

### CIRCULAR

Ref: HICET/IAA/AY 21-22/01

August 10<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	17 <sup>th</sup> August 2021	AERO & CIVIL, AUTO & CSE
	18 <sup>th</sup> August 2021	BIO, ECE, EIE, FT, EEE & MCT
	19 <sup>th</sup> August 2021	BTECH IT, AGRI, MECH & ALL PG
2	11 <sup>th</sup> November 2021	AERO & CIVIL, AUTO & CSE
	12 <sup>th</sup> November 2021	BIO, ECE, EIE, FT, EEE & MCT
	13 <sup>th</sup> November 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,  
9842009872

To

All HoD's.



  
Principal

PRINCIPAL  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032

14/11/2021

## Minutes of Audit

The audit will be conducted at Office of Dean Academics from 17<sup>th</sup> August 2021 to 19<sup>th</sup> August 2021, 11<sup>th</sup> November 2021 to 13<sup>th</sup> November 2021 and the following are the observations.

### 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 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 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 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 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 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 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 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.



**Dean Academics**



**Principal**





## Action Taken Report

The audit was conducted at Office of Dean Academics 17<sup>th</sup> August 2021 to 19<sup>th</sup> August 2021, 11<sup>th</sup> November 2021 to 13<sup>th</sup> November 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.





# Hindusthan

College of Engineering and Technology

Valley Campus, Pollachi Highway, Coimbatore 641 032

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**Dean Academics**

**Principal**



PRINCIPAL  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032

**CIRCULAR**

Ref: HICET/IAA/AY 21-22 Even/01

March 31<sup>st</sup>, 2022

Dear Professors,

The faculty members handling theory/lab courses for the higher semesters (II, III & IV year) are requested to complete the class log/personal log book with regard to attendance, student performance, challengers coaching and teaching learning process. All the details in the student's index card (white card) have also to be completed for the verification. The audit will be conducted from 25th April 2022 onwards at Office of Academic Affairs as per following schedule.

Audit No.	Audit Date	Department	Audit Staff
1	25 <sup>th</sup> April 2022	CIVIL, AUTO, CHEM, CSE & MCT	Ms.N.Priya/AP/CSE Mr.A.Prabhu/AP/MCT
	26 <sup>th</sup> April 2022	BIO, ECE, AGRI, FT, BTECH IT, AI&ML	Dr.A.Udhayakumar ASP/ECE & Mr.P.Surshkumar AP/ECE
	27 <sup>th</sup> April 2022	EEE, EIE, MECH & AERO ALL PG	Mr.N.Maheshkumar AP/EEE Mr.Muralidharan/ECampus co-ordinartor
2	2 <sup>nd</sup> June 2022	CIVIL, AUTO, CHEM, CSE & MCT	Ms.N.Priya/AP/CSE Mr.A.Prabhu/AP/MCT
	3 <sup>rd</sup> June 2022	BIO, ECE, AGRI, FT, BTECH IT, AI&ML	Dr.A.Udhayakumar ASP/ECE & Mr.P.Surshkumar AP/ECE
	4 <sup>th</sup> June 2022	EEE, EIE, MECH & AERO ALL PG	Mr.N.Maheshkumar AP/EEE Mr.Muralidharan/ECampus co-ordinartor

**Audit Members**

1. Dr. Udhayakumar A, ASP/ECE
2. Mr. Suresh Kumar P, AP/ECE
3. Mr. Mahesh Kumar N, AP/EEE
4. Ms. Priya.N, AP/CSE
5. Mr.A.Prabhu, AP/MCT

Note;

All the Audit staffs should be available in the above-mentioned dates without fail.

*[Signature]*  
DEAN ACADEMICS

Copy to

All HoD's.



*[Signature]*  
PRINCIPAL  
31/3/22

**PRINCIPAL**  
Hindusthan College of Engineering & Technology  
GOIMBATORE - 641 032



Date :30.4.2022

### Minutes of Audit

The audit was conducted at Office of Dean Academics from 25th April 2022 to 19th 27<sup>th</sup> April 2022 for the academic year 2021-22 EVEN semester and the following are the observations.

#### Department of ECE

- Timetable and syllabus were missing in individual log book.
- Some missing Attendance in e-campus were found.
- Parent's phone call made not properly updated in advisory file.
- Few attendance entries were found to be mismatching.

#### Department of Civil

- 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

#### Department of IT

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

#### Department of MCT

- Few attendance entries were found to be mismatching.
- Academic performance of students missing in advisory file.
- Few regular absent students were marked as present.

#### Department of EIE

- Slow learner's marks not written in the logbook.
- Few regular absent students were marked as present





### 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.
- Challengers coaching details were found to be missing in individual log book.

### 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.

  
**Dean Academics**



  
**Principal**

**PRINCIPAL**  
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COIMBATORE - 641 032

Date :15.5.2022

### Minutes of Audit

The First Year audit was conducted at Office of Dean Academics from 9th May 2022 to 11th May 2022 for academic year 2021-22 EVEN semester and the following are the observations.

#### Department of ECE

- Some missing Attendance in e-campus were found.
- Parent's phone call made not properly updated in advisory file.
- Syllabus and Time table were found to be missing in individual Log book.
- Few attendance entries were found to be mismatching.

#### Department of Civil

- 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

#### Department of IT

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

#### Department of MCT

- Few attendance entries were found to be mismatching.
- Academic performance of students missing in advisory file.
- Few regular absent students were marked as present.

#### Department of EIE

- Slow learner's marks not written in the logbook.
- Few regular absent students were marked as present.



### 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.
- Challengers coaching details were found to be missing in individual log book.

### 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

S.NO	DEPARTMENT	MISTAKES FOUND	ACTION TAKEN
1	CSE	Course File-Assignment Questions Missing Log Book-Attendance Missing E Campus-Attendance Mismatch	Course File, Log book and Ecampus Details were Updated.
2	ECE	Individual Logbook-Time table & syllabus Missing Advisory File-Parent's Phone call details Not updated	Updated the Individual log book and Advisory file
3	EEE	Tutor ward Meeting Reports were missed.	File details were updated and rectified.
4	EIE	Slow learners details were missed.	Updated the Slow learners details
5	AUTO	Need to update Student Index cards.	Index cards were updated
6	AERO	Internal Marks and assignment marks were missed in individual log book.	Problems were rectified.
7	IT	Mismatching of entries in Ecampus	Updated the entries.
8	MECHANICAL	Slow learners marks details were missed in individual log book.	Updated the internal marks.



9	CIVIL	Need to update CGPA details in Advisory File.	Corrections were updated.
10	MCT	Student Academic Details were missed in Advisory File.	Problems were corrected and rectified.

  
**Dean Academics**

  
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