



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/2023-24/1

12.07.2023

CIRCULAR

Sub: Members of Academic Audit Committee-reg

The Academic Audit Committee has been reconstituted with the following members with effect from 12.07.2023.

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
Dr.P.Saraswathi, Professor, Department of Science and Humanities
Prof.S.Mathivanan, Assistant Professor, . Department of Mechanical Engineering

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.C.Natarajan
Chairman-IQAC

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



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



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IQAC-Academic Audit Committee



HITECH/IQAC/AAC/2023-24/2


21.07.2023


CIRCULAR

Sub: Meeting of Members of Academic Audit Committee-reg

Academic audit committee members are requested to attend a meeting on 24th July 2023 at 11.30 am in board room to discuss the following

1. Documentation works for the academic year 2023-24
2. Arrangement of Audit for NBA files in the Departments of IT&MBA


Dr.S.R.Rajabalayanan
Coordinator-AAC


Dr.C.Natarajan
Chairman-IQAC

Copy to

1. Principal
2. Committee Members
3. File

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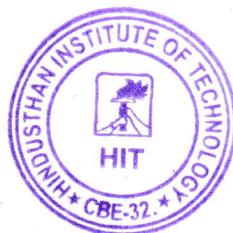


IQAC-Academic Audit Committee

Details of Participants

Meeting Details	Academic Audit Committee members meeting
Date & Time	24.07.2023 /11.30 am
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- 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	
Dr.P.Saraswathi, Professor, Science and Humanities	
Prof.S.Mathivanan, Assistant Professor, Mechanical Engineering	





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IQAC-Academic Audit Committee


MINITUES OF THE MEETING

Meeting Details	Academic Audit Committee members meeting
Date & Time	24.07.2023 /11.30 am
Venue	Board Room

Details of Discussion:

1. The members have been requested to monitor the documentation of activities with respect to teaching-learning and Co-curricular –Extra-curricular activities of the respective departments
2. Internal Audit for the departments of Information Technology and MBA has been scheduled during evening hours
3. It is decided to have External Expert for the audit of NBA files in the IT and NBA Departments
4. The team for NBA Audit process has been constituted


Dr.S.R.Rajabalayanan
Coordinator-AAC


Dr.C.Natarajan
Chairman-IQAC

Copy to

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

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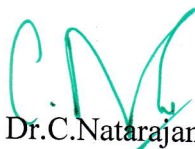


Action Taken report

Meeting Details	Academic Audit Committee members meeting
Date & Time	24.07.2023 /11.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Documentation works for the academic year 2023-24	HoDs have been requested to submit the month wise report of Faculty and students activities.
2	Internal audit committees for NBA	Dr.S.R.Rajabalayanan & Dr.K.P.Dhanabalakrishnan have been requested to conduct internal audit in MBA Department
3		Dr. A. Jameer Basha & Dr. B. Paulchamy have been requested to conduct internal audit in IT Department
4		Dr. S.Jeyabharathi has to look after the first year academics details required for IT-NBA files
5		Prof.S.Udhayakumar has been requested to collect the details for general amenities
6	External Expert for NBA Audit	It is decided to have the expertise of External Academician for the audit process during 15 th -16 th September 2023. Dr. A. Jameer Basha has been requested to coordinate


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Coordinator-AAC


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Academic Audit Report – September 2023



1. Introduction

It is decided to have the audit process specifically in the departments of Information Technology and Business Administration (MBA), as the NBA Expert Committee visit is being scheduled during 6th-8th October 2023. Academic Audit Committee decided to conduct auditing process as per the new list of NBA files

2. Audit Details

2.1 Internal Auditors

S.No	Auditors	Department to be audited	Duration
1.	Dr.A.Jameer Basha/CSE Dr.B.Paulchamy/ HoD-ECE	Information Technology	All days during evening hours
2.	Dr.K.P.Dhanabalakrishnan/ HoD-AERO Dr.S.R.Rajabalayanan/ HoD-MECH	Business Administration(MBA)	

2.2. External Auditor

S.No	Auditors	Department to be audited	Duration
1.	Dr.K.Srinivasan Professor Sri Ramakrishna Engineering College Coimbatore	Information Technology	16.09.2023
		Business Administration(MBA)	From 09.30 am to 5.30pm

3. Observation and Suggestions:

Continuous Internal audits have been carried out and suggestions were given for the effective documentation of details pertaining to NBA



The following are the suggestions given by External Auditor.

3.1 Business Administration (MBA)

- The details of Consolidation and implementation process in Vision, Mission formulation have to be documented
- Department Advisory committee meeting details are to be elaborately mentioned
- Needs more revisit of course outcome framing
- Answer key with scheme for question papers are to be documented by each course handling Faculty
- Peer review and critique in Teaching Learning Process have to be included
- Improvement is expected in Collaborative and sponsored research

3.2. Information Technology

- Feed back consolidation is required to be evidently documented in the process used in defining Vision, Mission, PEO and PSO Statements
- Process of curriculum design of R-2020 is expected. Comparison of R-2017 and R-2020 to be included
- Re-organization of Record of instructional methods is needed
- Split up marks in the answer key is expected
- The details of offer letter have to be enclosed
- Membership details in Professional bodies are to be included

4. Action Taken

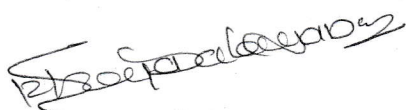
The observations and suggestions have been discussed with the faculty members of Information Technology and Business Administration. The suggestions are being incorporated.



Dr. M. Durai Pandian



Dr. D. M. Navarasu



Dr. S. R. Rajabalayanan

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