



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

RAAKCET/PRINCIPAL/CIR/MAR2023

Date: 03.03.2023

### CIRCULAR

This is to inform you that an Academic and Administrative Audit will be conducted on 09<sup>th</sup> March 2023. 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.

INTERNAL AUDIT COORDINATOR

PRINCIPAL

#### COPY TO:

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

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

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

RAAK College of Engineering & Technology  
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### ACADEMIC AND ADMINISTRATIVE AUDIT REPORT- 2022- 2023

#### 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	2022- 2023
Semester of Audit	EVEN
Date of Audit	09.03.2023
Internal Auditor Committee	Dr. S. Seenuvasamurthi Ms. L. Roginidevi Mr. B. Murugan Dr. N. Sowriraja Pillai Mrs. D. Thamizhisai Mr. K. Murugan Mr. S. Ramachandran
Time of Audit	10.00 AM to 03.00 PM



  
**Dr. S. SEENUVASAMURTHI, M.E., Ph.C.**  
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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: 09 March 2023

Time	Activity	
09 <sup>th</sup> March 2023, 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"><li>• Classrooms and labs, any other facility related to advanced learning</li><li>• Verification of the documents.</li><li>• Interaction with the faculty and technical</li><li>• Staff after the verification process.</li><li>• Department report preparation.</li></ul>
	Internal Auditor Department Vise	<ul style="list-style-type: none"><li>• S&amp;H - Mr. B. Murugan</li><li>• IT - Ms. L. Roginidevi</li><li>• MECH - Mr. K. Murugan</li><li>• ECE - Dr. N. Sowriraja Pillai</li><li>• EEE - Mrs. D. Thamizhisai</li><li>• CSE - Mr. S. Ramachandran</li></ul>
	Visit to central facilities- Library, Placement, CC, Exam section and main office	<ul style="list-style-type: none"><li>• Interaction with the respective heads.</li><li>• Interaction with Deans.</li><li>• Verification of central documents.</li></ul>
	Lunch	Lunch
	Report preparation	College report writing
	Exit meeting	Exit meeting with Principal, Deans, HODs and coordinators.

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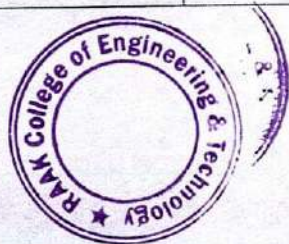
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### Report of AAA committee

### 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	



*[Signature]*  
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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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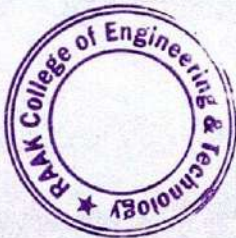
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### AAA COMMITTEE

Members	Committee Designation	Signature
Dr. S. Seenuvasamurthi	Chairperson	
Ms. L. Roginidevi	Member Secretary	
Mr. B. Murugan	Coordinator	
Dr. N. Sowriraja Pillai	Member	
Mrs. D. Thamizhisai	Member	
Mr. K. Murugan	Member	
Mr. S. Ramachandran	Member	



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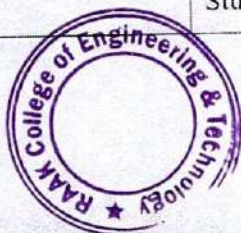
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### SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	17
	Addressing Student Diversity	30	25
	Teaching and Learning Methods	50	48
	Teacher Qualifications and Expertise	50	42
	Assessment Methods and Reforms	50	45
	Student Achievement and Learning Outcomes	50	43
	Student Satisfaction Feedback	50	48
	<b>Total</b>	<b>300</b>	<b>268</b>
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	28
	Securing Resources for Research	20	17
	Fostering an Innovation Ecosystem	20	19
	Research Output and Recognition	30	27
	Consultancy and Advisory Services	20	16
	Outreach and Extension Programs	30	29
	Partnerships and Collaborations	20	18
	<b>Total</b>	<b>200</b>	<b>180</b>
Infrastructure and Learning Resource	Campus Physical Facilities	30	28
	Library as a Learning Resource	20	19
	IT Infrastructure and Resources	20	17
	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	17



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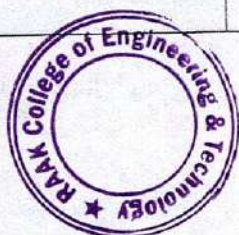


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	Recreational and Sports Facilities	30	26
	Health and Wellness Centers	20	19
	Safety and Security Measures	30	28
	<b>Total</b>	<b>250</b>	<b>225</b>
<b>Student Support and Progression</b>	Student Support Services	20	16
	Academic Advising and Counseling	20	19
	Student Progression and Development	20	17
	Career Guidance and Placement Services	30	28
	Student Engagement and Activities	20	18
	Health and Wellness Support	30	27
	Financial Aid and Scholarships	20	18
	Mentorship Programs	30	29
	Alumni Relations and Involvement	30	27
	Extracurricular and Co-curricular Opportunities	30	26
	<b>Total</b>	<b>250</b>	<b>225</b>
<b>Governance, Leadership and Management</b>	Institutional Vision and Leadership	30	28
	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	27
	<b>Total</b>	<b>150</b>	<b>139</b>
<b>Institutional Values and Best Practices</b>	Institutional Values and Social Responsibilities	20	17
	Best Practices and Innovations	20	16
	Institutional Distinctiveness	10	8
	<b>Total</b>	<b>50</b>	<b>41</b>
	<b>Total Score</b>	<b>1200</b>	<b>1078</b>



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## RECOMMENDATIONS OF THE COMMITTEE:

### Teaching-Learning and Evaluation

- To enhance the teaching and learning process, ensure faculty members effectively use ICT-enabled classrooms and tools.
- To maintain academic performance standards, conduct regular internal test analysis and end-semester exam result analysis for all classes.
- To measure educational outcomes, monitor the attainment of Program Outcomes (PO) and Course Outcomes (CO) for all courses.
- To improve teaching methods, collect and review feedback on the teaching-learning process and provide details of remedial coaching classes.
- To maintain comprehensive academic records, ensure course files for both theory and laboratory courses include verification of internal test marks entry details in the Pondicherry University Web portal.

### Research Innovations

- To actively engage in research and strive for excellence in your field.
- To encourage student participation in research projects.
- To seek opportunities for interdisciplinary research and collaboration.
- To adhere to the highest standards of ethical conduct in all research activities.
- To actively pursue external funding for research projects.
- To aim for publication of research findings in reputable journals and at conferences.

### Infrastructure and Learning Resources

- To equip classrooms and labs with advanced learning tools such as smart boards, virtual reality setups, and simulation software.
- To offer comprehensive health and wellness facilities, including medical centers, gyms, and counseling services, promoting the overall well-being of students and staff.
- To provide safe, comfortable, and affordable housing options for students, fostering a supportive living and learning community.



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- To maintain a robust IT infrastructure that supports high-speed internet, secure networks, and reliable computing resources for students and faculty.
- To maintain a comprehensive library with up-to-date books, journals, and digital resources to support academic.
- To ensure that all facilities, including classrooms, laboratories, and libraries, are modern, well-maintained, and equipped with the latest technology.

### Student Support and Progression

- To support student career development, provide guidance for competitive examinations and career counseling to benefit students.
- To recognize academic excellence, track and report the number of students qualifying in state, national, and international level examinations.
- To promote holistic development, encourage and document student participation in internal and external sports and cultural programs.
- To strengthen community ties, facilitate alumni interactions and engagement with current students.

### Governance, Leadership and Management

- To develop and implement a strategic plan that aligns with the college's mission, vision, and goals, ensuring long-term sustainability and growth.
- To ensure sound financial management practices, including transparent budgeting, resource allocation, and financial reporting.
- To implement regular performance evaluations for faculty, staff, and administrative leaders, ensuring accountability and recognizing excellence.
- To provide ongoing professional development opportunities for faculty and staff to enhance their skills and stay current with best practices in their fields.
- To develop and regularly review policies and procedures that support the college's operations, ensuring they are current, relevant, and effective.
- To seek and cultivate partnerships with other educational institutions, industry, and community organizations to enhance learning opportunities and resources.



  
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### Innovations and Best Practices

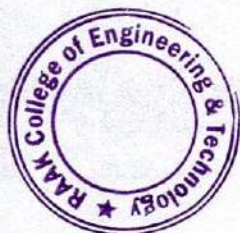
- To adopt blended learning models that combine online and face-to-face instruction, offering flexibility and personalized learning paths for students.
- To integrate cutting-edge technology, such as virtual reality, artificial intelligence, and machine learning, into the curriculum to enhance teaching and learning experiences.
- To offer robust faculty development programs that provide training in the latest pedagogical techniques, research methodologies, and technology integration.
- To establish strong partnerships with industry leaders, facilitating internships, co-op programs, and collaborative research projects that prepare students for the workforce.
- To create innovation labs and business incubators that support entrepreneurial initiatives and the commercialization of research findings.
- To establish recognition and reward programs that acknowledge and celebrate the achievements and contributions of students, faculty, and staff.

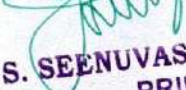
### ACTION TAKEN:

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

### Teaching-Learning and Evaluation

- Established a structured system to analyze internal test and end-semester exam results, using insights to identify academic trends and areas for improvement.
- Monitored Program Outcomes (PO) and Course Outcomes (CO) across all courses to refine curriculum and instructional strategies based on assessment data.
- Implemented effective feedback mechanisms from students to enhance teaching methods, including targeted remedial coaching sessions.
- Ensured accurate academic records by verifying internal test marks entry details in the Pondicherry University Web portal.
- Promoted digital literacy through workshops and resources for faculty and students to enhance technology skills for educational purposes.



  
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### Research Innovations

- Engaged in rigorous research activities, aiming for excellence and making significant contributions within your field.
- Facilitated and encouraged student involvement in various research projects to enhance experiential learning and academic development.
- Actively sought opportunities for interdisciplinary research collaborations to explore innovative approaches and expand the scope of knowledge.
- Aimed to publish research findings in reputable journals and present at conferences to share knowledge and contribute to academic discourse.

### Infrastructure and Learning Resources

- Provided comprehensive health and wellness facilities, including medical centers, gyms, and counseling services, to support the overall well-being of students and staff.
- Offered safe, comfortable, and affordable housing options for students, fostering a supportive living and learning community.
- Maintained a robust IT infrastructure that supports high-speed internet, secure networks, and reliable computing resources for students and faculty.
- Ensured the library is comprehensive with up-to-date books, journals, and digital resources to support academic needs.
- Maintained modern, well-maintained facilities including classrooms, laboratories, and libraries, equipped with the latest technology to support teaching, research, and learning activities.

### Student Support and Progression

- Provided career development support through guidance for competitive examinations and career counseling sessions tailored to benefit students.
- Tracked and reported the number of students qualifying in state, national, and international level examinations to recognize academic excellence.
- Encouraged and documented student participation in internal and external sports and cultural programs to promote holistic development.
- Facilitated alumni interactions and engagement with current students to strengthen community ties and foster a supportive network.



*[Signature]*  
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### Governance, Leadership and Management

- Developed and implemented a strategic plan aligned with the college's mission, vision, and goals to ensure long-term sustainability and growth.
- Ensured sound financial management practices through transparent budgeting, resource allocation, and regular financial reporting.
- Implemented regular performance evaluations for faculty, staff, and administrative leaders to foster accountability and recognize excellence.
- Sought and cultivated partnerships with other educational institutions, industry, and community organizations to enrich learning opportunities and resources.

### Innovations and Best Practices

- Implemented blended learning models that combine online and face-to-face instruction, providing students with flexible and personalized learning paths.
- Integrated advanced technologies such as virtual reality, artificial intelligence, and machine learning into the curriculum to enrich teaching and learning experiences.
- Developed comprehensive faculty development programs that include training in the latest pedagogical techniques, research methodologies, and technology integration.
- Formed strategic partnerships with industry leaders to facilitate internships, cooperative education programs, and collaborative research projects, preparing students for successful careers.

Date and signature of the Audit Committee Chairman:

L. Reshmi

Date and Signature of the Internal Audit Coordinator:



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RAAKCET/PRINCIPAL/CIR/SEP2022

Date: 02.09.2022

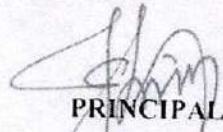
### CIRCULAR

This is to inform you that an Academic and Administrative Audit will be conducted on 07<sup>th</sup> September 2022. 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.

  
INTERNAL AUDIT COORDINATOR

  
PRINCIPAL

#### COPY TO:

- Chairman
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Year of Audit	2022- 2023
Semester of Audit	ODD
Date of Audit	07.09.2022
Internal Auditor Committee	Dr. S. Seenuvasamurthi Mr. B. Murugan Ms. L. Roginidevi Dr. N. Sowriraja Pillai Mrs. J. Roselin Lourd Mr. K. Murugan Mr.S.Ramachandran
Time of Audit	10.00 AM to 03.00 PM



  
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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: 07 September 2022**

Time	Activity	
07 <sup>th</sup> Sep 2022, 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"><li>• Classrooms and labs, any other facility related to advanced learning</li><li>• Verification of the documents.</li><li>• Interaction with the faculty and technical</li><li>• Staff after the verification process.</li><li>• Department report preparation.</li></ul>
	Internal Auditor Department Wise	<ul style="list-style-type: none"><li>• S&amp;H - Dr. N. Sowriraja Pillai</li><li>• IT - Mr. B. Murugan</li><li>• MECH - Mr. K. Murugan</li><li>• ECE - Ms. L. Roginidevi</li><li>• EEE - Mrs. J. Roselin Lourd</li><li>• CSE - Mr.S.Ramachandran</li></ul>
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	Lunch	Lunch
	Report preparation	College report writing
	Exit meeting	Exit meeting with Principal, Deans, HODs and coordinators.

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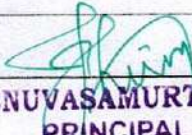
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### Report of AAA committee

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	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
	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	L. Roginidevi
Dr. N. Sowriraja Pillai	Member	
Mrs. J. Roselin Lourd	Member	J. R. L.
Mr. K. Murugan	Member	
Mr. S. Ramachandran	Member	

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### SCORE FOR AAA

Criteria	Audit Parameters	Max. Mark	Mark Awarded
Teaching- Learning and Evaluation	Student Enrollment and Demographics	20	17
	Addressing Student Diversity	30	28
	Teaching and Learning Methods	50	47
	Teacher Qualifications and Expertise	50	46
	Assessment Methods and Reforms	50	48
	Student Achievement and Learning Outcomes	50	47
	Student Satisfaction Feedback	50	49
	<b>Total</b>	<b>300</b>	<b>282</b>
Research Innovations	Enhancing Research Capabilities and Infrastructure	30	27
	Securing Resources for Research	20	18
	Fostering an Innovation Ecosystem	20	19
	Research Output and Recognition	30	27
	Consultancy and Advisory Services	20	17
	Outreach and Extension Programs	30	26
	Partnerships and Collaborations	20	19
	Enhancing Research Capabilities and Infrastructure	30	27
	<b>Total</b>	<b>200</b>	<b>180</b>
Infrastructure and Learning Resource	Campus Physical Facilities	30	28
	Library as a Learning Resource	20	18
	IT Infrastructure and Resources	20	17
	Maintenance of Campus Infrastructure	30	28
	Accessibility and Inclusivity of Facilities	20	17
	Availability of Laboratories and Equipment	30	28
	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	27
	<b>Total</b>	<b>250</b>	<b>227</b>
<b>Student Support and Progression</b>	Student Support Services	20	19
	Academic Advising and Counseling	20	17
	Student Progression and Development	20	18
	Career Guidance and Placement Services	30	27
	Student Engagement and Activities	20	17
	Health and Wellness Support	30	28
	Financial Aid and Scholarships	20	19
	Mentorship Programs	30	28
	Alumni Relations and Involvement	30	26
	Extracurricular and Co-curricular Opportunities	30	27
	<b>Total</b>	<b>250</b>	<b>226</b>
<b>Governance, Leadership and Management</b>	Institutional Vision and Leadership	30	27
	Strategy Development and Implementation	30	28
	Faculty Empowerment and Development Strategies	30	27
	Financial Management and Resource Mobilization	30	27
	Internal Quality Assurance Systems	30	29
	<b>Total</b>	<b>150</b>	<b>138</b>
<b>Institutional Values and Best Practices</b>	Institutional Values and Social Responsibilities	20	18
	Best Practices and Innovations	20	19
	Institutional Distinctiveness	10	8
	<b>Total</b>	<b>50</b>	<b>45</b>
	<b>Total Score</b>	<b>1200</b>	<b>1098</b>



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### RECOMMENDATIONS OF THE COMMITTEE:

#### Teaching-Learning and Evaluation

- To enhance organizational efficiency, improve the process and effectiveness of publishing the annual academic calendar.
- To optimize educational outcomes, strengthen the development and implementation of course-specific teaching plans by faculty.
- To foster innovative teaching practices, increase the integration of ICT tools in the teaching and learning process by faculty members.

#### Research Innovations

- To enhance academic discourse and research collaboration, consider reviewing and improving the frequency and quality of research seminars and workshops conducted.
- To ensure effective guidance and skill development among students, monitor and strengthen the mentorship and support provided for research projects.


#### Infrastructure and Learning Resources

- To enhance academic resources, ensure the library is equipped with a sufficient number of books and resources to support student and faculty needs effectively.
- To facilitate modern teaching practices, maintain adequate ICT facilities that support seamless teaching and learning activities.
- To support academic operations, ensure a suitable number of operational classrooms and computer labs are available.
- To advance teaching methodologies, encourage faculty members to develop e-content aligned with contemporary educational practices.

#### Student Support and Progression

- To enhance student academic success and preparedness, offer workshops and seminars addressing study skills, time management, and academic success.
- To support students in their career paths, continue organizing activities focused on guidance for competitive examinations and career counseling.



  
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- To foster skill development among students, continue conducting capacity development and skills enhancement programs.
- To facilitate student success, continue organizing placement drives that result in students securing positions in various fields.

### Governance, Leadership and Management

- To align with the objectives of higher education, ensure the vision and mission of the Institute are consistently upheld.
- To foster decentralized and participative administration, continue engaging various bodies and committees.
- To support the well-being of staff, maintain and expand welfare schemes for both teaching and non-teaching staff.
- To support academic engagement, facilitate financial support for faculty members participating in various academic activities.
- To ensure accountability and development, continue implementing a performance appraisal system for teaching and non-teaching staff in accordance with established guidelines.
- To ensure transparency and compliance, conduct regular internal and external audits.
- To promote quality enhancement, continue organizing various initiatives through IQAC for both teaching and non-teaching staff.

### Innovations and Best Practices

- To promote energy efficiency, continue the installation of LED bulbs throughout the Institute premises.
- To enhance environmental sustainability, maintain and expand wet and dry waste management with the installation of iron dustbins.
- To promote water conservation, ensure the installation of aerators in taps across the Institute.
- To support accessibility, maintain a barrier-free environment by constructing portable heavy iron ramps at all entrances.



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- Organized diverse activities and sessions under the Institute Social Cell "Seva," focusing on holistic well-being. These included guest lectures, workshops on stress management and mental empowerment, and staff outings aimed at rejuvenation.

Date and signature of the Audit Committee Chairman:

A handwritten signature in black ink, appearing to be "S. S. Senuvasamurthi".

A handwritten signature in black ink, appearing to be "L. Periyasami".

Date and Signature of the Internal Audit Coordinator:



A handwritten signature in green ink, appearing to be "S. S. Senuvasamurthi".

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