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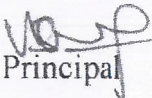
All the heads of the departments and faculty members are asked to cooperate for effectively contributing the audit without disturbing the class hours.

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/EC/EEE/GE/MECH/AERO/CIVIL/MBA/MCA/IQAC/NBACOORDINATOR/PLACEMENT CELL/EXAM CELL/LIBRARIAN/HOSTEL WARDENs/NOTICE BOARDs.
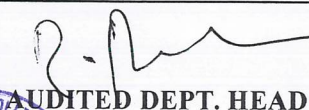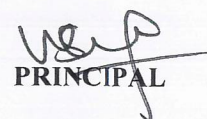
DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN _Mechanical._ 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	Incomplete
9	Research and Development File	Available
10	Consultancy Services	Completed
11	Student Project File	Incompleted
12	Achievement / Participation file:	Incompleted
13	Association file - Symposium, Conference,	Incompleted
14	Student Profile and Student Diversity	Incompleted
15	Classes for Competitive exams	Available
16	Student progression File	Completed
17	Department Resources file	Completed
18	Welfare Schemes / Scholarship File	Need updation
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	Need updation
20	IV and IPT file	Need updation
21	Class committee Meeting	Completed
22	Extension activities file	Completed
23	Vision, Mission, Quality policy:	Incomplete
24	Curriculum planning and Implementation File	Available
25	Parents – Teachers meeting register	Need updation
26	Remedial class & Coaching class File	Available
27	Library Resources File	Updated
28	Mini Project/Innovative Assignment File	Updated
29	Elective paper selection File	Updated
30	Bridge Course File	Available
31	Anna University Correspondence File	Need updation
32	Result Analysis File	Available
33	Faculty Appraisal file	Completed
34	Academic & Personal Counseling File	Completed
35	HOD - Faculty meeting Register	Need updation
36	Laboratory File and Budget file	Need updation
37	Feedback from stakeholders	Completed
38	Reason for new PG programmes	Updated
39	Profession al Societies	Completed
40	Healthy practices	Incomplete
41	Course Content	Completed

AUDITOR

AUDITED DEPT. HEAD

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ECR, Mamallapuram, Chennai - 603 104

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM

LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

DEPARTMENT OF AERO,

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

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AUDITED DEPARTMENT HEAD

PRINCIPAL

Department of Information technology

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 updated
4	Faculty Profile	Incomplete
5	Senior Visiting Faculty File	Updated
6	Temporary Faculty File	Updated
7	Technical And Administrative Staff File	Incomplete
8	Ongoing/Completed Profile File	Need to update
9	Research And Development File	Completed
10	Consultancy Services	Completed
11	Student Profile File	Incomplete
12	Achievement / Participation File	Need to update
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	Updated
14	Student Profile And Student Diversity	Completed
15	Classes For Competitive Exams	Updated
16	Student Progression File	Incomplete
17	Department Resources File	Updated
18	Welfare Schemes / Scholar File	Not updated
19	Value Added Course/Enrichment Course/Guest Lecture(Conducted by Department or by HRDC)	Not updated
20	IV And IPT File	Updated
21	Class Committee Meeting	Need to update
22	Extension Activities File	Completed
23	Vision, Mission, Quality Policy	Updated
24	Curriculum Planning And Implementation File	Need to updated
25	Parents - Teachers Meeting Register	Need to update
26	Remedial Class & Coaching Class File	Need to update
27	Library Resources File	Completed
28	Mini Project/ Innovative Assignment File	Updated
29	Elective Paper Selection File	Completed
30	Bridge Course File	Incomplete
31	Anna University Correspondence File	Need to update
32	Result Analysis File	Incomplete
33	Faculty Appraisal File	Need 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	Updated
38	Reason For New PG Programmers	Incomplete
39	Professional All Societies	Need to update
40	Healthy Practices	Updated
41	Course Content	Not updated

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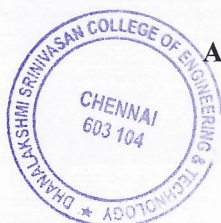College of Engineering & Technology
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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM

LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT — MBA

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	not updated
12	Achievement / Participation File	updated
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	Completed
14	Student Profile And Student Diversity	Not available
15	Classes For Competitive Exams	updated
16	Student Progression File	Completed
17	Department Resources File	Available
18	Welfare Schemes / Scholar File	Not completed
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	Not updated
29	Elective Paper Selection File	Available
30	Bridge Course File	Completed
31	Anna University Correspondence File	Available
32	Result Analysis File	not updated
33	Faculty Appraisal File	Completed
34	Academic & Personal Counseling File	updated
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
40	Healthy Practices	Not updated
41	Course Content	Completed

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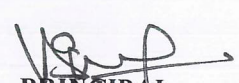College of Engineering & Technology
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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN _____EEE_____ DEPARTMENT

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

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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM
LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT (AGRI)

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Completed
2	Course File	Available
3	MOU File	Not available
4	Faculty Profile	Updated
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	Updated
12	Achievement / Participation File	Not updated
13	Association File, Symposium, Conference ,Seminar, Workshop 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 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	Updated
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	Available
38	Reason For New PG Programmers	Available
39	Professional All Societies	Completed
40	Healthy Practices	Completed
41	Course Content	Updated

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

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM
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	incompleted
5	Senior Visiting Faculty File	available.
6	Temporary Faculty File	not updated.
7	Technical And Administrative Staff File	completed
8	Ongoing/Completed Profile File	updated
9	Research And Development File	completed
10	Consultancy Services	available.
11	Student Profile File	not updated
12	Achievement / Participation File	completed
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	updated
14	Student Profile And Student Diversity	incompleted
15	Classes For Competitive Exams	available
16	Student Progression File	incompleted.
17	Department Resources File	updated
18	Welfare Schemes / Scholar File	not updated
19	Value Added Course/Enrichment Course/Guest Lecture(Conducted by Department or by HRDC)	available.
20	IV And IPT File	updated
21	Class Committee Meeting	incomplete
22	Extension Activities File	not updated
23	Vision, Mission, Quality Policy	updated
24	Curriculum Planning And Implementation File	not available
25	Parents - Teachers Meeting Register	available
26	Remedial Class & Coaching Class File	not updated
27	Library Resources File	updated
28	Mini Project/ Innovative Assignment File	not available.
29	Elective Paper Selection File	not updated
30	Bridge Course File	updated
31	Anna University Correspondence File	not available.
32	Result Analysis File	available.
33	Faculty Appraisal File	not updated
34	Academic & Personal Counseling File	completed
35	HOD - Faculty Meeting Register	updated
36	Laboratory File And Budget File	completed
37	Feedback From Stakeholders	available
38	Reason For New PG Programmers	not updated
39	Professional All Societies	updated
40	Healthy Practices	available.
41	Course Content	completed.

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

Department of Electronics & Communication Engineering

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MAMALLAPURAM
LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	—
2	Course File	Updated
3	MOU File	Incomplete
4	Faculty Profile	Updated
5	Senior Visiting Faculty File	Need to update
6	Temporary Faculty File	Updated
7	Technical And Administrative Staff File	Updated
8	Ongoing/Completed Profile File	
9	Research And Development File	—
10	Consultancy Services	Updated
11	Student Profile File	Incomplete
12	Achievement / Participation File	Updated
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	
14	Student Profile And Student Diversity	Incomplete
15	Classes For Competitive Exams	Updated
16	Student Progression File	
17	Department Resources File	Updated
18	Welfare Schemes / Scholar File	Updated
19	Value Added Course/Enrichment Course/Guest Lecture(Conducted by Department or by HRDC)	—
20	IV And IPT File	Updated
21	Class Committee Meeting	—
22	Extension Activities File	—
23	Vision, Mission, Quality Policy	—
24	Curriculum Planning And Implementation File	Updated
25	Parents - Teachers Meeting Register	Incomplete
26	Remedial Class & Coaching Class File	Updated
27	Library Resources File	
28	Mini Project/ Innovative Assignment File	Updated
29	Elective Paper Selection File	
30	Bridge Course File	Incomplete
31	Anna University Correspondence File	Updated
32	Result Analysis File	Updated
33	Faculty Appraisal File	Incomplete
34	Academic & Personal Counseling File	
35	HOD - Faculty Meeting Register	—
36	Laboratory File And Budget File	—
37	Feedback From Stakeholders	Updated
38	Reason For New PG Programmers	
39	Professional All Societies	Incomplete
40	Healthy Practices	Updated
41	Course Content	

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PRINCIPAL

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM
LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT of Civil.

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

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

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM

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

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Available
2	Course File	updated
3	MOU File	Not-updated
4	Faculty Profile	completed
5	Senior Visiting Faculty File	updated
6	Temporary Faculty File	incompleted
7	Technical And Administrative Staff File	updated
8	Ongoing/Completed Profile File	Updated
9	Research And Development File	Not-updated
10	Consultancy Services	Available
11	Student Profile File	Not-available
12	Achievement / Participation File	completed
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	Not-updated
14	Student Profile And Student Diversity	incompleted
15	Classes For Competitive Exams	updated
16	Student Progression File	updated
17	Department Resources File	Not-available
18	Welfare Schemes / Scholar File	incompleted
19	Value Added Course/Enrichment Course/Guest Lecture(Conducted by Department or by HRDC)	Available
20	IV And IPT File	Not-updated
21	Class Committee Meeting	incompleted
22	Extension Activities File	completed
23	Vision, Mission, Quality Policy	updated
24	Curriculum Planning And Implementation File	Available
25	Parents - Teachers Meeting Register	Available
26	Remedial Class & Coaching Class File	incompleted
27	Library Resources File	updated
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	Available
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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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM
LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT (CSE)

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

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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

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 August	- All the NCs are closed with proper corrective action	- HOD's to review the corrective actions	Principal	Next IQAC meeting
3	Customer Feedback	- Students feedback collected and analyzed (Department wise report Analyzed)	- To collect industry feedback-Next academic year	- Placement Officer to design a format & collect	-Principal & Placement Officer	Next IQAC meeting
4	Process Performance and Service Conformity	University results of Apr/May discussed (Department wise report Analyzed)	- To analyze all the results department wise	To monitor the slow learners and improve the performance	Principal / HODs	Next IQAC meeting
5	Status of Proactive	Individual	- To monitor the		HODs	Next IQAC meeting

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ECR, Mamallapuram, Chennai-603 104

ACTION TAKEN REPORT

	Recommendation for improvement	effective corrective actions			
6	-To maintain University Result % even in all the department - To encourage students to participate in paper presentation contest	-	-	-	-

and corrective actions departments Quality issues are closed

AERO

- Industrial Visit to ISRO, Thiruvanthapuram
- Conducted International conference

CSE

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

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ECR, 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.

EEE

- 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.

PRINCIPAL
Dhanalakshmi Srinivasan College
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DHANALAKSHMI SRINIVASAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
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

IQAC Coordinator

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

Principal

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.

Principal

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.**

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

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM

LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

DEPARTMENT OF AERO

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

AUDITOR   AUDITED DEPARTMENT HEAD   PRINCIPAL

Department of Mechanical Engineering

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
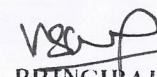## MAMALLAPURAM

LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT

S.NO	FILE NAME	STATUS
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2	Course File	Need updation
3	MOU File	Updated
4	Faculty Profile	Updated
5	Senior Visiting Faculty File	Updated
6	Temporary Faculty File	Need updation
7	Technical And Administrative Staff File	Incompleted
8	Ongoing/Completed Profile File	Updated
9	Research And Development File	Need updation
10	Consultancy Services	Updated
11	Student Profile File	Updated
12	Achievement / Participation File	Need updation
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	Need updation
14	Student Profile And Student Diversity	Updated
15	Classes For Competitive Exams	Updated
16	Student Progression File	Need updation
17	Department Resources File	Incomplete
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22	Extension Activities File	Updated
23	Vision, Mission, Quality Policy	Updated
24	Curriculum Planning And Implementation File	Need updation
25	Parents - Teachers Meeting Register	Need updation
26	Remedial Class & Coaching Class File	Need updation
27	Library Resources File	Incomplete
28	Mini Project/ Innovative Assignment File	Updated
29	Elective Paper Selection File	Updated
30	Bridge Course File	Incomplete
31	Anna University Correspondence File	Updated
32	Result Analysis File	Need updation
33	Faculty Appraisal File	Updated
34	Academic & Personal Counseling File	Updated
35	HOD - Faculty Meeting Register	Updated
36	Laboratory File And Budget File	Updated
37	Feedback From Stakeholders	Need updation
38	Reason For New PG Programmers	Updated
39	Professional All Societies	Updated
40	Healthy Practices	Incomplete
41	Course Content	Need updation

AUDITOR

AUDITED DEPARTMENT HEAD

PRINCIPAL

Department of Information Technology

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	Incomplete
3	MOU File	Updated
4	Faculty Profile	completed
5	Senior Visiting Faculty File	updated
6	Temporary Faculty File	Updated
7	Technical And Administrative Staff File	Incomplete
8	Ongoing/Completed Profile File	Completed
9	Research And Development File	Completed
10	Consultancy Services	Completed
11	Student Profile File	Incomplete
12	Achievement / Participation File	Not Updated
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	Updated
14	Student Profile And Student Diversity	Completed
15	Classes For Competitive Exams	Updated
16	Student Progression File	Incomplete
17	Department Resources File	Updated
18	Welfare Schemes / Scholar 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	completed
22	Extension Activities File	completed
23	Vision, Mission, Quality Policy	Updated
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	Updated
29	Elective Paper Selection File	completed
30	Bridge Course File	Updated
31	Anna University Correspondence File	Incomplete
32	Result Analysis File	completed
33	Faculty Appraisal File	completed
34	Academic & Personal Counseling File	completed
35	HOD - Faculty Meeting Register	updated
36	Laboratory File And Budget File	Incomplete
37	Feedback From Stakeholders	Incomplete
38	Reason For New PG Programmers	completed
39	Professional All Societies	Updated
40	Healthy Practices	Updated
41	Course Content	Completed

AUDITOR   AUDITED DEPARTMENT HEAD   PRINCIPAL

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	updated
3	MOU File	updated
4	Faculty Profile	updated
5	Senior Visiting Faculty File	completed
6	Temporary Faculty File	not - updated
7	Technical And Administrative Staff File	available
8	Ongoing/Completed Profile File	available
9	Research And Development File	updated
10	Consultancy Services	not - updated
11	Student Profile File	not - updated
12	Achievement / Participation File	updated
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	not updated
14	Student Profile And Student Diversity	available
15	Classes For Competitive Exams	not-available
16	Student Progression File	not-available
17	Department Resources File	available
18	Welfare Schemes / Scholar 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	Not - updated
23	Vision, Mission, Quality Policy	updated
24	Curriculum Planning And Implementation File	updated
25	Parents - Teachers Meeting Register	not - updated
26	Remedial Class & Coaching Class File	not - updated
27	Library Resources File	updated
28	Mini Project/ Innovative Assignment File	updated
29	Elective Paper Selection File	available
30	Bridge Course File	available
31	Anna University Correspondence File	completed
32	Result Analysis File	Completed
33	Faculty Appraisal File	not -completed
34	Academic & Personal Counseling File	available
35	HOD - Faculty Meeting Register	updated
36	Laboratory File And Budget File	not available
37	Feedback From Stakeholders	Incomplete
38	Reason For New PG Programmers	completed
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40	Healthy Practices	Incompleted
41	Course Content	Completed.

AUDITOR

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College of Engineering & Technology
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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY
MAMALLAPURAM

LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT of Civil.

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	up dated
2	Course File	updated
3	MOU File	not updated
4	Faculty Profile	Incomplete
5	Senior Visiting Faculty File	Complete
6	Temporary Faculty File	not Complete
7	Technical And Administrative Staff File	updated
8	Ongoing/Completed Profile File	not updated
9	Research And Development File	Not updated
10	Consultancy Services	updated
11	Student Profile File	Completed
12	Achievement / Participation File	In complete
13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	updated
14	Student Profile And Student Diversity	Complete
15	Classes For Competitive Exams	In complete
16	Student Progression File	In complete
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24	Curriculum Planning And Implementation File	Complete
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26	Remedial Class & Coaching Class File	In complete
27	Library Resources File	Complete
28	Mini Project/ Innovative Assignment File	not updated
29	Elective Paper Selection File	updated
30	Bridge Course File	updated
31	Anna University Correspondence File	Complete
32	Result Analysis File	complete
33	Faculty Appraisal File	updated
34	Academic & Personal Counseling File	updated
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36	Laboratory File And Budget File	Complete
37	Feedback From Stakeholders	Incomplete
38	Reason For New PG Programmers	Incomplete
39	Professional All Societies	updated
40	Healthy Practices	updated
41	Course Content	In complete

AUDITOR

AUDITED DEPARTMENT HEAD

PRINCIPAL

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

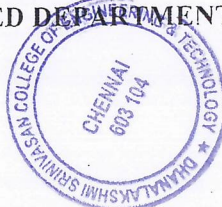Department of Electronics & Communication Engineering

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	Incomplete
3	MOU File	Not updated
4	Faculty Profile	Need to update
5	Senior Visiting Faculty File	Incomplete
6	Temporary Faculty File	Updated
7	Technical And Administrative Staff File	Not updated
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38	Reason For New PG Programmers	updated
39	Professional All Societies	Need updation
40	Healthy Practices	Incomplete
41	Course Content	updated

Dr.R.Mahalakshmi

AUDITOR

AUDITED DEPARTMENT HEAD

PRINCIPAL

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

Dept. of EEE

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	Available
3	MOU File	Available
4	Faculty Profile	updated
5	Senior Visiting Faculty File	Not Updated
6	Temporary Faculty File	Completed
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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

AUDITOR

AUDITED DEPARTMENT HEAD

CHENNAI
603 104

PRINCIPAL

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

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	Available
6	Temporary Faculty File	Not updated
7	Technical And Administrative Staff File	Completed
8	Ongoing/Completed Profile File	Available
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10	Consultancy Services	Updated
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13	Association File, Symposium, Conference ,Seminar, Workshop Conducted Files	Not updated
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34	Academic & Personal Counseling File	Updated
35	HOD - Faculty Meeting Register	Need updated
36	Laboratory File And Budget File	Available
37	Feedback From Stakeholders	Not updated
38	Reason For New PG Programmers	Completed
39	Professional All Societies	updated
40	Healthy Practices	Completed
41	Course Content	Available

AUDITOR

AUDITED DEPARTMENT HEAD

CHENNAI
603 104

PRINCIPAL

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

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-updated
4	Faculty Profile	available
5	Senior Visiting Faculty File	updated
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36	Laboratory File And Budget File	completed
37	Feedback From Stakeholders	not-updated
38	Reason For New PG Programmers	not-available
39	Professional All Societies	available
40	Healthy Practices	completed
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
MAMALLAPURAM

LISTS OF FILES TO BE MAINTAINED IN THE DEPARMENT (S&H)

S.NO	FILE NAME	STATUS
1	Approval And Certificate File	Available
2	Course File	Updated
3	MOU File	Available
4	Faculty Profile	Completed
5	Senior Visiting Faculty File	Not Available
6	Temporary Faculty File	Available
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38	Reason For New PG Programmers	In Complete
39	Professional All Societies	In complete
40	Healthy Practices	Not completed
41	Course Content	updated

AUDITOR

AUDITED DEPARTMENT HEAD

PRINCIPAL

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

ACTION TAKEN REPORT ON ACADEMIC AUDIT – NOV 2021-22 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 May	All the NCs are closed with proper corrective action	-HOD's to review the corrective actions	Principal	Next IQAC meeting
3	Alumni Association	Arrange to conduct Alumni meet	Email communication to all the Alumnus across the departments	Placement Officer and alumni Incharge to & collect the attended details and report on the same	Alumni Incharge & Placement Officer	Next IQAC meeting
4	Process Performance and Service Conformity	University results of April/May was discussed in detail	Brainstorming session over the result was conducted	Planning for extra classes for slow learners	Principal / HODs	Next IQAC meeting
5	Status of Proactive and corrective actions	Issues and solutions for the quality measures were discussed	Periodic monitoring across the issues need to be done	Heads were given the authority to check for the action plan	HODs	Next IQAC meeting

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

6	Recommendation for improvement	To encourage students participation in Hackathon contests and in project expos	Guiding the interested students to focus	Proper guidance by the faculty to involve them in activities	Mentors of the students	Next IQAC 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 and monitored and documented.

IT & MCA

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

PRINCIPAL
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ECR Mamallapuram, Chennai-603 104