



E.G.S. Pillay Engineering College

An Autonomous Institution, Affiliated to Anna University, Chennai |
Approved by AICTE, New Delhi Accredited by NAAC with A++ Grade |

Accredited by NBA T1 (B.E. – CIVIL, CSE, ECE, EEE, MECH &
B.Tech – IT)

Nagapattinam – 611002, Tamil Nadu, India

EGSPEC INTERNAL QUALITY ASSURANCE CELL-EIQAC



Internal Academic and Administrative Audit (AAA)

Analysis Report

Odd Semester 2024-2025

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

21st June 2025

ACKNOWLEDGEMENT

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

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

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

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1. INTRODUCTION

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

1.1 ACADEMIC AUDIT:

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

1.2 MAJOR OBJECTIVES OF ACADEMIC AUDIT:

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

2. PROCESS OF THE AUDIT

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

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

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

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

2.1 CRITERIA FOR AUDITING THE FILES RELATED TO DEPARTMENT ACTIVITIES

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

Table 2.1

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

2.2 GUIDELINES FOR ACADEMIC AUDIT

The following guidelines were given to the auditors:

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

3. AUDIT TEAM

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

List of Auditors and Schedule for Department Auditing

Table 3.1

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

Audit Circular



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Old Nagore Road, Thethi, Nagore Village, Nagapattinam - 611002,
Tamil Nadu, India

EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQC

CIRCULAR



IQAC/IA/2024-25/ May /002

05/05/2025

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

Auditors are requested to follow the audit schedule given below.

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

IQAC Director
Dr. D. DEVARAJAN

Director - IQAC
E.G.S. Pillay Engineering College
Nagapattinam - 611 002
Director of ~~Neppalli~~ ~~Thethi~~ ~~Nagore~~ ~~Principals~~ Office Purchase

Principal

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

Joint Secretary
S. SHANKAR GANESH

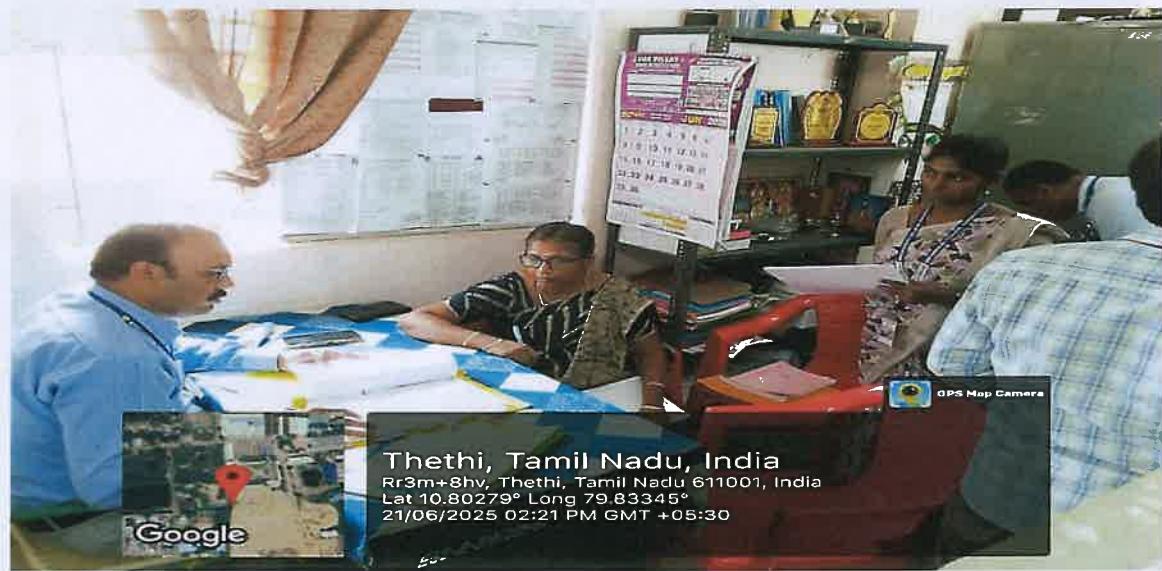
Joint Secretary
E.G.S. Pillay Group of Institutions
Nagapattinam - 611 002

Table 3.1

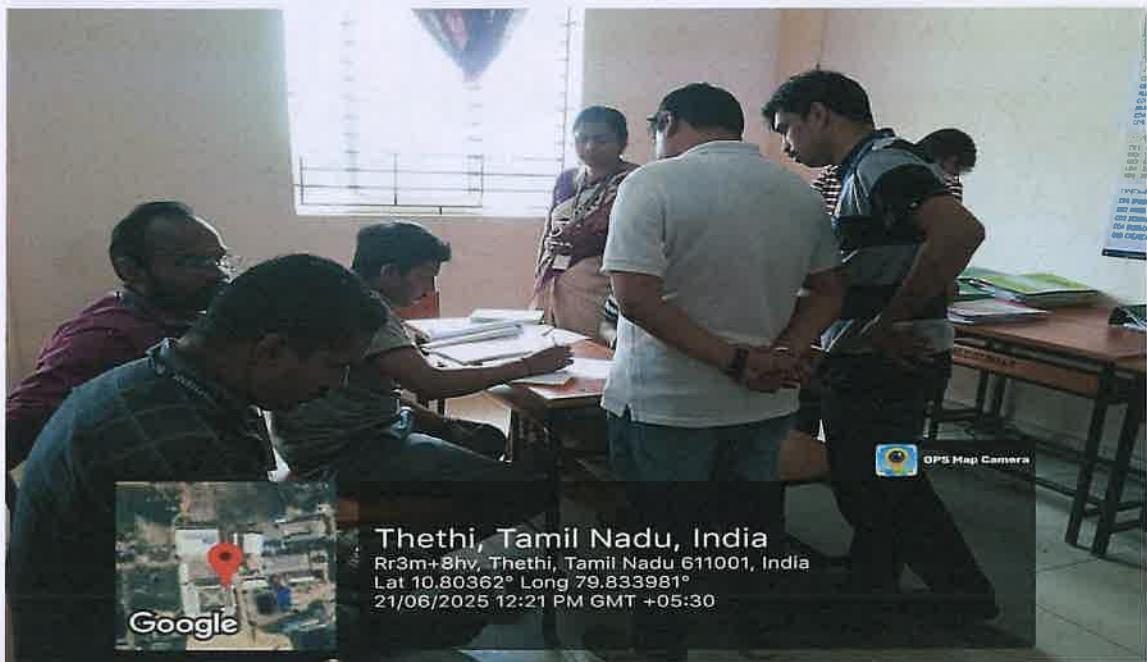
Audit Photos



AIDS



BME



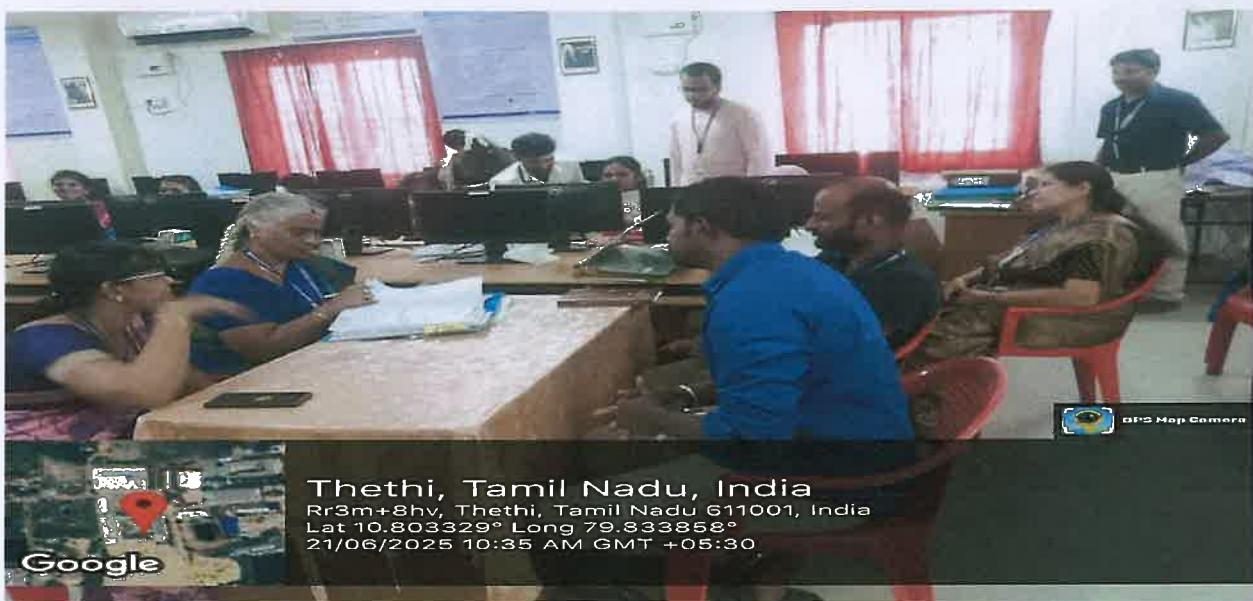
CSE



CSBS



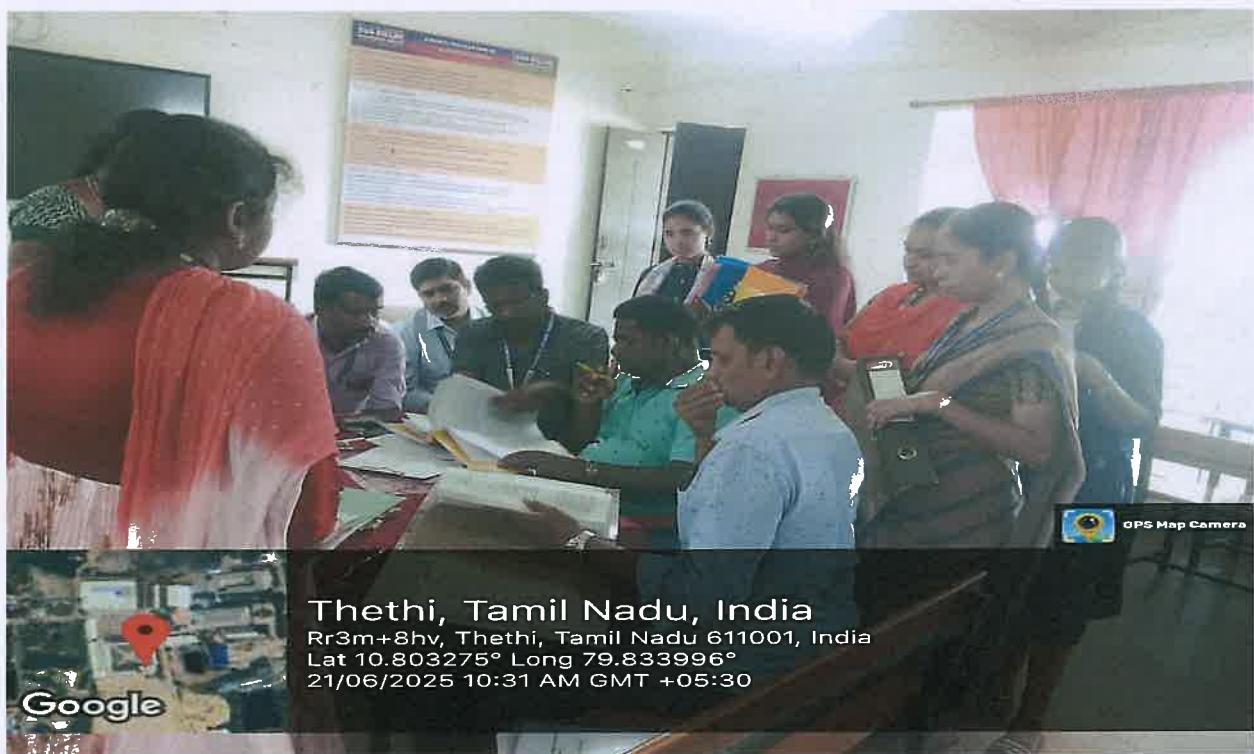
CIVIL



ECE



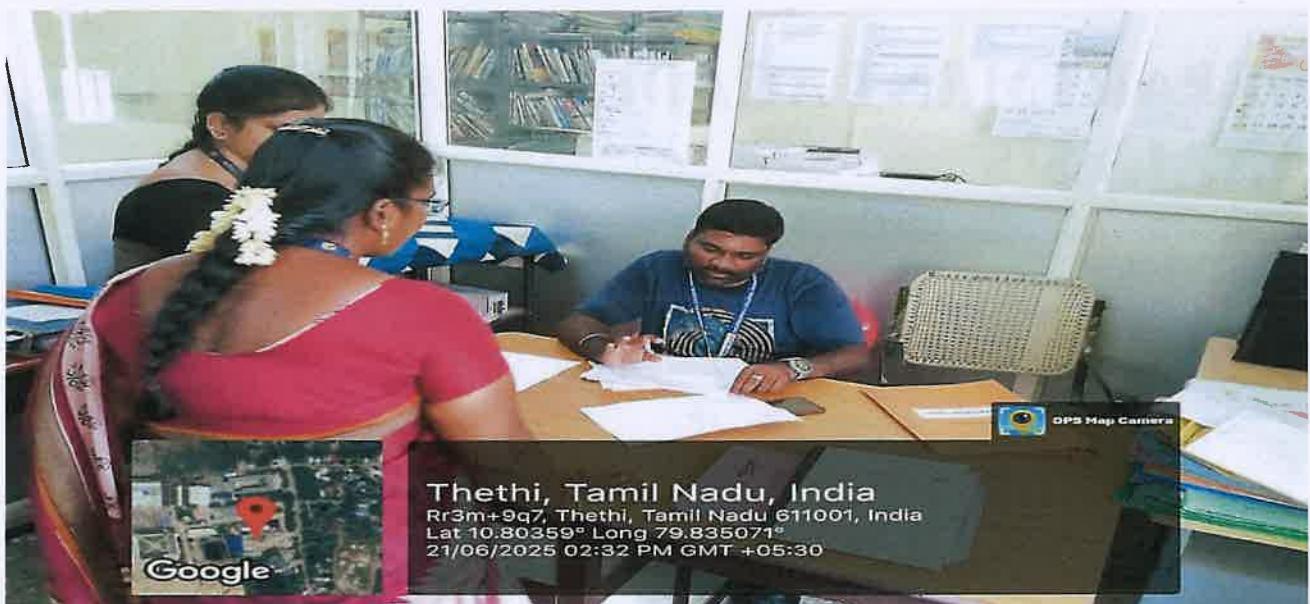
EEE



IT



MECHANICAL



MBA



MCA

4. DEPARTMENT ACADEMIC AUDIT ANALYSIS

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

Audit Check List

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

Academic Year:

Semester:

Department/Office:

Date of Visit:

Name of the Auditor with

Designation:

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

S.No	Name of File	Contents	Points	Remarks																																																																
1.Curriculum, Regulations & Academics Files																																																																				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses																																																																		
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development																																																																		
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment																																																																		
1.4	Academic Audit , Calendar, Strategic Plan and Follow up , Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details iii. Strategic plan for future development iv. Budget proposal and utilisation semester wise v. Power delegation details vi. Improvement in Academic Performance																																																																		
1.5	Course File (Theory) details	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S.No</th> <th>Documents</th> <th>Points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td><td>Course Details</td><td></td><td></td></tr> <tr> <td>2</td><td>Vision & Mission Statements of the Institute & Department</td><td></td><td></td></tr> <tr> <td>3</td><td>PEOs, POs and PSOs Statements</td><td></td><td></td></tr> <tr> <td>4</td><td>Academic Schedule</td><td></td><td></td></tr> <tr> <td>5</td><td>Syllabus</td><td></td><td></td></tr> <tr> <td>6</td><td>Time Table (Course Specific)</td><td></td><td></td></tr> <tr> <td>7</td><td>Course Plan (including Session Plan)</td><td></td><td></td></tr> <tr> <td>8</td><td>Lecture Notes (Instructional Materials)</td><td></td><td></td></tr> <tr> <td>9</td><td>Students Name List</td><td></td><td></td></tr> <tr> <td>10</td><td>Class Committee Meeting – I (Course Specific) Minutes and Action taken</td><td></td><td></td></tr> <tr> <td>11</td><td>Continuous Assessment Test - I <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement </td><td></td><td></td></tr> <tr> <td>12</td><td>Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 3. Attendance 4. Action Taken (Impact Analysis) Report </td><td></td><td></td></tr> <tr> <td>13</td><td>Class Committee Meeting – II (Course Specific) Minutes and Action taken</td><td></td><td></td></tr> <tr> <td>14</td><td>Continuous Assessment Test - II <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement </td><td></td><td></td></tr> <tr> <td>15</td><td>Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular </td><td></td><td></td></tr> </tbody> </table>	S.No	Documents	Points	Remarks	1	Course Details			2	Vision & Mission Statements of the Institute & Department			3	PEOs, POs and PSOs Statements			4	Academic Schedule			5	Syllabus			6	Time Table (Course Specific)			7	Course Plan (including Session Plan)			8	Lecture Notes (Instructional Materials)			9	Students Name List			10	Class Committee Meeting – I (Course Specific) Minutes and Action taken			11	Continuous Assessment Test - I <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement 			12	Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 3. Attendance 4. Action Taken (Impact Analysis) Report 			13	Class Committee Meeting – II (Course Specific) Minutes and Action taken			14	Continuous Assessment Test - II <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement 			15	Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 				
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		3. Attendance 4. Action Taken (Impact Analysis) Report		
		16 Activity-I 1. Questions 2. Scheme of Evaluation 3. Sample Report/Scripts 4. Mark Statement		
		17 Activity-II 1. Questions 2. Scheme of Evaluation 3. Sample Report/Scripts 4. Mark Statement		
		18 Optional Test 1. Circular 2. Attendance 3. Question Paper 4. Evaluation Key 5. Sample Answer Scripts 6. Mark Statement		
		19 Course End Survey & Report		
		20 Overall (Course) Attendance Percentage		
		21 Internal Mark Statement		
		22 End Semester Examination 1. Question Paper 2. Scheme of Evaluation 3. Mark Statement		
		23 Attainment of Course Outcomes (CO – PO/PSO) (Overall)		
		24 Student Portfolio (Samples)		
		25 Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results		
		26 Log Book		
		S.No	Documents	Points
	1.6 Course File (Laboratory) details	1	Course Details	
		2	Vision & Mission Statements of the Institute & Department	
		3	PEOs, POs and PSOs Statements	
		4	Academic Schedule	
		5	Syllabus (List of experiments, Industry supported experiments)	

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

	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang(Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details		
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register		
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details		
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details		
3.4	Academic performance details	Semester wise Academic performance		
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended		
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information		
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details		

4.Assessment Files

4.1 Internal Examinations -CAT (1&2)

4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance		
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD		
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement		
4.1.4	Assignment details	Assignment Questions, Evaluation , Marks statement with samples		
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping		
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details		

4.2 End Semester Examination Files

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

4.2.6	Students Sample Records	Lab/Course wise sample records		
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5.Projects File

5.1	Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation		
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.		
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report		

6.Co-Curricular and Extra Curricular Files

6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details		
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details		
6.3	Student Co-curricular (Professional Society, Symposium, cells,Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.		
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details		
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details		
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years		

7.Faculty Details Files

7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement-Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members		
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and		

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies,cells details	
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	
7.5	Participation and Resource person in STTP,FDP & MOOC details Faculty/Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP,FDP, Guest lecture, webinar & training details ii. Attended Training details	
7.6	Activity Hours for courses	List of course wise activities conducted with report	

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	
8.3	Details of Sponsored Research Project, Consultancy works ,MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	
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	Quality improvement etc		
9.2	Department Stock & Consumable Register	Department stocks available register	
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	

10. Laboratories Details Files

10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	
10.3	Safety Measures	Safety measures available and Precautions details	
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	

11. Department Meeting Files

11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	

12. Audit Report, Feedback & Action taken Files

12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	

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

Overall Observation & Suggestions:

Signature of the Auditor

Audit Attendance


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 Nagapattinam – 611002, Tamil Nadu, India
 EGSPREC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Academic and Administrative Audit (AAA) Attendance Report

Type of Audit : Internal
(External /Internal)
Department: AI&DS

Date :21.06.2025

Venue : AI&DS Dept(SJB206)

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

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

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

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Academic and Administrative Audit (AAA)
Attendance Report

Type of Audit: (External/Internal)

Date :21.06.25

Department: Biomedical Engineering

Venue: BME staff room

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. R.Karthi	
2	Head of Department	Dr.A.Sundar raj	
3	IQAC Coordinator	Dr.R.Venkatesan	
4	Faculty1	Dr.S.Chitra	
5	Faculty2	Mr.K.Kalanithi	
6	Faculty3	Mr.S.Jim Hawkinson	
7	Faculty4	Mr.K.Sathiyamurthi	
8	Faculty5	Mrs.S.Suganya	
9	Faculty6	Miss.S.Shapna priya	


IQAC
 Associate Professor
 Department of Biomedical Engineering
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 002.


Dr.A.SUNDAR RAJ, M.E.Ph.D.,
Head of the Department
Department of Biomedical Engineering
E.G.S.Pillay Engineering College
Nagapattinam - 611 002.

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Academic and Administrative Audit (AAA)
Attendance Report

Type of Audit: Internal

Date: 21/06/2025

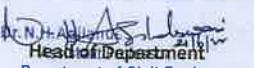
(External /Internal)

Department: Civil Engineering

Venue: HoD Cabin

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


IQAC Coordinator
 21/06/2025
 ASSISTANT PROFESSOR
 Department of Civil Engineering
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 002.


Head of Department
 Department of Civil Engineering
 E.G.S. Pillay Engineering College,
 Nagapattinam - 611 002.



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EGSPEC INTERNAL QUALITY ASSURANCE CELL - EIQAC

Academic and Administrative Audit (AAA)

Attendance Report

Type of Audit : Internal

Date : 21/06/25

(External / Internal)

Department: CSE

Venue : SJB 317

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. K. Manikanda Kumaran	<i>[Signature]</i>
2	Head of Department	Dr. R. Manivannan, Prof.	<i>[Signature]</i>
3	IQAC Coordinator	Dr. M. Priya, Prof	<i>[Signature]</i>
4	Faculty 1	Dr. J. Narmul Ammu, AP	<i>[Signature]</i>
5	Faculty 2	Dr. K. Balasubramanian, AP	<i>[Signature]</i>
6	Faculty 3	Dr. A. Emmanuel PEG MARIABAS	<i>[Signature]</i>
7	Faculty 4	Dr. A. BASKAR	<i>[Signature]</i>
8	Faculty 5	B. RANJANI	<i>[Signature]</i>
9	Faculty 6	Dr. G. Pushpa	<i>[Signature]</i>
10	Faculty 7	Dr. S. Subashree	<i>[Signature]</i>
11	Faculty 8	E. Saravanya	<i>[Signature]</i>
12	Faculty 9	K. Usha	<i>[Signature]</i>
13	Faculty 10	Dr. Anitha L	<i>[Signature]</i>
	Faculty 11	Dr. Sugunaran V. N	<i>[Signature]</i>
	Faculty 12	Mrs. N. Kamas	<i>[Signature]</i>

[Signature]
IQAC Coordinator

Department of Computer Science & Engineering
E.G.S. Pillay Engineering College, Nagapattinam.

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



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EGSPEC INTERNAL QUALITY ASSURANCE CELL - EIQAC

Academic and Administrative Audit (AAA)

Attendance Report

Type of Audit : Internal

Date : 21/06/25

(External / Internal)

Department: CSE

Venue : SJB 317

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. K. Manikanda Kumaran, AP	<i>[Signature]</i>
2	Head of Department	Dr. R. Manivannan, Professor	<i>[Signature]</i>
3	IQAC Coordinator	Dr. M. Priya, Professor/CSE	<i>[Signature]</i>
4	Faculty 1	Dr. B. Thiyaga Pushpa, AP	<i>[Signature]</i>
5	Faculty 2	S. Lavanya, AP	<i>[Signature]</i>
6	Faculty 3	K. Radha Leepa, AP	<i>[Signature]</i>
7	Faculty 4	T. Ponvardhini, AP	<i>[Signature]</i>
8	Faculty 5	G. Nithya Abhanthi, AP	<i>[Signature]</i>
9	Faculty 6	L. Mogana Preya, AP	<i>[Signature]</i>
10	Faculty 7	V. Priyadharshini, AP	<i>[Signature]</i>
11	Faculty 8	R. Dhanya Lakshmi, AP	<i>[Signature]</i>
12	Faculty 9		
13	Faculty 10		

[Signature]
IQAC Coordinator
Professor & Head in PG
Department of Computer Science & Engineering
Nagapattinam.

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



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Academic and Administrative Audit (AAA)

Attendance Report

Date : 21/06/2025

Type of Audit : Internal

(External / Internal)

Department: CSBS

Venue : C8BS - Dept

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	DR S MANI KANAKAN	
2	Head of Department	DR S PRAVEEN KUMAR	
3	IQAC Coordinator	S. Shajathi Begam.	
4	Faculty 1	G. Munugan	
5	Faculty 2	A. Rajeshwaran	
6	Faculty 3	M. V. S. D.	
7	Faculty 4	S. Angelin NTreddma	
8	Faculty 5	Dr. V. Guruthi Keyam	
9	Faculty 6	G. Selvaratnam	
10	Faculty 7	L. Althakamalai	
11	Faculty 8	A. Kongadurai	
12	Faculty 9	DR M. MARCIN	
13	Faculty 10	-	-

IQAC Coordinator

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

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

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Academic and Administrative Audit (AAA)

Attendance Report

Type of Audit : Internal Date : 21.6.2025

Department: ECE

Venue : DSP Lab (SJB105)

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr.J.Vanitha, HoD/MCA	
2	Head of Department	Dr.M.Malathi, HoD/ECE	
3	IQAC Coordinator	Dr.S.Senthilkumar, ASP/ECE	
4	Faculty 1	Dr.IrshadAhamed, ASP/ECE	
5	Faculty 2	Dr.M.NuthalSrinivasan, ASP/ECE	
6	Faculty 3	Dr.RS.Koteeshwari, AP/ECE	
7	Faculty 4	Dr.L.Ramachandran, AP/ECE	
8	Faculty 5	Dr.C.Mathuvanesan, AP/ECE	
9	Faculty 6	Mr.Ayyappa R, AP/ECE	
10	Faculty 7	Ms.Prabavathy B, AP/ECE	
11	Faculty 8	Mrs.S.Vetrivelvi, AP/ECE	
12	Faculty 9	Mrs.M.Kavitha, AP/ECE	
13	Faculty 10	Ms.V.LakshmiPraba, AP/ECE	

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

M. MALATHI, 21.6.125
Head of Department
ECE
E.G.S. Pillay Engineering College
Nagapattinam - 611 002.



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Q IQAC

Academic and Administrative Audit (AAA)
Attendance Report

Type of Audit :Internal

Date : 21.6.2025

Department: ECE

Venue :DSP Lab (SJB105)

Sl.no	Faculty/Member Details	Name & Designation	Signature
14	Faculty 11	Mrs.K.Vembarasi, AP/ECE	<i>A/V</i>
15	Faculty 12	Mr.L.Anbazhagan, AP/ECE	<i>On duty</i>
16	Faculty 13	Mrs.P.JananiDurga, AP/ECE	<i>LEAVE</i>
17	Faculty 14	Ms.K.Nandhini, AP/ECE	<i>S. Nandhini 21.6.2025</i>
18	Faculty 15	Dr.R.Deepa, ASP	<i>R. Deepa</i>
19	Faculty 16	Dr.P.Mohamed Ali, AP	<i>LEAVE</i>
20	Faculty 17	Mr.M.Prabhaharan, AP	<i>M. Prabhaharan</i>
21	Faculty 18	Ms.I.Narchonai, AP	<i>I. Narchonai</i>

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

M. Nalin 21.6.2025
 Head of Department
 President of Students' Council
 E.G.S. Pillay Engineering College
 Nagapattinam - 611002.



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Academic and Administrative Audit (AAA)

Attendance Report

Date :21.06.2025

Type of Audit : Internal

(External /Internal)

Department: EEE

Venue: Seminar Hall

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

IQAC Coordinator

S-LATHA

Head of Department

Dr. P. J. SURESH BABU., M.E., Ph.D.,
HEAD OF THE DEPARTMENT
Department of Electrical and Electronics Engineering
E.G.S. Pillay Engineering College
Nagapattinam - 611 001.

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Academic and Administrative Audit (AAA)
Attendance Report

Type of Audit : INTERNAL

(External /Internal)

Department: I T

Date : 21. 6.25

Venue : SJB 215

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. M. CHINNADOURAI	<i>[Signature]</i>
2	Head of Department	Dr. G. ARUL SELVAN	<i>[Signature]</i>
3	IQAC Coordinator	Ms. S. Soundharya	<i>[Signature]</i>
4	Faculty 1	Mrs. A. Hemalatha	<i>[Signature]</i>
5	Faculty 2	Mrs. V. Suniya	<i>[Signature]</i>
6	Faculty 3	Ms. S. Sangeetha	<i>[Signature]</i>
7	Faculty 4	Mrs. R. Prathiba	<i>[Signature]</i>
8	Faculty 5	Ms. S. DEEPKA	<i>[Signature]</i>
9	Faculty 6	Ms. P. Hema	<i>[Signature]</i>
10	Faculty 7	Ms. P. Sri Vidhya	<i>[Signature]</i>
11	Faculty 8	V. Jolus Paul	<i>[Signature]</i>
12	Faculty 9	D. KARTHIKEYAN	<i>[Signature]</i>
13	Faculty 10	Dr. N. Meenal	<i>[Signature]</i>

*[Handwritten notes:
 Dr. P. Arul Selvan
 IQAC Coordinator
 S. Soundharya
 Ap (IT)*



Head of the Department
 Department of Information Technology
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 002.



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Academic and Administrative Audit (AAA)
Attendance Report

Type of Audit : Internal

Department: Mechanical

Date : 21.06.2025

Venue : Mech department

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr.S.Palanimurugan/ ASP	<i>[Signature]</i>
2	Head of Department	Dr.N.Ramanujam/ Prof	<i>[Signature]</i>
3	IQAC Coordinator	Dr.G.Gurumoorthi -Prof	<i>[Signature]</i>
4	Dr.S.Krishna Mohan	Professor	<i>[Signature]</i>
5	Dr.V.Sivarama Krishnan	Professor	<i>[Signature]</i>
6	Dr.S.Chowkalingam	Professor	<i>[Signature]</i>
7	Dr.V.Navaneetha Krishnan	Asso.Prof	<i>[Signature]</i>
8	Dr.G.Sundaravadivel	Asso.Prof	<i>[Signature]</i>
9	Dr.A.ArunKumar	Asso.Prof	<i>[Signature]</i>
10	Dr.F. Peter prakash	Assistant Prof.	<i>[Signature]</i>
11	Dr.S.Nandakumar	Assistant Prof.	<i>[Signature]</i>
12	Mr.V.ManathunaiNathan	Assistant Prof.	<i>[Signature]</i>



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

IQAC

13	Mr.B.Manikandan	Assistant Prof.	<i>B. Manikandan</i>
14	Mr.K.SenthilNathan	Assistant Prof.	<i>S. Nathan</i>
15	Mr.G.HariNarayanan	Assistant Prof.	<i>G. Hari Narayanan</i>
16	Mr.S.Harish Kirthi	Assistant Prof.	<i>S. Harish Kirthi</i>
17	Mr.S.Murugesh	Assistant Prof.	<i>S. Murugesh</i>
18	Mr.N.Manikandan	Assistant Prof.	<i>N. Manikandan</i>
19	Mr.M.Thirunavukkarasu	Assistant Prof.	<i>M. Thirunavukkarasu</i>
20	Mr.S.Sarguna thamizhan	Assistant Prof.	<i>S. Sarguna thamizhan</i>
21	Mr.R.Chandramohan	Assistant Prof.	<i>R. Chandramohan</i>
22	Mr.S.Prakash	Assistant Prof.	<i>S. Prakash</i>
23	Mr.P.Kalaignar	Assistant Prof.	<i>P. Kalaignar</i>
24	Mr.C.Ilamvazhuthi	Assistant Prof.	<i>C. Ilamvazhuthi</i>

IQAC COORDINATOR

21/01/2025
Dr. N. RAMANUJAM, M.Tech, Ph.D.,
 Professor & Head
 Department of Mechanical Engineering
 E.G.S. Pillay Engineering College
HEAD OF THE DEPARTMENT Nagapattinam.

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Academic and Administrative Audit (AAA)
 Attendance Report

Date : 21/01/2025

Venue : MBA - DEPT

Type of Audit :

(External / Internal)

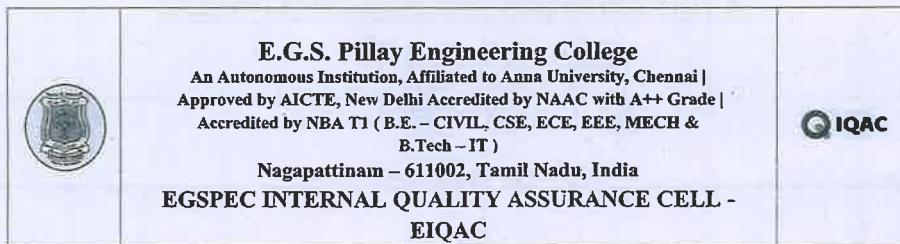
Department: MBA

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. S. MANIKANDAN	<i>S. Manikandan</i>
2	Head of Department	Dr. S. Chandrasekaran	<i>S. Chandrasekaran</i>
3	IQAC Coordinator	Ms. R. Sangeetha	<i>R. Sangeetha</i>
4	Faculty 1	Dr. B. Arha Nathan	<i>B. Arha Nathan</i>
5	Faculty 2	S. Sathish Kumar	<i>S. Sathish Kumar</i>
6	Faculty 3	S. N. Kanagaratnam	<i>S. N. Kanagaratnam</i>
7	Faculty 4	D. Divyanka	<i>D. Divyanka</i>
8	Faculty 5	ATAYRATHNA-S (APMBA)	<i>ATAYRATHNA-S (APMBA)</i>
9	Faculty 6		
10	Faculty 7	NOT APPLICABLE	
11	Faculty 8		
12	Faculty 9		
13	Faculty 10		

R.S.
 IQAC Coordinator
Ms. R. SANGEETHA

Assistant Professor
 Department of Management Studies
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 002.

D.S. SHANDEESKAR,
 Head of Department
 Department of Management Studies
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 002.



IQAC

Academic and Administrative Audit (AAA)
 Attendance Report

Date : 21/08/2025

Type of Audit : Internal

(External /Internal)

Department: MCA

Venue : MCA-Faculty Room

Sl.no	Faculty/Member Details	Name & Designation	Signature
1	Auditor	Dr. S. Chandrasekaran	<i>[Signature]</i>
2	Head of Department	Dr. J. Vanitha	<i>[Signature]</i>
3	IQAC Coordinator	Dr. N. Ganeshwaran	<i>[Signature]</i>
4	Faculty 1	Mrs. A. Hemalatha	<i>[Signature]</i>
5	Faculty 2	C. Selvaganapathy	<i>[Signature]</i>
6	Faculty 3	Mr. S. Venkateswaran	<i>[Signature]</i>
7	Faculty 4	V. Pragnath	<i>[Signature]</i>
8	Faculty 5		
9	Faculty 6		
10	Faculty 7		
11	Faculty 8		
12	Faculty 9		
13	Faculty 10		

Dr. S. CHANDRASEKAR,
 M.Tech, M.Phil., Ph.D.
 Professor
 Department of Management Studies
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 002.

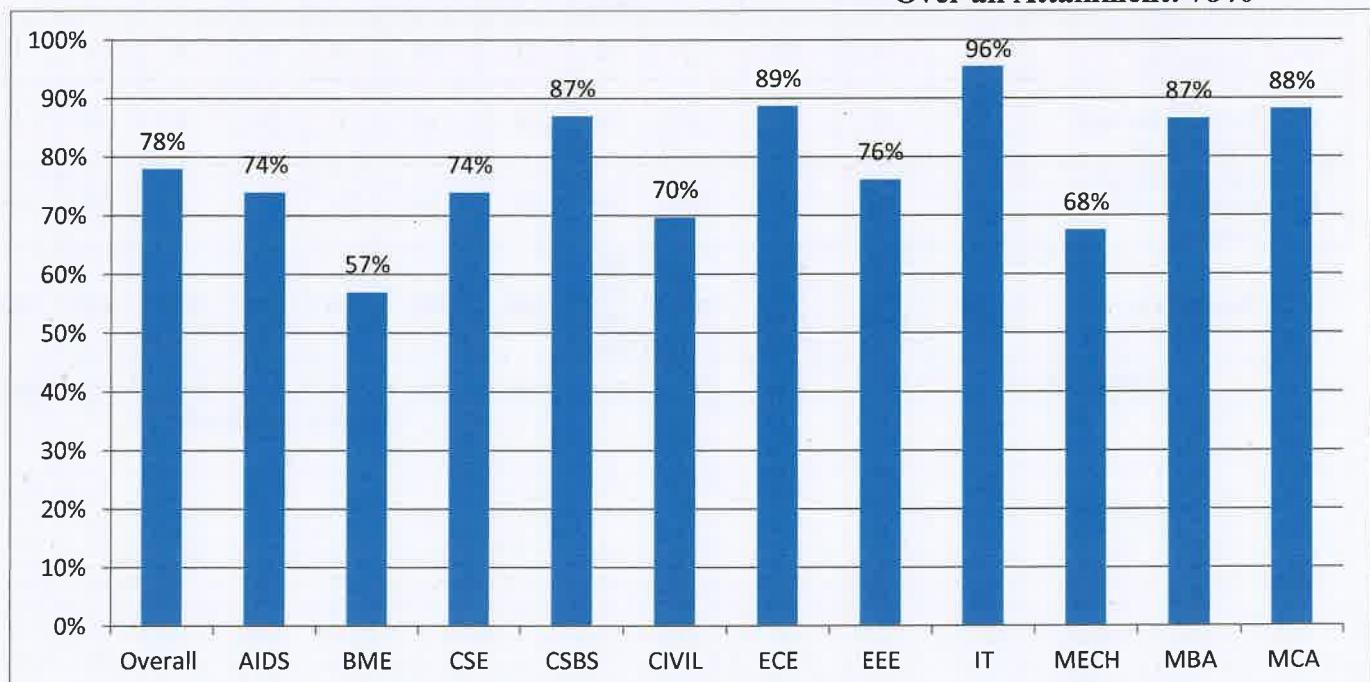
Head of Department
 Head of the Department
 Department of MCA
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 002.

4.1 OVERALL PERFORMANCE OF DEPARTMENTS

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

OVERALL PERFORMANCE OF DEPARTMENTS

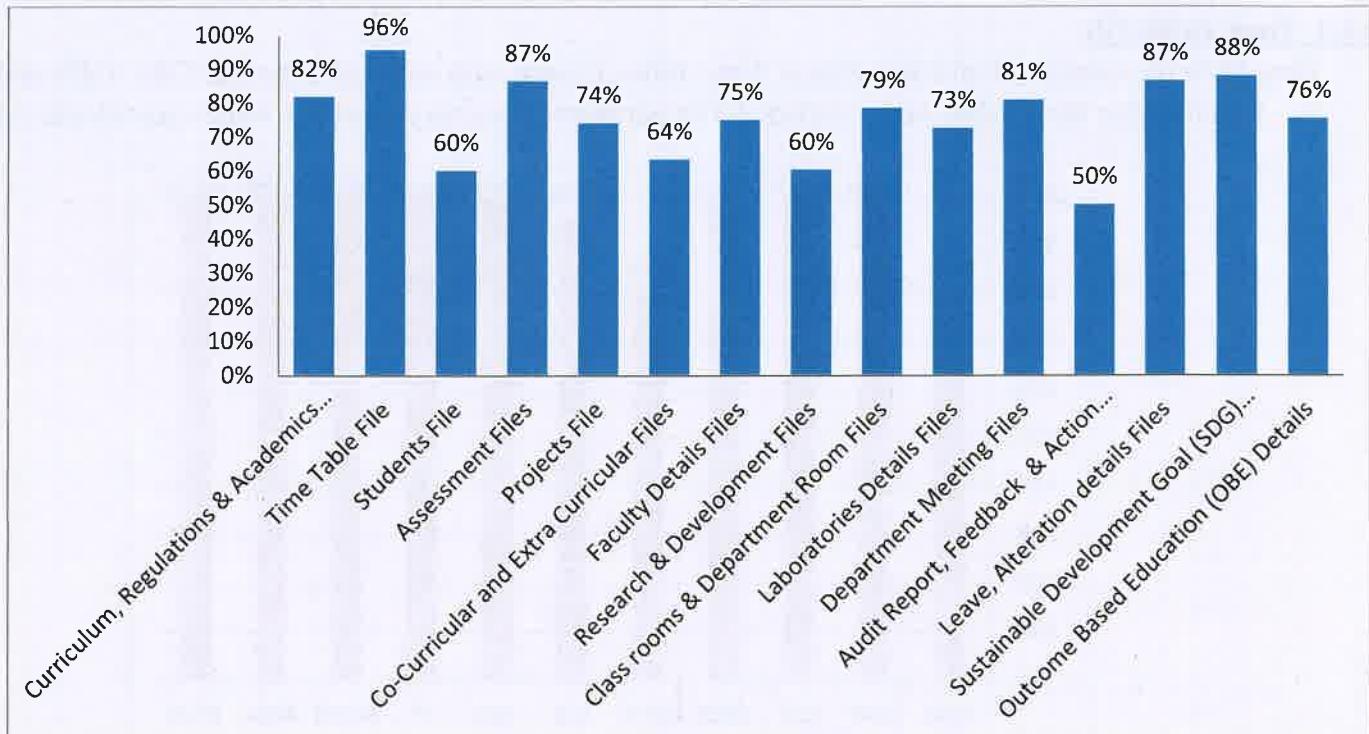
Over all Attainment: 78%



Criteria wise performance of Departments

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

NA-Not Applicable



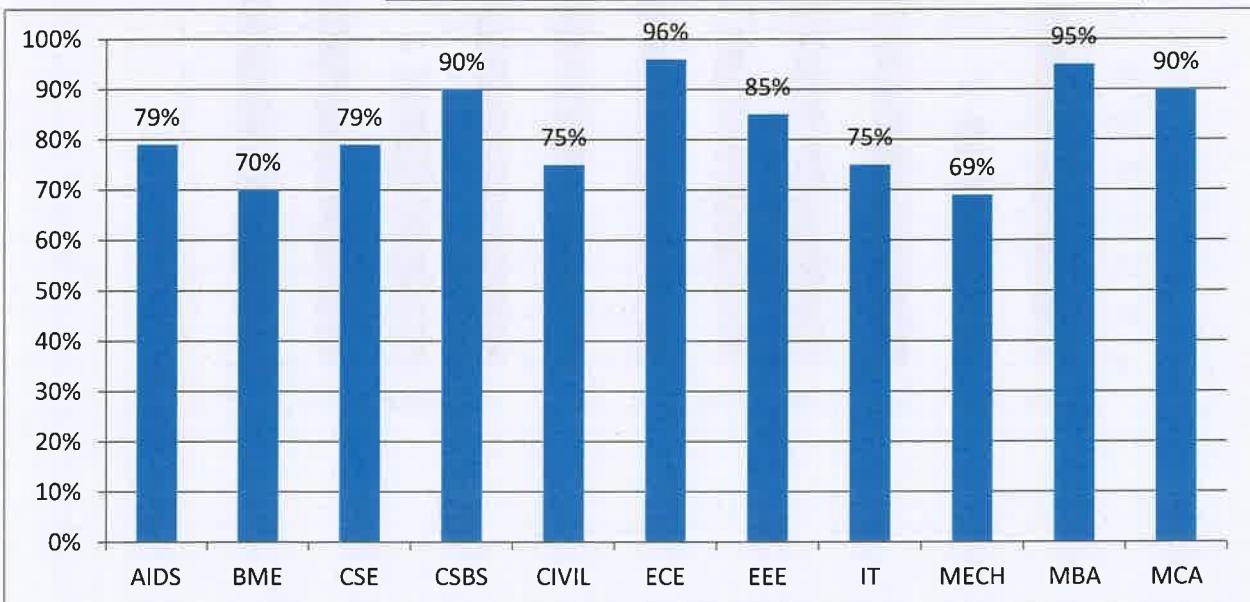
4.2 DEPARTMENT AUDIT ANALYSIS - CRITERIA WISE

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

4.2.1 Curriculum, Regulations & Academics Files

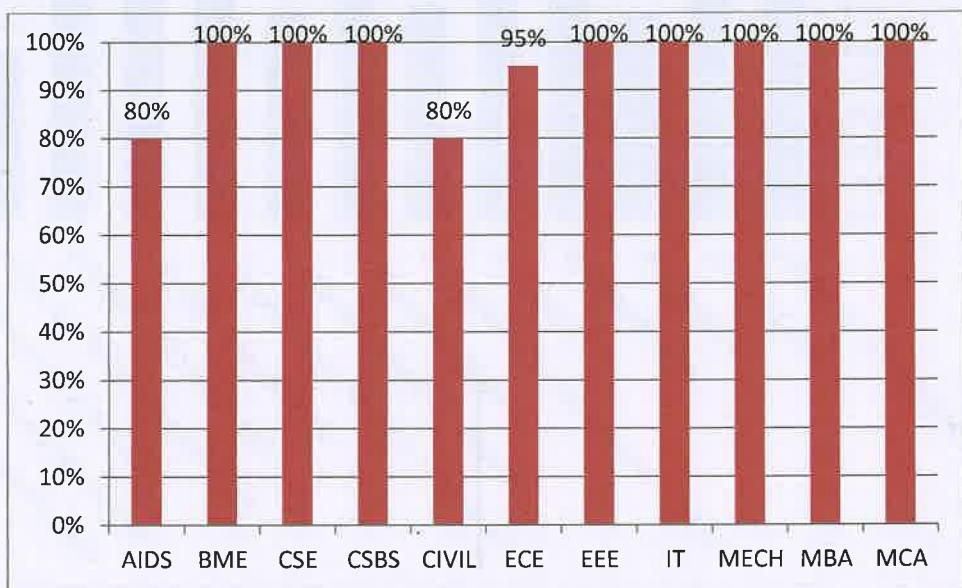
In this Criteria , Following files and Details regarding Regulations R 2019 & R 2023 for UG&PG Curriculum / Syllabus book. It also covers Department Vision and Mission, all Courses COs, PEOs, PSOs with Design Process Mapping, attainment of CO&PO related documents Academic Audit , Academic Calendar, Strategic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

CURRICULUM, REGULATIONS & ACADEMICS FILES



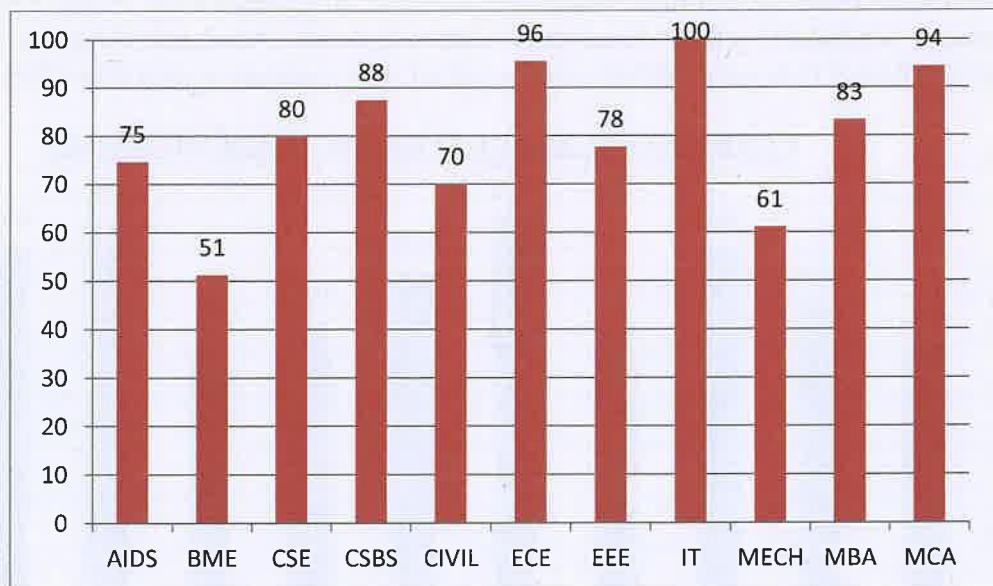
4.2.2 Time Table File

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



4.2.3. Students File

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



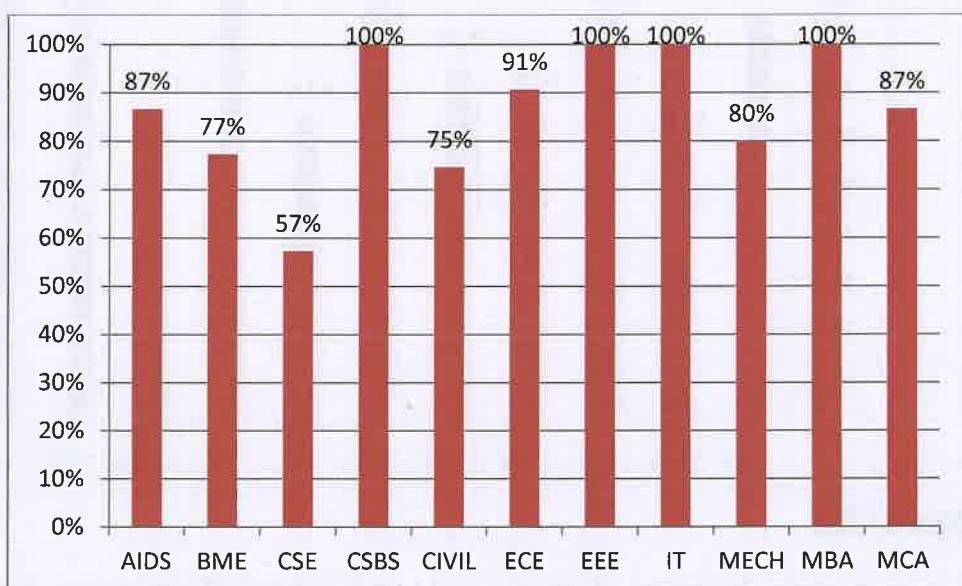
4.2.4. Assessment Files

Internal Examinations

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

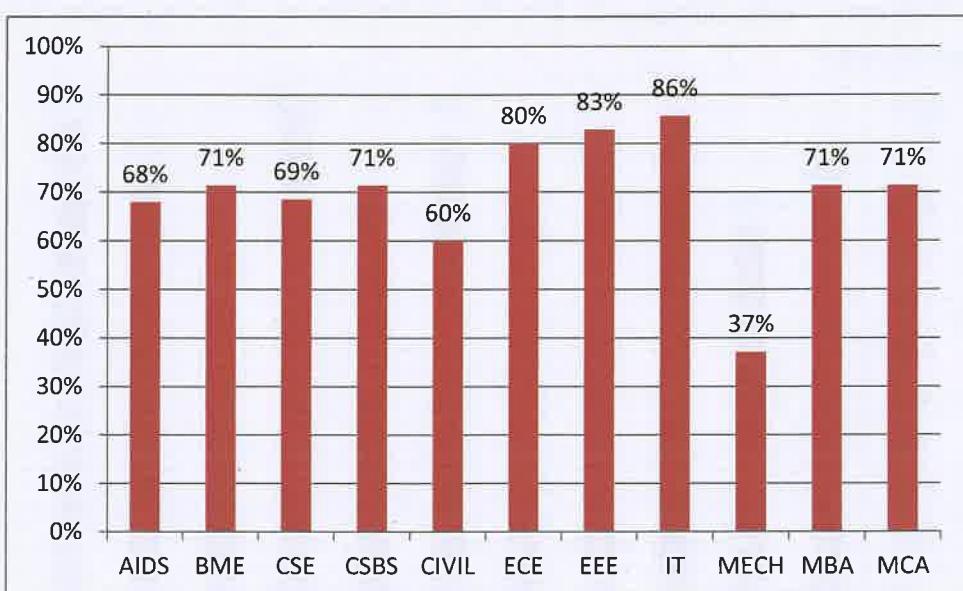
End Semester Examination Files

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



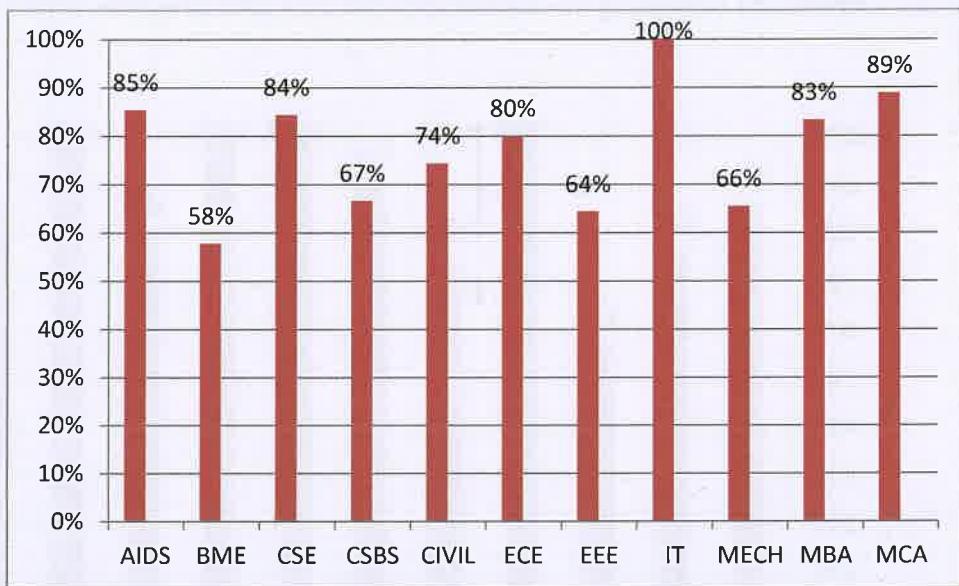
4.2.5. Projects File

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



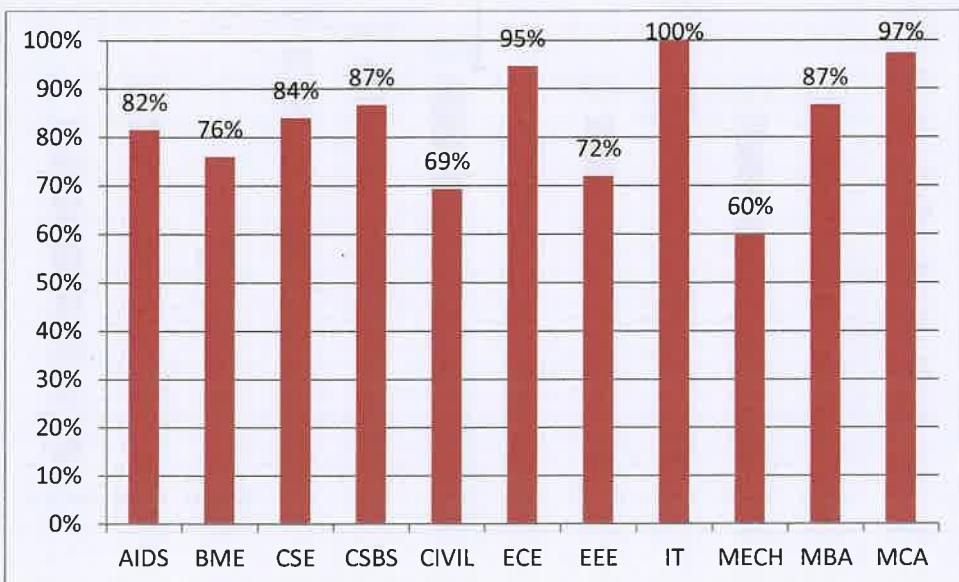
4.2.6. Co-Curricular and Extra Curricular Files

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



4.2.7 Faculty Details Files

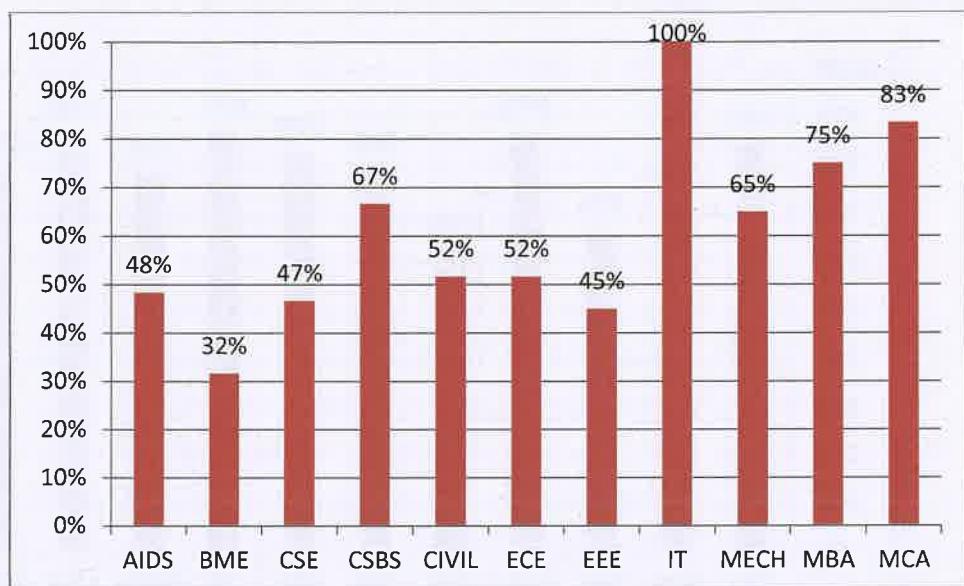
It consists List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement–Last 5 Years, Student faculty ratio Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,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



4.2.8 Research & Development Files

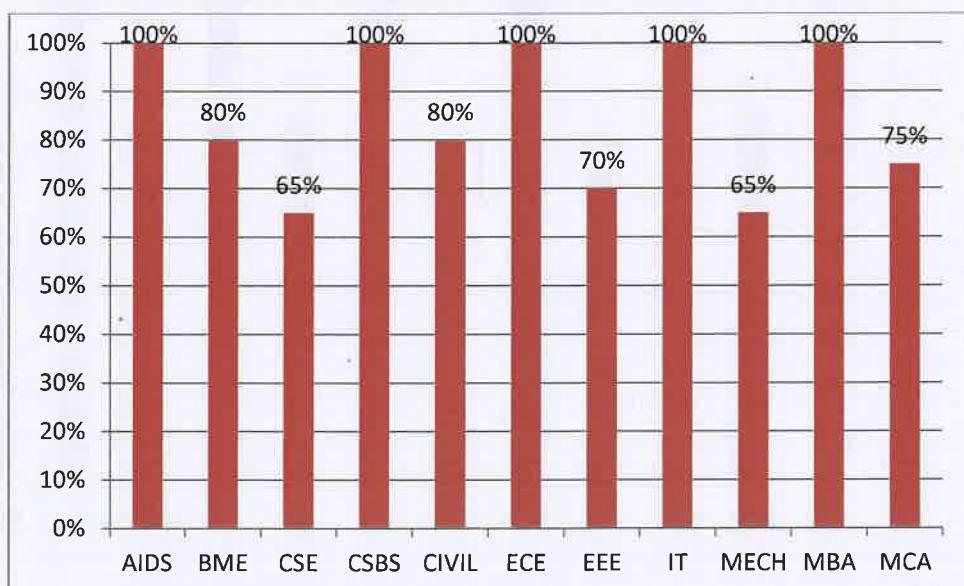
It consists of List of Books, Papers published, Patents published (Index wise Revenue generated, Seed mon received, Awards received, collaborative works with outside for Last Five years ,Details of Seminar, Symposium, Conferences ,(National / International), FDP organized by the Department

Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation –Last 5 Years, Working models, and prototypes developed by faculty members. 3 Departments have nice R&D works score above 75% and 6 Departments scored below 60 % needs more concentration



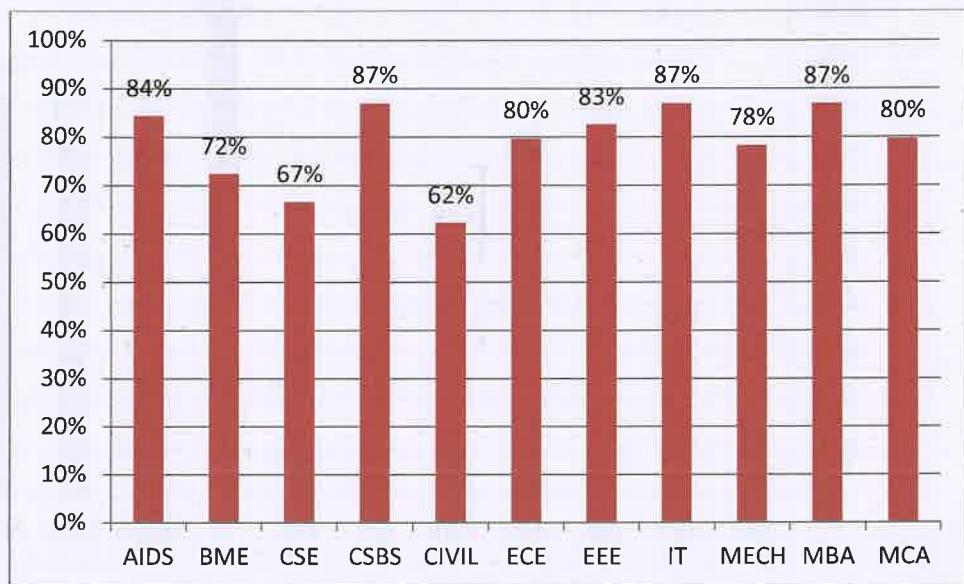
4.2.9 Class rooms & Department Room Files

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



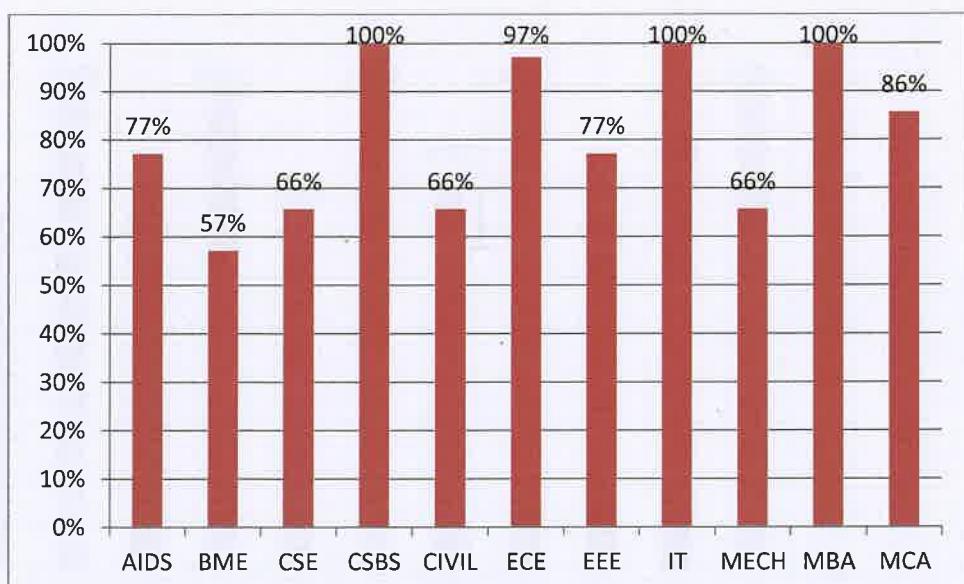
4.2.10 Laboratories Details Files

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



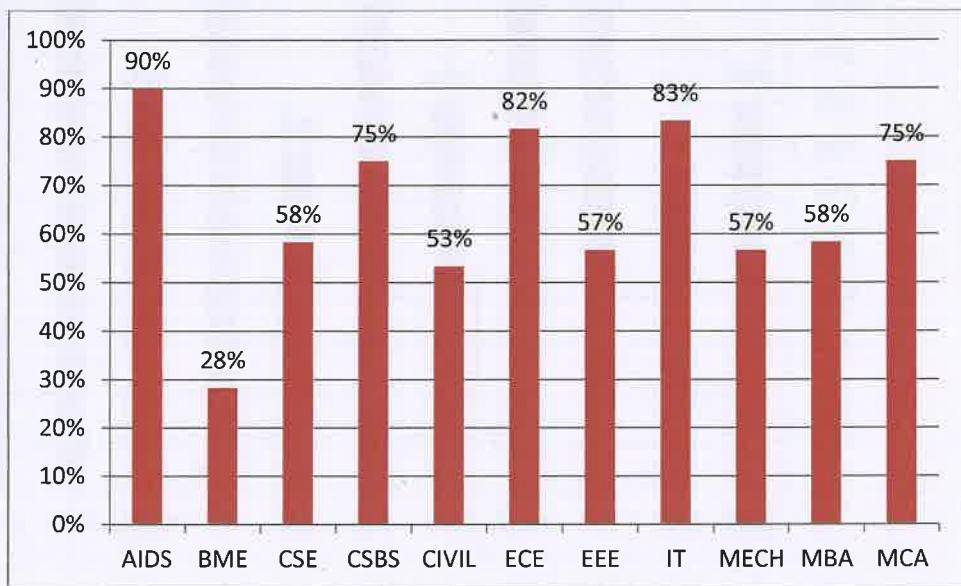
4.2.11 Department Meeting Files

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



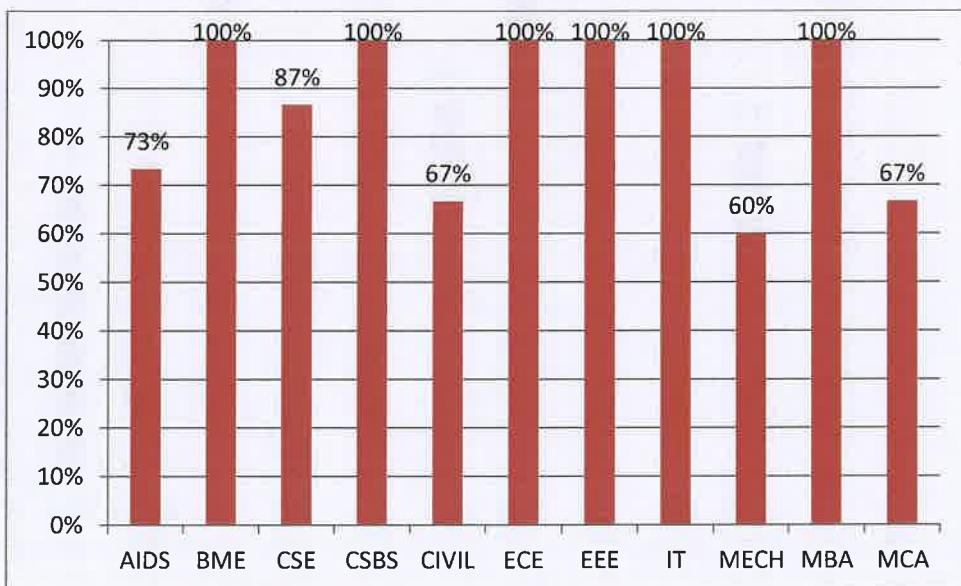
4.2.12. Audit Report, Feedback & Action taken Files

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



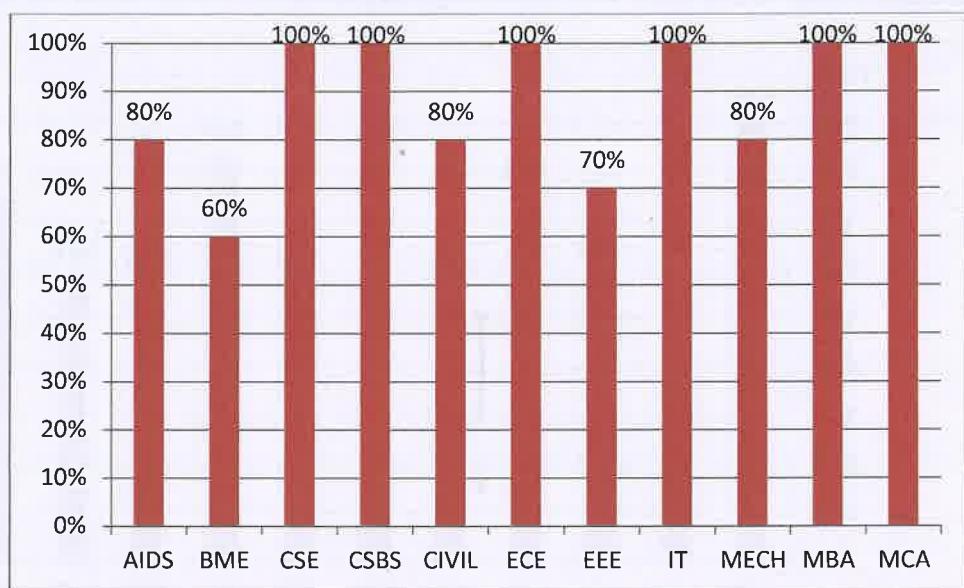
4.2.13 Leave, Alteration details Files

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



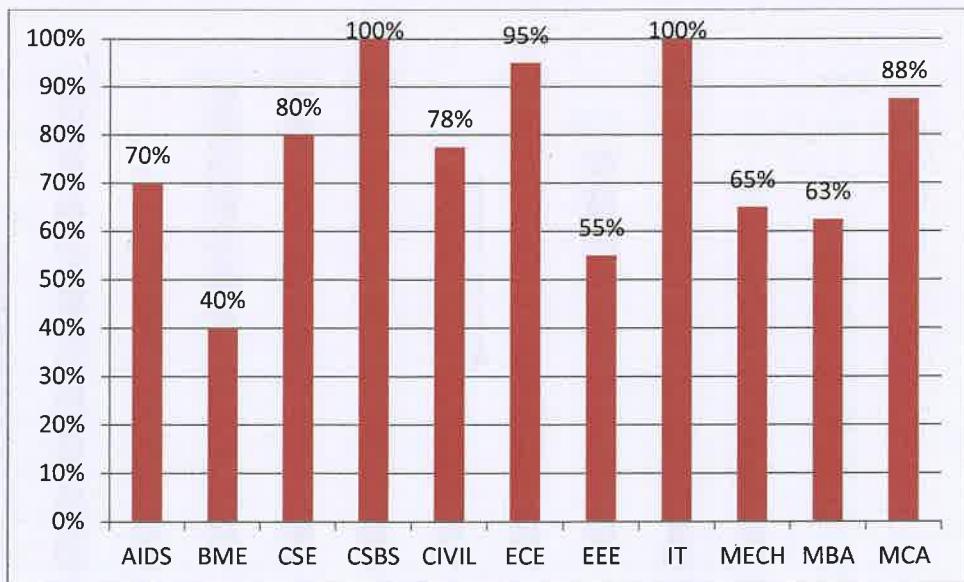
4.2.14. Sustainable Development Goal (SDG) details

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



4.2.15. Outcome Based Education (OBE) Details

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





E.G.S. Pillay Engineering College

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Old Nagore Road, Thethi, Nagore Village, Nagapattinam – 611002,
Tamil Nadu, India

EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: Odd

Department: Artificial Intelligence and Data science

Date of Visit: 21.06.2025 & FN

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

Criteria Wise Performance Details

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

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

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

Over All Observations

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

Date : 25/6/25



Signature of Auditor

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



E.G.S.PillayEngineeringCollege

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Nadu, India

EGSPECINTERNALQUALITYASSURANCECEL L-EIQAC

Q IQAC

Analysis Report on Administrative and Academic Audit

Academic Year: 2024-25

Semester: ODD

Department: Bio medical Engineering

Date of Visit: 21.06.2025

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

Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	<p>1. New course with Industry support</p> <p>2. Only few points discussed in BOS minutes</p> <p>3. MOU relevant courses</p> <p>4. Activities with focus on employability EDC / Skill development</p> <p>5. Attainment Co/Po/ PSO</p> <p>6. Strategic plan</p>	<p>1. New Course with industry support to be planned.</p> <p>2. All the discussed points to be mentioned in BOS meeting minutes.</p> <p>3. MOU relevant courses must be organized.</p> <p>4. Prepare the course on Employability / EDC / SD.</p> <p>5. Attainment of Co/Po/ PSO to be done for all the courses.</p> <p>6. Strategic plan to be prepared.</p>	105	62+8 70
2	Time Table File	As per plan	Maintain it in same-	20	20
3	Students File	Student details with- Country, Gender, State, actual, Industrial Training	Prepare all the details	90	41

		<p>Slow learners activation Students patent, funding Technical events Mentor Module - Minutes</p>	<ul style="list-style-type: none"> → To be done. → Encourage the student to involve - to be improved 		
4	Assessment Files	<p>Internal Exam - Question paper, Evaluation Assignment Rubrics. <u>External</u> Scheme of evaluation</p>	<p>QF must be verified by domain coordinator Scheme of evaluation to Rubrics be improved ↳ to be developed → Detailed Scheme to be given.</p>	75	58
5	Projects File	<p>Project related Attainment Calculation</p>	<p>Project related Attainment Calculation to be done</p>	30	25
6	Co-Curricular and Extra Curricular Files	<p>Placed Students, Higher Studies, Career development Courses, Competitive exam Professional Societies, Club activities, Dept magazine, newsletters, Club activities</p>	<p>Motivate students to be placed, encourage GATE appearance, Need more professional Society activities, Prepare magazin + newsletter regularly, Regular interaction with Alumni and feedback collection and Analysis report to be done</p>	90	52
7	Faculty Details Files	<p>Seed money, Industry Training, Mooc courses, faculty resource person, course wise activities</p>	<p>Industry Training for all the faculties are encouraged. Mooc + research to be encouraged. File faculty resource person details.</p>	75	57
8	Research & Development Files	<p>Books, Journals, papers, Patent, Seed money, Award received, Consulting</p>	<p>Encourage atleast 80+ faculty</p>	60	19

		Sponsoring research, Center of Excellence & Training conducted	To complete the activities		
9	Class rooms & Department Room Files	LMS facilities & Quality improvement facilities.	LMS facilities + QIF To be improved.	20	16.
10	Laboratories Details Files	Lab details.	TT, Explaining, further details available	60	50
11	Department Meeting Files	Students meeting, class Coordinator, HoD details, PTM, CCM	Actions must be taken for all the Meeting Minutes and the endues must be maint- ained.	35	20.
12	Audit Report, Feedback & Action taken Files	Action taken for Audited files. NBA, ATAC, Feedback files.	Action taken is most important. Take action to - and implement it effectively.	50	17
13	Leave, Alteration details Files	Leave alteration	file maintained well.	15	15
14	Sustainable Development Goal (SDG) details	SDG file - Symposium - I	Conduct SDG related Complex Engineering problems and Solutions, Symposium	10	8.
15	Outcome Based Education (OBE) Details	Process for improving Teaching & Learning, Case studies, Realtime examples, active courses, Complex Engineering problems, Industry Interaction Activities to improve Curriculum.	Faculty members are encouraged to adopt the said points to improve the quality of teaching and enhance OBE.	40	16.
Total				775	482

Over All Observations

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Syllabus, Regulation, Curriculum. 2. Timetable 3. Project Guidance 4. Vision, Mission, PEO + PSO. 5. Laboratories.
2	Weakness	1. Course file - Attainment Calculation 2. Strategic plan to be precise 3. Scheme of Evaluation 4. Publications, Sponsored Research 5. Consistency 6. Focus on SDC related Complex Engineering problems. 7. Self development of faculty. 8. Professional Societies / EPC / Higher Studies 9. E-content, books, 10. Department meeting (Minutes / Action) taken 11. Audit feedback & Action taken.

Date : Signature of Auditor

Mr. K. S. Biju
16/01/2017



E.G.S. Pillay Engineering College

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Old Nagore Road, Thethi, Nagore Village, Nagapattinam – 611002,
Tamil Nadu, India

EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: Odd

Department: Civil Engineering

Date of Visit: 21.06.2025 & AN

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

Criteria Wise Performance Details

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

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

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

Over All Observations

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

Date : 25/6/25



Signature of Auditor

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



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EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year:2024-26

Semester: Even

Department: CSBS

Date of Visit: 21/06/2025

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

Criteria Wise Performance Details

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

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

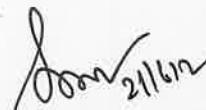
	Development Goal (SDG) details	Out reach activity completed			
15	Outcome Based Education (OBE) Details	Curriculum design followed Course wise case studies are given Industry interaction and VAC are doing every semester	Stakeholders feedback is required in all OBE Proicess Self-learning practices to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

Over All Observations

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Regulation, Curriculum and Syllabus available as per college procedure 2. VAC, Technical Training – Available 3. Internal Exam File – Examination Schedule, Question paper with scheme 4. End Semester – Examination Schedule, Question paper with Scheme 5. Internal Mark Statements 6. Students Attendance Percentage 7. Case Study given courses – ML, IoT, Design Thinking, HR, OS, SE, AI, F&CA 8. Course File – ODD and Even Available 9. Project – Conference presentation, industry project 10. Students Club – 2 clubs actively running
2	To be updated	1. Mission and PEO Mapping with Justification 2. Process and Approval of Vision, Mission, PEO and PSO Statements 3. Stakeholders feedback – to be updated 4. Approval and Affiliation 5. Attainment – End Semester marks need to give from CoE office 6. Result analysis – Nov/Dec'24, Apr/May'24 – Need to give from CoE Office
3	Concern/Improvements	1. R&D Activities – Faculty Publication, IPR related activities 2. Feedback Process and Implementation – Stakeholders feedback

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

Date : 21/06/2025


 21/06/25
 Signature of Auditor
 (Dr. J. Manoharan)

Department: CSBS

Date: 21/06/2025

Audited Report

Completed

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

To be updated

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

Concern/Improvements

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

Institute Side

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

Dr. J. Marleswaran
(Dr. J. Marleswaran)



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EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: Odd

Department: Computer Science Engineering

Date of Visit: 21.06.2025

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

Head of Administration & Associate Professor / IT

Criteria Wise Performance Details

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

	Curricular Files	<ol style="list-style-type: none"> 2. Higher studies, Competitive exams. 3. Cocurricular and Extra curricular activities details 4. Newsletter and Magazine details 	<ol style="list-style-type: none"> date is over 2. Updation need in professional society, Members details 		
7	Faculty Details Files	<ol style="list-style-type: none"> 1. Teaching and Non Teaching faculty details 2. Faculty training details 3. Resource person and participation details 4. Activity hours details 	Faculty contribution in professional and Teaching learning process development activities	75	63
8	Research & Development Files	<ol style="list-style-type: none"> 1. Publications 2. Events organized 3. Sponsored research, Funded projects 4. Proto type working models 	Need more concentration on patents, seed money awards ,sponsored FDP, Conference organized	60	28
9	Class rooms & Department Room Files	<ol style="list-style-type: none"> 1. Facilities available for class rooms, Labs etc 2. Department stock register and Maintenance register 	Recommended to do same follow up	20	13
10	Laboratories Details Files	<ol style="list-style-type: none"> 1. Laboratories ,Industry support details 2. Lab stock and Maintenance registers with annual stock report 	Recommended to do same follow up	60	46
11	Department Meeting Files	<ol style="list-style-type: none"> 1. Meeting file contents 2. Students and parents meeting details 3. Class committee meeting details 	<ol style="list-style-type: none"> 1. Need more refinement in students meeting 2. process details 3. Some updations required in Class committee and Parents meeting 	35	23
12	Audit Report, Feedback & Action taken Files	<ol style="list-style-type: none"> 1. NBA,NAAC & ISO audit reports with action taken 2. Students,Parents, Alumni and Teaching learning related feedbacks 3. Employer survey 	<ol style="list-style-type: none"> 1. Employer survey documentation to be prepared 2. Teaching learning and EDC related Feedback and analysis should be improved 	50	35

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

Over All Observations

Attainment-74%

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

Date : 25.06.2025

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

Signature of Auditor

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



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EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: III,V,VII

Department: ECE

Date of Visit: 21.06.2025

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

Criteria Wise Performance Details

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

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

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

Over All Observations

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

Date : 24/06/2025

Signature of Auditor

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



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EGSPEC INTERNAL QUALITYASSURANCE CELL – EIQCAC



Analysis Report on Administrativeand AcademicAudit

Academic Year:2024-25

Semester:ODD

Department:EEE

Date of Visit:21.06.2025

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

Criteria Wise Performance Details

Sl.no	Criteria no & Title	Inference	Suggestions	Max Marks	Marks Obtained
1	Curriculum, Regulations & Academics Files	<ul style="list-style-type: none"> a. New Course Planned in Semester VII b. MOU signed and activities organized c. Alumni assessment tools need clear outcome. Need open ended questions also. d. Strategic plan does not match with the implementation 	<ul style="list-style-type: none"> a. Do a market study and finalize the new course supported by industry. b. Course specific MOU and activities to be increased c. Less utilization from the feedback form of the alumni. d. Clear strategic plan for execution is required. 	105	85
2	Time Table File	<ul style="list-style-type: none"> a. Prepared well as per the template 	<ul style="list-style-type: none"> a. Follow the same 	20	20
3	Students File	<ul style="list-style-type: none"> a. Industrial training conducted -2 	<ul style="list-style-type: none"> a. Increase the no. of industrial training programme. 	90	70
4	Assessment Files	<ul style="list-style-type: none"> a. Internal Exams- No issues b. ESE- Comparisons of the previous 	<ul style="list-style-type: none"> a. Internal Exams- Follow the same pattern. b. ESE- Comparisons 	75	75

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

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

Over All Observations

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

Date : 23/06/2025

Signature of Auditor



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EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: Even

Department: IT

Date of Visit: 21.06.2025

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

Criteria Wise Performance Details

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

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

Over All Observations

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

Date : 23/6/20

M. CHINNADURAI
Signature of Auditor

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

PRINCIPAL

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



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EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year: 2024-25

Semester: Even

Department: MECH

Date of Visit: 21/06/2025

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

Criteria Wise Performance Details

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

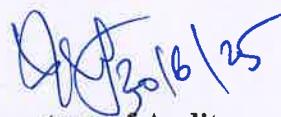
6	Co-Curricular and Extra Curricular Files	Magazine , Newsletter, Placement details were found good	Professional Society, Alumni, Competitive Exams	90	59/90
7	Faculty Details Files	Faculty cadre, qualification and publication were good.	Consolidation of details, Innovation & Patents, Faculty Professional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

Over All Observations

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

Date:

3/6/25


Signature of Auditor



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EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year:2024-26

Semester: Even

Department: MBA

Date of Visit: 21/06/2025

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

Criteria Wise Performance Details

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

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

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

Over All Observations

Sl.no	Over all observation	Criteria Details
1	Strengthen	1. Course File – ODD and Even Available and All the faculty shown and explained 2. Regulation, Curriculum and Syllabus available as per college procedure 3. Internal Exam File – Examination Schedule, Question paper with scheme 4. End Semester – Examination Schedule, Question paper with Scheme 5. Case Study given courses – OM, Corporate Governance, SM, SPAM 6. Internal Mark Statements 7. Peer Mentoring – Separate Note maintained and recorded 8. Summer Training – Individual report and Mark allocation 9. Students Club – 3 clubs actively running 10. Result Analysis – Prepared by department based on students data
2	To be updated	1. Mission and PEO Mapping with Justification 2. Summer Training and Project – PO/PSO Mapping 3. Course File – Attainment and Course Reflective report by faculty

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

Date : 21/06/2025



Dr. S. Manoharan
 Signature of Auditor
 (Dr. S. Manoharan)

Department: MBA

Date: 21/06/2025

Audited Report

Completed

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

To be updated

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

Concern/Improvements

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

Institute Side

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


Mr. M. Venkatesan



E.G.S. Pillay Engineering College

An Autonomous Institution Affiliated to Anna University, Chennai |
Approved by AICTE, New Delhi Accredited by NAAC with A++ Grade |

Accredited by NBA T1

Old Nagore Road, Thethi, Nagore Village, Nagapattinam – 611002,
Tamil Nadu, India

EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



Analysis Report on Administrative and Academic Audit

Academic Year: 2024-2025

Semester: II/IV

Master of
Department: Computer Applications

Date of Visit: 21.06.2025

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

Criteria Wise Performance Details

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

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

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

Over All Observations

40
728

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

Suggestions

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

Date : **23/06/2025**


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

5. SUMMARY & CONCLUDING REMARKS

5.1 SUMMARY

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

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

5.2 CONCLUDING REMARKS

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

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

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

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



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

Q EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: **2024 - 2025**

Semester:

odd.

Department/Office: **A I D S.**

Date of Visit:

21/06/2025

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

FN ; 9.30 am.

Designation: **ASP / ECE**

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

S.No	Name of File	Contents	Points	Remarks
1.Curriculum, Regulations & Academics Files				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	4 4	Need online screen shot 2023 meeting.
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4 4	IV 8sem & III 2 courses. IPR - 6 sem (2 activity)
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	4 4 4 4 4 4 4	available 2023-24 ending 24-25 odd done .

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

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

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

Verified.

(4/5)

available.

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

2. Time Table File

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

3. Students File

3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	7.	Need to prepare in ERP
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	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang (Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	7 5 3 3	1 Year Divyaang? 2 Dis continued? 2/sem.
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	7 3	→ Need more details 2 Students N PtoL
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	7 50% → If first student	→ Need more details 2 Students N PtoL
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	NA	Need consolidated
3.4	Academic performance details	Semester wise Academic performance		Need documentation
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	7 5	Students Participations 3 & Sports
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	7 NA	Not applicable NA.
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	7 9	
4. Assessment Files				
4.1 Internal Examinations -CAT (1&2)				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	7	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5	Consolidated need Domain Coordinator signed copy.
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	4	
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	4	
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping	4	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	5 No low %.	
4.2 End Semester Examination Files				
4.2.1	Time Table	End semester Time table from COE	5	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	4	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	4	
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	3	Need Last 2 yrs.
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	4	Need details available

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

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	-	need details & implement
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	4. 4.	available available
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	4. NA.	available Not applicable
7.5	Participation and Resource person in STTP,FDP & MOOC details Faculty/Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP,FDP, Guest lecture, webinar & training details ii. Attended Training details	4. 4.-	3 faculty 5 faculty attended
7.6	Activity Hours for courses	List of course wise activities conducted with report	4	available.

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	5 4 NIL	2 faculty 4 faculty Need Concentration.
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	4	8 days FDP 6 days SDP - No Conference
8.3	Details of Sponsored Research Project, Consultancy works ,MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 NIL NIL	3 Companies Need documentation.
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	4.	Need documentation

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	2 4	4 Class rooms, no smart rooms available.
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	Quality improvement etc		
9.2	Department Stock & Consumable Register	Department stocks available register	0/ Need to be prepared.
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	0/
10. Laboratories Details Files			
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	4/ 3 labs, Need consolidate 3. → all classes to be updated 4/ Lab - List of experiments available.
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	4/
10.3	Safety Measures	Safety measures available and Precautions details	NA/ Need.
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	NA/ Not applicable.
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	9/
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semster wise stock verification and action taken if any grievances	4/
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	NA/ —
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	— only Non consumable available.
11. Department Meeting Files			
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	4/ Need agenda in circular 3. Need corrections — Need to be prepared
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	4/
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	4/
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	4/
12. Audit Report, Feedback & Action taken Files			
12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	4/ Need to be shown.
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	4/ Need documentation.

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	<u>1</u> NA NA NA <u>AIA</u> <u>4</u> NA	Not applicable.
13. Leave, Alteration details Files				
13.1	For Students (Course wise / Year wise)-ERP	Consolidated Leave application form classwise details	<u>9</u>	Need more clarity on leave letters.
13.2	For Faculty & students - ERP	ERP Leave and approval details	<u>9</u>	available.
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	<u>9</u>	available
14.SDG details				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	<u>9</u> <u>9</u>	2 outreach, 18 symposia
15.OBE Details				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	<u>9</u> <u>9</u>	Need Implementation
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	<u>9</u>	available.
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	<u>9</u>	30 students (Men) 28 students (odd)
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG	<u>9</u>	Good.
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	<u>9</u>	Good .

Overall Observation & Suggestions:

- ① Need Consolidation document in Major aspects.
- ② Need more focus on Consultancy, Sponsored research Work & Project documentation
- ③ Need focus on Classroom, Lab files, Leave Details.

Signature of the Auditor
Dr. D. DEVARAJAN
 Director - IQAC
 E.G.S. Pillay Engineering College,
 Nagapattinam - 641001.

21/6/25



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

EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-25

Semester: 3rd

Department/Office: Biomedical Engineering

Date of Visit: 21/06/2025

Name of the Auditor with Dr. R. Karthi

Designation: Professor / M.B.A / MCA / M.Tech.

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

S.No	Name of File	Contents	Points	Remarks
1.Curriculum, Regulations & Academics Files				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	4 2	Introduction of new course with industry supported to be planned. BoS meeting minutes should cover all the discussed points.
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4 3 1	Guest lecture arranged for few courses.
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5 5 5 3 5 3 01 01	To be prepared. Available Available Available Not discussed /Not shown. Available Available R19 Available, R25 Not completed Not completed.

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

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

6	Time Table (Course Specific)	5	Available
7	Course Plan (including Session Plan)	4	Not prepared.
8	Lab Manual	5	Available
9	Students Name List	5	Available
10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	3	No' Remarks given
11	Practical Assessment Test - I		
	1. Question Paper	5	Available
	2. Scheme of Evaluation	2	Need improvement
	3. Sample Answer Scripts	5	Available
	4. Mark Statement	5	Available
12	Class Committee Meeting – II (Course Specific) Minutes and Action taken	3	Need to write remarks.
13	Continuous Assessment Test - II		
	1. Question Paper	5	Available
	2. Scheme of Evaluation	2	Need improvement
	3. Sample Answer Scripts	5	Available
	4. Mark Statement	5	Available
14	Course End Survey & Report	1	To be collected
15	Overall (Course) Attendance Percentage	5	Available
16	Internal Mark Statement	5	Available
17	End Semester Examination		
	4. Question Paper	1	Need to be included
	5. Scheme of Evaluation	2	To be prepared
	6. Mark Statement	5	Available
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	1	Need to be prepared
19	Sample records	5	Available
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	1	Need to be prepared
21	Log Book	4	Available

2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	5	Available
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	5	Available
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	5	Available

3. Students File

3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	1	Not shown.
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	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang (Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	1 1 1	Not shown.
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5+5	Available
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	3+4	(i) NPTEL (35 beneficiaries) (ii) To be prepared (action taken)
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	3+8	(i) Available, Insufficient (6 students) (ii) 50/59
3.4	Academic performance details	Semester wise Academic performance	1	To be prepared
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	3+1	(i) Patent - 3, publication - 1. (ii) 2 conferences - 8 students
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	1	NOT APPLICABLE
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	3	Available, but To be improved, generic.
4. Assessment Files				
4.1 Internal Examinations - CAT (1&2)				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5+5	Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	3	Question papers to be approved by domain coordinator to ensure quality
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	1	To be completed
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	3	Rubrics need clarity
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping	3	Available for GL
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	5+5	Available
4.2 End Semester Examination Files				
4.2.1	Time Table	End semester Time table from COE	5	Available
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	2	Scheme of Evaluation to be improved
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	Available
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	1	Need to be done
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	5+5	Available

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

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	4 2	Assessment to be improved - 4 faculty members
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	4 3	Available Excellent - Google classroom Available
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	5 3	Available
7.5	Participation and Resource person in STTP,FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP,FDP, Guest lecture, webinar & training details ii. Attended Training details	3 3	Only 2 GL - No proof maintained. Industry Training - 2
7.6	Activity Hours for courses	List of course wise activities conducted with report	4	ATAR Available + Few hours

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	1 3 3 1 1	Book - 1 Papers - 4 Patent - ? Seed money - 1 Awards recent - 1
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	1	NIL
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation -Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	2 1 1	3+1 Nil Nil Nil
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	3	3 models. developed.

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	4 2	Available
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	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	5	Available
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	✓	Available

10.Laboratories Details Files

10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	4 4 1	(i) Available (ii) (iii) N/A
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	3 5	N/A Available
10.3	Safety Measures	Safety measures available and Precautions details	5	Available
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii.Breakage/ Non working components details	3	Available No Breakage
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	5	Available
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semster wise stock verification and action taken if any grievances	5	Available
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	5	N/A
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	5	Available

11.Department Meeting Files

11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	3	Available
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii.Sample photos with Geo tagged	2	N/A
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	3	PTM- Minutes to be improved
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	4	CM Available

12.Audit Report, Feedback & Action taken Files

12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	3 2	No Action taken, for Intern Audit
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	2	No Action taken

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

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

14.SDG details

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

15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	3 2	Procedure for improvement to be done
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	2 2	To be improved / done
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	3	Available
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG	1	To be done
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii) Impactness of activities	2	Impact analysis to be done

Overall Observation & Suggestions:

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

Signature of the Auditor

Dr. R. KARTHI

Allen 21/03/2015



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

EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-2025

Semester: odd.

Department/Office: Civil Department.

Date of Visit: 21/06/2025

Name of the Auditor with Dr. D. Devarajan

AN: 2.00 PM.

Designation: IQCAC - Director & ASP/ECE

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

S.No	Name of File	Contents	Points	Remarks
1.Curriculum, Regulations & Academics Files				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	3 4	<u>2-diff credits in R 2019 & R 2023</u>
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	4 4	<u>2 Companies Need Participation</u>
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5 4 4 4 4 4 4	<u>Different Pedagogies used.</u>

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details	4	
		iii. Strategic plan for future development	4	
		iv. Budget proposal and utilisation semester wise		- 6,00000 → need details.
		v. Power delegation details		Need details.
		vi. Improvement in Academic Performance		Need filing.
1.5	Course File (Theory) details	S.No	Documents	Points
		1	Course Details	
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		3	PEOs, POs and PSOs Statements	
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		9	Students Name List	
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		11	Continuous Assessment Test - I 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement	(3) (5)
		12	Assessment of COs – Remedial action with respect to non-compliance 1. List of Students – Slow Learners & Advanced Learners 2. Circular 3. Attendance 4. Action Taken (Impact Analysis) Report	
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken	
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		15	Assessment of COs – Remedial action with respect to non-compliance 1. List of Students – Slow Learners & Advanced Learners 2. Circular	D.R. Siva Kumar

① Remote learning
G.I.S
S. Aarthika
V sem

② Design of RCC
Structural I
D Sem.
Dr. Siva Kumar

	<ul style="list-style-type: none"> 3. Attendance 4. Action Taken (Impact Analysis) Report 																									
16	Activity-I <ul style="list-style-type: none"> 1. Questions 2. Scheme of Evaluation 3. Sample Report/Scripts 4. Mark Statement 																									
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18	Optional Test <ul style="list-style-type: none"> 1. Circular 2. Attendance 3. Question Paper 4. Evaluation Key 5. Sample Answer Scripts 6. Mark Statement 																									
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3	PEOs, POs and PSOs Statements																									
4	Academic Schedule																									
5	Syllabus (List of experiments, Industry supported experiments)																									
1.6	Course File (Laboratory) details																									

Verified

Aydraulic
Machinery
Lab.
IV Sem

6	Time Table (Course Specific)
7	Course Plan (including Session Plan)
8	Lab Manual
9	Students Name List
10	Class Committee Meeting – I (Course Specific) Minutes and Action taken
11	Practical Assessment Test - I <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement
12	Class Committee Meeting – II (Course Specific) Minutes and Action taken
13	Continuous Assessment Test - II <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement
14	Course End Survey & Report
15	Overall (Course) Attendance Percentage
16	Internal Mark Statement
17	End Semester Examination <ul style="list-style-type: none"> 4. Question Paper 5. Scheme of Evaluation 6. Mark Statement
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)
19	Sample records
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results
21	Log Book

Verified

95

2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	9	Prof - II 'ASP - 12 (to) 1/7 AP - 15 (to) 1/7
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	9	
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	9.	

AP-15 (60) 15

ANSWER

3 Students File

3.1 Students Name List with Enrolment i. Students name list with basic information (Community, Gender wise and *Noor ERP Print*

	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang (Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details → need to prepare iv. Industrial Training at Internal /Industry details	4.	scholarship - 6.
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	4.	
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	4.	
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details → 8 programs ii. Successful completion, Degree received and success rate in year wise details → 40% degree	4.	
3.4	Academic performance details	Semester wise Academic performance		
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	4	48 students → Paper, 8 stud → Corporate
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	4	6 Ph.D / 1 PG / 1 Guide
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details → need analysis. iii. Peer Mentor Meeting details → need analysis.	4	Minutes with action taken
4. Assessment Files				
4.1 Internal Examinations -CAT (1&2)				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	4	except optional
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	4	Need clear in Coordinator
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	4	Signed copy in Course
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	3	
4.1.5	Seminar & Activities details	Seminar conducton details with CO, PO, PSO mapping	4.	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	4	
4.2 End Semester Examination Files				
4.2.1	Time Table	End semester Time table from COE	4	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	4	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	4	
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken		not available → need.
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details		need to prepare → need.

4.2.6	Students Sample Records	Lab/Course wise sample records	No Innovation
5.Projects File			
5.1	Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation	4. Need followup of review/Comments
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	4 available.
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	Need Analysis report
6.Co-Curricular and Extra Curricular Files			
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	4 3 4 3 } Need Consolidation.
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	4.
6.3	Student Co-curricular (Professional Society, Symposium, cells,Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	3 3 4. 1-Society 1-Club need about collaboration
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	4.
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details	4 available.
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	4 Good.
7.Faculty Details Files			
7.1	List of Faculty Members,Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement–Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	4 13-T, 6-NT(3) 4 NT-Time table 4.
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and	4 → 9 faculty. 3 → 4 faculty contributed. Nil

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

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

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	7 4 4 4 4 → need more analysis need to implement	Need Preparing
13. Leave, Alteration details Files				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	2	Need proper documentation
13.2	For Faculty & students - ERP	ERP Leave and approval details	4	
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	4	Need Consolidated
14.SDG details				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats	4	
15.OBE Details				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	4 3	Good .
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples	4	available .
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	4.	
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG	4.	
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	4	

Overall Observation & Suggestions:

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

D. Devarajan
21/6/25

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



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

EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-25

Semester: EVEN

Department/Office: CSBS

Date of Visit: 21/06/2025 - PM

Name of the Auditor with

Designation: Dr. S. MANTHAN DAN, Sr.

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

S.No	Name of File	Contents	Points	Remarks
1. Curriculum, Regulations & Academics Files				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry-supported ii. Minutes of the BoS/AC meetings with approvals of all courses	5	2019-2021 (Complete partial sem 1) Action taken to be update
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	5	EEC course to be added in curriculum
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PEO, PEOs, PSOs with all courses. (11) iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	15	Available. minutes behind. Actions taken to be update

		i. Academic Audit and Actions Taken ii. Academic calendar and adherence details iii. Strategic plan for future development iv. Budget proposal and utilisation semester wise v. Power delegation details vi. Improvement in Academic Performance	<i>→ Institute level</i>	<i>→ Board - Proposal/Utilization -</i>	<i>Institutional Audit (Topx : O&O Audit)</i>																																																															
1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	<table border="1"> <thead> <tr> <th>S.No</th> <th>Documents</th> <th>Points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Course Details</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Vision & Mission Statements of the Institute & Department</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>PEOs, POs and PSOs Statements</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Academic Schedule</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Syllabus</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Time Table (Course Specific)</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Course Plan (including Session Plan)</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>Lecture Notes (Instructional Materials)</td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>Students Name List</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Class Committee Meeting – I (Course Specific) Minutes and Action taken</td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>Continuous Assessment Test - I <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement </td> <td></td> <td><i>Not done yet</i></td> </tr> <tr> <td>12</td> <td>Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 3. Attendance 4. Action Taken (Impact Analysis) Report </td> <td></td> <td></td> </tr> <tr> <td>13</td> <td>Class Committee Meeting – II (Course Specific) Minutes and Action taken</td> <td></td> <td></td> </tr> <tr> <td>14</td> <td>Continuous Assessment Test - II <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement </td> <td></td> <td></td> </tr> <tr> <td>15</td> <td>Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular </td> <td></td> <td></td> </tr> </tbody> </table>	S.No	Documents	Points	Remarks	1	Course Details			2	Vision & Mission Statements of the Institute & Department			3	PEOs, POs and PSOs Statements			4	Academic Schedule			5	Syllabus			6	Time Table (Course Specific)			7	Course Plan (including Session Plan)			8	Lecture Notes (Instructional Materials)			9	Students Name List			10	Class Committee Meeting – I (Course Specific) Minutes and Action taken			11	Continuous Assessment Test - I <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement 		<i>Not done yet</i>	12	Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 3. Attendance 4. Action Taken (Impact Analysis) Report 			13	Class Committee Meeting – II (Course Specific) Minutes and Action taken			14	Continuous Assessment Test - II <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement 			15	Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 				
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		3. Attendance		
		4. Action Taken (Impact Analysis) Report		
16	Activity-I			
	1. Questions			
	2. Scheme of Evaluation			
	3. Sample Report/Scripts			
	4. Mark Statement			
17	Activity-II			
	1. Questions			
	2. Scheme of Evaluation			
	3. Sample Report/Scripts			
	4. Mark Statement			
18	Optional Test			
	1. Circular			
	2. Attendance			
	3. Question Paper			
	4. Evaluation Key			
	5. Sample Answer Scripts			
	6. Mark Statement			
19	Course End Survey & Report			
20	Overall (Course) Attendance Percentage			
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	1. Question Paper			
	2. Scheme of Evaluation			
	3. Mark Statement			
23	Attainment of Course Outcomes (CO – PO/PSO) (Overall)			
24	Student Portfolio (Samples)			
25	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results			
26	Log Book			
	S.No	Documents	Points	Remarks
1.6	Course File (Laboratory) details	1 Course Details		
		2 Vision & Mission Statements of the Institute & Department		
		3 PEOs, POs and PSOs Statements		
		4 Academic Schedule		
		5 Syllabus (List of experiments, Industry supported experiments)		

6	Time Table (Course Specific)
7	Course Plan (including Session Plan)
8	Lab Manual
9	Students Name List
10	Class Committee Meeting – I (Course Specific) Minutes and Action taken
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19	Sample records
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results
21	Log Book

2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	 Available now
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	

3. Students File

3.1 Students Name List with Enrolment 1. Students name list with basic information (Community, Gender wise and

	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang(Disabled) details in ERP database i. Enrolled, actual and discontinued details → DATE ii. Welfare and scholarship details → Scholarship iii. Welfare and scholarship details → VRP iv. Industrial Training at Internal/Industry details → VRP	→ DATE 5 Name: Dr. Anupama Sathish Attendance Details / Work analysis
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5 Attendance Details / Work analysis
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details → NTPPL - pi ii. Slow learners in subject wise and action taken details	5
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degrees received and success rate in year wise details	5
3.4	Academic performance details	Semester wise Academic performance → Result Analysis - Available	
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details → NPL ii. Technical Events attended	
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information → NPL NPL	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	5 Counselor Details

4. Assessment Files

4.1 Internal Examinations -CAT (1&2)

4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5 Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	5
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall internal marks statement	5 As per template available
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples	5
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	5
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	5

4.2 End Semester Examination Files

4.2.1	Time Table	End semester Time table from COE	5
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	5 Result Analysis → New format
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	5

2025/ODD Sem:

4.2.6	Students Sample Records	Lab/Course wise sample records		
5.Projects File				
5.1	Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details → Not in Annex But Implementing → 1 (S) iii. Attainment calculation → Mapping → Report → Report		(S)
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. 2 Batches ii.		(S)
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	5	Internship Details Available
6.Co-Curricular and Extra Curricular Files				
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	5	Placement & Higher Studies Details Available (14) → Past Report
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	→ Not Available	
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities → 2 - 6 Events → one year - 12 Freq iii. Symposium conducted details as per prescribed format → (S) (S)		
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details → Institute Details		
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details		(S)
6.6	Details about Department / College Magazine / Newsletter Published -Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years → 2 years	5	(S)
7.Faculty Details Files				
7.1	List of Faculty Members,Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement-Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years → (A) iii. Workload of Teaching and Non Teaching faculty members	(S) (NP) (S)	
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development iii. Industry and Academic oriented Technical training attended and ✓		Report

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details → <i>Need to update</i> v. Faculty membership in professional societies, cells details (<i>One Faculty</i>)	
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guidance details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	<i>Faculty record file</i>
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details <i>Conference - Session - 3, FPP ①</i> ii. Attended Training details	⑤
7.6	Activity Hours for courses	List of course wise activities conducted with report →	⑥

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details → 1 Book ii. Journal papers (SCI, Scopus, Web of science, conference details → ⑤ → <i>Scopus, SCOPUS Available</i> iii. Patents published details → ⑤ iv. Seed money received details → v. Awards received → vi. Industry collaboration research activities →	
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, Seminar, symposium, National and International conferences organised details <i>JPMC Event - 1(2) ② ⑤</i> Online FDP - ①	5 <i>2024-25</i>
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation -Last 5 Years	i. List of MoUs signed and utilisation details → BYJS, EBON, Datacenter 15/16 ii. consultancy works details → iii. Sponsored research projects details → iv. Centre of excellence and Training conducted details →	⑤
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details →	<i>Need to update</i>

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details → <i>To be ready</i>	⑤
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	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register		Dept. Stock file required
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register		
10. Laboratories Details Files				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	One tab - CC 4f 1 types	(S) (S) (S)
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details		(S)
10.3	Safety Measures	Safety measures available and Precautions details		Available
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	→ (S)	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information		→ PPT details available
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semster wise stock verification and action taken if any grievances		available
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification → NA	NA	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details → NA	NA	
11. Department Meeting Files				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	(S)	Available Details to be upadte
11.2	Students Meeting with Action taken (S)	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged		
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken (semester once) Sample photos	(S)	Parent meets semi annual
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	(S)	As Per template available
12. Audit Report, Feedback & Action taken Files				
12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	(No NBA, NAAC)	
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	5	

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details ✓ v. Alumni Feedback file with action taken details vi. Employer survey with action taken details - <i>ERP</i> vii. Teaching Learning process,, with action taken details - <i>Attached</i> viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details		
13. Leave, Alteration details Files				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details	<i>ERP - Share by Mrs. Lavin</i>	
13.2	For Faculty & students - ERP	ERP Leave and approval details		
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise		
14.SDG details				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted - <i>SDG</i> - <i>Synergism, Outreach</i> ii. Reports as per prescribed Event formats	<i>① Available</i>	
15.OBE Details				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	<i>② PECA</i>	
15.2	Case Studies and Real-Life Examples	Course wise case studies <i>DIS, ITC, DT, ERP, VP, AE, DE, PEC</i> Real time implementation topics with examples	<i>③</i>	
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning		<i>Credit Transfer</i>
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG <i>2 achv</i>		
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	<i>By EPP</i>	

Overall Observation & Suggestions:

Attached →

Dr. S. L. L. M.
Signature of the Auditor
(Dr. J. Mandavender)



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

EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-25

Semester: Even

Department/Office: Computer Science & Engineering

Date of Visit: 21/06/2025

Name of the Auditor with

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

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

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

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

Studied
Topic
Date

A/5

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

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

2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ✓ ii. Class wise Time table ✓	2 year wise to include
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table ✓	
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise ✓	
3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	

3. Students File

	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang (Disabled) details in ERP database ✓ ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	5 2 3 4	Separate file to be maintained
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5	No Benefit Reg
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	2	with course file only.
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ✓ ii. Successful completion, Degree received and success rate in year wise details	5 4	
3.4	Academic performance details	Semester wise Academic performance	5	
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	4 1	Separate file required
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	2 1	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	4 3 4	
4. Assessment Files				
4.1 Internal Examinations -CAT (1&2)				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	2	Signed copy Not available at dept. / COE only
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	3	Result Analysis Reg.
4.1.4	Assignment details	Assignment Questions, Evaluation , Marks statement with samples	5	
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping	5	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	4	
4.2 End Semester Examination Files				
4.2.1	Time Table	End semester Time table from COE	1	even IV, Pending
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	2	Pending Partially
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	2	Pending from COE
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	—	
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	2 2	Pending from COE Partially

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

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	<i>✓</i>	<i>✓</i>	<i>✓</i>
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	<i>✓</i>	<i>✓</i>	<i>✓</i>
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guidance details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualifications, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	<i>✓</i>	<i>✓</i>	<i>✓</i>
7.5	Participation and Resource person in STTP,FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP,FDP, Guest lecture, webinar & training details ii. Attended Training details	<i>✓</i>	<i>✓</i>	<i>✓</i>
7.6	Activity Hours for courses	List of course wise activities conducted with report	<i>✓</i>	<i>✓</i>	<i>✓</i>

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. Patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	<i>✓</i>	<i>✓</i>	<i>✓</i>
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	<i>✓</i>	<i>✓</i>	<i>✓</i>
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. Consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	<i>✓</i>	<i>✓</i>	<i>✓</i>
8.4	Working models, and prototypes developed by faculty members	Project, prototype & working models details	<i>✓</i>	<i>✓</i>	<i>✓</i>

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	<i>✓</i>	<i>✓</i>	<i>✓</i>
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Model

only on the

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

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

Overall Observation & Suggestions:

- ↳ File system to be mapped with NAAC & NBA criteria files
- ↳ Overall satisfied with files
- ↳ Need clarification for the details required separate files (or) combined

Dr. K. Manikandakumaran
Signature of the Auditor

21/6/25
Dr. K. Manikandakumaran
Asso.Prof. & Head - Admin
EGSP. Engg. College, Nagai



E.G.S. PILLAY ENGINEERING COLLEGE(Autonomous)

Nagapattinam – 611 002

(Affiliated to Anna University-Chennai, Approved by AICTE-NewDelhi, NAAC "A++' Grade)

EGSPEC INTERNAL QUALITY ASSURANCE CELL -EIQAC



ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-2025

Semester: III,V,VII

Department/Office: ECE

Date of Visit: 21.06.2025

Name of the Auditor with Designation: Dr.J. Vanitha Professor/MCA,EGSPEC, Nagapattinam.

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

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

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

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

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

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

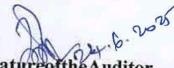
4.Assessment Files				
4.1Internal Examinations -CAT (1&2)				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	5 5	Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator &HoD	5	Available
4.1.3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

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

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

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

12.2	FeedbackFile-Students, Peer,HoD, Parents,Alumni,Employersurvey,	i. StudentsFeedback file withactiontakendetails ii. Peerreviewfilewithactiontakendetails	5 5	Available
	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoDFeedbackfilewithactiontakendetails iv. ParentsFeedback file withactiontakendetails v. AlumniFeedbackfile withactiontaken details vi. Employersurveywithactiontakendetails vii. TeachingLearningprocesswithactiontakendetails viii. AcademicfacilitiesFeedbackfile withaction takendetails ix. Training and Placement Support Feedbackfilewithactiontaken details x. Start-up and Entrepreneurship Activities Facilitywithactiontaken details	5 5 5 4 N/A N/A	4 startup
13.Leave,AlterationdetailsFiles				
13.1	For Students (Coursewise/ Yearwise)-ERP	ConsolidatedLeaveapplicationformclass wise details	5	Available
13.2	For Faculty&students-ERP	ERP Leaveandapproval details	5	Available
13.3	StaffMovementRegister-Academics relatedworksAlterations	Staffleave alteration,Movementdetailsindaywise	5	Available
14.SDGdetails				
14.1	ListofActivitiesconducted,Evidenceof Addressing Sustainable Development Goals	i. ListofSDGactivitiesconducted ii. ReportsasperprescribedEventformats	5 5	Available
15.OBE Details				
15.1	Quality of Teaching & Learning processes	i. ListofprocessesandproceduresinitiatedforimprovementofTeaching Learning processes ii. Implementationandfeedbackof processes	5 4	Available
15.2	CaseStudiesandReal-LifeExamples	Coursewisecasesstudies Realtimeimplementationontopicswith examples	5 5	Available
15.3	SWAYAM/NPTEL/MOOC/Self Learning	Listofstudentscompletedonlinecoursesof SWAYAM/NPTEL/MOOC/Self Learning	5	Available
15.4	SolvingComplexEngineeringProblems IncorporatingSustainabilityGoals	Stepstakenforsolvingcomplexproblemsthat corporatingto achieveSDG	4	Available
15.5	EnhancingIndustryInstitute Partnerships	i. Listof Industryinteractionactivitiestoimprovecurriculum ,ii Impactnessofactivities	5 5	Available


 Signature of the Auditor
Dr.J. VANITHA
 Head of the Department
 Department of MCA
 E.G.S. Pillay Engineering College
 Nagapattinam - 611 004



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

EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-25

Semester: ODD

Department/Office: EEE

Date of Visit: 21/06/2025

Name of the Auditor with Dr. R. Karthi

Designation: Professor /MBA /Vice Principal.

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

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

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken	5	Available	
		ii. Academic calendar and adherence details	5	Available	
		iii. Strategic plan for future development	3	To be improved	
		iv. Budget proposal and utilisation semester wise	5	Available	
		v. Power delegation details	4	72% available	
		vi. Improvement in Academic Performance	1	To be prepared	
1.5	Course File (Theory) details	S.No	Documents	Points	Remarks
		1	Course Details	5	Available
		2	Vision & Mission Statements of the Institute & Department	5	Available
		3	PEOs, POs and PSOs Statements	5	Available
		4	Academic Schedule	5	Available
		5	Syllabus	5	Available
		6	Time Table (Course Specific)	5	Available
		7	Course Plan (including Session Plan)	5	Available
		8	Lecture Notes (Instructional Materials)	5	Available
		9	Students Name List	5	Available
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	5	Available
		11	Continuous Assessment Test - I	5	
		1.	Question Paper	5	
		2.	Scheme of Evaluation	5	Available
		3.	Sample Answer Scripts	5	
		4.	Mark Statement	5	
		12	Assessment of COs – Remedial action with respect to non-compliance	5	
		1.	List of Students – Slow Learners & Advanced Learners	5	
		2.	Circular	5	Available
		3.	Attendance	5	
		4.	Action Taken (Impact Analysis) Report	5	
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken	5	Available
		14	Continuous Assessment Test - II	5	
		1.	Question Paper	5	
		2.	Scheme of Evaluation	5	
		3.	Sample Answer Scripts	5	Available
		4.	Mark Statement	5	
		15	Assessment of COs – Remedial action with respect to non-compliance	5	
		1.	List of Students – Slow Learners & Advanced Learners	5	Available
		2.	Circular	5	

Prepared very

Prepared well

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

6	Time Table (Course Specific)	✓		
7	Course Plan (including Session Plan)	✓		
8	Lab Manual	✓		
9	Students Name List	✓		Available
10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	✓		Available
11	Practical Assessment Test - I 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement	✓ ✓ ✓ ✓		From 2014
12	Class Committee Meeting – II (Course Specific) Minutes and Action taken	✓		Available
13	Continuous Assessment Test - II 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement	✓ ✓ ✓ ✓		Done well.
14	Course End Survey & Report	✓		
15	Overall (Course) Attendance Percentage	✓		Available
16	Internal Mark Statement	✓		
17	End Semester Examination 4. Question Paper 5. Scheme of Evaluation 6. Mark Statement	✓ ✓ ✓		Available
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	✓		
19	Sample records	✓		
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	✓		Available
21	Log Book	✓		Verified

2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ✓ ii. Class wise Time table ✓	✓	Available
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	✓	Available
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	✓	Available

3. Students File

3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	✓	Available
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	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang (Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details ✓ iv. Industrial Training at Internal /Industry details	<u>3</u> <u>4</u> <u>2</u>	2 learning conducted
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register ✓	<u>5</u> / <u>3</u>	Attendance month wise Available NTEL - 8 Cource - 13 On going Cource Digital MEF - 7
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	<u>3</u> / <u>4</u>	Available
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	<u>4</u>	<u>52</u> / <u>64</u>
3.4	Academic performance details	Semester wise Academic performance	<u>4</u>	Available - Check Campaign needed
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended	<u>2</u> <u>3</u>	Project Sops M.F - PG Student PG.D details from table
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	<u>5</u> / <u>5</u>	Minutes Prepared well.
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	<u>5</u> <u>5</u> <u>5</u>	
4. Assessment Files				
4.1 Internal Examinations -CAT (1&2)				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance ✓	<u>5</u> / <u>5</u>	Available
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	<u>5</u>	Available
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	<u>5</u>	ESB - Rev 15 Analysis needed
4.1.4	Assignment details	Assignment Questions, Evaluation , Marks statement with samples	<u>5</u>	
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	<u>5</u>	Good
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	<u>5</u>	Letter Sent to Parent
4.2 End Semester Examination Files				
4.2.1	Time Table	End semester Time table from COE	<u>5</u>	Available
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	<u>5</u>	Available
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	<u>5</u>	Available
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	<u>5</u>	To be prepared
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	<u>5</u> / <u>5</u>	Available

4.2.6	Students Sample Records	Lab/Course wise sample records	1.5
5. Projects File			
5.1	Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details iii. Attainment calculation ✓	5 5 Available
5.2	List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. ii.	5 Available
5.3	In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report	5/4 Available
6. Co-Curricular and Extra Curricular Files			
6.1	Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details iv. career development courses and feedback v. Competitive Exams conducted details	3 3 3 2 1 37/65 placed. Visited Company details available 12 written DATE VAC conducted No Competitive exams conducted
6.2	Alumni Association Related File	i. List of alumni students details ii. Alumni contribution details iii. Alumni Meeting conducted and feedback details	5 3 3 Available GL/Bos/Peer mentory
6.3	Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy ii. Clubs Members and its activities iii. Symposium conducted details as per prescribed format Technical and Non technical activities conducted last 5 years.	3 3 3 181-5P, 1EGE Available - less Utilization 5- temples take DATE - 20 new few future plans.
6.4	Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details	4 4 Available
6.5	Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details	4 3 Available
6.6	Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years	5 4 Good
7. Faculty Details Files			
7.1	List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement- Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years iii. Workload of Teaching and Non Teaching faculty members	5 5 5 Good.
7.2	Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development ✓ iii. Industry and Academic oriented Technical training attended and ✓	5 3 3 Paper published - 5 Book published - 1

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

	Quality improvement etc		
9.2	Department Stock & Consumable Register	Department stocks available register ✓	4 Available
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register ✓	4 Available

10. Laboratories Details Files

10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	4 Available PLC & Embedded System Lab
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	4 Available
10.3	Safety Measures	Safety measures available and Precautions details	5 Available
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii.Breakage/ Non working components details	5 Available
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	5 Available
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semster wise stock verification and action taken if any grievances	5 Available
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	5 Available
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	5 Available

11. Department Meeting Files

11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	5+5 Available
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	3 3 1 CCM Grievance Redressal
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	5 Available
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	5 Available

12. Audit Report, Feedback & Action taken Files

12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	5 Available
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	4+3 Available CCM

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

Overall Observation & Suggestions:

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

Signature of the Auditor

Dr. R. KARTHI



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

Q EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-25

Semester: Even

Department/Office: Information Technology

Date of Visit: 21/06/24

Name of the Auditor with: Dr.m. CHINNADURAI.

Designation: Professor | CSE

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

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

A - Available

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken ii. Academic calendar and adherence details		<i>Aravulne</i> ✓	
		iii. Strategic plan for future development			
		iv. Budget proposal and utilisation semester wise			
		v. Power delegation details		NP	
		vi. Improvement in Academic Performance			
1.5	<p>Dr. Arulselvam - OS - 93 Mrs. S. Soundarajan - AI - 17 Dr. N. Murali, EN - 234 Ms. Hemalatha, DWD - Dr. S. Manikandan, Pnn. <u>24-25 OAD</u> <u>Even</u></p> <p>Course File (Theory) details</p>	S.No	Documents	Points	Remarks
		1	Course Details	✓	
		2	Vision & Mission Statements of the Institute & Department	10	<i>verified</i>
		3	PEOs, POs and PSOs Statements		<i>meet change</i>
		4	Academic Schedule		
		5	Syllabus		<i>in one subject</i>
		6	Time Table (Course Specific)		
		7	Course Plan (including Session Plan)		<i>COS</i>
		8	Lecture Notes (Instructional Materials)		
		9	Students Name List		
		10	Class Committee Meeting – I (Course Specific) Minutes and Action taken		
		11	Continuous Assessment Test - I		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		12	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		
			3. Attendance		
			4. Action Taken (Impact Analysis) Report		
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		14	Continuous Assessment Test - II		
			1. Question Paper		
			2. Scheme of Evaluation		
			3. Sample Answer Scripts		
			4. Mark Statement		
		15	Assessment of COs – Remedial action with respect to non-compliance		
			1. List of Students – Slow Learners & Advanced Learners		
			2. Circular		

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

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

2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	✓	A
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table		Good!
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	✓	A

3. Students File

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

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

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details		NA
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	✓ ✓	Available for any limited
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guidance details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	Not available	Prof - I Assist - II AP - II
7.5	Participation and Resource person in STTP,FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP,FDP, Guest lecture, webinar & training details ii. Attended Training details	1	only one faculty
7.6	Activity Hours for courses	List of course wise activities conducted with report		Ans.

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	✓ 1	Limited
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	✓ 1	Available
8.3	Details of Sponsored Research Project, Consultancy works MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	✓ 1	Available
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details		

9. Class rooms & Department Room Files

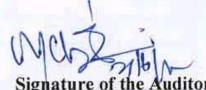
9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details		Ans. LMS not yet started
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	Quality improvement etc		
9.2	Department Stock & Consumable Register	Department stocks available register	Done
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	Done
10. Laboratories Details Files			
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	✓ Research labs - PD Project labs - PD
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	✓ Action
10.3	Safety Measures	Safety measures available and Precautions details	✓ Am.
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii.Breakage/ Non working components details	✓ Am
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	✓ Am
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semster wise stock verification and action taken if any grievances	✓ Dr.
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	✓ Am
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	✓ Am
11. Department Meeting Files			
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	✓ Action
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	✓
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	✓ Action
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	✓ Am
12. Audit Report, Feedback & Action taken Files			
12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	✓ Available
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	✓ Am

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

Overall Observation & Suggestions:

1. In Regulation 2023, Honors / Minor - updating need
2. Course file
3. Project file - need to be updated
4. Placement records - update
5. Concentration & publication / poster for student / faculty


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



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

EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: *2024-25*

Semester: *EVEN*

Department/Office: *MBA*

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

Name of the Auditor with *Dr. S. MANDANAN, IR*

Designation:

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

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

		i. Academic Audit and Actions Taken ii. Academic calendar and adherence details → ISO → Audit																																																																		
1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	iii. Strategic plan for future development → Strategic Plan																																																																		
		iv. Budget proposal and utilisation semester wise → Proposal / Utilization Available.																																																																		
		v. Power delegation details → Power Delegation																																																																		
		vi. Improvement in Academic Performance																																																																		
1.5	Course File (Theory) details	<table border="1"> <thead> <tr> <th>S.No</th> <th>Documents</th> <th>Points</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Course Details</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Vision & Mission Statements of the Institute & Department</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>PEOs, POs and PSOs Statements</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Academic Schedule</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Syllabus</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Time Table (Course Specific)</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Course Plan (including Session Plan)</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>Lecture Notes (Instructional Materials)</td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>Students Name List</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Class Committee Meeting – I (Course Specific) Minutes and Action taken</td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>Continuous Assessment Test - I <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement </td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 3. Attendance 4. Action Taken (Impact Analysis) Report </td> <td></td> <td>→ Remedial action</td> </tr> <tr> <td>13</td> <td>Class Committee Meeting – II (Course Specific) Minutes and Action taken</td> <td></td> <td></td> </tr> <tr> <td>14</td> <td>Continuous Assessment Test - II <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement </td> <td></td> <td></td> </tr> <tr> <td>15</td> <td>Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular </td> <td></td> <td></td> </tr> </tbody> </table>	S.No	Documents	Points	Remarks	1	Course Details			2	Vision & Mission Statements of the Institute & Department			3	PEOs, POs and PSOs Statements			4	Academic Schedule			5	Syllabus			6	Time Table (Course Specific)			7	Course Plan (including Session Plan)			8	Lecture Notes (Instructional Materials)			9	Students Name List			10	Class Committee Meeting – I (Course Specific) Minutes and Action taken			11	Continuous Assessment Test - I <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement 			12	Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 3. Attendance 4. Action Taken (Impact Analysis) Report 		→ Remedial action	13	Class Committee Meeting – II (Course Specific) Minutes and Action taken			14	Continuous Assessment Test - II <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement 			15	Assessment of COs – Remedial action with respect to non-compliance <ul style="list-style-type: none"> 1. List of Students – Slow Learners & Advanced Learners 2. Circular 				
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Academic Audit
Action Taken

→ Remedial
action

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

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

2. Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ✓ ii. Class wise Time table ✓	7	
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table ✓	8	Probable
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise ✓		

3. Students File

3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and	
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	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang (Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	<i>DATE</i> <i>Internship -> (45) -> (8)</i>	(5)	
3.2	Student Attendance Register, students Benefits register	I. Attendance month wise details ii. Benefits register		(5)	<i>Attendance Register</i>
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	<i>NPL</i> <i>longer time</i>	(5)	<i>NPL only No Credit transfer</i>
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details		(5)	<i>Available</i>
3.4	Academic performance details	Semester wise Academic performance		(5)	<i>Report - point - Intent</i>
3.5	Student's Participations in Professional Events and publication details	i. Students Patent paper publication details ii. Technical Events attended		(5)	<i>Prize won</i>
3.6	PG & Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information		(NA)	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	<i>Separate maintenance</i>	(5)	<i>AVailable</i>
4. Assessment Files					
4.1 Internal Examinations - CAT (1&2)					
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance		(5)	
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD		(5)	<i>Internal Assessment</i>
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement		(5)	
4.1.4	Assignment details	Assignment Questions, Evaluation, Marks statement with samples		(5)	
4.1.5	Seminar & Activities details	Seminar conduction details with CO, PO, PSO mapping		(5)	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details		(5)	
4.2 End Semester Examination Files					
4.2.1	Time Table	End semester Time table from COE		(5)	<i>Attainable</i>
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD		(5)	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE			<i>Report - Preparatory</i>
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken			<i>Report from the Department Student Data</i>
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	<i>Prepared from Dept (LoE) Data</i>		<i>Collected from - CIE</i>

4.2.6 Students Sample Records	Lab/Course wise sample records	\rightarrow Sample Year 11 (5) 2 hours
5. Projects File		
5.1 Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details ii. Mini Project conduction, report details \rightarrow Summer Training - Industrial Report \rightarrow Attainment is Required \rightarrow Po/Pro mapping	(5)
5.2 List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list ii.	(5)
5.3 In Plant Training / Industrial Visit File	i. Consolidated details ii. IV/IPT Training details with prescribed report \rightarrow 2-Visit 2021-26	
6. Co-Curricular and Extra Curricular Files		
6.1 Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ii. visited company details iii. Higher studies students details \rightarrow 2024-25 \rightarrow (7) iv. career development courses and feedback \rightarrow Offer letter v. Competitive Exams conducted details \rightarrow 2024-25 \rightarrow (7) * Alumni \rightarrow Offer letter	Need of Improvement
6.2 Alumni Association Related File	i. List of alumni students details \rightarrow Available ii. Alumni contribution details \rightarrow 2 Events \rightarrow Conclave, Guest lecture iii. Alumni Meeting conducted and feedback details \rightarrow Available	(5)
6.3 Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members ,future plan, policy \rightarrow 10 PM (2021) \rightarrow (5) \rightarrow 56 members ii. Clubs Members and its activities \rightarrow 3 Clubs \rightarrow 3 Events \rightarrow (5) \rightarrow Available iii. Symposium conducted details as per prescribed format \rightarrow (5) \rightarrow Available Technical and Non technical activities conducted last 5 years. \rightarrow Alumni events, seminar	
6.4 Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details \rightarrow Institute	
6.5 Details about Department association, Professional bodies	i. List of Association Events organised ii. List of professional societies ,Members with Events organised details \rightarrow Repeat \rightarrow Sympathetic	
6.6 Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years ii. Newsletter published-last 5 years \rightarrow (5) \rightarrow Available	
7. Faculty Details Files		
7.1 List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement- Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database ii. Student Faculty ratio -5 years \rightarrow Ratio: (7.8) 1:20 \rightarrow 5 Workload available	
7.2 Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years ii. faculty contribution in professional development \rightarrow Institute iii. Industry and Academic oriented Technical training attended and \rightarrow Institute	

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	<i>NP APPROVED</i>
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness <i>Learn</i>	<i>Course file</i>
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards <i>① Patent</i>	<i>As per norm ONLINE</i>
7.5	Participation and Resource person in STTP,FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP,FDP, Guest lecture, webinar & training details <i>2020-21 - (12)</i> ii. Attended Training details <i>(NIL) ① → Resource person</i>	<i>⑤ Available</i>
7.6	Activity Hours for courses	List of course wise activities conducted with report →	<i>5 Acting Au-</i>

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details → <i>Chapters - ①</i> - Books 6 ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details → <i>②</i> <i>Publication till 10</i> iv. Seed money received details v. Awards received → <i>①</i> vi. Industry collaboration research activities → <i>②</i>	<i>⑤ Available</i>
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details → <i>For 5 yrs - Tresst - ①</i>	<i>Only ①</i>
8.3	Details of Sponsored Research Project, Consultancy works ,MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details → <i>① mbr - Ext. Dept</i> ii. consultancy works details → <i>NIL</i> iii. Sponsored research projects details → <i>NIL</i> iv. Centre of excellence and Training conducted details → <i>2 Events →</i>	—
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details →	<i>NIL ④</i>

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	<i>Available</i>
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	Quality improvement etc		
9.2	Department Stock & Consumable Register	Department stocks available register	5) <i>Stock Register</i>
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	5) <i>Stock Register</i>
10. Laboratories Details Files			
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	→ SP81 S/W → 10) <i>Standard Location</i> <i>Inventory</i> <i>Actual</i>
10.3	Safety Measures	Safety measures available and Precautions details	10) <i>Actual</i>
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	10) <i>Actual</i>
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	10) <i>Actual</i>
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	
11. Department Meeting Files			
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	5) <i>Available Action twice</i>
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	→ <i>Done</i> → <i>Repeat</i> →
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	5) <i>2 - monthly</i>
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	5) <i>Available</i>
12. Audit Report, Feedback & Action taken Files			
12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	→ <i>NB</i> → <i>ISO Available</i>
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	5)

Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ix. Training and Placement Support Feedback file with action taken details x. Start-up and Entrepreneurship Activities Facility with action taken details	\rightarrow 10 Available \rightarrow 5 Action Taken Available
13. Leave, Alteration details Files		
13.1 For Students (Course wise / Year wise)-ERP	Consolidated Leave application form classwise details	✓ Verbal \rightarrow 5 Faculty Details
13.2 For Faculty & students - ERP	ERP Leave and approval details	
13.3 Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	
14.SDG details		
✓ 14.1 List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted \rightarrow 1 \rightarrow SDG \rightarrow Total - 3 ii. Reports as per prescribed Event formats \rightarrow Available Outcome	5 Available
15.OBE Details		
15.1 Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes	Long \rightarrow OBE Implementation Co-Participation \rightarrow Draft
15.2 Case Studies and Real-Life Examples	Course wise case studies \rightarrow OM, Corporate Social, SAPM 19A Real time implementation topics with examples	
15.3 SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	NPTEL Completed \rightarrow
15.4 Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG	SDG - Action Items on
15.5 Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities	\rightarrow Power of Education \rightarrow Potential Development \rightarrow

Overall Observation & Suggestions:

Audited

Signature of the Auditor

Dr. S. M. A. Khan



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

EGSPEC IQAC

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-2025

Semester: II & IV (Partially)

Department/Office: Computer Applications

Date of Visit: 21.06.2025

Name of the Auditor with

Designation: Dr.S.Chandrasekar

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

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1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details ,Introduction of new courses with Industry supported ii. Minutes of the BoS/AC meetings with approvals of all courses	5 4	
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ii. MoU's with relevant organizations of these courses (If applicable) iii. Activities with courses on Employability/ Entrepreneurship/Skill development	5 4 4	
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs iii. Mapping of Mission, PO, PEOs, PSOs with all courses. iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5 5 5 5 5 5 4 5	

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

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

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

2.Time Table File

2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	5 5	
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	5	
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	5	

3.Students File

3.1	Students Name List with Enrolment	i. Students name list with basic information (Community, Gender wise and		
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	details (Admission File),Scholarship, Welfare scheme details, Industrial Training Details	Divyaang(Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	4 5 4 4	
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register	5 4	
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details ii. Slow learners in subject wise and action taken details	5 5	
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	4 5	
3.4	Academic performance details	Semester wise Academic performance	5	
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details ii. Technical Events attended (Most of the Students in Internal)	5 4	Only One patent by 3 to 4 Students
3.6	PG &Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information	5 5	
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	5 4 4	

4.Assessment Files

4.1 Internal Examinations -CAT (1&2)

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

4.2 End Semester Examination Files

4.2.1	Time Table	End semester Time table from COE	5	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5	(Not Applicable)
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken	5	(Not Applicable)
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	4 4	

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

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details v. Faculty membership in professional societies, cells details	5 4	
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness	5 4	
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guide ship details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc ii. contribution of students projects, innovation ideas, patents, publications and awards	5 5	
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details ii. Attended Training details	5 5	(Only 2 Persons)
7.6	Activity Hours for courses	List of course wise activities conducted with report	5	

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details ii. Journal papers (SCI, Scopus, Web of science, conference details iii. patents published details iv. Seed money received details v. Awards received vi. Industry collaboration research activities	5 5 5 4 4 5	2 Books, 6 SCI, 7 Scopus & 12 Conference. 2 patents
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details	5	
8.3	Details of Sponsored Research Project, Consultancy works ,MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details ii. consultancy works details iii. Sponsored research projects details iv. Centre of excellence and Training conducted details	4 5 5 5	
8.4	Working models, and prototypes developed by faculty members	Project, proto type & working models details	5	

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details ii. LMS Facilities and Quality improvement facilities details	5 5	2 Classroom, 1 lab No Seminar Hall
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	Quality improvement etc			
9.2	Department Stock & Consumable Register	Department stocks available register	5	
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register	5	
10.Laboratories Details Files				
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details ii. Lab Time table iii. List of Experiments with Industry supported facilities details	5 5 5	Computer Lab with 66 PC
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase	i. List of Equipments with basics and utilisation details ii. Purchase, Invoice, Service with calibration details	5 5	
10.3	Safety Measures	Safety measures available and Precautions details	5	
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details ii. Breakage/ Non working components details	5 5	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information	5	No Batching all in one batch
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semster wise stock verification and action taken if any grievances	5	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	5	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details	5	
11.Department Meeting Files				
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	5 5	
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) ii. Action taken for grievances iii. Sample photos with Geo tagged	5 5 5	No Separate Counselling hour, merged with CC
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	5	
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) Meeting minutes with action taken	5	Once in Semester
12.Audit Report, Feedback & Action taken Files				
12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps	5 5	NBA N/A
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details ii. Peer review file with action taken details	5 5	

Overall Observation & Suggestions:

Observation

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

Suggestions:

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

Overall Observation & Suggestions for IQAC:

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

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

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



Signature of the Auditor

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



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



ACADEMIC AND ADMINISTRATIVE AUDIT(AAA)

Academic Year: 2024-2025

Semester: ODD SEM.

Department/Office: MECH

Date of Visit: 21/06/2025

Name of the Auditor with

Designation: Dr. S. Palani Mungan

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

S.No	Name of File	Contents	Points	Remarks
1.Curriculum, Regulations & Academics Files				
1.1	Regulation (Course wise-UG&PG)	i. Syllabus and Regulations with Elective details. Introduction of new courses with Industry supported <u>(Not available)</u> . ii. Minutes of the BoS/AC meetings with approvals of all courses	5 5	Incomplete Untidy M&P Needs
1.2	Curriculum / Syllabus book (Course Wise-UG&PG-all Regulations)	i. Programme/Curriculum/Syllabus of the courses ✓ ii. MoU's with relevant organizations of these courses (If applicable)✓ iii. Activities with courses on Employability/ Entrepreneurship/Skill development✓	5 5 5	Untidy M&P Needs Incomplete Untidy M&P
1.3	Department Vision and Mission ,All Course COs, PEOs, PSOs with Design Process Mapping ,attainment of CO&PO related documents	i. Vision, Mission and PEO,PSO statements ii. Process of Defining Vision, Mission and PEOs <u>(2017-PAAC)5</u> iii. Mapping of Mission, PO, PEOs, PSOs with all courses. <u>(Incomplete)</u> iv. Program curriculum grouping based on curriculum components v. all Course Outcomes and Course Articulation Matrix, Program Articulation Matrix vi. Assessment Tools and Processes for evaluation of Course Outcomes vii. Attainment of Program Outcomes and Program Specific Outcomes viii. Actions Taken Based on the Results of Evaluation of the COs, POs, and PSOs, COs Attainment, POs/PSOs Attainment	5 5 5 5 5 4 5	Approved - Incomplete - Evaluation methods Reviewed - 2023-24 (R12)

1.4	Academic Audit , Calendar, Strategic Plan and Follow up, Budget plan ,Power Delegation details	i. Academic Audit and Actions Taken	ii. Academic calendar and adherence details	4	Document view Need revised
		iii. Strategic plan for future development			
		iv. Budget proposal and utilisation semester wise		5	Verified for 2023-24 .
		v. Power delegation details <input checked="" type="checkbox"/>			
		vi. Improvement in Academic Performance <input checked="" type="checkbox"/>			
		S.No	Documents	Points	Remarks
1.5	Course File (Theory) details	1	Course Details		
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		11	Continuous Assessment Test - I		
		1.	Question Paper		
		2.	Scheme of Evaluation		
		3.	Sample Answer Scripts		
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		3.	Attendance		
		4.	Action Taken (Impact Analysis) Report		
		13	Class Committee Meeting – II (Course Specific) Minutes and Action taken		
		14	Continuous Assessment Test - II		
		1.	Question Paper		
		2.	Scheme of Evaluation		
		3.	Sample Answer Scripts		
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		2.	Circular		

		<p>3. Attendance</p> <p>4. Action Taken (Impact Analysis) Report</p> <p>16 Activity-I</p> <ul style="list-style-type: none"> 1. Questions 2. Scheme of Evaluation 3. Sample Report/Scripts 4. Mark Statement <p>17 Activity-II</p> <ul style="list-style-type: none"> 1. Questions 2. Scheme of Evaluation 3. Sample Report/Scripts 4. Mark Statement <p>18 Optional Test</p> <ul style="list-style-type: none"> 1. Circular 2. Attendance 3. Question Paper 4. Evaluation Key 5. Sample Answer Scripts 6. Mark Statement <p>19 Course End Survey & Report</p> <p>20 Overall (Course) Attendance Percentage</p> <p>21 Internal Mark Statement</p> <p>22 End Semester Examination</p> <ul style="list-style-type: none"> 1. Question Paper 2. Scheme of Evaluation 3. Mark Statement <p>23 Attainment of Course Outcomes (CO – PO/PSO) (Overall)</p> <p>24 Student Portfolio (Samples)</p> <p>25 Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results</p> <p>26 Log Book</p>																										
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9	Students Name List	
10	Class Committee Meeting – I (Course Specific) Minutes and Action taken	
11	Practical Assessment Test - I 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement	
12	Class Committee Meeting – II (Course Specific) Minutes and Action taken	
13	Continuous Assessment Test - II 1. Question Paper 2. Scheme of Evaluation 3. Sample Answer Scripts 4. Mark Statement	
14	Course End Survey & Report	
15	Overall (Course) Attendance Percentage	
16	Internal Mark Statement	
17	End Semester Examination 4. Question Paper 5. Scheme of Evaluation 6. Mark Statement	
18	Attainment of Course Outcomes (CO – PO/PSO) (Overall)	
19	Sample records	
20	Students feedback and Reflection (Analysis) Report – Plans for course improvement based on feedback and assessment results	
21	Log Book	

2.Time Table File

2. Time Table File			
2.1	Class Time Table (Course wise / Year Wise)	i. Over all semester Timetable ii. Class wise Time table	5
2.2	Lab / Practical Time Table (Lab wise / Course wise)	i. Lab session wise Time table	5
2.3	Faculty Time Table	Individual Faculty wise Time table at Semester wise	5

3. Students File

3.1 Students Name List with Enrolment i. Students name list with basic information (Community, Gender wise and

	details (Admission File), Scholarship, Welfare scheme details, Industrial Training Details	Divyaang(Disabled) details in ERP database ii. Enrolled, actual and discontinued details iii. Welfare and scholarship details iv. Industrial Training at Internal /Industry details	(Randomly verified) 1, 4 mark Not available Verified (0%) 04) 5	
3.2	Student Attendance Register, students Benefits register	i. Attendance month wise details ii. Benefits register (not available, My Participation)	5 3 4 → Evidence	Intership 03.
3.2	Self-Learning, Slow Learners/Advanced Learners Follow up File	i. Self learning and its benefits details (NTPL) ii. Slow learners in subject wise and action taken details	→ Traditional.	my NPTEL
3.3	Students Performance, successful completion Degree received and Success rate details	i. Students performance in various activities in class wise details ii. Successful completion, Degree received and success rate in year wise details	A+5 4.5	Evidence
3.4	Academic performance details	Semester wise Academic performance	1 (Satisfactory)	Random & Action Taken required.
3.5	Student's Participations in Professional Events and publication details	i. Students Patent, paper publication details (Vigneshwaran) ii. Technical Events attended	3 A+5	need improvement
3.6	PG &Ph.D. Student Details	i. List of PG students with basic information ii. List of Ph.D students with basic information		
3.7	Mentor/Mentee and Peer Mentor System details	i. Mentee with students details ii. Minutes and action taken details iii. Peer Mentor Meeting details	A+5 Available (Not Available)	= Need feedback.
4. Assessment Files				
4.1 Internal Examinations -CAT (1&2)				
4.1.1	Time Table, Attendance	i. Test, Retest & Optional schedule from COE ii. Test, Retest & Optional Attendance	4 Available optional test	(NA)
4.1.2	Question Paper with Key	CAT 1&2 Question paper with Key verified by Course coordinator & HoD	4 Good - 60%. Needs improvement - 30-40%	
4.1.3	Result Analysis and internal Mark allocation	CAT 1&2, End semester result analysis and overall Internal marks statement	4.5 Verified.	
4.1.4	Assignment details	Assignment Questions, Evaluation , Marks statement with samples	4 Traditional	need improvement
4.1.5	Seminar & Activities details	Seminar conduction details with CO,PO,PSO mapping	4 Po/Bo Mapping needed.	
4.1.6	Student's Attendance details	i. Class wise students attendance register ii. low attendance details with action taken details	4.5 Allocation available (Kamlesh Panigrahi Meeting) Details available	Details available but no action taken
4.2 End Semester Examination Files				
4.2.1	Time Table	End semester Time table from COE	5 Available	
4.2.2	Question Paper with Key	End semester Question paper, its Evaluation procedures with Key verified by Course coordinator & HoD	5 Available.	
4.2.3	Result (Course wise / Year wise)	Class wise End semester results copy from COE	5 Available	(soft copy)
4.2.4	Result analysis file (Course wise / Year wise) for last Five years	Comparison of results with last two years and action taken		Not Available
4.2.5	Particulars of Arrears and students (Course wise / Year wise)	i. Course wise arrear details ii. Year wise details	4 Software available → Software available	

float & other Transferee) 5
(Third medium is last)

4.2.6 Students Sample Records	Lab/Course wise sample records
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5. Projects File

5.1 Details of Project / Mini Project /Micro Dissertation Review and reports with attainment calculations	i. Project selection, Guide, review with report details — not available ✓ ii. Mini Project conduction, report details — Not available ✓ iii. Attainment calculation — Not available ✓
5.2 List of Project / Dissertation (Course wise / Year wise)	i. Last 5 years Project list. → Not available ✓ ii.
5.3 In Plant Training / Industrial Visit File	i. Consolidated details → Not available ✓ ii. IV/IPT Training details with prescribed report → Not available ✓

6. Co-Curricular and Extra Curricular Files

6.1 Placement File-Placement, Higher studies, career development, Competitive exams coaching details	i. Consolidated list of placed students details ✓ ii. visited company details ✓ iii. Higher studies students details → verified ✓ iv. career development courses and feedback → VAC verified, (1-4) v. Competitive Exams conducted details → Not available ✓ 4.5
6.2 Alumni Association Related File	i. List of alumni students details → Registered Alumni → 247 ii. Alumni contribution details → Bel, DAAI, VAC, (inflare). iii. Alumni Meeting conducted and feedback details → Not done ✓ 3. → available 2024-5
6.3 Student Co-curricular (Professional Society, Symposium, cells, Clubs activities for students and faculty)	i. Professional society members, future plan, policy — Not available ✓ ii. Clubs Members and its activities — Not available ✓ iii. Symposium conducted details as per prescribed format — SJSU Verified 4 Technical and Non technical activities conducted last 5 years. feed back NA
6.4 Student Extra Curricular activities and awards Details (various Committee for Anti ragging, Grievance, NSS, NCC etc)	i. List of activities in various cells and clubs for last 5 years ii. Members details Technical clubs (3), NSS, Anti Ragging 4.5
6.5 Details about Department association, Professional bodies	i. List of Association Events organised → Club, Symposia ii. List of professional societies ,Members with Events organised details → Not available ✓ 4
6.6 Details about Department / College Magazine / Newsletter Published –Last 5 Years	i. Department magazine-last 5 years → Available ✓ ii. Newsletter published-last 5 years → Available ✓ 4

7. Faculty Details Files

7.1 List of Faculty Members, Workload and Lab & Technical man power details, Visiting /Adjunct Faculty members with cadre, Qualification & Its improvement—Last 5 Years, Student faculty ratio	i. Teaching and Non Teaching faculty members with Qualification and basic information in ERP database → Available. 4.5 ii. Student Faculty ratio -5 years → 18.0 → 19.0 5. iii. Workload of Teaching and Non Teaching faculty members 5.
7.2 Faculty Benefits, Professional Development activities, Industrial and Academic oriented Training Details,	i. Faculty benefits and welfare schemes and details for last 5 years 3 ii. faculty contribution in professional development — Not available ✓ 4 iii. Industry and Academic oriented Technical training attended and → List not prepared ✓ → List not prepared , R&D claim, NPTEL, Events List Verified.

	Appraisal File, Mentorship, Welfare and Membership details	delivered details iv. Faculty appraisal and its feedback details 2023-24 Verified v. Faculty membership in professional societies, cells details → Not available.	
7.3	Faculty Log Book (Subject wise), Contribution for Quality improvement of Teaching Learning and Development of SWAYAM MOOCs and other E-Content	i. Theory and Lab handled Log book ii. Faculty contribution in development of Teaching Learning, E-Contents, MOOC courses and impactness → Not available.	5 —
7.4	Individual Faculty File- Qualification, Experience, Retention, Professional development & Guidance details Support in Student Innovative Projects	i. Faculty profile with basic details of Qualification, retention, research and higher studies contributions etc (A) UG PG Ph.D ii. contribution of students projects, innovation ideas, patents, publications and awards	5 3
7.5	Participation and Resource person in STTP, FDP & MOOC details Faculty Internship/Training/Collaboration with Industry	i. Faculty resource person in STTP, FDP, Guest lecture, webinar & training details (Incomplete - 15%) ii. Attended Training details (Not Verified)	2 4
7.6	Activity Hours for courses	List of course wise activities conducted with report X (Po/Ps)	—

8. Research & Development Files

8.1	List of Books, Papers published, Patents published (Index wise Revenue generated, Seed money received, Awards received, collaborative works with outside for Last Five years	i. Books published details (A) ii. Journal papers (SCI, Scopus, Web of science, conference details ✓ iii. patents published details (D) → Sanctioned (written). iv. Seed money received details → Not available. v. Awards received → Not available. vi. Industry collaboration research activities → Not available.	4
8.2	Details of Seminar, Symposium, Conferences (National / International), FDP organized by the Department	i. Sponsored FDP, seminar, symposium, National and International conferences organised details 8 day FDP, Inst Gmt, Tech Symp, Seminar CD.	3.5
8.3	Details of Sponsored Research Project, Consultancy works, MoUs, Centre of Excellence with Utilisation –Last 5 Years	i. List of MoUs signed and utilisation details → A61152 → Verified, ii. consultancy works details → NOT available iii. Sponsored research projects details → NOT available iv. Centre of excellence and Training conducted details → Not available	3
8.4	Working models, and prototypes developed by faculty members	Project, prototype & working models details Theory of Mech, Thermal, Kym, Design,	3

9. Class rooms & Department Room Files

9.1	Details of classrooms, Smart rooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, Facility for	i. Classrooms, Department rooms, seminar halls, smart rooms and Its facilities details → Verified. ii. LMS Facilities and Quality improvement facilities details → To be provided	5 —
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	Quality improvement etc		
9.2	Department Stock & Consumable Register	Department stocks available register → Verified.	4.5
9.3	Department Maintenance Register	Stationary and serviceable Maintenance Register → Verified.	4.5
10. Laboratories Details Files			
10.1	List of Laboratories ,Industry supported Labs, R&D Excellence & Project Labs/ Experiments (Semester / Year Wise)	i. Physical labs, Research Labs & Project Labs with basic details Available ii. Lab Time table → Verified iii. List of Experiments with Industry supported facilities details → Not available. (BMW) - Available	4.5
10.2	List of Equipment / Equipment history (Source of purchase, service, Year of Purchase)	i. List of Equipments with basics and utilisation details → Verified ii. Purchase, Invoice, Service with calibration details → MM Lab, 5 Thermal Lab, Dynamic Lab, Rotating Lab	
10.3	Safety Measures	Safety measures available and Precautions details → Verified	4.5
10.4	Lab Maintenance / Breakage Register	i. Lab and Equipment Maintenance Details → Available ii. Breakage/ Non working components details	
10.5	Student Batch list for practical (Lab wise / Year wise)	i. students entry and practice details in batch wise with basic information → Verified.	
10.6	Annual Stock Verification report (Lab wise / Department wise)	i. semester wise stock verification and action taken if any grievances	
10.7	Lab condemned Register with details	List of condemned equipments with authorities certification	
10.8	Lab Consumable and Non consumable Register	List of Consumable and Non consumable equipments details → Not available.	
11. Department Meeting Files			
11.1	Department Meeting Circular ,Minutes with Action taken	i. Meeting circular ii. Minutes and action taken	4 → Not available.
11.2	Students Meeting with Action taken	i. Students meeting with counsellor, class coordinator and HoD details (Monthly Twice) → NA, CCM ii. Action taken for grievances iii. Sample photos with Geo tagged	3.5 → Verified. (PPM, CCM)
11.3	Parents Meeting with Action taken	Parents Teachers meeting minutes with action taken(semester once) Sample photos	↑ → Verified
11.4	Class Committee File, Monthly report with Action taken	Class committee members details (Monthly Twice) → Not available Meeting minutes with action taken	A → Verified
12. Audit Report, Feedback & Action taken Files			
12.1	All Accreditation & Audit (NBA,NAAC & ISO) report with action taken (or) Follow up details	i. NBA,NAAC & ISO Accreditation ,Audit report ii. Action taken and followup steps → (NBA).	4 → available 4.5 → available
12.2	Feedback File -Students, Peer, HoD, Parents, Alumni ,Employer survey,	i. Students Feedback file with action taken details → CCM, SSS. ii. Peer review file with action taken details → NA	

	Teaching Learning process,, Academic facilities, Training and Placement Support , Start-up and Entrepreneurship Activities Facility with action taken details	iii. HoD Feedback file with action taken details iv. Parents Feedback file with action taken details v. Alumni Feedback file with action taken details vi. Employer survey with action taken details vii. Teaching Learning process,, with action taken details viii. Academic facilities Feedback file with action taken details ✓ ix. Training and Placement Support Feedback file with action taken details ✓ x. Start-up and Entrepreneurship Activities Facility with action taken details ✓	2	Need reframing as a whole
13. Leave, Alteration details Files				
13.1	For Students (Course wise / Year wise)- ERP	Consolidated Leave application form classwise details <i>Leave form available.</i>	3-	
13.2	For Faculty & students - ERP	ERP Leave and approval details <i>ERP</i>	5	
13.3	Staff Movement Register-Academics related works Alterations	Staff leave alteration, Movement details in day wise	1	Rescheduling not evident
14.SDG details				
14.1	List of Activities conducted, Evidence of Addressing Sustainable Development Goals	i. List of SDG activities conducted ii. Reports as per prescribed Event formats <i>SDG Symp, Outreach, Report available.</i>	4.5	1st Students Symposium .
15.OBE Details				
15.1	Quality of Teaching & Learning processes	i. List of processes and procedures initiated for improvement of Teaching Learning processes ii. Implementation and feedback of processes <i>(Traditional).</i>	—	
15.2	Case Studies and Real-Life Examples	Course wise case studies Real time implementation topics with examples <i>NOT evident</i>	—	
15.3	SWAYAM/NPTEL/MOOC/Self Learning	List of students completed online courses of SWAYAM/NPTEL/MOOC/Self Learning	2	2024-25 (H).
15.4	Solving Complex Engineering Problems Incorporating Sustainability Goals	Steps taken for solving complex problems that corporating to achieve SDG <i>(Symp, Outreach) Projects (FAP)</i>	4.5	
15.5	Enhancing Industry Institute Partnerships	i. List of Industry interaction activities to improve curriculum ii. Impactness of activities <i>→ good.</i>	3	

Overall Observation & Suggestions:

(8 KPI based analysis)
9/10/23
 Signature of the Auditor
(S. Palani Mngam)