

CIRCULAR

Ref: HICET/IAA/AY 17-18/01

July 3, 2017

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	19 th July 2017	AERO ,CIVIL, AUTO&MECT
	20 th July 2017	IT, EEE,CSE, EIE
	21 st July 2017	ECE,MECH.BIO &ALL PG
2	15 th August 2017	IT, EEE,CSE, EIE
	16 th August 2017	ECE,MECH.BIO &ALL PG
	17 th August 2017	AERO ,CIVIL, AUTO&MECT
3	12 th September 2017	AERO ,CIVIL, AUTO&MECT
	13 th September 2017	IT, EEE,CSE, EIE
	14 th September 2017	ECE,MECH.BIO &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.




3.7.17
Principal

PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

14/09/2017

Minuets of Audit

The audit was be conducted at Office of Dean Academics from 19th July to 21st July 2017, 15th August 2017 to 17th August 2017 and 12th September 2017 to 14th September 2017 for academic year 2017-18 ODD semester and the following are the observations.

Department of ECE

- Log books attendance entries are incomplete.
- Many missing Attendance in e-campus are found.
- Some wrong entries were identified in the e-campus.
- Few faculty members not pasted the syllabus in the log book.

Department of Civil

- Few class logbook entries were found to be missing.
- Slow learners mark entry missing in log book.
- Few attendance entries were found to be mismatching.

Department of IT

- Class log book entries are mismatched with personal log book.
- Few regular absent students were marked as present.
- Internal test mark entries were missing in the log book.

Department of MCT

- Lesson plan not written in log book.
- Many missing Attendance in e-campus are found.
- Few regular absent students were marked as present.

Department of EIE

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



- Many missing Attendance in e-campus are found.

Department of EEE

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

Department of Auto

- Internal mark entries were mismatched with e-campus and log book.
- 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 learner's marks not written in few of the logbook.

Department of CSE

- Few topics were not entered in the class logbook.
- Attendance percentage not written in log book.
- 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 ecampus are found.



Dean Academics



14.9.17

Principal

PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Action Taken Report

The audit was conducted at Office of Dean Academics from 19th July to 21st July 2017, 15th August 2017 to 17st August 2017 and 12th September 2017 to 14th September 2017 and the following corrective measures were taken.

Department of ECE

- Log books attendance entries are incomplete and they are corrected.
- 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 faculty members not pasted the syllabus in the log book and the same is rectified.

Department of Civil

- Few class logbook entries were found to be missing and they are entered.
- Slow learners mark entry missing in log book and they were rectified.
- Few attendance entries were found to be mismatching and the same is rectified.

Department of IT

- Class log book entries are mismatched with personal log book and the same is corrected.
- Few regular absent students were marked as present and they were rectified.
- Internal test mark entries were missing in the log book and those were corrected.

Department of MCT

- Lesson plan not written in log book 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.
- 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

- Internal mark entries were mismatched with e-campus and 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.

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
- Attendance percentage not written in log book and it can be 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 e-campus are found and those entries were entered in e-campus and the same is verified.



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Principal



PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

CIRCULAR

Ref: HICET/IAA/AY 17-18/02

April 3, 2018

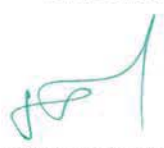
Dear Professors,

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	4 th April 2018	AERO ,CIVIL, AUTO&MECT
	5 th April 2018	IT, EEE,CSE, EIE
	6 th April 2018	ECE,MECH.BIO &ALL PG
2	10 th July 2018	IT, EEE,CSE, EIE
	11 th July 2018	ECE,MECH.BIO &ALL PG
	12 th July 2018	AERO ,CIVIL, AUTO&MECT
3	4 th August 2018	AERO ,CIVIL, AUTO&MECT
	5 th August 2018	IT, EEE,CSE, EIE
	6 th August 2018	ECE,MECH.BIO &ALL PG

Audit Members

- 1.Mr.A.Udhayakumar
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Dr. MAGUDESWARAN P N,
DEAN ACADEMICS,
9842009872

To

All HoD's.




3.4.18
Principal

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

12/07/2018

Minuets of Audit

The audit was be conducted at Office of Dean Academics from 4th April to 6th April 2018, 7th August to 9th August 2018 and 10th July to 12th July 2018 for academic year 2017-18 EVEN semester and the following are the observations.

Department of ECE

- Class log book entries are mismatched with personal log book.
- Many missing Attendance in e-campus are found.
- Lesson plan not written in log book.
- Some of attendance entries were found to be mismatching.

Department of Civil

- Internal test mark entries were missing in the log book.
- Few regular absent students were marked as present
- Few attendance entries were found to be mismatching.

Department of IT

- Internal mark entries were mismatched with e-campus and log book.
- Few regular absent students were marked as present.
- Few wrong entries were identified in the e-campus.

Department of MCT

- Log books attendance entries are incomplete .
- Many missing Attendance in e-campus are found.
- Few regular absent students were marked as present.

Department of EIE

- Slow learner's marks not written in few of the logbook.



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

Department of EEE

- Few attendance entries were found to be mismatching
- Few faculty members not pasted the syllabus in the log book

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.

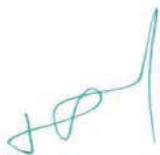
- Few attendance entries were found to be mismatching
- Attendance percentage not written in log book.
- Slow learners marks not written in few of the logbook.

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.
- Rubrics not pasted in practical log book.



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Principal



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COIMBATORE - 641 032

Action Taken Report

The audit was conducted at Office of Dean Academics from 4th April to 6th April 2018, 7th August to 9th August 2018 and 10th July to 12th July 2018 and the following corrective measures were taken.

Department of ECE

- Class log book entries are mismatched with personal log book and they were corrected.
- Some of missing Attendance in e-campus is found and those entries were entered in e-campus and the same is verified.
- Lesson plan not written in log book and it was corrected.
- Few attendance entries were found to be mismatching and the same is rectified.

Department of Civil

- Internal test mark entries were missing in the log book and those were 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

- Internal mark entries were mismatched with e-campus and log book and the same can be entered and it was verified.
- Few regular absent students were marked as present and they were rectified.
- Few wrong entries were identified in the e-campus and those were corrected.



Department of MCT

- Log books attendance entries are incomplete 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.
- Many missing Attendance in e-campus are found and those entries were entered in e-campus and the same is verified.

Department of EEE

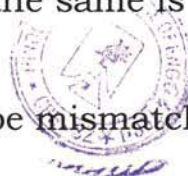
- Few attendance entries were found to be mismatching and the same is rectified
- Few faculty members not pasted the syllabus in the log book and they were rectified.

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 e-campus are found and those entries were entered in e-campus and the same is verified.

Department of Mech.

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



- 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.



Dean Academics



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