



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

Accredited by NAAC

ANGUCHETTPALAYAM, PANRUTI – 607 106.

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 15th and 16th 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



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. OMNIVUGADHARAN*

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

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. Srinif</i>

Verification results:
All the documents verified
Date: *4.5.24* ✓ Auditor

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

K. Srinif
04/5/24
IQAC Director

for M. Srinif
Dean of Excellence

Dr. R. Aron
Dr. R. ARON ADASS, 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 : 27-3-24

IQA No: IQA/

Department/Section: CSE

NC Ref. No: IA-

Details of Non-Conformity

Parent feedback not available

Auditor Name: S. BALASUBRAMANIAM

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
ANGUCHETYPALAYAM,
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
Signature :

Auditee Name: R. Vijayalakshmi
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 05.04.2024,	Actual Date of Closing 05.04.2024	Section Head Signature
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Verification results: Complete
Date: 05.04.2024

Auditor

Audit Closure Status: Closed/ Not-Closed Date: 5.4.24

IQAC Director

Dean of Excellence

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

Principal,
St. Anne's College of Engineering & Technology,
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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 :

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

3.4.2024

Actual Date of Closing

6.4.24

Section Head Signature

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

10/4/2024
IQAC Director

Dean of Excellence

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

St. Anne's College of Engineering & Technology
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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. Ramya /
Dean of Excellence

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

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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 / 6/4/2024

Dean of Excellence

R. Arrokiasamy

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
6/4/24
IQAC Director

Dr. R. Arukiadas
Dean of Excellence

Dr. R. AROKIADAS, Principal
Principal,

St. Anne's College of Engineering & Technology
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Pannuti-(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 ^{Insufficient} 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.C., Ph.D.
Principal,
St. Anne's College of Engineering & Technology
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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



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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.



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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.



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K. S. S.
27/03/2024

IQAC Director

S. S.
27/3/24

Dean of Excellence

R. Arakiadass
27.3.24

Principal

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

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