ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
2020-2022

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai) 146/14B1,
Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu

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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT –INTERNAL

PERIOD OF ASSESSMENT 2020-2021 & 2021-2022

Dates on which audit was conducted: 11.11.2021 to 12.11.2021

Audit peer team committee members:

Name of the member	Position / Department	Name of the departments Audited
Mr.Anjankumar	HoD / CSE	CSE, CIVIL ,ECE, EEE, Mechanical, Science and Humanities , Library, Physical education ,Office
Mrs.N.Rajeswari	HoD / EEE	CSE, CIVIL , ECE, EEE. Mechanical, Science and Humanities , Library, Physical education ,Office
Mr.I.Rasheed Khan	HoD / CIVIL	CSE, CIVIL , ECE, EEE. Mechanical, Science and Humanities , Library , Physical education ,Office

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT –EXTERNAL

PERIOD OF ASSESSMENT 2020-2021 & 2021-2022

Dates of Audit:11.11.2021 and 12.11.2021

S. No.	Parameter	Verification Yes/No	Observations / Suggestions
	Curricular Aspects		
1	Is curriculum in line with local/national/regional/global needs andwith PO, PSO	Yes	Verified curriculum formulation process and CO & PO attainment process
2	Is the curriculum focus on employability / skill development/ entrepreneurship	Yes	Verified curriculum components
3	Is new course introduced and syllabus periodicallyupdated	Yes	Verified BoS minutes
4	Is CBCS / elective system implemented	Yes	Verified curriculum and regulation
5	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics addressed by courses	Yes	Offering Course on Universal Human Values and Professional Ethics
6	Is value added course/ field projects /research projects/ internships introduced and students enrolled	Yes	Value Added and Skill Devolopment. Courses are conducted, Funded and field Research projects have been carried out – Internships are arranged for the students.
7	Is Stakeholder feedback taken for the design and review of syllabus and action taken	Yes	Verified BoS minutes
	Teaching, Learning and Evaluation		
8	Is measures taken for supporting advanced learners and slow learners?	Yes	Verified the supporting methodologies
9	Student – Full time teacher ratio	Yes	1:10
10	Is student centric method used for enhancing learning experiences?	Yes	Experimental and participative learning methodologies are practiced. Efforts need to be taken for motivating all the students to get involved in such practice.

11	Is ICT enabled Teaching / Examination / evaluation practiced?	Yes	Efficient Learning Management System in place
12	Full-time teachers with Ph.D.	Yes	14 staff with Ph.D
13	Number of teachers who received awards and recognitions	Yes	Two International awards received from ISRO and NASA
14	Is grievances related to teaching - learning / examination / evaluation / facilities addressed?	Yes	Fully functional Grievances Redressal Cell
15	Availability /Dissemination /Attainment of POs, PSOs,Cos	Yes	Verified dissemination strategies and outcome attainment.
18	Average Pass Percentage	Yes	UG -95 % result
			PG-98 % result
19	Is Student satisfaction survey (SSS) taken on teaching learning process / action taken?	Yes	SSS and ATR available in the Institutional website

Research and Development

20	Is Seed Money received for research?	Yes	- Management has granted seed money for research promotion. - Students are provided with Funds for Research.
21	Is national/ international fellowship received/ financial support for advanced studies/ Research/ innovation and incentives provided by theinstitution?	Yes	- Funds received by researchers - Financial support for advanced studies can be improved. - Incentives are provided for Research activities
22	Is Extramural funding for Research /by Govt/ / Non-govt. agencies/Fund for organizing seminars and conferences received?	Yes	- Funding received from many External organizations
23	Eco system for innovations including Incubation center and otherinitiatives	Yes	Functional Innovative Project Cell and Incubation cell and start ups initiated
24	Is workshops/seminars conducted on Research methodology, entrepreneurship, skill development	Yes	Organized Workshops and Seminars on Research methodology, entrepreneurship, skill development.
25	Patents published/awarded	Yes	Patents Granted and Published - 06

26	Research papers / books and chapters / e-content / Citation Index/ h-index	Yes	Research Papers – 58 Book Published - 07	
27	Extension activities in the neighborhood community / awards received / programs conducted/ students participated	Yes	- Outreach Programs organized - Awards received - students participated	
28	Collaborative activities/functional MoUs	Yes	- Functional MoUs -22 - Actively collaborated with National Organizations	

Infrastructure

29	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / New laboratories	Yes	- Smart Classrooms in all Departments - New faculty cabins furnished - ICT enabled Classrooms - Seminar Halls available. - New Labs Established
30	ICT - enabled facilities	Yes	- ICT enabled Class Rooms and Seminar Halls available. - Conference Hall - 34 laboratories Available.
31	Student - Computer ratio / available bandwidth of internet	Yes	- 4:1 - Available Bandwidth :50Mbps - Wired and Wi-fi
32	Facilities for e-content development	Yes	- Media Centre Available.
33	Budget allocation	Yes	- Verified finance committee Minutes.

Student Support and Progression

34	Students benefited by scholarships / career counselling/ guidance for competitive examinations	Yes	- 90% of the students are getting scholarships - Students are getting career couselling sessions - Students are Properly guided for Competitive Examinations.
35	Capacity development and skills enhancement initiatives	Yes	20 Capacity Development and Skills Enhancement Programmes were organized
36	Redressal of student grievances / ragging / Sexual harassment	Yes	- Verified Minutes of Meeting in Student grievance cell - Verified the minutes of Ragging

			& Sexual Harassment cells
37	Students qualifying in state/ national/ international level examinations	**Yes**	- Very few students only - Verified database with students advisory bureau and Higher studies - Need improvement
38	Placement of outgoing students/ progressed to higher education/Capability enhancement programs for Placement	**Yes**	- 85 % to 90 % of students have been placed - Verified database with placement cell.
39	Awards won by students for outstanding performance in sports/cultural activities	**Yes**	- 40 students have won Awards in sports and cultural activities
40	Presence of Student Council and its activities / Representation of students on Academic and administration activities	**Yes**	- 3 Student Council members for 2020 - 2022 - Various sports, cultural and club activities are conducted by Student's Council
41	Sports and cultural events / competitions organized	**Yes**	- Sports and cultural events are organized for students
42	Registered and functional alumni association*/ alumni contribution	**Yes**	Student mentorship programmes, Induction programmes, Lecture series , Mock Interviews were organized by the Alumni association. Records are maintained for the Activities and their contributions.

Governance, Leadership andManagement

43	Is Statutory committee meetings held periodically *	Yes	- Verified Minutes of Meeting
44	Is e-governance implemented? *	Yes	- Admission, teaching, learning, Evaluation, Placement, are done through ERP and Learning management system (LMS)
45	Performance appraisal system, promotional avenues	Yes	- PAS (Performance appraisal system)Followed - Promotional avenues given in Service policy.
46	Faculty and staff effective welfare measures *	Yes	- Medical insurance, Dental cleaning, Regular Increments, P.F , Causual leave, Maternity leave, semester holidays, Tuition fee concession, Children day care facility , Faculty appreciation with cash awards for Teaching research and service achievements for staff. - TA / DA for research activities

			- Metonity Leave for female staff - Remunaration for Ph.D Registration - Special Allowance for Higher studies - 10 days special leave for marriage
47	Financial support to attend conferences / workshops and membership fee of professional bodies	Yes	- Faculty are provided with financial assistance as per the norms and Guidelines for attending Conferences and Workshops.
48	Professional development / administrative training Programmes organized / attended	Yes	- FDP and Administrative training Programmes were organized
49	Grants received for development and maintenance of infrastructure from govt./ non-govt. bodies	Yes	- Grants are received from Non-government bodies - Needs improvement in this area
50	Internal and external financial audits *	Yes	- Verified Audited statements
51	Revenue generated from consultancy	Yes	- Needs concentration
52	Facilities for / cultural activities, yoga and sports *	Yes	- Indoor stadium, -sports and cultural activities conducted -Sports, Football, Cricket, Handball grounds, Yoga center facilities.
53	Hostel facility / guest room facility / Secured Campus*	Yes	Security personnel guarding the entire campus area One ladies hostel & one Boys Hostel with securities allotted both day and night shift. CCTV cameras located at all the strategic locations in the campus Biometric devices are available for faculty Fire Extinguishers and First Aid Boxes are kept at all the necessary locations.
54	Infrastructure augmentation*	Yes	Class rooms,Labs,Garden,play ground facilities established.
55	Innovation and Start up cell*	Yes	- Seed grant is being provided to facilitate the conversion of innovative research and development ideas into products and services

Institutional Values and Best Practices

56	Promotion of gender equity	Yes	Gender equity programmes organized

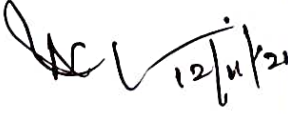|			Female faculty is available in Internal complaints committee for Sexual Harassment, Women grievance cell, Anti- discrimination cell, Students Help Desk, Anti-Ragging committee, Counselling division International women's day celebrated
57	Is facilities available for alternate sources of energy/ energy and water conservation/ management of degradable and non-degradable waste /e-wastemanagement*	Yes	- Solar panel for lights and fans - Sensor-based energy conservation, - LED bulbs and power efficient initiative Equipment are used - Water conservation facility available - Waste management is carried out efficiently (solid, liquid,)
58	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting*	Yes	- Tree plantation done , Fish pond Herbal garden, Environment, energy and water audit is carried out ,Percolation tank for Rainwater Harverstin
59	Efforts/initiatives in providing an inclusive environment*	Yes	- Diverse Religious festivals celebration - Implementation of Minority Protection Policy and Anti- Discrimination policy
60	National and international commemorative days, events and festivals	Yes	- Religious Festivals, National and International Days of Importance are celebrated such as World Food Day , Telecommunication day Information Society Day, International Computer Literacy Day, women's day National Leaders Birthday celebrations etc - Verified Annual report of the activities
61	Best practices	Yes	- Village adoption and school adoption schemes - Scholarship schemes for underprivileged - Faculty motivation by way of Cash prize for research related activities. - Psychological counseling centre - Blood donation camp - Eye checkup campaign - Tree plantation - Sustainable development - Swatch Bharat

Suggestions:

- To provide more number of open elective courses options on entrepreneurship
- To strengthen the feedback analysis and corresponding action taken

Observation:

Need improvements in the following areas.

- Financial support for advanced studies.
- Funding received for organizing events only in very few departments.
- Number of programs on Value added courses
- Programmes on administrative training
- Placement in core companies
- Industry based projects

Audit peer team committee members:

Name of the member	Position / Department	Signature
Mr.Anjankumar	HoD / CSE	
Mrs.N.Rajeswari	HoD / EEE	12/4/21
Mr.I.Rasheed Khan	HoD / CIVIL	

Signature of Dean

Signature of Principal
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