8.2. Academic Audit and Actions Taken thereof during the Period of Assessment (15)

(Academic audit system/process and its implementation in relation to continuous improvement.)

Academic Auditing System Overview

A robust academic auditing system has been implemented to evaluate and ensure the quality, compliance, and effectiveness of academic programs, courses, faculty, and overall learning processes. The primary goal of this academic audit is to improve teaching and learning outcomes. The audit is conducted both internally and externally to enhance the teaching and learning process. The academic audit process is as follows and is presented in pictorial format in

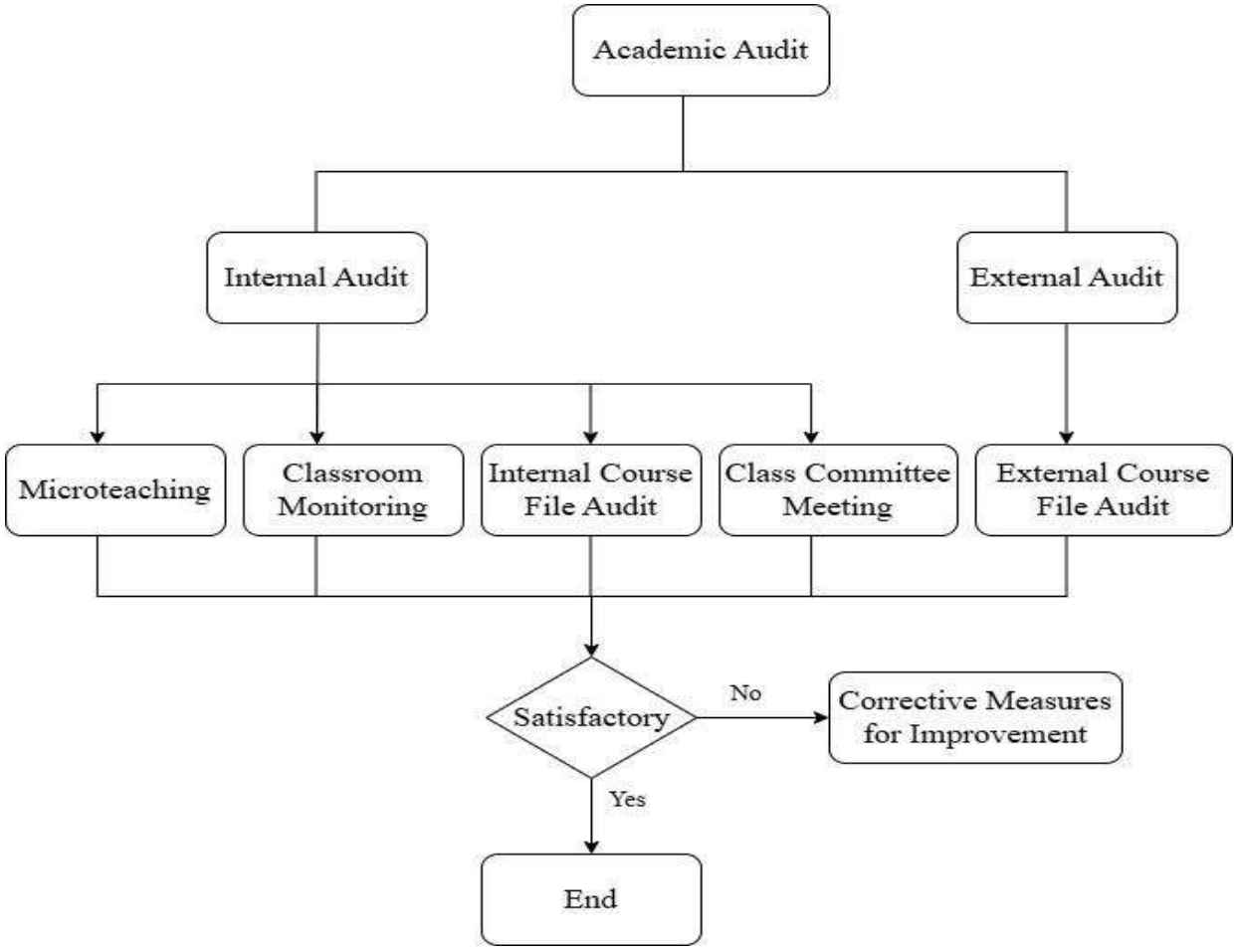


Fig No.8.2.1: The Academic Audit Process.

1. Microteaching

Microteaching sessions are conducted at the beginning of each semester to evaluate faculty preparedness in delivering courses and maintaining course files. The process includes:

Preparation of Course Files Course files should be prepared well in advance before the commencement of classes. These files are then checked by the module coordinator and the Head of Department (HoD).

Random Selection and Presentation Faculty from each department will be randomly selected to present a lecture on a topic chosen by the Academic Dean and the Principal.

Evaluation of Presentation During their presentation, the performance of the faculty members is evaluated based on specific criteria. Those who achieve a good score will be allowed to handle classes. If a faculty member does not score well, they will be given time to improve by referring to various textbooks and seeking guidance from senior staff members. They must then re-present their lecture for re-evaluation. The sample circular for microteaching for the academic year 23-24(odd) and the corresponding scorecard are presented in Figure 8.2.2 and Figure 8.2.3

Velammal College of Engineering and Technology, Madurai – 09.
(Autonomous)

VCET/DEAN(ACADEMICS)/DEC/2023/72

26.12.2023

Circular

All faculty members who are going to handle II year, III Year & IV Year B. E. /B.Tech. classes will be given a chance for microteaching as per the schedule mentioned below. The selected faculty member will be given 15 minutes time (includes question session) for their presentation. The course file preparedness will also be verified.

S.No.	Department	Date	Time
1.	Civil	19.12.2024	09:45 am to 10:30 am
2.	CSE		10:30 am to 11:30 am
3.	ECE		11:30 am to 12:15 pm
4.	EEE		12:15 pm to 01:00 pm
5.	Chemistry		01:30 pm to 02.00pm
6.	IT		02:00 pm to 02:45 pm
7.	MECH		02:45 pm to 03:30 pm
8.	Maths		03:30 pm to 04:00 pm

- Venue for microteaching : Seminar Hall 1
- Requirements for microteaching
  1. PPT may be uploaded in the available Laptop
  2. Duster/White Chalk/Slide changer will be provided
  3. Topic will be given by evaluators on the spot
- Evaluation will be done based on the format attached

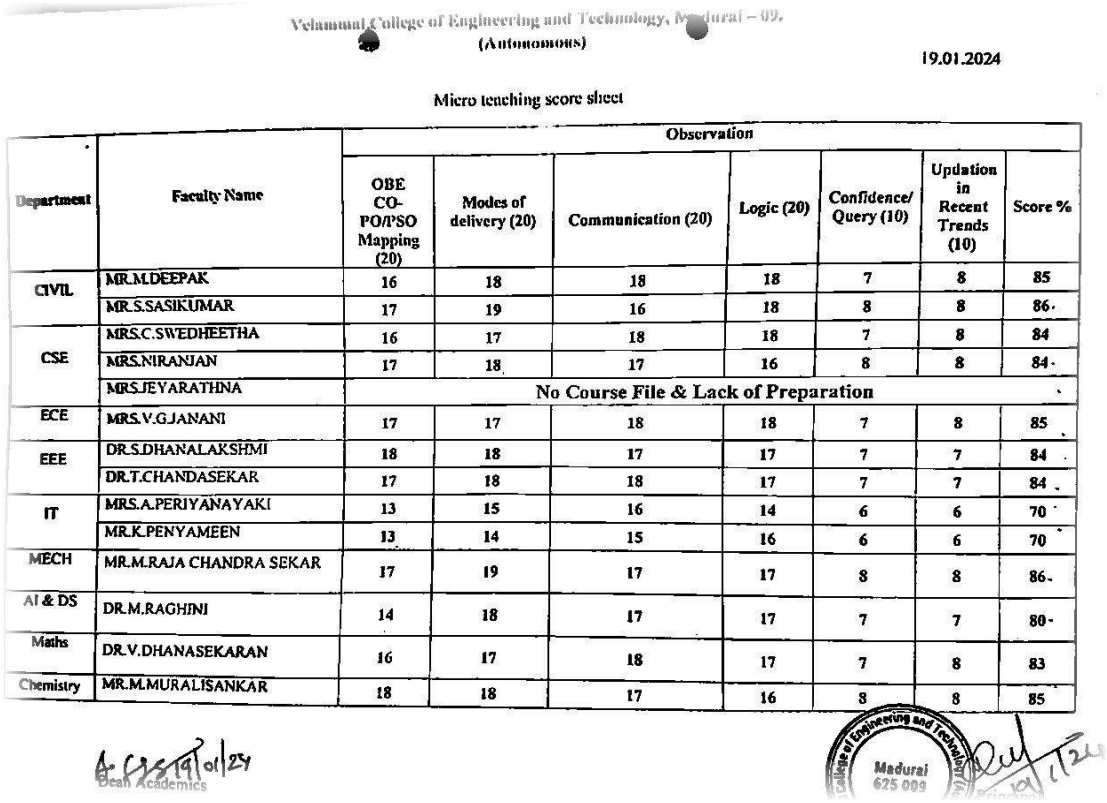
Dean (Academics) 26/12/23

Principal 26/12/23

Madurai 625 009

Copy to
1. Principal
2. Dean (Academics) File
3. Faculty circulation

Fig No.8.2.2: Sample microteaching circular for the academic year 2023-24 Odd semester.



Velammal College of Engineering and Technology, Madurai – 09.
(Autonomous)

19.01.2024

Micro teaching score sheet

Department	Faculty Name	Observation						
		OBE CO-PO/PSO Mapping (20)	Modes of delivery (20)	Communication (20)	Logic (20)	Confidence/ Query (10)	Updation in Recent Trends (10)	Score %
CIVIL	MR.M.DEEPAK	16	18	18	18	7	8	85
	MR.S.SASIKUMAR	17	19	16	18	8	8	86
CSE	MRS.C.SWEDHEETHA	16	17	18	18	7	8	84
	MRS.NIRANJAN	17	18	17	16	8	8	84
	MRS.JEYARATHNA	No Course File & Lack of Preparation						
ECE	MRS.V.GJANANI	17	17	18	18	7	8	85
EEE	DR.S.DHANALAKSHMI	18	18	17	17	7	7	84
	DR.T.CHANDASEKAR	17	18	18	17	7	7	84
IT	MRS.A.PERIYANAYAKI	13	15	16	14	6	6	70
	MR.K.PENYAMEEN	13	14	15	16	6	6	70
MECH	MR.M.RAJA CHANDRA SEKAR	17	19	17	17	8	8	86
AI & DS	DR.M.RAGHINI	14	18	17	17	7	7	80
Maths	DR.V.DHANASEKARAN	16	17	18	17	7	8	83
Chemistry	MR.M.MURALISANKAR	18	18	17	16	8	8	85

Dean Academics

Madurai 625 009

Fig No.8.2.3: Sample scoresheet for the academic year 2023-24 Odd.

2. Classroom Monitoring

The effectiveness of faculty members in handling classes is assessed by the Principal, Dean, and Head of the Department. Observations are documented, and necessary actions are taken for improvement based on the comments. The sample of class monitoring records by the HoD is shown in the Figure.8.2.4

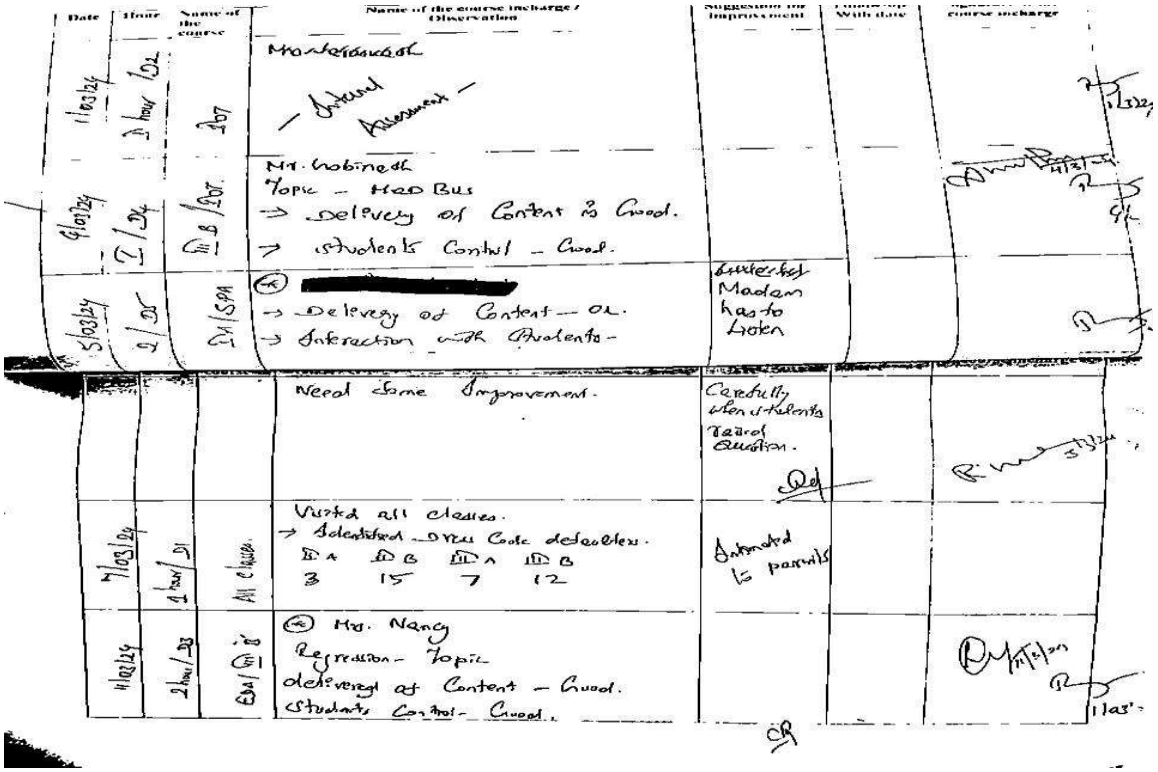


Fig No.8.2.4: Sample class monitoring record by HoD.

3. Internal Course File Audit

The Academic Assessment Cell is functioning properly to monitor the academic process, headed by Dr. A.P. Pusphalatha, Prof. and Head of the Maths department. The academic assessment processes are as follows:

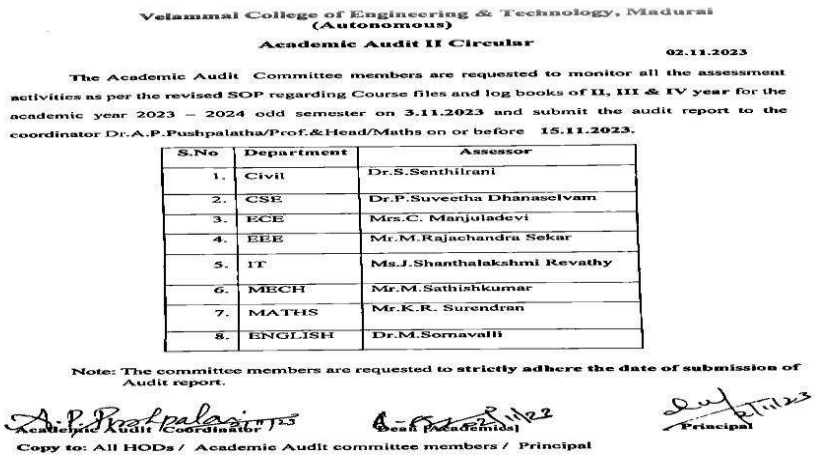
Course File Audit: A course file audit is conducted by the academic audit committee once every three months.

Monitoring Assessment Activities: All assessment activities are monitored by the academic audit committee members as per the SOP regarding course files and logbooks. The sample auditing circular for the academic year 2023-24 Odd is shown in Figure 8.2.5

Submitting Audit Reports: Audit reports are submitted by the committee members to the coordinator within the due date. The sample audit report for the academic year 2023-24 Odd is shown in Figure 8.2.6

Consolidation and Approval: All reports from the auditors of each department are consolidated by the coordinator and approved by the Principal.

Circulation and Corrections: Copies of the consolidated report are circulated to all departments. Corrections are carried out by each department, and these corrections are verified again by the auditor, who then provides the correction report to the coordinator.



Velammal College of Engineering & Technology, Madurai
(Autonomous)

Academic Audit II Circular

02.11.2023

The Academic Audit Committee members are requested to monitor all the assessment activities as per the revised SOP regarding Course files and log books of II, III & IV year for the academic year 2023 – 2024 odd semester on 3.11.2023 and submit the audit report to the coordinator Dr.A.P.Pushpalatha/Prof.&Head/Maths on or before 15.11.2023.

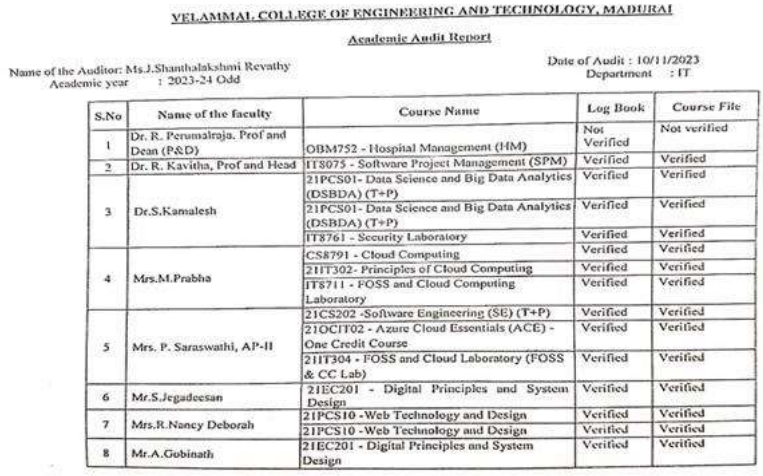
S.No	Department	Assessor
1.	Civil	Dr.S.Senthilrani
2.	CSE	Dr.P.Suveetha Dhanaselvam
3.	ECE	Mrs.C. Manjuladevi
4.	EEE	Mr.M.Rajachandra Sekar
5.	IT	Ms.J.Shanthalakshmi Revathy
6.	MECH	Mr.M.Sathishkumar
7.	MATHS	Mr.K.R. Surendran
8.	ENGLISH	Dr.M.Somavalli

Note: The committee members are requested to strictly adhere the date of submission of Audit report.

Academic Audit Coordinator | Dean (Academics) | Principal

Copy to: All HODs / Academic Audit committee members / Principal

Fig No.8.2.5: The sample auditing circular for the academic year 2023-24 Odd.



VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, MADURAI

Academic Audit Report

Name of the Auditor: Ms.J.Shanthalakshmi Revathy
Academic year : 2023-24 Odd

Date of Audit : 10/11/2023
Department : IT

S.No	Name of the faculty	Course Name	Log Book	Course File
1	Dr. R. Perumalraja, Prof and Dean (P&D)	OBM752 - Hospital Management (HM)	Not Verified	Not verified
2	Dr. R. Kavitha, Prof and Head	IT8075 - Software Project Management (SPM)	Verified	Verified
3	Dr.S.Kamalesh	21PCS01- Data Science and Big Data Analytics (DSBDA) (T+P)	Verified	Verified
		21PCS01- Data Science and Big Data Analytics (DSBDA) (T+P)	Verified	Verified
		IT8761 - Security Laboratory	Verified	Verified
4	Mrs.M.Prabha	CS8791 - Cloud Computing	Verified	Verified
		21IT302- Principles of Cloud Computing	Verified	Verified
		IT8711 - FOSS and Cloud Computing Laboratory	Verified	Verified
5	Mrs. P. Saraswathi, AP-II	21CS202 -Software Engineering (SE) (T+P)	Verified	Verified
		21OCIT02 - Azure Cloud Essentials (ACE) - One Credit Course	Verified	Verified
		21IT304 - FOSS and Cloud Laboratory (FOSS & CC Lab)	Verified	Verified
6	Mr.S.Jegadeesan	21EC201 - Digital Principles and System Design	Verified	Verified
7	Mrs.R.Nancy Deborah	21PCS10 -Web Technology and Design	Verified	Verified
		21PCS10 -Web Technology and Design	Verified	Verified
8	Mr.A.Gobinath	21EC201 - Digital Principles and System Design	Verified	Verified

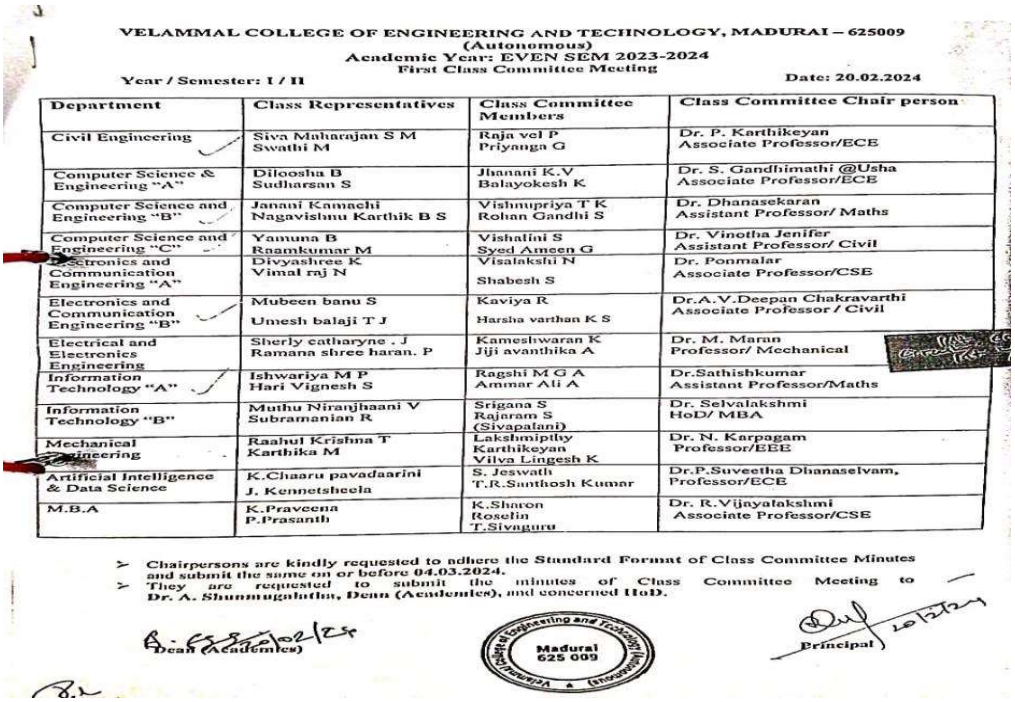
Fig No.8.2.6: The sample audit report for the academic year 2023-24 Odd.

4.Class Committee Meeting

The Class Committee meeting is conducted periodically to obtain feedback from students to know about teaching learning process. The process of the class committee meeting is as follows and its conducted three times in each semester.

Nomination of chairperson: The chairperson has been nominated for each class. The nominated person should not handle the class for the particular section, and mostly senior staff members have been allocated. This process is conducted by Academic Dean and the Principal.

Nomination of students and Feedback Collection: In each class, four Class Committee members are nominated, and their names are shared with the respective chairpersons. Meetings are conducted on the scheduled dates, during which feedback is collected from the committee members about the teaching and learning process. This feedback is reported to the Principal. A copy is submitted to the concerned HoD for further action. If any inconvenience is identified for students, necessary actions should be taken by the respective HoD. The sample circular of CCM and MoM and the action taken is presented in the Figure 8.2.7,8.2.8,8.2.9 respectively.



VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, MADURAI – 625009
(Autonomous)
Academic Year: EVEN SEM 2023-2024
First Class Committee Meeting

Year / Semester: I / II — Date: 20.02.2024

Department	Class Representatives	Class Committee Members	Class Committee Chair person
Civil Engineering	Siva Maharajan S M Swathi M	Raja vel P Priyanga G	Dr. P. Karthikeyan Associate Professor/ECE
Computer Science & Engineering "A"	Diloosha B Sudharsan S	Jhanani K.V Balayokesh K	Dr. S. Gandhimathi @Usha Associate Professor/ECE
Computer Science and Engineering "B"	Janani Kamachi Nagavishnu Karthik B S	Vishnupriya T K Rohan Gandhi S	Dr. Dhanasekaran Assistant Professor/ Maths
Computer Science and Engineering "C"	Yamuna B Raankumar M	Vishalini S Syed Ameen G	Dr. Vinotha Jenifer Assistant Professor/ Civil
Electronics and Communication Engineering "A"	Divyashree K Vimal raj N	Visalakshi N Shabesh S	Dr. Ponmalar Associate Professor/CSE
Electronics and Communication Engineering "B"	Mubeen banu S Umesh balaji T J	Kaviya R Harsha varthan K S	Dr.A.V.Deepan Chakravarthi Associate Professor / Civil
Electrical and Electronics Engineering	Sherly catharyne . J Ramana shree haran. P	Kameshwaran K Jiji avanthika A	Dr. M. Mann Professor/ Mechanical
Information Technology "A"	Ishwariya M P Hari Vignesh S	Ragshi M G A Ammar Ali A	Dr.Sathishkumar Assistant Professor/Maths
Information Technology "B"	Muthu Niranjhaani V Subramanian R	Srigana S Rajaram S (Sivapalani)	Dr. Selvalakshmi HoD/ MBA
Mechanical Engineering	Raahul Krishna T Karthika M	Lakshmipthy Karthikeyan Vilva Lingesh K	Dr. N. Karpagam Professor/EEE
Artificial Intelligence & Data Science	K.Chaaru pavadaarini J. Kennetsheela	S. Jeswath T.R.Santhosh Kumar	Dr.P.Suveetha Dhanaselvam, Professor/ECE
M.B.A	K.Praveena P.Prasanth	K.Sharon Roselin T.Sivaguru	Dr. R.Vijayalakshmi Associate Professor/CSE

- Chairpersons are kindly requested to adhere the Standard Format of Class Committee Minutes and submit the same on or before 04.03.2024.
- They are requested to submit the minutes of Class Committee Meeting to Dr. A. Shunmugalatha, Dean (Academics), and concerned HoD.

Dean (Academics) — Principal

Fig No.8.2.7: The sample CCM circular for the academic year 2023-24 Even.

VELAMMAL COLLEGE OF ENGINEERING & TECHNOLOGY

Date: 04.03.2024

Minutes of First Class Committee Meeting

The First Class Committee meeting for the I year IT A students was held on 02.03.2024 (Saturday) from 1.00 p.m to 1.20 p.m at Mathematics department.
The following members are present in the Meeting.

Class Representatives
1. Sadhana S
2. Matheswaran S

Class Committee Members
1. Ragshi M G A
2. Amar Ali A

Regarding Teaching Learning Process, the following information was furnished by the students:

S.No	Name of the Course / Code	Name of the staff	Status of Portions covered (in units)	Tutorial/ Assignment	Remarks
1	English II / 21EN102	Dr.M.V.ARUMUGAM	1 unit	1	Students want the topics to be discussed in the class before giving topics for learning at home.
2	Sampling Techniques and Numerical Methods / 21MA103	Mrs.R.RAMALAKSHMI	1½ unit	1	Students feels difficult to understand the concept of theory part.
3	Physics for Information Science / 21PH103	Dr.R.JOTHILAKSHMI	1½ unit	1	comfortable
4	Basic Electrical and Electronics Engineering For Information Science / 21EE104	Mrs.M.DEVAKI	1½ unit	1	comfortable
5	Engineering Graphics / 21ME101	Mr.M.RAJA CHANDRASEKAR	1½ unit	1	comfortable
6	Programming in C / 21CS103	Mrs.A.PERIYA NAYAKI	1½ unit	1	comfortable
7	Environmental Science / 21CH103	Dr.C.SANKAR	1½ unit	-	comfortable
8	Engineering Practices Laboratory / 21EM101	Mr.M.RAJA CHANDRASEKAR / Dr.B.KIRUTHIGA	3 Experiments		comfortable
9	Programming in C Laboratory / 21CS104	Mrs.A.PERIYA NAYAKI/ Mr.K.PENYAMEEN	3 Experiments	-	comfortable
10	Thamizhum Thozhilnutpamum / 21EA102	Mr.K.M.S.SIVAM	½ unit		comfortable

Other points discussed:
- For all the subjects UNIT TEST was conducted.
- Students got the course plan for all subjects.

The meeting concluded around 1.20 pm

04/03/24
Class Committee Chair Person

PRINCIPAL

Cc to: HoD - (Concern Department), CCM coordinator, Dean (Academics)

Fig No.8.2.8: Sample MOM of CCM for the academic year 2023-24 Even.

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS), MADURAI - 625 009.

DATE: 05.03.2024

Discussion on the points reported during First Class Committee Meeting

The meeting for I Year IT A section students was held on 02.03.2024 (Saturday) from 1.00 pm to 1.20 pm at Mathematics department.

The following members were present:

Class Representatives
1. Sadhana S
2. Matheshwaran S

Class Committee Members
1. Ragshi M G A
2. Amar Ali A

Points Reported:
- English II/21EN102 – Students want the topics to be discussed in the class before giving topics for learning at home
- Sampling techniques and Numerical methods/21MA103- Students feel difficult to understand the concept of theory

Initiatives taken:
- Communicated the following point to the HOD (English) to take remedial actions for the subject English.
- Communicated the following point to the HOD (Mathematics) to take remedial actions for the subject Sampling techniques and Numerical methods

05/03/24
HOD/IT
Dr.R.Kavitha

Fig No.8.2.9: Sample CCM action taken report for the academic year 2023-24 Even.

5.External Course File Audit

The audit of course files will be conducted by inviting staff members from reputed institutions. The report provided by the auditor will be addressed by the HoD. The sample external audit report given by Dr. XX for the academic year is shown in the Figure.8.2.10 and sample external audit follow-up report is shown in Figure 8.2.11

VELAMAMAL COLLEGE OF ENGINEERING AND TECHNOLOGY,
(AUTONOMOUS), MADURAI
DEPARTMENT OF INFORMATION TECHNOLOGY
EXTERNAL ACADEMIC AUDIT

EXPERT NAME: Dr.J.S.Kanchana, Prof KLN College of Engineering

DATE OF AUDIT: 17.05.2023

S.No	Name of the Course	Name of the Course Incharge	Academic Year/Semester	Comments
1	21CS101 – Problem Solving and Python Programming	Mrs.P.Sarawathi AP-III/IT	2022-2023/I	Can emphasize on giving more innovative mini projects
2	21EC201 – Digital Principles and system design	Mr.S.Jegadeesan AP-III/IT	2022-2023/III	Can incorporate more innovative TLP
3	CS8592 – Object Oriented Analysis and Design	Mrs.N.Prabha AP-III/IT	2022-2023/VI	More Case studies can be given
4	21CS211 – Operating Systems Laboratory	Mrs.C.Manjula Devi AP-III/IT	2022-2023/IV	Extra Lab Experiments involving Miniproject can be given

Signature of the Auditor :
[Dr.J.S.Kanchana, Prof KLN College of Engineering]

Criteria In-Charge	HoD/IT	Dean(Academics)	Principal
(Mrs.C.Manjula Devi)	(Dr.R.Kavitha)	(Dr.A.Shanmugalatha)	(Dr.P.Alli)

Fig No.8.2.10: Sample External audit report for the academic year 2023-24 Odd

VELAMAMAL COLLEGE OF ENGINEERING AND TECHNOLOGY,
(AUTONOMOUS), MADURAI
DEPARTMENT OF INFORMATION TECHNOLOGY
EXTERNAL ACADEMIC AUDIT

EXPERT NAME: Dr.J.S.Kanchana, Prof KLN College of Engineering

DATE OF AUDIT: 17.08.2023

S.No	Name of the Course	Name of the Course Incharge	Academic Year/Semester	Comments
1	21CS101 – Problem Solving and Python Programming	Mrs.P.Sarawathi AP-III/IT	2022-2023/I	File is well organized and innovative mini projects list is available for incorporation in next Academic Year.
2	21EC201 – Digital Principles and system design	Mr.S.Jegadeesan AP-III/IT	2022-2023/III	Innovative TLP incorporated in course plan. File is well organized and solved maximum University Questions.
3	CS8592 – Object Oriented Analysis and Design	Mrs.N.Prabha AP-III/IT	2022-2023/VI	More Case studies where incorporated in Course Plan for upcoming Academic Year
4	21CS211 – Operating Systems Laboratory	Mrs.C.Manjula Devi AP-III/IT	2022-2023/IV	Extra Lab Experiments involving Miniproject were incorpated in lab manual.

Signature of the Auditor :
[Dr.J.S.Kanchana, Prof KLN College of Engineering]

Criteria In-Charge	HoD/IT	Dean(Academics)	Principal
(Mrs.C.Manjula Devi)	(Dr.R.Kavitha)	(Dr.A.Shanmugalatha)	(Dr.P.Alli)

Fig No.8.2.11: Sample External audit follow-up report for the academic year 2023-24 Odd.

8.3. Improvement in Faculty Qualification/ Contribution (15)

(Assessment is based on improvement in qualification and publications with respect to the Department.)

Table No 8.3.1: Improvement in qualification and publications

Item	**CAYm1(2023-24)**	**CAYm2(2022-23)**	**CAYm3(2021-22)**
No. of faculty members with Ph.D. Degree	3	4	3
No. of publications in peer reviewed journals	6	12	1
No. of publications in conferences	63	22	3

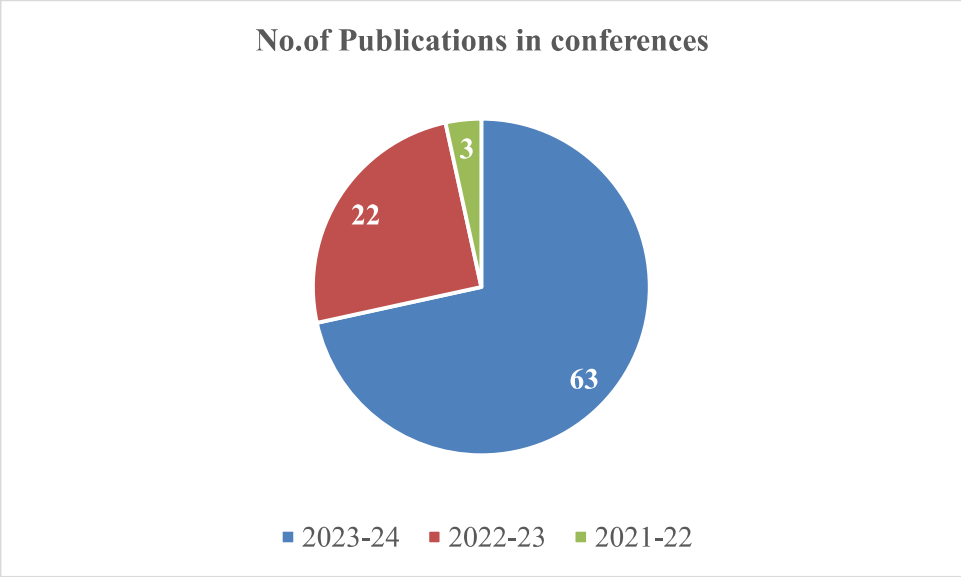


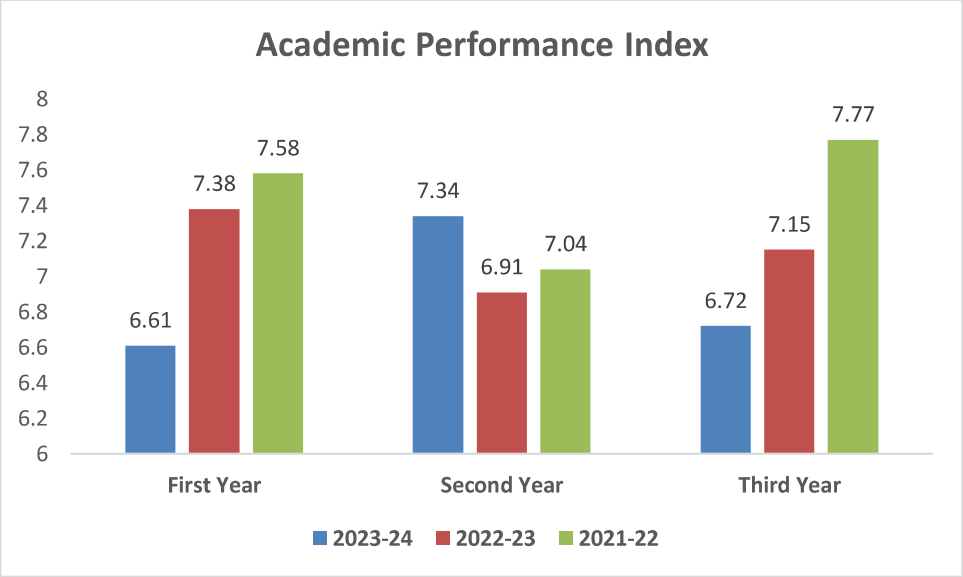
Fig No.8.3: Number of publications in conferences.

8.4. Improvement in Academic Performance (10)

(Provide details of improvement in academic performance of 1st year, 2nd year, 3rd year students during the assessment period.)

Table No.8.4.1: Improvement in academic performance

Item	CAYm1	CAYm2	CAYm3
Academic Performance Index (API) of the First-Year Students in the Program (Refer to section 4.3)	6.61	7.34	6.72
Academic Performance Index of the Second-Year Students in the Program (Refer to section 4.4)	7.38	6.91	7.15
Academic Performance Index of the Third Year Students in the Program (Refer to Section 4.5)	7.58	7.04	7.77



Principal