

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

CIRCULAR

16.05.2022

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/BME	Dr.Mallikarjun R Vaggar
3	CSE	Dr.R.Pavendhan
4	IT AND MCA	Dr.R.Gayathri
5	ECE	Dr.R.Mahalakshmi
6	EEE / AGRI	Dr.R.Vidhyasri
7	MECH / POOD	Dr. V. Devarajan
8	SCIENCE AND HUMANITIES	Dr.R.Gayathri
9	MBA	Dr.R.Pavendhan
10	LIBRARY/PLACEMENT CELL/EXAM CELL	Dr.R.Vidhyasri

Above mentioned auditors are instructed to submit the report on or before 31.05.2022 without fail.

Distribution:-

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

HODs-

CSE/IT/EC/EEE/GE/MECH/AERO/CIVIL/MBA/MCA/IQAC/NBACOORDINATO PLACEMENT CELL/EXAM CELL/LIBRARIAN/HOSTEL WARDENs/NOTICE BOARDS.



LIST OF FILES TO BE MAINTAINED IN ______DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Con peled
2	Course File	not completed
3	MOU File	Updated
4	Faculty Profile	Wood wadation
5	Senior Visiting Faculty File	Dedated
6	Temporary Faculty File	UPdated
7	Technical and Administrative Staff File	Updated.
8	Ongoing/Completed Project File	Con pleded
9	Research and Development File	Completed
10	Consultancy Services	Innt undated
11	Student Project File	" plicated
12	Achievement / Participation file:	uptorod
13	Association file - Symposium, Conference,	not copiated
14	Student Profile and Student Diversity	Comproted
15	Classes for Competitive exams	Comple ted
16	Student progression File	Compoted
17	Department Resources file	not completed
18	Welfare Schemes / Scholarship File	notupolated
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	updated
20	IV and IPT file	Cip da ted
21	Class committee Meeting	updated
22	Extension activities file	updated
23	Vision, Mission, Quality policy:	cipida ted
24	Curriculum planning and Implementation File	no trapaged
25	Parents – Teachers meeting register	notundated
26	Remedial class & Coaching class File	not up dated
27	Library Resources File	camploka
28	Mini Project/Innovative Assignment File	completed
29	Elective paper selection File	Comple tool
30	Bridge Course File	Con de ted
31	Anna University Correspondence File	Comproted
32	Result Analysis File	Completed
- 33	Faculty Appraisal file	Not Completed
34	Academic & Personal Counseling File	hot updated
35	HOD - Faculty meeting Register	untupdated
36	Laboratory File and Budget file	nos + cipolated
37	Feedback from stakeholders	completed
38	Reason for new PG programmes	compreted
39	Profession al Societies	comple ted
40	Healthy practices	completed
41	Course Content	completed

AUDITED DEPT. HEAD

PRINCIPAL



 $DHANALAKSHMI\,SRINIVASAN\,\,COLLEGE\,OF\,ENGINEERING\,AND\,\,TECHNOLOGY, MAMALLAPURAM.$

LIST OF FILES TO BE MAINTAINED IN _____AFRONAUTICAL DEPARTMENT

S.NO	FILE LIST	ŞTATUS
1	Approval and Certification File	Complosad
2	Course File	Not complete
3	MOU File	Averile hil
4	Faculty Profile	Nogol celebration
5	Senior Visiting Faculty File	Avoilable
6	Temporary Faculty File	1000 Com/1204091
7	Technical and Administrative Staff File	Averiable
8	Ongoing/Completed Project File	wood cofeation
9	Research and Development File	combiletal.
10	Consultancy Services	NOT comblet and
11	Student Project File	Complex col
12	Achievement / Participation file:	Avcilable
13	Association file - Symposium, Conference,	Completed
14	Student Profile and Student Diversity	Not aveilable
15	Classes for Competitive exams	completed
16	Student progression File	Avoidable
17	Department Resources file	combiere
18	Welfare Schemes / Scholarship File	Not complete
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	Avoilable
20	IV and IPT file	red separation
21	Class committee Meeting	Completed
22	Extension activities file	Aveliable
23	Vision, Mission, Quality policy:	Not completed
24	Curriculum planning and Implementation File	updalLool
25	Parents – Teachers meeting register	read celedation
26	Remedial class & Coaching class File	Not Aveilable
27	Library Resources File	combitted,
28	Mini Project/Innovative Assignment File	Not aveilable
29	Elective paper selection File	Combo Lead
30	Bridge Course File	aver lable
31	Anna University Correspondence File	completed
32	Result Analysis File	updo son
33	Faculty Appraisal file	was residen
34	Academic & Personal Counseling File	cepdol hon
35	HOD - Faculty meeting Register	X/0+ Comble Led
36	Laboratory File and Budget file	Complete Logia
37	Feedback from stakeholders	Not complete
38	Reason for new PG programmes	combleted
39	Profession al Societies	ceptothing
40	Healthy practices	NOT available
41	Course Content	civa lable

AUDITOR

AUDITED DEPT. HEAD

PRINCIPAL



Dept- of Mech.

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 completed
3	MOU File	umated.
4	Faculty Profile	undated
5	Senior Visiting Faculty File	undated
6	Temporary Faculty File	Thromate
7	Technical and Administrative Staff File	odated
8	Ongoing/Completed Project File	bdated
9	Research and Development File	lindated
10	Consultancy Services	Need updation
11	Student Project File	undated
12		Noed updation
13	Association ifie sympusium, Chinelenel,	Nood updation
14	Student Profile and Student Diversity	undated
15	Classes for Competitive exams	undated.
16	Student progression File	undated
17	Department Resources file	updated.
18	Welfare Schemes / Scholarship File	updated
19	value added Course/Emiremment Course/Odest Eccture (Conducted by department of	Nood up doction
20	IV and IPT file	updated
21	Class committee Meeting	Need updation
22	Extension activities file	Wood and ortion
23	Vision, Mission, Quality policy:	updated.
24	Curriculum planning and Implementation File	Tompleted
25	Parents – Teachers meeting register	uodated.
26	Remedial class & Coaching class File	Tricomplete
27	Library Resources File	Wood updation
28	Mini Project/Innovative Assignment File	Updated
29	Elective paper selection File	updated
30	Bridge Course File	Need updation
31	Anna University Correspondence File	updated
32	Result Analysis File	updated.
33	Faculty Appraisal file	Not undated
34	Academic & Personal Counseling File	undated
35	HOD - Faculty meeting Register	undated
36	Laboratory File and Budget file	Incomplete
37	Feedback from stakeholders	Incomplete
38	Reason for new PG programmes	updated
39	Profession al Societies	Wood updation
40	Healthy practices	updated
41	Course Content	undated

AUDITOR

AUDITED DEPARTMENT HEAD

PRINCIPAL





TAMING FOR ISCELLANCE

LIST OF FILES TO BE MAINTAINED IN MB

_DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Updated
2	Course File	Available
3	MOU File	updated
4	Faculty Profile	Noturdated
5	Senior Visiting Faculty File	Available
6	Temporary Faculty File	Notavailable
7	Technical and Administrative Staff File	Complated
8	Ongoing/Completed Project File	Need updation
9	Research and Development File	Completed
10	Consultancy Services	updated
11	Student Project File	Not updated.
12	Achievement / Participation file:	Neod updated.
13	Association file - Symposium, Conference,	Amilable
14	Student Profile and Student Diversity	not available
15	Classes for Competitive exams	Notavailable
16	Student progression File	Available
17	Department Resources file	completed
18	Welfare Schemes / Scholarship File	
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	Completed.
20	IV and IPT file	Need updation
21	Class committee Meeting	In complete
22	Extension activities file	In Complete
23	Vision, Mission, Quality policy:	updation
24	Curriculum planning and Implementation File	Needundation
25	Parents – Teachers meeting register	Completed.
26	Remedial class & Coaching class File	Completed.
27	Library Resources File	Utdated
28	Mini Project/Innovative Assignment File	Not updated
29	Elective paper selection File	Completed
30	Bridge Course File	Updated
31	Anna University Correspondence File	undated
32	Result Analysis File	Need updation
33	Faculty Appraisal file	Updated
34	Academic & Personal Counseling File	Completed
35	HOD - Faculty meeting Register	116 dated
36	Laboratory File and Budget file	updated
37	Feedback from stakeholders	Need updation
38	Reason for new PG programmes	In Completed.
39	Profession al Societies	Neod ubdalier
40	Healthy practices	Completed
41	Course Content	completed

AUDITOR

AUDITED DEPT. HEAD

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D CEANING FOR EXCELLENCE

 $\label{thm:college} DHANALAKSHMI SRINIVASAN \ \ COLLEGE \ OF \ ENGINEERING \ AND \ TECHNOLOGY, MAMALLAPURAM.$

LIST OF FILES TO BE MAINTAINED IN	FLE	DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Completed
2	Course File	Completed
3	MOU File	n Oto complete of
4	Faculty Profile	not updated
5	Senior Visiting Faculty File	Completed
6	Temporary Faculty File	completed
7	Technical and Administrative Staff File	ant completed
8	Ongoing/Completed Project File	Com/leteel
9	Research and Development File	next can played
10	Consultancy Services	not low plated
11	Student Project File	most y doaded
12	Achievement / Participation file:	Confided
13	Association file - Symposium, Conference,	not completed
14	Student Profile and Student Diversity	10 miled
15	Classes for Competitive exams	Complated
16	Student progression File	Completed
17	Department Resources file	Epon Pleten
18	Welfare Schemes / Scholarship File	Empleted
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	undated
20	IV and IPT file	and ated
21	Class committee Meeting	Completed
22	Extension activities file	not completed
23	Vision, Mission, Quality policy:	not undated
24	Curriculum planning and Implementation File	not up do ted
25	Parents – Teachers meeting register	mat and and of
26	Remedial class & Coaching class File	next rom pleted
27	Library Resources File	Completed
28	Mini Project/Innovative Assignment File	Completed
29	Elective paper selection File	Comple ted
30	Bridge Course File	Completed
31	Anna University Correspondence File	Gualo ted.
32	Result Analysis File	No + Composite of
33	Faculty Appraisal file	Completed
34	Academic & Personal Counseling File	Not conflicted
35	HOD - Faculty meeting Register	not completed
36	Laboratory File and Budget file	completed
37	Feedback from stakeholders	nest updated
38	Reason for new PG programmes	not underted
39	Profession al Societies	undated
40	Healthy practices	updated
41	Course Content	ye dated.

AUDITOR

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LIST OF FILES TO BE MAINTAINED IN _____AGRICULTURE DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	(pmb/ofeel
2	Course File	Not combleted
3	MOU File	report Lod
4	Faculty Profile	Not achdoltax
5	Senior Visiting Faculty File	nvalable.
6	Temporary Faculty File	Combleted.
7	Technical and Administrative Staff File	Not available
8	Ongoing/Completed Project File	copy atal.
9	Research and Development File	Not Completed
10	Consultancy Services	Averilee610
11	Student Project File	undolted.
12	Achievement / Participation file:	completed
13	Association file - Symposium, Conference,	Not available
14	Student Profile and Student Diversity	cosdatal
15	Classes for Competitive exams	available
16	Student progression File	MAN available.
17	Department Resources file	Moscl cobsolion.
18	Welfare Schemes / Scholarship File	com Blo Led
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	coboloHod
20	IV and IPT file	combleted
21	Class committee Meeting	Avrillable
22	Extension activities file	Not combileted
23	Vision, Mission, Quality policy:	nieod undahon
24	Curriculum planning and Implementation File	Not combleted
25	Parents – Teachers meeting register	principa 6/2
26	Remedial class & Coaching class File	completed
27	Library Resources File	wood celdelpon
28	Mini Project/Innovative Assignment File	Not combierd
29	Elective paper selection File	Arceil co b/8
30	Bridge Course File	Not Combleton
31	Anna University Correspondence File	completed.
32	Result Analysis File	Comblefeel
33	Faculty Appraisal file	Not avilable
34	Academic & Personal Counseling File	Held cepter hon
35	HOD - Faculty meeting Register	Avalable,
36	Laboratory File and Budget file	completed
37	Feedback from stakeholders	gncomblete,
38	Reason for new PG programmes	not avoulable
39	Profession al Societies	Avalces 10,
40	Healthy practices	Not completed
41	Course Content	competed

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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN ______ DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Completed
2	Course File	Amilable
3	MOU File	updation
4	Faculty Profile	Incomplete
5	Senior Visiting Faculty File	(nupleted
6	Temporary Faculty File	Need Updation
7	Technical and Administrative Staff File	Need Updation
8	Ongoing/Completed Project File	Incompleti
9	Research and Development File	Available
10	Consultancy Services	Available
11	Student Project File	Incompleted
12	Achievement / Participation file:	completed
13	Association file - Symposium, Conference,	Completed
14	Student Profile and Student Diversity	Anailabk
15	Classes for Competitive exams	Incomplete
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	Completet
20	IV and IPT file	Completed
21	Class committee Meeting	Incompletar
22	Extension activities file	Cours etco
23	Vision, Mission, Quality policy:	Completed
24	Curriculum planning and Implementation File	Weed updation
25	Parents – Teachers meeting register	Completed
26	Remedial class & Coaching class File	Coluplate
27	Library Resources File	Innuiplete
28	Mini Project/Innovative Assignment File	In in un plate
29	Elective paper selection File	Inenupledie
30	Bridge Course File	Need capation
31	Anna University Correspondence File	Weed Updation
32	Result Analysis File	Weed Updation
33	Faculty Appraisal file	Marailable
34	Academic & Personal Counseling File	Need Updation
35	HOD - Faculty meeting Register	Incomplete
36	Laboratory File and Budget file	NELL UP GOOTION
37	Feedback from stakeholders	Aveilable
38	Reason for new PG programmes	Incompleted
39	Profession al Societies	Jumplested
40	Healthy practices	Completed
41	Course Content	Completed

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$\textbf{DHANALAKSHMI\ \tilde{S}RINIVASAN\ COLLEGE\ OF\ ENGINEERING\ AND\ TECHNOLOGY,\ MAMALLAPURAM.}$

LIST OF FILES TO BE MAINTAINED IN ______DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Completed
2	Course File	Incompleted
3	MOU File	Available
4	Faculty Profile	Med uphatien
5	Senior Visiting Faculty File	Vodated.
6	Temporary Faculty File	Need updation
7	Technical and Administrative Staff File	Coursland
8	Ongoing/Completed Project File	Complated
9	Research and Development File	Available
10	Consultancy Services	usabled
11	Student Project File	Anscilable
12	Achievement / Participation file:	Completed
13	Association file - Symposium, Conference,	Need updation
14	Student Profile and Student Diversity	mailable
15	Classes for Competitive exams	Completed
16	Student progression File	Completed
17	Department Resources file	Completed
18	Welfare Schemes / Scholarship File	Vodated
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	inuplehod
20	IV and IPT file	completed
21	Class committee Meeting	Completed
22	Extension activities file	Codation
23	Vision, Mission, Quality policy:	Need Updation
24	Curriculum planning and Implementation File	Updated
25	Parents – Teachers meeting register	completed
26	Remedial class & Coaching class File	Completed
27	Library Resources File	Completed
28	Mini Project/Innovative Assignment File	Completed
29	Elective paper selection File	Completed
30	Bridge Course File	Completed
31	Anna University Correspondence File	Compoted.
32	Result Analysis File	Incompletes
33	Faculty Appraisal file	Updated
34	Academic & Personal Counseling File	Need updation
35	HOD - Faculty meeting Register	Avoilable
36	Laboratory File and Budget file	When updation
37.	Feedback from stakeholders	complexed
38	Reason for new PG programmes	Completed
39	Profession al Societies	
40	Healthy practices	In some loted
41	Course Content	Completed

AUDITOR

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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN ______ DEPARTMENT

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

AUDITOR

AUDITED DEPT. HEAD

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MAMALLAPURAM - 603 104 (Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ACADEMIC YEAR 2021-2022 (ODD SEM)

	LIBRARY MAINTANANCE	E 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

LIBRARIAN



Verified All tiles



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

MAMALLAPURAM - 603 104 (Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ACADEMIC YEAR 2021 – 2022 (ODD SEM)

FILES AVAILABLE IN PLACEMENT CELL

S.No	FILES	STATUS					
1	Training File	Proposal, Attendance, Feedback availab					
		for one training					
2	Offer Letter	Updation Required					
3	Mail Correspondence	Updation Required					
4	Resource File	Not Available					
5	Circular File	Updated					
6	Career guidance, Higher studies file	Updated					

Auditor

Placement Officer

Principal





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

ACTION TAKEN REPORT ON ACADEMIC AUDIT - MAY 2021-22 AND IQAC REVIEW MEETING

	St St and	4 Pr Pe Se	3 AI	2 Re	1 Pe	S.NO P/
	Status of Proactive and corrective actions	Process Performance and Service Conformity	Alumni Association	Results of Audit	Pending points from previous IQAC review meeting	PARTICULAR
measures were	Issues and solutions for the quality	University results of April/May was discussed in detail	Arrange to conduct Alumni meet	Internal Audit conducted in May	NE	POINTS DISCUSSED
Cross	Periodic poulties be do se do	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	•	DECISION TAKEN
plan	Heads were given the authority to check 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	ı	REQUIRED
PRINCIPAL	HODs D.	Principal / HODs	Alumni Incharge & Placement Officer	Principal		RESPONSIBILITY
	Next IQAC meeting	Next IQAC meeting	Next IQAC meeting	Next IQAC meeting	t	TARGET DATE



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

				6
			for improvement	Recommendation
departments MECH,AERO, IT,MBA	the ·	accreditation to	NBA	Applying for
			the documents	Applying for Guidance for preparing Proper guidance
	activities	involve them in		
		7	to documents	by Verification
				f
				for Next IQAC meeting

ACTION TAKEN REPORT

AERO

- Students developed project models
- Organized activities for students beneficial.
- Planned and executed may technical enrichment programmes

CSE

- Faculty publication were improved.
- Arranged guest lectures for result pulling papers.





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

T & MCA

- Departmental activities were properly executed as per planned.
- Innovative projects were explored.
- IT department prepared for NBA Accreditation.



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

MBA

- Various enrichment programmes were conducted.
- Improvement in result was marked.
- Department is planned to apply for NBA accreditation.

S&H

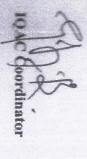
LIBRARY

Communication skill development was given.

More concentration on Maths and Engineering graphics were given.

Special coaching for Hostellers were initiated and implemented

- Usage of library books.
- Usage of online journals were increased.
- Number of library users and journal assessing were remarkably increased.





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DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY MAMALLAPURAM - 603 104

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ACADEMIC YEAR 2021-2022 (EVEN SEM)

FILES AVAILABLE IN EXAM CELL

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

Exam Cell Incharge







DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

MAMALLAPURAM - 603 104

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ACADEMIC YEAR 2021 – 2022 (EVEN SEM)

FILES AVAILABLE IN PLACEMENT CELL

S.No	FILES	STATUS
1	PLACEMENT TRAINING FILE	AVAILABLE
2	OFFER LETTER	UPDATION REQUIRED
3	MAIL CORRESPONDENCE	UPDATION REQUIRED
4	RESOURCE FILE	UPDATION REQUIRED
5	CIRCULAR FILE	UPDATED
6	CAREER GUIDANCE , HIGHER STUDIES FILE	UPDATED

Placement Officer



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY MAMALLAPURAM - 603 104

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ACADEMIC YEAR 2021-2022 (ODD SEM)

FILES AVAILABLE IN EXAM CELL

S.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)	Updated
4	Internal assessment file	Updated
5	Circular file	Updated
6	University result analysis file for all the department	Updated
7	University exam committee file	Updated
8	Internal assessment question paper file	Updated

Auditor

Exam Cell Incharge

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

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Status of Proactive and corrective actions	Process Performance and Service Conformity	Alumni Association	Results of Audit	Pending points from previous IQAC review meeting	PARTICULAR
Issues and solutions for the quality measures were discussed by the control of th	University results of April/May was discussed in detail	Arrange to conduct Alumni meet	Internal Audit conducted in May	Nii	POINTS DISCUSSED
across the issues need to be done	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		DECISION TAKEN
Heads were given the authority to check for the action plan	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	-	ACTION REQUIRED
ion PRINCIPAL PR	Principal / HODs	Alumni Incharge & Placement Officer	Principal		RESPONSIBILITY
Next IQAC meeting	Next IQAC meeting	Next IQAC meeting	Next IQAC meeting		TARGET DATE



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

ACTION TAKEN REPORT

AERO

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

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ECE

- Few faculty members have published paper in the reputed journals
- Encouraged students to publish papers in journals.
- Placement reached its hike as 95%.

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- Industrial visit to substation was arranged.
- Research papers were prepared by the faculty.
- More students participation in webinars and online quizzes were conducted.

MECHANICAL

- Department is planned to apply for NBA accreditation.
- Research papers on high quality is published.

CIVIL

- Association activities were improved.
- Students went for industrial visit.





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MBA

- Various enrichment programmes were conducted.
- Improvement in result was marked.
- Department is planned to apply for NBA accreditation.

S&H

LIBRARY

Communication skill development was given.

More concentration on Maths and Engineering graphics were given.

Special coaching for Hostellers were initiated and implemented

- Usage of library books.
- Usage of online journals were increased.
- Number of library users and journal assessing were remarkably increased.







