



DHANALAKSHMI SRINIVASAN
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 / ROAD	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.


Principal


Distribution:-

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

HODs-

**CSE/IT/EC/EEE/GE/MECH/AERO/CIVIL/MBA/MCA/IQAC/NBACORDINATOR/PLACEMENT
CELL/EXAM CELL/LIBRARIAN/HOSTEL WARDENS/NOTICE BOARDs.**



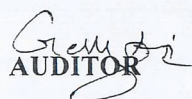

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104

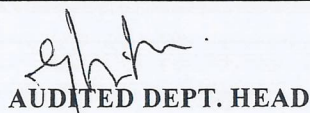


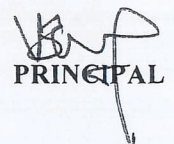
DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN IT DEPARTMENT


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


AUDITOR


AUDITED DEPT. HEAD


PRINCIPAL




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




LIST OF FILES TO BE MAINTAINED IN AERONAUTICAL DEPARTMENT


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


AUDITOR


AUDITED DEPT. HEAD


PRINCIPAL



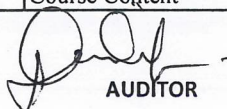

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104

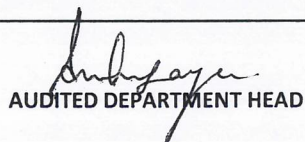
Dept. of Mech.

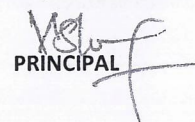
DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN THE DEPARTMENT

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


AUDITOR


AUDITED DEPARTMENT HEAD


PRINCIPAL




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

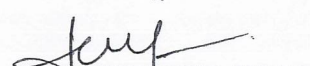


DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN MBA DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Updated
2	Course File	Available
3	MOU File	updated
4	Faculty Profile	Not updated
5	Senior Visiting Faculty File	Available
6	Temporary Faculty File	Not available
7	Technical and Administrative Staff File	Completed
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:	Need updated
13	Association file - Symposium, Conference,	Available
14	Student Profile and Student Diversity	not available
15	Classes for Competitive exams	Not available
16	Student progression File	Available
17	Department Resources file	Completed
18	Welfare Schemes / Scholarship File	updated
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	Need updation
25	Parents – Teachers meeting register	Completed
26	Remedial class & Coaching class File	Completed
27	Library Resources File	Updated
28	Mini Project/Innovative Assignment File	Not updated
29	Elective paper selection File	Completed
30	Bridge Course File	Updated
31	Anna University Correspondence File	updated
32	Result Analysis File	Need updation
33	Faculty Appraisal file	Updated
34	Academic & Personal Counseling File	Completed
35	HOD - Faculty meeting Register	updated
36	Laboratory File and Budget file	updated
37	Feedback from stakeholders	Need updation
38	Reason for new PG programmes	In completed
39	Professional Societies	Need updation
40	Healthy practices	Completed
41	Course Content	completed


AUDITOR


AUDITED DEPT. HEAD


PRINCIPAL




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



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN ECE DEPARTMENT

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

AUDITOR

AUDITED DEPT. HEAD

PRINCIPAL



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

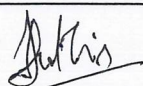


DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN AGRICULTURE DEPARTMENT


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


AUDITOR


AUDITED DEPT. HEAD


PRINCIPAL




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



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN CIVIL DEPARTMENT

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


AUDITOR


AUDITED DEPT. HEAD


PRINCIPAL




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



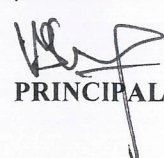
DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN Food DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Completed
2	Course File	In completed
3	MOU File	Available
4	Faculty Profile	Need updation
5	Senior Visiting Faculty File	Updated
6	Temporary Faculty File	Need updation
7	Technical and Administrative Staff File	Completed
8	Ongoing/Completed Project File	Completed
9	Research and Development File	Available
10	Consultancy Services	Updated
11	Student Project File	Available
12	Achievement / Participation file:	Completed
13	Association file - Symposium, Conference,	Need updation
14	Student Profile and Student Diversity	Available
15	Classes for Competitive exams	Completed
16	Student progression File	Completed
17	Department Resources file	Completed
18	Welfare Schemes / Scholarship File	Updated
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	Completed
20	IV and IPT file	Completed
21	Class committee Meeting	Completed
22	Extension activities file	Updation
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	Completed
32	Result Analysis File	In completed
33	Faculty Appraisal file	Updated
34	Academic & Personal Counseling File	Need updation
35	HOD - Faculty meeting Register	Available
36	Laboratory File and Budget file	Need updation
37	Feedback from stakeholders	Completed
38	Reason for new PG programmes	Completed
39	Professional Societies	Completed
40	Healthy practices	In completed
41	Course Content	Completed


AUDITOR


AUDITED DEPT. HEAD


PRINCIPAL




PRINCIPAL

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



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY, MAMALLAPURAM.

LIST OF FILES TO BE MAINTAINED IN CSE DEPARTMENT

S.NO	FILE LIST	STATUS
1	Approval and Certification File	Completed
2	Course File	Available
3	MOU File	Not - Completed
4	Faculty Profile	Need updation
5	Senior Visiting Faculty File	Available
6	Temporary Faculty File	Completed
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	Available
17	Department Resources file	Need updation
18	Welfare Schemes / Scholarship File	Available
19	Value added Course/Enrichment Course/Guest Lecture (Conducted by	Available
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	Available
28	Mini Project/Innovative Assignment File	Completed
29	Elective paper selection File	Completed
30	Bridge Course File	Completed
31	Anna University Correspondence File	Completed
32	Result Analysis File	Completed
33	Faculty Appraisal file	Available
34	Academic & Personal Counseling File	Incompleted
35	HOD - Faculty meeting Register	Need Updation
36	Laboratory File and Budget file	Completed
37	Feedback from stakeholders	Available
38	Reason for new PG programmes	Completed
39	Professional Societies	Completed
40	Healthy practices	Completed
41	Course Content	Available
		Completed

AUDITOR

AUDITED DEPT. HEAD

PRINCIPAL



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



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)

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY		
LIBRARY MAINTANANCE 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



PRINCIPAL

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

Verified All files
Dr. Vidya
HOD



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

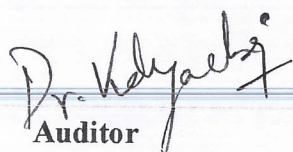
MAMALLAPURAM – 603 104

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

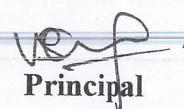
ACADEMIC YEAR 2021 – 2022 (ODD SEM)

FILES AVAILABLE IN PLACEMENT CELL


S.No	FILES	STATUS
1	Training File	Proposal, Attendance, Feedback available 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

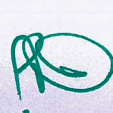



PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104



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

ACTION TAKEN REPORT ON ACADEMIC AUDIT - MAY 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 meeting across all issues need to be done	Heads were given the authority to check for the action plan	HODs 	Next IQAC meeting



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



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

6	Recommendation for improvement	Applying for NBA accreditation to the departments MECH, AERO, IT, MBA	Guidance for preparing the documents	Proper guidance by the faculty involve them in activities	Verification to documents	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.

IT & MCA

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



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



**DHANALAKSHMI SRINIVASAN
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


- Special coaching for Hostellers were initiated and implemented
- More concentration on Maths and Engineering graphics were given.
- Communication skill development was given.

LIBRARY

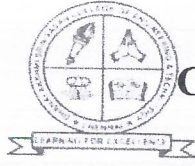
- Usage of library books.
- Usage of online journals were increased.
- Number of library users and journal assessing were remarkably increased.


IAC Coordinator




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


Principal



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

MAMALLAPURAM – 603 104


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

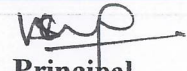
ACADEMIC YEAR 2021-2022 (EVEN SEM)

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


Auditor


Exam Cell Incharge


Principal




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



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


Auditor


Placement Officer


Principal




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



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

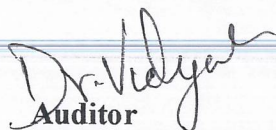
MAMALLAPURAM – 603 104

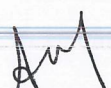
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

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

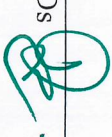


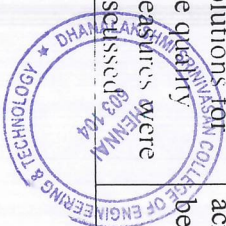

PRINCIPAL
Dhanalakshmi Srinivasan
College of Engineering & Technology
ECR, Mamallapuram, Chennai - 603 104



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





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


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

ACTION TAKEN REPORT

AERO

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




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



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

ECE

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

EEE

- 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.



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



**DHANALAKSHMI SRINIVASAN
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

- Special coaching for Hostellers were initiated and implemented
- More concentration on Maths and Engineering graphics were given.
- Communication skill development was given.

LIBRARY

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


IQAC Coordinator






Principal