



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



20.07.2018

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. SureshKumar
- 3.Mrs.N. Menakadevi

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

20.7.18
PRINCIPAL

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