



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

ANGUCHETTPALAYAM, PANRUTI – 607 106.

## INTERNAL QUALITY ASSURANCE CELL

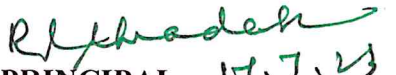
### CIRCULAR

**CIR. No.: SANCET/IQAC/2023-24/CIR/01**

**Date: 17. 07. 2023**

The Internal Quality Assurance Cell (IQAC) meeting will be arranged on 21. 07. 2023 at 10.00 AM in the Board Room. The members of the cell are requested to attend in order to improve quality of SANCET.

  
IQAC CO-ORDINATOR 17/7/23

  
PRINCIPAL 17.7.23  
**Dr.R.AROKIADASS, M.E., Ph.D.,**  
Principal,  
St.Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.

#### Copy to:

1. Dr. Sr. T. Nirmala
2. Mr. V.C. Eugin Martin Raj
3. Mr. P. Joseph Antony Raj
4. Sr. Lilly
5. Mr. S. Balabasker
6. Mr. S. Manavalan
7. Mr. K. Rackesh Jawaher
8. Sr. A. Punitha Jilt
9. Mr. V. Prakash
10. Dr. D. Ommurugadhasan
11. Mr. N. Syed Mubarak
12. Mr. K. Rajendran
13. Sr. Praislin
14. Mr. S. Daniel
15. Mr. M. Athithan



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## Internal Quality Assurance Cell

### Minutes of Meeting

<b>Committee Name:</b> Internal Quality Assurance Cell	<b>Meeting No:</b> I
<b>Meeting Date:</b> 21. 07. 2023 - 10.00 AM	<b>Venue:</b> Board Room
<b>Members Present</b>	
<b>Name</b>	<b>Designation</b>
Dr. R. Arokiadass	Principal
Dr. Sr. S. Anita	Asso. Prof, & Head/ECE
Mr. V.C. Eugin Martin Raj	Head / EEE
Sr. Lilly	Administrative Officer
Mr. P. Joseph Antony Raj	Senior Assistant
Sr. Praislin	System Administrator
Mr. S. Balabasker	Assistant Professor / ECE
Mr. S. Manavalan	Assistant Professor & Head / CSE
Mr. K. Rackesh Jawaher	Assistant Professor /S & H
Sr. Punitha Jilt	Vice Principal & Asst. Professor / CSE
Mr. V. Prakash	Asst. Professor/ Maths
Dr. D. Ommurugadhasan	Professor & HoD / MECH.
Mr. N. Syed Mubarak	Asst. Professor & HoD / S & H
Dr. Sr. T. Nirmala	Secretary
Mr. K. Rajendran	Chairman, Panruti
Mr. S. Daniel	Local Society and Alumni
Mr. M. Athithan	Senior Production Engineer, TVS Sundaram Fasteners

#### Highlights:

1. Curricular Aspects
2. Teaching - Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Students' achievements
7. Institutional activities



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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

## Action Items

Codes: A- Action

C- Comment

D- Decision

R- Recommendation

S. No.	Code	Description	Responsibility
1.	A	<p>Minutes of the previous meeting has been presented by IQAC Co-ordinator.</p> <p>She introduced as new members of IQAC to the team members.</p> <p>Mr. V.C. Eugin Martin Raj- Co-coordinator</p> <p>Mr. V. Prakash - Teacher</p> <p>Mr. S. Manavalan - Teacher</p> <p>NAAC Pear team visit is scheduled on 17<sup>th</sup> and 18<sup>th</sup> August 2023.</p>	Dr. Sr. S. Anita, Prof./Head
2.	R	<p><b>Curricular Aspects</b></p> <p>Each department must plan for the summer internships to the third and final year students during semester holiday.</p> <p>The internal components of the assessment are planned for the 2021 regulations. The components are assignments, miniprojects, seminar and case study. Each component carries 10 marks.</p> <p>Based on the employer feedback, a new course namely Computer Science Engineering (Artificial Intelligence and Machine Learning) is proposed by the industrialist for the academic year 2022-2023.</p>	Mr. S. Balabasker, Asst. Professor/ECE
	A	Reopening date for the academic year 2023-2023 is on 24 <sup>th</sup> August 2023.	
3.	A	<p><b>Teaching – Learning process</b></p> <p>A guest lecture programme is planned by the department of science and humanities on “Thamilarum thozhilnutpamum” from 05. 07.2023 to 07. 07.2023 to</p>	Mr. S. Manavalan Asst. Professor
	R	HoDs are insisted to adopt an innovative student centric method in teaching learning process.	
4.	R	<p><b>Research, Innovations and Extension</b></p> <p>Faculty members are insisted to undergo research and publish their research work in an indexed journal.</p>	Mr. Rakesh Jawahar Asst. Professor
	A	Mr. Saravanan and Sr. A. Josephine Mary, Asst. Professor/Mechanical have registered Ph.D. in Anna University and NIT, Trichy from 2023-2024.	
5.	D	<p><b>Infrastructure and Learning Resources</b></p> <p>The committee insists to design the placement and alumni portal in CEEMS Enterprise resource planning (ERP) as early as possible.</p>	Sr. A. Punitha Jilt, Vice Principal, Asst. Professor



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		Faculty appraisal form is collected from the staff through CEEMS ERP for 2022-2023.	
	A	Language laboratory has been utilized by all students to enhance the communication skills. Hours must be allotted for each student in the timetable.	
6.	C	<b>Student Support and Progression</b> Committee has insisted that the training and Placement Coordinator has to prepare the training plan for all the students from first year. The suggestion is given by the committee to promote student support system like conducting training programme on cracking government exams.	Mr. V. Prakash, Asst. Professor/S&H
7.	C	<b>Students and Staff Achievements</b> Each department must apply for students' project fund for every year.	Dr. D. Ommurugadhasan, Professor/ Mech.
	A	Faculty orientation programme on “ <b>Role of teachers in the 21<sup>st</sup> Century</b> ” is planned for teaching staff on 5 <sup>th</sup> August 2023.	
9	C	<b>Institutional activities</b> CEEMS ERP tool has been updated in all aspects of the students and staff. And it is integrated with the administration, teaching and learning, evaluation, and student support.	Dr. S. Anita, IQAC coordinator
10	D	The incubation centres are named as follows. <b>CSE:</b> Adventures Hub <b>EEE:</b> Primordial Techies <b>ECE:</b> Electropark <b>Mechanical:</b> Mechmakers lab	Dr. S. Anita, IQAC coordinator

  
IQAC CO-ORDINATOR

  
PRINCIPAL

Dr. R. AROKIADASS, M.E., Ph.D.,  
Principal,  
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## INTERNAL QUALITY ASSURANCE CELL

### ATTENDANCE SHEET

S. NO.	NAME	SIGNATURE
1.	Dr. R. Arokiadass	
2.	Dr. Sr. S. Anita	
3.	Mr. V. C. Eugin Martin Raj	
4.	Sr. Lilly	
5.	Mr. P. Joseph Antony Raj	
6.	Sr. Praislin	
7.	Mr. S. Balabasker	
8.	Mr. S. Manavalan	
9.	Mr. K. Rackesh Jawaher	
10.	Sr. A. Punitha Jilt	
11.	Mr. V. Prakash	
12.	Dr. D. Ommurugadhasan	
13.	Mr. N. Syed Mubarak	
14.	Dr. Sr. T. Nirmala	
15.	Mr. K. Rajendran	
16.	Mr. S. Daniel	
17.	Mr. M. Athithan	



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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### CIRCULAR

**CIR. No: SANCET/IQAC/2023-24/CIR/02**

**Date:20.11.2023**

The Internal Quality Assurance Cell (IQAC) meeting will be arranged on 21.11.2023 at 10.00 AM in the board Room. The members of the cell are requested to attend in order to improve quality of SANCET.

*Sr. L. Lilly*  
20/11/2023  
IQAC CO-ORDINATOR

*R. Aronkiadass*  
20/11/23  
PRINCIPAL

Dr. R. ARONKIADASS, M.E., Ph.D.,  
Principal,  
St. Anne's College of Engineering & Technology,  
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9. Dr. D. Ommurugadhasan
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### Minutes of Meeting

<b>Committee Name:</b> Internal Quality Assurance Cell	<b>Meeting No:</b> II
<b>Meeting Date:</b> 21. 11. 2023 - 10.00 AM	<b>Venue:</b> Board Room
<b>Members Present</b>	
<b>Name</b>	<b>Designation</b>
Dr. R. Arokiadass	Principal
Dr. Sr. S. Anita	Professor & HOD/ECE
Sr. L. Lilly	Administrative Officer
Mr. P. Joseph Antony Raj	Senior Assistant
Sr. Jaya Praislin	System Administrator
Mr. S. Balabasker	Assistant Professor / ECE
Mr. K. Rackesh Jawaher	Assistant Professor / S & H
Sr. Punitha Jilt	Vice Principal & Asst. Professor / CSE
Dr. D. Ommurugadhasan	Professor & HoD / MECH.
Mr. N. Syed Mubarak	Asst. Professor & HoD / S & H
Dr. Sr. T. Nirmala	Secretary
Mr. K. Rajendran	Chairman, Panruti
Mr. S. Daniel	Local Society and Alumni
Mr. M. Athithan	Senior Production Engineer, TVS Sundaram Fasteners

#### Highlights:

1. Curricular Aspects
2. Teaching - Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
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### Action Items:

Codes: A- Action

C- Comment

D- Decision

R- Recommendation

S. No.	Code	Description	Responsibility
1.	A	Minutes of the previous meeting has been presented by IQAC Co-ordinator  1. NAAC Peer team Visit is held on 17-18 August 2023 and our SANCET secures 2.75 points & B <sup>+</sup> Grade  2. Team has congratulated all the IQAC Co-ordinators and all members of IQAC	Dr. Sr. S. Anita
2.	A	<b>Curricular Aspects: Activities</b> The first-year classes commence on 25 <sup>th</sup> September 2023 with the additional course namely Computer science Engineering (Artificial Intelligence & Machine learning) with the intake of 60	Mr. S. Balabasker, Asst. Professor
3.	A	<b>Teaching – Learning process</b> 1. Innovative Teaching Learning methods has to be adopted to improve the AU Results. 2. All the Events which are planned in the Planning monitoring committee has to be conducted as per the schedule. 3. State level Idea contest was conducted on 6.10.2023 by the department of ECE. In the Inauguration A Guest Lecture is planned on “An Employability Skills” by ATAL Incubation centre Pondicherry University, Pondicherry.	Mr. S. Manavalan, Asst. Professor
4.	A	<b>Research, Innovations and Extension</b> 1. Internal Smart India Hackathon is conducted on 27 <sup>th</sup> September 2023 at Research and development cell by Institute Innovation Council Totally 34 teams are participated and 19 teams are nominated for the National Smart India Hackathon 2023. 2. Faculty members are Insisted to Publish the papers in the reputed Journals.	Mr. Rakesh Jawahar Asst. Professor



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5.	D	<b>Infrastructure and Learning Resources</b> Smart boards & Incubation centres are used regularly and properly to promote the students in to studies	Sr. A. Punitha Jilt, Vice Principal, Asst. Professor
6.	C	<b>Student Support and Progression</b> 1. The Committee has insisted that the Alumni Support must be improved in order to advertise our SANCET 2. Students who got Scholarship must Study well and get pass in all the subjects.	Mr. V. Prakash Asst. Professor
7.	C	Faculty members are Insisted to attend universal human values I course conducted by AICTE. The faculty has to attend two weeks Faculty development program to meet the requirement of AICTE.	Dr. D. Ommurugadhasan, Professor
8.	R	<b>Institutional activities</b> The committee insisted to organised Incubation activities regularly	Dr. S. Anita, IQAC Coordinator

  
IQAC CO-ORDINATOR

  
PRINCIPAL

Dr. R. AROKIADASS, M.E., Ph.D.,  
Principal,  
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## INTERNAL QUALITY ASSURANCE CELL

### ATTENDANCE SHEET

S. NO.	NAME	SIGNATURE
1.	Dr. R. Arokiadass	R. Arokiadass
2.	Dr. Sr. S. Anita	Sr. S. Anita
3.	Sr. L. Lilly	Sr. Lilly
4.	Mr. P. Joseph Antony Raj	P. J. Antony Raj
5.	Sr. Jaya Praislin	Sr. Praislin
6.	Mr. S. Balabasker	S. Balabasker
7.	Mr. K. Rackesh Jawaher	K. Rackesh Jawaher
8.	Sr. Punitha Jilt	Sr. Punitha Jilt
9.	Dr. D. Ommurugadhasan	D. Ommurugadhasan
10.	Mr. N. Syed Mubarak	N. Syed Mubarak
11.	Dr. Sr. T. Nirmala	Dr. Sr. T. Nirmala
12.	Mr. K. Rajendran	K. Rajendran
13.	Mr. S. Daniel	S. Daniel
14.	Mr. M. Athithan	M. Athithan



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### INTERNAL QUALITY ASSURANCE CELL (IQAC)


#### CIRCULAR

CIR. No: SANCET/IQAC/2023-24/CIR/03

Date: 05.02.2024

The Internal Quality Assurance Cell (IQAC) meeting will be arranged on 06.02.2024 at 10.00 AM in the board Room. The members of the cell are requested to attend in order to improve quality of SANCET.

  
IQAC CO-ORDINATOR

  
PRINCIPAL  
Dr.R.AROKIADASS, M.E., Ph.D.,  
Principal,  
St.Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
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#### Copy to:

1. Dr. Sr. T. Nirmala
2. Sr. L. Deepa
3. Mrs. K. Devi
4. Mr. S. Balabasker
5. Mr. S. Durai Raj
6. Mr. J. Ramesh
7. Sr. A. Punitha Jilt
8. Mr. S. Manavalan
9. Mr. P. Murugan
10. Mr. N. Syed Mubarak
11. Mr. K. Rajendran
12. Sr. Jaya Praislin
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### Minutes of Meeting

<b>Committee Name:</b> Internal Quality Assurance Cell	<b>Meeting No:</b> III
<b>Meeting Date:</b> 06. 02. 2024 - 10.00 AM	<b>Venue:</b> Board Room
<b>Members Present</b>	
<b>Name</b>	<b>Designation</b>
Dr. R. Arokiadass	Principal
Dr. Sr. S. Anita	Professor & HOD/ECE
Sr. L. Deepa	Administrative Officer
Mrs. K. Devi	Senior Assistant
Sr. Jaya Praislin	System Administrator
Mr. S. Balabasker	Assistant Professor / ECE
Mr. S. Durairaj	Assistant Professor / ECE
Mr. J. Ramesh	Assistant Professor / EEE
Sr. A. Punitha Jilt	Vice Principal & Asst. Professor / CSE
Mr. S. Manavalan	Asst. Professor / CSE
Mr. P. Murugan	Assistant Professor / MECH
Mr. N. Syed Mubarak	Asst. Professor / S & H
Dr. Sr. T. Nirmala	Secretary
Mr. K. Rajendran	Chairman, Panruti
Mr. S. Daniel	Local Society and Alumni
Mr. M. Athithan	Senior Production Engineer, TVS Sundaram Fasteners

#### Highlights:

1. Curricular Aspects
2. Teaching - Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
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### Action Items:

Codes: A- Action

C- Comment

D- Decision

R- Recommendation

S. No.	Code	Description	Responsibility
1.	A	<p>Minutes of the previous meeting has been presented by IQAC Co-ordinator</p> <ol style="list-style-type: none"><li>1. An orientation program on the "Role of Teachers in the 21st Century" was conducted on 05.08.2023 for teaching staff members to enhance the teaching method.</li><li>2. A training program on "Assessment Rubrics" was conducted on 16.09.2023 for all faculty members to encourage them to know about the rubrics for internal marks.</li><li>3. Five faculty members will be attending a workshop on "Implementation outcome-based education (OBE) in higher education" conducted by IQAC-Loyola-ICAM College of Engineering and Technology, Chennai, under the MoU on 23.02.2024 to have a better understanding about CO PO attainment.</li><li>4. IQAC will be conducting an auditor training program on academic audit-I on 12th March 2024.</li><li>5. The internal audit will be held on 15th and 16th March 2024 to enhance the quality of each department.</li></ol>	Dr. S. Anita, IQAC Co-ordinator
2.	A	<p><b>Curricular Aspects: Activities</b></p> <ol style="list-style-type: none"><li>1. The second and final year classes commence on 18.01.2024 with value-added courses for all department.</li></ol>	Mr. S. Balabasker Asst. Professor



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		<ol style="list-style-type: none"><li>2. Third-year classes will commence on 28.02.2024 with value-added courses for all department.</li><li>3. The First-year classes will commence on 04.03.2024 with value-added courses for all department.</li><li>4. The team insisted the final year project will be completed based on the problem statement of Niral Thiruvizha.</li></ol>	
	R	<ol style="list-style-type: none"><li>5. During the semester holidays, the heads of each department has arranged internships for third- and final-year students.</li></ol>	
3.	A	<p><b>Teaching – Learning process</b></p> <ol style="list-style-type: none"><li>1. A national-level idea contest was organized by the department of Electronics and Communication Engineering on 06.10.2023 to improve the innovation among the students.</li><li>2. The central library has planned to organize the program “Know Your Library” on 02.04.2024 to introduce the library facilities, resources, services, and library techniques to the users.</li><li>3. For first year students CIA I &amp; CIA II scheduled on 24.04.2024 &amp; 03.06.2024.</li><li>4. For III and IV Students CIA I scheduled on 11.03.2024 and CIA II scheduled on 24.04.2024.</li><li>5. The team insisted to improve the student activities based on the experiential learning, participative learning and problem-solving methodology.</li></ol>	Mr. S. Durai Raj, Asst. Professor



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4.	A	<p><b>Research, Innovations and Extension</b></p> <ol style="list-style-type: none"><li>1. EDC has planned to conduct an entrepreneurship awareness program associated with the Government of India, Ministry of Micro, Small, and Medium Enterprises (MSME)-Development and Facilitation Office (DFO) on 27.02.2024 to educate the youth and farmers towards self-employment.</li><li>2. An awareness rally on National Science Day is planned to be conducted on 28.02.2024.</li><li>3. The EDC and IIC in association with the Tamil Nadu State Council for Science and Technology (TNSCT) Government of Tamil Nadu has planned to organize National Science Day and Mathematics Day on 29.02.2024 &amp; 01.03.2024 with the grant of Rs. 1 lakh.</li><li>4. The 7<sup>th</sup> national conference on “Advancements in Engineering, Science, and Technology 2024” (NCAEST’24) is planned to be conducted on 02.05.2024.</li><li>5. Naan Mudhalvaan organized Niral Thiruvizha 2024 for all over Tamil Nadu. Three teams of our students' projects have been selected and granted Rs. 30,000 in the Department of Computer Science and Engineering and Electronics and Communication Engineering.</li><li>6. Four faculty members have published the papers in the reputed journals.</li><li>7. International Women’s Day is planned to be celebrated on 07.03.2024.</li><li>8. NSS has planned to conduct a special camp regarding youth participation in social work at</li></ol>	Mr. J. Ramesh Asst. Professor
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		Anguchettypalayam from 22.03.2024 to 28.03.2024.	
5.	D	<b>Infrastructure and Learning Resources</b> <ol style="list-style-type: none"><li>1. SANCET has purchased 30 computers with i7 configurations and 15 with i9 configurations.</li><li>2. Library has purchased 60 journals with magazines: 12 from each department in the month of January.</li></ol>	Sr. A. Punitha Jilt, Vice Principal, Asst. Professor
6.	C	<b>Student Support and Progression</b> <ol style="list-style-type: none"><li>1. A State-Zonal level sports meet has been organized in SANCET on 23.10.2023. Out of 9 teams, our students have won third prize in kho-kho.</li><li>2. An alumni meet was conducted on 13.12.2023 to enhance the institutional relationship among the graduates.</li><li>3. The committee has insisted students participate in more events outside the college.</li><li>4. The class mentor has to counselling the students regularly to develop their personality.</li><li>5. Students who got freeships must study well and get passes in all the subjects.</li><li>6. The career guidance training and placement cell has arranged a campus interview at our college for final-year students. 122 students have been placed in various reputed companies.</li><li>7. The management has decided to provide freeships for 353 students with the amount of 73.85 lakhs to exempt students from paying tuition fees and bus fees.</li></ol>	Mr. S. Manavalan Asst. Professor



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7.	C	<b>Student and Staff Achievements</b> 1. Four faculty members have attended the Faculty Development Program for Naan Mudhalvaan offline with the financial support of management.	Mr. P. Murugan, Asst. Professor
8.	R	<b>Institutional activities</b> 1. The committee insisted whether the activities schedule is conducted as per the academic plan.	Dr. S. Anita, IQAC Co-ordinator

*Se. H. P. 7/2/2024*  
IQAC CO-ORDINATOR

*R. Arokiasami 7/2/24*  
PRINCIPAL

Dr. R. AROKIASAMI, M.E., Ph.D.,  
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### INTERNAL QUALITY ASSURANCE CELL

### ATTENDANCE SHEET

S. NO.	NAME	SIGNATURE
1.	Dr. R. Arokiadass	<i>R. Arokiadass</i>
2.	Dr. Sr. S. Anita	<i>Sr. S. Anita</i>
3.	Sr. L. Deepa	<i>Sr. Deepa</i>
4.	Mrs. K. Devi	<i>K. Devi</i>
5.	Sr. Jaya Praislin	<i>Sr. Jaya</i>
6.	Mr. S. Balabasker	<i>S. Balabasker</i>
7.	Mr. S. Durairaj	<i>S. Durairaj</i>
8.	Mr. J. Ramesh	<i>J. Ramesh</i>
9.	Sr. A. Punitha Jilt	<i>Sr. A. Punitha Jilt</i>
10.	Mr. S. Manavalan	<i>S. Manavalan</i>
11.	Mr. P. Murugan	<i>P. Murugan</i>
12.	Mr. N. Syed Mubarak	<i>N. Syed Mubarak</i>
13.	Dr. Sr. T. Nirmala	<i>Dr. Sr. T. Nirmala</i>
14.	Mr. K. Rajendran	<i>K. Rajendran</i>
15.	Mr. S. Daniel	<i>S. Daniel</i>
16.	Mr. M. Athithan	<i>M. Athithan</i>



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

**CIR. No: SANCET/IQAC/2023-24/CIR/04**

**Date: 06.06.2024**

The Internal Quality Assurance Cell (IQAC) meeting will be arranged on 07.06.2024 at 10.00 AM in the board Room. The members of the cell are requested to attend in order to improve quality of SANCET

*S. K. S. 6/6/2024*  
IQAC CO-ORDINATOR

*R. Arukiadass*  
PRINCIPAL *b.b.24*

**Dr.R.AROKIADASS, M.E., Ph.D.,**  
Principal,  
St.Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.

### Copy to:

1. Dr. Sr. T. Nirmala
2. Sr. L. Deepa
3. Mrs. K. Devi
4. Mr. S. Balabasker
5. Mr. S. Durai Raj
6. Mr. J.Ramesh
7. Sr. A. Punitha Jilt
8. Mr. S. Manavalan
9. Mr. P. Murugan
10. Mr. N. Syed Mubarak
11. Mr. K. Rajendran
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## Minutes of Meeting

<b>Committee Name:</b> Internal Quality Assurance Cell	<b>Meeting No:</b> IV
<b>Meeting Date:</b> 07. 06. 2024 - 10.00 AM	<b>Venue:</b> Board Room
<b>Members Present</b>	
<b>Name</b>	<b>Designation</b>
Dr. R. Arokiadass	Principal
Dr. Sr. S. Anita	Professor & HOD/ECE
Sr. L. Deepa	Administrative Officer
Mrs. K. Devi	Senior Assistant
Sr. Jaya Praislin	System Administrator
Mr. S. Balabasker	Assistant Professor / ECE
Mr. S. Durairaj	Assistant Professor / ECE
Mr. J. Ramesh	Assistant Professor / EEE
Sr. A. Punitha Jilt	Vice Principal & Asst. Professor / CSE
Mr. S. Manavalan	Asst. Professor / CSE
Mr. P. Murugan	Assistant Professor / MECH
Mr. N. Syed Mubarak	Asst. Professor / S & H
Dr. Sr. T. Nirmala	Secretary
Mr. K. Rajendran	Chairman, Panruti
Mr. S. Daniel	Local Society and Alumni
Mr. M. Athithan	Senior Production Engineer, TVS Sundaram Fasteners

### Highlights:

1. Curricular Aspects
2. Teaching - Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Students' achievements
7. Institutional activities



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### Action Items:

Codes: A- Action

C- Comment

D- Decision

R- Recommendation

S. No.	Code	Description	Responsibility
1.	A	<p>Minutes of the previous meeting has been presented by IQAC Co-ordinator</p> <ol style="list-style-type: none"><li>1. Orientation program on implementing outcome-based education in HES - Efficient question paper setting conducted on 28.02.2024.</li><li>2. Webinar on institutional preparedness for learning outcomes conducted on 28.03.2024. conducted by Master soft.</li><li>3. Training program on computer skills for non-teaching staff conducted on 06.04.2024.</li><li>4. IQAC has planned to conduct an orientation program on implementing outcome-based education (OBE) in the higher education system on 14.06.2024.</li><li>5. The Academic Evaluation Meeting is scheduled for 25.06.2024 to review the achievements and results of various committees and departments.</li></ol>	Dr. S. Anita, IQAC Co-ordinator
2.	A	<p><b>Curricular Aspects: Activities</b></p> <ol style="list-style-type: none"><li>1. In the. academic year 2023-2024, 10 value-added courses were conducted (all departments), and 489 students participated to enhance their knowledge.</li><li>2. In the academic year 2023-2024, 17 students from CSE and 4 students from ECE went for internship training in reputed companies.</li></ol>	Mr. S. Balabasker, Asst. Professor



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S. No.	Code	Description	Responsibility
		<p>3. During the academic year 2023-2024 9 students from ECE and 3 students from EEE underwent implant training in the industries.</p> <p>4. Events for the next academic year are planned, and the calendar is also prepared for the same</p> <p>5. Feedback must be collected from all the stakeholders, such as students, staff, parents, alumni and employers, for the academic year.</p>	
3.	A	<p><b>Teaching – Learning process</b></p> <p>1. The central library has organized the “National Digital Library of India” on 21.05.2024 for all students to provide access to information, promote learning, and offer community services.</p>	Mr. S. Durai Raj, Asst. Professor
	R	<p>2. The CO-PO mapping for the academic year must be completed after publishing the Anna University Results.</p>	
4.	A	<p><b>Research, Innovations and Extension</b></p> <p>1. The EDC and IIC in association with the Tamil Nadu State Council for Science and Technology (TNSCT) Government of Tamil Nadu have organized National Science Day, and Mathematics Day on 29.02.2024 &amp; 01.03.2024 over 20 schools 1890 students were participated and three team won prize.</p> <p>2. The 7th national conference on “Advancements in Engineering, Science, and Technology 2024” (NCAEST’24) is organized on 02.05.2024, out of 121 papers 99 papers</p>	Mr. J. Ramesh, Asst. Professor



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S. No.	Code	Description	Responsibility
		were selected and recommended for the publications. 3. NSS has organized World Environment Day— Plastic Eradication on 06.06.2024.	
	R	4. Faculty members are insisted to publish the papers in the reputed journals.	
	D	5. NSS has planned to conduct yoga day on 21.06.2024.	
5.	D	<b>Infrastructure and Learning Resources</b> 1. Smart boards & incubation centre must be used regularly and properly to promote the student innovation.	Sr. A. Punitha Jilt, Vice Principal, Asst. Professor
6.	C	<b>Student Support and Progression</b> 1. The committee has insisted that the students have to perform well in sports to get more prizes. 2. The class mentor has to counsel the students regularly to develop their personality. 3. Students who got freeships must study well and get passes in all the subjects.	Mr. S. Manavalan, Asst. Professor
7.	C	<b>Student and Staff Achievements</b> 1. Faculty members insisted to publish papers and to attend AICTE-sponsored Faculty Development Program.	Mr. P. Murugan, Asst. Professor
8.	A	<b>Institutional activities</b> 1. “Intensive English Language Training,” a five-day’ workshop, is planned to be organized from 06.05.2024 to 10.05.2024 for first-year students to enhance their English communication skills.	Dr. S. Anita, IQAC Co-ordinator





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## INTERNAL QUALITY ASSURANCE CELL

### ATTENDANCE SHEET

S. NO.	NAME	SIGNATURE
1.	Dr. R. Arokiadass	
2.	Dr. Sr. S. Anita	
3.	Sr. L. Deepa	
4.	Mrs. K. Devi	
5.	Sr. Jaya Praislin	
6.	Mr. S. Balabasker	
7.	Mr. S. Durai Raj	
8.	Mr. J. Ramesh	
9.	Sr. A. Punitha Jilt	
10.	Mr. S. Manavalan	
11.	Mr. P. Murugan	
12.	Mr. N. Syed Mubarak	
13.	Dr. Sr. T. Nirmala	
14.	Mr. K. Rajendran	
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

2024-2025

CIR. No: SANCET/IQAC/2024- 25/CIR/03

Date: 28.08.2024

It is informed that the Academic Audit – II (Jan'24 – Apr'24) is originally scheduled for 29<sup>th</sup> August, 2024 has been postponed to 4<sup>th</sup> September, 2024 due to incomplete documentation. Hence all department heads are requested to ensure that all necessary documents are fully prepared and make available on the new audit date.

Please note that no further extension will be granted.

The schedule for the Audit is given as

S. No.	Date	Department to be visited
1	04.09.2024	Computer Science and Engineering
2		Electrical and Electronics Engineering
3		Electronics and Communication Engineering
4		Mechanical Engineering
5		Science and Humanities
6	05.09.2024	Library, Admin. Office, EDC Cell
7	06.09.2024	Carrier Guidance and Placement Cell & NSS

### Audit Team

- 1.Rev. Sr. Dr. B. J. Queensly Jeyanthi, Secretary
- 2.Dr. R. Arokiadass, Principal
- 3.Mr. K. Saravanan, IQAC Director
- 4.Mrs. T. Arthi, IQAC Co - Director

### Audit Process

- The Audit team visits the concern department, checks the document and interacts with faculties and students.
- The audit report will be prepared and shared to the department for corrective measures.
- Non-Confirmation Report (NCR) will be issued by the Auditors to the concern departments.
- Corrective measures of NCR will be authentication by IQAC.

*K. Saravanan*  
28/8/24  
IQAC Director

*S. Jeyanthi*  
28/8/24  
Dean of Excellence

*R. Arokiadass*  
28/8/24  
Principal

Copy to:

1. Secretary
2. Dean & Vice Principal
3. All HoDs
4. Administrative Officer
5. Library
6. File

**Dr. R. AROKIADASS, M.E., Ph.D**  
Principal,  
St. Anne's College of Engineering & Technolog  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110



# NON-CONFORMANCE REPORT

Date: 19.09.2024  
IQA No: IQA/

Department/Section: <i>Computer science Engineering</i>		NC Ref. No: IA-	
Details of Non-Conformity <i>Action taken report for feedback is not done.</i>			
Auditor Name:	Principal Dr. R. Arokiadass	Secretary Rev. Sr. Dr. B. J. Queensly Jeyanthi	Auditee Name: <i>Rev. Sr. A. Punitha Jilt</i>
Signature:	<i>R. Arokiadass</i>	<i>Rev. Sr. Dr. B. J. Queensly Jeyanthi</i>	Signature: <i>[Signature]</i>
Root cause <i>File in-charge have been relieved; therefore, the action is incomplete.</i>			
Correction done <i>Instructions have been given to the file in-charge to complete the work.</i>			
Corrective action taken <i>Action taken report has been completed and got signed by the Principal.</i>			
Recommended Date of Closing <i>04.10.2024</i>	Actual Date of Closing <i>04.10.2024</i>		Section Head Signature <i>[Signature]</i>
Verification results: <i>Report is verified.</i>			
Date: <i>04.10.24</i>	<i>R. Arokiadass 18.10.24</i>		<i>Rev. Sr. Dr. B. J. Queensly Jeyanthi</i> Auditor
Audit Closure Status: Closed/ Not-Closed			Date: <i>04.10.24</i>
<i>K. S. S. 04/10/2024</i> IQAC Director	<i>[Signature] 08/10/2024</i> Dean of Excellence	<i>R. Arokiadass 18.10.24</i> Principal	<i>Rev. Sr. Dr. B. J. Queensly Jeyanthi</i> Secretary



# NON-CONFORMANCE REPORT

Date: 19.09.2024

IQA No: IQA/

Department/Section: Electronics & communication Engg NC Ref. No: IA-

### Details of Non-Conformity

Filing should be done properly.

<b>Auditor Name:</b>	<b>Principal</b> Dr. R. Arokiadass	<b>Secretary</b> Rev. Sr. Dr. B. J. Queensly Jeyanthi	<b>Auditee Name:</b> A. Samathanapriya
<b>Signature:</b>			<b>Signature:</b> 

**Root cause**  
Due to the unavailability of files.

**Correction done**  
Instructed the file in-charge to complete the work.

**Corrective action taken**  
Each document is filed separately.

<b>Recommended Date of Closing</b> 04.10.2024	<b>Actual Date of Closing</b> 04.10.2024	<b>Section Head Signature</b> 
--	---	-----------------------------------

**Verification results:** Files are verified.

Date: 04.10.2024

Auditor

**Audit Closure Status:** Closed/ Not-Closed  Date: 04.10.24

IQAC Director

Dean of Excellence

Principal

Secretary



# NON-CONFORMANCE REPORT

Date: 19.09.2024

IQA No: IQA/

Department/Section: *Mechanical Engineering*

NC Ref. No: IA-

Details of Non-Conformity

*Action taken report for feedback is not done.*

Auditor Name:

Principal

Secretary

Auditee Name:

Dr. R. Arokiadass

Rev. Sr. Dr. B. J. Queensly Jeyanthi

K. SHANMUGA ELANGU

Signature:

*R. Arokiadass*

*Dr. B. J. Queensly Jeyanthi*

Signature:

*K. Shanmuga Elangu*

Root cause

*Faculties ignore the course outcomes and deviate the course plan*

Correction done

*Instructed to the faculties fulfill the course outcomes and adhere to the course plan.*

Corrective action taken

*Remedial (corrective action) Report provided for student feedback on staff* <sup>Completed</sup>

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

*04.10.2024*

*04.10.2024*

*K. Shanmuga Elangu*  
3/10/24

Verification results:

*Report is verified.*

Date: *04.10.2024*

*R. Arokiadass*  
18/10/24

*Dr. B. J. Queensly Jeyanthi*

Auditor

Audit Closure Status: Closed/ Not-Closed

Date: *04.10.24*

*K. Shanmuga Elangu*  
IQAC Director

*Dr. B. J. Queensly Jeyanthi*  
Dean of Excellence

*R. Arokiadass*  
18/10/24  
Principal

*Dr. B. J. Queensly Jeyanthi*  
Secretary



# NON-CONFORMANCE REPORT

Date: 19-09-2024

IQA No: IQA/

Department/Section: *Science and Humanities*

NC Ref. No: IA-

### Details of Non-Conformity

*mapping of CO and PO is incomplete for all subject.*

Auditor Name:

Principal

Secretary

Auditee Name:

Dr. R. Arokiadass

Rev. Sr. Dr. B. J. Queensly Jeyanthi

*K. Saravanan*

Signature:

*[Signature]*

Signature:

*[Signature]*

### Root cause

*Few staff members have not completed the mapping.*

### Correction done

*Particular staff members have been instructed to complete the work.*

### Corrective action taken

*Staff members have completed the CO-PO mapping.*

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

*04.10.2024*

*21.10.2024*

*[Signature]*

### Verification results:

*verified.*

Date: *21.10.2024* ✓

Audit Closure Status: Closed/ Not-Closed

*[Signature]*

*[Signature]*  
5/11/2024  
Auditor

Date: *21.10.2024*

*[Signature]*  
21.10.2024  
IQAC Director

*[Signature]*  
21/10/24  
Dean of Excellence

*[Signature]*  
21/10/24  
Principal

*[Signature]*  
5/11/2024  
Secretary



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### REPORT ON ACADEMIC AUDIT – II

#### Objective:

- To evaluate the academic practices, departmental management, and student-related activities.
- To assess the compliance, effectiveness, and performance of various departments within the engineering college.
- To ensure that academic and administrative processes were functioning smoothly and meeting required standards.

#### Report:

The academic audit II conducted on September 4 and 5, 2024, identified various areas needing improvement across different departments, cells and committees. The audit aimed to evaluate current practices and suggest actionable improvements to enhance overall departmental performance and student outcomes. The auditors are as follows:

S. No.	Audit Team	Designation
1	Rev. Sr. Dr. B. J. Queensly Jeyanthi	Secretary
2	Dr. R. Arokiadass	Principal
3	Mr. K. Saravanan	Assistant Professor/Mech & IQAC Director
4	Mrs. T. Arthi	Assistant Professor/EEE & IQAC CO- Director

#### Electronics and Communication Engineering (ECE) Department:

The ECE department was advised to maintain a separate register for the list of students, which would help in better tracking of academic progress. The audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence. Additionally, all documentation, records, and filing should be done properly to maintain accuracy and efficiency in academic. Lastly, it was suggested that students, particularly from the third year, be sent for internships to gain industry experience.

#### Mechanical Engineering Department:

The audit revealed that the feedback from students in the Mechanical Engineering Department was below the expected standard, with scores less than 75%. It was suggested that the department take immediate action to improve the overall student satisfaction by addressing the specific areas of concern. The department should engage with students more closely to identify key issues and provide solutions, ensuring a more positive learning environment. Audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence.



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### **Science & Humanities (S&H) Department:**

The S&H department was found to be lacking in the completion of CO-PO (Course Outcome - Program Outcome) mapping. This mapping is crucial for ensuring that the learning objectives align with the overall program goals. The audit recommended that the department complete this mapping at the earliest and ensure continuous updates to reflect any curriculum changes. Audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence.

### **Electrical and Electronics Engineering (EEE) Department:**

The EEE department was also advised to send students for internships to give them practical exposure in the industry. The internships will help students to understand real-world applications of their theoretical knowledge and prepare them for future job opportunities. Audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence.

### **Computer Science Engineering Department:**

The audit observed some disorganization in the departmental records. It was recommended that the department arrange its files properly for better tracking and management of information. Furthermore, the department was advised to conduct value-added courses for both third-year and final-year students to enhance their employability and skill set. Additionally, it was suggested to send third-year students for internships to gain practical exposure in the industry, while also ensuring the timely completion of the action-taken report for feedback less than 75%.

### **Office:**

The office was found to need better organization, particularly in managing student records. The audit recommended that a year-wise name list be prepared for better clarity and tracking of student data. Additionally, scholarship records should also be filed year-wise for easy reference and compliance with regulations.

### **Library:**

The library was advised to improve its usage rates. The audit recommended promoting the available resources to students and faculty and possibly organizing workshops or orientations to help them make better use of the library facilities. This could include digital resources, research materials, and study aids.

### **Sports:**

The audit suggested that the sports department conduct more events to engage students in physical activities. Encouraging sports participation would contribute to the overall well-being of students and promote teamwork and leadership skills.



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### Exam cell:

In the Exam Cell, the auditor recommended to address student grievances more effectively, ensuring that issues related to examinations are handled promptly and transparently.

### NSS:

For the National Service Scheme (NSS), the audit suggested the inclusion of relevant circulars and maintaining attendance sheets for all activities to improve documentation and accountability.

### Carrier guidance and placement cell:

In the Placement Cell, recommendations were made to further improve the placement process, including strengthening industry connections and providing better training to students.

### EDC Cell:

The Entrepreneurship Development Cell (EDC) received suggestions for improvement, particularly in enhancing student participation and offering more practical opportunities to develop entrepreneurial skills.

The audit has provided valuable insights into the areas where various departments can improve their operations and support student development. Implementing these recommendations will help in enhancing the effectiveness of each department and contribute to the overall success. Continuous evaluation and action on these suggestions will be essential for maintaining high standards and achieving the ultimate goals of the institution.

### Outcome:

- The audit helps identify areas of improvement in academic processes, ensuring that the institution maintains high standards in teaching, learning, and administration.
- By reviewing various departments, the audit promotes transparency in record-keeping, program management, and student services.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

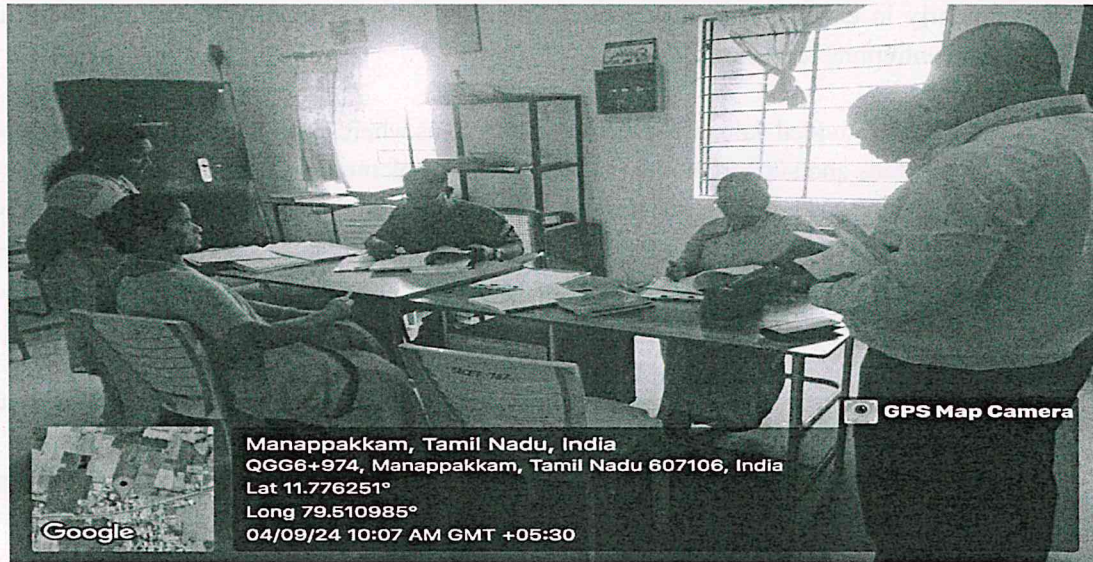
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Lat 11.776251°  
Long 79.510985°  
04/09/24 12:26 PM GMT +05:30



Manappakkam, Tamil Nadu, India  
QGG6+974, Manappakkam, Tamil Nadu 607106, India  
Lat 11.776251°  
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04/09/24 10:07 AM GMT +05:30

*K. S. S.*  
18/09/2024  
IQAC Director

*S. K.*  
18/9/2024  
Dean of Excellence

*R. Aradiass*  
5.11.24  
Principal

**Dr. R. AROKIADASS, M.E., Ph.D.,**  
Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Srivathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 106

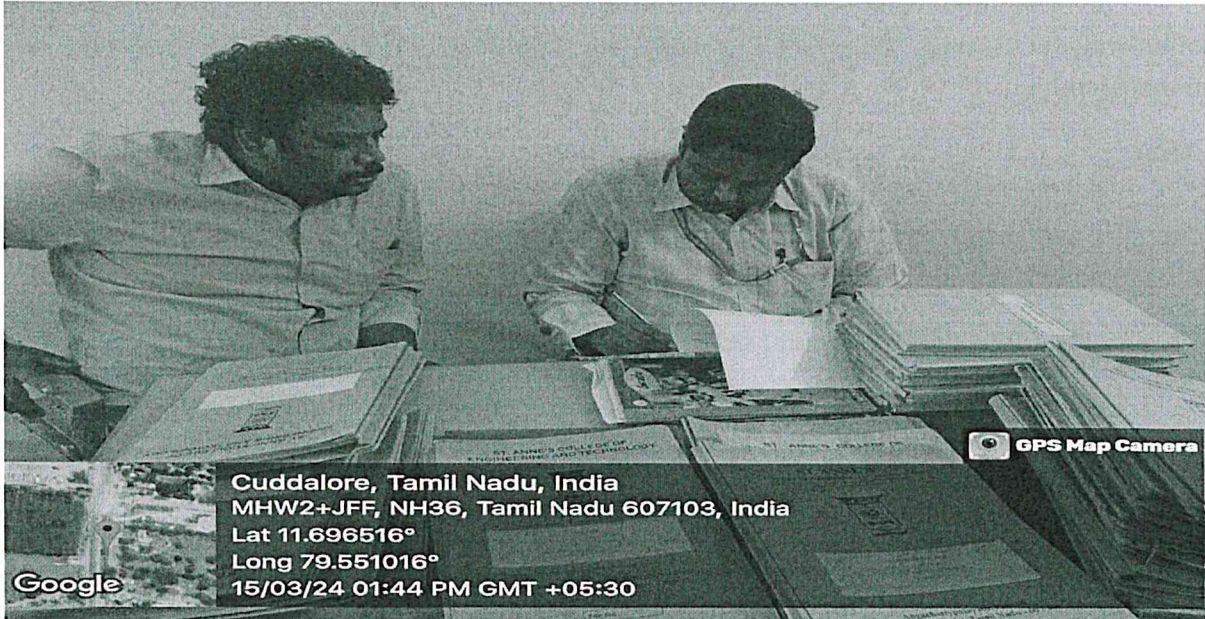


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*K. S. S.*  
27/03/2024

IQAC Director

*S. K.*  
27/3/24

Dean of Excellence

*R. Arakiadass*  
27.3.24

Principal

**Dr.R.AROKIADASS, M.E., Ph.D.,**  
Principal,

St.Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.



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The audit has provided valuable insights into the areas where various departments can improve their operations and support student development. Implementing these recommendations will help in enhancing the effectiveness of each department and contribute to the overall success. Continuous evaluation and action on these suggestions will be essential for maintaining high standards and achieving the ultimate goals of the institution.

## **Outcome:**

- The audit helps identify areas of improvement in academic processes, ensuring that the institution maintains high standards in teaching, learning, and administration.
- By reviewing various departments, the audit promotes transparency in record-keeping, program management, and student services.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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identify key issues and provide solutions, ensuring a more positive learning environment. Audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence.

## **Science & Humanities (S&H) Department:**

The S&H department was found to be lacking in the completion of CO-PO (Course Outcome - Program Outcome) mapping. This mapping is crucial for ensuring that the learning objectives align with the overall program goals. The audit recommended that the department complete this mapping at the earliest and ensure continuous updates to reflect any curriculum changes. Audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence.

## **Electrical and Electronics Engineering (EEE) Department:**

The EEE department was also advised to send students for internships to give them practical exposure in the industry. The internships will help students to understand real-world applications of their theoretical knowledge and prepare them for future job opportunities. Audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence.

## **Computer Science Engineering Department:**

The audit observed some disorganization in the departmental records. It was recommended that the department arrange its files properly for better tracking and management of information. Furthermore, the department was advised to conduct at least one value-added course for the students to enhance their employability and skill set. Additionally, it was suggested to conduct Incubation activity.

## **Office:**

The office was found to need better organization, particularly in managing student records. The audit recommended that a year-wise name list be prepared for better clarity and tracking of student data. Additionally, scholarship records should also be filed year-wise for easy reference and compliance with regulations.

## **Library:**

The library was advised to improve its usage rates. The audit recommended promoting the available resources to students and faculty and possibly organizing workshops or orientations to help them make better use of the library facilities. This could include digital resources, research materials, and study aids.

## **Sports:**

The audit suggested that the sports department conduct more events to engage students in physical activities. Encouraging sports participation would contribute to the overall well-being of students and promote teamwork and leadership skills.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai

Accredited by NAAC

ANGUCHETTYPALAYAM, PANRUTI – 607 106.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### REPORT ON ACADEMIC AUDIT – I

#### Objective:

- to evaluate the academic practices, departmental management, and student-related activities.
- to assess the compliance, effectiveness, and performance of various departments within the engineering college.
- to ensure that academic and administrative processes were functioning smoothly and meeting required standards.

#### Report:

The academic audit I conducted on March 15 and 16, 2024, identified various areas needing improvement across different departments, cells and committees. The audit aimed to evaluate current practices and suggest actionable improvements to enhance overall departmental performance and student outcomes. The auditors are as follows:

S. No.	Auditors	Designation
1	Mr. S. Balabasker	AP/ CSE
2	Mr. K. Shanmuga Elango	AP/ MECH
3	Mr. S. Durai Raj	AP/ ECE
4	Mr. J. Ramesh	AP/ EEE
5	Mr. N. Syed Mubarak	AP/ S&H
6	Mr. V. Balaji	AP/ EEE
7	Mr. S. Manavalan	AP/ CSE

#### Electronics and Communication Engineering (ECE) Department:

The ECE department was advised to maintain a separate register for the list of students, which would help in better tracking of academic progress and participation. Additionally, the audit recommended that the staff in this department be encouraged to publish research papers to contribute to academic excellence. Lastly, it was suggested that students, particularly from the third year, be sent for internships to gain industry experience.

#### Mechanical Engineering Department:

The audit revealed that, the department was advised to conduct atleast one value-added courses the students to enhance their employability and skill set. It was suggested that the incubation activity and MoU activity must be done frequently. Auditor suggested to conduct more online courses like NPTEL, SWAYAM course must be given to students and motivate them to participate actively. The department should engage with students more closely to



# NON CONFORMANCE REPORT

Date : 27/3/24

IQA No: IQA/

Department/Section: *Carrier guidance & Placement cell* NC Ref. No: IA-

Details of Non-Conformity  
1. *Soft skill & Communications skill document are not taken Printout*  
2. *Placement Details.*

Auditor Name: *V. Prakash* Auditee Name: *Dr. D. OMNIVUGADHASON*

Signature : *V. Prakash* Signature : *for M. Sirif*

Root cause  
*Placement Coordinator & members will take responsible to complete above issue*

Correction done  
*They are instructed to get Printout and get the signature from the Principal.*

Corrective action taken  
*Instructed to respective staff member to complete the relevant documents*

Recommended Date of Closing	Actual Date of Closing	Section Head Signature
<i>10/4/24</i>	<i>04.05.24</i>	<i>for M. Sirif</i>

Verification results:  
*All the documents verified*

Date: *4.5.24* Auditor

Audit Closure Status: *Closed/ Not Closed* Date: *4/5/24*

*K. S. S.*  
*04/5/24*  
IQAC Director

*[Signature]*  
Dean of Excellence

*[Signature]*  
Dr. R. AROKIADASS, M.E., Ph.D.,  
Principal

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.K),  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date : 27-3-24

IQA No: IQA/

Department/Section: CSE

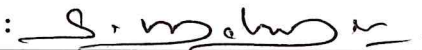
NC Ref. No: IA-

## Details of Non-Conformity

Parent feedback not available

Auditor Name: S. BALASUBRAMANIAN

Auditee Name: R. Vijayalakshmi

Signature : 

Signature : 

## Root cause

Parent feedback is not collected during Parents meeting

## Correction done

The Parent feedback is collected for previous Semester.

## Corrective action taken

New file is created for maintaining the Parent feedback.

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

05.04.2024

05.04.2024



Verification results: Completed

Date: 5.4.2024

  
Auditor

Audit Closure Status: Closed/ Not Closed

Date: 05.04.24

  
IQAC Director

  
Dean of Excellence

  
Principal

Dr. R. AROKIADASS, M.E., Ph.D.,  
Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date: 27.3.24

IQA No: IQA/

Department/Section: CSE

NC Ref. No: IA-

### Details of Non-Conformity

In log book signature of HoD, faculty & Principal is missing.

Auditor Name: S. B. SURESH

Auditee Name: K. P. AMESTH

Signature :

Signature :

### Root cause

Faculty members did not updated the log book (month, Topic coverage at the end of log book)

### Correction done

The sign from faculty & HoD is updated on the log book.

### Corrective action taken

The log book is completed & got sign from the Principal.

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

05.04.2024

25.04.2024.

Verification results: Complete

Date: 25.04.2024.

Auditor

Audit Closure Status: Closed/ Not Closed

Date: 25.04.24

IQAC Director

Dean of Excellence

Dr. R. ADOKIADASS, M.E., Ph.D.,  
Principal,

St. Anne's College of Engineering & Technology  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 111



# NON CONFORMANCE REPORT

Date : 27.3.24

IQA No: IQA/

Department/Section: CSE

NC Ref. No: IA-

### Details of Non-Conformity

Student feedback is not completed for ND 2023

Auditor Name: S. BALARAJAN

Auditee Name: R. Vijayalakshmi

Signature :

Signature :

### Root cause

Some students not completed their feedback.

### Correction done

Student feedback for ND 2023 period is collected from all students

### Corrective action taken

The consolidated report for ND 2023 is taken & got sign from Principal.

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

05.04.2024

05.04.2024

Verification results: Complete

Date: 05.04.2024

Auditor

Audit Closure Status: Closed/ Not-Closed

Date: 5.4.24

K. S. J.  
06/4/24  
IQAC Director

Dean of Excellence

Dr. R. AROKIDASS, M.E., Ph.D.,  
Principal

Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date : 25.3.24.

IQA No: IQA/

Department/Section: Sports NC Ref. No: IA-

Details of Non-Conformity  
Sports and competitions in which students reports ; attendance and letter communications.

Auditor Name: J. RAMESH Auditee Name: Mr. Thomas Aramudham Pal.

Signature : J. Ramesh Signature : [Signature]

Root cause Due to computer issues.

Correction done  
Communication letters are not filled.

Corrective action taken  
All communication letter with Reports filled in ordered. according to date.

Recommended Date of Closing	Actual Date of Closing	Section Head Signature
<u>3.4.2024</u>	<u>6.4.24</u>	<u>[Signature]</u>

Verification results: Everything verified. & volleyball match not having communication letter.

Date: 6.4.24. Auditor: J. Ramesh  
6/4/24

Audit Closure Status: Closed/ Not Closed Date: 6.4.24

[Signature] IQAC Director  
[Signature] Dean of Excellence  
[Signature] Principal

Dr. R. AROXIADASS M.E., Ph.D.  
Principal,  
St. Anne's College of Engineering & Technology  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k.),  
Cuddalore-(Dist), Pin: 607 110



# NON CONFORMANCE REPORT

Date : 27/03/2024

IQA No: IQA/

Department/Section: Science and Humanities / All section

NC Ref. No: IA-

## Details of Non-Conformity

All Department Counselling record Incomplete [CSE, CSE-AIML, ECE, MECH, EEE]

Auditor Name: Mr. S. DURAI RAJ

Auditee Name: Mrs. S. RAMYA

Signature : S. Duraj

Signature : S. Ramya

## Root cause

Class incharges and Mentors

## Correction done

They are Instructed to Complete the Counselling Record.  
Particulars photo, of leave details

## Corrective action taken

Instructed to respective class incharges to Complete the  
Counselling Record

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

01/04/2024

06/04/2024

S. Duraj

## Verification results:

Found all the documents were completed

Date: 06/04/2024 ✓

S. Duraj / 6/4/24  
Auditor

Audit Closure Status: Closed/ ~~Not Closed~~

Date: 6/4/2024

K. Duraj / 10/04/2024  
IQAC Director

S. Duraj /  
Dean of Excellence

Dr. R. AROKIADASS, M.E., Ph.D.,  
Principal

Principal  
St. Anne's College of Engineering & Technology  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k).  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date : 27/03/2024

IQA No: IQA/

Department/Section: Science and Humanities /All section.

NC Ref. No: IA-

### Details of Non-Conformity

Value added Course documents Incomplete

Auditor Name: Mr. S. Durai Raj

Auditee Name: Mrs. S. Ramya

Signature : S. Durai Raj

Signature : S. Ramya

### Root cause

Event Coordinators

### Correction done

Event Coordinators for VAC Instructed to Complete the relevant documents needed like session plan, Consolidated feedback and circulars.

### Corrective action taken

Instructed to respective Event Coordinators to Complete the Relevant documents

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

01/04/2024

06/04/2024

S. Durai Raj

### Verification results:

All the documents regarding VAC is available.

Date: 06/04/2024

S. Durai Raj / 6/4/2024  
Auditor

Audit Closure Status: Closed/ ~~Not Closed~~

Date: 6/4/2024

K. S. Durai Raj  
10/4/2024

**IQAC Director**

S. Durai Raj  
**Dean of Excellence**

R. Arrokiasamy  
**Principal**

Dr. R. AROKIASAMY, M.E., Ph.D.,  
Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date : 27.3.23

IQA No: IQA/

Department/Section: Electrical & Electronics Engg

NC Ref. No: IA-

## Details of Non-Conformity

Feed back was not done for Anna University Question paper

Auditor Name: K. Shanmuga Elango

Auditee Name: Mr. V. BALAJI

Signature : K. Shanmuga Elango

Signature : V. Balaji

## Root cause

Anna university Questions papers not collected from Exam Cell.

## Correction done

Anna University Question Papers Feed back has to be done by individual staff and submitted to HoD

## Corrective action taken

Maintain the A-U Question papers in each Semester separate file.

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

05-04-2024

06-04-2024

Mr. V. Balaji  
6/4/24

## Verification results:

Q.P Feedback submitted with Approval of HoD & Principal

Date: 6.4.2024

K. Shanmuga Elango  
6/4/24  
Auditor

Audit Closure Status: Closed/ ~~Not Closed~~

Date: 6.4.2024

K. Shanmuga Elango  
10/4/24  
IQAC Director

Dr. R. Arukiadas  
Dean of Excellence

Dr. R. AROKIADAS, Principal  
Principal,

St. Anne's College of Engineering & Technology  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k.),  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date : 27-03-2024

IQA No: IQA/

Department/Section: Mechanical Engineering.

NC Ref. No: IA-

### Details of Non-Conformity

Subject allocation for the July-Dec 2023.

Auditor Name: V. BALAJI

Auditee Name: MR. K. SHAMMUGA ELANGI

Signature : V. Balaji

Signature : K. Shammuga Elangi

### Root cause

The file is maintained by a single person & not easy to access.

### Correction done

Subject allocation for the July-Dec 2023 has to taken print. and it should be approved by Principal.

### Corrective action taken

Files must be maintained in Department and it should not be in a single person hand.

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

05-04-2024

06-04-2024

K. Shammuga Elangi

### Verification results:

Subject Allocation is done & printed copy is attached in the file.

Date: 6.4.2024

V. Balaji  
6/4/24  
Auditor

Audit Closure Status: Closed/ Not Closed

Date: 6.4.24

K. Shammuga Elangi  
10/4/2024

IQAC Director

K. Shammuga Elangi  
Dean of Excellence

R. Arokiadass  
Principal

Dr. R. AROKIADASS, Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date : 27.03.2024

IQA No: IQA/

Department/Section: Mechanical Engineering.

NC Ref. No: IA-

## Details of Non-Conformity

Feedback on Anna University Question Paper - NOV-DEC 2023.

Auditor Name: V. BALAJI

Auditee Name: DR. R. SASIKUMAR

Signature : V. Balaji

Signature : R. Saril

## Root cause

Anna University Question papers not collected from the Exam cell.

## Correction done

Feedback for each subject has to be done and submitted.

## Corrective action taken

A Copy of Anna University Question paper has to given to the department from the Exam cell.

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

05-04-2024

06-04-2024

K. Saril 6/4/24

## Verification results:

Feedback forms for all subjects has been collected and filed.

Date: 6.4.24

V. Balaji 6/4/24  
Auditor

Audit Closure Status: Closed/ Not-Closed

Date: 6.4.24

K. Saril  
10/04/2024  
IQAC Director

[Signature]  
Dean of Excellence

[Signature]  
Dr. R. AROKIADESSAN M.E., Ph.D.  
Principal

Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k.),  
Cuddalore-(Dist), Pin: 607 110.



# NON CONFORMANCE REPORT

Date: 25.3.24

IQA No: IQA/

Department/Section: Administration Office

NC Ref. No: IA-

## Details of Non-Conformity

1. Management Freshships & all other scholarships & its Proof. Cuzharan.
2. Higher Studies, Gift/Bonus, TA, & Concession, EPF.

Auditor Name: J. RAMESH A

Auditee Name: Sr. Deepa A.O

Signature : J. Ramesh

Signature : Sr. Deepa

## Root cause

Due to <sup>Insufficient</sup> Manpower to maintain files & work.

## Correction done

Instructed to complete the pending files mentioned.

## Corrective action taken

Instructed to concern head to complete the work.

Recommended Date of Closing

7.4.2024

Actual Date of Closing

24.4.2024.

Section Head Signature

Sr. Deepa  
24/4/2024

## Verification results:

All the documents verified.

Date: 24.4.24

Auditor

Audit Closure Status: Closed/ ~~Not Closed~~

Date: 24.4.24

K. S. S. S.  
26/4/2024  
IQAC Director

Sr. J. S. S.  
Dean of Excellence

Principal  
Dr. R. AROKIADASS, M.E., Ph.D.  
Principal,  
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## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

2023-2024

CIR. No: SANCET/IQAC/2023- 24/CIR/09

Date: 11. 03.2024

It is informed that the Academic Audit Team is constituted for ensuring quality at SANCET. With reference to the circular as dated on 01.02.2024, the Academic Audit – 1 (July'23 – Dec'23) is scheduled on 15<sup>th</sup> and 16<sup>th</sup> March 2024 for the academic year 2023-2024. The schedule for the Audit is given as

S. No.	Date	Audit Team	Department/Cell to be visited
1	15.03.24	Mr.Balabasker	CSE
2	15.03.24	Mr.K.Shanmuga Elango	EEE, Exam cell
3	15.03.24	Mr. S. Durai Raj	S&H and Library
4	16.03.24	Mr. J. Ramesh	Admin Office, EDC Cell
5	16.03.24	Mr. N. Syed Mubarak	ECE
6	16.03.24	Mr. V. Balaji	MECH
7	16.03.24	Mr. S. Manavalan	Carrier Guidance and Placement Cell & NSS

### Audit Process

- The Audit team visits the concern department, checks the document and interacts with faculties and students.
- The audit report will be prepared and shared to the department for corrective measures.
- Non-Confirmation Report (NCR) will be issued by the Auditors to the concern departments.
- Corrective measures of NCR will be authentication by IQAC.

I request all the HoDs to keep ready with all the necessary documents for the successful completion of the Academic Audit -1.

K. S. Sankar  
11/03/2024  
IQAC Director

S. J. Sankar  
11/3/2024  
Dean of Excellence

R. Arukiadass  
11/3/24  
Principal  
Dr.R.AROKIADASS, M.E., Ph.D.  
Principal,  
St.Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), Pin: 607 110.

### Copy to:

1. Secretary
2. Dean & Vice Principal
3. All HoDs
4. Administrative Officer
5. Library
6. File