



*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



16.08.2020

## Re- Constitution of Internal Academic Audit

### Chairman

Principal

### Member Secretary / Coordinator

Dr. MAGUDESWARAN P N,  
DEAN ACADEMICS.

### Members (Teachers)

1. Mr. A. Udhayakumar
2. Mr. P. Suresh Kumar
3. Mr. A. Muralidharan

### Objectives

1. Check all class log books and personal log books of all the faculty members.
2. Check the internal attendance of less than 80% students list.
3. Check the log book and e-campus entry with less than 80% students list and informed to parents and come within next week.
4. Slow learners list are identified and give special coaching class to train them.
5. Less than 80 % students are instructed to improve their attendance and marks.

### Activities

1. Peer group verification
2. Attendance verification
3. Log book checking
4. Internal Marks Verification
5. E-campus entry checking

### Meeting

Once in a month

Member Secretary / Coordinator

**Dean (Academics)**  
**HiCET**

  
16.8.20  
PRINCIPAL

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