analysis the 2018-19 for ODD Semester documents and conduct the academic audit in the fair manner and submit the auditing report within the day of auditing.

Academic Auditing Team Members appointed for

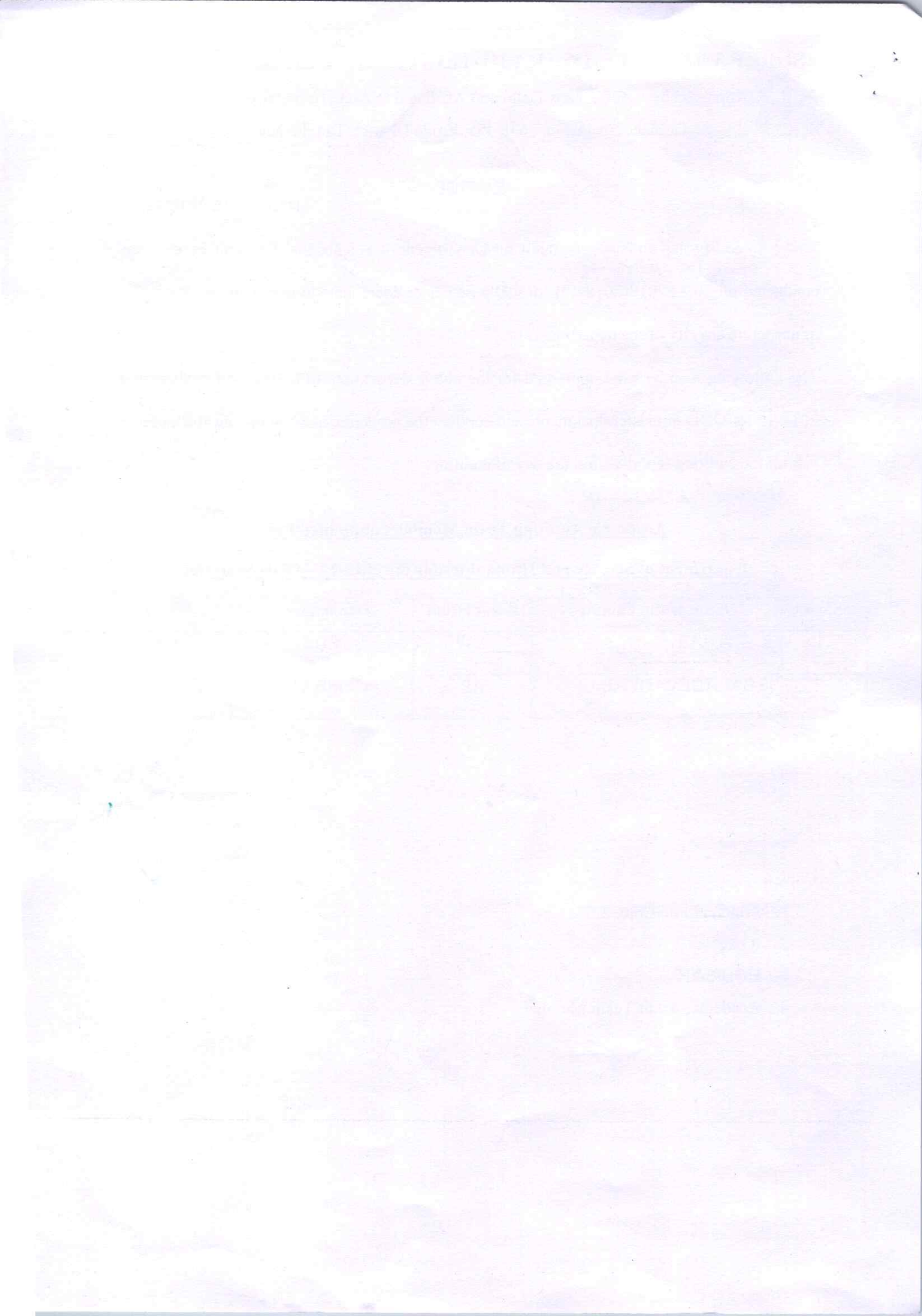### Department of Science and Humanities for the 2018-19 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.SRITHAR	ASP	MBA	Chairman
2.	G.BALADEVAGURU	AP	MBA	Member

Principal

Copy to:

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2. IQAC
3. HOD/S&H
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment in the academic year 2018-19- ODD Semester

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Academic Auditing Team Members appointed for 2018-19 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.SRITHAR	ASP	MBA	Chairman
2.	G.BALADEVAGURU	AP	MBA	Member

IQAC 20/12/18

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

Academic Audit assessment <u>Report</u> in the academic year 2018-19 – ODD Semester

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3	Course Files	Contain information about the Course material Lesson Plan Question Bank Assignment papers Internal test papers	vedic lectures can be given
4	Class Committee Meeting Files	Feedbacks from the students for each subject are recorded, through which the overall goal of teaching learning process is improved.	checked & verified
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Remarks & Suggestions by the Auditing Team

1. Co-curricular activity – Consolidated list not updated

2. video lecturers can be given.

Signature of the Members of Academic Auditing Team 2018-19 – ODD Semester

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HOD 20/12/18

IQAC 20/12/18

PRINCIPAL 20/12/2018

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

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SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE AND HUMANITIES

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8hem 29/12/18

HOD/S&H

24/12/18

IQAC

28/12/2018

PRINCIPAL

Signature of the Members of Academic Auditing Team 2018-19 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	R.SRITHAR	ASP	MBA	Chairman	
2.	G.BALADEVAGURU	AP	MBA	Member	