SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

Circular

Date: 22.07.2022

This is to certify that an academic audit for Department of Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2021-22 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	V.RAGHUPRASATH	AP	CIVIL	Chairman
2.	J.SENTHILKUMAR	AP	CSE	Member
3.	K.BALAKRISHNAN	AP	ECE	Member
4.	K.KANNAKUMAR	AP	MECH	Member

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	V.RAGHUPRASATH	AP	CIVIL	Chairman
2.	J.SENTHILKUMAR	AP	CSE	Member
3.	K.BALAKRISHNAN	AP	ECE	Member
4.	K.KANNAKUMAR	AP	MECH	Member

IQAC 30/7/22

30/07/2022
Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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 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.	checked Verified
13	Placement Files	Eligible candidates list and Recruited students along with the companies details	checked Verified

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

14	Budget Details	Allocated amount availability and expenditure of department activities.	checked Verified
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	checked Verified
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	checked Verified
17	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 Electrical and Electronics Engineering for the academic session 2021-22 – 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**

➢ Inplant Training is **GOOD**

➢ Communication is **GOOD**

➢ Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Co-curricular activity – Consolidated list is not updated

2. Placement file – Arrange the placement training list as per the training order.

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	V.RAGHUPRASATH	AP	CIVIL	Chairman	V. Prtrry 1/8/12
2.	J.SENTHILKUMAR	AP	CSE	Member	1/8/22
3.	K.BALAKRISHNAN	AP	ECE	Member	K.Bal@ 1/8/22
4.	K.KANNAKUMAR	AP	MECH	Member	1/8/22

HOD 1/8/22   IQAC 1/8/22   01/08/2022

PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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 ELECTRICAL AND ELECTRONICS ENGINEERING

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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Arrange the placement training list as per the training order	HoD Instructed Arrange the placement training list as per the training order	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount availability and	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

		expenditure of department activities.				
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Reviewed by HoD – Yearly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
17	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/EEE   IQAC   PRINCIPAL

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	V.RAGHUPRASATH	AP	CIVIL	Chairman	
2.	J.SENTHILKUMAR	AP	CSE	Member	
3.	K.BALAKRISHNAN	AP	ECE	Member	
4.	K.KANNAKUMAR	AP	MECH	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: 19.03.2022

This is to certify that an academic audit for Department of Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2021-22 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	S.SANJAYGANTHI	AP	CIVIL	Chairman
2.	K.PRATHIPA	AP	CSE	Member
3.	S.AYISHA	AP	ECE	Member
4.	V.PRABHAKARAN	AP	MECH	Member

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	S.SANJAYGANTHI	AP	CIVIL	Chairman
2.	K.PRATHIPA	AP	CSE	Member
3.	S.AYISHA	AP	ECE	Member
4.	V.PRABHAKARAN	AP	MECH	Member

26/03/2022

IQAC   **Principal**

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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	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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Checked verified

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

14	Budget Details	Allocated amount availability and expenditure of department activities.	checked verified
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	checked verified
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	checked verified
17	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 Electrical and Electronics 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**

➤ Inplant Training is **GOOD**

➤ Communication is **GOOD**

➤ Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Students Feedback files – Consolidation list is missing.

2. Faculty Participation in outside the institution – FDP list is not in proper order.

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	S.SANJAYGANTHI	AP	CIVIL	Chairman	
2.	K.PRATHIPA	AP	CSE	Member	
3.	S.AYISHA	AP	ECE	Member	
4.	V.PRABHAKARAN	AP	MECH	Member	

HOD 28/3/22   IQAC   PRINCIPAL 28/03/2022

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
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 Assesment	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

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	Consolidation list is missing	Instructed to Update the consolidation list	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	FDP list is not in proper order	Instructed to arrange the FDP list in correct order	Implemented and Effective.
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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Special training should be given to Aptitude and problem solving.	After the placement training, 78% of students were placed.	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount availability and	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

		expenditure of department activities.				
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Reviewed by HoD – Yearly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
17	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/EEE   IQAC   PRINCIPAL

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	S.SANJAYGANTHI	AP	CIVIL	Chairman	
2.	K.PRATHIPA	AP	CSE	Member	
3.	S.AYISHA	AP	ECE	Member	
4.	V.PRABHAKARAN	AP	MECH	Member	

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

Circular

Date: 28.08.2021

This is to certify that an academic audit for Department of Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2020-21 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.GNANASIGAMANI	AP	CIVIL	Chairman
2.	N.KIRUTHIKA	AP	CSE	Member
3.	G.S.NANDHINI	AP	ECE	Member
4.	P.LINGESWARAN	AP	MECH	Member

28/08/2021

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.GNANASIGAMANI	AP	CIVIL	Chairman
2.	N.KIRUTHIKA	AP	CSE	Member
3.	G.S.NANDHINI	AP	ECE	Member
4.	P.LINGESWARAN	AP	MECH	Member

04/09/2021.

IQAC   Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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	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	Placement Files	Eligible candidates list and Recruited students along with the companies details	checked Verified

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

14	Budget Details	Allocated amount availability and expenditure of department activities.	checked verified
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	checked Verified
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	checked verified
17	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 Electrical and Electronics Engineering for the academic session 2020-21 – 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**

- Inplant Training is **GOOD**

- Communication is **GOOD**

- Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Faculty Log book – Gap analysis was not updated in logbook.

2. Co-curricular activity – Students participation certificates are not in proper order.

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	R.GNANASIGAMANI	AP	CIVIL	Chairman	
2.	N.KIRUTHIKA	AP	CSE	Member	
3.	G.S.NANDHINI	AP	ECE	Member	
4.	P.LINGESWARAN	AP	MECH	Member	

HOD 6/9/21   IQAC 6/3/14   PRINCIPAL 06/09/2021

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Academic Audit Assessment Report and its Implementation for the

Academic year 2020-21 – 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	Gap analysis was not updated in logbook	HoD Instructed to faculty update Gap analysis in Log book	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

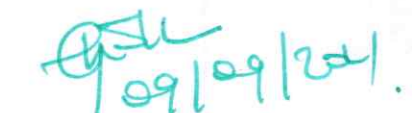| 7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
8	Circular Files	Periodical information is recorded	Reviewed by HoD – Monthly once	File is maintained 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	File is maintained up to date	Updated Regularly	80% of the students attended various academic programs.
13	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Special training should be given to Aptitude and problem solving.	After the placement training, 78% of students were placed.	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount availability and	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

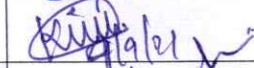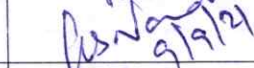|						
		expenditure of department activities.				
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Reviewed by HoD – Yearly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
17	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/EEE   IQAC   PRINCIPAL

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	R.GNANASIGAMANI	AP	CIVIL	Chairman	
2.	N.KIRUTHIKA	AP	CSE	Member	
3.	G.S.NANDHINI	AP	ECE	Member	
4.	P.LINGESWARAN	AP	MECH	Member	

Circular

Date: 19.02.2021

This is to certify that an academic audit for Department of Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2020-21 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	A.SANDHYADEVI	AP	CIVIL	Chairman
2.	E.LOGANATHAN	AP	CSE	Member
3.	R.S.KAMALAKANNAN	AP	ECE	Member
4.	S.MEINATHAN	AP	MECH	Member

19/04/2021

Principal

Copy to:
1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	A.SANDHYADEVI	AP	CIVIL	Chairman
2.	E.LOGANATHAN	AP	CSE	Member
3.	R.S.KAMALAKANNAN	AP	ECE	Member
4.	S.MEINATHAN	AP	MECH	Member

26/2/21

IQAC

26/02/2021.

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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	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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Checked Verified.

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

14	Budget Details	Allocated amount availability and expenditure of department activities.	Checked Verified
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Checked Verified
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Checked Verified
17	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 Electrical and Electronics Engineering for the academic session 2020-21 – 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**

➢ Inplant Training is **GOOD**

➢ Communication is **GOOD**

➢ Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Course Files – Documents are not in the order of course index.

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	A.SANDHYADEVI	AP	CIVIL	Chairman	
2.	E.LOGANATHAN	AP	CSE	Member	
3.	R.S.KAMALAKANNAN	AP	ECE	Member	
4.	S.MEINATHAN	AP	MECH	Member	

HOD 27/2/21   IQAC   PRINCIPAL 27/02/2021.

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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	Documents are not in the order of course index	HoD insisted that the faculty members should arrange as per course index.	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 Assesment	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 ELECTRICAL AND ELECTRONICS ENGINEERING

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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Special training should be given to Aptitude and problem solving.	After the placement training, 78% of students were placed.	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount availability and	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

		expenditure of department activities.				
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Reviewed by HoD – Yearly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
17	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/EEE 2/3/21   **IQAC** 2/3/21   **PRINCIPAL** 02/03/2021.

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	A.SANDHYADEVI	AP	CIVIL	Chairman	
2.	E.LOGANATHAN	AP	CSE	Member	
3.	R.S.KAMALAKANNAN	AP	ECE	Member	
4.	S.MEINATHAN	AP	MECH	Member	

Circular

Date: 02.09.2020

This is to certify that an academic audit for Department of Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2019-20 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	K.THAMARAIKANNAN	AP	CIVIL	Chairman
2.	R.S.SENTHILKUMAR	AP	CSE	Member
3.	C.ALAKESAN	AP	ECE	Member
4.	S.NIRMALKUNAR	AP	MECH	Member

02/09/2020

Principal

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1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	K.THAMARAIKANNAN	AP	CIVIL	Chairman
2.	R.S.SENTHILKUMAR	AP	CSE	Member
3.	C.ALAKESAN	AP	ECE	Member
4.	S.NIRMALKUNAR	AP	MECH	Member

08/09/2020

IQAC

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Academic Audit assessment <u>Report</u> 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	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.	Checked Verified
13	Placement Files	Eligible candidates list and Recruited students along with the companies details	Checked Verified

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

14	Budget Details	Allocated amount availability and expenditure of department activities.	Checked Verified
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Checked Verified
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Checked Verified
17	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 Electrical and Electronics Engineering for the academic session 2019-20 – 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**

➢ Inplant Training is **GOOD**

➢ Communication is **GOOD**

➢ Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Placement file – Placement training details is insufficient.

2. PO, PSO & CO file – Redefine the course outcome with program outcome.

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	K.THAMARAIKANNAN	AP	CIVIL	Chairman	
2.	R.S.SENTHILKUMAR	AP	CSE	Member	
3.	C.ALAKESAN	AP	ECE	Member	
4.	S.NIRMALKUNAR	AP	MECH	Member	

HOD 9/9/20   IQAC 9/9/20   PRINCIPAL 09/09/2020

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
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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 ELECTRICAL AND ELECTRONICS ENGINEERING

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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Placement training details is insufficient.	HoD instructed to Department placement coordinator should Updated Regularly	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount	Reviewed by Principal - End	File is maintained up to date	Updated Regularly	Implemented and

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

		availability and expenditure of department activities.	Semester			Effective
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Reviewed by HoD – Yearly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
17	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

Dr. 11/9/20   11/9/20   11/09/2020

HOD/EEE   **IQAC**   **PRINCIPAL**

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	K.THAMARAIKANNAN	AP	CIVIL	Chairman	11/9/20
2.	R.S.SENTHILKUMAR	AP	CSE	Member	11/9/
3.	C.ALAKESAN	AP	ECE	Member	11/9/20
4.	S.NIRMALKUNAR	AP	MECH	Member	11/9/20

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 Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2019-20 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	A.SABAREESH	AP	CIVIL	Chairman
2.	S.SENTHILNATHAN	AP	CSE	Member
3.	C.TAMILARASI	AP	ECE	Member
4.	K.KANNAKUMAR	AP	MECH	Member

14/12/2019

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
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
Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	A.SABAREESH	AP	CIVIL	Chairman
2.	S.SENTHILNATHAN	AP	CSE	Member
3.	C.TAMILARASI	AP	ECE	Member
4.	K.KANNAKUMAR	AP	MECH	Member

IQAC

Principal

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Academic Audit assessment <u>Report</u> in the academic year 2019-20 – ODD Semester

S.No.	Records	Academic Audit assessment criteria	Suggestions and Recommendations of Auditing Committee
1	Faculty Logbook	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.	Checked verified
13	Placement Files	Eligible candidates list and Recruited students along with the companies details	checked verified

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

14	Budget Details	Allocated amount availability and expenditure of department activities.	*checked verified*
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	*checked verified*
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	*Checked Verified*
17	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 Electrical and Electronics Engineering for the academic session 2019-20 – 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**

➤ Inplant Training is **GOOD**

➤ Communication is **GOOD**

➤ Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Faculty Participation in outside the institution- Faculty should attend more number of FDP and Conferences.

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	A.SABAREESH	AP	CIVIL	Chairman	*A. Sm*
2.	S.SENTHILNATHAN	AP	CSE	Member	*S. 21/12*
3.	C.TAMILARASI	AP	ECE	Member	*C. They*
4.	K.KANNAKUMAR	AP	MECH	Member	*Cull 21/12*

HOD 21/12/19   *IQAC 21/12/19*   *PRINCIPAL 21/12/2019*

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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.

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

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 attend more number of FDP and Conferences.	HoD insisted that the faculty members should attend more number of FDP and Conferences.	Implemented and Effective.
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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Special training should be given to Aptitude and problem solving.	After the placement training, 78% of students were placed.	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount availability and	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

		expenditure of department activities.				
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Reviewed by HoD – Yearly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
17	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

PV 24/12/19

HOD/EEE

IQAC 24/12/19

24/12/2019.

PRINCIPAL

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	A.SABAREESH	AP	CIVIL	Chairman	A Suf 24/12/19
2.	S.SENTHILNATHAN	AP	CSE	Member	S. S. S 24/12/19
3.	C.TAMILARASI	AP	ECE	Member	C Uneuf
4.	K.KANNAKUMAR	AP	MECH	Member	24/12/19

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

Circular

Date: 20.04.2019

This is to certify that an academic audit for Department of Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2018-19 – EVEN Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.GNANASIGAMANI	AP	CIVIL	Chairman
2.	P.V.JOTHIKANTHAM	AP	CSE	Member
3.	R.PRABHAKARAN	AP	ECE	Member
4.	P.ELANGOVAN	AP	MECH	Member

20/04/2019

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	R.GNANASIGAMANI	AP	CIVIL	Chairman
2.	P.V.JOTHIKANTHAM	AP	CSE	Member
3.	R.PRABHAKARAN	AP	ECE	Member
4.	P.ELANGOVAN	AP	MECH	Member

IQAC

Principal 27/04/2019

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Academic Audit assessment Report 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
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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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Checked verified

14	Budget Details	Allocated amount availability and expenditure of department activities.	checked verified
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	checked verified
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Checked verified
17	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 Electrical and Electronics 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**

➢ Inplant Training is **GOOD**

➢ Communication is **GOOD**

➢ Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. Co-curricular activity – Consolidated list not updated

2. Placement file – Consolidated list of training program is 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.	R.GNANASIGAMANI	AP	CIVIL	Chairman	
2.	P.V.JOTHIKANTHAM	AP	CSE	Member	
3.	R.PRABHAKARAN	AP	ECE	Member	
4.	P.ELANGOVAN	AP	MECH	Member	

HOD   IQAC   PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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
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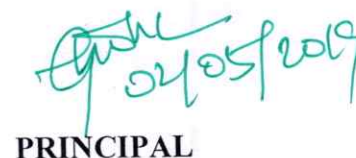|						
7	Lab Stock Register	Stock register verification, Checks whether the equipment is intact.	Reviewed by HoD - End of the Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
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11	Faculty Participation in outside the 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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Special training should be given to Aptitude and problem solving.	After the placement training, 78% of students were placed.	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount availability and	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE
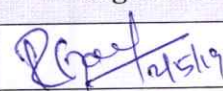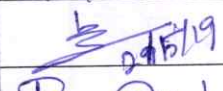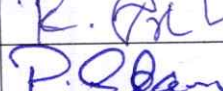
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

		expenditure of department activities.				
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
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17	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

04/05/2019

HOD/EEE   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.	R.GNANASIGAMANI	AP	CIVIL	Chairman	
2.	P.V.JOTHIKANTHAM	AP	CSE	Member	
3.	R.PRABHAKARAN	AP	ECE	Member	
4.	P.ELANGOVAN	AP	MECH	Member	

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

Circular

Date: 15.12.2018

This is to certify that an academic audit for Department of Electrical and Electronics Engineering has been scheduled 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 Electrical and Electronics Engineering for the 2018-19 – ODD Semester

S.No	Name of the Faculty	Designation	Department	Designation
1.	A.S.RAMANAN	AP	CIVIL	Chairman
2.	P.V.JOTHIKANTHAM	AP	CSE	Member
3.	C.ALAKESAN	AP	ECE	Member
4.	K.MAHARAJA	AP	MECH	Member

15/12/2018

Principal

Copy to:

1. Principal File Copy
2. IQAC
3. HOD/EEE
4. Academic Audit Team Members

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Academic Audit assessment in the academic year 2018-19- 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: 2018-19

Quality Objectives Key Focus Area / source	Target Measure
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Inplant Training	All students have undergone inplant training
Communication	Role Play, Group Discussion and 3 Minutes Talk implemented during Class hours to improve the students communication Skills
Corporate People interaction	Minimum 3 Corporate people interaction with the students

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

S.No	Name of the Faculty	Designation	Department	Designation
1.	A.S.RAMANAN	AP	CIVIL	Chairman
2.	P.V.JOTHIKANTHAM	AP	CSE	Member
3.	C.ALAKESAN	AP	ECE	Member
4.	K.MAHARAJA	AP	MECH	Member

IQAC 20/12/18

Principal 20/12/2018

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Academic Audit assessment <u>Report</u> in the academic year 2018-19 – 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
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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
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12	Co- Curricular Activities	Continuous evaluation of performance students in various curricular and Co- Curricular and extra –curricular activities.	checked verified
13	Placement Files	Eligible candidates list and Recruited students along with the companies details	checked Verified

14	Budget Details	Allocated amount availability and expenditure of department activities.	*checked verified*
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	*checked verified*
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	*checked verified*
17	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 Electrical and Electronics Engineering for the academic session 2018-2019 – 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**

- Inplant Training is **GOOD**

- Communication is **GOOD**

- Corporate People interaction is **GOOD**

Remarks & Suggestions by the Auditing Team

1. PO, PSO & CO file – Redefine the course outcome with program outcome

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	A.S.RAMANAN	AP	CIVIL	Chairman	
2.	P.V.JOTHIKANTHAM	AP	CSE	Member	
3.	C.ALAKESAN	AP	ECE	Member	
4.	K.MAHARAJA	AP	MECH	Member	

HOD   IQAC   PRINCIPAL

SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Academic Audit Assessment Report and its Implementation for the

Academic year 2018-19 – 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.

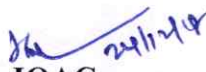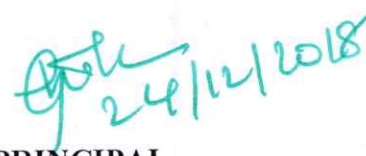| S. No.	Records	Academic Audit assessment criteria	Conduct Mechanism and Frequency	Suggestions and Recommendations of Auditing Committee	Action Plan Based on Audit	Implementation and Effectiveness
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SHREE VENAKTESHWARA HI-TECH ENGINEERING COLLEGE

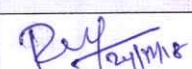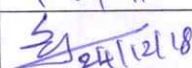## <u>DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING</u>

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	Placement Files	Eligible candidates list and Recruited students along with the companies details	Reviewed by Principal – Monthly Once Reviewed by Academic Council – End of the Semester	Special training should be given to Aptitude and problem solving.	After the placement training, 78% of students were placed.	Special training should be given to Aptitude and problem solving.
14	Budget Details	Allocated amount availability and	Reviewed by Principal - End Semester	File is maintained up to date	Updated Regularly	Implemented and Effective

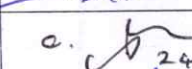|						
		expenditure of department activities.				
15	Parents Meeting files	Parents meeting focus on student's specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.	Reviewed by HoD-Monthly Once Reviewed by Principal – End of Semester	File is maintained up to date	Updated Regularly	Implemented and Effective
16	Alumni files	Feedback of the alumni helps to identify and rectify the curriculum gap.	Reviewed by HoD – Yearly Once	File is maintained up to date	Updated Regularly	Implemented and Effective
17	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/EEE   IQAC   PRINCIPAL

24/12/2018

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

S.No	Name of the Faculty	Designation	Department	Designation	Signature
1.	A.S.RAMANAN	AP	CIVIL	Chairman	
2.	P.V.JOTHIKANTHAM	AP	CSE	Member	
3.	C.ALAKESAN	AP	ECE	Member	
4.	K.MAHARAJA	AP	MECH	Member	