DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE and Affiliated to Anna University
Accredited with 'A' grade by NAAC
MAMALLAPURAM, CHENNAI – 603104
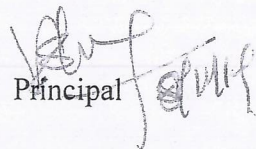
Date: 08.11.2019

DSCET/IQAC/2019-20/C1

ACADEMIC AUDIT SCHEDULE

This is to inform that the Academic audit in all the departments should be conducted as per the below mentioned schedule. All the heads of departments and the faculty nominated as Auditor are requested to cooperate effectively and contribute in audit towards quality improvement.

S.No	Department	Auditor
1	Aeronautical Engineering	Prof.R.Anandan, ECE
2	Civil Engineering	Dr.R.Gayathri, GE
3	Computer Science and Engineering	Dr.B.Revathi, IQAC Coordinator
4	Information Technology & MCA	Prof.S. Selvakumar, Civil
5	Electronics and Communication Engineering	Mrs. Tamizhkani
6	Electrical and Electronics Engineering	Prof. S.Muthuselvi, Mech
7	Mechanical Engineering	Mrs.M.Premalatha, CSE
8	Science and Humanities	Prof.M.Natesan, Aero
9	MBA	Mr. Dilipkumar
10	Library/ Placement Cell/ Exam Cell	Dr. Amutha MBA

The report need to be submitted by the Auditors after duly verified by the Principal to the IQAC on or before **15.11.2019** without fail.

List of files to be verified in the departments is enclosed herewith

Principal

Distribution:
The Honorable Chairman / Vice Chairman / Secretary
Principal
IQAC/NBA Coordinator
HODs – Aero/Civil/CSE/IT/ECE/EEE/Mech/GE/MBA/MCA
Placement cell / Exam cell / Librarian

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING & TECHNOLOGY
MAMALLAPURAM - 603 104

DEPARTMENT OF AERONAUTICAL ENGINEERING
NAAC FILES

FILE NO	FILE LIST	STATUS / REMARKS
1	Approval and Certification file	— No. —
2	Course File	Some faculty are only 2 units notes written,
3	MOU File	— No —
4	Faculty Profile	available.
5	Senior Visiting Faculty File	— No —
6	Temporary Faculty file	— No —
7	Technical and Administrative Staff File	— No —
8	Ongoing/Completed Project File	— No —
9	Research and Development File	— No —
10	Consultancy Services	— No —
11	Student Project file	only last year project report available.
12	Achievement / Participation file: Faculty and Students (INTER-COLLEGE LEVEL)	— No —
13	Association file - Symposium, Conference, Seminar, Workshop conducted (Intra-college level)	— No —
14	Student Profile and Student Diversity	Available.
15	Classes for Competitive exams	— No —
16	Student progression File	3 students for studying higher studies,
17	Department Resources file	— No —
18	Welfare Schemes / Scholarship File	— No —
19	Value added Course/Enrichment Course/Guest Lecture	Available & Not updated
20	IV and IPT file	Available & not updated,
21	Class committee Meeting register	two months only completed but not properly
22	Extension activities file	— No —
23	Vision, Mission, Quality policy: Communication to stakeholders	Available
24	Curriculum planning and Implementation File	— No —
25	Parents – Teachers meeting register	Not updated.
26	Remedial class File	filled in only logbook.
27	Library Resources File	Available.
28	Mini Project/Innovative Assignment File	only Reports Available.
29	Elective paper selection File	Available.
30	Bridge Course File	Available
31	Anna University Correspondence File	Available.
32	Result Analysis File	Slip test 3, 4, 5 & model only available
33	Faculty Appraisal file	— No —
34	Academic & Personal Counseling File	— No —
35	HOD - Faculty meeting Register	only soft copy available.
36	Laboratory File and Budget file	Lab stock register are maintained.
37	Feedback from stakeholders	— No —
38	Reason for new PG programmes	Available.
39	Biomedical Waste management Register	— No —
40	Healthy practices	— No —

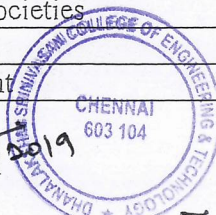AUDITOR   VICE PRINCIPAL   PRINCIPAL

IT

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

List of Files to be maintained in the Department

File name	Status
F1. Approval and Certification file	Verified
F2. Course Material	Verified
F3. MOU	Needs to update
F4. Faculty Profile	Verified – [9-no]
F5. Visiting Faculty	Verified
F6. Temporary Faculty	Need to update
F7. Technical and Administrative Staff	Verified
F8. Ongoing/Completed Project	need to update
F9. Research and Development	need to update
F10. Consultancy Services	—
F11. Student Project	Verified
F12. Achievement / Participation file: Faculty and Students (Inter-college level)	Faculty Achievement only. not for student Achievement
F13. Association file - Symposium, Conference, Seminar, Workshop conducted (Intra-college level)	Only symposium, workshop conducted file Verified.
F14. Student Profile and Student Diversity	Verified
F15. Classes for Competitive exams	need to update
F16. Student progression	Verified
F17. Department Resources	need to update
F18. Welfare Schemes / Scholarship	Verified
F19. Value added Course/Enrichment Course(SEP+FEP) / Guest Lecture (Conducted by department or by HRDC)	only value added course, Guest Lecture verified
F20. IV and IPT	Verified
F21. Class committee Meeting	ccm-1 conducted [verified]
F22. Extension activities	need to update
F23. Vision, Mission, Quality policy: Communication to stakeholders	Verified
F24. Curriculum planning and Implementation	Verified
F25. Parents – Teachers meeting	need to update
F26. Remedial class and Coaching class	Verified
F27. Library Resources	Verified
F28. Mini Project/Innovative Assignment	—
F29. Elective paper selection	Verified
F30. Bridge Course	
F31. Anna University Correspondence	Verified
F32. Result Analysis	Verified
F33. Faculty Appraisal File	—
F34. Academic & Personal Counseling	Verified
F35. HOD meeting	Verified
F36. Laboratory and Budget	Verified
F37. Feedback from stakeholders	—
F38. PG Programmes	—
F39. Professional societies	—
F40. Best Practices	—
F41. Course Content	Verified

Auditor   15/11/2019

[S. SELVAKUMAR]
civil / HOD

Audited dept HOD
15/11/19
(E. Dilipkumar)
IT-Dept

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104

Principal

MECH

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

List of Files to be maintained in the Department

File name	Status
F1. Approval and Certification file	No updation - Approval Copy Pending
F2. Course Material	Need updation
F3. MOU	No file
F4. Faculty Profile	No updation
F5. Visiting Faculty	No updation
F6. Temporary Faculty	No updation
F7. Technical and Administrative Staff	No updation
F8. Ongoing/Completed Project	No updation
F9. Research and Development	No updation
F10. Consultancy Services	No updation
F11. Student Project	Yes
F12. Achievement / Participation file: Faculty and Students (Inter-college level)	Yes
F13. Association file - Symposium, Conference, Seminar, Workshop conducted (Intra-college level)	Yes
F14. Student Profile and Student Diversity	No updation
F15. Classes for Competitive exams	No
F16. Student progression	No
F17. Department Resources	No - (Current updation not available)
F18. Welfare Schemes / Scholarship	Yes
F19. Value added Course/Enrichment Course(SEP+FEP) / Guest Lecture (Conducted by department or by HRDC)	No updation
F20. IV and IPT	Yes
F21. Class committee Meeting	Yes
F22. Extension activities	No
F23. Vision, Mission, Quality policy: Communication to stakeholders	Yes
F24. Curriculum planning and Implementation	Yes
F25. Parents – Teachers meeting	Yes
F26. Remedial class and Coaching class	Yes
F27. Library Resources	Yes
F28. Mini Project/Innovative Assignment	No
F29. Elective paper selection	Available - No option given for student
F30. Bridge Course	No updation
F31. Anna University Correspondence	Available
F32. Result Analysis	Yes
F33. Faculty Appraisal File	Not available for last semester
F34. Academic & Personal Counseling	Yes
F35. HOD meeting	Yes - not in register
F36. Laboratory and Budget	Not in format
F37. Feedback from stakeholders	NA
F38. PG Programmes	Not applicable
F39. Professional societies	Membership detail & activity details missing
F40. Best Practices	Yes
F41. Course Content	Need to be updated

Auditor

S. Audited dept HOD

IQAC

Principal

MBA

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

List of Files to be maintained in the Department

File name	Status
F1. Approval and Certification file	Verified
F2. Course Material	Verified
F3. MOU	Update required
F4. Faculty Profile	Verified
F5. Visiting Faculty	Verified
F6. Temporary Faculty	Update required
F7. Technical and Administrative Staff	—
F8. Ongoing/Completed Project	Student project only.
F9. Research and Development	2 Papers published.
F10. Consultancy Services	Update required
F11. Student Project	Verified
F12. Achievement / Participation file: Faculty and Students (Inter-college level)	Verified
F13. Association file - Symposium, Conference, Seminar, Workshop conducted (Intra-college level)	Entrepreneurship function file - Verified
F14. Student Profile and Student Diversity	Update required
F15. Classes for Competitive exams	Update required
F16. Student progression	Verified
F17. Department Resources	Update required
F18. Welfare Schemes / Scholarship	Verified
F19. Value added Course/Enrichment Course(SEP+FEP) / Guest Lecture (Conducted by department or by HRDC)	Guest lecture file - Verified
F20. IV and IPT	Verified
F21. Class committee Meeting	Update required
F22. Extension activities	Verified
F23. Vision, Mission, Quality policy: Communication to stakeholders	Verified
F24. Curriculum planning and Implementation	Verified
F25. Parents – Teachers meeting	Verified
F26. Remedial class and Coaching class	Update required
F27. Library Resources	Verified
F28. Mini Project/Innovative Assignment	Student mini project file - Verified
F29. Elective paper selection	Verified
F30. Bridge Course	—
F31. Anna University Correspondence	Update Verified
F32. Result Analysis	Update required
F33. Faculty Appraisal File	—
F34. Academic & Personal Counseling	Verified
F35. HOD meeting	Verified
F36. Laboratory and Budget	—
F37. Feedback from stakeholders	—
F38. PG Programmes	—
F39. Professional societies	Update required
F40. Best Practices	
F41. Course Content	Verified

S. Dilipkumar
Auditor 15/11/19
[E. Dilipkumar]
IT Dept.

15/11/19
Audited dept HOD
[G. AMUTHA]
MBA Dept.

IQAC

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 10

Principal

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

A : AVAILABLE
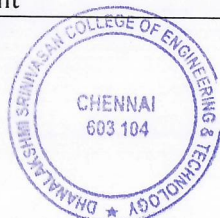N·A : NOT AVAILABLE

List of Files to be maintained in the Department

File name	Status
F1. Approval and Certification file	A
F2. Course Material	A - Sample: Niresh kumar - Sub. OOD - VII/V
F3. MOU	A - need updation
F4. Faculty Profile	A
F5. Visiting Faculty	N·A
F6. Temporary Faculty	N·A
F7. Technical and Administrative Staff	A
F8. Ongoing/Completed Project	N·A
F9. Research and Development	N·A
F10. Consultancy Services	N·A
F11. Student Project	A - sign missing
F12. Achievement / Participation file: Faculty and Students (Inter-college level)	A - details required
F13. Association file - Symposium, Conference, Seminar, Workshop conducted (Intra-college level)	A - Budget required
F14. Student Profile and Student Diversity	A - Index required
F15. Classes for Competitive exams	N·A
F16. Student progression	A - not updated
F17. Department Resources	A - need updation
F18. Welfare Schemes / Scholarship	A - Index required
F19. Value added Course/Enrichment Course(SEP+FEP) / Guest Lecture (Conducted by department or by HRDC)	A - Syllabus, course materials required
F20. IV and IPT	A - IV report not found
F21. Class committee Meeting	A - only one meeting conducted
F22. Extension activities	N·A
F23. Vision, Mission, Quality policy: Communication to stakeholders	A -
F24. Curriculum planning and Implementation	A - only academic calender seen
F25. Parents – Teachers meeting	A - not in format
F26. Remedial class and Coaching class	A
F27. Library Resources	A - no updates
F28. Mini Project/Innovative Assignment	A
F29. Elective paper selection	A - student sign missing
F30. Bridge Course	A - need updation
F31. Anna University Correspondence	A - "
F32. Result Analysis	A - odd term not observed
F33. Faculty Appraisal File	A - require update
F34. Academic & Personal Counseling	A - not in format
F35. HOD meeting	N·A
F36. Laboratory and Budget	A - to be updated
F37. Feedback from stakeholders	N·A
F38. PG Programmes	A - only limited information - need update
F39. Professional societies	A - action plan required
F40. Best Practices	N·A
F41. Course Content	A

Auditor 16/11/9

Audited dept HOD

Principal

PRINCIPAL
Dhanalakshmi Srinivasan
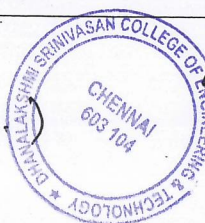College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104

CIVIL

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

List of Files to be maintained in the Department

File name	Status
F1. Approval and Certification file	18-19 Submitted.
F2. Course Material	Verified.
F3. MOU	—
F4. Faculty Profile	24 Faculty.
F5. Visiting Faculty	—
F6. Temporary Faculty	—
F7. Technical and Administrative Staff	2
F8. Ongoing/Completed Project	47 Hardcopy verified.
F9. Research and Development	—
F10. Consultancy Services	—
F11. Student Project	—
F12. Achievement / Participation file: Faculty and Students (Inter-college level)	—
F13. Association file - Symposium, Conference, Seminar, Workshop conducted (Intra-college level)	Workshop - 1 (Inter college Level)
F14. Student Profile and Student Diversity	All years Verified
F15. Classes for Competitive exams	—
F16. Student progression	—
F17. Department Resources	—
F18. Welfare Schemes / Scholarship	—
F19. Value added Course/Enrichment Course(SEP+FEP) / Guest Lecture (Conducted by department or by HRDC)	Guest Lecture (2) conducted.
F20. IV and IPT ✓	IV-1, IPT-6 students.
F21. Class committee Meeting	2 meetings conducted.
F22. Extension activities	—
F23. Vision, Mission, Quality policy: Communication to stakeholders	Verified
F24. Curriculum planning and Implementation	Syllabus copy Reg 2013, 17.
F25. Parents – Teachers meeting	
F26. Remedial class and Coaching class	Verified
F27. Library Resources	Verified
F28. Mini Project/Innovative Assignment	20 Hardcopy.
F29. Elective paper selection	Verified.
F30. Bridge Course	—
F31. Anna University Correspondence	—
F32. Result Analysis	Verified.
F33. Faculty Appraisal File	—
F34. Academic & Personal Counseling	Verified
F35. HOD meeting	Verified.
F36. Laboratory and Budget	SoM, Hydraullic, Soil lab Stock Register without Principal Sign.
F37. Feedback from stakeholders	
F38. PG Programmes	—
F39. Professional societies	Verified.
F40. Best Practices Club Activity,	1 Programme conducted.
F41. Course Content	Verified.

R. M —
Auditor
[Dr. R. Gayathi]

Audited dept HOD
[S. SELVAKUMAR] IQAC

Principal

PRINCIPAL
Dhanalakshmi Srinivasa
College of Engineering & Te
ECR, Mamallapuram, Chennai

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

ECE

List of Files to be maintained in the Department

File name	Status
F1. Approval and Certification file	Updated
F2. Course Material	Updated
F3. MOU	In office
F4. Faculty Profile	Updated
F5. Visiting Faculty	Not applicable
F6. Temporary Faculty	Not applicable
F7. Technical and Administrative Staff	Updated
F8. Ongoing/Completed Project	No project
F9. Research and Development	Not updated (not available)
F10. Consultancy Services	No consultancy work
F11. Student Project	Team formed - In progress
F12. Achievement / Participation file: Faculty and Students (Inter-college level)	Updated
F13. Association file - Symposium, Conference, Seminar, Workshop conducted (Intra-college level)	Updated
F14. Student Profile and Student Diversity	In progress
F15. Classes for Competitive exams	Updated
F16. Student progression	In progress
F17. Department Resources	Updated
F18. Welfare Schemes / Scholarship	Updated
F19. Value added Course/Enrichment Course(SEP+FEP) / Guest Lecture (Conducted by department or by HRDC)	Updated
F20. IV and IPT	Updated
F21. Class committee Meeting	Updated
F22. Extension activities	In progress
F23. Vision, Mission, Quality policy: Communication to stakeholders	Updated
F24. Curriculum planning and Implementation	Updated
F25. Parents – Teachers meeting	Updated
F26. Remedial class and Coaching class	Updated
F27. Library Resources	Updated
F28. Mini Project/Innovative Assignment	Updated (completed)
F29. Elective paper selection	Completed
F30. Bridge Course	Completed
F31. Anna University Correspondence	Completed
F32. Result Analysis	Completed
F33. Faculty Appraisal File	Not updated
F34. Academic & Personal Counseling	Updated
F35. HOD meeting	Completed
F36. Laboratory and Budget	In progress
F37. Feedback from stakeholders	Not Applicable
F38. PG Programmes	Not Applicable
F39. Professional societies	Updated
F40. Best Practices	In progress
F41. Course Content	Not Applicable (QB/website)

Auditor 18/11/19   Audited dept HOD 18/11/19   IQAC   Principal

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
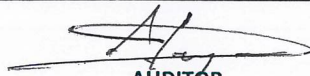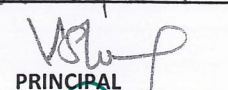ECR, Mamallapuram, Chennai - 603 104

Dept. of EEE

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.
LIST OF FILES TOBEMAINTAINED IN THE DEPARTMENT

S.NO	FILE NAME	STATUS
1	Approval and Certification File	updated
2	Course File	not updated
3	MOU File	updated
4	Faculty Profile	updated
5	Senior Visiting Faculty File	updated
6	Temporary Faculty File	updated
7	Technical and Administrative Staff File	not updated
8	Ongoing/Completed Project File	not updated
9	Research and Development File	
10	Consultancy Services	Incomplete
11	Student Project File	updated
12	Achievement / Participation file.	updated
13	Association file - Symposium, Conference, Seminar, Workshop conducted	not updated
14	Student Profile and Student Diversity	Incomplete
15	Classes for Competitive exams	updated
16	Student progression File	updated
17	Department Resources file	not updated
18	Welfare Schemes / Scholarship File	Need updation
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by department or by HRDC)	updated
20	IV and IPT file	updated
21	Class committee Meeting	updated
22	Extension activities file	Not updated
23	Vision, Mission, Quality policy:	updated
24	Curriculum planning and Implementation File	updated
25	Parents – Teachers meeting register	updated
26	Remedial class & Coaching class File	Incomplete
27	Library Resources File	Need updation
28	Mini Project/Innovative Assignment File	Incomplete
29	Elective paper selection File	Need updated
30	Bridge Course File	Need updation
31	Anna University Correspondence File	Not updated
32	Result Analysis File	Not updated
33	Faculty Appraisal file	updated
34	Academic & Personal Counseling File	updated
35	HOD - Faculty meeting Register	updated
36	Laboratory File and Budget file	not updated
37	Feedback from stakeholders	updated
38	Reason for new PG programmes	updated
39	Profession al Societies	updated
40	Healthy practices	updated
41	Course Content	not updated

AUDITOR

AUDITED DEPARTMENT HEAD

PRINCIPAL

PRINCIPAL
Dhanalakshmi Srinivasan
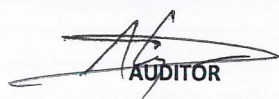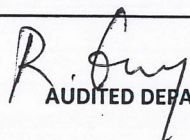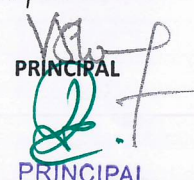College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104

CHENNAI
603 104

Dept of S & H

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.
LIST OF FILES TOBEMAINTAINED IN THE DEPARTMENT

S.NO	FILE NAME	STATUS
1	Approval and Certification File	Updated
2	Course File	No updated
3	MOU File	No updated
4	Faculty Profile	updated
5	Senior Visiting Faculty File	Not updated
6	Temporary Faculty File	Not updated
7	Technical and Administrative Staff File	Updated
8	Ongoing/Completed Project File	Need updation
9	Research and Development File	Need updation
10	Consultancy Services	Need updation
11	Student Project File	updated
12	Achievement / Participation inc.	Updated
13	Association file - Symposium, Conference, Seminar, Workshop conducted	Updated
14	Student Profile and Student Diversity	Updated
15	Classes for Competitive exams	Updated
16	Student progression File	updated
17	Department Resources file	Need updation
18	Welfare Schemes / Scholarship File	updated
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by department or by HRDC)	updated
20	IV and IPT file	updated
21	Class committee Meeting	updated
22	Extension activities file	updated
23	Vision, Mission, Quality policy:	updated
24	Curriculum planning and Implementation File	updated
25	Parents – Teachers meeting register	updated
26	Remedial class & Coaching class File	Incomplete
27	Library Resources File	Incomplete
28	Mini Project/Innovative Assignment File	Incomplete
29	Elective paper selection File	Incomplete
30	Bridge Course File	updated
31	Anna University Correspondence File	updated
32	Result Analysis File	updated
33	Faculty Appraisal file	Not updated
34	Academic & Personal Counseling File	Not updated
35	HOD - Faculty meeting Register	Incomplete
36	Laboratory File and Budget file	updated
37	Feedback from stakeholders	updated
38	Reason for new PG programmes	updated
39	Profession al Societies	Not updated
40	Healthy practices	updated
41	Course Content	updated

AUDITOR   AUDITED DEPARTMENT HEAD   PRINCIPAL

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

LIBRARY MAINTAINANCE FILE AND REGISTER

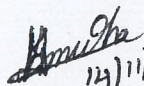| S.No	LIBRARY REGISTER	LIBRARY FILE
1	Staff Issue Register	Staff Membership File - Teach
2	Fine Register	Staff Membership File - Non Teach
3	Student Gate Register	Students Membership File
4	Inward Register	Overdue File
5	Outward Register	Daily Issue File
6	News Paper Register	Daily Return File
7	Digital library Register	Book Replacement File
8	Audio Visual Register	Notice Board , Circular File
9	Periodical Register	Journal Catalogue File
10	Back Volume Register	Furniture File
11	Project Register	Government Exam Question Paper File
12	Non - Book Material Register	Library Invoice File
13	Stock Register	Digital Library File
14		Library Journal File
15		Word Of The Day File
16		Students Book Requirement File
17		Stock Verification File

Verified the files 13/11/19

LIBRARIAN

MBA HOD

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
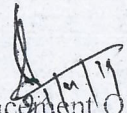ECR, Mamallapuram, Chennai - 603 104

IQAC

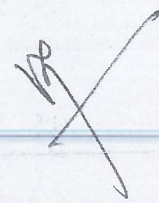# DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

ACADEMIC YEAR 2019-2020
FILES AVAILABLE IN EXAM CELL

Sl. No	FILES	STATUS
1	Anna University Correspondence Inward file	Updated
2	Anna University Correspondence Outward file	Updated
3	Opening form, Duty list, Dispatch (Anna university exam file)	To be updated after the university exams
4	Internal assessment file	Updation required
5	Circular file	Updation required
6	University result analysis file for all the department	Updation required
7	University exam committee file	Updation required
8	Internal assessment question paper file	Updation required

Auditor
18/11/19.
[MBA HOD]

Exam cell Incharge

Principal

Exam cell
Give explanation
11/9/19.

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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

ACADEMIC YEAR 2019-2020
FILES AVAILABLE IN PLACEMENT CELL

Sl. No	FILES	STATUS
1	Training file	Proposal, Attendance, Feedback available for one training
2	Offer Letter	Six offer letters available
3	Mail correspondence	Updation Required
4	Resource File	Not available
5	Circular file	Updated
6	FDP	Updation Required

Amritha
14/11/19
Auditor

MBA HOD

Placement Officer

Principal

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ACTION TAKEN REPORT ON ACADEMIC AUDIT – NOV 2019 AND IQAC REVIEW MEETING

S.NO	PARTICULAR	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Pending points from previous IQAC review meeting	Nil				
2	Results of Audit	- Internal Audit conducted in NOV	- All the NCs are closed with proper corrective action	- HOD's to review the corrective actions	Principal	Next IQAC meeting
3	Career guidance and counseling programs	To conduct Career guidance and counseling programs frequently to help students to take career decisions.	placement cell has to conduct career guidance and counseling programs	Placement Cell scheduled career guidance and counseling programs	-Principal & Placement Officer	Next IQAC meeting
4	Guest lecturers	To organize frequent guest lecturers	All the departments need to organize frequent guest lecturers	The funds are decided to allot for guest lecturers	Principal / HODs	Next IQAC meeting
5	Status of Proactive and corrective actions	Individual departments	- To monitor the effectiveness of action/corrective action		HODs	Next IQAC meeting

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ACTION TAKEN REPORT

6	Recommendation for improvement	To produce rank holders Submission of problem & participation in Hackathon	Encourage students to participate	Participation in hackathon			

AERO

- Arranged Seminars & some Activites .
- Conducted Value Added courses

CSE

- Improvement in Faculty publication
- Arrangement of Remedial classes based on internal performances .
- Tracked up all the activities of academic and non-academic are monitored and documented.

IT & MCA

- Innovative project by students .
- Student participation in Inter college events .

ECE

- Few faculty members have published paper in the reputed journals .
- Encouraged students to publish papers in journals.

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EEE

- Placement reached its hike as 90%.

- Faculty members presented Papers in Journals.
- Action taken and corrective measures are properly done based on feedback analysis from students and stake holders.
- Guest lecture arranged for the result pulling papers from reputed institutions.

MECHANICAL

- Students are encouraged to design their own innovative projects in Mech domain.
- Semianrs & workshops were arranged.
- For more efficient and strengthened Remedial classes the schedules are planned before and the needed resources are collected and brought to the notice of HOD's approval.

CIVIL

- Students participation in club activities
- Instructed and made students to go for IPTs.

MBA

- Arranged programmes tehnically.
- 100% result achieved by all staff members in different subjects in university Exam
- Students visited Times of India ,Chennai .

S&H

- Hostel Students Performance monitored periodically & special classes done regularly
- Result focused coaching given to students .
- Students were sent to various competitions at various places for university, national and state levels.

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LIBRARY

- Created awareness among students on NPTEL video lecture.
- To collect more e-resources

IQAC Coordinator

CHENNAI
603 104
DHANALAKSHMI SRINIVASAN COLLEGE OF ENGG. & TECH.

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E.CR Mamallapuram, Chennai-603 104

Principal

CIRCULAR

05.02.2021

IQAC ACADEMIC AUDIT SCHEDULE

This to inform that the below mentioned schedule will be followed for conducting the IQAC academic audit by Principal in respective departments.

All the heads of the departments and faculty members are asked to cooperate for effectively contributing the audit without disturbing the class hours.

S.NO	DEPARTMENTS	NAME OF THE AUDITOR
1	AERO	Dr.R.Vidhyasri
2	CIVIL	Mr.R.Anandhan
3	CSE	Mrs.Thamizhkani
4	IT AND MCA	Dr. G Amutha
5	ECE	Dr.R.Gayathri
6	EEE	Mrs.S.Muthuselvi
7	MECH	Dr.R.Mahalakshmi
8	SCIENCE AND HUMANITIES	Dr.R.Pavendhan
9	MBA	Dr.Mallikarjun R Vaggar
10	LIBRARY/PLACEMENT CELL/EXAM CELL	Dr. P. Malathi

Above mentioned auditors are instructed to submit the report on or before 17.2.2021 without fail.

Distribution:-

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The honourable Chairman/ Vice Chairman, Principal/Director/Vice Principal,

HODs-
CSE/IT/EC/EEE/GE/MECH/AERO/CIVIL/MBA/MCA/IQAC/NBACOORDINATOR/PLACEMENT CELL/EXAM CELL/LIBRARIAN/HOSTEL WARDENs/NOTICE BOARDs.
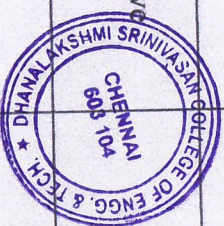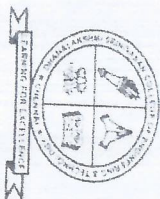
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ACTION TAKEN REPORT ON ACADEMIC AUDIT – FEB 2021 AND IQAC REVIEW MEETING

S.NO	PARTICULAR	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Pending points from previous IQAC review meeting	Nil				
2	Results of Audit	- Internal Audit conducted in FEB 2021	- All the NCs are closed with proper corrective action	- HOD's to review the corrective actions	Principal	Next IQAC meeting
3	Career guidance and counseling programs	To conduct Career guidance and counseling programs frequently to help students to take career decisions.	placement cell has to conduct career guidance and counseling programs	Placement Cell scheduled career guidance and counseling programs	-Principal & Placement Officer	Next IQAC meeting
4	Guest lecturers	To organize frequent guest lecturers	All the departments need to organize frequent guest lecturers	The funds are decided to allot for guest lecturers	Principal / HODs	Next IQAC meeting
5	Status of Proactive and corrective actions	Individual departments Quality issues are closed	- To monitor the effective corrective actions	- To monitor the effective corrective actions	HODs	Next IQAC meeting
6	Recommendation for improvement	-To produce more University Rank				

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ACTION TAKEN REPORT

	Recommendation for improvement			
6	Quality issues are closed	-To produce more University Rank holders in all the departments - To encourage students to participate in paper presentation and Hackathon contests		

AFRO

- Industrial Visit to ISRO
- Conducted various guest lectures.
- Academicians from other institutes are planned to invite in various programs of the college for strengthening the feedback mechanism of the institution.

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CSE

- Faculty members presented Papers in Journals.
- Arranged Guest Lectures for tough subjects.
- All the activities of academic and non-academic are monitored and documented.

IT & MCA

- Faculty members presented Papers in Journals.
- Arranged Guest Lectures for tough subjects.

ECE

- 5 staff members have published paper in the reputed journal
- Encouraged students to publish papers in journals.
- More special classes were arranged for result pulling papers .

EEE

- Faculty members presented Papers in Journals.
- Action taken and corrective measures are properly done based on feedback analysis from stakeholders.
- Guest lecture arranged for the result pulling papers from reputed institutions.

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MECHANICAL

- Students are encouraged to design their own innovative projects in Mech domain.
- Conducted club activities.
- For more efficient and strengthened Remedial classes the schedules are planned before and the needed resources are collected and brought to the notice of HOD's approval.

CIVIL

- Initiated club activities and involved students participation.
- Designing(on progress) Sewage treatment plant for college.

MBA

- Conducted Entrepreneurs day.
- 4 seminars are arranged
- 100% result achieved by all staff members in different subjects in university Exam
- Industrial visit to Times of India company, Chennai was arranged.
- Extension activities of various departments were appropriately coordinated by different departments.

H&S

- Hostel Students Performance monitored periodically.
- Arrear students were motivated to clear arrear exams especially Maths(all year) & Engg Mechanics special classes done regularly
- Students were sent to various competitions at various level either university, national and state level.

DHANALAKSHMI SRINIVASAN
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LIBRARY

- Created awareness among students on NPTEL video lecture.
- To collect more e-resources

B. Badhan
IQAC Coordinator

Principal