



RAAK
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

RAAKCET/PRINCIPAL/CIR/APL2020

Date: 23.04.2020

CIRCULAR

This is to inform you that an Academic and Administrative Audit will be conducted on 28th April 2020. The purpose of this audit is to evaluate and suggest enhancements to improve the quality of academics and to strengthen the academic and administrative facilities within our institute.

All staff members are requested to cooperate fully with the audit team and provide any necessary information and support. Your participation is crucial for the successful completion of this audit and for our continuous improvement.

Thank you for your attention and cooperation.

L. Poqidi

INTERNAL AUDIT COORDINATOR

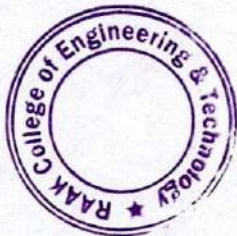
[Signature]
PRINCIPAL

Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
PRINCIPAL
RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
Sulthanpet Post,
Puducherry - 605 110

COPY TO:

- Chairman
- Secretary
- All Department Heads
- Circular Board / Office

[Signature]



Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2019-2020

Assessment Based on Institutional Information

| | |
|-------------------------------|---|
| Name & Address of the College | RAAK College of Engineering and Technology, No:1 Muthupillai palayam, Villianur Main Rd, Arumparthapuram, G.N Palayam, Puducherry, 605110. |
| Year of Audit | 2019-2020 |
| Semester of Audit | EVEN |
| Date of Audit | 28.04.2020 |
| Internal Auditor Committee | Dr. S. Seenuvasamurthi Mr. B. Murugan Ms. L. Roginidevi Mrs. P. Ezhilarasi Mr. E. Arunagiri Ms. V. Uvaranjani Mr. J. Britto |
| Time of Audit | 10.00 AM to 03.00 PM |

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NAME OF DEPARTMENTS

| S. No. | Name of Departments |
|--------|---|
| 1. | Department of Science and Humanities |
| 2. | Department of Mechanical Engineering |
| 3. | Department of Computer Science Engineering |
| 4. | Department of Information Technology |
| 5. | Department of Electrical and Electronics Engineering |
| 6. | Department of Electronics and Communication Engineering |

J. S. SEENUVASAMURTHI, M.E., Ph.D.
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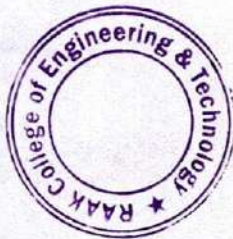
RAAK

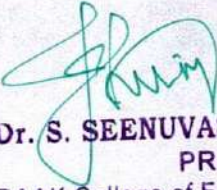
COLLEGE OF ENGINEERING AND TECHNOLOGY

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Academic and Administrative Audit Process and schedule: Date: 28 April 2020

| Time | Activity | |
|--|---|--|
| 28 th April 2020, 10 AM to 03.00 PM | Visit to the department by the Internal Auditor | Visit to the facilities in the department: <ul style="list-style-type: none">• Classrooms and labs, any other facility related to advanced learning• Verification of the documents.• Interaction with the faculty and technical staff after the verification process.• Department report preparation. |
| | Internal Auditor Department Wise | <ul style="list-style-type: none">• S&H - Mr. B. Murugan• IT - Ms. L. Roginidevi• MECH - Ms. V. Uvaranjani• ECE - Mr. J. Britto• EEE - Ms. P. Ezhilarasi• CSE - Mr. E. Arunagiri |
| | Visit to central facilities- Library, Placement, CC, Exam section and main office | <ul style="list-style-type: none">• Interaction with the respective heads.• Interaction with Deans.• Verification of central documents. |
| | Lunch | Lunch |
| | Report preparation | College report writing |
| | Exit meeting | Exit meeting with Principal, Deans, HODs and coordinators. |




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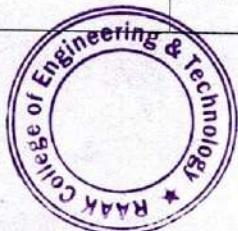
COLLEGE OF ENGINEERING AND TECHNOLOGY

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Report of AAA committee

Assessment Based on Institutional Information

| Category | Description | Available (Yes/No) |
|--|---|--------------------|
| Approvals and Accreditation Documents | Approval by Pondicherry University | Yes |
| Governance | Governing Body notification | Yes |
| | Academic Council notification | Yes |
| | Proceedings of Governing Body meeting | Yes |
| | Proceedings of Academic Council meeting | Yes |
| | Examination section | Yes |
| | IQAC and its proceedings | Yes |
| | Anti-Ragging Committee | Yes |
| | Anti-Sexual Harassment Committee/College Internal Complaint Committee | Yes |
| | Grievance Redressal Committee | Yes |
| | SC/ST/OBC Cell | Yes |
| | Alumni Association | Yes |
| | Office Automation (ERP software) | Yes |
| | Personal files | Yes |
| | Budget sanctioned and Audit Report | Yes |
| | Student scholarship details | Yes |
| | Institution Website | Yes |
| Biometric Attendance System | Yes | |
| Notice Boards | Yes | |



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| | | |
|--------------------------|---------------------------|-----|
| Other facilities | CCTV Security | Yes |
| | Projectors in Class Rooms | Yes |
| | Fire Extinguisher | Yes |
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| | Xerox facility | Yes |
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| | Drinking water facility | Yes |
| | Solid Waste Management | Yes |
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| | Rain Water Harvesting | Yes |
| Green Campus Initiatives | Yes | |




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AAA COMMITTEE

| Members | Committee Designation | Signature |
|------------------------|-----------------------|---------------|
| Dr. S. Seenuvasamurthi | Chairperson | |
| Mr. B. Murugan | Member Secretary | |
| Ms. L. Roginidevi | Coordinator | L. Roginidevi |
| Mrs. P. Ezhilarasi | Member | P. Ezhilarasi |
| Mr. E. Arunagiri | Member | E. Arunagiri |
| Ms. V. Uvaranjani | Member | V. Uvaranjani |
| Mr. J. Britto | Member | J. Britto |



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SCORE FOR AAA

| Criteria | Audit Parameters | Max. Mark | Mark Awarded |
|--------------------------------------|--|------------|--------------|
| Teaching- Learning and Evaluation | Student Enrollment and Demographics | 20 | 19 |
| | Addressing Student Diversity | 30 | 28 |
| | Teaching and Learning Methods | 50 | 48 |
| | Teacher Qualifications and Expertise | 50 | 47 |
| | Assessment Methods and Reforms | 50 | 46 |
| | Student Achievement and Learning Outcomes | 50 | 45 |
| | Student Satisfaction Feedback | 50 | 49 |
| | Total | 300 | 282 |
| Research Innovations | Enhancing Research Capabilities and Infrastructure | 30 | 28 |
| | Securing Resources for Research | 20 | 18 |
| | Fostering an Innovation Ecosystem | 20 | 17 |
| | Research Output and Recognition | 30 | 26 |
| | Consultancy and Advisory Services | 20 | 18 |
| | Outreach and Extension Programs | 30 | 27 |
| | Partnerships and Collaborations | 20 | 20 |
| | Enhancing Research Capabilities and Infrastructure | 30 | 27 |
| Total | 200 | 153 | |
| Infrastructure and Learning Resource | Campus Physical Facilities | 30 | 26 |
| | Library as a Learning Resource | 20 | 18 |
| | IT Infrastructure and Resources | 20 | 18 |
| | Maintenance of Campus Infrastructure | 30 | 27 |
| | Accessibility and Inclusivity of Facilities | 20 | 19 |
| | Availability of Laboratories and Equipment | 30 | 26 |
| | Student Accommodation and Housing | 20 | 19 |



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| | | | |
|--|--|-------------|-------------|
| | Recreational and Sports Facilities | 30 | 27 |
| | Health and Wellness Centers | 20 | 18 |
| | Safety and Security Measures | 30 | 28 |
| | Total | 250 | 226 |
| Student Support and Progression | Student Support Services | 20 | 18 |
| | Academic Advising and Counseling | 20 | 19 |
| | Student Progression and Development | 20 | 17 |
| | Career Guidance and Placement Services | 30 | 28 |
| | Student Engagement and Activities | 20 | 17 |
| | Health and Wellness Support | 30 | 28 |
| | Financial Aid and Scholarships | 20 | 17 |
| | Mentorship Programs | 30 | 29 |
| | Alumni Relations and Involvement | 30 | 26 |
| | Extracurricular and Co-curricular Opportunities | 30 | 28 |
| | Total | 250 | 224 |
| Governance, Leadership and Management | Institutional Vision and Leadership | 30 | 28 |
| | Strategy Development and Implementation | 30 | 26 |
| | Faculty Empowerment and Development Strategies | 30 | 29 |
| | Financial Management and Resource Mobilization | 30 | 27 |
| | Internal Quality Assurance Systems | 30 | 28 |
| | Total | 150 | 138 |
| Institutional Values and Best Practices | Institutional Values and Social Responsibilities | 20 | 16 |
| | Best Practices and Innovations | 20 | 19 |
| | Institutional Distinctiveness | 10 | 9 |
| | Total | 50 | 44 |
| | Total Score | 1200 | 1067 |



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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Evaluating the effectiveness of teaching methods employed by faculty members.
- Assessing strategies to enhance student engagement in the learning process.
- Evaluating the variety and appropriateness of assessment methods used to gauge student learning.
- Discussing the effectiveness of feedback mechanisms provided to students to enhance their learning experience.
- Reviewing programs and initiatives aimed at enhancing faculty skills and capabilities in teaching and assessment.

Research Innovations

- Assessing the effectiveness of research planning and prioritization.
- Discussing the impact of research on advancing knowledge in the field and addressing societal challenges.
- Assessing the adequacy and accessibility of research facilities, laboratories, and equipment.
- Discussing plans for improving or expanding research infrastructure to support future innovations.
- Identifying areas for improvement based on audit findings and stakeholder feedback.

Infrastructure and Learning Resources

- Assessing the adequacy, condition, and accessibility of classrooms, lecture halls, and specialized laboratories.
- Evaluating faculty offices, student study areas, and collaborative spaces for their suitability and availability.
- Reviewing the reliability, speed, and security of the campus network infrastructure, including wireless connectivity.



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- Reviewing measures and facilities in place to ensure the health, safety, and security of students, faculty, and staff.
- Discussing campus initiatives related to energy efficiency, waste management, and sustainable practices in infrastructure development and operations.

Student Support and Progression

- Discussing mechanisms for gathering student feedback on support services and using feedback to improve services.
- Assessing the availability and quality of internship and cooperative education programs.
- Assessing opportunities for student involvement in extracurricular activities, clubs, and organizations.
- Reviewing counseling services available to students for personal, emotional, and mental health support.
- Assessing the availability and effectiveness of academic advisors in helping students plan their courses and navigate academic requirements.

Governance, Leadership and Management

- Assessing relationships with external stakeholders, including alumni, donors, government entities, and the local community.
- Reviewing professional development opportunities and support for faculty research and teaching excellence.
- Reviewing policies related to academic integrity, and student assessment.
- Ensuring academic programs are aligned with institutional goals and meet accreditation standards.
- Reviewing the development and implementation of strategic plans aligned with the college's mission and vision.

Innovations and Best Practices

- Assessing innovative approaches to faculty recruitment, professional development, and recognition of teaching excellence.



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- Discussing initiatives to promote environmental awareness and responsibility among students and staff.
- Reviewing initiatives to enhance student engagement, retention, and success through innovative programs and interventions.
- Identifying best practices in student advising, counseling, career services, and academic support.
- Discussing initiatives to enhance digital literacy among students and staff.
- Evaluating innovative uses of technology in administrative processes, academic support services, and student engagement.
- Assessing the integration of technology in teaching, such as flipped classrooms, online simulations, or interactive learning tools.

ACTION TAKEN:

Action taken by the college on recommendation of the Academic and Administrative Committee:

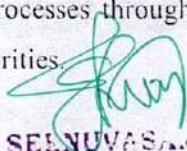
Teaching-Learning and Evaluation

- Regularly assessed teaching methods utilized by faculty members.
- Utilized surveys, focus groups, and observational studies to evaluate strategies aimed at improving student engagement in learning.
- Explored creative teaching techniques, active learning methods, and technology integration to enhance student participation and motivation.
- Evaluated the consistency of assessments with course objectives, learning outcomes, and instructional approaches.
- Reviewed student feedback and performance data to enhance and refine assessment practices.

Research Innovations

- Evaluated research planning processes through assessments to ensure alignment with institutional goals and priorities.




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- Facilitated discussions among researchers, administrators, and stakeholders to evaluate the impact of research initiatives on advancing knowledge and addressing societal challenges.
- Conducted audits and assessments of research facilities, laboratories, and equipment to evaluate adequacy, functionality, and accessibility.
- Analyzed audit results, stakeholder feedback, and performance metrics to identify opportunities for enhancing research planning, infrastructure, and support services.

Infrastructure and Learning Resources

- Conducted comprehensive assessments and inspections of classrooms, lecture halls, and specialized laboratories to evaluate adequacy, condition, and accessibility.
- Identified maintenance requirements, safety issues, and enhancements for accessibility based on assessments.
- Reviewed and assessed faculty offices, student study areas, and collaborative spaces for suitability, availability, and functionality.
- Conducted evaluations of campus network infrastructure to assess reliability, speed, and security, including wireless connectivity.
- Assessed measures and facilities to ensure the health, safety, and security of students, faculty, and staff.

Student Support and Progression

- Strengthened counseling resources, expanded services, and introduced proactive mental health initiatives to foster student well-being.
- Encouraged student engagement through a variety of involvement and leadership development opportunities.
- Improved partnerships with employers, expanded program offerings, and supported students in securing valuable experiential learning opportunities.
- Analyzed feedback to pinpoint areas for improvement and implemented adjustments to enhance the quality of student services.



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Governance, Leadership and Management

- Involved stakeholders in strategic planning processes, monitored progress, and made adjustments as necessary to achieve institutional goals.
- Introduced programs, workshops, and resources to aid faculty development in research, teaching methodologies, and academic leadership.
- Conducted assessments and evaluations of relationships with external stakeholders, such as alumni, donors, government entities, and the local community.

Innovations and Best Practices

- Improved resources, training, and support for advisors and counselors to better guide students in achieving their academic and career objectives.
- Established student support services, mentoring programs, and academic interventions to enhance student outcomes.
- Initiated discussions and initiatives aimed at fostering environmental awareness and responsibility among students and staff.

Date and signature of the Audit Committee Chairman:

A handwritten signature in black ink, appearing to be 'J. Srinivasan', written over a horizontal line.

d. Reginder

Date and Signature of the Internal audit coordinator:


Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
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RAAKCET/PRINCIPAL/CIR/SEP2019

Date: 11.09.2019

CIRCULAR

This is to inform you that an Academic and Administrative Audit will be conducted on 16th September 2019. The purpose of this audit is to evaluate and suggest enhancements to improve the quality of academics and to strengthen the academic and administrative facilities within our institute.

All staff members are requested to cooperate fully with the audit team and provide any necessary information and support. Your participation is crucial for the successful completion of this audit and for our continuous improvement.

Thank you for your attention and cooperation.

L. Rajan

INTERNAL AUDIT COORDINATOR

S. S.

PRINCIPAL

COPY TO:

- Chairman
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S. Seenuvasamurthi
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2019-2020

Assessment Based on Institutional Information

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| Name & Address of the College | RAAK College of Engineering and Technology, No:1 Muthupillai palayam, Villianur Main Rd, Arumparthapuram, G.N Palayam, Puducherry, 605110. |
| Year of Audit | 2019-2020 |
| Semester of Audit | ODD |
| Date of Audit | 16.09.2019 |
| Internal Auditor Committee | Dr. A. Sivakumar Mr. B. Murugan Ms. L. Roginidevi Mrs. P. Ezhilarasi Mr. E. Arunagiri Ms. V. Uvaranjani Mr. J. Britto |
| Time of Audit | 10.00 AM to 03.00 PM |




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NAME OF DEPARTMENTS

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Academic and Administrative Audit Process and schedule: Date: 16 September 2019

| Time | Activity | |
|---|---|---|
| 16 th Sep 2019, 10 AM to 03.00 PM | Visit to the department by the Internal Auditor | Visit to the facilities in the department: <ul style="list-style-type: none"> • Classrooms and labs, any other facility related to advanced learning • Verification of the documents. • Interaction with the faculty and technical staff after the verification process. • Department report preparation. |
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| | Lunch | Lunch |
| | Report preparation | College report writing |
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Report of AAA committee

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| Governance | Governing Body notification | Yes |
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| Green Campus Initiatives | Yes | |

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AAA COMMITTEE

| Members | Committee Designation | Signature |
|------------------------|-----------------------|-----------|
| Dr. S. Seenuvasamurthi | Chairperson | |
| Mr. B. Murugan | Member Secretary | |
| Ms. L. Roginidevi | Coordinator | |
| Mrs. P. Ezhilarasi | Member | |
| Mr. E. Arunagiri | Member | |
| Ms. V. Uvaranjani | Member | |
| Mr. J. Britto | Member | |

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| | Student Achievement and Learning Outcomes | 50 | 48 |
| | Student Satisfaction Feedback | 50 | 47 |
| | Total | 300 | 279 |
| Research Innovations | Enhancing Research Capabilities and Infrastructure | 30 | 25 |
| | Securing Resources for Research | 20 | 16 |
| | Fostering an Innovation Ecosystem | 20 | 17 |
| | Research Output and Recognition | 30 | 26 |
| | Consultancy and Advisory Services | 20 | 18 |
| | Outreach and Extension Programs | 30 | 25 |
| | Partnerships and Collaborations | 20 | 17 |
| | Enhancing Research Capabilities and Infrastructure | 30 | 27 |
| Total | 200 | 171 | |
| Infrastructure and Learning Resource | Campus Physical Facilities | 30 | 25 |
| | Library as a Learning Resource | 20 | 19 |
| | IT Infrastructure and Resources | 20 | 18 |
| | Maintenance of Campus Infrastructure | 30 | 26 |
| | Accessibility and Inclusivity of Facilities | 20 | 18 |
| | Availability of Laboratories and Equipment | 30 | 27 |
| | Student Accommodation and Housing | 20 | 19 |



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| | | | |
|--|--|-------------|-------------|
| | Recreational and Sports Facilities | 30 | 28 |
| | Health and Wellness Centers | 20 | 17 |
| | Safety and Security Measures | 30 | 28 |
| | Total | 250 | 225 |
| Student Support and Progression | Student Support Services | 20 | 19 |
| | Academic Advising and Counseling | 20 | 19 |
| | Student Progression and Development | 20 | 18 |
| | Career Guidance and Placement Services | 30 | 28 |
| | Student Engagement and Activities | 20 | 17 |
| | Health and Wellness Support | 30 | 29 |
| | Financial Aid and Scholarships | 20 | 19 |
| | Mentorship Programs | 30 | 27 |
| | Alumni Relations and Involvement | 30 | 26 |
| | Extracurricular and Co-curricular Opportunities | 30 | 28 |
| | Total | 250 | 230 |
| Governance, Leadership and Management | Institutional Vision and Leadership | 30 | 26 |
| | Strategy Development and Implementation | 30 | 27 |
| | Faculty Empowerment and Development Strategies | 30 | 29 |
| | Financial Management and Resource Mobilization | 30 | 25 |
| | Internal Quality Assurance Systems | 30 | 24 |
| | Total | 150 | 131 |
| Institutional Values and Best Practices | Institutional Values and Social Responsibilities | 20 | 19 |
| | Best Practices and Innovations | 20 | 19 |
| | Institutional Distinctiveness | 10 | 9 |
| | Total | 50 | 47 |
| | Total Score | 1200 | 1083 |



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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Encouraging active participation in lectures and seminars through interactive discussions, case studies, and problem-solving exercises.
- Adapting teaching methodologies to cater to the diverse learning preferences and academic backgrounds of college students.
- Designing course materials and assignments that align with industry trends and practical applications to enhance relevance and engagement.
- Emphasizing critical thinking, research skills, and the ability to analyze and apply knowledge in real-world contexts.

Research Innovations

- Facilitate collaborations between academia and industry to enrich research relevance and practical application.
- Expand library resources and access to academic journals to support comprehensive research activities and scholarly pursuits.
- Promote interdisciplinary research initiatives aimed at addressing complex societal challenges and promoting integrated learning experiences.
- Offer professional development workshops and seminars for faculty and staff to stay current with advancements in their fields and improve teaching methodologies.

Infrastructure and Learning Resources

- Implement state-of-the-art technology in classrooms and laboratories to support innovative teaching methods and research initiatives.
- Establish career development centers to provide students with internship opportunities, career counseling, and networking events with industry professionals.
- Enhance campus facilities and amenities, such as recreational spaces, dining options, and wellness centres, to promote student well-being and a vibrant campus community.
- Introduce flexible learning options, including online courses and hybrid learning models, to accommodate diverse student schedules and preferences.



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- Foster a culture of innovation and entrepreneurship by supporting student-led initiatives, start-up incubators, and entrepreneurial mentorship programs.

Student Support and Progression

- Provide resources for enhancing writing skills, including assistance with essays, research papers, and other academic writing tasks.
- Offer guidance on career exploration, resume writing, interview techniques, and job search strategies.
- Facilitate opportunities for internships, cooperative education programs, and other experiential learning to connect classroom learning with practical experience.
- Conduct workshops on time management, note-taking, and exam preparation to improve academic performance.

Governance, Leadership and Management

- Establish an oversight body tasked with policy setting, strategic planning, and ensuring fiscal responsibility within the institution.
- Conduct regular reviews and enhancements of academic programs to ensure they remain relevant, rigorous, and aligned with educational standards and industry requirements.
- Continuously monitor and assess educational achievements, accreditation processes, and adherence to regulatory mandates.

Innovations and Best Practices

- Customizing educational experiences to accommodate individual student needs, preferences, and learning styles using adaptive technologies and differentiated instruction.
- Promoting collaborative and hands-on learning activities that foster critical thinking, problem-solving, and creativity among students.
- Evaluating student proficiency in specific competencies or skills, moving beyond traditional grading systems to measure mastery effectively.



[Signature]
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ACTION TAKEN:

Action taken by the college on recommendation of the Academic and Administrative Committee:


Teaching-Learning and Evaluation

- Encouraged students to conduct independent research projects related to course topics.
- Provided guidance on how to apply theoretical knowledge to solve problems or address challenges in real-world contexts.
- Offered varied instructional approaches such as flipped classrooms, project-based learning, or blended learning to accommodate diverse needs.
- Provided additional resources or support for students who required different learning strategies.
- Implemented interactive discussions, case studies, and problem-solving exercises during lectures and seminars.
- Allocated time for group activities that promoted engagement and knowledge sharing among students.

Research Innovations

- Conducted regular workshops, seminars, and training sessions for faculty and staff to stay updated with advancements in their fields.
- Provided opportunities for professional growth and skill development to improve teaching methodologies and enhance educational practices.
- Enhanced digital access and resources within the library to cater to diverse research needs and facilitate easier access to relevant literature.
- Organized meetings, workshops, and joint projects between academic researchers and industry professionals to enhance research relevance and practical application.
- Established partnerships and collaborative research agreements to foster knowledge exchange and innovation.




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Infrastructure and Learning Resources

- Upgraded classroom and laboratory equipment with cutting-edge technology to support innovative teaching methods and research initiatives.
- Created dedicated career development centers on campus to provide students with internship opportunities, career counseling, and networking events with industry professionals.
- Implemented sustainability initiatives and eco-friendly practices to enhance the overall campus environment.

Student Support and Progression

- Offered workshops and individual consultations with writing tutors to improve writing proficiency and academic performance.
- Conducted career counseling sessions and workshops to help students explore career options, develop career goals, and create effective resumes and cover letters.
- Collaborated with employers and industry partners to arrange internships, cooperative education programs, and other experiential learning opportunities.
- Offered tips and resources for effective study habits and stress management during exams.

Governance, Leadership and Management

- Defined roles and responsibilities, established governance frameworks, and implemented accountability measures to uphold institutional standards.
- Implemented a systematic process for conducting regular reviews and enhancements of academic programs.
- Engaged faculty, administrators, and external experts in evaluating program effectiveness, relevance, and alignment with educational standards and industry requirements.
- Initiated course offerings based on feedback, emerging trends, and advancements in respective fields.
- Implemented quality assurance practices to maintain high standards of education and ensure compliance with regulatory requirements.



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Innovations and Best Practices

- Encouraged interdisciplinary collaboration and real-world application of knowledge through project-based learning approaches.
- Implemented competency-based assessment frameworks to evaluate student mastery of specific competencies or skills.
- Provided timely feedback and opportunities for reflection to support continuous improvement and mastery learning.

A handwritten signature in black ink, appearing to be 'S.S.', written above the text.

Date and signature of the Audit Committee Chairman:

A handwritten signature in black ink, appearing to be 'L. Rajan', written above the text.

Date and Signature of the Internal audit coordinator:

A handwritten signature in green ink, appearing to be 'S. Seenuvasamurthi', written above the text.

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