



## CIRCULAR

Ref: HICET/IAA/AY 20-21/01

October 4<sup>th</sup>, 2020


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	10 <sup>th</sup> October 2020	AERO & CIVIL, AUTO & CSE
	12 <sup>th</sup> October 2020	BIO, ECE, EIE, FT, EEE & MCT
	13 <sup>th</sup> October 2020	BTECH IT, AGRI, MECH & ALL PG
2	17 <sup>th</sup> November 2020	AERO & CIVIL, AUTO & CSE
	18 <sup>th</sup> November 2020	BIO, ECE, EIE, FT, EEE & MCT
	19 <sup>th</sup> November 2020	BTECH IT, AGRI, MECH & ALL PG

### Audit Members

1. Mr. A. Udhayakumar
2. Mr. P. Sureshkumar
3. Mr. A. Muralidharan

  
Dr. MAGUDESWARAN P N,  
DEAN ACADEMICS,  
9842009872

  
Principal

To

All HoD's.



PRINCIPAL  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032



13/10/2020

## Minuets of Audit

The audit was be conducted at Office of Dean Academics from 10th October to 13th October 2020, 17<sup>th</sup> November 2020 to 19<sup>th</sup> November 2020 for academic year 2020-21 ODD semester and the following are the observations.

### 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 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 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 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 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 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 Aero**

- 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 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.



**Dean Academics**



**Principal**

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## Action Taken Report

The audit was conducted at Office of Dean Academics from 10th October to 13th October 2020, 17th November 2020 to 19th November 2020 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
- 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 Mech**

- 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.
- 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.
- Many missing Attendance in ecampus are found and those entries were entered in ecampus and the same is verified.

  
**Dean Academics**

  
**Principal**



**PRINCIPAL**  
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COIMBATORE - 641 032



### CIRCULAR

Ref: HICET/IAA/AY 20-21/02

January 20<sup>th</sup>, 2021


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	9 <sup>th</sup> February 2021	AERO & CIVIL, AUTO & CSE
	10 <sup>th</sup> February 2021	BIO, ECE, EIE, FT, EEE & MCT
	11 <sup>th</sup> February 2021	BTECH IT, AGRI, MECH & ALL PG
2	10 <sup>th</sup> March 2021	AERO & CIVIL, AUTO & CSE
	11 <sup>th</sup> March 2021	BIO, ECE, EIE, FT, EEE & MCT
	10 <sup>th</sup> March 2021	BTECH IT, AGRI, MECH & ALL PG

#### Audit Members


- 1.Mr.A.Udhayakumar
- 2.Mr.P.Sureshkumar
- 3.Mr.A.Muralidharan

  
Dr. MAGUDESWARAN P N,  
DEAN ACADEMICS,  
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To

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Principal

PRINCIPAL  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032

12/03/2021

## Minuets of Audit

The audit will be conducted at Office of Dean Academics from 9<sup>th</sup> February 2021 to 11<sup>th</sup> February 2021, 10<sup>th</sup> March 2021 to 12<sup>th</sup> March 2021 and the following are the observations.

### Department of ECE

- Some of attendance entries were found to be mismatching.
- Class time table not pasted in personal log book.
- Many missing Attendance in e-campus are found.

### Department of Civil

- Few attendance entries were found to be mismatching.
- Few regular absent students were marked as present.
- Some faculties log book not pasted the rubrics.

### Department of MCT

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

### Department of EEE

- 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 e-campus are found.
- Some faculties log books are incomplete.
- Few wrong entries were identified in the e-campus.





### Department of Auto

- Few faculties not enter the attendance percentage in log book.
- Few regular absent students were marked as present.
- Many missing Attendance in e-campus are found.

### Department of EIE

- Slow learner's marks not written in few of the logbook.
- Few faculties not entered the Internal Marks.
- Many missing Attendance in e-campus are found.

### Department of Mechanical

- Few attendance entries were found to be mismatching
- Many missing Attendance in e-campus are found.
- Slow learner's 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.
- Many missing Attendance in e-campus are found.

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## Action Taken Report

The audit was conducted at Office of Dean Academics from 9<sup>th</sup> February 2021 to 11<sup>th</sup> February 2021, 10<sup>th</sup> March 2021 to 12<sup>th</sup> March 2021 and the following corrective measures were taken.

### Department of ECE

- Some of attendance entries were found to be mismatching and it should be rectified.
- Class time table not pasted in personal log book and informed to correct it.
- Many missing Attendance in e-campus are found and it should be corrected.

### Department of Civil

- Few attendance entries were found to be mismatching and it was changed.
- Few regular absent students were marked as present and it was marked as absent.
- Some faculties log book not pasted the rubrics and informed to those faculties to paste it.

### Department of IT

- Many missing Attendance in e-campus are found and it should be corrected.
- Some faculties log books are incomplete and it was completed.
- Few wrong entries were identified in the e-campus and it can be corrected.



### **Department of MCT**

- Few OD's were found to be wrongly marked for absent and it should be marked as onduty.
- Many missing Attendance in e-campus are found and the same is to be corrected.
- Few wrong entries were identified in the e-campus and it was changed.

### **Department of EIE**

- Slow learner's marks not written in few of the logbook and informed to write in the log book.
- Few faculties not entered the Internal Marks and it can be rectified.
- Many missing Attendance in e-campus are found and the same is to be corrected.

### **Department of EEE**

- Few class logbook entries were found to be missing and the same should be corrected.
- Few regular absent students were marked as present and it was marked as absent.
- Few attendance entries were found to be mismatching and it should be corrected.

### **Department of Auto**

- Few faculties not enter the attendance percentage in log book and the same can be corrected.
- Few regular absent students were marked as present and it was marked as absent.
- Many missing Attendance in e-campus are found and the same is to be corrected.





- Many missing Attendance in e-campus are found.

### **Department of EEE**

- Few attendance entries were found to be mismatching
- Class timetable missing in personal log book.
- Need to update Tutor ward-meeting reports.

### **Department of Auto**

- Few attendance entries were found to be mismatching
- Few regular absent students were marked as present.
- Many missing Attendance in e-campus are found.
- Need to update the Students Index cards.

### **Department of Mech.**

- Many missing Attendance in e-campus are found.
- Slow learner's marks not written in few logbooks.
- Syllabus and timetable are missing in Individual logbook.

### **Department of CSE**

- Assignment questions missing in course file.
- 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.
- Many missing Attendance in e-campus are found.
- Need to update internal and assignment marks in individual logbook.

  
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