



# M.A.M. SCHOOL OF ENGINEERING

(Accredited by NAAC)

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Siruganur, Trichy-621105

## Internal Quality Assurance Cell

Date: 12.08.2021

### Circular

This is to inform that our institution is going to conduct an Academic and Administrative audit from 23.08.2021 to 26.08.2021 and staff members are asked to extend their co-operation to complete the auditing successfully.

### Audit Experts

S.No	Name of the Department	Date of Audit	Name and Designation of the Internal Auditor	Name and Designation of the External Auditor.
1	AERO	23.08.2021	Dr.K.Chandrasekaran HOD/AERO	Dr.A.Punitha HOD/MCT
2	CSE	23.08.2021	Mrs.K.Sathishkumar HOD/CSE	Mr.G.Purushothaman HOD/EEE
3	ECE	24.08.2021	Mrs.P.Kavitha HOD/ECE	K.Sathishkumar HOD/CSE
4	EEE	24.08.2021	Mrs.G.Purushothaman HOD/EEE	Dr.P.Lilly Florence HOD/S&H
5	MECH	25.08.2021	Mr.R.Ramanathan HOD/MECH	Dr.K.Chandrasekaran HOD/AERO
6	MCT	25.08.2021	Dr.A.Punitha HOD/MCT	Mrs.P.Kavitha HOD/ECE
7	S&H	26.08.2021	Dr.P.Lilly Florence HOD/S&H	Mr.R.Ramanarhan HOD/MECH
8	Office	26.08.2021	Mr.T.Kulothungan Office Superintendent	Mrs.P.Kavitha HOD/ECE

IQAC Coordinator

COORDINATOR

Copy to: M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY

1. The Administrative Office
2. All HODs
3. IQAC Coordinator
4. FILE

PRINCIPAL

PRINCIPAL

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SIRUGANUR, TIRUCHIRAPPALLI-621 105.



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### Internal Quality Assurance Cell Academic and Administrative Audit

Department: Aeronautical.

Academic Year: 2020-21

Date: 23.08.2021

File Number	File Name and Description	
1	<b>Curriculum Planning and Implementation</b>	
	Department Vision, Mission, Short term and long term goals	Dept vision, Mission - to do some correction.
	Academic Calendar and Hand book,	Have to be placed.
	Syllabus (R2017-Chennai, R2013-Chennai)	Available
2	<b>Curriculum enrichment</b>	
	Copies of IQAC Meeting Minutes	Hard copy to be submitted.
	Learning Outcomes of the Department	Available
	Curricular Enrichment Committee and Minutes (If any)	-
	Consolidated List of Augmented Syllabus.	Have to get from principal
	Value added courses	Available
3	<b>Feedback System</b>	
	Student Feedback	Available
	Parent feedback, Employer Feedback, Alumni feedback and Exit feedback - Last three years	Have to get from principal

4	<b>Student Enrollment and Profile</b>	
	Student name list	Available
	Student Diversity profile and chart	Available
	Scholarship details	Have to be updated
	Details about Bridge course, any other enrichment courses	—
5	<b>Teaching and Learning process</b>	
	Academic calendar	Available
	Sample lesson plans	Available
	List of contents in course file	Available
	Sample course file	Available
	Sample of teaching aids	Available
	Consolidated List of E-Resources	Available
	Consolidated List of Printed Learning Resources	Available
	Teacher Teach Teachers (TTT) Scheme	Have to get info from principal
	Learning Infrastructure	Have to be updated
6	<b>Result Analysis(All Batches)</b>	
	Internal exam schedules and Analysis	Available
	University exam schedules and result Analysis	Available

7	<b>Research , Consultancy and Collaboration</b>	
	Research facilities and Resources	—
	Faculty Publications	Available
	Library resources available for research. Details of work carried out by each faculty member and their progress, regular meetings, minutes.	Have to be be updated
	Consultancy activities	—
	Professional Society activities	—
	Research support given by the college to faculty and Student	Have to be updated
	Research proposals	Available
	MOU's	Available
8	<b>Social Responsibility, Extension Activities and students Achievements</b>	
	Student Participation in Social Extension Activities	Available
	Club activities	—
	Student Progression to Higher studies and Competitive Examinations	—
	Achievements in curricular, co-curricular and extracurricular events	Available
9	<b>Student support and Mentoring</b>	
	Counselor diaries	Available
	Anti-Ragging Declarations	Available



10	<b>Career Development Cell</b>	
	Learning and Development Activities	—
	Entrepreneurial Development Activities	Available
	Career Counseling	Available
	Placement Records	Available
	Information and communication compilation	—
11	<b>Innovation and Best Practices</b>	Have to be updated
12	<b>Circulars From Principal</b>	Have to be updated
13	<b>Department Planning, Budget &amp; Expenditure</b>	Have to be updated
14	<b>Teaching/Non Teaching Staff Profiles</b>	Available
15	<b>Department Meeting Minutes</b>	Available
16	<b>Circulars from Anna University</b>	Available
17	<b>Alumni Database</b>	Available
	<b>Student association activities</b>	Available

18	Composition of Student association	Available
	Activities of student association	Available
19	Industrial visit / IPT	Available
20	Students Final year projects	Available
21	Performance appraisal Faculty and Supporting Staff	Have to be updated
22	Mini Project	Available
23	Department News Letter	Available
24	Staff/Student Incentives	Have to be updated
25	Class committee meeting	Available
26	Disciplinary Action	Available

Head of the Department  
Aeronautical Engineering  
M.A.M. School of Engineering  
Siruganur, Trichy-621 105.  
Internal Auditor

COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY-621 105.  
IQAC Coordinator

Head of the Department  
Dept. of Mechatronics Engineering  
M.A.M. School of Engineering  
Siruganur, Tiruchirappalli-621 105  
External Auditor

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**Internal Quality Assurance Cell**

**Corrective Action - Academic and Administrative Audit Held on** 23/8/2021,

Department: **AERO** Academic Year: 2020-21

File No	Corrective Action
1	Available.
2	Available
3	Available
4	Available
5	Available
6	Available
7	Available
8	Available
9	Available
10	Available
11	Available
12	Available
13	Available
14	Available
15	Available

16	Available
17	Available
18	Available
19	Available
20	Available
21	Available
22	Available
23	Available
24	Available
25	Available
26	Available

Date:

  
Internal Auditor

PR.  
  
External Auditor

  
IQAC Coordinator

COO  
M.A.M. SCHOOL OF ENGINEERING  
SIRIGANUR, TRICHY-621 105.

  
PRINCIPAL  
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### Internal Quality Assurance Cell Academic and Administrative Audit

Department: Office CSE

Academic Year: 2020 - 2021

Date: 23/08/2021

File Number	File Name and Description	
1	<b>Curriculum Planning and Implementation</b>	
	Department Vision ,Mission, Short term and long term goals	updated in the file
	Academic Calendar and Hand book,	Available
	Syllabus (R2017-Chennai, R2013-Chennai)	Available
2	<b>Curriculum enrichment</b>	
	Copies of IQAC Meeting Minutes	Need to update the last meeting
	Learning Outcomes of the Department	Available
	Curricular Enrichment Committee and Minutes (If any)	-
	Consolidated List of Augmented Syllabus.	updated
	Value added courses	Available
3	<b>Feedback System</b>	
	Student Feedback	Need to update the recent feedback
	Parent feedback , Employer Feedback, Alumni feedback and Exit feedback - Last three years	Available

4	Student Enrollment and Profile	
	Student name list	Available
	Student Diversity profile and chart	Available
	Scholarship details	Available
	Details about Bridge course, any other enrichment courses	Available
5	Teaching and Learning process	
	Academic calendar	Need to take print out
	Sample lesson plans	If possible add some more
	List of contents in course file	Available
	Sample course file	Available
	Sample of teaching aids	Available
	Consolidated List of E-Resources	Not Available
	Consolidated List of Printed Learning Resources	Not Available
	Teacher Teach Teachers (TTT) Scheme	Available
	Learning Infrastructure	Available
6	Result Analysis(All Batches)	
	Internal exam schedules and Analysis	Available
	University exam schedules and result Analysis	Available

	Research , Consultancy and Collaboration	
7	Research facilities and Resources	NA
	Faculty Publications	Need to update
	Library resources available for research. Details of work carried out by each faculty member and their progress, regular meetings, minutes.	NA
	Consultancy activities	NA
	Professional Society activities	Report need to be updated
	Research support given by the college to faculty and Student	NA
	Research proposals	NA
	MOU's	NA
	Social Responsibility, Extension Activities and students Achievements	
	Student Participation in Social Extension Activities	Available
8	Club activities	Available
	Student Progression to Higher studies and Competitive Examinations	-
	Achievements in curricular, co-curricular and extracurricular events	-
	Student support and Mentoring	
9	Counselor diaries	Need to update model master.
	Anti-Ragging Declarations	Available



Career Development Cell	
10	Learning and Development Activities
	Entrepreneurial Development Activities
	Career Counseling
	Placement Records
	Information and communication compilation
11	Innovation and Best Practices
12	Circulars From Principal
13	Department Planning, Budget & Expenditure
14	Teaching/Non Teaching Staff Profiles
15	Department Meeting Minutes
16	Circulars from Anna University
17	Alumni Database
	Student association activities

Available

Available

Available

Available

Available

Available

Available

Available

Available

Available

Available

Need to update

Available



18	Composition of Student association	-
	Activities of student association	Available
19	Industrial visit / IPT	Available
20	Students Final year projects	Available
21	Performance appraisal Faculty and Supporting Staff	Available
22	Mini Project	Available
23	Department News Letter	Need to update
24	Staff/Student Incentives	Available
25	Class committee meeting	Available
26	Disciplinary Action	Available

HEAD OF THE DEPARTMENT  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TIRUCHIRAPPALLI - 621 105

G. Sathish Kumar  
External Auditor 23/8/2024

PRINCIPAL  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TIRUCHIRAPPALLI - 621 105

Head of the Department  
Department of Computer Science  
M.A.M. School of Engineering  
Siruganur, Tiruchirappalli - 621 105.

K. Sathish Kumar  
Internal Auditor 23/8/24

COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TIRUCHIRAPPALLI - 621 105  
23/8/24  
IQAC Coordinator

**M.A.M. SCHOOL OF ENGINEERING****(Accredited by NAAC)**Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai  
Siruganur, Trichy-621105**Internal Quality Assurance Cell****Corrective Action - Academic and Administrative Audit Held on** 23/8/2024.**Department:** CSE **Academic Year:** 2020-2021

File No	Corrective Action
1	Updated.
2	Updated. <del>Nil</del> NIL
3	Updated NIL.
4	NIL
5	Updated
6	NIL
7	Updated.
8	NIL
9	Updated.
10	NIL
11	NIL
12	NIL
13	NIL
14	NIL
15	NIL

16	NIL
17	Updated
18	NIL
19	NIL
20	NIL
21	NIL
22	NIL
23	Updated
24	NIL
25	NIL
26	NIL

Date:

K. Sathish Kumar  
Internal Auditor

G. J. S. / 2021  
External Auditor

HEAD OF THE DEPARTMENT  
ELECTRICAL AND ELECTRONICS ENGINEERING  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY - 621 105.

IQAC Coordinator  
COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY - 621 105.

PRINCIPAL  
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### Internal Quality Assurance Cell Academic and Administrative Audit

Department: **ECE**

Academic Year: **2020 - 2021**

Date: **24/8/21**

File Number	File Name and Description	
1	<b>Curriculum Planning and Implementation</b>	
	Department Vision, Mission, Short term and long term goals	Four year available, they to be update
	Academic Calendar and Hand book,	Available
	Syllabus (R2017-Chennai, R2013-Chennai)	Available
2	<b>Curriculum enrichment</b>	
	Copies of IQAC Meeting Minutes	Available only Two years
	Learning Outcomes of the Department	Need to update for I & II sem & OE
	Curricular Enrichment Committee and Minutes (If any)	-
	Consolidated List of Augmented Syllabus.	Updated
	Value added courses	Available Three years
3	<b>Feedback System</b>	
	Student Feedback	
	Parent feedback, Employer Feedback, Alumni feedback and Exit feedback - Last three years	Alumni feedback need to update Employer feedback to be update



4	<b>Student Enrollment and Profile</b>	
	Student name list	Available
	Student Diversity profile and chart	need some Corrections
	Scholarship details	Available
5	Details about Bridge course, any other enrichment courses	Not available
	<b>Teaching and Learning process</b>	
	Academic calendar	2020-2021 ODP Sem Not available
	Sample lesson plans	Available
	List of contents in course file	Available
	Sample course file	Available
	Sample of teaching aids	Not available in details
	Consolidated List of E-Resources	available only 3 yrs.
	Consolidated List of Printed Learning Resources	available in Library.
	Teacher Teach Teachers (TTT) Scheme	Available
	Learning Infrastructure	Available
6	<b>Result Analysis(All Batches)</b>	
	Internal exam schedules and Analysis	Available in
	University exam schedules and result Analysis	Available

7	<b>Research . Consultancy and Collaboration</b>	
	Research facilities and Resources	Not available
	Faculty Publications	Available
	Library resources available for research. Details of work carried out by each faculty member and their progress, regular meetings, minutes.	Need to update.
	Consultancy activities	NK
	Professional Society activities	Available
	Research support given by the college to faculty and Student	Not available
	Research proposals	Not available
	MOU's	Available
8	<b>Social Responsibility, Extension Activities and students Achievements</b>	
	Student Participation in Social Extension Activities	Available
	Club activities	Available
	Student Progression to Higher studies and Competitive Examinations	Available
	Achievements in curricular, co-curricular and extracurricular events	Available
9	<b>Student support and Mentoring</b>	
	Counselor diaries	Need to be update.
	Anti-Ragging Declarations	Available

10	Career Development Cell	
	Learning and Development Activities	Available
	Entrepreneurial Development Activities	Need to be update
	Career Counseling	Available
	Placement Records	Available
	Information and communication compilation	Not available
11	Innovation and Best Practices	Available
12	Circulars From Principal	Available
13	Department Planning, Budget & Expenditure	Need to update
14	Teaching/Non Teaching Staff Profiles	Available
15	Department Meeting Minutes	Available
16	Circulars from Anna University	Available
17	Alumni Database	Available only three yrs
	Student association activities	Available

18	Composition of Student association	Available
	Activities of student association	Need to update
19	Industrial visit / IPT	Available
20	Students Final year projects	Available
21	Performance appraisal Faculty and Supporting Staff	Available
22	Mini Project	Not Available Need to update
23	Department News Letter	Available
24	Staff/Student Incentives	Available
25	Class committee meeting	Available
26	Disciplinary Action	Not Available

HEAD OF THE DEPARTMENT  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TIRUCHIRAPPALLI - 621 105

**Internal Auditor**  
**COORDINATOR / IQAC**  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY, 621 105.  
24/8/21  
**IQAC Coordinator**

Not Available  
Head of the Department  
Department of Computer Science & Engineering  
M.A.M. School of Engineering  
Siruganur, Tiruchirappalli - 621 105.  
K. Sathya  
External Auditor 24/8/21

**PRINCIPAL**  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TIRUCHIRAPPALLI-621 105.  
**PRINCIPAL**





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**Internal Quality Assurance Cell**

**Corrective Action for Academic and Administrative Audit Held on 24.8.21**

Department: **ECE**

Academic Year: **2020-2021**

File No	Corrective Action
1	Completed
2	Updated
3	Updated
4	Updated
5	Completed
6	Completed
7	Completed
8	Completed
9	Completed
10	Completed
11	Completed
12	Completed
13	Completed
14	Completed
15	Completed


*P. Ravi*

16	Completed
17	Completed
18	Completed
19	Completed
20	Completed
21	Completed
22	Completed
23	Completed
24	Completed
25	Completed
26	Completed

Date:

K. Sathish Kumar  
Internal Auditor

  
External Auditor

  
IQAC Coordinator  
COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY- 621 105.

  
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### Internal Quality Assurance Cell Academic and Administrative Audit

Department: EEE

Academic Year: 2020-2021

Date: 24.8.21

File Number	File Name and Description	
1	<b>Curriculum Planning and Implementation</b>	
	Department Vision ,Mission, Short term and long term goals	Available.
	Academic Calendar and Hand book,	2020-2021 odd sem missing.
	Syllabus (R2017-Chennai, R2013-Chennai)	Available.
2	<b>Curriculum enrichment</b>	
	Copies of IQAC Meeting Minutes	Available.
	Learning Outcomes of the Department	Available.
	Curricular Enrichment Committee and Minutes (If any)	Available
	Consolidated List of Augmented Syllabus.	Available.
	Value added courses	
3	<b>Feedback System</b>	
	Student Feedback	Available
	Parent feedback , Employer Feedback, Alumni feedback and Exit feedback - Last three years	Need to be updated.



4	<b>Student Enrollment and Profile</b>	
	Student name list	Available.
	Student Diversity profile and chart	Available.
	Scholarship details	Available.
	Details about Bridge course, any other enrichment courses	—
5	<b>Teaching and Learning process</b>	
	Academic calendar	2020-21 Odd Sem missing.
	Sample lesson plans	Available
	List of contents in course file	Available
	Sample course file	Available.
	Sample of teaching aids	Available.
	Consolidated List of E-Resources	Available.
	Consolidated List of Printed Learning Resources	Available.
	Teacher Teach Teachers (TTT) Scheme	Available.
	Learning Infrastructure	Available.
6	<b>Result Analysis(All Batches)</b>	
	Internal exam schedules and Analysis	Need updation
	University exam schedules and result Analysis	Available.



7	<b>Research , Consultancy and Collaboration</b>	
	Research facilities and Resources	Available .
	Faculty Publications	Available .
	Library resources available for research. Details of work carried out by each faculty member and their progress, regular meetings, minutes.	Available .
	Consultancy activities	—
	Professional Society activities	—
	Research support given by the college to faculty and Student	
	Research proposals	Available
	MOU's	Available .
8	<b>Social Responsibility, Extension Activities and students Achievements</b>	
	Student Participation in Social Extension Activities	Need updation
	Club activities	Available .
	Student Progression to Higher studies and Competitive Examinations	—
	Achievements in curricular, co-curricular and extracurricular events	Available .
9	<b>Student support and Mentoring</b>	
	Counselor diaries	Available .
	Anti-Ragging Declarations	—

10	<b>Career Development Cell</b>	
	Learning and Development Activities	Available
	Entrepreneurial Development Activities	Not available.
	Career Counseling	Available.
	Placement Records	Office letters available. Need updation for appointment orders / ID
	Information and communication compilation	—
11	<b>Innovation and Best Practices</b>	Available.
12	<b>Circulars From Principal</b>	—
13	<b>Department Planning, Budget &amp; Expenditure</b>	Available.
14	<b>Teaching/Non Teaching Staff Profiles</b>	Need updation
15	<b>Department Meeting Minutes</b>	<del>Not</del> Available
16	<b>Circulars from Anna University</b>	Available.
17	<b>Alumni Database</b>	Need updation
	<b>Student association activities</b>	Available.

18	Composition of Student association	Not available.
	Activities of student association	Available.
19	Industrial visit / IPT	Available.
20	Students Final year projects	
21	Performance appraisal Faculty and Supporting Staff	Not available.
22	Mini Project	Available.
23	Department News Letter	Need updation
24	Staff/Student Incentives	Available.
25	Class committee meeting	Available.
26	Disciplinary Action	Available.

**Internal Auditor**

**IOAC Coordinator**  
COORDINATOR / IOAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY- 621 105.

**External Auditor**

**PRINCIPAL**  
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**Internal Quality Assurance Cell**

**Corrective Action - Academic and Administrative Audit Held on** 24/8/2021.

Department: **EEE** Academic Year: 2020 - 2021.

File No	Corrective Action
1	odd sem Academic calendar updated.
2	NIL
3	NIL (Alumni feedback updated).
4	-
5	2020-2021 odd sem update.
6	Internal exam schedules updated.
7	-
8	Social extension activities updated.
9	-
10	Appointment orders updated.
11	-
12	-
13	-
14	updated.
15	-



16	-
17	updated.
18	Student Association updated.
19	-
20	-
21	updated.
22	-
23	updated.
24	-
25	-
26	-


Date: 25/8/2021.

  
Internal Auditor

25/8/21

  
External Auditor

  
IQAC Coordinator  
COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRIGANUR, TRICHY- 621 105

  
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### Internal Quality Assurance Cell Academic and Administrative Audit

Department: Mechanical Engg

Academic Year: 2020-2021

Date: 25.08.2021

File Number	File Name and Description	
1	<b>Curriculum Planning and Implementation</b>	
	Department Vision, Mission, Short term and long term goals	All the files are updated
	Academic Calendar and Hand book,	Documents updated.
	Syllabus (R2017-Chennai, R2013-Chennai)	Files are available.
2	<b>Curriculum enrichment</b>	Spinal available
	Copies of IQAC Meeting Minutes	
	Learning Outcomes of the Department	2020-2021 Available.
	Curricular Enrichment Committee and Minutes (If any)	Outcome available.
	Consolidated List of Augmented Syllabus.	
	Value added courses	Augmented maintained
3	<b>Feedback System</b>	VAC conducted.
	Student Feedback	
	Parent feedback, Employer Feedback, Alumni feedback and Exit feedback - Last three years	Online feedback received.
		Available.


4	<b>Student Enrollment and Profile</b>	
	Student name list	Available.
	Student Diversity profile and chart	Prepared.
	Scholarship details	Sample available.
	Details about Bridge course, any other enrichment courses	—
5	<b>Teaching and Learning process</b>	
	Academic calendar	Available.
	Sample lesson plans	Samples available.
	List of contents in course file	available.
	Sample course file	Sample course file available, All files in IQAC.
	Sample of teaching aids	Available.
	Consolidated List of E-Resources	CD - available.
	Consolidated List of Printed Learning Resources	Available.
	Teacher Teach Teachers (TTT) Scheme	Taken by Senior professors
	Learning Infrastructure	Available.
6	<b>Result Analysis(All Batches)</b>	
	Internal exam schedules and Analysis	Schedules & Analysis available.
	University exam schedules and result Analysis	Available.


7	<b>Research , Consultancy and Collaboration</b>	
	Research facilities and Resources	Resources Developed.
	Faculty Publications	Journal Available.
	Library resources available for research. Details of work carried out by each faculty member and their progress, regular meetings, minutes.	—
	Consultancy activities	Not connected.
	Professional Society activities	Available.
	Research support given by the college to faculty and Student	Yes.
	Research proposals	TNSCST proposal
	MOU's	MOU signed.
8	<b>Social Responsibility, Extension Activities and students Achievements</b>	
	Student Participation in Social Extension Activities	Attended
	Club activities	Available
	Student Progression to Higher studies and Competitive Examinations	NIL
	Achievements in curricular, co-curricular and extracurricular events	Certificate Available.
9	<b>Student support and Mentoring</b>	
	Counselor diaries	Maintained.
	Anti-Ragging Declarations	Available.

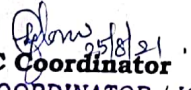


10	Career Development Cell	
	Learning and Development Activities	conducted
	Entrepreneurial Development Activities	conducted
	Career Counseling	Maintained
	Placement Records	appointment order
	Information and communication compilation	yes.
11	Innovation and Best Practices	TTT.
12	Circulars From Principal	-
13	Department Planning, Budget & Expenditure	Available
14	Teaching/Non Teaching Staff Profiles	Available
15	Department Meeting Minutes	Maintained
16	Circulars from Anna University	Internal & External Examiner order
17	Alumni Database	Maintained
	Student association activities	conducted

18	Composition of Student association	Available
	Activities of student association	conducted.
19	Industrial visit / IPT	visited.
20	Students Final year projects	Report Available.
21	Performance appraisal Faculty and Supporting Staff	—
22	Mini Project	Report Available.
23	Department News Letter	Available.
24	Staff/Student Incentives	Given
25	Class committee meeting	conducted
26	Disciplinary Action	Supervised

  
**Internal Auditor**  
 Head of the Department  
 Mechanical Engineering  
 M.A.M. School of Engineering  
 Siruganur, Trichy-621 105.

  
**External Auditor**  
 Head of the Department  
 Aeronautical Engineering  
 M.A.M. School of Engineering  
 Siruganur, Trichy - 621 105.

  
**IQAC Coordinator**  
 COORDINATOR / IQAC  
 M.A.M. SCHOOL OF ENGINEERING  
 SIRUGANUR, TRICHY- 621 105.

  
**PRINCIPAL**  
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**Internal Quality Assurance Cell**

**Corrective Action - Academic and Administrative Audit Held on 24.8.21**


Department: ~~Mechanical~~ <sup>Engineering</sup> Academic Year: 2020-21

File No	Corrective Action
1	OK
2	OK
3	OK
4	OK
5	OK
6	OK
7	Completed
8	OK
9	OK
10	OK
11	OK
12	OK
13	OK
14	OK
15	OK


16	OK
17	OK
18	OK
19	OK
20	OK
21	OK
22	OK
23	OK
24	OK
25	OK
26	OK

Date:

 31/08/21  
**Internal Auditor**  
 Head of the Department  
 Mechanical Engineering  
 M.A.M. School of Engineering  
 Siruganur, Trichy-621 105.

 31/08/21  
**External Auditor**  
 Head of the Department  
 Aeronautical Engineering  
 M.A.M. School of Engineering  
 Siruganur, Trichy - 621 105.

  
**IQAC Coordinator**  
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**PRINCIPAL**  
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### Internal Quality Assurance Cell Academic and Administrative Audit

Department: *Mechatronics*

Academic Year: *2020-21*

Date: *25-8-21*

File Number	File Name and Description	
1	<b>Curriculum Planning and Implementation</b>	
	Department Vision, Mission, Short term and long term goals	<i>Available.</i>
	Academic Calendar and Hand book,	<i>2019-2020 odd &amp; Even sem missing</i>
	Syllabus (R2017-Chennai, R2013-Chennai)	<i>Available.</i>
2	<b>Curriculum enrichment</b>	
	Copies of IQAC Meeting Minutes	<i>2019-2020 - missing.</i>
	Learning Outcomes of the Department	<i>Need to be updated.</i>
	Curricular Enrichment Committee and Minutes (If any)	<i>-</i>
	Consolidated List of Augmented Syllabus.	<i>Need to be updated.</i>
	Value added courses	<i>Available.</i>
3	<b>Feedback System</b>	
	Student Feedback	<i>Available.</i>
	Parent feedback, Employer Feedback, Alumni feedback and Exit feedback - Last three years	<i>Need to be updated.</i>

4	<b>Student Enrollment and Profile</b>	
	Student name list	Principal sign - missing.
	Student Diversity profile and chart	2019-2020 → missing
	Scholarship details	Available.
	Details about Bridge course, any other enrichment courses	—
5	<b>Teaching and Learning process</b>	
	Academic calendar	Available.
	Sample lesson plans	Needs updation.
	List of contents in course file	Available.
	Sample course file	Available.
	Sample of teaching aids	Available
	Consolidated List of E-Resources	Need updation.
	Consolidated List of Printed Learning Resources	Available
	Teacher Teach Teachers (TTT) Scheme	Available.
	Learning Infrastructure	Available.
6	<b>Result Analysis(All Batches)</b>	
	Internal exam schedules and Analysis	2019-2020 (Even sem) missing
	University exam schedules and result Analysis	Available.

7	<b>Research , Consultancy and Collaboration</b>	
	Research facilities and Resources	Available .
	Faculty Publications	Available .
	Library resources available for research. Details of work carried out by each faculty member and their progress, regular meetings, minutes.	Available .
	Consultancy activities	Available
	Professional Society activities	Available
	Research support given by the college to faculty and Student	Available .
	Research proposals	Available .
	MOU's	Available .
8	<b>Social Responsibility, Extension Activities and students Achievements</b>	
	Student Participation in Social Extension Activities	Need updation .
	Club activities	Available .
	Student Progression to Higher studies and Competitive Examinations	Need updation .
	Achievements in curricular, co-curricular and extracurricular events	Need updation .
9	<b>Student support and Mentoring</b>	
	Counselor diaries	Available .
	Anti-Ragging Declarations	-

10	<b>Career Development Cell</b>	
	Learning and Development Activities	Available.
	Entrepreneurial Development Activities	Not available.
	Career Counseling	Available.
	Placement Records	Offer letters are not available for 2019-20
	Information and communication compilation	-
11	<b>Innovation and Best Practices</b>	Available.
12	<b>Circulars From Principal</b>	-
13	<b>Department Planning, Budget &amp; Expenditure</b>	Available.
14	<b>Teaching/Non Teaching Staff Profiles</b>	Need updation
15	<b>Department Meeting Minutes</b>	Need updation.
16	<b>Circulars from Anna University</b>	-
17	<b>Alumni Database</b>	Available.
	<b>Student association activities</b>	Need updation.



18	Composition of Student association	Not available
	Activities of student association	Available.
19	Industrial visit / IPT	Available.
20	Students Final year projects	2020-2021-missing.
21	Performance appraisal Faculty and Supporting Staff	Not available.
22	Mini Project	Available.
23	Department News Letter	Need updation.
24	Staff/Student Incentives	Available.
25	Class committee meeting	Available
26	Disciplinary Action Head of the Department Dept. of Mechatronics Engineering M.A.M. School of Engineering Siruganur, Tiruchirappalli-621 105.	Available

**Internal Auditor**

**External Auditor**

**IQAC Coordinator**  
COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY- 621 105

**PRINCIPAL**  
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SIRUGANUR, TIRUCHIRAPPALLI-621 105.



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## Internal Quality Assurance Cell

Corrective Action - Academic and Administrative Audit Held on 01.09.2021,

Department: NET Academic Year: 2020-21

File No	Corrective Action
1	updated
2	Augmented syllabus updated, Learning Outcomes
3	Content Alumni for updation of fb
4	Curriculum from principal & updated profile
5	Lesson plan updated Exercise in progress
6	Internal exam updated
7	—
8	Higher order skills Socio Cultural activities updated
9	—
10	Placement offer letters have to be sent from IEP cell.
11	—
12	—
13	—
14	updated
15	updated

16	—
17	Updated
18	Due to pandemic, Not available
19	—
20	Updated
21	Updated
22	—
23	Updated
24	—
25	—
26	—

Date: 1.7.2021

*[Signature]*  
Internal Auditor

*[Signature]*  
External Auditor

*[Signature]* 11/9/2021  
IQAC Coordinator  
COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY- 621 105.

*[Signature]*  
PRINCIPAL  
PRINCIPAL  
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### Internal Quality Assurance Cell Academic and Administrative Audit

Department: *S84*

Academic Year: *2020-21*

Date: *26.8.2021*

File Number	File Name and Description	
1	<b>Curriculum Planning and Implementation</b>	
	Department Vision ,Mission, Short term and long term goals	<i>available, ok</i>
	Academic Calendar and Hand book,	<i>available, ok</i>
	Syllabus (R2017-Chennai, R2013-Chennai)	<i>available, ok</i>
2	<b>Curriculum enrichment</b>	
	Copies of IQAC Meeting Minutes	<i>available, ok</i>
	Learning Outcomes of the Department	<i>available, ok</i>
	Curricular Enrichment Committee and Minutes (If any)	
	Consolidated List of Augmented Syllabus.	<i>available, ok</i>
	Value added courses	<i>available, ok</i>
3	<b>Feedback System</b>	
	Student Feedback	<i>yes</i>
	Parent feedback , Employer Feedback, Alumni feedback and Exit feedback – Last three years	<i>yes</i>



4	<b>Student Enrollment and Profile</b>	
	Student name list	yes
	Student Diversity profile and chart	yes
	Scholarship details	yes
	Details about Bridge course, any other enrichment courses	yes
5	<b>Teaching and Learning process</b>	
	Academic calendar	yes
	Sample lesson plans	yes
	List of contents in course file	yes
	Sample course file	available, ok
	Sample of teaching aids	available, ok
	Consolidated List of E-Resources	
	Consolidated List of Printed Learning Resources	
	Teacher Teach Teachers (TTT) Scheme	available, ok
	Learning Infrastructure	available, ok
6	<b>Result Analysis(All Batches)</b>	
	Internal exam schedules and Analysis	available, ok
	University exam schedules and result Analysis	available, ok

7	<b>Research , Consultancy and Collaboration</b>	
	Research facilities and Resources	yes
	Faculty Publications	available, OK
	Library resources available for research. Details of work carried out by each faculty member and their progress, regular meetings, minutes.	yes
	Consultancy activities	NIL
	Professional Society activities	yes
	Research support given by the college to faculty and Student	yes
	Research proposals	yes
	MOU's	yes
8	<b>Social Responsibility, Extension Activities and students Achievements</b>	
	Student Participation in Social Extension Activities	yes
	Club activities	yes
	Student Progression to Higher studies and Competitive Examinations	-
	Achievements in curricular, co-curricular and extracurricular events	yes
9	<b>Student support and Mentoring</b>	
	Counselor diaries	yes, available
	Anti-Ragging Declarations	yes, available

10	<b>Career Development Cell</b>	
	Learning and Development Activities	yes
	Entrepreneurial Development Activities	yes
	Career Counseling	yes
	Placement Records	yes, available
	Information and communication compilation	yes
11	<b>Innovation and Best Practices</b>	yes
12	<b>Circulars From Principal</b>	available
13	<b>Department Planning, Budget &amp; Expenditure</b>	yes
14	<b>Teaching/Non Teaching Staff Profiles</b>	available
15	<b>Department Meeting Minutes</b>	available
16	<b>Circulars from Anna University</b>	available
17	<b>Alumni Database</b>	yes, available
	<b>Student association activities</b>	yes, available

18	Composition of Student association	yes
	Activities of student association	yes
19	Industrial visit / IPT	yes
20	Students Final year projects	yes, available
21	Performance appraisal Faculty and Supporting Staff	yes, done
22	Mini Project	yes, available
23	Department News Letter	
24	Staff/Student Incentives	yes, provided
25	Class committee meeting	yes, conducted
26	Disciplinary Action	yes

**Internal Auditor**

**IQAC Coordinator**  
**COORDINATOR / IQAC**  
M.A.M. SCHOOL OF ENGINEERING  
SIRIGANUR, TRICHY-621 105.

**External Auditor**

**Head of the Department**  
Mechanical Engineering  
M.A.M. School of Engineering,  
Siriganur, Trichy-621 105.

**PRINCIPAL**

**PRINCIPAL**  
M.A.M. SCHOOL OF ENGINEERING  
SIRIGANUR, TIRUCHIRAPPALLI-621 105.





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## Internal Quality Assurance Cell Academic and Administrative Audit

Department: *office*

Academic Year: *2020-21* Date: *24/8/21*

File Name and Description	Remark
Staff Attendance Register	<i>Available</i>
Staff CL/OD/CPL/LLP Register	<i>Available</i>
Staffs Permission Register	<i>Available</i>
Staffs Salary Register	<i>Available</i>
Principal Circular Register	<i>Available</i>
University Circular Register	<i>Available</i>
Inward Register	<i>Available</i>
Outward Register	<i>Available</i>
Students Scholarship Register	<i>Available</i>
<b>NOTE Letter Register</b>	<i>Available</i>
Anna university Letter register	<i>Available</i>
AICTE Letter Register	<i>Available</i>
Students Admission/Readmission Register	<i>Available</i>
Fire and Safety Register	<i>Available</i>
Anna University Affiliation Register	<i>Available</i>
Office Note <del>Register</del>	<i>Available</i>
RRA register	<i>Available</i>
Students Fees Receipt Register	<i>Available</i>
Cash Expenditure Register	<i>Available</i>

*[Signature]*  
Internal Auditor

*[Signature]*  
IQAC Coordinator  
COORDINATOR / IQAC  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TRICHY-621 105

*[Signature]*  
External Auditor  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TIRUCHIRAPPALLI - 621 105

*[Signature]*  
PRINCIPAL  
PRINCIPAL  
M.A.M. SCHOOL OF ENGINEERING  
SIRUGANUR, TIRUCHIRAPPALLI-621 105.