



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM-606 201, KALLAKURICHI DISTRICT, TAMIL NADU, INDIA.

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.

2(f) Status of UGC, An ISO 9001: 2015 Certified Institution

A Christian Minority Institution run by the Franciscan Sisters of the Immaculate Heart of Mary Society, Puducherry.

Phone: 04151-258325, 258326

Website: www.iecw.edu.in

Email ID: indhaya@iecw.edu.in

External Academic and Administrative Audit Dt.03-03-2021



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REF: IECW/IQAC/EAAA/CIR/2021

DATE: 01.03.2021

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

The Academic & Administrative Audit by External Expert is scheduled on 03rd March, 2021 for the AY 2020-2021 by the IQAC. The External Expert is Dr. Andrews Samraj, Professor/CSE & Dean (R&D), Mahendra Engineering College, Namakkal. All the Head of the Departments, Process owners and Staff members are asked to extend their cooperation to complete the audit successfully.

R. Gurumani

PRINCIPAL

Dr.R.GURUMANI,M.E.,Ph.D.,M.B.A.,M.ISTE.,F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

Copy To

1. Secretary for her kind information
2. Vice Principal
3. All HODs, to circulate among all the faculty members
4. IQAC Members
5. File

CC To:

1. All Process Owners.



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REF: IECW/IQAC/EAAA/SCH/2021

DATE: 03.03.2021

External Academic and Administrative Audit Schedule

Time	Activity	
10.15 am - 10.30 am	Opening Meeting Venue: Conference Hall	Welcome and briefing by IQAC Co-ordinator Presentation on overview of the institute by IQAC Chairman Auditee's Self-Introduction. The schedule of the audit will be reviewed by the external expert.
10.45 am to 11.45 am	Visit to the Departments (any one sample)	<ol style="list-style-type: none">1. Meeting with the faculty members and introduction.2. Visit to the facilities in the department: Classrooms and labs, any other facility related to advanced learning3. Verification of the documents.4. Interaction with the faculty and technical staff after the verification process.5. Report preparation.
12.00 noon to 12.45pm	Auditing the following Process: HR Services, Training and Placement Activities, Research, Extension and Service association activities	<ol style="list-style-type: none">1. Reviewing the Plan and implementation process2. Verification of the documents.3. Interaction with the faculty in-charges
01.00 pm to 1.45 pm	Visit to Central Facilities; Library, Computer Centres, Exam section and Main office	<ol style="list-style-type: none">1. Interaction with the respective heads and the members.2. Verification of the documents.
02.00 pm to 2.30 pm	Lunch	
Post lunch	1. Report preparation	AAA report writing
	2. Exit meeting	Exit meeting with Principal, HoDs and Process Owners.



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DATE: 03.03.2021

External Academic and Administrative Audit Report

General Information about the Institution

Name & Address of the College		Idhaya Engineering College for Women, Chinnasalem-606201
About the Institution		Established in 2001 Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai. 2(f) Status of UGC, An ISO 9001: 2015 Certified Institution A Christian Minority Institution Run by the Franciscan Sisters of the Immaculate Heart of Mary Society, Puducherry.
Departments and Program offered		
S. No.	Department	Title of the Programme offered
1	Computer Science and Engineering (CSE)	B.E. in Computer Science and Engineering M.E. in Computer Science and Engineering
2	Electronics and Communication Engineering (ECE)	B.E. in Electronics and Communication Engineering M.E. in Communication Systems
3	Electrical and Electronics Engineering (EEE)	B.E. in Electrical and Electronics Engineering
4	Information Technology (IT)	B.Tech. in Information Technology

Objective of the Academic and Administrative Audit (AAA)

The main objective of the audit is to review, assess, and evaluate the performance in the domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. The review process is usually carried out by either internal committee members or the external experts. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by the NAAC. The criteria-wise evaluation of the department includes:

- Course content and Teaching - Learning Process
- Examination and Evaluation system
- Results and other activities



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- Infrastructure
- Department Administration

External Academic and Administrative Audit (AAA):

The visit of External Expert Dr. Andrews Samraj, Professor/CSE, Dean (R&D), Mahendra Engineering College, Namakkal was scheduled on 03.03.2021. The External Expert was assisted by the IQAC members for conducting the audit as per the schedule. The External Expert had a formal meeting with the Principal, Vice Principal and Head of Departments during which Principal presented the overview of the institute, developments and the achievements made. External Expert was briefed about the objective of the audit and the procedure involved.

The External Expert visited all the departments and audited one department as a sample. And he went for site visit to review infrastructural facilities in the department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performances. All the related documents were presented to the External Expert.

Also, the External Expert visited the Training and placement cell, HR Services, IT Support and Maintenance, Research, Extension and Service Bodies activities and had interactions with the Faculty In-charges. After completing all stages of inspection and interactions the External Expert prepared AAA report for the college covering the summarized observations and recommendations.

Glimpses of External Expert visit:



At the Conference Hall: Verification of the documents and Interaction with the IQAC Team



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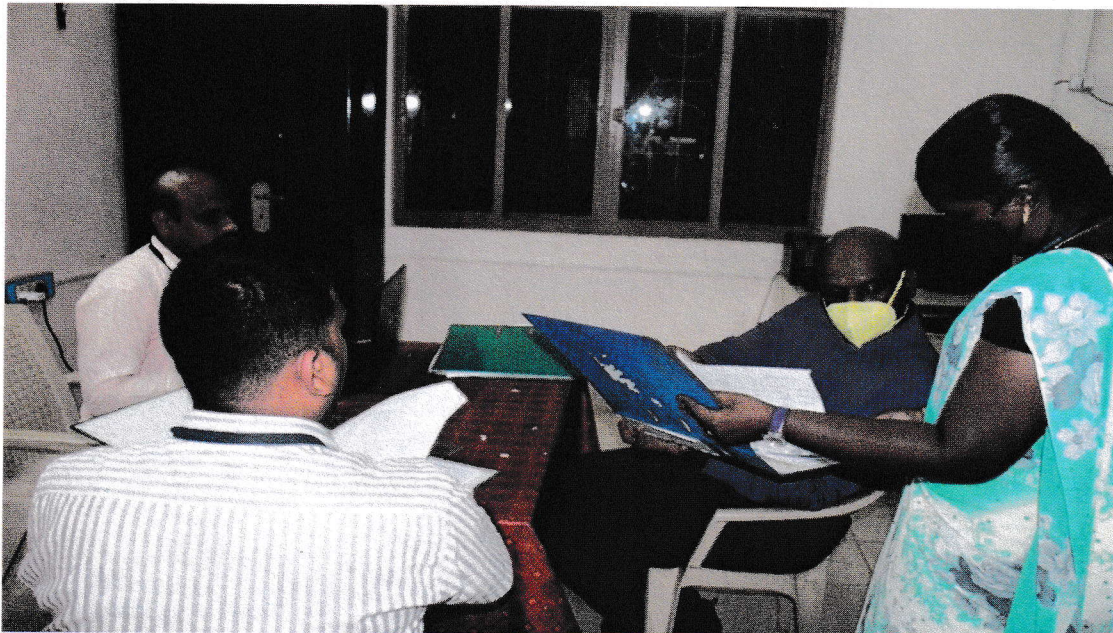
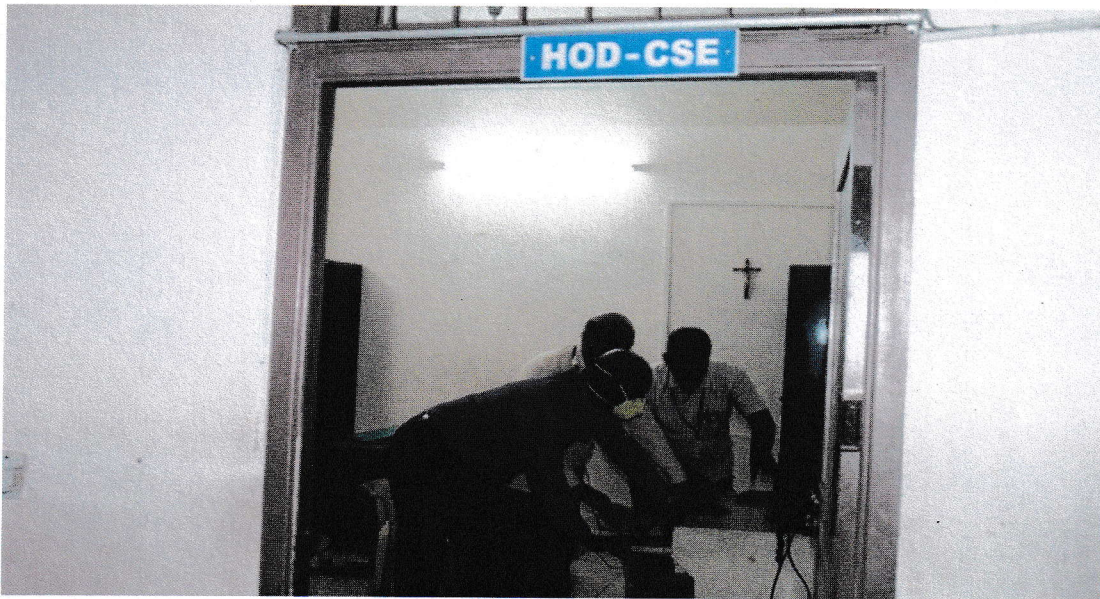
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Audit at the Dept. of Computer Science and Engineering with the HOD and PG-Head



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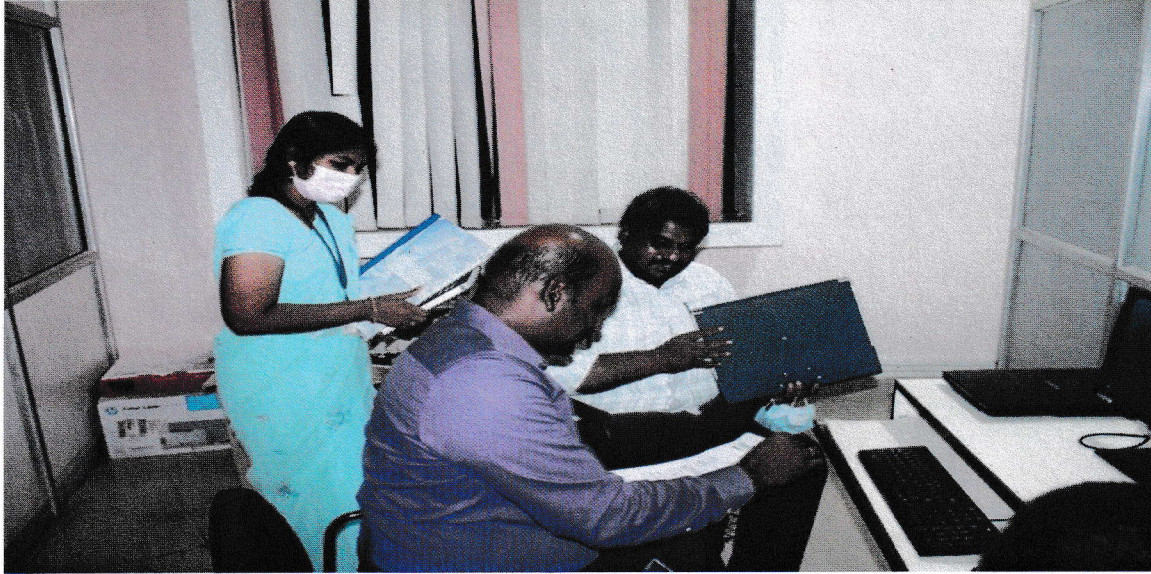
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Verifying the Training and Placement activities



Visit to Computational Facility Centre



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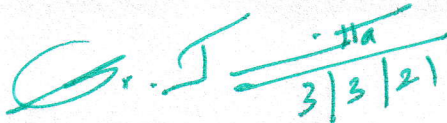
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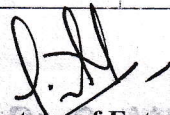
Assessment Based on Institutional Information

Category	Description	Available Yes/No
Approval and Accreditation Documents	AICTE Approval	Yes
	Affiliation to University	Yes
Governance	Examination Cell	Yes
	IQAC and its proceedings	Yes
	Anti-Ragging Committee	Yes
	VISHAKA Committee	Yes
	Grievance Redressal Committee	Yes
	Alumni Association	Yes
	Student Scholarship Details	Yes
	Institution Website	Yes
	Notice Boards	Yes
	Other Facilities	CCTV Surveillance
Projectors in Classrooms		Yes
Fire Extinguisher		Yes
Canteen Facility		Yes
Sports Facility		Yes
Hostel		Yes
Vehicle Parking		Yes
Xerox Facility		Yes
UPS Systems		Yes
Transport Facility		Yes
Drinking Water Facility – RO Plant		Yes
Solid Waste Management		Yes
E-Waste Management		Yes
Rain Water Harvesting		Yes
Green Campus Initiatives	Yes	

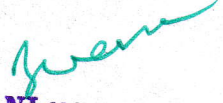

3/3/21

Signature of IQAC coordinator

IQAC CO-ORDINATOR
IDHAYA ENGINEERING COLLEGE FOR WOMEN
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Signature of External Expert
(With Name and Institutional Affiliation)
Department of Mechanical Engineering
and Engineering,
Mehbooba Engineering College,
Mehbooba, Maheswaram,
Nagapattinam, Tamil Nadu

Signature of Principal


Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
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Assessment Based on Department and Supporting Service Activities

Academic Year: 2020-21

Session: Even

Auditing Date: 03-03-2021

External Expert: Dr. Andrews Samraj, Professor/CSE & Dean (R&D),

Mahendra Engineering College, Namakkal

1. QUALITY INITIATIVES (Department of CSE)		
S. No	Contents	Remarks
1.	Department Objectives	Available
2.	Implementation of academic calendar	Verified, in line with affiliating University's academic schedule.
3.	Procedure followed in the allotment of subjects to faculty	Verified with the Competency of the faculty.
4.	Innovative processes adopted in Teaching and Learning	Yes.
5.	Dissemination of PEOs, PSO, POs, COs	Yes.
6.	Mentoring System	Effectively Implemented
7.	Department Class committee meeting	Reports Verified.
8.	Industrial Visit	Arranged periodically
9.	Implant Training/Internship	Good. Need improvement.
10.	Student Participation Co-curricular/Extra curricular	Excellent. More activities have been done.
1.1. FEEDBACK FORMS		
1.	Students feedback	Available.
2.	Parents feedback	Available.
3.	Alumni feedback	Available.
4.	Employers feedback	Available.
5.	Self-Appraisal by Teaching & Non-Teaching faculty	Available.



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1.2 FACULTY RECORDS AUDITED			
S. No	CONTENTS	DESCRIPTION	REMARKS
1.	AA Record	Theory	Neatly maintained
		Lab	Additional experiments were done.
2.	Lab Documents	Lab Manual	Available
		Student Observation	Sample verified
		Student Record	Sample verified
3.	Theory / Lab Course File	Course Outcome	Mapped Properly
		Master Lesson Plan	Additional exercises were practised and beyond the syllabus topics were covered.
		Lecture Notes	E-content is available.
		CIAT Question paper, Answer key, Sample Answer Scripts	Samples verified and well maintained
		Assessment Report	Available semester wise. Comparison done for different metrics.
		Remedial Action Taken	Evidenced with proper documents
		Lab Course File	Maintained Properly.
4.	Value Addition	Add-on Courses	Offered based on the requirement
		Online Courses	NPTEL courses have been completed successfully by many of the staff and students
		Student Participation	Good in both Co-curricular and Extra-curricular activities, but need improvement in competitive exams.



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		Association Activities	Well organized
		Projects	Appreciated. Many of them have done real-time projects
		LMS Implementation	Google Classrooms, ERP resources are available.
2. TRAINING AND PLACEMENT CELL			
S. No	Contents		Remarks
1.	On campus and off campus records		Verified. Need improvements.
2.	Student, Industry Feedback suggestion		Available. Follow-up action taken
3.	Website Updation		Periodically updated.
4.	Communication to passed out student		Well communicated
5.	Customer Complaints		Addressed properly
6.	Approved trainer List		Available
7.	Placement activities plan		Available
8.	Preservation of old Files and Records		Maintained Properly
9.	Internal training evaluation		Reviewed
10.	Feedback Collection and Analysis		Done effectively
3. HR SERVICES CELL			
S. No	Contents		Remarks
1.	Competence requirements		Available
2.	Facilitation of Training and associated activities		Good number of activities done
3.	Performance Appraisal		Implemented
4.	AICTE Guidelines		Followed
5.	Anna University Guidelines		Followed
4. IT SUPPORT AND MAINTENANCE			
1.	Quality Policy		Available
2.	Provision of Utilities (Air-conditioning, Printers, Allotments of desktops etc.)		Air conditioning systems, Printers and Desktop working condition was verified in lab II



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3.	Preventive maintenance	Gas Extinguisher is available in Labs and verified.
4.	Server Room	The function of staff server IECW/MB/SR/S258 was verified
5.	UPS and other accessories rooms	The function of UPS IECW/MB/UR/UPS03 is verified.
6.	Approved Supplier List	Supplier List – soft copy available. Sri Hari Softwares Indicom Software and services – Microsoft campus agreement was verified
7.	Supplier Selection- Comparative Study	Comparative statement for UPS between Shri Ram and Nuwane was verified
8.	Supplier Purchase Order / Work Order	Purchase order of RUBIX Tech. Solutions Pvt. Ltd., Chennai for Kaspersky renewal was verified
9.	Supplier performance Rating	For UPS Nuwane Systems and Shri ram power solutions was verified. Available as soft copy.

5.SERVICE BODIES

S. No	Contents	Remarks
1.	Quality policy and objectives	Available
2.	Anna University Rules	Available
3.	Expenditure statement	Available
4.	Control of Records (List of files & Register, NSS file, Incoming letter, Activity file, Volunteers name list, Report file, Audit statement)	Activity file was verified and the report of NSS special camp (22.1.2020-28.1.2020) for each day was verified.
5.	QMS Planning	Service body year plan soft copy was verified as sample.
6.	Process planning for service realization (Monitoring and Inspection)	Student's feedback for Corona Awareness programme held on 12.3.2020 was verified.
7.	Identification and Traceability (List of Students for the all batches including Roll No., Register NO. and Addresses, Phone No, Blood Group)	II- CSE (2019-2023 batch) students details - soft copy were verified.
8.	File Maintenance (Preservation of old Files and Records)	Verified



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6.RESEARCH ACTIVITIES		
1	Journal Publications	Good. Advised to publish in reputed journals.
2	Patenting	Good no. of patents are filed and awarded.

Positive Comments:

- Infrastructure facilities are well maintained.
- Documentation is good.
- Effective Teaching Learning Process adopted.

Opportunities for Improvement:

- Need more participation in Internship / In-plant Training.
- Conducting more no. of On-Campus placement drives is suggested.
- Research Grants received to be improved.

Signature of External Expert
(With Name and Institutional Affiliation)
Department of Computer Science
and Engineering,
Mahendra Engineering College,
Mahendhirapuri, Mallasamudram,
NAMAKKAL - 637 503.

Signature of IQAC coordinator

IQAC CO-ORDINATOR
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Signature of Principal

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