



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

INTERNAL AUDIT CHECK LIST 2021-2022 EVEN

Audit Period: I Audit (21.02.2022 - 23.04.2022)

Date:
27.4.22

Dept: CHEMICAL ENGINEERING

Year / Sem: II yr / 04

An Internal Audit was conducted on 27.4.22 to verify the 4th semester Academic records and the following documents were verified.

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

of the subject ion in short (form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
HT.	M. Dinakumar		Internal test Date Ass mark, AT PT, Im, Challenge AT %		Internal test Date
IT-I	M. Sumanaran				E Campus attendance entry missing
TD-II	P. Induja		Int. Mark, activities		entry missing for few subjects
MO	A. Rajkumar		Int mark, AT % Activities,		
APS	Dr. Poornima		-		
T Lab	P. Induja		Syllabus, Mark Weak students		
PA Lab	A. Rajkumar		Syllabus, Rubric Exp Mark, great conducting		
MENT INDEX CARD		PEER GROUP MEETING		TUTOR WARD MEETING	

ITK

Mrs. C. Felja
Juculen

TS

A. Rajkumar

Test Mark
Attention, activities

AND SIGNATURE OF THE AUDIT MEMBER DEAN - ACADEMICS

A. M. Muralidharan

27/4



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Audit Period: I Audit (21.02.2022 - 23.04.2022)

Date:
27.4.22

Dept: CHEMICAL ENGINEERING

Year / Sem: III yr / 06

An Internal Audit was conducted on 27.4.22 to verify the 6th semester Academic records and the following documents were verified.

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

of the subject tion in short form)	Name of the Handling faculty	Class log book	Personal log book	E-campus entry	Remarks
E-II	C. Fekia Jaceulin		Att % Int. I for challenge activities		E-Campus
I	P Induja		Mid term Date, Ass. mark, Att %, activities		attendance
E	M. Dinesh Kumar		Same comment as for 1st yr.		entry
RT	Rajkumar .		Test mark, Att, actv; class timetable		missing
C	Prisya G. (Chandran)		Syllabus Int. mark, coaching, timetable		for few
E	Prisya G. (Chandran)		Syllabus Int. mark, coaching, timetable		subjects
E Lab	fekia Jaceulin		Syllabus, Exp mark, weak stud, counselling etc.		
ENT INDEX CARD		PEER GROUP MEETING		TUTOR WARD MEETING	

PR Dr. M. Seenivasan.

Int. mark,
Attendance,
activities
Counselling

[Signature]

AND SIGNATURE OF THE AUDIT MEMBER DEAN - ACADEMICS

[A. Muralidharan]

[Signature]

***Hindusthan College of Engineering and Technology
Othakalmandapam, Coimbatore – 641032***

Minuets of Audit-Higher Semester

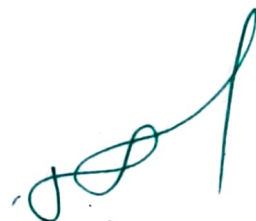
- Few student's details are need to be update in class advisory file.
- Logbook entry and e-campus entries were found to be mismatching.
- Students counselling details are missing in individual log book.



Dean Academics

ACTION TAKEN REPORT

S.NO	MISTAKES FOUND	ACTION TAKEN
1	Need to update Student's detail in advisory file.	Details were updated.
2	Mismatching of log note entry with E-Campus entry	Entries were updated.
3	Need to update Student counselling details	Updated in individual log note.



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INTERNAL AUDIT CHECK LIST 2021-2022 EVEN

Audit Period: I Audit (21.02.2022 - 23.04.2022)

Date:
23/4/2022

Dept: CIVIL ENGINEERING

Year / Sem: II yr / 04

An Internal Audit was conducted on 27/4/22 to verify the N semester Academic records and the following documents were verified.

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
CH102- Probability & Stats	Mr. A. Alankumar	NIL	NIL	NIL	[placement certificate Entered by department faculty]
CH201 - Sm	Mr. P. Parthasarathi	NIL	NIL	NIL	
CH202- AHHH	Mr. S. VINEK	(with two missing)	[Incomplete]	NIL	
CH203- SM	Mr. R. Senthil Kumar	NIL	[Nil], Student Counsellor	NIL	
CH204- CT	Dr. P. Subashree	NIL	[Nil], Student Counsellor, S. P. K. K.	NIL	
CH191- EITK	Dr. C. N. S. Senthil Kumar	NIL	[Nil], Student Counsellor, S. P. K. K.	NIL	
CH1073- Lab	Mr. P. Senthil Kumar	NIL	For Nilus [Incomplete]	NIL	
CH202- FHHH	Mr. S. VINEK				
IDENT INDEX CARD	II SEMESTER HOD SIGN need to update.	PEER GROUP MEETING	Completed	TUTOR WARD MEETING	need to complete.

NAME AND SIGNATURE OF THE AUDIT MEMBER

[A. Muralidharan]

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Date:
23/4/2022

Dept: CIVIL ENGINEERING

Year / Sem: II yr / 04

An Internal Audit was conducted on 27/4/22 to verify the N semester Academic records and the following documents were verified.

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
4102- Probability	Mr. A. Alankumar	NIL	NIL	NIL	[placement certificate Entered by department faculty]
4201 - Sm	Mr. P. Pothanathan	NIL	NIL	NIL	
4202- AHHH	Mr. S. VINEK	(with two missing)	[Incomplete]	NIL	
4203- SM	Mr. R. Senthil Kumar	NIL	[Nil], Student Counsellor	NIL	
4204- CT	Dr. P. Subashree	NIL	[Nil], Student Counsellor, S. Pothanathan	NIL	
4191- EITK	Dr. C. Nallathambi	NIL	[Nil], Student Counsellor, IT	NIL	
4193- Lab	Mr. P. Senthil Kumar	NIL	For Nilus	NIL	need to complete
4192- FHHH	Mr. S. VINEK	NIL	[Incomplete]	NIL	
IDENT INDEX CARD	II semester Had sign need to update.	PEER GROUP MEETING	Completed	TUTOR WARD MEETING	

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INTERNAL AUDIT CHECK LIST 2021-2022 EVEN

Audit Period: I Audit (21.02.2022 – 23.04.2022)

Date: 29/4/22

Dept: Civil Engineering

Year / Sem: IVyr / 08

An Internal Audit was conducted on 29/4/22 to verify the 08 semester Academic records and the following documents were verified.

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
8201- SDEE	Ms. K. Siddharth	✓	Assignment marks to be updated	✓	
8304- RRS	Ms. R. Prasadharshini	✓		✓	
8309- GIT	Mr. V. Suresh	✓		✓	
8001- PW	Dr. P. Subashree	✓		✓	
STUDENT INDEX CARD	✓	PEER GROUP MEETING	⑤ ✓	TUTOR WARD MEETING	—

NAME AND SIGNATURE OF THE AUDIT MEMBER

[A. MURALIDHARAN]

DEAN - ACADEMICS

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Minuets of Audit-Higher Semester

- Few class logbook entries were found to be missing.
- Some students CGPA not properly updated in advisory file.
- Few attendance entries were found to be mismatching


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Audit Period: I Audit (21.02.2022 - 23.04.2022)

Date: 27.04.22

Dept: **AI ML**

Year / Sem: **II/IV**

An Internal Audit was conducted on 27.4.22 to verify the IV semester Academic records and the following documents were verified.

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
Discrete Mathematical Structures	Dr S.Girija AP/S&H	} missing entries.			
Database Management Systems	Ms.J.Ananthi AP/CSE				
Data Visualization	Mr G Vineeth IBM trainer		Syllabus, TT, Assignment, entry.		
Operating Systems	Dr S Kousalya Devi ASP/CSE			Some entries missing	
Introduction to Machine Learning	Ms R Gayathri AP/CSE		Syllabus, TT, Assignment, Rubric		
Heritage of Indian Traditional Knowledge	Mr D Satheesh Kumar AP/CSE				
Communication Skills	Ms A Gomathy AP/CSE				
Database Management Systems Laboratory	Ms.J.Ananthi AP/CSE				
Data Visualization Laboratory	Mr G Vineeth IBM trainer				
STUDENT INDEX CARD	✓	PEER GROUP MEETING	⑥ ✓	TUTOR WARD MEETING	③ ✓

NAME AND SIGNATURE OF THE AUDIT MEMBER
[A.MURALIDHARAN]

DEAN - ACADEMICS

ACTION TAKEN REPORT

S.NO	MISTAKES FOUND	ACTION TAKEN
1	Need to update Student Index cards.	Index cards were updated.
2	Mismatching of log note entry with E-Campus entry	Entries were updated.
3	Need to update parent call history details.	Updated in advisory file.


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