

CIRCULAR

Ref: HICET/IAA/AY 18-19/01

July 5th, 2018

Dear Professors,

The faculty members handling theory/lab courses are requested to complete the class log/personal log book with regard to attendance, internal marks etc. Also the class advisors & course coordinators are requested to complete the Class advisory file & Course file at the time of final audit. The Semester audit will be conducted at Office of Dean Academics as per following schedule.

Audit No.	Date	Department
1	13th August 2018	AERO & CIVIL, AUTO & CSE
	14th August 2018	BIO, ECE, EIE, FT, EEE & MCT
	15th August 2018	BTECH IT, AGRI, MECH & ALL PG
2	13th October 2018	AERO & CIVIL, AUTO & CSE
	14th October 2018	BIO, ECE, EIE, FT, EEE & MCT
	15th October 2018	BTECH IT, AGRI, MECH & ALL PG

Audit Members

1. Mr. A. Udhayakumar
2. Mr. P. Sureshkumar
3. Mrs. N. Menakadevi



Dr. MAGUDESWARAN P N,
DEAN ACADEMICS,
9842009872

To

All HoD's.



Principal

PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Date :15.10.2018

Minuets of Audit

The audit was be conducted at Office of Dean Academics from 13th August 2018 to 15th August 2018 and 13th October 2018 to 15th October 2018for academic year 2018-19ODD semester and the following are the observations.

Department of ECE

- Practical mark entries missing in log book missing
- Rubrics were mismatched in different classes for the same subject.
- Few wrong entries were identified in the e-campus.
- Few attendance entries were found to be mismatching.

Department of Civil

- Few class logbook entries were found to be missing.
- Internal mark entries were mismatched in e-campus and log book.
- Few attendance entries were found to be mismatching.

Department of IT

- Many missing Attendance in e-campus are found.
- Few regular absent students were marked as present.
- Slow learners marks not entered.

Department of MCT

- Few attendance entries were found to be mismatching
- Many missing Attendance in ecampus are found.
- Few regular absent students were marked as present.



Department of EIE

- Slow learners marks not written in few of the logbooks
- Few regular absent students were marked as present.
- Course file are incomplete.

Department of EEE

- Few attendance entries were found to be mismatching
- Few regular absent students were marked as present.

Department of Auto

- In the advisory file student data is missing.
- Few regular absent students were marked as present.
- Many missing Attendance in e-campus are found.

Department of Mech.

- Few attendance entries were found to be mismatching
- Many missing Attendance in e-campus are found.
- Slow learners marks not written in few of the logbooks

Department of CSE


- Few topics were not entered in the class logbook
- Few regular absent students were marked as present
- Many missing Attendance in class log book are found

Department of Aero

- Syllabus not stick in personal log book.
- Few regular absent students were marked as present
- Many missing Attendance in e-campus are found.


Dean Academics




5.9.18
Principal

PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Action Taken Report

The audit was conducted at Office of Dean Academics from 13th August 2018 to 15th August 2018 and 13th October 2018 to 15th October 2018 for academic year 2018-19 ODD semester and the following corrective measures were taken.

Department of ECE

- Practical mark entries missing in log book missing and they were corrected.
- Rubrics mismatched in different classes for the same subject can be verified after changing the rubrics.
- Few wrong entries were identified in the e-campus and those were corrected.
- Few attendance entries were found to be mismatching and the same is rectified.

Department of Civil

- Few class logbook entries were found to be missing and they are entered.
- Internal mark entries were mismatched in e-campus and log book and they were corrected.
- Few attendance entries were found to be mismatching and the same is rectified.

Department of IT

- Many missing Attendance in e-campus are found and those entries were entered in e-campus and the same is verified.
- Few regular absent students were marked as present and they were rectified.
- Slow learners marks not entered and those were corrected.





Department of MCT

- Few attendance entries were found to be mismatching and the same is rectified
- Many missing Attendance in e-campus are found and those entries were entered in e-campus and the same is verified.
- Few regular absent students were marked as present and they were rectified.

Department of EIE

- Slow learners marks not written in the logbook and the same is rectified
- Few regular absent students were marked as present and they were rectified.
- Course file incompleteness can be corrected.

Department of EEE

- Few attendance entries were found to be mismatching and the same is rectified
- Few regular absent students were marked as present and they were rectified.

Department of Auto

- In the advisory file student data is missing and the same is rectified.
- Few regular absent students were marked as present and they were rectified.
- Many missing Attendance in e-campus are found and those entries were entered in e-campus and the same is verified.



- Attendance percentage not written in log book and the same is verified after entered.
- Slow learners marks not written in the logbook and the same is rectified

Department of CSE

- Few topics were not entered in the class logbook
- Few regular absent students were marked as present and they were rectified.
- Many missing Attendance in class log book are found and those entries were entered and the same is verified.

Department of Aero

- Few attendance entries were found to be mismatching and the same is rectified
- Few regular absent students were marked as present and they were rectified.
- Rubrics not pasted in practical log book and the it was rectified.


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12.7.18
Principal



PRINCIPAL
Hindusthan College of Engineering
COIMBATORE - 641032

Department of Mech

- Few attendance entries were found to be mismatching and the same is rectified
- Many missing Attendance in e-campus are found and those entries were entered in e-campus and the same is verified.
- Slow learners marks not written in the logbook and the same is rectified

Department of CSE

- Few topics were not entered in the class logbook can be corrected.
- Few regular absent students were marked as present and they were rectified.
- Many missing Attendance in class log book are found and those entries were entered and the same is verified.

Department of Aero

- Syllabus not stick in personal log book and the same is rectified
- Few regular absent students were marked as present and they were rectified.
- Many missing Attendance in e-campus are found and those entries were entered in e-campus and the same is verified.



Dean Academics



5-7-18

Principal

PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

CIRCULAR

Ref: HICET/IAA/AY 18-19/02

Jan 07, 2019

Dear Professors,


The faculty members handling theory/lab courses are requested to complete the class log/personal log book with regard to attendance, internal marks etc. Also the class advisors & course coordinators are requested to complete the Class advisory file & Course file at the time of final audit. The Semester audit will be conducted at Office of Dean Academics as per following schedule.

Audit No.	Date	Department
1	23 rd Jan 2019	AERO & CIVIL, AUTO & CSE
	24 th Jan 2019	BIO, ECE, EIE,FT,EEE & MCT
	25 th Jan 2019	BTECH IT, AGRI, MECH & ALL PG
2	25 th Feb 2019	AERO & CIVIL, AUTO & CSE
	26 th Feb 2019	BIO, ECE, EIE,FT,EEE & MCT
	27 th Feb 2019	BTECH IT, AGRI, MECH & ALL PG
3	01 st Apr 2019	AERO & CIVIL, AUTO & CSE
	02 nd Apr 2019	BIO, ECE, EIE,FT,EEE & MCT
	03 rd Apr 2019	BTECH IT, AGRI, MECH & ALL PG

Audit Members

- 1.Mr.A.Udhayakumar
- 2.Mr.P.Sureshkumar
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Dr. MAGUDESWARAN P N,
DEAN ACADEMICS,
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Principal

To

All HoD's.



PRINCIPAL
Hindusthan College of Engineering & Technology,
COIMBATORE - 641 032

03/04/2019

Minuets of Audit

The audit was be conducted at Office of Dean Academics from 23th Jan 2019 to 25th Jan 2019, 25th Feb 2021 to 27th Feb 2019 and 01st Apr 2019 to 03th Apr 2019 for academic year 2018-19 EVEN semester and the following are the observations.

Department of ECE

- Few OD's were found to be wrongly marked for absent.
- Many missing Attendance in ecampus are found.
- Few wrong entries were identified in the ecampus.
- Few attendance entries were found to be mismatching.

Department of Civil

- Few class logbook entries were found to be missing.
- Few regular absent students were marked as present
- Few attendance entries were found to be mismatching.

Department of IT

- Many missing Attendance in ecampus are found.
- Few regular absent students were marked as present.
- Few wrong entries were identified in the ecampus.

Department of MCT

- Few attendance entries were found to be mismatching
- Many missing Attendance in ecampus are found.
- Few regular absent students were marked as present.

Department of EIE

- Slow learners marks not written in few of the logbook.
- Few regular absent students were marked as present.



- Many missing Attendance in ecampus are found.

Department of EEE

- Few attendance entries were found to be mismatching
- Few regular absent students were marked as present.

Department of Auto

- Few attendance entries were found to be mismatching
- Few regular absent students were marked as present.
- Many missing Attendance in ecampus are found.

Department of Mech

- Few attendance entries were found to be mismatching
- Many missing Attendance in ecampus are found.
- Slow learners marks not written in few of the logbook.

Department of CSE

- Few topics were not entered in the class logbook
- Few regular absent students were marked as present.
- Many missing Attendance in class log book are found.

Department of Aero

- Few attendance entries were found to be mismatching
- Few regular absent students were marked as present.
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Dean Academics



Principal



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COIMBATORE - 641 032

Action Taken Report

The audit was conducted at Office of Dean Academics from 23th Jan 2019 to 25th Jan 2019, 25th Feb 2021 to 27th Feb 2019 and 01st Apr 2019 to 03th Apr 2019 and the following corrective measures were taken.

Department of ECE

- Few OD's were found to be wrongly marked for absent students and they were corrected to absent.
- Many missing Attendance in ecampus are found and those entries were entered in ecampus and the same is verified.
- Few wrong entries were identified in the ecampus and those were corrected.
- Few attendance entries were found to be mismatching and the same is rectified.

Department of Civil

- Few class logbook entries were found to be missing and they are entered.
- Few regular absent students were marked as present and they were rectified.
- Few attendance entries were found to be mismatching and the same is rectified.

Department of IT

- Many missing Attendance in ecampus are found and those entries were entered in ecampus and the same is verified.
- Few regular absent students were marked as present and they were rectified.



- Few wrong entries were identified in the ecampus and those were corrected.

Department of MCT

- Few attendance entries were found to be mismatching and the same is rectified
- Many missing Attendance in ecampus are found and those entries were entered in ecampus and the same is verified.
- Few regular absent students were marked as present and they were rectified.

Department of EIE

- Slow learners marks not written in the logbook and the same is rectified
- Few regular absent students were marked as present and they were rectified.
- Many missing Attendance in ecampus are found and those entries were entered in ecampus and the same is verified.

Department of EEE

- Few attendance entries were found to be mismatching and the same is rectified
- Few regular absent students were marked as present and they were rectified.

Department of Auto

- Few attendance entries were found to be mismatching and the same is rectified
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Department of Aero

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- Few regular absent students were marked as present.
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Dean Academics


3.7.19
Principal



PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032