

NANDHA ENGINEERING COLLEGE


(AUTONOMOUS)

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

Erode - 638 052 TAMILNADU

ACADEMIC AND ADMINISTRATIVE AUDIT 2021- 2022


| Name of The Faculty | Designation |
|--------------------------|------------------|
| Dr.M.Muthkumar Prof/Mech | Coordinator-IQAC |
| Ms.S.Maheswari AP/CSE | Coordinator-IQAC |
| Ms.V.Logeswari AP/ECE | Coordinator-IQAC |

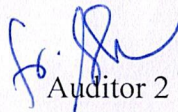

Coordinator-IQAC

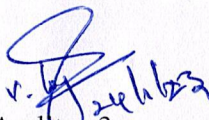

Principal

CRITERIA I – CURRICULAR ASPECTS

| S.No. | KA No. | Key Aspect (KA) | Details to be shown | List of files checked | Remarks by the Auditor |
|-------|--------|-----------------------------------|--|-----------------------|------------------------|
| 1. | 1.1 | Curricular Design and Development | <ul style="list-style-type: none"> • Programme / Curriculum / Syllabus of the courses, PAC, DAB • Minutes of the Boards of Studies / Academic council meetings with approvals for these courses • List of courses on Employability / Entrepreneurship/ Skill development • MoU's with relevant organizations for these courses, if any | | |
| 2. | 1.2 | Academic Flexibility | <ul style="list-style-type: none"> • Syllabus & Regulations – Academic Council and BoS Meeting Minutes • List of new courses introduced and percentage of the courses across total number of courses. | | |
| 3. | 1.3 | Curriculum Enrichment | <ul style="list-style-type: none"> • List of courses and activities relevant to cross cutting issues • Student project details • Names of the value-added courses with 30 or more contact hours, Brochure or any other document relating to value added courses, and list of students enrolled on the value added course • List of programs and number of students undertaking field projects/ internships | | |
| 4. | 1.4 | Feedback System | <ul style="list-style-type: none"> • Students feedback file, Analysis, Action taken report • Parents / Alumni / Employer feedback file, Analysis, Action taken report • Class committee meeting minutes, Action taken report | | |


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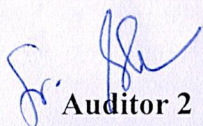

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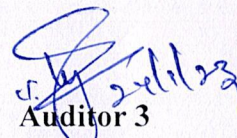
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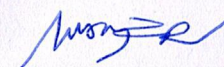
CRITERIA II – TEACHING – LEARNING AND EVALUATION

| S.No. | KA No. | Key Aspect (KA) | Details of Files to be shown | List of files checked | Remarks by the Auditors |
|-------|--------|---|---|-----------------------|-------------------------|
| | 2.1 | Student Enrolment and Profile | <ul style="list-style-type: none"> • List of students enrolled, sanctioned strength • Anna university approval, AICTE approval, DOTE Approval • Number of students admitted from the reserved category (community wise list) • Average percentage of seats filled against seats reserved • Students Profile | | |
| | 2.2 | Catering to Diverse Needs of Students | <ul style="list-style-type: none"> • Strategies for advanced learners and slow learners • Outcome of slow and advanced learners • Student Teacher Ratio • List of students and faculty members | | |
| | 2.3 | Teaching Learning Process | <ul style="list-style-type: none"> • Details of Experiential learning, Participative learning and problem solving methodology • Innovative teaching methods and its proof • List of use ICT enabled tools including online resources • Circulars pertaining to assigning mentors to mentees • Mentor – Mentee Ratio, Mentor file • Students counseling forms • Academic calendar & Academic Schedule – Institution | | |
| | 2.4 | Teacher Profile and Quality | <ul style="list-style-type: none"> • Faculty details with appointment letters, Joining letters, promotion and award letters/ certificates • List of Teachers including their PAN, designation, dept. and experience details • List of Ph.D holders and their certificates • Average Teaching experience of teachers | | |
| | 2.5 | Evaluation Process and Reforms | <ul style="list-style-type: none"> • Certificate from Head of the Institution • Examination circular and Result passing board circular • List of students complaints/grievances • Examination procedure and processes integrating IT | | |
| | 2.6 | Student Performance and Learning Outcomes | <ul style="list-style-type: none"> • Course outcome for all the courses • Attainment of the course Outcomes • Final year students appeared for the examination and list of graduated students. | | |


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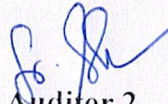
CRITERIA III – RESEARCH, CONSULTANCY AND EXTENSION

| S.No. | KA No. | Key Aspect (KA) | Details of Files to be shown | List of files checked | Remarks by the Auditor |
|-------|--------|--------------------------------------|--|-----------------------|------------------------|
| | 3.1 | Promotion of Research and facilities | <ul style="list-style-type: none"> • Research council details, functions, minutes • Circular indicating the motivation for research • Projects leading to research activities • Facilities ear-marked for research • Seed money and e-copies of award letters of teacher • Fellowship for advanced studies and Research | | |
| | 3.2 | Resource Mobilization for Research | <ul style="list-style-type: none"> • Details of research proposals sent • Details of seminar / FDP / workshop proposals sent • Student Project details • Copies of the grant award letters for research projects sponsored by Govt & non-government agency • List of project and grant details • List of PhD scholars and their details like name of the guide, title of thesis, year of award etc. | | |
| | 3.3 | Innovation Ecosystem | <ul style="list-style-type: none"> • Number of workshops/ seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development • Data Requirements: Name of the workshops/ seminars – Number of Participants, Date (From-to) • List of innovation and award details • Sanction order of the institution for the startups on campus, Contact details of the promoters for information • List of startups details like name of startup, nature, year of commencement etc. | | |
| | 3.4 | Research Publications and Awards | <ul style="list-style-type: none"> • Faculty research publications and Paper presentations in conferences • List of books and chapters in edited volumes / books published • Total number of Citations in Scopus, Web of Science in 5 years • Total number of publications in Scopus, Web of Science in 5 years • List of research papers by title, author, department, name and year of publication, ISSN/ISBN No. • Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the Dept | | |
| | 3.5 | Consultancy | <ul style="list-style-type: none"> • Revenue generated from consultancy and corporate training | | |

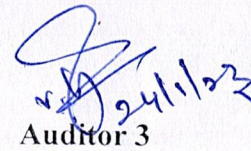
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| | | | <ul style="list-style-type: none"> • Total amount generated from consultancy and corporate training | | |
| | 3.6 | Extension activities | <ul style="list-style-type: none"> • National service scheme (NSS) • Rotaract club • Personality and character development • Innovation day and career guidance programme | | |
| | 3.7 | Collaboration | <ul style="list-style-type: none"> • Number of collaborative activities per year for research / faculty and student exchange /on- the – job training / project work • Total number of collaborative activity for research • Number of functional MoUs with institutions of national, international importance , other institution , industries , corporate house . | | |



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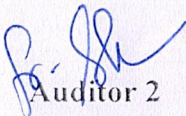
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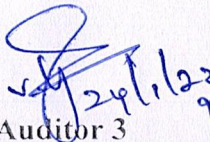
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CRITERIA IV – INFRASTRUCTURE AND LEARNING RESOURCES

| S.No. | KA No. | Key Aspect (KA) | Details of Files to be shown | List of files checked | Remarks by the Auditor |
|-------|--------|--------------------------------------|--|-----------------------|------------------------|
| 1 | 4.1 | Physical Facilities | <ul style="list-style-type: none"> • Details of classrooms, Labs, area, equipment, layout, stock details, syllabus, list of expts, Manual, students record note books • Number of classrooms with LCD facilities, Wi-Fi/ LAN facilities, smart classrooms • New facilities created • Lab maintenance registers – Preventive & Breakdown registers | | |
| 2 | 4.2 | Library as a Learning Resource | <ul style="list-style-type: none"> • Library brochure • E journals • Availability of text books and reference books as per syllabus of all subjects • Dept. library – Place, Details, Stock, Issue, Return details | | |
| 3 | 4.3 | IT Infrastructure | <ul style="list-style-type: none"> • Details of computers, Common computer centre • Computing and Information access in the Dept. • IT policy covering Wi-Fi, cyber security (Only in CSE & IT Dept) • Student-computer Ratio • ICT facilities and other learning resources – Details of spoken tutorials, QIC, NPTEL videos etc. • Details of e content developed | | |
| 4 | 4.4 | Maintenance of Campus Infrastructure | <ul style="list-style-type: none"> • Maintenance of common facilities like intercom, UPS, generator, RO plant and other central facilities | | |


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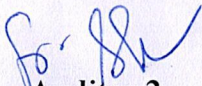

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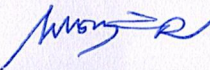
CRITERIA V – STUDENT SUPPORT AND PROGRESSION

| S.No. | KA No. | Key Aspect (KA) | Details of Files to be shown | List of files checked | Remarks by the Auditor |
|-------|--------|--------------------------------------|--|-----------------------|------------------------|
| | 5.1 | Student Support | <ul style="list-style-type: none"> List of students sanctioned scholarships Students benefited by scholarships and free ships provided by the Government Students benefited by scholarships, free ships, etc provided by the institution and non – government agencies Capacity development and skills enhancement activities are organized (Soft skills, Language and communication skills, life skills, Yoga, physical fitness, health and hygiene) and awareness of trends in technology along with list of students, details of programmes & Name of the agencies involved Students benefited by guidance for competitive examinations, and career counseling – Students gone for Higher studies with proof Anti-ragging – undertaking file Various committees functioning in Dept/ Institutional level, their minutes, related documents | | |
| | 5.2 | Student Progression | <ul style="list-style-type: none"> Details of students placement Details of Alumni, Students gone for higher studies with proof Details of students qualifying in various competitive exams List/Number of students who clear the program in 4 years Average Grade point (CGPA), Students success rate | | |
| | 5.3 | Student Participation and Activities | <ul style="list-style-type: none"> Number of awards/medals for outstanding performance in sports/cultural activities at inter-university/ state/ national/ international level (award for a team event should be counted as one) – along with the copies of award letters and certificates Details for representation of students on academic & administrative bodies/committees Participation in paper presentation, Participation in project expo Awards received by students Participation in sports and games Participation in cultural events Newsletters | | |
| | 5.4 | Alumni Engagement | <ul style="list-style-type: none"> Alumni database Alumni meet details | | |


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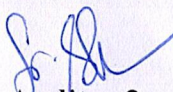

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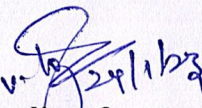

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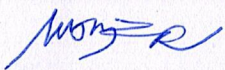
CRITERIA VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

| S.No. | KA No. | Key Aspect (KA) | Details of Files to be shown | List of files checked | Remarks by the Auditor |
|-------|--------|--|--|-----------------------|------------------------|
| 1 | 6.1 | Institutional Vision and Leadership | <ul style="list-style-type: none"> • Department Profile • Vision, mission, Long term and short term goals of the institution & Dept. • PEO, PO, PSO of the Programmes. Cos of all courses, Mapping • Road map of the institution & Dept. • Future plans & SWOC analysis of the Depts. • Academic calendar • E-governances | | |
| 2 | 6.2 | Strategy Development and Deployment | <ul style="list-style-type: none"> • Different committees, constitution, and their functions, minutes – Dept and Institution level • (Example: Class committee in dept, Planning and Monitoring in college level) | | |
| 3 | 6.3 | Faculty Empowerment Strategies | <ul style="list-style-type: none"> • Programmes attended by faculty • Interaction with outside world • Awards and recognition for faculty – Internal and External • Self-appraisal system-sample forms • Faculty attainment, personal profile • Details of faculty members provided financial support to attend conference/ workshop and towards membership fee of professional bodies • Details of faculty members provided professional development / administrative training programme • Skill upgradation of Non-teaching staff, their profile | | |
| 4 | 6.4 | Financial management and resource Mobilization | <ul style="list-style-type: none"> • Budget allocation and utilization | | |
| 5 | 6.5 | Internal Quality Assurance System | <ul style="list-style-type: none"> • Details provided for AQAR • Audit reports • Details provided for NIRF | | |


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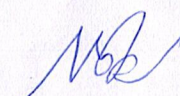

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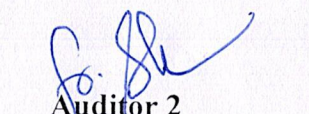

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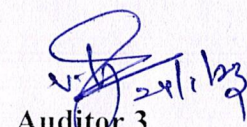
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CRITERIA VII – INSTITUTIONAL VALUES AND BEST PRACTICES

| S.No. | KA No. | Key Aspect (KA) | Details of Files to be shown | List of files checked | Remarks by the Auditor |
|-------|--------|--|--|-----------------------|------------------------|
| 1 | 7.1 | Institutional values and social responsibilities | <ul style="list-style-type: none"> • Details of gender equity promotion programmes • Use of alternative energy • Solid waste management system, liquid waste management system, E-waste management system. Awareness on <ul style="list-style-type: none"> • Green Environment / Green club / Trees and plants in the campus • Prohibition of use of plastic tumblers • Solar street lights, solar water heater in Girls hostels, Incinerator, Rain water harvesting, Bio-gas plant, waste water recycling | | |
| 2 | 7.2 | Best Practices | <ul style="list-style-type: none"> • Innovative teaching methods used • Innovative practices followed in the college & Dept | | |
| 3 | 7.3 | Institutional Distinctiveness | Institutional specific documents | | |


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