



RAAK
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
An ISO 9001:2015 Certified Institution

RAAKCET/PRINCIPAL/CIR/ARL2021

Date: 16.04.2021

CIRCULAR

This is to inform you that an Academic and Administrative Audit will be conducted on 28th April 2021. 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. Roqidi
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.
PRINCIPAL
RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
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COLLEGE OF ENGINEERING AND TECHNOLOGY

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2020-2021

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	2020-2021
Semester of Audit	EVEN
Date of Audit	28.04.2021
Internal Auditor Committee	Dr. S. Seenuvasamurthi Mr. B. Murugan Ms. L. Roginidevi Mrs. P. Ezhilarasi Mr. K. Murugan Ms. V. Uvaranjani Ms. R. Nathiya
Time of Audit	10.00 AM to 03.00 PM

Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
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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

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Academic and Administrative Audit Process and schedule: Date: 28 April 2021

Time	Activity	
28 th April 2021, 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 - Mrs. P. Ezhilarasi• IT - Mr. K. Murugan• MECH - Ms. V. Uvaranjani• ECE - Mr. B. Murugan• EEE - Ms. L. Roginidevi• CSE - Ms. R. Nathiya
	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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Report of AAA committee

Assessment Based on Institutional Information

Category	Description	Available (Yes/No)
Approvals and Accreditation Documents	Approval by Pondicherry University	Yes
	Governing Body notification	Yes
Governance	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



[Signature]
 M. S. SAMUNURAJ, M.E., Ph.D.
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Other facilities	CCTV Security	Yes
	Projectors in Class Rooms	Yes
	Fire Extinguisher	Yes
	Medical Facility	Yes
	Canteen facility	Yes
	Sports facility	Yes
	Hostels	Yes
	Vehicle Parking	Yes
	Xerox facility	Yes
	Backup Electric Supply	Yes
	Transport Facility	Yes
	Sewage Disposal System	Yes
	Drinking water facility	Yes
	Solid Waste Management	Yes
	e-waste Management	No
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	
Mrs. P. Ezhilarasi	Member	
Mr. K. Murugan	Member	
Ms. V. Uvaranjani	Member	
Ms. R. Nathiya	Member	

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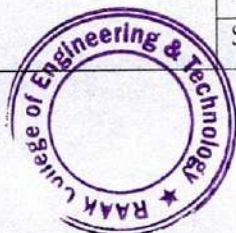
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SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	19
	Addressing Student Diversity	30	29
	Teaching and Learning Methods	50	48
	Teacher Qualifications and Expertise	50	47
	Assessment Methods and Reforms	50	46
	Student Achievement and Learning Outcomes	50	49
	Student Satisfaction Feedback	50	48
	Total	300	286
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	29
	Securing Resources for Research	20	18
	Fostering an Innovation Ecosystem	20	16
	Research Output and Recognition	30	28
	Consultancy and Advisory Services	20	19
	Outreach and Extension Programs	30	27
	Partnerships and Collaborations	20	18
	Enhancing Research Capabilities and Infrastructure	30	27
Total	200	182	
Infrastructure and Learning Resource	Campus Physical Facilities	30	28
	Library as a Learning Resource	20	18
	IT Infrastructure and Resources	20	19
	Maintenance of Campus Infrastructure	30	29
	Accessibility and Inclusivity of Facilities	20	19
	Availability of Laboratories and Equipment	30	28
	Student Accommodation and Housing	20	16



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	Recreational and Sports Facilities	30	28
	Health and Wellness Centers	20	17
	Safety and Security Measures	30	29
	Total	250	231
Student Support and Progression	Student Support Services	20	19
	Academic Advising and Counseling	20	18
	Student Progression and Development	20	18
	Career Guidance and Placement Services	30	29
	Student Engagement and Activities	20	19
	Health and Wellness Support	30	27
	Financial Aid and Scholarships	20	19
	Mentorship Programs	30	29
	Alumni Relations and Involvement	30	29
	Extracurricular and Co-curricular Opportunities	30	28
	Total	250	217
Governance, Leadership and Management	Institutional Vision and Leadership	30	26
	Strategy Development and Implementation	30	27
	Faculty Empowerment and Development Strategies	30	28
	Financial Management and Resource Mobilization	30	29
	Internal Quality Assurance Systems	30	29
	Total	150	139
Institutional Values and Best Practices	Institutional Values and Social Responsibilities	20	19
	Best Practices and Innovations	20	18
	Institutional Distinctiveness	10	9
	Total	50	46
	Total Score	1200	939



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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.

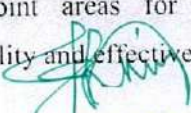
Infrastructure and Learning Resources

- 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 and effectiveness of 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:

Date and Signature of the Internal Audit Coordinator:

... .. M.B.A., M.E., Ph.D.
PRINCIPAL
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RAAKCET/PRINCIPAL/CIR/SEP2020

Date: 10.09.2020

CIRCULAR

This is to inform you that an Academic and Administrative Audit will be conducted on 14th September 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. Raji

INTERNAL AUDIT COORDINATOR

COPY TO:

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

[Signature]
PRINCIPAL

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[Signature]

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT- 2020- 2021

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	2020- 2021
Semester of Audit	ODD
Date of Audit	14.09.2020
Internal Auditor Committee	Dr. S. Seenuvasamurthi Mr. B. Murugan Ms. L. Roginidevi Mrs. P. Ezhilarasi Ms. V. Uvaranjani Mr. K. Murugan Ms. R. Nathiya
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: 14 September 2020

Time	Activity	
14 th Sep 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 Visit	<ul style="list-style-type: none">• S&H - Mr. B. Murugan• IT - Ms. R. Nathiya• MECH - Ms. V. Uvaranjani• ECE - Ms. L. Roginidevi• EEE - Ms. P. Ezhilarasi• CSE - Mr. K. Murugan
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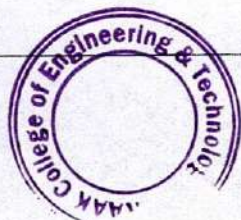
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Report of AAA committee

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	Drinking water facility	Yes
	Solid Waste Management	Yes
	e-waste Management	No
	Rain Water Harvesting	Yes
Green Campus Initiatives	Yes	

Dr. S. Senthil Kumar, M.E., Ph.D.

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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
Ms. V. Uvaranjani	Member	V. Uvaranjani
Mr. K. Murugan	Member	
Ms. R. Nathiya	Member	R. Nathiya

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	Internal Quality Assurance Systems	30	28
	Total	150	135
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	1024



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RECOMMENDATIONS OF THE COMMITTEE:

Teaching-Learning and Evaluation

- Evaluating the impact of financial aid and scholarship programs on student success.
- Analyzing trends in enrollment and demographic changes among students.
- Assessing the effectiveness of career services and alumni engagement initiatives.
- Monitoring and evaluating student satisfaction with academic services and support.
- Assessing the effectiveness of leadership and governance structures within the institution.
- Reviewing compliance with regulatory standards and accreditation requirements.

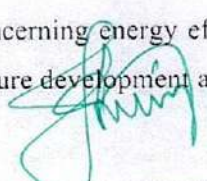
Research Innovations

- Discussing plans to enhance or expand research infrastructure to foster future innovations.
- Identifying improvement opportunities based on audit findings and feedback from stakeholders.
- Exploring the influence of research on advancing knowledge in the field and addressing societal challenges.
- Evaluating the adequacy and accessibility of research facilities, laboratories, and equipment.

Infrastructure and Learning Resources

- Assessing faculty offices, student study areas, and collaborative spaces for their appropriateness and availability.
- Reviewing the reliability, speed, and security of the campus network infrastructure, including wireless connectivity.
- Assessing measures and facilities implemented to ensure the health, safety, and security of students, faculty, and staff.
- Discussing campus initiatives concerning energy efficiency, waste management, and sustainable practices in infrastructure development and operations.




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Student Support and Progression

- Exploring methods to collect student feedback on support services and utilizing this feedback to enhance services.
- Evaluating the accessibility and excellence of internship and cooperative education programs.
- Assessing the possibilities for student engagement in extracurricular activities, clubs, and organizations.
- Evaluating the accessibility and effectiveness of academic advisors in assisting students with course planning and navigating academic requirements.

Governance, Leadership and Management

- Evaluating connections with external stakeholders, such as alumni, donors, government entities, and the local community.
- Examining professional development opportunities and support for faculty research and teaching excellence.
- Assessing policies concerning academic integrity and student assessment.
- Ensuring academic programs align with institutional goals and meet accreditation standards.
- Reviewing the formulation and execution of strategic plans aligned with the college's mission and vision.

Innovations and Best Practices

- Discussing efforts to foster environmental awareness and responsibility among students and staff.
- Reviewing efforts to improve student engagement, retention, and success through inventive programs and interventions.
- Identifying exemplary practices in student advising, counseling, career services, and academic support.
- Exploring initiatives to enhance digital literacy among students and staff.
- Assessing innovative uses of technology in administrative processes, academic support services, and student engagement.




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ACTION TAKEN:

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

Teaching-Learning and Evaluation

- Employed surveys, focus groups, and observational studies to assess strategies aimed at enhancing student engagement in learning.
- Explored innovative teaching techniques, active learning methods, and technology integration to foster greater student participation and motivation.
- Assessed the alignment of assessments with course objectives, learning outcomes, and instructional approaches.
- Analysed student feedback and performance data to improve and refine assessment practices.

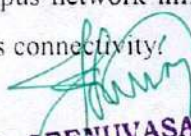
Research Innovations

- Assessed research planning processes to ensure alignment with institutional goals and priorities.
- Facilitated discussions among researchers, administrators, and stakeholders to assess the impact of research initiatives on advancing knowledge and addressing societal challenges.
- Conducted audits and evaluations of research facilities, laboratories, and equipment to assess adequacy, functionality, and accessibility.

Infrastructure and Learning Resources

- Identified maintenance needs, safety concerns, and improvements for accessibility based on assessments.
- Reviewed and evaluated 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.




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- Assessed measures and facilities to ensure the health, safety, and security of students, faculty, and staff.

Student Support and Progression

- Promoted student engagement through diverse involvement and leadership development opportunities.
- Enhanced partnerships with employers, expanded program offerings, and assisted students in securing valuable experiential learning opportunities.
- Analyzed feedback to identify areas for improvement and implemented adjustments to improve the quality and effectiveness of services.

Governance, Leadership and Management

- Engaged stakeholders in strategic planning processes, monitored progress, and made necessary adjustments to achieve institutional goals.
- Implemented programs, workshops, and resources to support faculty development in research, teaching methodologies, and academic leadership.
- Evaluated relationships with external stakeholders, including alumni, donors, government entities, and the local community.

Innovations and Best Practices

- Enhanced resources, training, and support for advisors and counselors to effectively assist students in achieving their academic and career goals.
- Established student support services, mentoring programs, and academic interventions to improve student outcomes.
- Initiated discussions and initiatives to promote environmental awareness and responsibility among students and staff.

Date and signature of the Audit Committee Chairman:

L. Periyasami

Date and Signature of the Internal Audit Coordinator:



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