



Coimbatore - 641 032

### CHECK LIST

An Internal Audit was conducted on 4/4/2018... to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)			
1	Name list of the students	✓	✓			
2	Details of the Parent	✓	✓			
3	Academic Details	✓	✓			
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓ ✓ ✓ ✓	✓			
5	Peer Group Meeting reports (Date wise)	✓	✓			
6	Class Committee reports	✓	✓			
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent Copy of End semester Mark Sheet Copy of letters sent for lack of attendance Phone calls details made to parents	✓ ✓ ✓ ✓ ✓	✓			
8	Records for disciplinary action taken on students (if any)	✓	✓			
9	<b>Verification of attendance entry in Personal Log book/Class log book &amp; E-campus Entry:</b>					
	Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
	AP 2-S	Ms. S. Padma	✓	✓	✓	CORRECTIONS COMPLETED
	SM	Ms. M. Brindha	✓	✓	✓	NIL
	AH & HM	Mr. H. Syed Arshad	✓	✓	✓	NIL
	SOIL MECH	Mr. R. Senthil Kumar	✓	✓	✓	NIL
	SUR- II	Mr. V. Suresh	✓	✓	✓	CORRECTIONS COMPLETED
	HIGHWAY	Mr. M. LOGAN DURAI	✓	✓	✓	CORRECTION COMPLETED
	SOM LAB	Ms. M. Brindha	✓	✓	✓	NIL
	FM & HM LAB	Mr. R. Senthil Kumar	✓	✓	✓	NIL
	LIBRARY	Mr. H. Syed Arshad	✓	✓	✓	CORRECTION COMPLETED

Name and signature of the Audit member

DEAN

5/4/18

**CHECK LIST**

II 280 B

An Internal Audit was conducted on ... 5/11/18 ... to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students	✓	
2	Details of the Parent	✓	
3	Academic Details	✓	
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓ ✓ ✓ ✓	✓
5	Peer Group Meeting reports (Date wise)	✓	
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent Copy of End semester Mark Sheet Copy of letters sent for lack of attendance Phone calls details made to parents	✓ ✓ ✓ ✓	Lack of attendance letters missing
8	Records for disciplinary action taken on students (if any)	NIL	
9	<b>Verification of attendance entry in Personal Log book/Class log book &amp; E-campus Entry:</b>		
	Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book Personal log book E-campus entry Remarks
1.	PQT	Ms. S. Maheswari	✓ ✓ ✓
2.	Java Programming	Mr. B. Reena	✓ ✓ ✓
3.	MPMC	Mr. B. Arunkumar	✓ ✓ ✓
4.	DBMS	Ms. P. Jachinda	✓ ✓ ✓
5.	CG	Mr. G. Sakthi	✓ ✓ ✓
6.	FOA	Ms. R. Vidhya	✓ ✓ ✓

Name and signature of the Audit member

DEAN

## ATTENDANCE AUDIT REPORT [18.12.2017 TO 03.04.18]

CLASS: II CSE B

SEMESTER: IV

ATCH: 2016-2018

S.NO	SUBJECT	FACULTY NAME	DATE	CHANGED HOUR	REMARK
	Probability and Queuing Theory	Ms.S.Maheswari	18.12.18 05.01.18 23.03.18	2[P-A] 3 [A-P] 3[A-P]	Change A to P and P to A in Ecampus
	Java Programming	Ms.B.Reena	06.01.18 27.12.18	6,7[A-P] 7[A-P]	Change A to P in Ecampus
	Microprocessors and Micro controllers	Mr.B.Arun Kumar	17.01.18 20.02.18	5[P-A] 6[A-P]	Change A to P and P to A in Ecampus
	Database Management Systems	Ms.P.Jachinda Selvarani	19.12.18 27.01.18	1[P-A] 7[A-P]	Change P to A in Ecampus
	Computer Graphics	Mr.G.Sakthi	12.03.18 15.02.18 16.02.18	1[A-P] 6[A-P] 2[A-P]	Change A to P in Ecampus
	Fundamental of Algorithms	Ms. R.Vidhya	14.03.18 03.01.18	1[A-P] 1[A-P]	Change A to P in Ecampus

MEMBERS

DEAN

*[Signature]* 6/4/18



# HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY, COIMBATORE

## ATTENDANCE AUDIT REPORT [18.12.2017 TO 03.04.18]

CLASS: II CSE B

SEMESTER: IV

BATCH: 2016-2018

S.NO	SUBJECT	FACULTY NAME	DATE	CHANGED HOUR	REMARK
1.	Probability and Queuing Theory	Ms.S.Maheswarl	18.12.18 05.01.18 23.03.18	2[P-A] 3 [A-P] 3[A-P]	Change A to P and P to A in Ecampus
2.	Java Programming	Ms.B.Reena	06.01.18 27.12.18	6,7[A-P] 7[A-P]	Change A to P in Ecampus
3.	Microprocessors and Micro controllers	Mr.B.Arun Kumar	17.01.18 20.02.18	5[P-A] 6[A-P]	Change A to P and P to A in Ecampus
4.	Database Management Systems	Ms.P.Jachinda Selvarani	19.12.18 27.01.18	1[P-A] 7[A-P]	Change P to A in Ecampus
5.	Computer Graphics	Mr.G.Sakthi	12.03.18 15.02.18 16.02.18	1[A-P] 6[A-P] 2[A-P]	Change A to P in Ecampus
6.	Fundamental of Algorithms	Ms. R.Vidhya	14.03.18 03.01.18	1[A-P] 1[A-P]	Change A to P in Ecampus

AUDIT MEMBERS

*[Handwritten signatures of audit members]*

*[Handwritten signature of Dean]*  
6/4/18

DEAN





### CHECK LIST

An Internal Audit was conducted on 27.4.18 to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students		
2	Details of the Parent	✓	
3	Academic Details	✓	
4	<b>Performance Indicator:</b>	✓	
	Internal I	✓	
	Internal II	✓	
	MID Semester	✓	
	Internal III	✓	
5	Peer Group Meeting reports (Date wise)	✓	
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents	✓	
	Copy of Internal Marks Sent	✓	
	Copy of End semester Mark Sheet	✓	
	Copy of letters sent for lack of attendance	✓	
	Phone calls details made to parents	✓	
8	Records for disciplinary action taken on students (if any)		
9	Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:		

Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
P&T	Ms. Nithya	✓	✓	✓	
Tava	Ms. R. Jagan	✓	✓	✓	
MP	Mr. P. F. K. K. K.	✓	✓	✓	
DBMS	Dr. K. Deeba	✓	✓	✓	
CA	Ms. G. Kishore	✓	✓	✓	
FOA	Ms. R. Vidhya	✓	✓	✓	

Name and signature of the Audit member

DEAN

### CHECK LIST

An Internal Audit was conducted on 4/4/2018... to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students	✓	✓
2	Details of the Parent	✓	✓
3	Academic Details	✓	✓
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓ ✓ ✓ ✓	✓
5	Peer Group Meeting reports (Date wise)	✓	✓
6	Class Committee reports	✓	✓
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent Copy of End semester Mark Sheet Copy of letters sent for lack of attendance Phone calls details made to parents	✓ ✓ ✓ ✓ ✓	✓
8	Records for disciplinary action taken on students (if any)	✓	✓

Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:						
	Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
CIVIL B	AP & S	Ms. S. Padma	✓	✓	✓	CORRECTIONS COMPLETED
	SM	Ms. M. Brindha	✓	✓	✓	NIL
	AH & HM	Mr. H. Syed Arshad	✓	✓	✓	NIL
	SOIL MECH	Mr. R. Senthil Kumar	✓	✓	✓	NIL
	SUR-II	Mr. V. Suresh	✓	✓	✓	CORRECTIONS COMPLETED
	HIGHWAY	Mr. M. LOGAN DURAI	✓	✓	✓	CORRECTION COMPLETED
	30M LAB	Ms. M. Brindha	✓	✓	✓	NIL
	FM & HM LAB	Mr. R. Senthil Kumar	✓	✓	✓	NIL
	LIBRARY	Mr. H. Syed Arshad	✓	✓	✓	CORRECTION COMPLETED

Name and signature of the Audit member

DEAN

5/4/18





**Hindusthan College of Engineering And Technology**  
 Approved by AICTE, New Delhi, Accredited with 'A' Grade by NAAC  
 (An Autonomous Institution, Affiliated to Anna University, Chennai)  
 Coimbatore - 641 032



### CHECK LIST

II ECE A

An Internal Audit was conducted on 04.04.2018 to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students		
2	Details of the Parent	✓	
3	Academic Details	✓✓	
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓✓ ✓✓✓ ✓✓✓✓	✓
5	Peer Group Meeting reports (Date wise)	✓✓✓	
6	Class Committee reports		
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent Copy of End semester Mark Sheet Copy of letters sent for lack of attendance Phone calls details made to parents	 ✓✓ ✓✓ ✓✓ ✓✓	Conducted only one ✓
8	Records for disciplinary action taken on students (if any)	✓	✓

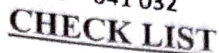
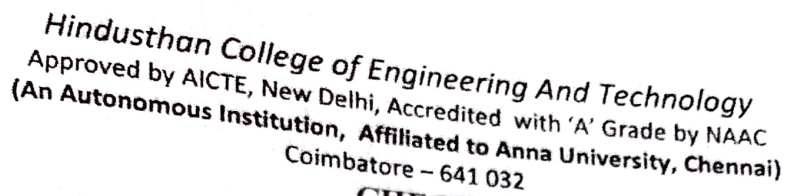
9 Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
16ECA202 - CONTROL SYSTEMS	Mr. A. UDANAYAKUMAR	—	28/3/18 4th hr	—	marked as absent
16EC1201 - EMF	Ms. JEEVA JERAKANI	—	—	—	NIL
16ECH202 - CS	M	—	—	—	NIL
16EC4203 - MAT	Mr. L. RAMASETHU	—	—	—	NIL
16EC1204 - LJC	Ms. R. VANITHA	—	—	—	NIL
16CS1232 - OOPS	Ms. RAMYA DEVI	—	—	—	NIL
16MA1109 - PRP	Ms. SUJATHA	—	—	—	NIL
					NIL

Name and signature of the Audit member

*[Signature]*  
P. S. S.

*[Signature]*  
DEAN





An Internal Audit was conducted on 04.04.2018 to verify the II/IV semester Academic records and the following documents were verified.

CHECK LIST

II ECE 'A'

S.No	Name of
------	---------

$$\Pi \subseteq E \subseteq A$$

9	Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:		
	Name of the subject	Name of the Handling	Class

Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
16ECA202 - CONTROL SYSTEMS	MT. A. UDAYAKUMAR	—	28/3/18 4 <sup>th</sup> hr	—	marked as absent
16EC4201 - ENF	MS. JEEVA JERAKANI	—	—	—	NIL
16ECA202 / CS	M	—	—	—	NIL
16EC4203 - MAT	MT. L. RAMASETHU	—	—	—	NIL
16EC4204 - LTC	MS. R. VANITHA	—	—	—	NIL
16CS4232 - Dops	MS. RAMYA DEVI	—	—	—	NIL
16MA4109 - PRP	MS. SUJATHA	—	—	—	NIL

Name and signature of the Audit member

DEAN



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Coimbatore – 641 032



**CLASS: II ECE A**

**SEM:IV**

**BATCH:2016-2020**

**INTERNAL AUDIT-FEEDBACK**

S.no.	Roll No.	Student Name	DATE & PERIOD	COMMENTS	REMARKS
1.	16106006	AKHAASH A	28.03.18 & 4 <sup>th</sup> hr	Marked as absent, but actually present	Informed to faculty

*[Handwritten signature]*  
*[Handwritten signature]*

*[Handwritten signature]*  
DEAN

### CHECK LIST

An Internal Audit was conducted on 04.04.2018 to verify the 11/12 semester Academic records and the following documents were verified

S. No.	Name of the document	Available or not	Remarks (if any)
1	Name list of the students	✓	
2	Details of the Parent	✓	
3	Academic Details	✓	
4	Performance Indicator:	✓	
	Internal I	✓	
	Internal II	✓	
	11/12 Semester	✓	
	Internal III	✓	
5	Parent Group Meeting reports (Date wise)	✓	
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents		Conducted only one
	Copy of Internal Marks Sent	✓	
	Copy of End semester Mark Sheet	✓	
	Copy of letters sent for lack of attendance	✓	
	Phone calls details made to parents	✓	
8	Records for disciplinary action taken on students (if any)	✓	

Verification of attendance entry in Personal Log book/Class log book & Examplog Entry					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	Examplog entry	Remarks
ETAT	T. Arundhathi	✓			
CS	Muralidharan, H	✓			Refer to log
HE	Amaliya, B	✓			Refer to log
IEP	Padma, S	✓			Refer to log
<p align="center">Frontier are checked                      to be correct while                      to be wrong the other hand</p>					

Name and signature of the Audit member

*[Signature]*  
 04.04.2018

*[Signature]*  
 04.04.2018  
 DEAN





### CHECK LIST

An Internal Audit was conducted on 04.09.2018 to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document		Available or not	Remarks (if any)		
1	Name list of the students					
2	Details of the Parent		✓			
3	Academic Details		✓✓			
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III		✓✓✓✓✓			
5	Peer Group Meeting reports (Date wise)		✓			
6	Class Committee reports					
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent _____ Copy of End semester Mark Sheet _____ Copy of letters sent for lack of attendance _____ Phone calls details made to parents _____		✓✓✓✓✓	Conducted, only one		
8	Records for disciplinary action taken on students (if any)		NIL			
9	Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
	Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
	EMF.	T. Arade Suresh Kanth	✓			Informed to change
	CS	Menakaduri. N	✓			Informed to change
	ME	Ambika B	✓			Informed to change
	PRP	padma. s	✓			Informed to change

Faculties are advised to be cautious while marking the attendance

Name and signature of the Audit member

*[Signature]*  
V. D. K. 27/9/18

*[Signature]*  
574  
DEAN



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Coimbatore – 641 032



CLASS: II ECE B

SEM:IV

BATCH:2016-2020

**INTERNAL AUDIT-FEEDBACK**

S.no.	Roll No.	Student Name	DATE & PERIOD	COMMENTS	REMARKS
1.	16106060	MADHUSEELAN.M	30.12.18 & Forenoon	Marked as absent, but actually present	Informed to faculty
2.	16106060	MADHUSEELAN.M	17.2.2018	E-Campus And class Log Book have to change	Informed to faculty
3.	16106060	MADHUSEELAN.M	23.2.2018	6 & 7 <sup>th</sup> hour attendance missing in ecampus	Symposium, attendance Entered
4.	16106060	MADHUSEELAN.M	23.3.2018	5th hour entry missed in class Log Book	Informed to faculty

*[Signature]*  
[E campus Incharge]

*[Signature]*

*[Signature]* 5/12/2018





II - EEE - A

**CHECK LIST**

An Internal Audit was conducted on 04.04.2018 to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students	✓	✓
2	Details of the Parent	✓	✓
3	Academic Details	✓	✓
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓ ✓ ✓ ✓	✓
5	Peer Group Meeting reports (Date wise)	✓	✓
6	Class Committee reports	✓	✓
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent _____ Copy of End semester Mark Sheet _____ Copy of letters sent for lack of attendance _____ Phone calls details made to parents _____	✓ ✓ ✓ ✓	✓
8	Records for disciplinary action taken on students (if any)	NIL	✓

9. Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
1. Placement	GOMATHI	-	-	11/3, 15/3 22/3 Reg. no 16105802 16105804	OD & Corrections made Gomal
2. NUMERICAL METHODS	K. NITHYA	-	- Reg. no	01/02, 16/03 16105802 16105804	Corrections made Nithya
3. DLC	T. MURUGESHWARI	-	-	24/02, 28/02 14/03 -Reg. no 16105802 16105804	Corrections made Nithya
4. RES	R. RAJESHKANNA	-	Reg. no	19/03 16105804	Corrections made

\* As per the discussion between Placement Director & Deans the corrections were made

Name and signature of the Audit member

6/4/18  
DEAN





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 Coimbatore - 641 032



### CHECK LIST

II EEE B

Internal Audit was conducted on 5.1.18 to verify the II/IV semester Academic records and the following documents were verified.

	Name of the document	Available or not	Remarks (if any)
0			
1	Name list of the students	✓	
2	Details of the Parent	✓	Mother's Qualification.
3	Academic Details	✓	
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓ ✓ ✓ ✓	
5	Peer Group Meeting reports (Date wise)	✓	
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent Copy of End semester Mark Sheet Copy of letters sent for lack of attendance Phone calls details made to parents	✓ ✓ ✓ ✓	
8	Records for disciplinary action taken on students (if any)	NIL	

HoD  
Sign

Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
Placement class	S. Saranya	—	—	—	No entry entered.
Placement CLASS	S. Saranya	80% NOT entered	—	—	Correction made.
					Jointly

Name and signature of the Audit member

DEAN



## CHECK LIST

II ~~III~~ B

Internal Audit was conducted on 5.1.18 to verify the II/IV semester Academic records and the following documents were verified.

No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students	✓	
2	Details of the Parent	✓	
3	Academic Details	✓	Mother's Qualification.
4	<b>Performance Indicator:</b>		
	Internal I	✓	
	Internal II	✓	
	MID Semester	✓	
	Internal III	✓	
5	Peer Group Meeting reports (Date wise)	✓	
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents		
	Copy of Internal Marks Sent	✓	
	Copy of End semester Mark Sheet	✓	
	Copy of letters sent for lack of attendance	✓	
	Phone calls details made to parents	✓	
8	Records for disciplinary action taken on students (if any)	NIL	

HoD  
Sign

Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
Placement class	S. Saranya	—	—	—	No entry entered
Placement class	S. Saranya	80% NOT entered	—	—	Correction made

Name and signature of the Audit member

Name and signature of the Dean

DEAN



### CHECK LIST

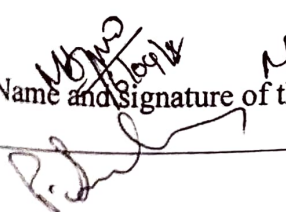
I - Aero - B

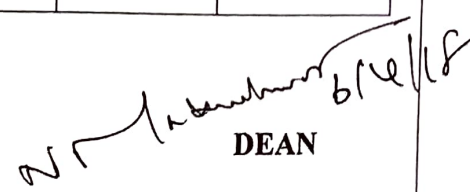
An Internal Audit was conducted on 6/10/18 to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students		
2	Details of the Parent	✓	✓
3	Academic Details	✓	✓
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓ ✓  	✓   
5	Peer Group Meeting reports (Date wise)	✓	✓
6	Class Committee reports	✓	✓
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent Copy of End semester Mark Sheet Copy of letters sent for lack of attendance Phone calls details made to parents	✓ ✓ ✓ ✓	✓
8	Records for disciplinary action taken on students (if any)	✓	✓

**9 Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:**

Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
Eng.	Ms. Sumathi	-	-	✓	17/10/18 → to be changed
Mat	Ms. Kiruthika	-	-	-	present in E-campus
Phy	Dr. Sakthivel	-	-	-	
Evs	Mrs. Rubinkumar	-	-	-	
EM	Mr. Rameshkumar	-	-	-	
BEE	Mr. Deivasigamani	-	-	-	

Name and Signature of the Audit member  
 M. Sangeetha

  
 DEAN





## CHECK LIST - I CSE-A

Internal Audit was conducted on 16/04/19 to verify the II/IV semester Academic records and the following documents were verified.

No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students		
2	Details of the Parent	✓	
3	Academic Details	✓	
4	<b>Performance Indicator:</b>		
	Internal I		
	Internal II	✓	
	MID Semester	✓	
	Internal III		
5	Peer Group Meeting reports (Date wise)		
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents	✓	
	Copy of Internal Marks Sent	✓	
	Copy of End semester Mark Sheet	✓	
	Copy of letters sent for lack of attendance	✓	
	Phone calls details made to parents	✓	
8	Records for disciplinary action taken on students (if any)	—	

9 Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
Maths - II	A. N. Nandha			✓	corrected
Physics -	S. Parimalachandran			✓	corrected
FVS	Rubinkumar			✓	corrected
English	A. Justin Dhiran			✓	corrected
Comp	P. Pirya				no correction
English		— Subject log book not submitted			
Comp Lab	G. Sathya			✓	corrected

16/04/19  
 Name and signature of the Audit member

16/04/19  
 DEAN



# Hindusthan College of Engineering And Technology

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Coimbatore - 641 032



An Internal Audit was conducted on ...6/4/18... to verify the II/IV semester Academic records and the following documents were verified.

## CHECK LIST

I CSEC & ITTB

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students	✓	
2	Details of the Parent	✓	
3	Academic Details	✓	
4	<b>Performance Indicator:</b>		
	Internal I	✓	
	Internal II	✓	
	MID Semester	✓	
	Internal III	✓	
5	Peer Group Meeting reports (Date wise)	✓	
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents	✓	
	Copy of Internal Marks Sent	✓	
	Copy of End semester Mark Sheet	✓	
	Copy of letters sent for lack of attendance	✓	
	Phone calls details made to parents	✓	
8	Records for disciplinary action taken on students (if any)	✓	

Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
EEE - II	M. Jangathe	-	-	✓	
EM - II	M. Arun Kumar	-	-	-	
PMS	Mr. J. Suresh Babu	-	-	✓	
EVS	Mr. Alagar Raja	-	-	✓	
EG	Mr. Vidhya Prakash	-	-	-	
OOPS	Ms. Divya	-	-	✓	

*Signature*

6/4/18  
Name and signature of the Audit member

*Signature* 6/4/2018  
DEAN





# CHECK LIST

An Internal Audit was conducted on 6/04/18 to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students	✓	
2	Details of the Parent	✓	
3	Academic Details	✓	
4	<b>Performance Indicator:</b>		
	Internal I	✓	
	Internal II	✓	
	MID Semester	✓	
	Internal III	✓	
5	Peer Group Meeting reports (Date wise)		
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents	✓	
	Copy of Internal Marks Sent	✓	
	Copy of End semester Mark Sheet	✓	
	Copy of letters sent for lack of attendance	✓	
	Phone calls details made to parents	✓	
8	Records for disciplinary action taken on students (if any)	✓	

## Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:

Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
English for Engineers - I	Mrs.SUMITHASREE	—	—	—	
Engineering Mathematics-II	DR.K.KAVITHAMANI	✓	—	—	corrected
Physics of Materials	DR.K.SIVAKUMAR	—	—	—	
Chemistry for civil Engineering	Ms.B.JEYAGOWRI	—	—	—	
Engineering Mechanics	Mr.NITHYANANTHAM	—	—	✓	corrected
BEEE	Mr.R.RAJESH KANNA	—	—	✓	corrected
CAD LAB	Mr.NITHYANANTHAM	—	—	—	
Physical Sciences Lab - II	DR.K.SIVAKUMAR / Ms.B.JEYAGOWRI	—	—	—	

Name and signature of the Audit member

DEAN





**Hindusthan College of Engineering And Technology**  
Approved by AICTE, New Delhi, Accredited with 'A' Grade by NAAC  
(An Autonomous Institution, Affiliated to Anna University, Chennai)  
Coimbatore - 641 032

MECH - A



### CHECK LIST

An Internal Audit was conducted on 6/04/18 to verify the II/IV semester Academic records and the following documents were verified.

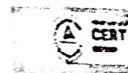
S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students		
2	Details of the Parent	✓	
3	Academic Details	✓	
4	<b>Performance Indicator:</b>	✓	
	Internal I	✓	
	Internal II	✓	
	MID Semester	✓	
	Internal III	✓	
5	Peer Group Meeting reports (Date wise)		
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents	✓	
	Copy of Internal Marks Sent	✓	
	Copy of End semester Mark Sheet	✓	
	Copy of letters sent for lack of attendance	✓	
	Phone calls details made to parents	✓	
8	Records for disciplinary action taken on students (if any)	✓	

Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:					
Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
English for Engineers - I	Mrs.SUMITHASREE	-	-	-	
Engineering Mathematics-II	DR.K.KAVITHAMANI	✓	-	-	corrected
Physics of Materials	DR.K.SIVAKUMAR	-	-	-	
Chemistry for civil Engineering	Ms.B.JEYAGOWRI	-	-	-	
Engineering Mechanics	Mr.NITHYANANTHAM	-	-	✓	corrected
BEEE	Mr.R.RAJESH KANNA	-	-	✓	Corrected
CAD LAB	Mr.NITHYANANTHAM	-	-	-	
Physical Sciences Lab - II	DR.K.SIVAKUMAR / Ms.B.JEYAGOWRI	-	-	-	

Name and signature of the Audit member

DEAN





### CHECK LIST

An Internal Audit was conducted on 6/5/18 to verify the II/IV semester Academic records and the following documents were verified.

S.No	Name of the document	Available or not	Remarks (if any)
1	Name list of the students		
2	Details of the Parent	✓	
3	Academic Details	✓	
4	<b>Performance Indicator:</b> Internal I Internal II MID Semester Internal III	✓ ✓ ✓	
5	Peer Group Meeting reports (Date wise)	✓	
6	Class Committee reports	✓	
7	Details of Parent meet, Regular contact with parents Copy of Internal Marks Sent Copy of End semester Mark Sheet Copy of letters sent for lack of attendance Phone calls details made to parents	✓ ✓ ✓ ✓ ✓	
8	Records for disciplinary action taken on students (if any)	✓	

#### Verification of attendance entry in Personal Log book/Class log book & E-campus Entry:

Name of the subject (Mention in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
English for Engineers - I	Mrs.SUMITHASREE	—	—	—	
Engineering Mathematics-II	DR.K.KAVITHAMANI	✓	—	—	corrected
Physics of Materials	DR.K.SIVAKUMAR	—	—	—	
Chemistry for civil Engineering	Ms.B.JEYAGOWRI	—	—	—	
Engineering Mechanics	Mr.NITHYANANTHAM	—	—	✓	corrected
BEEE	Mr.R.RAJESH KANNA	—	—	✓	Corrected
CAD LAB	Mr.NITHYANANTHAM	—	—	—	
Physical Sciences Lab - II	DR.K.SIVAKUMAR / Ms.B.JEYAGOWRI	—	—	—	

Name and signature of the Audit member

*H. S. Suresh*

DEAN

*[Signature]*