



Hindusthan Institute of Technology

An Autonomous Institution, Approved by AICTE, New Delhi

Accredited with "A" Grade by NAAC

Affiliated to Anna University

Valley Campus, Pollachi Highway, Coimbatore – 641032.



IQAC-Academic Audit Committee

HITECH/IQAC/AAC/2022-23/1

18.07.2022

CIRCULAR

Sub: Members of Academic Audit Committee-reg

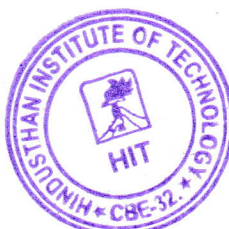
The Academic Audit Committee has been reconstituted with the following members with effect from 18.07.2022.

Coordinator
Dr.S.R.Rajabalayanan, Professor & Head. Department of Mechanical Engineering
Co-Coordinator
Dr. L. Vijayakumar, Professor & Head - Department of Pharmaceutical Technology
Members
Dr.K.P.Dhanabalakrishnan/ Professor & Head - Department of Aeronautical Engineering
Dr. A. Jameer Basha Professor & Head, Department of Computer Science & Engineering
Dr. B. Paulchamy, Professor & Head, Department of Electronics & Communication Engineering
Dr.M.DuraiPandian, Professor & Head- Department of Information Technology
Dr. S.Jeyabharathi, Professor & Head- Department of Science and Humanities
Dr. D.M.Navarasu Professor & Head, Department of Business Administration(MBA)
Dr.S.Kavitha, Professor, Department of Electronics & Communication Engineering
Dr.K.Mahendran, Assistant Professor, Department of Electronics & Communication Engineering
Prof.Moses Devaprasanna, Associate Professor, Department of Aeronautical Engineering

[Signature]
18/7/22
Dr.S.R.Rajabalayanan
Coordinator-IQAC

[Signature]
18.7.22
Dr.C.Natarajan
Chairman-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.



Dr. C. Natarajan, M. A. D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.



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IQAC-Academic Audit Committee



HITECH/IQAC/AAC/2022-23/2

25.07.2022

CIRCULAR

Sub: Meeting of Members of Academic Audit Committee-reg

Academic audit committee members are requested to attend a meeting on 26.07.2023 at 02.30 pm in board room

Agenda

1. Academic audit schedule for the academic year 2022-23
2. List of files for NAAC, NBA and ISO

[Handwritten signature]
25/7/22

Dr.S.R.Rajabalayanan
Coordinator-AAC

[Handwritten signature]
25.7.22
Dr.C.Natarajan
Chairman-IQAC

Copy to

1. Principal
2. Committee Members
3. File

Dr. C. Natarajan, M.E.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032





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IQAC-Academic Audit Committee



Details of Participants

Meeting Details	Academic Audit Committee members meeting
Date & Time	26.07.2022/02.30 Pm
Venue	Board Room

Dr.C.Natarajan, Professor & Principal	
Dr.S.R.Rajabalayanan, Professor & Head, Mechanical Engineering	
Dr. L.Vijayakumar, Professor & Head / Pharmaceutical Technology	
Dr.K.P.Dhanabalakrishnan/ Professor & Head - Aeronautical Engineering	
Dr. A. Jameer Basha Professor & Head, Computer Science & Engineering	
Dr. B. Paulchamy, Professor & Head, Electronics & Communication Engineering	
Dr.M.DuraiPandian, Professor & Head- Information Technology	
Dr. S.Jeyabharathi, Professor & Head- f Science and Humanities	
Dr. D.M.Navarasu Professor & Head, Business Administration(MBA)	
Dr.S.Kavitha, Professor, Electronics & Communication Engineering	
Dr.K.Mahendran, Assistant Professor, Electronics & Communication Engineering	
Prof.Moses Devaprasanna, Associate Professor, Aeronautical Engineering	





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IQAC-Academic Audit Committee

MINITUES OF THE MEETING



Meeting Details	Academic Audit Committee members meeting
Date & Time	26.07.2022/02.30 pm
Venue	Board Room

- Dr.C.Natarajan,Principal explained the objectives and activities of academic audit process
- Committee members have been requested to monitor the documentation process in their respective departments
- HoDs have been requested to nominate department coordinators for the audit process
- It is decided to have common files for ISO,NAAC and NBA in the departments.

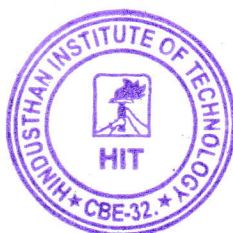

26/7/22
Dr.S.R.Rajabalayanan
Coordinator-AAC


26.7.22
Dr.C.Natarajan
Chairman-IQAC

Copy to

1. The Principal – for kind information
2. All individual AAC members
3. File

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
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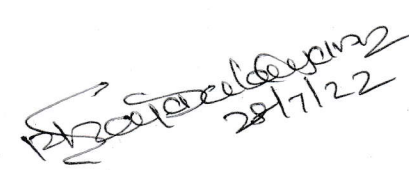
IQAC-Academic Audit Committee



Action Taken report

Meeting Details	Academic Audit Committee members meeting
Date & Time	26.07.2022/02.30 pm
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Audit Process	It is decided to have internal audit in every semester. The files pertaining to NAAC, NBA and ISO are to be updated every semester
2	Department Coordinators	Senior faculty members from each department have been deputed for the academic audit process
3	ISO Files	Dr. B. Paulchamy, Professor & Head, Electronics & Communication Engineering has been requested to act as Management Representative for ISO


Dr.S.R.Rajabalayanan
Coordinator-AAC


Dr.C.Natarajan
Chairman-IQAC

Dr. C. Natarajan, ME.Ph.D.,
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IQAC-Academic Audit Committee

CIRCULAR

HIT/IQAC-AAC /2022-23/04

03.05.2023

It is proposed to conduct internal audit in the departments of our Institution from 16/05/23 to 18/05/23. The details pertaining to NAAC, NBA, ISO & Internal Assessment files for the academic year 2021-22 & 2022-2023(ODD) are to be physically verified. All faculty members are requested to cooperate the auditing team

Internal Audit Details

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

[Signature]
3/5/23
Dr.S.R.Rajabalayanan
Coordinator-AAC

[Signature]
3-5-23
Dr.C.Natarajan
Principal



Dr. C. Natarajan, ME.Ph.D.,
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IQAC-Academic & Administrative Audit Committee



Report on Internal Audit-May 2023

1.Objectives:

- To promote self-reflection among all departments/sections/clubs/societies of the Institute being audited.
To promote self-improvement measures among all departments/sections/ clubs/societies of the Institute being audited
- To conduct quality checks on different activities undertaken in all departments to meet expected outcomes.
To promote adoption of best practices.

2. Scope of academic audit:

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

2.2 Examination System: The audit team members assess the process of conduct of Internal and End semester Examination. The internal assessment mechanism with respect to Regulations 2017, 2020 and 2022 for the academic year 2022-23 has to be audited.

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



3. Audit team and schedule:

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

4. Audit Process:

4.1. Details of Internal Assessment

Each department has been directed to prepare the details of internal assessment for the year 2022-23. The class advisor, Department Examination coordinator and HoD submit the class wise internal assessment details as per class information sheet to the audit team

Audit team examines the quality of Internal assessment question paper, Individual assignments, Seminar presentations, Quiz and Project works

The marks distribution for the components of internal assessment is checked by the audit team members



4.2 Details of Department

Each Department has been directed to prepare Department Academic audit report and display of files (ISO, NAAC & NBA). The Audit team visits and conducts onsite evaluation through check of documents and interaction with stakeholders.

The audit report has been prepared citing commendation, affirmation and recommendation for each Department.

5. List of files and documents audited

5.1 In departments the following List of Files have been audited

S.No	List of Files
1.	Internal Assessment Details
2.	Academic audit reports
3.	NBA Files
4.	NAAC Files
5.	ISO Files

Office of Controller of Examination

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



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

Library

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



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

Office

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

6. Observation and Recommendations

6.1.Academic Departments:

Internal Assessment Mechanism

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

6.2. Office of Controller of Examination

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

6.3.Library

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



6.4.Office:

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

Dr.S.R.Rajabalayanan

Coordinator-IQAC

Dr.S.R. RAJABALAYANAN

Coordinator

Internal Quality Assurance Cell
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Dr.C.Natarajan

Principal

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CIRCULAR

HIT/IQAC-AAC /2022-23/03

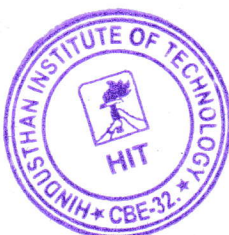
18.11.2022

It is proposed to conduct internal audit in the departments of our Institution from 23/11/22 to 25/11/22. The details pertaining to NAAC, NBA, ISO & Internal Assessment files for the academic year 2021-22 & 2022-2023(ODD) are to be physically verified. All faculty members are requested to cooperate the auditing team

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3.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.Kavitha/ECE	Computer Science & Engineering	23/11/22
4.	Dr. S. Vijayakumar / HoD-Pharma Dr. D.M.Navarasu/HoD-MBA	Electronics & Communication Engineering	24/11/22
5.	Dr. S.Jeyabharathi/ HoD- S&H Dr. J.Arun Prakash/AERO	Information Technology	24/11/22
6.	Dr.K.Bharath/ MBA Dr.P.Jeyachithra/S&H	Mechanical Engineering	25/11/22
7.	Dr.A.Jameer Basha/CSE Prof.Moses Devaprasanna/AERO	Business Administration(MBA)	25/11/22
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.P.Saraswathi/S&H	Pharmaceutical Technology	25/11/22

[Signature]
18/11/22
Dr.S.R.Rajabalayanan
Coordinator-AAC



[Signature]
Dr.C.Natarajan
Principal

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Report on Internal Audit-November 2022

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3. Audit team and schedule:

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3.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.Kavitha/ECE	Computer Science & Engineering	23/11/22
4.	Dr. S. Vijayakumar / HoD-Pharma Dr. D.M.Navarasu/HoD-MBA	Electronics & Communication Engineering	24/11/22
5.	Dr. S.Jeyabharathi/ HoD- S&H Dr. J.Arun Prakash/AERO	Information Technology	24/11/22
6.	Dr.K.Bharath/ MBA Dr.P.Jeyachithra/S&H	Mechanical Engineering	25/11/22
7.	Dr.A.Jameer Basha/CSE Prof.Moses Devaprasanna/AERO	Business Administration(MBA)	25/11/22
8.	Dr.S.R.Rajabalayanan/ HoD-MECH Dr.P.Saraswathi/S&H	Pharmaceutical Technology	25/11/22

4. Observation and Recommendations

Internal Assessment Mechanism

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