






# MAILAM ENGINEERING COLLEGE

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and  
Accredited by National Board of Accreditation (NBA) & TATA Consultancy Services (TCS)

## AUDIT POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
MEC/IQAC/POLICY/001	01/01	01/07/2021	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
ACADEMIC COORDINATOR	IQAC COORDINATOR	PRINCIPAL

Principal

Mailam Engineering College,  
Mailam - 604 304.





# MAILAM ENGINEERING COLLEGE

Mailam (Po), Tindivanam (Tk.), Villupuram (Dt.) Pin: 604 304

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## AUDIT POLICY

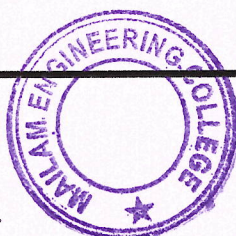
### ABOUT THE ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) COMMITTEE OF MEC

The **Academic and Administrative Audit (AAA)** of Mailam Engineering College has to assess and monitor their processes with a well-planned system of internal and external reviews. It reviews the processes and procedures used by various Programs in the college to enhance the quality of their Programs and ensure the achievement against the stipulated targets for which standard practices and processes need to be put in place. This committee is assessing the effectiveness and efficiency of the administrative process. It includes the assessment of strategies, functions, policies of various departments, control of the administrative system, and others. It helps to bring new academic reforms and keep track of the progress, and support reforms of the college.

### MAJOR OBJECTIVES

The major objectives of the AAA committee are listed below.

- To ensure the quality of standards in teaching learning process.
- To evaluate all the curricular and co-curricular programs and activities of the college.
- To encourage the continuous improvement in target key result areas of academic activities of the institution.
- To understand the shortcomings and improve the quality of education of the various processes and systems of the college.







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## WHOM TO AUDIT:

All the UG and PG departments, Science and Humanities departments of Mailam Engineering College are subject to audit about their performance in every academic year.

## AUDIT COMMITTEE:

Following members of the college belongs to audit committee

1. Principal of the College
2. IQAC Coordinator
3. HOD of each department
4. Senior Faculty member from each department.

## FREQUENCY OF AUDIT:

The audit committee conducts internal audit in each department at the end of each semester and also collects the report of performance of each department at the end of each academic year.

- **END SEMESTER AUDIT:**

This audit analyzes the teaching learning process of each classes at the end of every semester and reviews the progress in the process.

- **ANNUAL PERFORMANCE AUDIT:**

This audit is conducted at the end of each academic year for every department, which analyses performance of students and faculty members and reviews the target achieved by the department in the academic year.

- **ADMINISTRATIVE AUDIT:**

This audit is conducted by the AAA committee member at the end of each academic year, about the functioning of all committees formed for effective functioning of the college.

## AUDIT ELEMENTS

- **END SEMESTER AUDIT**
  - Teaching methodology and tools
  - Learning Outcomes
  - Records of teaching learning process
- **ANNUAL PERFORMANCE AUDIT**
  - Student's admission







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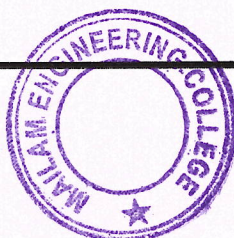
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- Student's academic activities
- Student's Co curricular activities
- Student's extracurricular activities
- Faculty performance in research
- Departmental activities
- Training and Placement activities
- ADMINISTRATIVE AUDIT
  - Committee Meeting
  - Meeting Circular
  - Committee Minutes
  - Committee members attendance

## AUDIT PROCESS:

- IQAC of MEC initiates the audit process in the college in its first meeting of each academic year.
- As per the direction of IQAC, the AAA committee will decide the time period of conducting audit.
- AAA committee informs the period of audit through a circular before 15 days for all the departments
- A list of auditor appointed for each department will be sent before 2/3 days of audit. through circular to the head of the departments and the auditor's appointed for this purpose.
- Audit process will be conducted in the respective HOD's room by the Auditor on the stipulated date
- Auditor collects information and records all the details required in the audit form and prepares a Audit report with remarks.
- Auditor submits the audit report to the AAA committee within a week's time period.
- In case of any non-conformity remarks, the auditee is requested to correct the non-conformity and submit the record to the auditor.







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## 1. END SEMESTER AUDIT FORM



MAILAM ENGINEERING COLLEGE  
MAILAM, Villupuram (Dt), Pin – 604 304

### ACADEMIC COURSE FILE AUDIT

Department:

Date:

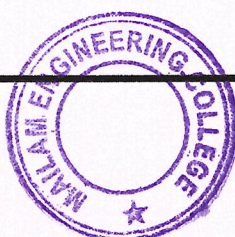
Batch:

Year:

Academic Year:

Sem:

Sub. Name									
Syllabus Copy									
Syllabus Completion									
Lesson Plan									
Log Book									
Lecture Notes									
Assignment Given									
IAT Question Papers									
IAT Answer Keys									
IAT Result Analysis									
Lab Record									

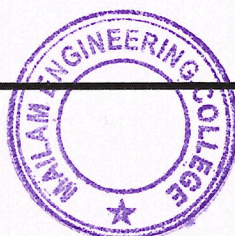






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<b>Sub. Code</b>	<b>Subject Name</b>	<b>Sec</b>	<b>Handling Staff &amp; Designation</b>	<b>Remarks</b>







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NON-CONFORMITY:

--

Audited By:

Sign:

*NOTE: Non-conformity should be closed within two working days.*

Checked By Auditor:

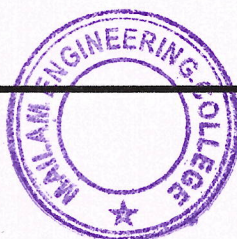
Date :

Auditor

HOD

IQAC Co-Ordinator

Principal







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## 2. ANNUAL PERFORMANCE REPORT



**Mailam Engineering College**

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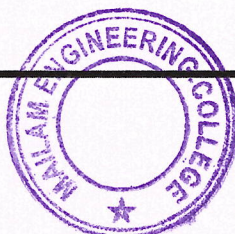
### ANNUAL PERFORMANCE REPORT

DEPARTMENT:

ACADEMIC YEAR:

DATE:

S. No	Particulars	Target	Achievement		Remarks
			ODD SEM	EVEN SEM	
1	No. of Students studying	II: (Intake)	II :		
		III:	III:		
		IV:	IV:		
2	No. of students with attendance less than 75%	II & III & IV : 0%	II :	II :	
			III:	III:	
			IV:	IV:	
3	Overall Anna university Result %	II: 60% III: 70% IV: 80%	II :	II :	
			III:	III:	
			IV:	IV:	
4	No. of courses less than target in University examination result	Theory: 80% Problematic: 75%			
5	No. of students Placed (MNC + Core + Others)	Target >= 80%			
6	No. of Anna University Rank holders	UG: >= 1 PG: >= 5			
7	No. of students undergone Inplant Training / Internship	Target >= 40%			







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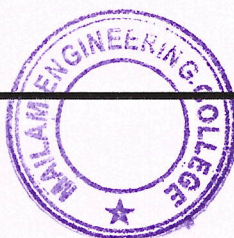
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8	No. of students participated in Value Added Courses	Target $\geq 60\%$		
9	No. of faculty members attended Program in the AY (FDP/STTP/Workshop/Seminar)	Target $\geq 80\%$		
10	No. of Faculty members with students feedback overall $> 4$	Target $\geq 80\%$		
11	No. of Faculty members published papers in Conferences / Journals in the AY	Target $\geq 80\%$		
12	No. of Guest Lectures organised in the AY	Target $\geq 4$		
13	No. of Industrial Visits organised in the AY	Target $\geq 3$		
14	No. of Symposium / Conferences organized in the AY	Target $\geq 1$		
15	No. of Workshops / Seminars / Value Added Courses organized in the AY	Target $\geq 2$		

HOD

Principal







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## 3. ADMINISTRATIVE AUDIT:



### MAILAM ENGINEERING COLLEGE

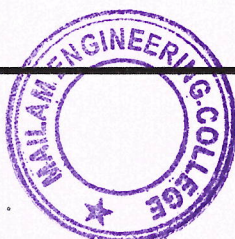
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#### ADMINISTRATIVE AUDIT REPORT

ACADEMIC YEAR:

AUDITED BY:

S. NO.	COMMITTEES	COMMITTEE MEMBERS	MEETING CIRCULAR	MOM	MEETING ATTENDANCE	ACTION TAKEN REPORT
1.	GOVERNING BODY COUNCIL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
2.	INTERNAL QUALITY ASSURANCE CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
3	ACADEMIC PLAN COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
4	LIBRARY ADVISORY COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
5	EXAMINATION COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
6	RESEARCH & DEVELOPMENT CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
7	SPORTS COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
8	ANTI RAGGING COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
9	PROSPECTUS COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO







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10	WOMEN EMPOWERMENT CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
11	GRIEVANCE REDRESSAL CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
12	DISCIPLINARY COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
13	TRAINING AND PLACEMENT CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
14	PURCHASE COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
15	NEWSLETTER AND MAGAZINE COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
16	ENTREPRENEURSHIP CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
17	BUDGET & FINANCE COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
18	ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
19	HOSTEL COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
20	CANTEEN COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
21	ALUMNI COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
22	TRANSPORT COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
23	INDUSTRY INSTITUTE PARTNERSHIP CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
24	STUDENTS COUNSELLING COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
25	NSS ADVISORY COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
26	FEEDBACK COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
27	WEBSITE COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
28	INTELLECTUAL PROPERTY RIGHTS CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
29	STUDENTS WELFARE COMMITTEE	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
30	SCHOLARSHIP CELL	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO

Remarks, if any:

Auditor Sign:

AAA CELL COORDINATOR

IQAC COORDINATOR

PRINCIPAL

