

DHANALAKSHMI SRINIVASAN

COLLEGE OF ENGINEERING AND TECHNOLOGY ECR, MAMALLAPURAM, CHENNAI – 603 104.

CIRCULAR

22.05.2021

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.Pavendhan
6	EEE	Mrs.S.Muthuselvi
7	MECH	Dr.R.Gayathri
8	SCIENCE AND HUMANITIES	Dr.R.Mahalakshmi
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 17.6.2021 without

fail.

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

Distribution:-

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

HODS: SE/IT/EE/EEE/GE/MECH/AERO/CIVIL/MBA/MCA/IQAC/NBACOORDINATOR/PLACEMENT CELL/EXAM CELL/LIBRARIAN/HOSTEL WARDENS/NOTICE BOARDS:



LIST OF FILES TO BE MAINTAINED IN Mechanica DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	completed
2	Course File	Available
3	MOU File	Available
4	Faculty Profile	Completed
5	Senior Visiting Faculty File	Available
6	Temporary Faculty File	Available
7	Technical and Administrative Staff File	Available
8	Ongoing/Completed Project File	Incompleto
9	Research and Development File	Azcilablo
10	Consultancy Services	· Completed
11	Student Project File	Incompleted
12	Achievement / Participation file:	Triompleted
13	Association file - Symposium, Conference,	In completed
14	Student Profile and Student Diversity	In completed
15	Classes for Competitive exams	Appli able
16	Student progression File	Completed
17	Department Resources file	
18	Welfare Schemes / Scholarship File	Need Undation
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	
20	IV and IPT file	Weed Updation
21	Class committee Meeting	Completed
22	Extension activities file	
23	Vision, Mission, Quality policy:	Completed
24	Curriculum planning and Implementation File	Incomplete
25	Parents – Teachers meeting register	Amilable
26	Remedial class & Coaching class File	Weed updation
27	Library Resources File	Available
28	Mini Project/Innovative Assignment File	Updated Updated
29	Elective paper selection File	Updated
30	Bridge Course File	Ascilable
31	Anna University Correspondence File	
32	Result Analysis File	Negd updation
33	Faculty Appraisal file	Available
34	Academic & Personal Counseling File	Completed
	HOD - Faculty meeting Register	Completed
	Laboratory File and Budget file	Need updation
	Feedback from stakeholders	Con Line (Con Line)
	Reason for new PG programmes	Completed Updated
	Profession al Societies	
	Healthy practices	Completed
	Course Content	Inems left Courpleted

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5	Senior Visiting Faculty File	updateo
6.	Temporary Faculty File	Need to update
7	Technical And Administrative Staff File	Not Campbeled
8	Ongoing/Completed Profile File	Completoes
9	Research And Development File	updated
10	Consultancy Services	Completeet
11	Student Profile File	upolated
. 12	Achievement / Participation File	apolateet
13	Association File, Symposium, Conference, Seminar, Workshop Conducted Files	Weed to wonderter
14	Student Profile And Student Diversity	updates
15	Classes For Competitive Exams	Cacompletael
16	Student Progression File	update
17	Department Resources File	Not undated
18	Welfare Schemes / Scholar File	Complete
19	Value Added Course/Enrichment Course/Guest	(William)
17	Lecture(Conducted by Department or by HRDC)	updated
20	IV And IPT File	updateel
21	Class Committee Meeting	
22	Extension Activities File	Completeel
23	Vision, Mission, Quality Policy	up dateet
24	Curriculum Planning And Implementation File	Not applated
25	Parents - Teachers Meeting Register	heampletool
26	Remedial Class & Coaching Class File	Completos
27	Library Resources File	Comple tool
28	Mini Project/ Innovative Assignment File	applateg)
29	Elective Paper Selection File	completeel
30	Bridge Course File	Complete
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31	Anna University Correspondence File	Not updated
32	Result Analysis File	Completee
33	Faculty Appraisal File	Need to update
34	Academic & Personal Counseling File	completee
35	HOD - Faculty Meeting Register	updated
36	Laboratory File And Budget File	Need to updated
37	Feedback From Stakeholders	UPdateel
38	Reason For New PG Programmers	Completed
39	Professional All Societies	Weed to inputate
40	Healthy Practices	Completed
41	Course Content	update at

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1	Approval And Certificate File	Updated
2	Course File	not yadatad
3	MOU File	not updated
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5	Senior Visiting Faculty File	undated
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10	Consultancy Services	completed
11 .	Student Profile File	Incomplete
. 12	Achievement / Participation File	Need tourdite
13	Association File, Symposium, Conference, Seminar, Workshop	
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14	Student Profile And Student Diversity	Completed
15	Classes For Competitive Exams	Updated
16	Student Progression File	momplete
17	Department Resources File	updated
18	Welfare Schemes / Scholar File	Not updated
19	Value Added Course/Enrichment Course/Guest	not updated
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20	IV And IPT File	( Ad ato a).
21	Class Committee Meeting	Good to welste
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23	Vision, Mission, Quality Policy	Updatod
24	Curriculum Planning And Implementation File	Need to undated
25	Parents - Teachers Meeting Register	Need to uplate
26	Remedial Class & Coaching Class File	need to update
27	Library Resources File	ampleted
28	Mini Project/ Innovative Assignment File	Update d
29	Elective Paper Selection File	completed
30	Bridge Course File	Incomplete
31	Anna University Correspondence File	Weed to hydate
32	Result Analysis File	Incomplete
33	Faculty Appraisal File	100d to update.
34	Academic & Personal Counseling File	completed
35	HOD - Faculty Meeting Register	Need to update
36	Laboratory File And Budget File	Not updated
37	Feedback From Stakeholders	undated
38	Reason For New PG Programmers	Incomplete
39	Professional All Societies	weed to update
40	Healthy Practices	Updated
41	Course Content	returdated

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S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Completed
2	Course File	updated
3	MOU File	completed
4	Faculty Profile	not updated
5	Senior Visiting Faculty File	Available
6	Temporary Faculty File	Completed
7	Technical And Administrative Staff File	NOt Completed
8	Ongoing/Completed Profile File	Available
9	Research And Development File	Completed
10	Consultancy Services	Available
11	Student Profile File	hot updated
12	Achievement / Participation File	updated
13	Association File, Symposium, Conference ,Seminar, Workshop	Α .
	Conducted Files	Completed
14	Student Profile And Student Diversity	Not available
15	Classes For Competitive Exams	wpdated.
16	Student Progression File	Completed
17	Department Resources File	Available .
18	Welfare Schemes / Scholar File	
19	Value Added Course/Enrichment Course/Guest	
	Lecture(Conducted by Department or by HRDC)	updated
20	IV And IPT File	Available
21	Class Committee Meeting	NOT Completed
22	Extension Activities File	updated
23	Vision, Mission, Quality Policy	Completed
24	Curriculum Planning And Implementation File	completed
25	Parents - Teachers Meeting Register	Available.
26	Remedial Class & Coaching Class File	Not updated
27	Library Resources File	Completed
28	Mini Project/ Innovative Assignment File	NOE updated
29	Elective Paper Selection File	Available
30	Bridge Course File	Available Completed
31	Anna University Correspondence File	Available
32	Result Analysis File	not updated
33	Faculty Appraisal File	Completed
34	Academic & Personal Counseling File	Wedatod
35	HOD - Faculty Meeting Register	Not available
36	Laboratory File And Budget File	Not updated
37	Feedback From Stakeholders	Completed
38	Reason For New PG Programmers	Not updated
39	Professional All Societies	Available
	Healthy Practices	NOT upda teal
41	Course Content	Completed

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CHENNAI 603 104 AUDITED DEPARTMENT HEAD

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LIST OF FILES TO BE MAINTAINED IN ________DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	updated
2	Course File	Need updated
3	MOU File	updated
4	Faculty Profile	Prinmplete
5	Senior Visiting Faculty File	Updated
6	Temporary Faculty File	updated.
7	Technical and Administrative Staff File	Need updation
8	Ongoing/Completed Project File	,
9	Research and Development File	updated.
10	Consultancy Services	Neod votation
11	Student Project File	updated.
12	Achievement / Participation file:	updation
13	Association file - Symposium, Conference,	updated.
14	Student Profile and Student Diversity	Need updated
15	Classes for Competitive exams	Incomplete
16	Student progression File	Updated
17	Department Resources file	host abdolad.
18	Welfare Schemes / Scholarship File	Notubaled
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	updated
20	IV and IPT file	Available
21	Class committee Meeting	Available
22	Extension activities file	Notavailable
23	Vision, Mission, Quality policy:	Available
24	Curriculum planning and Implementation File	photod
25		Need updation
26	Parents – Teachers meeting register Remedial class & Coaching class File	Need updation
27	Library Resources File	Updated
28		updated
29	Mini Project/Innovative Assignment File	Nee dupdation
30	Elective paper selection File	Need updation
31	Bridge Course File	updated
32	Anna University Correspondence File	Copdated
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33	Faculty Appraisal file	updaled
34	Academic & Personal Counseling File	Deedpolation
	HOD - Faculty meeting Register	Updated
36	Laboratory File and Budget file	updated
37	Feedback from stakeholders	updated
38	Reason for new PG programmes	Epdated
39	Profession al Societies	Updated
40	Healthy practices	Updated
41	Course Content	(1'bdertee'

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### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT ( AGR)

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	completed
2	Course File	Available
3	MOU File	Not available
4	Faculty Profile	Opdated.
5	Senior Visiting Faculty File	Not updated
6	Temporary Faculty File	Updated
7	Technical And Administrative Staff File	completed
8	Ongoing/Completed Profile File	Not completed
9	Research And Development File	Available
10	Consultancy Services	Available
11	Student Profile File	Copdated
12	Achievement / Participation File	
13	Association File, Symposium, Conference ,Seminar, Workshop	Not updated
	Conducted Files	Available
14	Student Profile And Student Diversity	Updated
15	Classes For Competitive Exams	Completed
16	Student Progression File	Completed
17	Department Resources File	Not available
18	Welfare Schemes / Scholar File	Available
19	Value Added Course/Enrichment Course/Guest	- Valley Bil
	Lecture(Conducted by Department or by HRDC)	Completed
20	IV And IPT File	Not completed
21	Class Committee Meeting	Available
22	Extension Activities File	Available
23	Vision, Mission, Quality Policy	Not available
24	Curriculum Planning And Implementation File	Completed
25	Parents - Teachers Meeting Register	completed
26	Remedial Class & Coaching Class File	Not completed
27	Library Resources File	Upda ted
28	Mini Project/ Innovative Assignment File	completed
29	Elective Paper Selection File	Not completed
30	Bridge Course File	completed
31	Anna University Correspondence File	Available
32	Result Analysis File	Available
33	Faculty Appraisal File	Not available
34	Academic & Personal Counseling File	Completed
35	HOD - Faculty Meeting Register	completed
36	Laboratory File And Budget File	Not completed
37	Feedback From Stakeholders	Avallable
38	Reason For New PG Programmers	Available
39	Professional All Societies	Complete
40	Healthy Practices	Completed
41	Course Content	undated.

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LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT (BME)

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	updated
2	Course File	completed.
3	MOU File	not updated
4	Faculty Profile	in completed
5	Senior Visiting Faculty File	available.
6	Temporary Faculty File	not-up dated.
7	Technical And Administrative Staff File	Completed.
8	Ongoing/Completed Profile File	upd cited
9	Research And Development File	completed
10	Consultancy Services	
11	Student Profile File	avoilable
12	Achievement / Participation File	notupdated
13	Association File, Symposium, Conference ,Seminar, Workshop	completed
	Conducted Files	updated
14	Student Profile And Student Diversity	10 00000000
15	Classes For Competitive Exams	in completed
16	Student Progression File	
17	Department Resources File	in completed.
18	Welfare Schemes / Scholar File	npdated
19	Value Added Course/Enrichment Course/Guest	notupdated
	Lecture(Conducted by Department or by HRDC)	available.
20	IV And IPT File	
21	Class Committee Meeting	updated
22	Extension Activities File	incomplete
23	Vision, Mission, Quality Policy	notupdated
24	Curriculum Planning And Implementation File	updated
25	Parents - Teachers Meeting Register	not available
26	Remedial Class & Coaching Class File	available
27	Library Resources File	not updated
	Mini Project/ Innovative Assignment File	updated
	Elective Paper Selection File	not available.
30	Bridge Course File	not updated
	Anna University Correspondence File	updated
	Result Analysis File	not available.
	Faculty Appraisal File	available.
		notupdated
	Academic & Personal Counseling File	completed
	HOD - Faculty Meeting Register	updateo
	Laboratory File And Budget File	completed
	Feedback From Stakeholders	available.
	Reason For New PG Programmers	not updated
	Professional All Societies	updated
	Healthy Practices	available.
41	Course Content	completed.

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### pepartment of Electronics & Communication Eng



### DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY MAMALLAPURAM

### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	-
2	Course File	yodated
3	MOU File	1 a a ma in lota
. 4	Faculty Profile	110 da ta
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17	Department Resources File	end tool
18	Welfare Schemes / Scholar File	· du tan
19	Value Added Course/Enrichment Course/Guest	
	Lecture(Conducted by Department or by HRDC)	
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21	Class Committee Meeting	cas acce
22	Extension Activities File	
23	Vision, Mission, Quality Policy	
24	Curriculum Planning And Implementation File	woodataal
25	Parents - Teachers Meeting Register	Vacanalata
26	Remedial Class & Coaching Class File	0.5 15 15
27	Library Resources File	1
28	Mini Project/ Innovative Assignment File	1154 100
29	Elective Paper Selection File	Colorado
30	Bridge Course File	Incomplete
31	Anna University Correspondence File	us dated
32	Result Analysis File	CV S do to
33	Faculty Appraisal File	11 man Dat
34	Academic & Personal Counseling File	( none
35	HOD - Faculty Meeting Register	
36	Laboratory File And Budget File	
37	Feedback From Stakeholders	Lind of all
38	Reason For New PG Programmers	y are
39	Professional All Societies	Interes 21 st
40	Healthy Practices	The state of the s
41	Course Content	updated
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Student Progression File	Conpieter
Department Resources File	Com Metel
Welfare Schemes / Scholar File	CIPA orde d
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Extension Activities File	C. Palatell
Vision, Mission, Quality Policy	Comple sel.
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Elective Paper Selection File	Completo-/
Bridge Course File	CLO da teal
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Faculty Appraisal File	Complete
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	Complete of
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LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT (EEE)

	HILLE NAME	STATUS
<b>S.NO</b>	FILE NAME Approval And Certificate File	
2	Course File	Available
3	MOU File	updeted
4	Faculty Profile	Not-updated
5	Senior Visiting Faculty File	completed
6	Temporary Faculty File	updated
7	Technical And Administrative Staff File	incompleted.
8	Ongoing/Completed Profile File	updated.
9		Updated
10	Research And Development File	Not-updated
11	Consultancy Services Student Profile File	Available
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12	Achievement / Participation File	Completed
13	Association File, Symposium, Conference, Seminar, Workshop	
1.4	Conducted Files	Not-updated
14	Student Profile And Student Diversity	incompleted.
	Classes For Competitive Exams	unlated
16	Student Progression File	uxlated
17	Department Resources File	Mot-available
18	Welfare Schemes / Scholar File	incompleted.
19	Value Added Course/Enrichment Course/Guest	4 1
20	Lecture(Conducted by Department or by HRDC)	Available
20	IV And IPT File	NOT-Woodelted
21	Class Committee Meeting	incompleted
22	Extension Activities File	completed.
23	Vision, Mission, Quality Policy	upoleiteel
24	Curriculum Planning And Implementation File	prailable
25	Parents - Teachers Meeting Register	prailable
26	Remedial Class & Coaching Class File	incompleted
27	Library Resources File	cyclested
28	Mini Project/ Innovative Assignment File	incompleted
29	Elective Paper Selection File	completed
30	Bridge Course File	updated.
31	Anna University Correspondence File	incompleted.
32	Result Analysis File	updated
33	Faculty Appraisal File	updated.
34	Academic & Personal Counseling File	prailable
35	HOD - Faculty Meeting Register	Not-available
36	Laboratory File And Budget File	updated
37	Feedback From Stakeholders	completed
38	Reason For New PG Programmers	completed
39	Professional All Societies	updated
40	Healthy Practices	Not-updated
41	Course Content	incompleted.

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LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT (CSE)

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Codated
2	Course File	Medapolation
3	MOU File	completed
4	Faculty Profile	Aucilable
5	Senior Visiting Faculty File	updated
6	Temporary Faculty File	hist completed
7	Technical And Administrative Staff File	Completed
8	Ongoing/Completed Profile File	Mot curvilable
9	Research And Development File	upolited
10	Consultancy Services	heed updalan
11	Student Profile File	Not available
12	Achievement / Participation File	Aucilable
13	Association File, Symposium, Conference ,Seminar, Workshop	, Corchi Albana
	Conducted Files	Not completed
14	Student Profile And Student Diversity	Completed
15	Classes For Competitive Exams	apolala
16	Student Progression File	Meed apolation
17	Department Resources File	racco opocorom
18	Welfare Schemes / Scholar File	hot available
19	Value Added Course/Enrichment Course/Guest	
	Lecture(Conducted by Department or by HRDC)	bet completed
20	IV And IPT File	heed apportion
21	Class Committee Meeting	Liced cindultin
22	Extension Activities File	Medapaltin
23	Vision, Mission, Quality Policy	completed
24	Curriculum Planning And Implementation File	West completed
25	Parents - Teachers Meeting Register	updated
26	Remedial Class & Coaching Class File	completed
27	Library Resources File	Mist completad
28	Mini Project/ Innovative Assignment File	Augilable
29	Elective Paper Selection File	her amilabe
30	Bridge Course File	cepcaled
31	Anna University Correspondence File	heed redation
32	Result Analysis File	completed
33	Faculty Appraisal File	worked
34	Academic & Personal Counseling File	Net completed
35	HOD - Faculty Meeting Register	used holation
36	Laboratory File And Budget File	Aucutable
37	Feedback From Stakeholders	Ancidable
38	Reason For New PG Programmers	Not cualable
39	Professional All Societies	completed
40	Healthy Practices	
41	Course Content	repaled week

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# COLLEGE OF ENGINEERING AND TECHNOLOGY ECR, MAMALLAPURAM, CHENNAI – 603 104.

# ACTION TAKEN REPORT ON ACADEMIC AUDIT- MAY 2020-21 AND IQAC REVIEW MEETING

5	4	w	2	panel.	S.NO
Status of Proactive	Process Performance and Service Conformity	Customer Feedback	Results of Audit	Pending points from previous IQAC review meeting	PARTICULAR
Individual	University results of Apr/May discussed (Department wise report Analyzed)	- Students feedback collected and analyzed (Department wise report Analyzed)	- Internal Audit conducted in August	Ni	POINTS DISCUSSED
- To monitor the	- To analyze all the results department wise	- To collect industry feedback-Next academic year	- All the NCs are closed with proper corrective action		DECISION TAKEN
	To monitor the slow learners and improve the performance	- Placement Officer to design a format & collect	- HOD's to review the corrective actions	2	ACTION REQUIRED
HODs	Principal / HODs	Principal & Placement Officer	Principal		RESPONSIBILITY TARGET DATE
Next IQAC meeting	Next IQAC meeting	Next IQAC meeting	Next IQAC meeting		TARGET DATE





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Ohanalakshmi Srinivasan College
of Engineering & Technology
FOR Marmallaburam; Ghennai-868 164



## DHANALAKSHMI SRINIVASAN

COLLEGE OF ENGINEERING AND TECHNOLOGY ECR, MAMALLAPURAM, CHENNAI - 603 104.

	6 Recommendation for improvement		and corrective actions
paper presentation contest	- To encourage students to participate in	-To maintain University Result % even in all the	departments Quality issues are closed
		1	effective corrective actions
		1	

### ACTION TAKEN REPORT

### AERO

- Industrial Visit to ISRO, Thiruvanthapuram
- Conducted International conference

### CSE

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





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



## COLLEGE OF ENGINEERING AND TECHNOLECR, MAMALLAPURAM, CHENNAI – 603 104.

### 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 than 90% of the final year students got placed.

### 9 9 9 9

- 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.
- Conducted club activities.

### CIVIL

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







### COLLEGE OF ENGINEERING AND TECHNOLOGY DHANALAKSHMI SRINIVASAN ECR, MAMALLAPURAM, CHENNAI - 603 104.

### 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

### S&H

- Hostel Students Performance monitored periodically & special classes done regularly
- Arrear students were motivated to clear arrear exams especially Maths(All year) & Engg grapics

### LIBRARY

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





of Engineering & Technology ECR Mamallapuram, Chennai-903 104 Dhanalakshmi Srinivasan College PRINCIPAL



### DHANALAKSHMI SRINIVASAN

COLLEGE OF ENGINEERING AND TECHNOLOGY ECR, MAMALLAPURAM, CHENNAI – 603 104.

### **CIRCULAR**

22.11.2021

### **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. P. Malathi
2	CIVIL	DR.Mallikarjun R Vaggar
3	CSE	Dr.R.Pavendhan
4	IT AND MCA	Dr.R.Gayathri
5	ECE	Dr.R.Mahalakshmi
6	EEE	Dr.R.Vidhyasri
7	MECH	Dr. G Amutha
8	SCIENCE AND HUMANITIES	Dr.R.Gayathri
9	MBA	Dr.R.Mahalakshmi
10	LIBRARY/PLACEMENT CELL/EXAM CELL	Dr.R.Vidhyasri

Above mentioned auditors are instructed to submit the report on or before 17.12.2021 without fail.

Distribution:-

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.



LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	DEPARTMENT OF ASPA	STATUS
1	Approval And Certificate File	UPdatel
2	Course File	Neod to indicate
3	MOU File	Not Completed
. 4	Faculty Profile	Not updates
5	Senior Visiting Faculty File	Incompleted
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	Conducted Files	Need to update
14	Student Profile And Student Diversity	updated
15	Classes For Competitive Exams	Completeel.
16	Student Progression File	Not undertee
17	Department Resources File	Not (ampleted)
18	Welfare Schemes / Scholar File	Irenmpleted
19	Value Added Course/Enrichment Course/Guest	0 000000
	Lecture(Conducted by Department or by HRDC)	Completool
20	IV And IPT File	Opdated
21	Class Committee Meeting	incomplete
22	Extension Activities File	Completoel
23	Vision, Mission, Quality Policy	J Parte el
24	Curriculum Planning And Implementation File	not uplated
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26	Remedial Class & Coaching Class File	Not Completeel
27	Library Resources File	OP deitect
28	Mini Project/ Innovative Assignment File	Completoel
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30	Bridge Course File	Not circlated
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32	Result Analysis File	Cupdateet,
33	Faculty Appraisal File	Need to update
34	Academic & Personal Counseling File	Com Pletoet
35	HOD - Faculty Meeting Register	1) pdated
36	Laboratory File And Budget File	constatot.
37	Feedback From Stakeholders	Not updated
38	Reason For New PG Programmers	not completed
39	Professional All Societies	Neet to update
40	Healthy Practices	Completeel
41	Course Content	Updated

UDITOR

TED DEPARTMENT HEAD

### Department of Mechanical Engineering



### DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY MAMALLAPURAM

### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS .
1	Approval And Certificate File	updated
2	Course File	Need updation
3	MOU File	updated
4	Faculty Profile	updated
5	Senior Visiting Faculty File	updated
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7	Technical And Administrative Staff File	Incompleted
8	Ongoing/Completed Profile File	updated
9	Research And Development File	Need updation
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11	Student Profile File	updated.
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13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	Need updation
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15	Student Profile And Student Diversity  Classes For Competitive Exams	updated
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18	Welfare Schemes / Scholar File	Incomplete
19	Value Added Course/Enrichment Course/Guest Lecture(Conducted by Department or by HRDC)	updated
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21	Class Committee Meeting	Need updation
22	Extension Activities File	updated
23	Vision, Mission, Quality Policy	updated
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26	Remedial Class & Coaching Class File	Need updation
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37	Feedback From Stakeholders	Need updation
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39	Professional All Societies	updated
40	Healthy Practices	Incomplete
41	Course Content	Need updation
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AUDITOR

TED DEPARTMENT HEAD

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### DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY MAMALLAPURAM

### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	vodated
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10	Consultancy Services	completed
11	Student Profile File	Incomplete
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19	Value Added Course/Enrichment Course/Guest	
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22	Extension Activities File	condited
23	Vision, Mission, Quality Policy	vodated
24	Curriculum Planning And Implementation File	Incomplete
25	Parents - Teachers Meeting Register	Completed
26	Remedial Class & Coaching Class File	Incomplete
27	Library Resources File	Completed
28	Mini Project/ Innovative Assignment File	1 Add od
29	Elective Paper Selection File	Caladeted
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31	Anna University Correspondence File	Incomplete
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41	Course Content	completed

AUDITOR

AUDITED DEPARTMENT HEAD

CHENNAI

603 104

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### Deft of MBA



### DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY MAMALLAPURAM

### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Modated
2	Course File	updated
3	MOU File	updated.
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5	Senior Visiting Faculty File	completed
6	Temporary Faculty File	not-updated
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16	Student Progression File	
17	Department Resources File	not-avallable
18	Welfare Schemes / Scholar File	updated
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25	Parents - Teachers Meeting Register	not - updated
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	Healthy Practices	Incompleted
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AUDITOR Mahalabshmi

CALLDITED DEPARTMENT HEAD

CHENNAI 603 104

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35	HOD - Faculty Meeting Register	In Complete
36	Laboratory File And Budget File	Complete
37	Feedback From Stakeholders	In complete
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AUDITOR

AUDITED DEPARTMENT HEAD

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. 4	Faculty Profile	eral to update
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31	Anna University Correspondence File	Not capdated
32	Result Analysis File	incomplete.
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34	Academic & Personal Counseling File	updated
35	HOD - Faculty Meeting Register	updated
36	Laboratory File And Budget File	Incomplete
37	Feedback From Stakeholders	Need to cypatate
38	Reason For New PG Programmers	updated
39	Professional All Societies	Need updation
40	Healthy Practices	(ncomplete)
41	Course Content	updated

Dr.R. Mahalabella

AUDITED DEPARTMENT HEAD



### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Updated
2	Course File	Available
3	MOU File	Avrilable
4	Faculty Profile	updated
5	Senior Visiting Faculty File	Not updated
6	Temporary Faculty File	Completed
7	Technical And Administrative Staff File	podated.
	Ongoing/Completed Profile File	Available
9	Research And Development File	completed
	Consultancy Services	Not Codated
10	Student Profile File	Updated
11	Achievement / Participation File	Available
12	Association File, Symposium, Conference, Seminar, Workshop	FVACIABLE
13		Not Opdated
1.4	Conducted Files Student Profile And Student Diversity	Completed
14	Student Profile And Student Diversity	Not completed
15	Classes For Competitive Exams	updated
16	Student Progression File	completed
17	Department Resources File	Not updated
18	Welfare Schemes / Scholar File	NOT WE WAS
19	Value Added Course/Enrichment Course/Guest	Codated
	Lecture(Conducted by Department or by HRDC)	Not completed
20	IV And IPT File	Updated
21	Class Committee Meeting	Available
22	Extension Activities File	Available
23	Vision, Mission, Quality Policy	Completed
24	Curriculum Planning And Implementation File	
25	Parents - Teachers Meeting Register	updated. Available
26	Remedial Class & Coaching Class File	Available
27	Library Resources File	
28	Mini Project/ Innovative Assignment File	Not completed
29	Elective Paper Selection File	completed
30	Bridge Course File	Not Available Available
31	Anna University Correspondence File	
32	Result Analysis File	Completed
33	Faculty Appraisal File	Avditable
34	Academic & Personal Counseling File	completed
35	HOD - Faculty Meeting Register	Avoilable
36	Laboratory File And Budget File	Available
37	Feedback From Stakeholders	Not Available
38	Reason For New PG Programmers	Updated
39	Professional All Societies	Available
40	Healthy Practices	Updated
41	Course Content	updated
Dr. V	TOR AUDITED DEPARTMENT HEAD	PRINCIPAL

CHENNAI

PRINCIPAL

### DePt. of MCA



### DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY **MAMALLAPURAM**

### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	updated
2	Course File	Need updated
3	MOU File	Available
4	Faculty Profile	updated
5	Senior Visiting Faculty File	dvailable,
6	Temporary Faculty File	Not updated
7	Technical And Administrative Staff File	completed
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13	Association File, Symposium, Conference ,Seminar, Workshop	1 1
15	Conducted Files	Not updated
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15	Classes For Competitive Exams	Need updation
16	Student Progression File	Not updated
17	Department Resources File	Completed
18	Welfare Schemes / Scholar File	updated
19	Value Added Course/Enrichment Course/Guest	1
19	Lecture(Conducted by Department or by HRDC)	Not updated
20	IV And IPT File	Available
21	Class Committee Meeting	Needupdated
22	Extension Activities File	Not updated
23	Vision, Mission, Quality Policy	updated
24	Curriculum Planning And Implementation File	completed
25	Parents - Teachers Meeting Register	dvallable
26	Remedial Class & Coaching Class File	Not updated
27	Library Resources File	Not undated
28	Mini Project/ Innovative Assignment File	undated
29	Elective Paper Selection File	Completed
30	Bridge Course File	Mind updated
31	Anna University Correspondence File	Available
32	Result Analysis File	Not updated
33	Faculty Appraisal File	completed
34	Academic & Personal Counseling File	undated
35	HOD - Faculty Meeting Register	Weed updated
36	Laboratory File And Budget File	Available
37	Feedback From Stakeholders	Notupdated
	Reason For New PG Programmers	Comple teel
38	Professional All Societies	updated.
39		completed
40	Healthy Practices  Course Content	available.

DEPARTMENT HEAD

PRINCIPAL

### Deft. of CSE



### DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY MAMALLAPURAM

### LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Updated
2	Course File	not-updated
3	MOU File	not-cipalated
4	Faculty Profile	available
5	Senior Visiting Faculty File	updated
6	Temporary Faculty File	not updated.
7	Technical And Administrative Staff File	underted.
8	Ongoing/Completed Profile File	not-available
9	Research And Development File	available
10	Consultancy Services	available
	Student Profile File	completed
11	Achievement / Participation File	endated
12	Association File, Symposium, Conference, Seminar, Workshop	· ·
13	Conducted Files	available.
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15	Student Progression File	undated.
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20	IV And IPT File	available
21	Class Committee Meeting Extension Activities File	not available
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23	Vision, Mission, Quality Policy	completed.
24	Curriculum Planning And Implementation File	not wanted
25	Parents - Teachers Meeting Register	undated
26	Remedial Class & Coaching Class File	unclosed
27	Library Resources File	anilable
28	Mini Project/ Innovative Assignment File	not-cipalated
29	Elective Paper Selection File	completed
30	Bridge Course File	updated
31	Anna University Correspondence File	not - updated
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33	Faculty Appraisal File	updated
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35	HOD - Faculty Meeting Register	completed.
36	Laboratory File And Budget File	not-updated
37	Feedback From Stakeholders	not-available
38	Reason For New PG Programmers	avuilado.
39	Professional All Societies	completed
40	Healthy Practices	undated
41	Course Content	- Winduse

AUDITOR

AUDITED DEPARTMENT HEAD

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LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT (S 2+1)

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Available
2	Course File	UPdated
3	MOU File	Avallable
4	Faculty Profile	completed
5	Senior Visiting Faculty File	Not Available
6	Temporary Faculty File	Available
7	Technical And Administrative Staff File	completed
8	Ongoing/Completed Profile File	Available
9	Research And Development File	Updated
10	Consultancy Services	Completed
11	Student Profile File	Available
12	Achievement / Participation File	updated
13	Association File, Symposium, Conference, Seminar, Workshop	
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14	Student Profile And Student Diversity	Not Completed
15	Classes For Competitive Exams	NOT Available
16	Student Progression File	Completed
17	Department Resources File	In complete
18	Welfare Schemes / Scholar File	Completed
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	Lecture(Conducted by Department or by HRDC)	Completed
20	IV And IPT File	updated
21	Class Committee Meeting	Available
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23	Vision, Mission, Quality Policy	updated
24	Curriculum Planning And Implementation File	Updated
25	Parents - Teachers Meeting Register	Available
26	Remedial Class & Coaching Class File	Available
27	Library Resources File	In complete
28	Mini Project/ Innovative Assignment File	updated
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30	Bridge Course File	Completed
31	Anna University Correspondence File	Completed
32	Result Analysis File	undated
33	Faculty Appraisal File	updated
34	Academic & Personal Counseling File	Not completed
35	HOD - Faculty Meeting Register	Completed
36	Laboratory File And Budget File	In complete
37	Feedback From Stakeholders	updated
38	Reason For New PG Programmers	In Complete.
39	Professional All Societies	In complete
40	Healthy Practices	Not completed
41	Course Content	updated

AUDITOR

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AUDITED DEPARTMENT HEAD

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### COLLEGE OF ENGINEERING AND TECHNOLOGY ECR, MAMALLAPURAM, CHENNAI – 603 104. DHANALAKSHMI SRINIVASAN

# ACTION TAKEN REPORT ON ACADEMIC

C	
PARTICULAR	
POINTS	
O PARTICULAR POINTS DECISION TAKEN ACTION	AND IQAC
	AND IQAC REVIEW MEETING

			4	2) 1		S.NO
	Status of Proactive and corrective actions	Performance and Service Conformity	Association	Results of Audit Alumni	Pending points from previous IQAC review meeting	-
	Issues and solutions for the quality measures were discussed	University results of April/May was discussed in detail	conduct Alumni meet	Internal Audit conducted in May	Nil	POINTS DISCUSSED
THE SHAME SH	Periodic monitoring across the issues need to the be done  Recourse the sancourse the bedone	Brainstorming session over the result was conducted	Email communication to all the Alumnus across the departments	All the NCs are closed with proper corrective action	t	DECISION TAKEN
990	leads were given e authority to eeck for the action	Planning for extra classes for slow learners	Placement Officer and alumni Incharge to & collect the attended details and report on the same	-HOD's to review the corrective actions	1	ACTION
Ohanatakshmi Srinivasan College of Engineering & Technology ECR, Mamallapuram, Chennai-603 104	HODS	Principal / HODs	Alumni Incharge & Placement Officer	Principal		RESPONSIBILITY TARGET DAT
AL asan College fechnology hennal-603 104	Next IQAC meeting	Next IQAC meeting	Next IQAC meeting	Next IQAC meeting	,	TARGET DATE
	,					



ECR, MAMALLAPURAM, CHENNAI - 603 104.

-				
				6
			for improvement	Recommendation
contests and in project expos	in Hackathon	participation	students	To encourage
			students to focus	To encourage   Guiding the interested   Proper guidance
	activities	involve them in		
			ठ	Mentors of the students
			,	s Next IOAC meeting

### ACTION TAKEN REPORT

### AERO

- Students went for Implant Training, Industrial visits.
- Conducted few professional activities.
- Planned to invite stakeholders and arrange various technical programmes to enlighten the knowledge of the students

### CSE

- Faculty publications were improved.
- Arranged guest lectures for result pulling papers.
- Followed up all the activities of academic and non-academic unitored and documented.

### IT & MCA

- Student members presented Papers in Journals
- Placement count was improved.
- I department has planned for NBA Accreditation

