



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)

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 29th August, 2024 has been postponed to 4th 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.

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

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.

Recommended Date of Closing 04.10.2024	Actual Date of Closing 04.10.2024	Section Head Signature
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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

Sr. B. J. Queensly

Signature:

K. Shanmuga

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 ^{Completed}

Recommended Date of Closing

Actual Date of Closing

Section Head Signature

04.10.2024

04.10.2024

K. Shanmuga
3/10/24

Verification results:

Report is verified.

Date: *04.10.2024*

R. Arokiadass
18/10/24

Sr. B. J. Queensly

Auditor

Audit Closure Status: Closed/ Not-Closed

Date: *04.10.24*

K. Shanmuga
IQAC Director

Sr. B. J. Queensly
Dean of Excellence

R. Arokiadass
18/10/24
Principal

Sr. B. J. Queensly
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.



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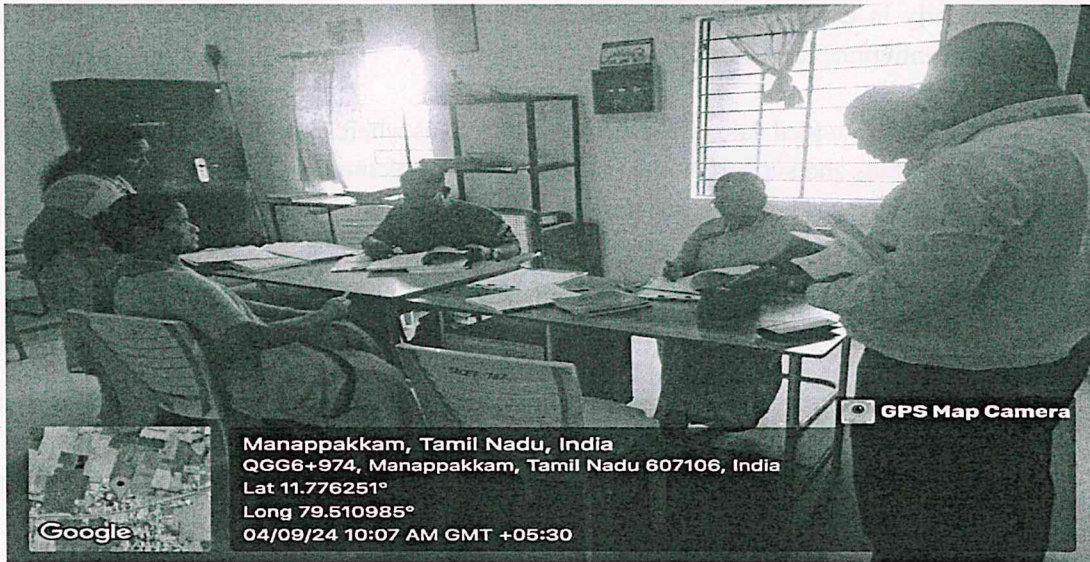
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Long 79.510985°
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GPS Map Camera



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QGG6+974, Manappakkam, Tamil Nadu 607106, India
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GPS Map Camera

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