KAMARAJ ®
COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution - AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

S.P.G.Chidambara Nadar - C.Nagammal Campus

S.P.G.C. Nagar, K.Vellakulam – 625 701 (Near **VIRUDHUNAGAR**).

MINUTES OF THE EXTERNAL AUDIT
DEPARTMENT OF MECHANICAL ENGINEERING

12.12.2022

Date of THE External Audit : **12.12.2022**

Time   : **10:00 a.m. to 04:00 p.m.**

Name of the Auditor   : **Dr. M. Suresh M.E, Ph.D ,Associate Professor, SSN**

Attendees   : **Department of Mechanical Engineering Faulty Members**
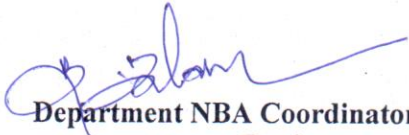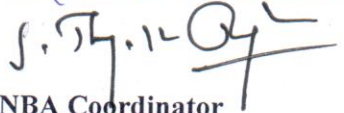
Minutes:

The external NBA audit was conducted for the Department of Mechanical Engineering on 12.12.2022 (Monday). The following points were discussed in the meeting:

o   Dr. S.Saravana Kumar,HoD/Mech greeted all the members & Dr. M.Suresh audited the files based on criteria.

S. No.	Subject	Resolution
1.	Criterion I	Expert member suggested that the Mission statement can be made to 4 steps and it may be useful for TIER 1 Format
2	Criterion II	For curriculum enrichment more interactions need to carry out with an Alumni and Industrial people other than BoS.(Once in 6 Months). Parents, Employer and Alumni feedback on curriculum need to be considered. Can collect feedback for syllabus from students for their previous year. For example feedback of II year syllabus can be collected from III Year students Assignments can be given at K4 level to students. Students can use MATLAB code, Excel for problem solving and submit report. Assignments may be out of syllabus Course file for all theory and lab courses should be kept. Students can be supported by internal funds for doing projects (IFP). 2Lakhs/Dept can be allotted. This will be useful for innovation and follow best practices Batch formation A,B,C,D may create conflict. Projects can be given in sequence manner for consecutive batches. Additional experiments which are not in syllabus may be completed by students along with report
3.	Criterion III	Appreciated the efforts taken for the creation CO-PO attainment calculation(Excel file) Suggested to make flexible attainment level if possible Direct and Indirect attainment can be collected for all courses. along

		with student feedback, student exit survey can be collected for all courses for measuring the learning outcomes. An Alumni network can be strengthened and the employer and employee survey need to carried out with the help of college placement cell. Questionnaire needs to be prepared. PEO attainment calculation can also carried out from 2019 passed out students. Target revision- Result analysis meeting may be conducted internally and minutes of meeting should be kept in course coordinator file Rubrics for PO Mapping along with justification document should be kept if possible.
4.	Criterion IV	Students need to be motivated to submit more patents and publications. Publications need to increase every year. Publications in Non SCI Journals can also be included in SAR Success rate of students need to improve
5.	Criterion V	Calculate SFR by neglecting the faculty members handling first year 10 Lakhs rupees /Dept can be given for doing projects. This internal funded project scheme will change the ambience and helpful for the growth of institution in future
6.	Criterion VI	New equipment and lab facilities can be used by faculty members. Communication classes to non-teaching can be arranged with the support from faculty of English
7.	General	Appreciation to the faulty members for their contributions in SAR preparation and overall documentation, Insisted the faculty members to take care in the Performance of students in academics and also the Faculty members to apply more external projects and patents

Auditor

Department NBA Coordinator

HoD/MECH

NBA Coordinator

3/2/2023

Dean (Academics)

Principal

Department of Electronics and Communication Engineering

Mock NBA Audit Minutes

Audit Date: 13.12.2022

Audited by: Dr. Radha, Vice Principal & Head Department of ECE, SSN College of Engineering, Chennai
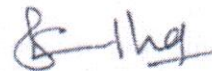
The following points have been discussed and gave suggestions for improving the NBA compliance report.

1. Outcome based education awareness program should be given to all faculty members

2. Based on the CO PO Assessment course gap must be identified.

3. Presentation slides should be prepared as per guidelines given by the NBA.

4. Recent NBA visits by the expert mainly focus on the Outcome-based Education and they are asking 25 slides for course outcome and program outcome.

5. During the Presentation, include the year in the sponsored research applied.

6. No repetition of content in slide

7. Pedagogical initiatives should include in the compliance report.

8. In compliance report, mention as the internal course expert are verifying the CO covers during the cycle tests.

9. Based on the Cycle Test and End semester result performance weak students are identified and lateral entry students can also be consider as weak students.

10. Mention the increase in core company placement in Compliance report.

11. Measure to be taken to handled course content delivery by the industry person

12. Include initiative taken for the consultancy work.

13. Try to adopt high knowledge level COs in assignments.

14. Include Internship with and without stipend count in Compliance report.

15. Initiative have taken to increase entrepreneurship

16. In a File, Index should be present in the left side.

17. Include Faculty attended FDP or NPTEL courses in the Faculty Feedback Action taken report.

18. During the audit expert appreciated the Criteria 4 and 5 file preparation and its arrangement.

Auditor

Department NBA Coordinator

HoD/ ECE

NBA Coordinator

Dean (Academic Courses)

Principal

MINUTES OF THE EXTERNAL AUDIT – DEPARTMENT OF BIO TECHNOLOGY

Date of the External Audit : **12.12.2022**

Time : **10:00 a.m. to 5.00 p.m.**

Name of the Auditor : **Dr. E. Nakkeeran, Professor & Head/BT,**

Sri Venkateswara College of Engineering

Attendees : **Faculty members of Department Bio Technology**

Minutes:

The external NBA audit was conducted for the department of Bio Technology on 12.12.2022 (Monday). The following points were discussed in the meeting:

The head of the department, Dr. R. Shyam Kumar greeted all the members and the criterion in-charges presented their criterion. Dr. E. Nakkeeran audited the files based on criteria.

S. No.	Subject	Resolution
1.	Criterion I	- The auditor suggested to break the mission statement into sub-statements. - Mapping of mission component and PEO should not have L. - PEO statements should not be shortened. - Publishing and Dissemination of statements should be shown separately. - Should include the stakeholder to get approval for PEOs - Mission statement can be changed periodically. Feedback from the stakeholders should be received for modification requirement. - Institute vision and mission dissemination need not be included in this criterion. - Dissemination to funding agency should be included. - Department newsletter or magazine is needed. - Ratification of all PAC meeting should be proofed. - He gave suggestion to rephrase the beginning part of PEO statements.

2	Criterion II	- The auditor suggested identifying the bright and weak students based on the class average. - The corrective action for performance in every internal assessment should be proofed properly. - Internal average and end semester average should have very small deviation. - The auditor clarified the regulation of R2021 for making the first year course as common. - He questioned the department about the communication to university for addressing the strengthening of curriculum (R2017). - Gap identification and justification of PO relevance for the action plan are proofed well. - Curriculum comparison table can include all the essence of the curriculum. - Department should have a Department Advisory Committee for the programme. 2.1.2. B table can include internship, in-plant training, industry visit, workshop. - Stakeholders' feedback should be received for the curriculum. - Case study for the action taken based on the student feedback. - Pedagogical initiatives should be tabulated separately. - Avoid mentioning COVID in SAR. - Peer mentoring can be included for bright student's support system. - Industry supported laboratory can be based on knowledge sharing.
3.	Criterion III	The auditor advised not to take laboratory course as sample.
4.	Criterion VII	Improvement in Higher studies can be in-terms of number of students admitted for higher studies, GATE score, admitted in well-reputed institutions.
5.	Criterion IV	- The auditor advised to remove the left students from the enrolment table. - The academic performance should consider the GPA of the respective semester. - Enrolment table should be prepared for 7 years. - Biotechnology association can be included in the professional society/chapter. - The arrangement of the data under the co-curricular events is appreciable.
6.	Criterion V	- Faculty profile should include Aadhar number. - The faculty member will be considered in the programme only if the faculty member is associated with department for minimum 36 months. - The consultancy should be document with the following data, policy, work done, amount sanctioned and transferred, Contribution to faculty member & college, pay slip & bank amount statement of the respective month of the corresponding faculty member.

		• The fund released during the current academic year will be considered for calculation.
7.	General	• The faculty cabin should be allocated as per the NBA norms. • The faculty profile page of the department in the college website should include the name of the Head of the Department. • All the lab venues should have a board with list of experiments and course outcome. • The expert will randomly have a discussion on subject to ensure the retention of faculty. • The timetable, workload, interaction with students will be considered for faculty retention. • Sample photo and proof can be included in the SAR.

Auditor

Department NBA Coordinator

NBA Coordinator

HoD/BT

R.S – Bar
3/4/2023

Dean (Academic Courses)

Principal

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Department of Computer Science and Engineering
Report on NBA Audit

13.12.2022

Audited by: Dr.S.Radha, Vice Principal, SSN College, Chennai

I. Compliance Report

1.SI without backlog:

If improvement is seen in III Year, that can be stated.

Justification: Pass % in the subject in table. If we have improvements in the next academic years, that can be shown

We have to say "SI will be improved"

2.Quality of publication:

- No. of Ph.Ds is increased after the visit.
- Applied for Recognition for Research department.If it is sanctioned, Quality of publications will be improved.
- No. of Patents, Book Chapters, Copy rights has been increased.

3.Logical partitioning: Physical partitioning, OK

4. Outside the state participation:

- No of students participated can be mentioned.
- Participation with funds from college can be mentioned.

5.Not motivated for Higher studies:

- No of students can be mentioned.
- It can be stated that "After gaining industrial experience, students go for higher studies".

6.Industry supported Lab:

- Name of CCNA trainers' faculty name can be mentioned.
- No. of students undergone training can be mentioned.
- No. of students placed (those who underwent CCNA training) can be mentioned.
- No. of students those who have done Internship (those who underwent CCNA training) can be mentioned (CISCO in Python)
- Names of the faculty mentored for CCNA can be mentioned.
- In addition to that, Cloud Lab is being established through which more students can get trained.

7.Initiatives related to industry interaction:

- Guest lectures and Name of the experts can be mentioned.

- Names of the faculty attending industrial training and name of the industry can also be stated.
- Provision of Credits for Internship can be shown
- List of companies offered Internship can be listed.
- Paid and unpaid internships can be mentioned.

8. No consultancy, No sponsored research
- Proposal selected for FAER can be mentioned. The amount may aslo be mentioned.
- Seed Money scheme details can be mentioned

9. Working hrs of Library and laboratory:
- Extended time for lab and library can be mentioned.(upto 6pm, upto 8pm)
- College library is opened during Sundays.

10. Mismatch of Journal Count should be corrected.(Given in compliance report and SAR)

11. Old data for TNSCST proposals can be deleted. FAER can be added.

12. For table B2.6, external grant can be mentioned in the Title of the table.

13. Students' Performance:
- Admission and Placement is OK.

14. Mapping:
- Value Added Courses can be Content Beyond Syllabus. Mapping is required for the courses.
- Design Thinking is meant for Content Beyond Syllabus.
- Govt initiatives are also considered. Details about Professional Readiness Program can be given. No of students participating can be mentioned. PO and PSO mapping is also required for this course.The course can also be included for attainment.

15 Quality of Projects
- Rubrics – to be refined.
- For eg, Definition for Strong, Excellent should be given. It is also known by the students.
- Changes in the rubrics can also be mentioned.

16. It can be stated that "In autonomous status, identified gaps are offered as Valua Added Courses."

17. Quality and Relevance of Content of newsletter:
- The following can be added in the newsletter:
    - Article by the students
    - Summary for FDPs Workshops participated by the faculty members
    - Summary for Competitions, Events participated

18. As per the template, 4,5,6 are not given and can be removed.

II. Files

1. Criterion 4
   - Summary sheet, necessary highlighting is to be added. Govt Quota, Management Quota, Highest & lowest cut-off are to be mentioned in the summary sheet.

2. P4 RESULT
   - Program wise separation (CSE & ADS) Batchwise separation & proofs are required

3. P5 CGPA
   - Summary sheet can be added.

4. Placement, Hr Studies
   - Summary sheet can be added as per the following:

Company   No of students placed   Salary Package

5. P7 Professional Societies
   - All details must be in a single file with summary sheet
   - For events, academic year wise separation may be used.
   - Hr Studies, tags are required.

6. P8 Student Publications
   - Summary sheet can be added

7. P9 Best Average Projects
   - Projects should be mapped with POs
   - Guidelines for individual assessment are to be given properly.
   - For each PO, rubrics must be given.
   - Project categories - Best Average Projects must be available.

8. P10 Faculty
   - Summary sheets must be added

9. P12 Innovation by faculty
   - NPTEL videos can be made available in website
   - Simulators can also be used
   - Youtube videos can be uploaded

10. P13 Publication
    - Link of each publication should also be recorded

11. P14 Interaction with outside world
    - Industry visit, Interaction with IIT professors can be shown

Other Suggestions

12. PBAS
    - If score is less, action taken must be shown

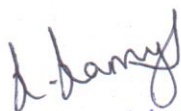13. Lab Record Rubrics should be kept in a file

14. Performance indicators should be used in CO PO mapping

15. While fixing the targets for the subjects, Class average of two previous batches and minimum pass requirement can be considered.
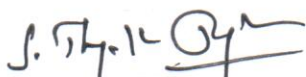
16.Even a small amount from industry can be done before NBA visit. Industries around the college can be approached.

17.IEEE funding is available for Rs. 6,00,000 for which the minimum requirement is membership. Simple societal problems can be submitted as proposals.
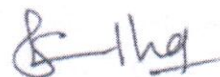
18.File names should be uniform.

Auditor

Department NBA Coordinator

HoD/CSE

NBA Coordinator

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