



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: idhaya@iecw.edu.in

REF: IECW/IQAC/EAAA/CIR/2022

DATE: 10.03.2022

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

The Academic & Administrative Audit by External Expert is scheduled on 14th March, 2022 for the AY 2021-2022 by the IQAC. The External Expert is Dr. Sr. S. Anita, Asso. Professor & Head /ECE, St. Anne's College of Engineering and Technology, Panruti. All the Head of the Departments, Process owners and Staff members are asked to extend their cooperation to complete the audit successfully.

R. Guramani
PRINCIPAL

Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.I.S.T.E., 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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DATE: 14.03.2022

External Academic and Administrative Audit Schedule

Time	Activity	
10.15 am - 10.30 am	Opening Meeting Venue: IQAC	Welcome and briefing the audit schedule by IQAC Co-ordinator 1. Verification of the documents. 2. Interaction with NAAC co-ordinator
10.45 am to 11.45 am	Visit to the Departments (any one sample)	3. Meeting with the faculty members and introduction. 4. Visit to the facilities in the department: Classrooms and labs, any other facility related to advanced learning 5. Verification of the documents. 6. Interaction with the faculty and technical staff after the verification process. 7. Report preparation.
12.00 noon to 12.45pm	Auditing the following Process: Examination Process, Research, Innovation, Incubation and Entrepreneur activities	1. Reviewing the Plan and implementation process 2. Verification of the documents. 3. Interaction with the faculty in-charges
01.00 pm to 1.45 pm	Visit to Central Facilities; Library, IT Support and Maintenance	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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REF: IECW/IQAC/EAAA/ER/2022

DATE: 14.03.2022

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



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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
- Infrastructure
- Department Administration

External Academic and Administrative Audit (AAA):

The visit of External Expert Dr. Sr. S. Anita, Asso. Professor/ECE, St. Anne's College of Engineering and Technology, Panruti was scheduled on 14.03.2022. 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 IQAC Co-ordinator and NAAC Co-ordinator during which IQAC Co-ordinator 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 ECE department as a sample. And she 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 Exam cell, IT Support and Maintenance, Research, Innovation, Incubation and Entrepreneurship cell 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.



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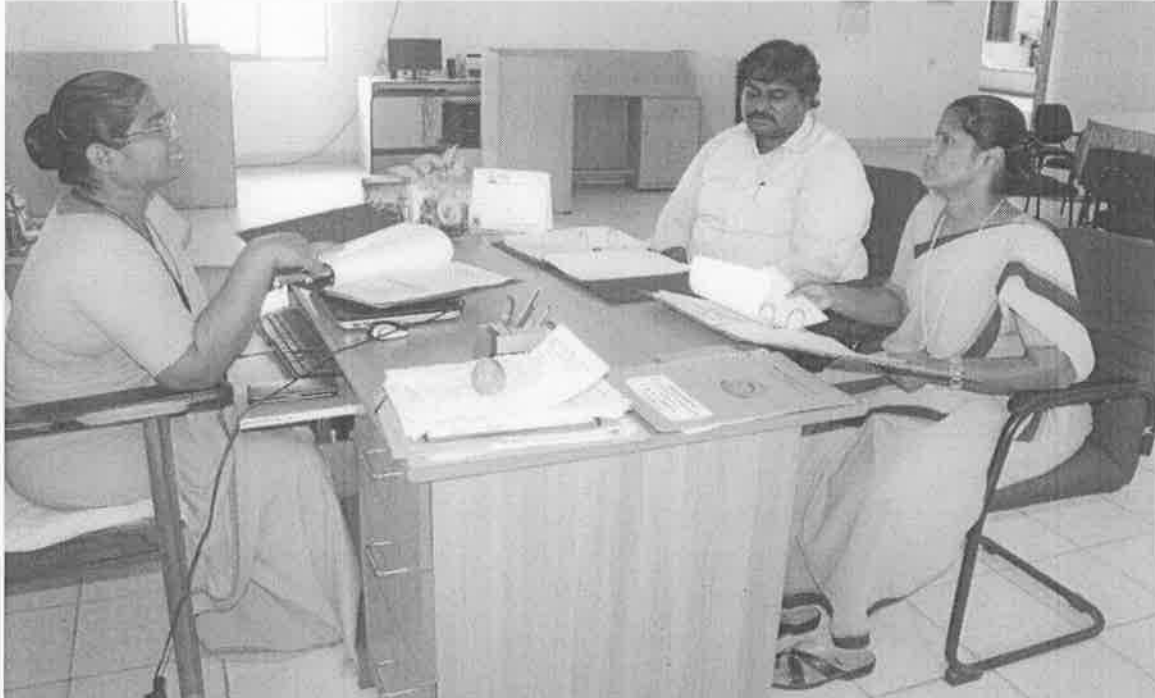
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Glimpses of External Expert visit:



Verification of the documents and Interaction with the IQAC Team at IQAC Room



Auditing the HoD of the Department of Electronics and Communication Engineering



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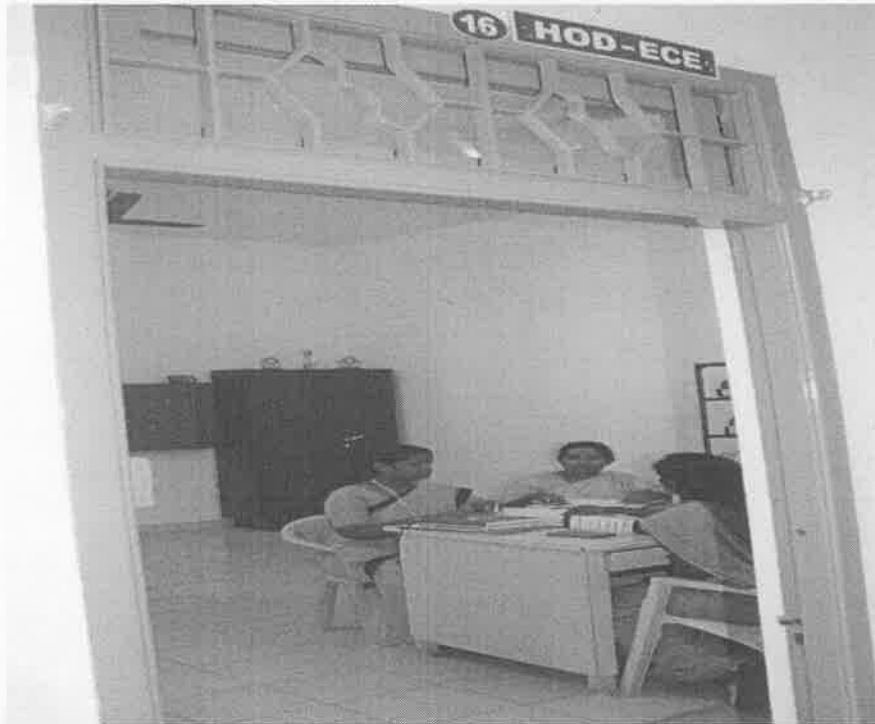
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Audit at the Dept. of Electronics and Communication Engineering



Verifying the Records in the Examination Cell



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Visit to Centralized Library



Interaction with IT support faculty incharge and verifying the documents



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Audit at Idhaya Technological Entrepreneur Incubation Centre



Exit meeting with the Principal, IQAC Co-ordinator and the Heads of the departments



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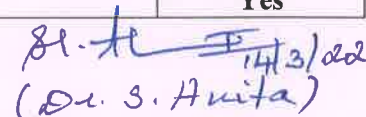
Email ID: idhaya@iecw.edu.in

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
	Student Welfare Cells	Yes
	Institution Website	Yes
	Notice Boards, Sign 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	


Signature of IQAC coordinator

IQAC CO-ORDINATOR
IDHAYA ENGINEERING COLLEGE FOR WOMEN
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(Dr. S. Anita)
Signature of External Expert
(With Name and Institutional Affiliation)
St. Anne's College of Engineering & Technology

ANGUCHETTIPALAYAM,
Siruvathur-Post, Panruti-T. &
Cuddalore-Dist. 607 105
Signature of Principal

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

Academic Year: 2021-22

Session: Even

Auditing Date: 14-03-2022

External Expert: Dr. Sr. S. Anita, Asso. Professor & Head /ECE

St. Anne's College of Engineering and Technology, Panruti

1. QUALITY INITIATIVES (Department of ECE)

S. No	Contents	Remarks
1.	Department Objectives	Available
2.	Implementation of academic calendar	Verified, in line with affiliating University's academic schedule, College/Department academic calendar.
3.	Procedure followed in the allotment of subjects to faculty	Excellent. Based on the field of interest and the competency of the faculty, subjects are allotted to the faculty
4.	Innovative processes adopted in Teaching and Learning	ICT based Teaching /Learning Student Centric Learning is implemented.
5.	Dissemination of PEOs, PSO, POs, COs	Available in the website, classrooms and well inculcated in the teaching learning process.
6.	Mentoring System	Yes, verified students' performance record and the observation reports.
7.	Department Class committee meeting	Conducted. Verified the minutes of the meeting
8.	Industrial Visit	Due to Pandemic containment, it was not arranged for the preceding academic year
9.	Implant Training/Internship	Good numbers of students attended in virtual mode.
10.	Student Participation in Co-curricular/Extra curricular	Attended inter/intra collegiate events. Good.



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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.
1.2 FACULTY RECORDS AUDITED			
S. No	CONTENTS	DESCRIPTION	REMARKS
1.	AA Record	Theory	Verified for both odd and even semester. Good.
		Lab	Well maintained. Experiments beyond the syllabus were conducted.
2.	Lab Documents	Lab Manual	Available for R2017
		Student Observation	Sample verified.
		Student Record	Sample verified.
3.	Theory / Lab Course File	Course Outcome	Mapped Properly.
		Master Lesson Plan	ICT tools were as teaching aids. Beyond the syllabus topics were covered.
		Lecture Notes	E-content is available. Lecture videos are uploaded in the YouTube.
		CIAT Question paper, Answer key,	QP is prepared based on RBT. Samples are available.
		Assessment Report	Available course-wise.
		Remedial Action Taken	For slow learners re-test are conducted. Evidenced.
Lab Course File	Available.		
4.	Value Addition	Add-on Courses	Conducted during odd semester year-wise.



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	Online Courses	Students are doing online courses on NPTEL and Coursera
	Student Participation	Good.
	Association Activities	Inaugurated and good numbers of seminars, tech fest, tech expo, and talent show were conducted. Reports are verified.
	Projects	In-house projects are going on
	LMS Implementation	e-Contents are available in college ERP for student' s use.

2. INNOVATION, INCUBATION, START-UP AND ENTREPRENEUR ACTIVITIES:

S. No	Contents	Remarks
1.	ITEIC activities	Reviewed. Properly done
2.	Institution Innovation Council activities	Initiated and submitted Quarter – 2 reports.
3.	Incubation Cell activities	Good. Mentors and Incubates details are verified.
4.	Start-up and Entrepreneur cell activities	Good numbers of orientation programmes were organized. Having good numbers beneficiaries.

3. EXAMINATION CELL

S. No	Contents	Remarks
1.	Internal Examination Process	Verified. Well documented
2.	University Theory/ Practical Examinations	Conducted and documented as per university norms.
3.	Result Analysis	Done. 100% of results obtained



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		in all the departments
4.	Communication to passed out student	Well communicated
5.	Preservation of old Files and Records	Maintained Properly
6.	Distribution of Mark sheets	Properly done
7.	Students' grievances	Addressed well.
4. LIBRARY		
1.	Control of Records	Good
2.	Shelving	Properly done
3.	Identification and Traceability of books	Excellent.
4.	File Maintenance (Preservation of old Files and Records)	Verified
5.	Automation and digital library facility	Excellent
6.	Extension and Incremental improvement	New arrival books and rare books are found. Renewed DELNET membership subscription
7.	LMS cell	Functioning properly
5. IT SUPPORT AND MAINTENANCE		
1.	List of Experiments, Lab Instructions	Available
2.	Provision of Utilities (Air-conditioning, Printers, Allotments of desktops etc.)	Well maintained
3.	Preventive maintenance	Check list is verified. Good
4.	Server Room	Well maintained.
5.	UPS and other accessories rooms	The function of UPS IECW/MB/UR/UPS01 is verified.
6.	Approved Supplier List	Available
7.	Supplier Selection- Comparative Study	Documented
8.	Supplier Purchase Order / Work Order	Available.
9.	Supplier performance Rating	Available as soft copy.



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Positive Comments:

- Adequate resources are available.
- Files and Records are properly maintained.
- Innovative research activities are practised.

Opportunities for Improvement:

- Student's technical knowledge and skills can be enhanced by providing more numbers of industry institute interaction.
- Publications in the refereed journals can be improved.
- Consultancy activities are to be strengthened.

Seeta P
14/3/22
(Dr. S. Anita)

Signature of External Expert
(With Name and Institutional Affiliation)

ECE Department,
St. Anne's College of Engineering & Technology,
ANGUCHETTIPALAYAM,
Siruvathur-Post, Panruti-T.N.
Cuddalore-Dist. 607 416

G. J. Anita
14/3/22

Signature of IQAC coordinator

IQAC CO-ORDINATOR
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R. Gurumani

Signature of Principal

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