# INTERNAL ACADEMIC AUDIT

# srivenkateshwaraa
## College of Engineering & Technology
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University, Puducherry)
13-A, Pillaiyarkuppam Main Road, Ariyur, Puducherry - 605 102.

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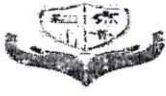
**Ref. No. SVCET/CIRCULAR/2022-23/1080**          **Date: 28.07.2023**

## CIRCULAR

This is to inform that the following list of faculty members is appointed as Internal Audit Panel for the Internal Academic Audit 2022 – 2023 (Even Semester).
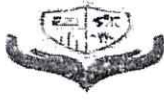
| S.NO. | NAME OF THE FACULTY | DESIGNATION |
|-------|---------------------|-------------|
| 1. | Mr.B.BALAJI | AP / CIVIL |
| 2. | Mrs.V. ANBUKARASI | AP / CIVIL |
| 3. | Mrs.K. ANDAL | AP / CSE |
| 4. | Ms.S.VINITHA | AP / CSE |
| 5. | Mrs.K. SUJATHA | AP / ECE |
| 6. | Ms.M.THAMIZHSELVI | AP / ECE |
| 7. | Mr.M. NATARAJ | AP / MECH |
| 8. | Mr.C. SANDOU LOUIS KICHOR | AP / EEE |
| 9. | Ms. M. SOWMIYA | AP / BME |
| 10. | Mrs. K. LAKSHMIPRIYA | AP / S & H |
| 11. | Mrs. P. GANDHIMATHI | AP / S & H |
| 12. | Mrs. A. ANITHA | AP/MBA |
| 13. | Mrs. P. SASIKALA | AP/MBA |

PRINCIPAL

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SRI VENKATESHWARAA COLLEGE OF
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ARIYUR, PUDUCHERRY - 605 102.

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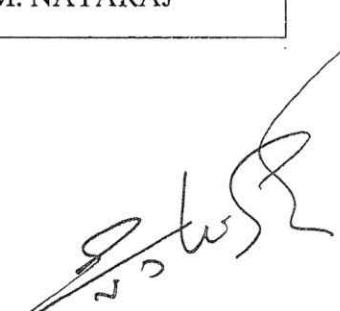
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## INTERNAL ACADEMIC AUDIT 2022 – 2023 (EVEN)

### Schedule of Internal Academic Audit

**Time: 10.00 am to 4.00 pm**

| S.NO. | DEPT. | DATE | CHAIRMAN | MEMBER |
|-------|-------|------|----------|--------|
| 1. | S & H | 31.07.2023 | Mr.C. SANDOU LOUIS KICHOR | Mrs.K.ANDAL |
| 2. | BME | 01.08.2023 | Ms. M. THAMIZHSELVI | Mrs. V. ANBUKARASI |
| 3. | CSE | 02.08.2023 | Mrs. P. GANDHIMATHI | Mrs. P. SASIKALA |
| 4. | ECE | 03.08.2023 | Mr. M. NATARAJ | Ms. M. SOWMIYA |
| 5. | EEE | 04.08.2023 | Ms. S. VINITHA | Mrs. A. ANITHA |
| 6. | MECH | 07.08.2023 | Ms. M. THAMIZHSELVI | Mr. B. BALAJI |
| 7. | CIVIL | 08.08.2023 | Mrs. K. SUJATHA | Mr. C. SANDOU LOUIS KICHOR |
| 8. | MBA | 09.08.2023 | Mrs. K. LAKSHMIPRIYA | Mr. M. NATARAJ |

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## INTERNAL ACADEMIC AUDIT 2022 - 2023(EVEN SEM)

## DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

| INTERNAL AUDIT PANEL MEMBERS | | DATE: | 02/08/2023 |
|---|---|---|---|
| 1. P. Gandhimathi | CHAIRMAN | TIME: | 10 AM TO 4.30 PM |
| 2. P. Saribala | MEMBER | | |

### LIST OF DOCUMENTS AUDITED

| S.NO. | PARTICULARS | YES | NO | REMARKS | | |
|---|---|---|---|---|---|---|
| 1. | Regulations, Curriculum & Syllabus | ✓ | | | | |
| 2. | Teaching Staff Profile | ✓ | | | | |
| 3. | Department Academic Calendar | | | Need to be updated. | | |
| 4. | Course file Documents | ✓ | | II | III | IV |
| | a) Log Book | ✓ | | | | |
| | b) Lesson plan | ✓ | | | | |
| | c) Question Bank | ✓ | | | | |
| | d) CIA I, II & Model Exam Question Papers | ✓ | | | | |
| | e) CIA I, II & Model Exam Answer Scripts | ✓ | | | | |
| 5. | Result Analysis (Internal & External) | ✓ | | | | |
| 6. | Master Attendance | | | Need to be updated | | |
| 7. | Students Feedback | ✓ | | | | |
| 8. | Department Class Committee Meeting file | ✓ | | | | |
| 9. | Department staff meeting minutes | ✓ | | | | |
| 10. | Students Participation in other colleges | ✓ | | | | |
| 11. | Details of placed students | ✓ | | | | |
| 12. | Value Added Courses | ✓ | | | | |
| 13. | CO-PO Attainment file | ✓ | | | | |
| 14. | Journal & Conference file | ✓ | | | | |

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| 15. | Usage of effective pedagogical teaching methods 1. ICT tools 2. Video lectures 3. Online tutorials | ✓ | | |
| 16. | Lab Stock Register / List of Equipments | ✓ | | |
| 17. | Breakdown Maintenance Records | ✓ | | |
| 18. | Lab Manuals & Records | ✓ | | |
| 19. | Mentor – Mentee Note | ✓ | | |
| 20. | Students Data base | ✓ | | |

**Non-Conformity:**

3) Department academic calender not updated

b) Master attendance not updated.

1.

2

**Signature of Audit Panel Members**

**Note:** Non-Conformity should be closed within two working days.

**Remedial Measures:**

3) Department academic calender updated.

b) Master attendence updated.

1.

2

**Signature of Panel Members**     **HOD**     **IQAC Coordinator**     **Principal**

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### INTERNAL ACADEMIC AUDIT 2022 -2023 (EVEN SEM)

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

| INTERNAL AUDIT PANEL MEMBERS | | | DATE: | 03.08.2023 |
|---|---|---|---|---|
| 1. M. NATARAJ | CHAIRMAN | | TIME: | 10 AM TO 4.30 PM |
| 2. M. SOWMIYA | MEMBER | | | |

### LIST OF DOCUMENTS AUDITED

| S.NO. | PARTICULARS | YES | NO | REMARKS | | |
|---|---|---|---|---|---|---|
| 1. | Regulations, Curriculum & Syllabus | ✓ | | | | |
| 2. | Teaching Staff Profile | ✓ | | | | |
| 3. | Department Academic Calendar | ✓ | | | | |
| 4. | Course file Documents | ✓ | | II | III | IV |
| | a) Log Book | ✓ | | ✓ | ✓ | ✓ |
| | b) Lesson plan | ✓ | | ✓ | ✓ | ✓ |
| | c) Question Bank | ✓ | | ✓ | ✓ | ✓ |
| | d) CIA I, II & Model Exam Question Papers | ✓ | | ✓ | ✓ | ✓ |
| | e) CIA I, II & Model Exam Answer Scripts | ✓ | | ✓ | ✓ | ✓ |
| 5. | Result Analysis (Internal & External) | ✓ | | | | |
| 6. | Master Attendance | | | Not Updated | | |
| 7. | Students Feedback | | | Not Updated | | |
| 8. | Department Class Committee Meeting file | ✓ | | | | |
| 9. | Department staff meeting minutes | ✓ | | | | |
| 10. | Students Participation in other colleges | ✓ | | | | |
| 11. | Details of placed students | ✓ | | | | |
| 12. | Value Added Courses | ✓ | | | | |
| 13. | CO-PO Attainment file | ✓ | | | | |
| 14. | Journal & Conference file | | | Not Updated | | |

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| | | | | |
|---|---|---|---|---|
| 15. | Usage of effective pedagogical teaching methods 1. ICT tools 2. Video lectures 3. Online tutorials | ✓ | | |
| 16. | Lab Stock Register / List of Equipments | ✓ | | |
| 17. | Breakdown Maintenance Records | ✓ | | |
| 18. | Lab Manuals & Records | ✓ | | |
| 19. | Mentor – Mentee Note | ✓ | | |
| 20. | Students Data base | ✓ | | |

**Non-Conformity:**

6. Master Attendance is not updated
7. Students feedback is not updated
14. Journal & conference file is not updated

**Signature of Audit Panel Members**

**Note:** Non-Conformity should be closed within two working days.

**Remedial Measures:**

6. Master Attendance is updated
7. Students feedback is updated
14. Journal & conference file is updated.

Signature of Panel Members          HOD          IQAC Coordinator          Principal

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## INTERNAL ACADEMIC AUDIT 2022 - 2023(EVEN SEM)

## DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

| INTERNAL AUDIT PANEL MEMBERS | | | DATE: | 04 | 08 | 2023 |
|---|---|---|---|---|---|---|
| 1. S.VINITHA | CHAIRMAN | | TIME: | 10 AM TO 4.30 PM | | |
| 2. A.ANITHA | MEMBER | | | | | |

### LIST OF DOCUMENTS AUDITED

| S.NO. | PARTICULARS | YES | NO | REMARKS | | |
|---|---|---|---|---|---|---|
| 1. | Regulations, Curriculum & Syllabus | ✓ | | | | |
| 2. | Teaching Staff Profile | ✓ | | | | |
| 3. | Department Academic Calendar | ✓ | | | | |
| 4. | Course file Documents | ✓ | | II | III | IV |
| | a) Log Book | ✓ | | ✓ | ✓ | ✓ |
| | b) Lesson plan | | | Not updated | ✓ | ✓ |
| | c) Question Bank | ✓ | | ✓ | ✓ | ✓ |
| | d) CIA I, II & Model Exam Question Papers | ✓ | | ✓ | ✓ | ✓ |
| | e) CIA I, II & Model Exam Answer Scripts | ✓ | | ✓ | ✓ | ✓ |
| 5. | Result Analysis (Internal & External) | ✓ | | | | |
| 6. | Master Attendance | | | Not updated | | |
| 7. | Students Feedback | ✓ | | | | |
| 8. | Department Class Committee Meeting file | ✓ | | | | |
| 9. | Department staff meeting minutes | ✓ | | | | |
| 10. | Students Participation in other colleges | ✓ | | | | |
| 11. | Details of placed students | ✓ | | | | |
| 12. | Value Added Courses | ✓ | | | | |
| 13. | CO-PO Attainment file | ✓ | | | | |
| 14. | Journal & Conference file | ✓ | | | | |

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|---|---|---|---|---|
| 15. | Usage of effective pedagogical teaching methods<br>1. ICT tools 2. Video lectures 3. Online tutorials | ✓ | | |
| 16. | Lab Stock Register / List of Equipments | ✓ | | |
| 17. | Breakdown Maintenance Records | ✓ | | |
| 18. | Lab Manuals & Records | ✓ | | |
| 19. | Mentor – Mentee Note | | | Not updated |
| 20. | Students Data base | ✓ | | |

**Non-Conformity:**

4. b) Lesson plan for II year is not updated
6. Master Attendance is not updated
19. Mentor-Mentee Note is not updated

1. S. Viji
2. 

**Signature of Audit Panel Members**

**Note:** Non-Conformity should be closed within two working days.

**Remedial Measures:**

4. b) Lesson plan for II year is updated
6. Master Attendance is updated
19. Mentor - Mentee Note is updated.

1. S. Viji

**Signature of Panel Members**        **HOD**        **IQAC Coordinator**        **Principal**

2.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## INTERNAL ACADEMIC AUDIT 2022 - 2023(EVEN SEM)

## DEPARTMENT OF MECHANICAL ENGINEERING

| INTERNAL AUDIT PANEL MEMBERS | | DATE: | 07|08|2023 |
|---|---|---|---|
| 1. Ms. M. Thamizhselvi | CHAIRMAN | TIME: | 10 AM TO 4.30 PM |
| 2. Mr. B Balaji | MEMBER | | |

### LIST OF DOCUMENTS AUDITED

| S.NO. | PARTICULARS | YES | NO | REMARKS | | |
|---|---|---|---|---|---|---|
| 1. | Regulations, Curriculum & Syllabus | ✓ | | | | |
| 2. | Teaching Staff Profile | ✓ | | | | |
| 3. | Department Academic Calendar | ✓ | | | | |
| 4. | Course file Documents | ✓ | | II | III | IV |
| | a) Log Book | ✓ | | Maths pending | ✓ | ✓ |
| | b) Lesson plan | ✓ | | ✓ | ✓ | ✓ |
| | c) Question Bank | ✓ | | ✓ | ✓ | ✓ |
| | d) CIA I, II & Model Exam Question Papers | ✓ | | ✓ | ✓ | ✓ |
| | e) CIA I, II & Model Exam Answer Scripts | ✓ | | ✓ | ✓ | ✓ |
| 5. | Result Analysis (Internal & External) | ✓ | | | | |
| 6. | Master Attendance | ✓ | | | | |
| 7. | Students Feedback | ✓ | | | | |
| 8. | Department Class Committee Meeting file | ✓ | | | | |
| 9. | Department staff meeting minutes | ✓ | | | | |
| 10. | Students Participation in other colleges | ✓ | | | | |
| 11. | Details of placed students | ✓ | | | | |
| 12. | Value Added Courses | ✓ | | | | |
| 13. | CO-PO Attainment file | | | | | |
| 14. | Journal & Conference file | ✓ | | | | |

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| | | | | |
|---|---|---|---|---|
| 15. | Usage of effective pedagogical teaching methods 1. ICT tools 2. Video lectures 3. Online tutorials | ✓ | | |
| 16. | Lab Stock Register / List of Equipments | ✓ | | |
| 17. | Breakdown Maintenance Records | ✓ | | |
| 18. | Lab Manuals & Records | ✓ | | |
| 19. | Mentor – Mentee Note | ✓ | | No Signature from HOD |
| 20. | Students Data base | ✓ | | |

**Non-Conformity:**

i) Maths Log book No signature from HOD & Principal

ii) mentor-mentee Note Not updated

1. ✓
2. ✓

**Signature of Audit Panel Members**

**Note:** Non-Conformity should be closed within two working days.

**Remedial Measures:**

i) Got signature from HOD & Principal

ii) updated Mentor-Mentee Note book

1. ✓
2. ✓

**Signature of Panel Members**   **HOD**   **IQAC Coordinator**   **Principal**

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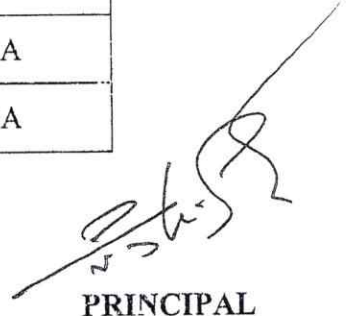ENGINEERING & TECHNOLOGY
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605 102.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## INTERNAL ACADEMIC AUDIT 2022 - 2023(EVEN SEM)

## MASTER OF BUSINESS ADMINISTRATION

| INTERNAL AUDIT PANEL MEMBERS | | | DATE: | 09|08|2023 |
|---|---|---|---|---|
| 1. K.LAKSHMI PRIYA | CHAIRMAN | | TIME: | 10 AM TO 4.30 PM |
| 2. M.NATARAJ | MEMBER | | | |

### LIST OF DOCUMENTS AUDITED

| S.NO. | PARTICULARS | YES | NO | REMARKS | | |
|---|---|---|---|---|---|---|
| 1. | Regulations, Curriculum & Syllabus | ✓ | | | | |
| 2. | Teaching Staff Profile | ✓ | | | | |
| 3. | Department Academic Calendar | ✓ | | | | |
| 4. | Course file Documents | ✓ | | II | III | IV |
| | a) Log Book | ✓ | | ✓ | ✓ | ✓ |
| | b) Lesson plan | ✓ | | ✓ | ✓ | ✓ |
| | c) Question Bank | | | ✓ | Not updated | ✓ |
| | d) CIA I, II & Model Exam Question Papers | ✓ | | ✓ | ✓ | ✓ |
| | e) CIA I, II & Model Exam Answer Scripts | ✓ | | ✓ | ✓ | ✓ |
| 5. | Result Analysis (Internal & External) | ✓ | | | | |
| 6. | Master Attendance | | | Not Updated | | |
| 7. | Students Feedback | ✓ | | | | |
| 8. | Department Class Committee Meeting file | ✓ | | | | |
| 9. | Department staff meeting minutes | ✓ | | | | |
| 10. | Students Participation in other colleges | ✓ | | | | |
| 11. | Details of placed students | ✓ | | | | |
| 12. | Value Added Courses | ✓ | | | | |
| 13. | CO-PO Attainment file | ✓ | | | | |
| 14. | Journal & Conference file | ✓ | | | | |

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| | | | | |
|---|---|---|---|---|
| 15. | Usage of effective pedagogical teaching methods<br>1. ICT tools 2. Video lectures 3. Online tutorials | ✓ | | |
| 16. | Lab Stock Register / List of Equipments | ✓ | | |
| 17. | Breakdown Maintenance Records | ✓ | | |
| 18. | Lab Manuals & Records | ✓ | | |
| 19. | Mentor – Mentee Note | ✓ | | |
| 20. | Students Data base | | | Not Updated |

**Non-Conformity:**

4. c) Question bank for III year is not updated
   b. Master Attendance is not updated
20. Students Data base is not updated.

1. (signature)

2. (signature)

**Signature of Audit Panel Members**

**Note:** Non-Conformity should be closed within two working days.

**Remedial Measures:**

4. c) Question bank for III year is updated
   b. Master Attendance is updated
20. Students Data base is updated.

1. (signature)

2. (signature)

**Signature of Panel Members**    **HOD**    **IQAC Coordinator**    **Principal**

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Ref. No. SVCET/CIRCULAR/2022-23/1032　　　　　　　Date: 30.01.2022

## CIRCULAR

This is to inform that the following list of faculty members are appointed as Internal Audit Panel for the Internal Academic Audit 2022 – 2023 (Odd Semester)

| S.NO. | NAME OF THE FACULTY | DESIGNATION |
|-------|---------------------|-------------|
| 1. | Mr.B.BALAJI | AP / CIVIL |
| 2. | Mrs.V.ANBUKARASI | AP / CIVIL |
| 3. | Mrs.K.ANDAL | AP / CSE |
| 4. | Ms.S.VINITHA | AP / CSE |
| 5. | Mrs.K. SUJATHA | AP / ECE |
| 6. | Ms.M.THAMIZHSELVI | AP / ECE |
| 7. | Mr.M. NATARAJ | AP / MECH |
| 8. | Mr.C. SANDOU LOUIS KICHOR | AP / EEE |
| 9. | Ms. M. SOWMIYA | AP / BME |
| 10. | Mrs. K. LAKSHMIPRIYA | AP / S & H |
| 11. | Mrs.P. GANDHIMATHI | AP / S & H |
| 12. | Mrs. A. ANITHA | AP/MBA |
| 13. | Mrs. P. SASIKALA | AP/MBA |

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## INTERNAL ACADEMIC AUDIT 2022 – 2023 (ODD)

### Schedule of Internal Academic Audit

**Time: 10.00 am to 4.00 pm**

| S.NO. | DEPT. | DATE | CHAIRMAN | MEMBER |
|-------|-------|------|----------|--------|
| 1. | S & H | 01.02.2023 | Mrs.K.ANDAL | Mr.C. SANDOU LOUIS KICHOR |
| 2. | BME | 02.02.2023 | Mr.M. NATARAJ | Mr. B. BALAJI |
| 3. | CSE | 03.02.2023 | Ms. M. SOWMIYA | Mrs. K. LAKSHMIPRIYA |
| 4. | ECE | 06.02.2023 | Mrs. A. ANITHA | Mrs. P. GANDHIMATHI |
| 5. | EEE | 07.02.2023 | Mrs. K. SUJATHA | Mrs. P. SASIKALA |
| 6. | MECH | 08.02.2023 | Mrs. V. ANBUKARASI | Ms. S. VINITHA |
| 7. | CIVIL | 09.02.2023 | Ms. M. THAMIZHSELVI | Mr.M. NATARAJ |
| 8. | MBA | 10.02.2023 | Mr.C. SANDOU LOUIS KICHOR | Mr. B. BALAJI |

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## INTERNAL ACADEMIC AUDIT 2022 - 2023(ODD SEM)

## DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

| INTERNAL AUDIT PANEL MEMBERS | | DATE: | 03. 02. 2023 |
|---|---|---|---|
| 1. Mrs. M. SOWMIYA | CHAIRMAN | TIME: | 10 AM TO 4.30 PM |
| 2. Mrs. K. LAKSHMI PRIYA | MEMBER | | |

### LIST OF DOCUMENTS AUDITED

| S.NO. | PARTICULARS | YES | NO | REMARKS | | |
|---|---|---|---|---|---|---|
| 1. | Regulations, Curriculum & Syllabus | ✓ | | | | |
| 2. | Teaching Staff Profile | ✓ | | | | |
| 3. | Department Academic Calendar | ✓ | | | | |
| 4. | Course file Documents | ✓ | | II | III | IV |
| | a) Log Book | ✓ | | ✓ | ✓ | ✓ |
| | b) Lesson plan | ✓ | | ✓ | ✓ | ✓ |
| | c) Question Bank | ✓ | | ✓ | ✓ | ✓ |
| | d) CIA I, II & Model Exam Question Papers | ✓ | | ✓ | ✓ | ✓ |
| | e) CIA I, II & Model Exam Answer Scripts | ✓ | | ✓ | ✓ | ✓ |
| 5. | Result Analysis (Internal & External) | ✓ | | | | |
| 6. | Master Attendance | ✓ | | | | |
| 7. | Students Feedback | ✓ | | | | |
| 8. | Department Class Committee Meeting file | | ✓ | Need to be updated | | |
| 9. | Department staff meeting minutes | ✓ | | | | |
| 10. | Students Participation in other colleges | ✓ | | | | |
| 11. | Details of placed students | ✓ | | | | |
| 12. | Value Added Courses | ✓ | | | | |
| 13. | CO-PO Attainment file | ✓ | | | | |
| 14. | Journal & Conference file | ✓ | | | | |

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| 15. | Usage of effective pedagogical teaching methods 1. ICT tools 2. Video lectures 3. Online tutorials | ✓ | | |
|-----|-----|-----|-----|-----|
| 16. | Lab Stock Register / List of Equipments | ✓ | | |
| 17. | Breakdown Maintenance Records | ✓ | | |
| 18. | Lab Manuals & Records | | ✓ | Need to be updated |
| 19. | Mentor – Mentee Note | ✓ | | |
| 20. | Students Data base | ✓ | | ~ |

**Non-Conformity:**

8) Department class committee meeting file not updated

18) Lab manuals & Records not updated.

1. M. Guf
2. Ser

**Signature of Audit Panel Members**

**Note:** Non-Conformity should be closed within two working days.

**Remedial Measures:**

8) Departement class committee meeting file updated

18) Lab Manuals to Records updated.

1. M. Guf
2. Sel

**Signature of Panel Members**      **HOD**      **IQAC Coordinator**      **Principal**

South Asia

# CERTIFICATE

**The Certification Body
of TÜV SÜD South Asia Private Limited**

certifies that

## SRI VENKATESHWARAA COLLEGE OF
## ENGINEERING & TECHNOLOGY

**13A, Pondy - Villupuram Main Road, Ariyur (Pangur),
Puducherry - 605102, India**

has implemented Educational Organizations Management System

in accordance with ISO 21001:2018

for the scope of

**Imparting Education Leading to UG Degrees in
Engineering and Technology**

The certificate is valid in conjunction
with the main certificate from 2024-10-08 until 2027-10-07

Subject to successful completion of annual periodic audits
The present status of this certificate can be obtained through TÜV SÜD website by scanning below QR code and by
entering the certificate number (without spaces) on web page. Further clarifications regarding the status & scope of
this certificate may be obtained by consulting the certification body at info.in@tuvsud.com

Certificate Registration No. 99 135 00076/04

Date of Initial certification: 2024-10-08

Issue Date: 2024-10-08 Rev. 00

Rahul Kale
Head of Certification Body
of TÜV SÜD South Asia Private Limited,
Mumbai
Member of TÜV SÜD Group

TÜV

NABCB
QM011

TÜV

# ACADEMIC & ADMINISTRATIVE AUDIT

## SRI VENKATESHWARAA COLLEGE OF ENGINEERING AND TECHNOLOGY

*(13 A, PONDY VILLUPURAM MAIN ROAD, ARIYUR, PUDUCHERRY – 605102)*

## *Certificate of Compliance*

The External Academic and Administrative Audit of Sri Venkateshwaraa College of Engineering and Technology was done on **14/07/2023** for the academic year **2022-2023.**

The Purpose of the audit was to ensure that the process followed in the campus are in accordance with the Academic and Administrative Policies adopted by the College. The methodology used in the audit are Physical Inspection of relevant documents, records review & interviews.

The audit was performed by **Dr. K. Sathyanarayanan** and **S.M. Raj Bharath**.

The audit report indicate that the academic and administrative process and procedures of Sri Venkateshwaraa College of Engineering and Technology are found to be in order.

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No 415, F4, 1st Floor, Asha Vignesh Apartment,
M.T.H Road, Ambattur, Chennai 600053,
Tamil Nadu, India.
Email: info@psqualitycertifications.com

**Dr. K. SATHYANARAYANAN**
Executive Director
IRCA Registered Lead Auditor
IRCA No: 73114
Certificate No. PSQC 210

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# SRI VENKATESHWARAA COLLEGE OF ENGINEERING AND TECHNOLOGY

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
## ACADEMIC YEAR 2022-2023



## ACADEMIC AND ADMINISTRATIVE AUDIT CONDUCTED BY
## P S QUALITY CERTIFICATION PVT LTD
www.psqualitycertifications.com

## AAA Audit report
## 2022-2023
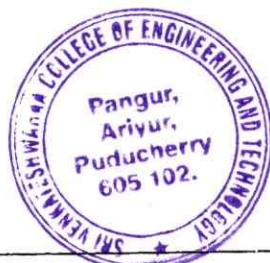
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## External auditors

1. Dr. K. Sathyanarayanan, Executive Director, IRCA Registered Lead Auditor, IRCA

2. S. M. Raj Bharath, PS Quality Certifications

## Internal Auditors

1. Dr. V. Nagaraj, IQAC Coordinator, Sri Venkateshwaraa College of Engineering and Technology

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## ACADEMIC AND ADMINISTRATIVE AUDIT

### 2022-23

### Schedule for Sri Venkateshwaraa College of Engineering and Technology

| 14th July 2023 |
| --- |

**External Expert:** Dr. K. Sathyanarayanan, S. M. Raj Bharath

**Internal IQAC Expert:** Dr. V. Nagaraj

**Sri Venkateshwaraa College of Engineering and Technology**

| TIME | DEPARTMENT |
| --- | --- |
| 10.00 AM - 10.30 AM | Presentation about their department |
| 10.30 AM – 10.45 AM | Meeting with Faculty (Teaching & Non-Teaching) |
| 10.45 AM -11.30 AM | Visit to Admin and Academic office |
| 11.30 AM - 12.00 AM | Visit to Library |
| 12.00 AM – 1.00 PM | Visit to Placement Cell, Gender Sensitization, Disable Students, Examination Cell, Anti-ragging cell, Grievance redressal committee, Sports Etc. |
|  | Lunch |
| 2.00 PM - 3.00 PM | Visit to IQAC Department |
| 3.00 PM - 4.00 PM | Documents Verification |
| 4.00 PM – 5.00 PM | Exit Meeting |

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# PROFILE OF SRI VENKATESHWARAA COLLEGE OF ENGINEERING AND TECHNOLOGY
## 2022-23

| | |
|---|---|
| Name | Sri Venkateshwaraa College of Engineering and Technology |
| Address | 13 A, Pondy Villupuram Main Road, Ariyur, Puducherry – 605 102 |
| Website | https://svcet.ac.in/ |
| Status/Type of the Institution | Private – Affiliated |
| Year of Establishment | 2014 |
| Main Campus Area | 10 Acres |
| IQAC Establishment Date | 06-04-2022 |
| **Governance** | |
| Chairman | Shri. B. Ramachandran |
| Chief Operating Officer | Dr. B. Vidhya |
| Principal | Dr. S. Pradeep Devaneyan |
| Dean | Dr. K.B. Jayarraman |
| IQAC Coordinator | Dr. V. Nagaraj |
| **UNDER GRADUATE PROGRAMS OFFERED** | |
| 1 | B. TECH. Bio Medical Engineering |
| 2 | B. TECH. Mechanical Engineering |
| 3 | B. TECH. Electrical and Electronics Engineering |
| 4 | B. TECH. Electronics and Communication Engineering |
| 5 | B. TECH. Computer Science Engineering |
| **POST GRADUATE PROGRAMS OFFERED** | |
| 1 | M.B.A. – Master of Business Administration |

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| | AVAILABILITY OF GENERAL AND RESIDENTIAL FACILITIES | |
|---|---|---|
| 1 | Girl's hostel | Available |
| 2 | Boy's hostel | Available |
| 3 | Residential facilities for staff | Available |
| 4 | Sports facilities | Available |
| 5 | Cafeteria | Available |
| 6 | Health Centre (First Aid facility, Outpatient facility, Inpatient facility, Ambulance facility, Emergency care facility, Health center staff) | Available |
| 7 | Fire safety measures | Available |

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# EXECUTIVE SUMMARY

## INTRODUCTION:

Sri Venkateshwaraa college of Engineering & Technology (SVCET) is a vibrant Institute of higher education established in the year 2014 with the objective of producing globally competitive and ethical Engineers with Industrial exposure. SVCET is affiliated to Pondicherry University and approved by All India Council for Technical Education (AICTE), New Delhi.

The College campus nestles amidst calm and clean campus sprawling 10 acres situated at Ariyur which is about 12 km from Pondicherry. The College operates a fleet of buses connecting all parts of the City for the convenience of the Students and Staff. Besides this, the College is well connected to different parts of the city by public transport buses.

The students of SVCET are given the opportunity to pursue first grade and advanced technical education regardless of background, gender or financial constraints. The Institution is open to exchange ideas, where discovery, creativity, personal and professional development can flourish. It is a responsive, Student oriented Institution that is committed to the creation, dissemination and acquisition of knowledge through Teaching, Research and Service.

## VISION:

To impart the highest quality of Technical Education, provide impetus to Research and Development, foster innovation in the Technological growth, encourage Entrepreneurship and strive to solve problems of Mankind.

## MISSION:

Aiming high quality training to Students through Education so as to provide qualified Human Resources appropriate to the Society of this Region and National needs.
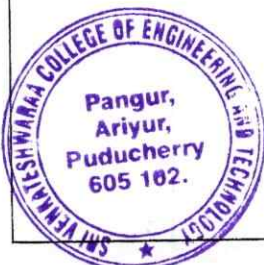
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Puducherry
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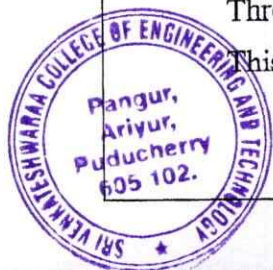21001

## CRITERIA-WISE SUMMARY

### Curricular Aspects

The Curricula for the five undergraduate programs of Engineering have been formulated in accordance with the guidelines of AICTE, affiliating University and is in tune with the vision and mission of the Institution. Considering the technological advancements, the Curriculum for the undergraduate programs of Engineering is shaped in the form of Humanities, Basic and Engineering Sciences, Mathematics, Professional Core, Professional and Open electives and Skill development courses. The emphasis is on overall development and knowledge acquisition. The Curriculum also includes, Value Added Course, Mini projects, laboratory and Project work, Internship, Field Work, Technical report writing, and training in latest software's and technologies which is offered under technical skills. The core Subjects in the Curriculum provide technical knowledge in the chosen program. Students learn important concepts in professional core subjects and advanced concepts in professional elective subjects. SVCET offers exposure of Students to cutting edge technology through EduSkills, an initiative of the College. A Center of Excellence (CoE) is established to expose the Students to best practices and familiar with FORTINET, BLUE PRISM, JUNIFER, UI PATH, MICROCHIP, PALO ALTO, ALTRYX etc. The students are also encouraged to participate in technical symposiums, Hackathons, take up internships and involve in NSS events and join in extra-curricular clubs which aim at enhancing their inherent creative talents.

The Curriculum imparts transferrable and life skills through subjects such as Human Values and Professional Ethics, Skills Development courses - Soft skills, Communication skills and Technical skills, Economics and Finance and co-curricular activities which train students in all aspects, striving towards technological and human excellence. The Curriculum including examination pattern and assessment system. New skill based courses that give students better placement opportunities have also been introduced.

Choice based credit system has been implemented in all the programs since 2017-18. The success of curriculum design and development towards employability can be gauged through increase in net selections in placements and gradual improvement in the average pay-package, and also by admissions into higher educational institutions both in India and abroad.

Through IQAC, Stake holders Feedback from Student, Faculty, Alumni, Employer is collected. This Feedback has been meticulously analyzed to identify areas of improvement. Subsequently

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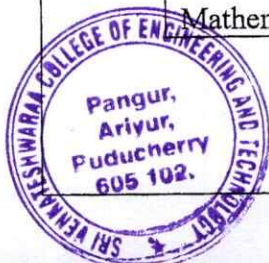**ASPIRE TO EXCEL**
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concrete actions have been taken to address these concerns and enhance our Institutions overall quality.

**Value-added courses designed by the faculties imparting transferable and life skills offered**

| Name of the Course | No. of students completed the course |
|---|---|
| Block chain Technology and Crypto currency | 56 |
| Software Project Management | 57 |
| Data mining and knowledge discovery | 27 |
| Robotics and autonomous system | 56 |
| Game development and virtual reality | 57 |
| Text, web and social media analysis | 27 |
| Hands on Training on MATLAB | 28 |
| PLC and SCADA Automation | 20 |
| Arduino based innovative projects | 17 |
| PCB Design and fabrication | 28 |
| Machine Learning in communication | 20 |
| Mobile OS Loading and Repairing | 17 |
| Hands on training in Biomedical Equipments | 21 |
| Basics of Bioinformatics | 35 |
| Fundamental of Medical coding | 32 |
| Biomedical Instrumentation | 21 |
| Bio signal and Image Processing using Neural Network | 35 |
| Hands on workshop on Critical Care Equipment | 32 |
| Hands on Training on MATLAB | 15 |
| Automation in PLC and SCADA | 10 |
| CNC Turning and Milling | 11 |
| Piping design engineering | 15 |
| Application using Embedded system | 10 |
| Mobile App Development | 11 |
| Hands on Training on MATLAB | 6 |
| PLC and SCADA Automation | 11 |
| Arduino based innovative projects | 5 |
| PCB Design and fabrication | 6 |
| Application using Embedded system | 11 |
| Mobile Testing and Servicing | 5 |
| Universal Human Values | 186 |
| Mathematics and Statistics | 186 |

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## Teaching, Learning and Evaluation

The quality of students seeking admission has been improving year on year which is evident by the ranks of the students joining. As they are from diverse backgrounds the institution is providing academic and other support.

Remedial classes are conducted for slow learners. Bridge courses are organized for the lateral entry students. The advanced learners are encouraged to participate in Hackathons and Design contests etc. The institute follows a Mentoring system in which around twenty students are assigned to each faculty and he/she functions as their local guardian.

The institute has a policy of recruiting well qualified and experienced faculty as per AICTE norms and this has contributed to improving the Teaching Learning process. The institute maintains the requisite teacher student ratio. The courses are assigned to the faculty based on their competencies and specializations. Teachers prepare an elaborate course plan, lesson plan and handouts as part of the academic schedule.

Innovative processes in Teaching and Learning like ICT tools and modern pedagogical techniques are adopted by the faculty. Learning Management System (LMS) is implemented for enriched student teacher interaction. To bridge the gap between the curriculum and the industry requirements, discipline specific technical training programs are conducted. To further strengthen students' domain knowledge guest lectures, workshops, conferences etc. are organized.

The examinations and evaluation system is followed systematically in par with the rules and regulations laid by the university which are revised from time to time making the system more efficient. A set of PEOs, POs and PSOs are formulated for every programme based on the 'outcome based education' approach. Course objectives and outcomes, are prepared for each course following the appropriate levels of Blooms taxonomy.

The Continuous Internal Assessments (CIA) and Semester End Modal Examinations question papers setters also follow various levels of Bloom taxonomy such as Application, Analysis and Evaluation, so as to set quality questions which do not cater to the route learning method.
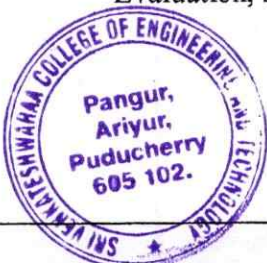
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Systematic procedures have also been devised for assessing the attainment of PEOs, POs, PSOs and COs. The appropriate corrective measures are implemented based on the attainment levels perceived every year.

| No. of sanctioned positions | No. of filled positions | No. of faculty with Ph.D. |
|---|---|---|
| 81 | 81 | 12 |

### Research, Innovations and Extension

The Institute has a vibrant Research environment with linkages to Government R&D Institutes, Industry and Consultancy agencies. The Institute has an approved R&D policy document to provide important information to the faculty and staff about R&D objectives, schemes, available resources and financial benefits. The Institute has formed Research Coordinators Committee and an Industry Institute Interaction committee for promoting and directing Research and Consultancy. Original Research work is ensured through well publicized plagiarism policy document.

The Institute has 30 (perpetual & time bound) functional Memoranda of Understanding (MoU). The Institute encourages the faculty to undertake research by providing seed money, access to laboratories and research facilities. The Institute provides academic leave, for pursuing doctoral work, permission and financial support to attend conferences for paper presentation and Faculty Development Programs (FDP). SVCET faculties have published 50 papers in UGC recognized journals. SVCET faculty has filed 5 patents. A total of more than 50 linkages for internships and industrial project work have been provided to the students.

A total of more than 80 extension activities for the community were conducted in the last five years besides organizing several medical and blood donation camps. More than 90 Percentage of students on an average participated in these activities through NSS unit. Every year SVCET receiving awards and recognition from various Government and Non- government bodies.
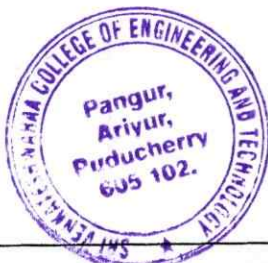
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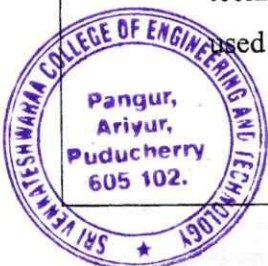ENGINEERING & TECHNOLOGY
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| Title of the paper | Name of the author | Name of the journal | Year of Publications |
|---|---|---|---|
| An Improved BAS MPPT Algorithm in DC-DC Converter for Grid Connected SPVS with PQ Enhancement | Meganathan.P | Sadhana – Springer | 2023 |
| Thyroid Detection And Classification Using DNN Based On Hybrid Metaheuristic And LSTM Technique | Balaji Natarajan | IEEE Systems Journal | 2023 |
| A Review of Blockchain Technology Based Techniques to Preserve Privacy and to Secure for Electronic Health Records | Pradeep Devaneyan S | International Journal of Communication Networks and Information Security. | 2022 |
| An ensemble model for idioms and literal text classification using knowledge-enabled BERT in deep learning | Pradeep Devaneyan S | Measurement: Sensors | 2022 |
| Multilevel Inverter Design with Reduced Switches & THD Using Fuzzy Logic Controller | R. Venkedesh | SSRG International Journal of Electrical and Electronics Engineering (IJEEE) | 2022 |
| Fuzzy tuned direct current vector control for real and reactive power regulation in GC-VSI for PV systems | Meganathan.P | International Journal of Electronics | 2022 |
| Scheduled Access Strategy for Improving Sensor Node Battery Life Time and Delay Analysis of Wireless Body Area Network | K. Andal, A. Moshika | IEEE Access | 2022 |

## Infrastructure and Learning Resources

The Institute has ICT enabled classrooms, well equipped laboratories, sports facilities and good infrastructure spread over 10.25 acres with lush lawns, beautiful landscape, aesthetic architecture and eco-friendly environment. The classrooms are well-furnished, spacious with good ventilation and are well illuminated. They are maintained as per norms for proper visibility and audibility. The college has six seminar halls available with a seating capacity of 130 to 150 each and these are equipped with ICT facilities.

The college website provides all the essential information for the stakeholders. Updates in technology shared by faculty as blogs in the website in case of emergency, and Google classroom used for the teaching-learning process. In an Emergency situation, the class notes assignments

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are uploaded in Google classrooms. A bulk ERP-SMS facility is also available to communicate important messages to all students and faculty through EDUMATE. Webinar and Alumni talk series in a collaborative manner, Google meet and Zoom license is purchased.

The institution recognizes the importance of the library as a good learning resource. It is updated regularly with the latest books & journals. The central library has a facilitated with Library management Software (MODERN LIB SOFTWARE), reading space, reprographic facilities, Digital library. DELNET, National Digital Library of India (NDLI) membership for access e-resources. The digital library facilitated with internet Facility. It enables student's remote access to DELNET e-journals.

CCTVs installed at strategic places help to monitor the campus activities. The Institution has power management department to ensure uninterrupted power supply and maintenance of electrical assets. The Institution has power house installed with One Diesel Generators and solar power with an installed capacity of 120 kW. The maintenance of equipment like Diesel Generator Sets, Power Distribution Systems, Air-conditioners, Fire-Fighting Equipment, drinking water, RO Plant and Solar Panels etc. is undertaken by authorized vendors under annual maintenance contract (AMC). The Institution provides Cafeteria, Books & Stationary and Transport facilities for all students and staff.

## ACADEMIC ACTIVITIES

| S. NO | DETAILS | NUMBER |
|-------|---------|--------|
| 1 | Class rooms | 20 |
| 2 | Seminar hall | 06 |
| 3 | Tutorial hall | 05 |
| 4 | Laboratories | 31 |
| 5 | Library | 01 |

## ADMINISTRATIVE AREA

| S. NO | DETAILS | NUMBER |
|-------|---------|--------|
| 1 | Principal room | 01 |
| 2 | Meeting Hall | 01 |
| 3 | Office room | 01 |

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| 4 | Examination | 01 |
|---|---|---|
| 5 | IQAC | 01 |

| S. No | Details | Number |
|---|---|---|
| 1 | Books | 7811 |
| 2 | Journals | 861 |
| 3 | E- Journals | 911 |
| 4 | E- Books | 10655 |
| 5 | Online E-Subscription | Available |

## Student Support and Progression

The economically and socially challenged students are provided with financial assistance by State and Central Government Agencies based on certain economic criteria. Financial assistance is also given by college Management to the needy students through Equity Action Plan.

The capability enhancement and development schemes include skill development courses: communication skills, soft skills, and technical skills and structured CRT programs. Co-curricular and Extra- curricular activities are also embedded into the system for an overall development of a student.

Remedial coaching is provided for academically weak students so that they can improve in their academics. Bridge and Value-added courses are conducted for all the students to address the curriculum gaps between diploma and current course of study.

The institute follows a Proctorial system in which around twenty students are assigned to each faculty. Besides this, personal counselling is given to students through a qualified professional Student Counsellor.

The consistent academic and other support rendered, has resulted in increased net selections in placements and gradual improvement in average pay package. Performance in competitive exams have also increased resulting in admissions into Higher Educational Institutions both in India and Abroad.

A plethora of sports and cultural activities / competitions are organized by the institution every year wherein the students play an important role in planning and organizing.

The institution also has a transparent mechanism for timely redressal of student grievances. Students are represented in several academic & administrative bodies/committees of the

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institution. The committees are Class Review Committee, Library committee, Anti ragging committee, Canteen committee, IQAC, Women Development cell etc.

There is also a registered Sri Venkateshwaraa College of Engineering and Technology Alumni Association (SVCETAA) which contributes significantly to the development of the institution through financial and non-financial initiatives.

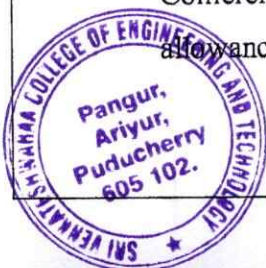| Activity | From | To | Number of Participants |
|---|---|---|---|
| Soft skills training | 11/07/2022 | 16/07/2022 | 128 |
| Language skills training | 11/07/2022 | 16/07/2022 | 124 |
| Life Skills-The art of breath control | 16/08/2022 | 16/08/2022 | 186 |
| Technical training – Artificial Intelligence | 26/09/2022 | 28/09/2022 | 92 |

## Governance, Leadership and Management

The Institute has a well-defined Organizational structure and the Policies of the Management committee and Board of Governing Council are implemented by the Principal with the help of Heads of the Department and various committees constituted for specific purposes. Faculties are represented in the Governing Council, Academic council etc. as part of participative management. As part of decentralization, representatives of Teaching, Non-teaching staff and students participate in various Committees of the institution.

E-governance has been implemented for the purpose of Admissions, Finance and Accounts, Students Admission & Support and Examinations using the software.

The College implements several welfare measures for the Teaching & Non-Teaching Staff for their personal and professional growth. These include EPF, Financial Support for attending FDP, Conference, Workshops, etc.

Faculty are encouraged to attend Faculty Development Programs, Refresher courses workshops, Conferences etc. and are financially supported by the way of providing on duty, travelling allowance, daily allowance, registration fee etc. Professional development programs are

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conducted for Teaching Faculty and Administrative / Technical Training Programs for Non-Teaching staff. The faculty is also encouraged to enhance their educational qualifications by reducing their work load, adjusting their time table and providing academic leave with pay.

The institute has a well-defined Performance Appraisal system for Teaching and Non-Teaching staff. The Institute has a well-defined policy for Audit including Internal and External Auditing. IQAC cell looks after quality aspects in the institute. The IQAC regularly reviews the teaching learning process evaluation and assessment, structure etc. and as a result new courses have been introduced with an aim to enhance not just the quality of placements but also to develop their knowledge, skill sets and overall personality. The institute has formulated a strategic plan and continues to implement it for its overall development.

| Title of the administrative training Programme organized for non-teaching staff | From date | To Date | Number of participants |
|---|---|---|---|
| RECENT ADVANCEMENT IN PROGRAMMING LANGUAGE | 10-04-2023 | 12-04-2023 | 12 |
| ROLES AND RESPONSIBILITIES OF ADMINISTRATION | 22-08-2022 | 24-08-2022 | 12 |

### IQAC Cell Initiatives:

| Name of quality initiative by IQAC | Date of conducting | Number of participants |
|---|---|---|
| FDP ON INTERDISCIPLINARY RESEARCH INTEGRATION | 10-04-2023 TO 15-04-2023 | 80 |
| FDP ON TEACHING TECHINQUE AND TIME MANAGEMENT | 19-12-2022 TO 23-12-2022 | 80 |
| DIGITAL TEACHING STRATEGIES | 17-06-2023 | 80 |

### Institutional Values and Best Practices

Our Institution initiates the gender equity & sensitization in curricular and co-curricular activities, facilities for women in the campus. Our Management facilitates and initiates alternate sources of energy and energy conservation as Solar Energy, LED bulbs as power efficient equipment. Management includes facilitate for degradable and non-degradable waste, solid waste, liquid waste for better environment. Rain water harvesting is utilized for water conversion and bore well

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water to the overhead tanks. The waste water recycling is constructed within the campus. Automobiles entry restricted for the usage of pedestrian friendly pathways.

The Single use of plastic has been banded within the campus, the landscaping with trees and plants are measured as a Green Campus Environment. The physically challenged persons utilized the facilities of ramp and elevator. The Institutional environment and energy initiatives are confirmed through Green audit or Environment audit, Energy audit and Clean & green campus initiatives. Our Institution encourages the beyond campus environmental promotional activities. Also, Inclusive environment activities such as Pongal, Onam and Vinayagar Chathurthi are celebrated as cultural and regional events. Sensitization activities such as Republlic Day, Science Day, Women's Day, Voter's Day, Girl Child Day, Independence Day, Engineers Day, Yoga Day are celebrated.

Skill Up Day" was established to encourage the Students in extra-curricular and co-curricular activities. It will enhance the Students skills, interest towards their domain and knowledge, which is in outside of the academic area. The Community Extension services are well designed and efficient approach by involving the Faculties and the Students. To take an active role in community services, establishing an awareness of Social Responsibility to the Students.

Our Institution is strongly focused on the Cutting-edge and developed Industry Center of Excellence's for Students to acquire essential skill in recent trends of Industries.

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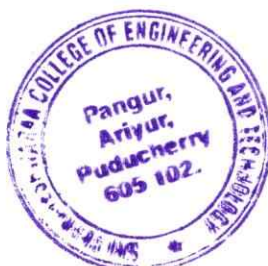ARIYUR, PUDUCHERRY - 605 102.

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## INTERNAL QUALITYASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

## ACADEMIC YEAR 2022-23

Name of the Department: **GENDER SENSITIZATION**

| S. No | Parameters | Observation & Remark |
|-------|-----------|---------------------|
| 1 | What are the women-related courses/topics introduced in the curriculum in the various subjects taught? | Evident |
| 2 | Gender segregated data on students and faculty in various departments at UG/PG level. | Evident |
| 3 | Participation of women faculty in seminars/ conferences/ workshops/ faculty development programmes/ receiving awards/representation in various committees. | Evident |
| 4 | Percentage of women faculty actively involved in research/ guiding research students/ operating projects/ publishing and extension activities. | Evident |
| 5 | What are the specific research topics and extension activities related to women? | Evident |
| 6 | Availability of hostel/ separate common room/ toilet/Section for Women Gym/counselling /sports facilities for women. | Evident |
| 7 | Separate section for Gender-Related Resources in the Library. | Evident |
| 8 | Exclusive Scholarships for Women/ financial support and the students getting placement | Evident |
| 9 | Availability of women counsellors, sexual harassment cell, woman doctor. | Evident |
| 10 | Number of women in all selection /promotion committees/ academic/ administrative bodies of the institution. | Evident |
| 11 | Details on maternity leave, crèche for children. | Evident |
| 12 | Number of gender sensitization programmes conducted. | 06 programs - Evident |

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**Signatures of the Auditor**

**External Auditor**

**Internal Auditor**

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## INTERNAL QUALITYASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **Library**

| S. No | Parameters on Library | Observations & Remark |
|---|---|---|
| 1 | Does the library function on Saturdays, Sundays and holidays to facilitate use by students and faculty | **Yes** (Library working hours - Monday to Saturday: 9:00 AM to 5:00 PM) |
| 2 | Does the library have extended and appropriate working hours before/after the class hours | Evident |
| 3 | Does the college have a Library Advisory Committee? If yes, what is the role of the library committee? | **Yes**, Library Advisory Committee plays an advisory role regarding the Library on matters of General Policy, Planning, Programs, Goals and Objectives in its support of Teaching, Learning and Research needs of the College. |
| 4 | Are the qualifications, experience and pay of the Librarian and as per government/UGC norms? | Evident |
| 5 | Has the librarian attended/participated in Continual professional development/orientation/refresher courses and workshops/seminars (national/regional) | Evident |
| 6 | Does the library have separate premises of its own? Does it contain minimum infrastructure facilities such as utilities, staff area, reading hall, periodicals section, circulation counter, service area, Information Display, etc.? | Evident |
| 7 | What is the ratio of the seating capacity to the users (students and faculty)? | 100 |
| 8 | Is the Alternate Backup/Generator facility extended to the library? | **Yes** |
| 9 | What are the measures for overall maintenance and cleanliness of the library? | **Yes** (Cleaning the library in routine manner, annual stock verification is done regularly and pest control implemented for the protection of library resources.) |
| 10 | Does the library have computers and Internet facilities? | **Available** (12 Computers) |
| 11 | Are the library functions automated? If yes, are they fully/partially automated? | Fully automated (MODERNLIB) |
| 12 | What are the financial/funding sources other than management? | NIL |

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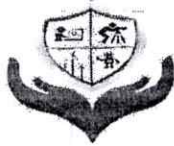
| | | |
|---|---|---|
| 13 | Is there any defined policy for collection development, stock verification, promotion and training of library staff? | **Yes** (Institutional policy guidelines for administration & functioning of the College library) |
| 14 | Data on Availability of Resources | Data available with MODERNLIB Software |
| 15 | Magazines | **Yes** |
| 16 | E- Information Resources | **Yes** |
| 17 | CD's /DVD's | Available |
| 18 | Databases | Evident |
| 19 | Online Journals | Evident |
| 20 | Competitive Examinations | Evident |
| 21 | Braille materials/Rare collection | Available |
| 22 | AV Materials | Yes |
| 23 | Remote Access to the library | Evident |
| 24 | Book Bank | Evident |
| 25 | Ratio of the library books to the number of students enrolled | **Yes** (13:1) / (7811/601) |
| 26 | Does the library provide the following basic services? | Evident |
| 27 | Circulation Services | Evident |
| 28 | Clipping services | Evident |
| 29 | Bibliographic compilation | Evident |
| 30 | Information display and notification services | Evident |
| 31 | Reference/referral services | Evident |
| 32 | Photocopy and printing services | Evident |
| 33 | User Orientation/Information Literacy | Evident |
| 34 | Resource sharing/ILL | Evident |
| 35 | Internet / digital resources availability | Evident |
| 36 | Average number of books issued/returned per day | **Yes** (100) |
| 37 | Number of reference enquiries (users) on an [] average per month (percentage may be specified) | Evident |
| 38 | Number of services delivered per student per month | Evident |

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**Signatures of the Auditor**

**External Auditor**

**Internal Auditor**

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## INTERNAL QUALITYASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **HUMAN RESOURCE DEPARTMENT**

| S. No | Parameters | Observation & Remark |
|---|---|---|
| 1 | Staff patterns conform to norms and standards prescribed for the purpose. | Available |
| 2 | Clear demarcation of functional responsibilities exists among the personnel | Evident |
| 3 | Job analysis, description and specifications have been clearly spelt out | Evident |
| 4 | Allocation and actual deployment of manpower is as per sanctioned strength and controls are available for monitoring efficient and effective utilization of manpower | Evident |
| 5 | Does the Institution have a manual / process document for guidance and information on Personnel administration related to HR Policies and procedures? | Evident |
| 6 | Is Appointment Letter issued to all the new recruits? | Evident |
| 7 | Do you have the procedure of confirming the new recruits after probationary period? | Evident |
| 8 | Does the Institution obtain concurrence / acknowledgment for the job roles / duties assigned to the employees? | Evident |
| 9 | Are Time Entry records pertaining to Casual leave, vacation and sick leave and other leaves are up to date? | Evident |
| 10 | Are sufficient training opportunities provided to improve employee work related competencies in accordance with regulatory requirements? | Evident |
| 11 | Are annual performance evaluations given to departmental Employees in accordance with the rules prescribed by the authority concerned? | Evident |
| 12 | Are Payroll records made available to employees at appropriate intervals? [Issue of Payslip, Annual Statement of PF Transactions, etc.,] | Evident |
| 13 | Have procedures been established to ensure that terminating employees return all Institutions ID cards, keys, laptops, equipment, etc., and that appropriate systems administrators are notified to remove all logon privileges to Institutions systems? | Evident |

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| | | |
|---|---|---|
| 14 | Are administrative employees sufficiently trained to perform assigned roles and responsibilities to support HR administration? | Evident |
| 15 | Do you remit the statutory dues such as EPF, ESI, TDS, Professional Tax and other payments on Time? | Evident |
| 16 | Do you issue Form 16 from the TRACES Portal for your employees to facilitate them to file their income tax returns? | Evident |
| 17 | Does the HR team is on par with the education qualifications and salaried in accordance with the UGC norms? | Evident |
| 18 | Do promotion orders are given to faculty on Career Advancement Scheme (CAS) of UGC act? | Evident |

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## INTERNAL QUALITY ASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **Examination Cell**

| S.No | Parameters for Examination Cell | Observation & Remark |
|------|--------------------------------|----------------------|
| 1 | Is the Infrastructure of the Examination cell has the provision of Confidential space, Waiting Room and security at the premises | Available |
| 2 | Is Internal assessment date is announced giving a sufficient time until the conduct of the exam | Evident |
| 3 | Has the Portions for the test has been completed before the conduct of the exam | Evident |
| 4 | Has the Pattern for the Test has been communicated | Evident |
| 5 | Components for the Internal Marks | Evident |
| 6 | Examination Reforms Made. | Evident |
| 7 | Internal & External Examination Grievances Reported and Resolved | Evident |
| 8 | Mechanism for the examination related grievances | Evident |
| 9 | Does the examination cell adhere to the CIE according to the Academic Calendar | Evident |
| 10 | Is e-governance implemented in Examination Related Functions | Evident |
| 11 | Is Documents related to examination Cell Maintained | Evident |
| 12 | Teachers participated in the Question paper setting for the affiliating university | Evident |
| 13 | Teachers participated in the Evaluation of the Answer scripts for the affiliating University | Evident |
| 14 | Is the Conduct of Examination robust using IT facilities | Evident |
| 15 | Examination Policy/manual available? | Evident |
| 16 | Availability of Spacious tables and lighting for the ease of conducting the exams | Evident |

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INTERNAL QUALITYASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **Placement Cell**

| S. No | Parameters | Observation & Remark |
|-------|------------|----------------------|
| 1 | Career Guidance and Competitive Examinations programs organized | Evident |
| 2 | Resume writing and Employability Enhancement Skills awareness given | Evident |
| 3 | Mock Interviews and GD sessions Organized | Evident |
| 4 | Institution -Industry Collaboration made. | Evident |
| 5 | No of On-Campus Drives Held in the Campus | Evident |
| 6 | Students participation in Off-Campus drives | Evident |
| 7 | No of Core-Companies visiting the Institution | Evident |
| 8 | Annual Report of the Placement done every year | Evident |

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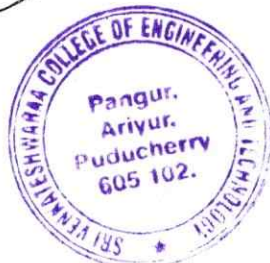
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## INTERNAL QUALITY ASSURANCE CELL

## AAA EVALUATION FORM FOR THE ACADEMIC DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **ACADEMIC DEPARTMENTS**

| S.no | Parameters | Observation & Remark |
|------|------------|----------------------|
| 1 | Year of Establishment | 2014 |
| 2 | Is the Department part of a School/Faculty of the Autonomous College | No |
| 3 | Names of programmes offered | B. TECH., M.B.A. |
| 4 | Number of teaching posts Sanctioned/Filled | 81/81 |
| 5 | Number of Research Projects | 05 |
| 6 | Total grants received | 12.72 Lakhs |
| 7 | Number of Research Scholars/ Post Graduate students getting financial assistance from the University/State/ Central | N. A. |
| 8 | E-content and E-courses developed by the Teachers | Evident |
| 9 | student's participation in co-curricular and Extra-curricular activities | Evident |
| 10 | Innovative Teaching-Learning Methodologies introduced | Evident |

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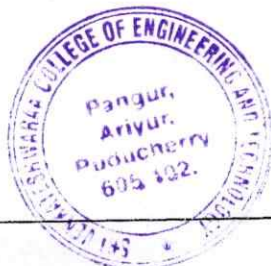
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## INTERNAL QUALITYASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **ADMIN & FINANCE DEPARTMENTS**

| S.No | Parameters | Observation & Remark |
|------|------------|----------------------|
| 1 | Student Admission Mechanism | Available |
| 2 | Demand ratio for each programme | Evident |
| 3 | Is ERP Software used in Administration and Finance | Evident |
| 4 | Whether Reservation Policy is followed as per the Government Reservation Policy | Evident |
| 5 | The List of Government Scholarships Received by the Students | Evident |
| 6 | Fee- Waivers given by the Institution | Evident |
| 7 | Students Admitted from Other States and Abroad | Needs Improvement |
| 8 | No of Male and Female Students Ratio | |
| 9 | Approval Letters from the Respective SRA | Available |
| 10 | Affiliation Letters from the Respective University | Available |
| 11 | Any Grants received under General Development Grants under XII Plan from UGC | NIL |
| 12 | Internal Audit Committee and its Composition | Available |
| 13 | Internal Audit Plan and inspection reports | Evident |
| 14 | Fee- Description for each program | Evident |
| 15 | External Financial Audit done for all years? | Evident |
| 16 | List of Different Committees and its activities | Evident |
| 17 | Minutes of the Meetings for the Meeting Held for the Development of the institution | Evident |

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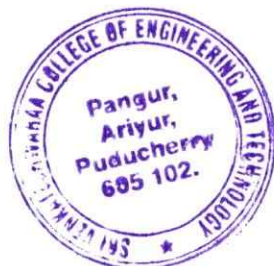
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## INTERNAL QUALITY ASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **STUDENT COUNCIL**

| S.No | Parameters | Observation & Remark |
|---|---|---|
| 1 | Presence of Student Council? | Evident |
| 2 | Composition and MoM of the Student Council | Evident |
| 3 | Participation of the Student members in Library Committee | Evident (Reports Available) |
| 4 | Clubs and Extramural activities formation and reports | Evident |
| 5 | Students participation in cultural and sports activities | **Evident** (Student Sport Reports) |
| 6 | Symposia, Conferences, organized by the Students Council | Evident |

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## INTERNAL QUALITYASSURANCE CELL

## AAA EVALUATION FORM FOR THE ADMINISTATIVE DEPARTMENTS

### ACADEMIC YEAR 2022-23

Name of the Department: **GRIEVANCES CELL**

| S.No | Parameters | Observation & Remark |
|------|------------|----------------------|
| 1 | Composition and Minutes of Grievances Cell | Evident (Two Meetings) |
| 2 | Guidelines/ Norms for Anti-Ragging/Sexual Harassment/Examinations from the Respective SRA | Evident (Policy for Anti ragging & Anti Sexual Harassment) |
| 3 | Online/Offline Grievances form | Evident (Forms Available in Institution Website) |
| 4 | Report on the Grievances Resolved | No Grievances Received |
| 5 | Action taken and the appropriate evidences | No Grievances Received |
| 6 | Online Grievances link | Evident (Forms Available in Institution Website) |
| 7 | Has the Institution has a Anti Ragging Squad | Evident |

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**Signatures of the Auditor**

**External Auditor**

**Internal Auditor**

PRINCIPAL
SRI VENKATESHWARAA COLLEGE OF
ENGINEERING & TECHNOLOGY
ARIYUR, PUDUCHERRY - 605 102.

# srivenkateshwaraa
## College of Engineering & Technology
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University, Puducherry)
13-A, Pondy - Villupuram Main Road, Ariyur, Puducherry - 605 102.
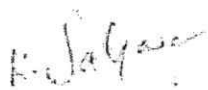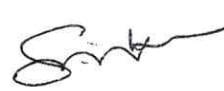
ASPIRE TO EXCEL

ISO
21001

The above reports were submitted by the Institution for conducting the Academic and Administrative audit for the academic year 2022-23.

The Academic and Administrative audit was performed by **P S Quality Certification Pvt. Ltd,** with the data submitted by the institution. We attest to the validity of the above report.

| External Auditors | Internal Auditors |
|---|---|
| Dr. K. Sathyanarayanan, Director, ISDE Academy, IRCA Registered Lead Auditor | |
| S. M. Raj Bharath, P S Quality Certification Pvt. Ltd. | Dr. V. Nagaraj, IQAC Coordinator, Sri Venkateshwaraa College of Engineering and Technology |

**Date:** 14/07/2023

**Place:** Sri Venkateshwaraa College of Engineering and Technology, Puducherry

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