

Jerusalem College of Engineering

(An Autonomous Institution affiliated to Anna University, Chennai)

NBA and NAAC Accredited Institution

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ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

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CONTENTS

Sl.No	TITLE	PAGE NO.
1	ABOUT THE INSTITUTION	1
2	VISION, MISSION AND QUALITY POLICY	2
3	ACADEMIC AND ADMINISTRATIVE AUDIT	3
4	AAA COMMITTEE	4
5	AAA – FLOW CHART	4
6	AAA – PROCESS DOCUMENT	5
7	DOCUMENTS TO BE VERIFIED BY THE COMMITTEE	6
8	ACADEMIC AUDIT FORMAT	9
9	ADMINISTRATIVE AUDIT FORMAT	11

ABOUT THE INSTITUTION

Jerusalem College of Engineering (JCE) was established in the year 1995 under the umbrella of Jerusalem Educational Trust to impart Quality Engineering Education. Over the period of 29 years it has made a mark for itself and got established as an Institution which offers excellent Engineering Education. The institution was granted Autonomous status by University Grants Commission in 2019. It is one of the very rare Institutions which is situated in close proximity to premier educational institutions and also the IT Hub of Chennai. The faculty of the college have a nice blend of both academic and industrial experience. The alumni of the college holding key positions in various National/International organizations and Academic Institutions have brought laurels to the institution. The Institution is accredited by NAAC and NBA accreditation is obtained for B.E.- BME and B.E.- CSE programs.

The Institution offers the following nine Undergraduate programmes in Engineering, four postgraduate programmes in Engineering and two Management programmes. The departments of Civil Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering and Chemistry are recognized research centres under Anna University

Undergraduate Programmes

- B.E. Biomedical Engineering
- B.E. Civil Engineering
- B.E. Computer Science and Engineering
- B.E. Computer Science and Engineering (Artificial Intelligence and Machine Learning)
- B.E. Computer Science and Engineering (Cyber Security)
- B.E. Electrical and Electronics Engineering
- B.E. Electronics and Communication Engineering
- B.Tech. Artificial Intelligence and Data Science
- B. Tech. Computer Science and Business Systems
- B.Tech. Information Technology

Postgraduate Programmes

- M.E. Applied Electronics
- M.E. Computer Science and Engineering
- M.E. Construction Engineering and Management
- M.E. Power Electronics and Drives
- Master of Business Administration
- Master of Business Administration (Hospital Administration)

VISION

Jerusalem College of Engineering is committed in emerging as an International Institution of Excellence in imparting the finest quality Engineering, Technology and Management Education rooted in ethical and societal values through various academic programmes, multi-disciplinary research, consultancy and entrepreneurship activities, and hence in contributing towards social transformation and nation building.

MISSION

- Generating abundant resources and making conducive policies, the management led by the Chairperson strives towards promoting globally competitive academic programmes augmented with value added courses, in-plant training, co-curricular activities and ambience that support intellectual growth and skill acquisition.
- Promoting collaborative trans-border research programmes, continuing education in synergy with academia, industries and research organizations leading to real time solutions and lifelong learning.
- Transforming young men and women into competent professionals and entrepreneurs motivated by a passion for professional excellence, driven by human values and proactively engaging in the betterment of the society through innovative practices and academic excellence.
- Facilitating effective interaction among faculty and students, and fostering network of alumni, industries, institutions and other stakeholders for successful career gain and placement.

QUALITY POLICY

Qualitative Education and sense of high discipline are promises, we at the Jerusalem College of Engineering make to posterity and accordingly shall adopt and adhere to Quality policies, constantly monitor accountability and assure all stake holders that

“WE SHALL KEEP OUR PROMISE”

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

IMPORTANCE OF AAA

Quality Education is the vision of Jerusalem College of Engineering. Academic and Administrative Audit has been acclaimed as the effective instrument for enhancing Quality Education all over the world. It provides measures of effectiveness to gauge academic programmes, research outputs, Placements, administrative functions, learning resources, evaluation that add up to Quality Education. The Institution has an Internal Quality Assurance Cell (IQAC) in order to have continuous quality assessment. Academic and Administration Audit (AAA) is conducted by the IQAC every year towards the end of each academic year. AAA is the process of evaluating the efficiency and effectiveness of an academic Institution and the process involves a committee (members from inside and outside the institution) which visit each department and verifies the various quality parameters followed therein.

The aim of AAA is to analyse and evaluate the academic and administrative processes followed in the Institution. It enables the Institution to improve its quality as a whole. It ensures the proper use and effectiveness of the systems, infrastructure, practices and other facilities. AAA gives an insight into the strengths, weaknesses, opportunities and challenges of the Institution. Based on the AAA reports, corrective and enhanceive measures are adopted for continuous improvement.

OBJECTIVES OF AAA

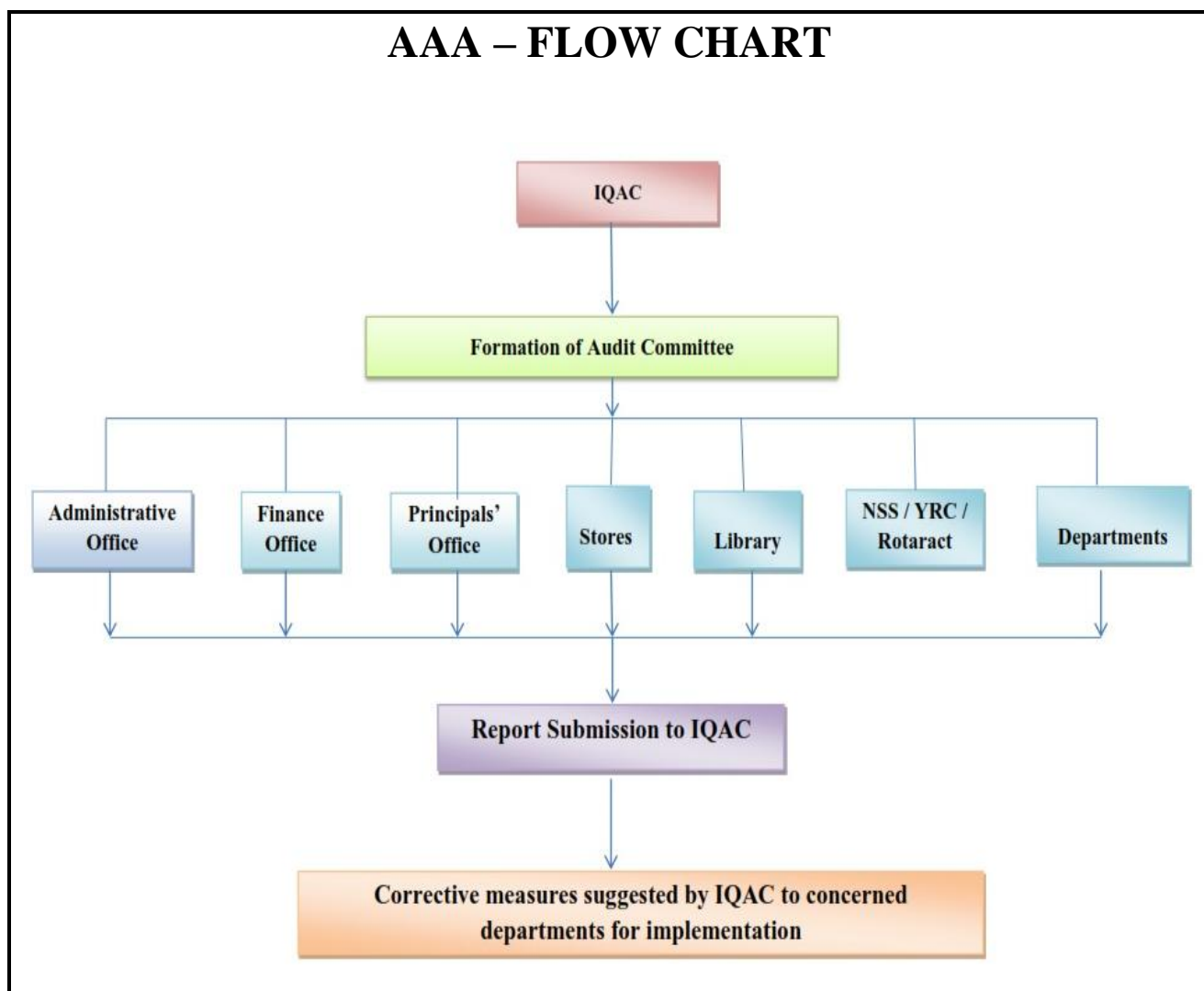
- To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative units and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms, examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality.

AAA COMMITTEE

The Internal Quality Assurance Cell of the Institution in consultation with the Head of the Institution, constitutes a high-level committee for department visit and evaluation. At Jerusalem College of Engineering, this committee comprises of the following members –

- Dean IQAC
- Dean Academics
- Dean Student Affairs
- Senior faculty of the Institution
- Members of the IQAC
- Few External Members (Alumni/Industry/Academician)

AAA – FLOW CHART



AAA – PROCESS DOCUMENT

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in shaping the audit process within educational institutions, aligning strategies and procedures with both institutional requirements and accreditation criteria. Typically spanning 3-5 days, the audit process begins with the preparation of a detailed data collection sheet distributed to committee members tasked with gathering pertinent information.

During the audit, the panel meticulously records findings across various departments. This information forms the basis for department-wise reports, offering a comprehensive view of current status within each category under review.

Following data compilation, committee members meet to discuss their observations and collectively reach conclusions that accurately reflect the institution's operational realities. This deliberative process ensures that insights are thorough and reflective of the institution's actual conditions.

Upon completion of the audit, the panel submits the data collection sheet along with their recommendations and suggestions for corrective actions to the Principal through the IQAC. These recommendations are aimed not only at addressing identified shortcomings but also at instituting processes for continuous improvement across the Institution.

Throughout this process, collaboration between IQAC and institutional authorities ensures that audit outcomes are actionable and contribute to enhancing overall quality and effectiveness in academic and administrative practices.

DOCUMENTS TO BE VERIFIED BY THE COMMITTEE

FOR ACADEMIC AUDIT

- List of faculty members
- Faculty profile – teaching and Non-teaching
- Register of students' attendance and assessment record
- Attendance Registers - teaching and Non-teaching
- Academic Performance record of students – Result Analysis – Assessment test and end semester
- Laboratory Manuals
- Record of Student Projects (UG and PG)
- Copy of Regulations, Curriculum and Syllabi
- Record of Research/ Consultancy/extension Activities
- Record of Achievements awards and recognitions
- Academic Calendar, Workload, Timetable and Master timetable
- Stock register for equipment
- Stock Register for Consumables
- Updated Students' Academic Reports
- Placement details
- Course Files
 - Vision and Mission of the department
 - Program objectives and Outcomes
 - Students' Name list
 - Syllabus
 - Academic Calendar
 - Class time table
 - Lesson Plan
 - Question Bank
 - Class test, Assignment, Assessment Test Question Papers
 - Result Analysis
 - Tutorial Plan
 - Course Attainment Sheets
 - Sample Answer Sheets of class tests, Assignment and assessment tests
 - Lecture material

FOR ADMINISTRATIVE AUDIT

S. No.	Name of Register / Record	Maintained by
1	Advertisement for the recruitment of Faculty members	Principal Office
2	Minutes of the meeting of staff selection Committee	Principal Office
3	Appointment / offer letters issued to faculty members	Principal Office
4	Joining report of staff members	Principal Office
5	Record of students(course wise)	Administrative Office
6	Record of scholarships / fellowships / financial assistance for students	Administrative Office & Finance Office
7	Books of Transfer certificate(including counterfoils)	Administrative Office
8	Accession register for library	Library
9	Stock register for equipment	Stores & Department
10	Stock register for consumable	Stores & Department
11	Stock register for furniture	Stores
12	Stock register for tools and plants	Stores
13	Minutes of the meetings of the Governing council of the college	Principal Office
14	Minutes of the meetings of the Planning and Monitoring Board	Principal Office
15	Minutes of the meetings of the Registered Society / Trust of the college	Principal Office

S. No.	Name of Register / Record	Maintained by
16	Year-wise audited statement of the college and also in the format specified by the University	Finance Office
17	Cash book of the college	Finance Office
18	Acquittance register	Finance Office
19	Fee receipt books(including counterfoils)	Finance Office
20	Funds position /Bank certificates/FDR copies to indicate financial stability	Finance Office
21	Record of Extension Activities	NSS/YRC/Rotaract



Jerusalem College of Engineering (Autonomous)

Department of _____

Academic Audit

Academic Year:

Date:

S. No.	Name of Register / Record	Remarks by the Committee
1	List of faculty members	
2	Faculty profile	
3	Department wise Non-Teaching Staff Profile	
4	Register of Students attendance and assessment record (log book)	
5	Attendance for Teaching and non-teaching staff	
6	Academic performance record of students (Result analysis - Assessment tests and End Semester)	
7	Laboratory Manuals	
8	Record of student projects (UG & PG)	
9	Copy of Regulations, curriculum and syllabi (Course wise)	



Jerusalem College of Engineering (Autonomous)

Department of _____

Academic and Administrative Audit

Academic Year:

Date:

S. No.	Name of Register / Record	Remarks by the Committee
10	Record of Research / Consultancy / Extension activities (Department wise)	
11	Record of Achievements, Award and Recognition (Department wise)	
12	Academic calendar, Workload, Timetable (Classwise) & Master Timetable	
13	Stock register for equipment	
14	Stock register for consumable	
15	Updated Faculty Profile as given for Mandatory Disclosure	
16	ID cards for faculty	
17	Updated Students' Academic Report (Proctorwise)	
18	Course files (odd and even semester)	

Verified By :



Jerusalem College of Engineering (Autonomous)
Administrative Audit

Academic Year:

Date:

S. No.	Name of Register / Record	To be maintained by	Remarks by the Committee
1	Advertisement for the recruitment of Faculty members	Principal Office	
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3	Appointment / offer letters issued to faculty members	Principal Office	
4	Joining report of staff members	Principal Office	
5	Record of students(course wise)	Office	
6	Record of scholarships / fellowships / financial assistance for students	Office & Finance Office	
7	Books of Transfer certificate (including counterfoils)	Office	
8	Accession register for library	Library	
9	Stock register for equipment	Stores & Department	
10	Stock register for consumable	Stores & Department	



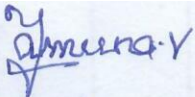
Jerusalem College of Engineering (Autonomous)
Academic and Administrative Audit

Academic Year:

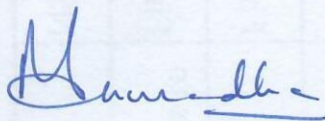
Date:

S. No.	Name of Register / Record	To be maintained by	Remarks by the Committee
11	Stock register for furniture	Stores	
12	Stock register for tools and plants	Stores	
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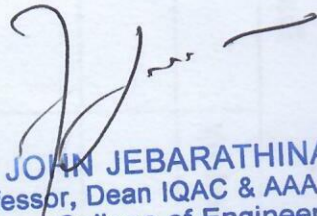
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