

DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE (AUTONOMOUS)



Approved by AICTE & Affiliated to Anna University, Chennai
Re-Accredited with 'A' Grade by NAAC, Accredited by TCS
Accredited by NBA for BME, ECE & EEE
PERAMBALUR - 621 212. Tamil Nadu.



Summary of Audit Report

Date:2-1-2023

Date in which Audit was carried out: 23-12-22 to 29-12-22

S.No	Contents	Contents Verified	Summary of All Departments	Scope for Improvement
Department Specific Files				
1	Academic Calendar	<ul style="list-style-type: none"> • Availability of Academic Calendar 	<ul style="list-style-type: none"> • It was available in all Departments. 	
2	Work load for Odd Semester	<ul style="list-style-type: none"> • Approval of Workload 	<ul style="list-style-type: none"> • Controlled copy was not available in the departments. 	<ul style="list-style-type: none"> • Controlled copy to be maintained.
3	Time table	<ul style="list-style-type: none"> • Approval of Class Time table • Approval of Lab Time table 	<ul style="list-style-type: none"> • Controlled copy was not available in the departments 	<ul style="list-style-type: none"> • Master Time table copy can be maintained as controlled copy.
4	Assessment Test Analysis	<ul style="list-style-type: none"> • Time table copy of AT Test • CA mark analysis (if any) • Signed copy of Analysis of Individual class and Consolidate list of each test (AT1, AT 2 and Model) • Sample letter of Mark list and Attendance with evidence sent to parents 	<ul style="list-style-type: none"> • AT analysis was not available • Evidence copy of letter to the parents was not available 	<ul style="list-style-type: none"> • Department specific time table can be maintained. • Letter correspondence can be maintained in the register.
5	Attendance Maintenance	<ul style="list-style-type: none"> • Master Attendance • Regular attendance 	<ul style="list-style-type: none"> • Master attendance till date was not completed in few 	<ul style="list-style-type: none"> • Attendance defaulters monitoring mechanism has to

		<p>maintaining mechanism</p> <ul style="list-style-type: none"> • Attendance defaulters monitoring follow up • Less than 75% attendance list for each portal and their follow up (Parents visit/Undertaking letter/any other) 	<p>department.</p> <ul style="list-style-type: none"> • Regular attendance was not monitored 	<p>be strengthened by Parents Visit/Counseling</p>
6	Counseling report	<ul style="list-style-type: none"> • Counselor details • Counseling record/History card maintenance • Counseling report 	<ul style="list-style-type: none"> • History card was not updated 	<ul style="list-style-type: none"> • Counseling report like what the counseling is done has to be recorded
7	Web portal entry	<ul style="list-style-type: none"> • Web portal details (Portal 1,2 and 3)-Approval copy • Internal mark analysis (if any) 		<ul style="list-style-type: none"> • Internal mark analysis after each portal can be maintained
8	Class Committee meeting	<ul style="list-style-type: none"> • All meeting agenda, attendance sheet, minutes and action taken copy • Students Feedback for each Course • Course Exit Feedback • Flipped Class/PBL Feedback analysis report 	<ul style="list-style-type: none"> • Feedback was not collected in regular manner 	<ul style="list-style-type: none"> • It has to be monitored periodically
9	Professional Society	<ul style="list-style-type: none"> • Name of the professional society • Member list-Proof • Activity report whether sent to PS (if any) 	<ul style="list-style-type: none"> • Details were not updated Professional Society not available in Chemical, Pharma, Aero, 	<ul style="list-style-type: none"> • The report details to be sent to the PS. • PS along with new members list to be updated.
10	Minutes of meeting	<ul style="list-style-type: none"> • AACM minutes maintenance with faculty ack • Separate department minutes (if any) 	<ul style="list-style-type: none"> • Not vetted with faculty sign for AACM • No separate department minutes were maintained. 	<ul style="list-style-type: none"> • Department specific meeting and their minutes has to be recorded
11	Event Report	<ul style="list-style-type: none"> • Number of events conducted 	<ul style="list-style-type: none"> • Details were not updated 	<ul style="list-style-type: none"> • One page report has to be

		<ul style="list-style-type: none"> • Event report with approval 		prepared at the completion of event
12	Placement details	<ul style="list-style-type: none"> • Number of students placed details with company list 		
13	Stock Details	<ul style="list-style-type: none"> • Individual components listed in stock should be verified. • PO, Bill copy maintenance • Student entry register maintenance (if any) 	<ul style="list-style-type: none"> • Details were not updated • Stock register has not been updated and all details were not available in few departments 	<ul style="list-style-type: none"> • Entry registers to be maintained for each lab so that utilization can be easily verified.
Individual Faculty				
1	Course File	<ul style="list-style-type: none"> • Syllabus Copy • Time table • Course Plan-Approved Copy • Log book • Unit materials (hard copy/soft copy)/ Lab Manual • Question bank • AT questions 	<ul style="list-style-type: none"> • In Course plan-approval process was not completed. • Question bank and AT test answer keys were not available. • Log book is pending for some faculty members. 	<ul style="list-style-type: none"> • All the details to be periodically monitored by the Heads.